

THE MULBERRY BUSH MONTESSORI NURSERY LTD

REGISTRATION FORM

**CHILD’S FULL NAME: DOB:**

**ADDRESS:**

**POSTCODE:**

FULL BIRTH CERTIFICATE NUMBER:

NHS NUMBER:

GENDER: MALE FEMALE UNSPECIFIED

RELIGION: (optional): ETHNICITY (optional):

FIRST/HOME LANGUAGE:

START DATE: KEY PERSON:

NAME(S) AND AGES OF CHILD(S) SIBLINGS:

PARENT/GUARDIAN 1: TITLE: NAME:

CONTACT TEL: HOME: MOBILE:

EMAIL:

PLACE OF WORK: TEL:

PARENT/GUARDIAN 2: TITLE: NAME:

ADDRESS (if different)

 POSTCODE:

CONTACT TEL: HOME: MOBILE:

EMAIL:

PLACE OF WORK: TEL:

EMERGENCY CONTACT: IF WE CANNOT REACH YOU?

Emergency Contact: Number:

Relationship to child:

**SESSIONS / DAYS REQUESTED: Monday Am /Pm / All day Tuesday Am /Pm / All day Wednesday Am /Pm / All day Thursday Am /Pm / All day Friday Am /Pm / All day**

**Nursery Bank Account Details:** THE MULBERRY BUSH MONTESSORI NURSERY LTD

SC: 20-22-67 ACCOUNT: 20851507

**For office use only:** Completed registration form / Deposit received: YES / NO Date:

Proposed Start Date: Key Person:

**CONTRACT OF AGREEMENT**

This registration form is a formal contract of agreement between yourselves and The Mulberry Bush Montessori Nursery Ltd. You should read the nursery terms and conditions before signing and returning this form. You may cancel this agreement in writing at any time prior to your child’s start date with no penalty, but you will forfeit the £100 deposit paid to secure your child’s place. Once your child has started at the setting a full-terms notice in writing is required to terminate, cancel or make significant changes to the terms and conditions of this contract. Failure to give a full terms notice will result in a full terms fees charged in lieu of notice (you cannot claim funding for this period if your child is not going to be in attendance therefore it will be charged at the current full fee rate). Please ensure you have read and understood the nursery terms and conditions.

The information requested on this form is required to enable us to provide a safe, secure, informed learning environment for your child. We are the Data controller for the purposes of the Data Protection Act 2018 - GDPR 2018. The nursery data control Officer responsible for processing, storing and handling sensitive and personal information is the nursery Principal, Mrs Cheryl Knight, supported by the nursery deputy Managers and data handlers Jo Walton and Leander Trunks. You may request access to the information we hold on your child / family at any time. Your information will be stored securely and safely disposed of when your child leaves the setting.

Your consent is required for personal information to be shared with other agencies and professionals for legitimate purposes only such as; The Local Authority (LA/ECC; funding), Ofsted, DFE, Health, Social Care and Child Protection Services, (exception; please see our Child Protection policy for further information on when we may need to share sensitive personal information for the purpose of child protection without your knowledge or consent). To ensure continuity in your child’s care and education we will share relevant SG, SEND and EYFS progress and attainment information with other registered settings your child attends, in the transition to or from another setting or when going into main stream school. The Mulberry Bush Montessori Nursery Ltd is a Data controller who is required by law to pass on information including your/your child’s personal data on behalf of the local authority, ECC and DFE. Please see the nursery Privacy Notice – Data Protection Act 2018) for further information.

We work in partnership with parents and carers. Parents/carers are asked to ensure that the information we hold is accurate and up to date. If you have any concerns, you require more information or you do not wish to consent to any of the sections below, please speak to the nursery Principal. We understand things change so we will ask you to check all the information on this registration form and amend as appropriate or discuss in more detail when you visit prior to your child’s starting date. *Please also see our Privacy Notice which can be accessed at* [*www.mulberrybushmontessori.com*](http://www.mulberrybushmontessori.com)

**ATTENDANCE:**

* MORNING: 9AM TO 12.30
* AFTERNOON: 12PM TO 3.30
* FULL DAY: 9AM TO 3.30PM (EARLY BIRD FROM 8.30AM ON REQUEST)
* CHILDREN FROM 2.5 TO 3 YEARS MINIMUM OF 2 MORNING OR AFTERNOON SESSIONS
* CHILDREN FRO THE TERM FOLLOWING THEIR THIRD BIRTHDAY: MINIMUM OF 2 FULL DAYS
* FEEE PLACE ONLY WITH NO ADDITIONAL SERVICES: PM SESSIONS, 38 WEEKS PER YEAR ONLY

**WHAT WE PROVIDE:** Following the Montessori philosophy, each child is supported and offered a child-centred experience with a high level of adult to child support and positive interactions where each child’s interests are used as motivators and their learning is scaffolded and extended by our high adult to child ratios of caring, knowledgeable, highly skilled, experienced and qualified practitioners dedicated to supporting each child to reach their full potential. We provide a positive, safe, welcoming and enabling environment, quality resources and consumables that offer opportunities for fun, stimulating and inspiring learning opportunities

**PRICING STRUCTURE**

**DEPOSIT:** A deposit of £100 is required to secure your child’s place at The Mulberry Bush. It will be fully deducted from your first invoice for the terms fees (exceptions apply). Deposits are non-refundable in the event you cancel your place or terminate the contract within the first term and have fees outstanding.

**FEES, FREE ENTITLEMENT & SERVICE CHARGE**

**Our fee structure is clear and transparent, there are no hidden costs.** The Mulberry Bush’s fees and all-inclusive service charge are subject to annual review and will be implemented with one terms notice of any pending increase. Parents on the waiting list are advised to enquire about the current fee rates at least one term before their child is due to start. We ask that children attend a full session and not part of, for the full nursery term in order so as not to disrupt the Montessori work cycle as laid out in our terms and conditions. The nursery annual calendar is given to parents when the child starts and at the start of each academic year (September). It can also be accessed on our parent’s Facebook page. Invoices will be given for the start of each term and fees can be paid in full within 23 days of the new term or by monthly instalments.

**FULL FEE RATES**  (NON-FUNDED HOURS ONLY)

A flat fee is charged for morning, afternoon or all day non-funded sessions. Fees on all additional non-funded hours are worked out on a pro rata hourly rate basis. Full fees are inclusive of all services which include; snacks, sundry items, extra curriculum activities, parties and celebrations as well as the high level of one-to-one teaching time across the Montessori Curriculum that we provide. Current nursery fees / hourly rates are available in our prospectus pack, on our website at www.mulberrybushmontessori.com and upon request.

**INVOICES:** are given to parents at the end of each term for the following term and will state clearly how many sessions/days requested for the term, the price per session/day if unfunded, deposit refunds, total balance due for the relevant term, monthly payment options and terms of payment. Funded children with additional service charge will receive an invoice stating FEEE hours requested, any additional hours requested at full fee rate, additional service charge rate per session/day x weeks per term, total balance due, monthly payment options and terms of payment.

**Early Years Pupil Premium:**  Provides the setting with an extra few pence per hour on the funded rate for children whose parents are in receipt of certain government credits, refugee status and for looked after children. This additional money can make a significant difference to us and go towards providing additional support, staff training, sourcing outside advice or therapy and resources. If you think you may be eligible, please provide the following information for one parent:

**Parent Name: DOB: NI Number**:

**FREE ENTITLEMENT FUNDING (FEEE)**

The Mulberry Bush is registered with Essex County Council (ECC) to provide the universal Free Entitlement (FEEE) of 15 hours from the term following your child’s third birthday (Budget announcement: all children will be eligible for 15 hours from their second birthday from April 2024 and from 9 months old from September 2024).

The cut off dates are: 31st Dec > Spring term, 31st March > Summer term and the 31st August > Autumn term. FEEE entitles all parents to a free nursery place for a minimum of 2.5hrs up to 15 hours per week. The nursery may need to calculate your invoice by estimating your funding claim, this will be revised if this is different from your actual claim. The nursery may claim back any monies owed retrospectively if a claim is denied due to a false or erroneous over claim made by the parent/carer or has been declined by ECC and is not due to an error on our part.

**30hrs FUNDING**: You may also be eligible for an additional 15 hours per week (30hrs) following your child’s third birthday. (Budget announcement: Eligible children from age 9 months will qualify for the additional 15 hours (30hrs) from September 2025). To qualify, either both parents or one if you are a single parent must work minimum of 16hrs a week or earn at least £166.40 per week and less than £100,000 per year. To see if you are eligible for the additional 15 hrs go to Gov.uk > 30 hrs free childcare > eligibility. If you are eligible for the extended 15 hours you will receive a code from HMRC which you must give to nursery alongside your NI number and we will then apply for your additional 15 hours funding.

**30HRS FUNDING CODE:** If you have a code for 30 hours Funding, please provide it here (one parent): **Code: NI Number:**

**APPLYING FOR FUNDING:** We will give you a Parent Declaration Application form (PDA) to claim your funding entitlement each term for the following term and we will then claim it on your behalf. Your invoice will reflect the FEEE hours we will claim for you. Please do ensure you return your completed form promptly; we cannot claim your funding without it and you may incur full fee costs if you miss the deadline. Funded weeks per term will be set by ECC, this may vary each term, but will total 38 weeks per year. The Mulberry Bush terms may run for up to 41 weeks per year and we will allow you to stretch any unused weekly funding allowance across the term to cover any additional weeks to minimise any additional costs for unfunded hours, so long as you do not exceed the total number of FEEE allocated hours per term. Term times will be set by the Mulberry Bush, but will be in line with local schools where possible.

**ALL INCLUSIVE ADDITIONAL SERVICES AND CHARGES**

(APPLICABLE ONLY TO FREE ENTITLEMENT FUNDED PLACES)

The Mulberry Bush Montessori Nursery offers the free entitlement embedded within our provision and whilst our offer is flexible with no requirement for additional hours there is an expectation that parents will commit to full session times. The reasonably priced all-inclusive additional service charge we offer on funded places is a contribution towards the varied and dynamic Montessori curriculum each child receives over and above the expectations for which you are funded. It enables us to maintain high ratios of qualified and experienced staff who provide enhanced one-to-one interaction and teaching across the Montessori curriculum. It enables us to provide your child with a substantial, healthy, balanced mid-morning and afternoon snack to aid their concentration and energy levels as well as being a great opportunity to develop their independence and social communication.

All extra curriculum activities, parties, celebrations, and sundry items such as; nursery work bags, activity bags and shared learning resources, arts and craft/cooking resources, puddle suits, graduation packs are included within our full fee rates and also in the all-inclusive additional service charge on funded places.

Our fees and additional service charges are clear and transparent. There are no hidden charges and the additional service charge is a flat daily fee. (Please ask for details of current hourly rates or additional service charge daily rates which are subject to annual review). We ask parents to contribute by paying an additional service charge on funded places in order to receive these additional services over and above the expectations for high quality provision within the Early Years Foundation Stage Framework (EYFS).

The additional service package we offer, over and above the requirements of the EYFS on funded places is optional. Parents not wishing to access the additional services we offer, but wish to access their free entitlement only at our setting may do so. Whilst your child will not receive the additional services provided over and above the expectations of a funded place, every child at the Mulberry Bush will receive a high level of inclusive provision and this will not affect EYFS requirements and expectations for high quality, outstanding provision. We offer the option for a free place with no additional services or charges over five afternoon sessions per week over 38 weeks per year subject to availability. If you would like further information please speak toCheryl.

**REGISTRATION**

I/we understand that this registration document is a formal and binding contract of agreement between me/ourselves and The Mulberry Bush Montessori Nursery Ltd.

I/we have read and understand the above information and agree to the Terms and Conditions of registration at The Mulberry Bush Montessori Nursery Ltd.

I/we understand if I/we cancel our place before our child’s start date we will forfeit the £100 deposit.

I/we understand I/we must give one full terms notice in writing if I/we wish to terminate or make significant changes to the terms agreed on this registration or I/we will be charged a full terms fees in lieu of notice.

**Please sign: Date:**

**PARENTAL AGREEMENT**

I/We have read and understood to the Mulberry Bush Montessori Nursery’s terms and conditions and the information on this form.

**I/We wish to register my/our child at The Mulberry Bush Montessori Nursery Ltd.**

**PARENT 1 Name: Signature: Date:**

**PARENT 2 Name: Signature: Date:**

Please return your completed Registration form and forward £100 deposit (where applicable) to the setting. Payable to: The Mulberry Bush Montessori Nursery Ltd

SORT CODE: 20-22-67 ACCOUNT: 20851507



The Mulberry Bush Montessori Nursery Ltd

12 Melrose Road, West Mersea, Colchester, Essex. CO5 8JB

Tel 01206 383898 Email: mulberrybushmontessori@gmail.com

Principal: Mrs Cheryl Knight

Ofsted registration Number: EY479688

www.mulberrybushmontessori.com

The option of the additional services and agreed charges on a funded place or a free place with no additional services must be agreed on registration as our staffing ratios will need to reflect this. We cannot offer this as a dip in, dip-out option. Terms and conditions apply.

**PLEASE ONLY COMPLETE ONE SECTION BELOW**

**OPTION 1: ADDITIONAL SERVICES PACKAGE: YES / NO**

I/We fully understand the additional services that will be provided within the all-inclusive service charge on funded sessions andwish to access the additional services offered from when my child is eligible for a funded place. I/We agree to pay the service charge on all free funded (FEEE) sessions in order to access the fully inclusive package of additional services as described on in this document.

**Parent 1 Name: Signature: Date:**

**Parent 2 Name: Signature: Date:**

**PLEASE ONLY COMPLETE** **OPTION 1 OR 2**

**OPTION 2: FREE ENTITLEMENT PLACE ONLY: YES / NO**

I/We fully understand that by applying for a funded only place my/our child will not receive the additional services provided within the all-inclusive service charge package as described on this form.

I/We **do not** wish to access the additional services offered from when my/our child is eligible for a funded place. I/We wish for my/our child to attend the Mulberry Bush Montessori Nursery Ltd for the free entitlement hours only, with no additional hours or services.

**Parent 1 Name: Please sign: Date:**

**Parent 2 Name: Please sign: Date:**

Once we receive your registration form and deposit (where required) we will send an acknowledgement that your child’s place at The Mulberry Bush Montessori has been secured for the days/sessions you have requested. We fully understand that circumstances change and you may need to change your chosen sessions closer to your start date, we will always work with you and do our upmost to accommodate this where we can. If closer to the time your child is due to start you do not feel they (or you) are ready, please don’t worry, we can discuss this with you and where possible defer your child’s start date if you wish.

Closer to your child’s starting date we will write to you again inviting you and your little one along for an activity/settling in session (or as many as they might need). At the settling in session, we will check through the registration form and complete an all about me profile so you can update us on what your little one likes and dislikes and make sure all the information we have is accurate and up to date.

Further information including our current Policies and Procedures and supporting documents, funding, EYFS Framework and the Montessori Approach can be found on our web site: [www.mulberrybushmontessori.com](http://www.mulberrybushmontessori.com), also available upon request. We also have a public fb page and a private, parent only fb page once your child starts at the nursery.

Fees and service charges are in our prospectus and on our web site. They are reviewed annually so please check current fees and service charges.

If you would like more information or discuss your requirements or any aspect of our provision further before completing this registration form, or you would like a second visit please feel free to contact me on: Tel: 01206 383898 Email: mulberrybushmontessori@gmail.com

We look forward to welcoming you and your little one at

The Mulberry Bush in the near future

Kind Regards

Cheryl Knight

Nursery Principal



**PLEASE ALSO COMPLETE THE HELPFUL INFORMATION ABOUT YOUR CHILD SECTION THEN RETURN THIS REGISTRATION FORM TO**:

THE MULBERRY BUSH MONTESSORI NURSERY LTD

12 MELROSE ROAD, WEST MERSEA, COLCHESTER, ESSEX, CO5 8JB

EMAIL: mulberrybushmontessori@gmail.com

**Helpful Information about your child**

**INTEGRATED REVIEW PROCESS:**

2YR HEALTH / PROGRESS CHECK

All Early Years settings and Health Visitors (HV) are required to carry out health and progress development checks at age two (HV is usually around 28 months). We will assess your child’s progress in the Prime areas of the EYFS before their third birthday. This may be a joint assessment called an Integrated Review between your HV, yourselves and the setting, but where this is not possible it may be carried out individually. If your HV or a previous setting has already completed this progress developmental check (this may be a telephone assessment, in setting or home visit) please share the outcomes / red book with us.

**Two-year Health Development Check has been completed for your childYES / NO**

Name of setting / HV:

**Were any developmental concerns noted: milestones, speech delay, behaviour?**

**YES / NO**

Please give a brief description and discuss in more detail with the Nursery Principal.

**HEALTH & DEVELOPMENT: IMMUNISATIONS**

Has your child received **all** of the immunisations as advised by the NHS to date?

**YES / NO**

Please inform us of any advised immunisations your child has **NOT** had as this may impact upon their vulnerability and that of others, particularly children attending the setting with compromised immune systems. We will endeavour to inform parents of any outbreaks of circulating illnesses and conditions.

Name of your child’s GP: Drs Surgery: Telephone Number:

Address:

Was your child born at full term? **YES / NO** If not how premature were they?

Were there any complications during / after delivery we should be aware of?

Did they meet the developmental milestones at each stage of their development?

**YES / NO**

**CHILDREN WITH ADDITIONAL NEEDS: SEND**

**THE NURSERY SENCO IS: JO WALTON**

SUPPORTED BY:

INCLUSION DEVELOPMENT COORDINATOR: CHERYL KNIGHT

LANGUAGE & COMMUNICATION COORDINATOR: LEANDER TRUNKS

Equality and Inclusion are at the heart of our provision and practice and by working in partnership with parents and other agencies we can provide the right level of support and strategies for every child to reach their full potential.

Do you have or has any professional raised any concerns regarding your child’s; behaviour, social communication, speech and language, sensory processing, physical development or learning?

*Please give a brief outline of your concerns.*

**PLEASE SIGN:**

*Please see our SEN-D Policy, Equality and Inclusion Policy and our Local Offer for further information which can be accessed at* [*www.mulberrybushmontessori.com*](http://www.mulberrybushmontessori.com) *or a copy upon request*

**DIET / FOOD ALLERGIES**

**Does your child have any specific dietary requirements? Yes □ No □ Please state:**

**FOOD ALLERGY:**

**SYMPTOMS:**

**INTOLERANCE:**

**SYMPTOMS:**

**ALLERGY TO OTHER THINGS:**

**SYMPTOMS:**

**MEDICATION TO REMAIN ON SITE: YES / NO**

If your child has a diagnosed severe allergy they will require medication to remain on site and a care plan from the allergy clinic they attend.

**Do you have any dietary, life style preferences regarding food YES / NO**

**Please state:**

**MEDICAL CONDITIONS**

Has your child any past or present Medical Conditions or disabilities (other than allergies/intolerances / SEN referred to earlier) **YES / NO**

**Name:**

*Please give a brief description and discuss this further with the Principal.*

Does your child’s condition or medication require staff to undergo specialist training **YES / NO**

Please give contact details of any Health Professionals, agencies involved with your child who could advise:

Do you give consent for us to contact and share information with Health in order for us to work within a multi-agency framework to seek advice in order to meet your child’s needs effectively where needed i.e. allergy nurse / anaphylaxis / diabetes / epilepsy training etc.? **YES / NO**

**Please Sign:**

 **EMERGENCY TREATMENT DECLARATION**

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me or my designated emergency contact. Emergency services will be called as necessary and I understand that nursery staff may seek medical advice/assistance and my child may need to be taken to hospital A & E accompanied by a member of nursery staff.

*In my absence I consent to nursery staff taking responsibility by agreeing to emergency treatment deemed necessary by health professionals.*

**YES / NO** **Please sign:**

**CHILD PROTECTION – SAFEGUARDING CHILDREN**

At the Mulberry Bush Child Protection is paramount. We are wholly committed to Child Protection and the Safeguarding of children. It is at the forefront of everything we do and the safety and wellbeing of the children takes precedence over and above all else. We work within the Local Multi-Agency Safeguarding Partnerships/Boards procedures (SET Procedures) and we have robust policies and procedures in place to ensure our commitment in keeping children safe is effective.

**The nursery Designated Safeguarding Lead Person (DSL) is:** Cheryl Knight

**The Deputy Designated Safeguarding Persons (SDP’s) are:** Jo Walton & Leander Trunks

*Please see the nursery Child Protection, Safeguarding Children Policy and supporting documents which can be accessed at:* [*www.mulberrybushmontessori.com*](http://www.mulberrybushmontessori.com) *or a copy upon request*

**SAFEGUARDING: SOCIAL CARE**

Please circle as appropriate, but do not include any details. Please speak privately with Cheryl, the nursery Principal and Designated Safeguarding Lead Person.

It is important you share this information with us so that we can work within a multi-agency framework to support you, your child and your family effectively. We are not here to judge, we are here to support you and your child. All information shared with us is confidential and will only be shared on a need-to-know basis with nursery staff, other professionals involved and other relevant registered settings.

Is this child or their siblings known to social care? **YES / NO**

Name of social worker:

District:

Is this child currently on a Child in Need plan? **YES / NO**

Is this child currently on a Child Protection Plan? **YES / NO**

Have they ever been on a Child in Need or a Child Protection plan **YES / NO**

Fostered placement: Is this child a looked after child: **YES / NO**

Are there any court / molestation orders in place to prevent access to this child? **YES / NO** *Please provide a copy when your child starts nursery if it is still in place*

**CAMERAS, MOBILE PHONES (ALL RECORDING DEVICES)**

Whilst we appreciate that most people using mobile phones and recordable devises do so for perfectly acceptable reasons, we are also aware of the possible dangers of misuse. In order to safeguard the children effectively we must ask staff, parents, carers and visitors not to use any recordable/photographic devices such as mobile phones, tablets, smart watch or camera on the nursery premises (inside or outside) or whilst on nursery trips/outings. On request consent of the manager may be given for exceptional circumstances and only under supervision of senior staff.

Nursery devices only are used to record pictures and videos of individual or groups of children in activities and nursery events and shared with parents via their secure digital learning journal (Tapestry). All pictures shared by the setting of the children remain the property of The Mulberry Bush Montessori Nursery Ltd. We will not share or download identifiable pictures of any of the children on our website, fb page, social media platforms or for media/advertising purposes without expressed written parental agreement. Parents (and third parties) **MUST NOT** share /post pictures that identify other children online, social media sites etc.

*Please see our Safeguarding Children Policy and staff code of conduct including: Mobile Phones and Recordable Devices Policy which can be accessed at:* [*www.mulberrybushmontessori.com*](http://www.mulberrybushmontessori.com)*. Hard copy available on request*

**GENERAL PARENTAL PERMISSIONS**

*Please discuss with the Principal if you would like to clarify any details prior to giving your consent. You may withdraw your consent in writing at any time.*

**PHOTOGRAPHS**

As part of the on-going observation and recording of the children’s progress and attainment across the EYFS, staff and parents regularly take photographs of the children completing activities and playing with their friends for the children’s digital online learning journal (Tapestry). Sometimes we take group photographs and your child may appear in a friend’s learning journey and they may appear in yours. We also use photographs for display boards within the nursery.*Pictures or videos that identify children will not be used within the public domain for marketing, Facebook, nursery web site or for any other purpose without your specific written agreement.*

**I consent to my child’s image being used within the setting in this way****YES / NO** **Please Sign:**

**I do not wish for my child’s picture which would identify them to appear on another children’s learning journey YES / NO or to be displayed in the setting. YES / NO**

**PROFESSIONAL PHOTOGRAPHY**

The nursery arranges for a professional photographer (DBS) to visit the setting twice a year to take photographs of the children. Including siblings and family groups if you wish. Parents will be informed (posters/newsletters) when she is due to come in and you are invited to stay if you wish. Children unaccompanied by a parent are supervised by senior nursery staff during photograph sessions. Parents are under no obligation to purchase the photographs.

**Iam happy for my child to have their photograph taken by the professional photographer visiting the setting:** **YES / NO**  **Please sign:**

**SUN PROTECTION**

We have a duty of care to keep your child safe from harm whilst at nursery and to minimise the risk of your child from getting sun burnt and/or getting long term skin damage from exposure to the suns harmful rays. Please ensure your child is wearing adequate clothing, a sun hat and has a suitable minimum 8 hour, 30+ sun protection applied before they come to nursery during the warmer months.

**I will ensure my child has had adequate sun protection on when I bring them to nursery.YES / NO Please sign:**

**I agree to provide sun protection that nursery staff may apply as an additional precaution in extreme circumstances as required.** **YES / NO Please sign:**

**ANIMALS ON THE PREMISES**

We may occasionally have supervised visits of animals to our setting to enhance our projects and topics. A risk assessment will be carried out for visiting animals to ensure they are safe. Good hygiene practices will always be observed and children will not be left unsupervised with the animal.Please inform us of any known allergies and discuss with us any fears or aversions to animals your child has. **YES / NO** **Please sign:**

**LOCAL TRIPS AND OUTINGS:**

We occasionally take the children out of the setting on short walks within the local community as part of the daily activities/projects. The Principal will complete a risk assessment for each outing, adult to child ratios will reflect the locality, logistics and nature of the outing, the ages, abilities and behaviour of the individual children involved. We do not transport children in vehicles. If a parent does not wish their child to attend an arranged outing, we will endeavour to make alternative arrangements.

*I give consent for my child to be taken out of the setting for short walks / local outings with nursery staff:* **YES / NO**   **Please sign:**

*I give my consent for my child being allowed to play on play equipment deemed suitable and safe by senior nursery staff when on outings/trips under the supervision of nursery staff.* **YES / NO Please initial or sign:**

**TAPESTRY DIGITAL ON-LINE LEARNING JOURNEY**

We subscribe to a secure on-line digital learning journal (LJ) called Tapestry to record the children’s progress and attainment within the EYFS and the Montessori Approach. We will automatically set up an account for you unless you specifically opt out. We will send you an email link that allows you to set up your own secure password to securely activate the account. Only you can access your child’s information. The digital learning journal is a shared process between the nursery and yourselves. We value the home learning environment and encourage you to add your own comments, ideas, observations and photographs to your child’s LJ too.

***I consent to my child having a Tapestry digital learning journey at nursery and for it to be transferred to any other registered setting and/or the mainstream school my child will be attending. I understand that all photographic content involving other children is the property of The Mulberry Bush Montessori Nursery Ltd and must not be posted or shared via social media, or by any other means or used for any other purpose such as advertising***

**YES / NO Please sign:**

Please speak to Cheryl or Leander if you require any further information regarding accessing your Tapestry account.

**If there is any further information/notes you feel would be beneficial to us please add:**

**Thank you for your time in completing our registration form,**

**we look forward to welcoming you and your little one soon.**

**Cheryl**

**&**

**The Mulberry Bush Team**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ESSEX COUNTY COUNCIL EQUALITIES MONITORING FORM**Ethnicity - Gathered for ECC monitoring purposes only. Data collection: OPTIONAL**CHILD’S NAME: DOB:****BIRTH CERTIFICATE NUMBER:**

|  |
| --- |
| I prefer not to give this information: □ Signed;  |
| White British | □ | Pakistani | □ |
| White Irish | □ | Indian | □ |
| White other | □ | Asian other | □ |
| Black British | □ | Chinese | □ |
| Black African | □ | Chinese other | □ |
| Black Caribbean | □ | White and Black Caribbean | □ |
| Black Other | □ | White and Black African | □ |
| Bangladeshi | □ | White and Black Asian | □ |
| Other please state |  |

A child’s SEN, learning difficulties and disabilities status should be recorded according to the following categories:I prefer not to give this information: □ Signed;

|  |  |
| --- | --- |
| No Additional Needs: Special Educational Need concerns or identified (SEN-D) | □ |
| SEN support in EY  | □ |
| Personalised Plan - One Plan | □ |
| Education, Health, Care Plan (EHCP):  | □ |
|  | □ |

 |

**Any other Information:**