

Les Enfants HUB Registration Form

For Registration at Les Enfants HUB please complete the form below and return. All information will be treated as confidential, please see GDPR statement below.

Registration will form the basis of your contract with Les Enfants HUB. All registrations are on acceptance of availability and are renewed annually on the 1st of August.

Service users will be required to pay a non-refundable £15 registration fee on acceptance of availability. If registering between 1st January and 31st July only a £7.50 fee will be required.

Les Enfants HUB is committed to supporting children and ensuring their wellbeing at all times. The following information is required to ensure that we meet the individual needs of the children within our care. Although the information will be reviewed on a 6 monthly basis, if any details change between reviews, please let us know with immediate effect.

Details of child (a separate form per child)			
Child First Name(s)			
Child Surname			
Gender	Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	(tick box)
Child's Age		Date of Birth (DOB)	
School Attended		Primary	
Language spoken		Religious Beliefs	
Does your child live with	Mother / Father / both parents (delete as appropriate)		

Family Details (changes please inform the Les Enfants immediately)

The name and details for all those with parental responsibility for the child should be entered below. Les Enfants should be notified immediately of any change in circumstance or contact details.

	1. Parent/Carer Details	2. Parent/Carer Details
First Name		
Surname		
Relationship to Child		
Address		
Town/City		
Post code		
Home Tel. No.		
Tel. No. Daytime		
Mobile No.		
Employer		
Email address		

Emergency Contacts (we will use the emergency contacts only when we are unable to contact parents/carers above)

Contact 1 Name:	Contact 2 Name:
Address:	Address:
Tel:	Tel:
Mobile:	Mobile:
Relationship to child:	Relationship to child:

Les Enfants HUB Registration Form

Collection Arrangements: Please give details of persons authorised to collect your child if different from above

Name:	Name:
Tel:	Tel:
Mobile:	Mobile:
Relationship to child:	Relationship to child:

Medical, Health and Welfare Details

GP Details:

Name

Health Centre

Tel No:

Does your child have?

Please give details

Additional support needs Yes / No

Allergies Yes / No

Dietary needs Yes / No

Regular Medication Yes / No

Summary of medical conditions

An Individual Educational Plan
Yes/No
(please provide a copy)

Other relevant information (please specify)

Does your child or family have a
Social Worker Yes / No

Name:

Contact Number:

Consents for your Child

**Yes
(Initials)**

**No
(Initials)**

I consent to my child being transported to and from school in Les Enfants minibus or walking with staff.

I consent to my child taking part in short trips away from the HUB either in Les Enfants minibus or walking with staff.

I consent to my child having their photograph taken or video taken

I consent to my child's photograph being used in promotional material, in local newspapers and Les Enfants closed group Facebook page.

Les Enfants HUB Registration Form

I consent to my child receiving emergency medical treatment while attending Les Enfants HUB		
I authorise Les Enfants staff to sign medical consent forms, if the delay in getting my signature is considered to endanger my child's life		
I consent to staff applying sun cream to my child when required		

Main carer's signature:	Date:
--------------------------------	--------------

General Data Protection

On 25th May 2018 new legislation came into force regarding the processing of personal data.

Under General Data Protection Regulation ("GDPR") Les Enfants Nursery operates as both Controller and Processor of data.

We are required to collect, hold, process and store the personal/sensitive data of our children and parents as part of our services. This collection and processing of data will be kept to a minimum and done for sole purpose of providing our services and complying with various statutory and regulatory obligations.

Our full Children and Parents Privacy Notice can be read at www.lesenfants-nursery.com

Submission of this registration form confirms you are hereby entering a voluntary contractual agreement with Les Enfants Nursery Ltd for services and consent that your and your child's data is a condition of this agreement, as is necessary for Les Enfants Nursery Ltd to comply with their various statutory and regulatory obligations.

Should you not want to undertake providing personal data on this contractual basis then please contact our Data Protection Officer (DPO):

Emily Brimson-Keight Email: DPO@busybees.com

Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any queries regarding this matter, please ask them to contact our DPO, Lauren Eastcroft as per details above.

Consent

I _____ (name) hereby confirm that I have been given access to Les Enfants Nursery Ltd privacy notice which I have read and accept. I consent for Les Enfants Nursery to store the data I have provided on this registration form and any subsequent booking form I may submit during the course of being a registered HUB user.

I further confirm that I have notified all other adults that I have given personal data for on this form that I have done so and that this will be stored by Les Enfants Nursery Ltd.

Signature _____ Date _____

Les Enfants HUB Registration Form

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

Les Enfants HUB Registration Form

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

Les Enfants HUB Registration Form

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date:

6 monthly review

I can confirm that I have reviewed all the information in this registration form and that it is all currently correct

Teacher Name:

Primary:

Main carer's signature:

Date: