



Queen Bees Wraparound Registration

Childs Full Name:		Name to be called (if different):	
Address:	Date of Birth:	<i>Office Use Only</i>	
	Ethnic Origin:	First Language:	
<i>Office Use Only</i>		Religion (Optional)	
Entry Date from:	to:		
Persons with Legal Responsibility			
Legal Forename and Surname (1)		Legal Forename and Surname (2)	
Relationship to Child: Mother		Relationship to Child: Father	
Address: (If different to child)	Contact Numbers: (1) (2)		
	Day/Work		
	Evening		
Email Address:	Mobile		
Person with Legal Contact (if applicable)			
Full Name:		Relationship to Child:	
Address: (If different to child)		Contact Number: (Day and Evening)	
Name of Person Authorised to Collect your Child (including at least one emergency contact)			
Name:	Relationship	Contact Number	
Password for security			
Doctor's/Health Visitor's name:			

Contact Number:	
Does your child have any medical problems or Special Educational Needs?	
Details:	
Does your child have any known allergies/intolerances/medical concerns?	
Details:	
Please detail any medical procedures which are prohibited by family belief or religion.	
Please detail any religious or cultural consideration to be made when caring for your child.	

Session Times All Year/Term Time* (please delete)					
	Monday	Tuesday	Wednesday	Thursday	Friday
1400-1500					
1500-1600					
Other (please state times)					

Family Information (please state service number)		
Military	Ayios Nikolaos	Dhekelia
RAF		
Army		
Navy		
MOD		
Other		

	Yes	No
I consent to any emergency treatment being given to my child during the session.		
I consent for photographs of my child to be taken and used within the setting and for newsletters/community articles relating to the setting.		
I consent for plasters to be used on my child when needed.		
I consent for staff to support my child to apply sun cream when needed (this cream will be supplied by the parent, enclosed in its original container and labelled appropriately).		
I consent for my child to be escorted on daily outings in line with the outings policy.		
I consent for my child to sample various types of food and participate in baking activities as part of their learning. (If an allergy/intolerance has been notified to the setting alternative arrangements will be made if needed)		
I have received a copy of Queen Berengaria/Dhekelia Early Years Safeguarding Children Policy and Procedure		
I understand that non-payment of fees may result in the withdrawal of my child's place.		
I hereby give consent for the information above to be held on file in compliance with the Data Protection Act 1998 and GDPR		

I give permissions for my child to leave the Queen Berengaria/Dhekelia Early Years Childcare Hub unsupervised to return home. I accept that the hub does not accept any responsibility for my child's journey home.		
I understand that fees are paid in monthly in sterling pounds (£), for the month attended.		
I understand that non-payment of fees may result in the withdrawal of my child's place.		
I understand that fees are reviewed annually and are subject to change (parents will be informed of any changes to fees in advance).		

Person with Parental Responsibility:	
Dhekelia Early Years Managers Signature:	Date

Privacy Notice

The Directorate Children Services Early Years providers are committed to protecting and respecting your family's privacy. The personal data you provide is for the purposes of your child/children's registration, their safety and well-being.

The Ministry of Defence (MOD) is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on your family

You may give us information about your family by filling in forms or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register your child/children with the nursery. The information you give us may include family member's name, date of birth, address, e-mail address, phone number, and gender. We may also ask for relevant health information, which is classed as special category personal data.

Why we need your personal data

The reason we need your family Data is to be able to administer your child's registration, and provide the Early Years provisions you are signing up to when you register with the setting. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a customer to provide the services you are registering for.

Reasons we need to process your data include:

For funding and reporting purposes

- processing invoices, fees and payments
- sharing anonymised data with a funding department as condition of funding
- analysing anonymised data to monitor developments; and
- sending letters/surveys/questionnaires to improve your child's experience in the setting.

Special Category Data

Any special category health data we hold on your child/children is only processed for the purpose of ensuring their safety, health and well-being during their time in the setting. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it, usually when you first register your child/children or when you update your child/children's health records.

The setting will not supply any personal data it holds for this purpose to any other third party.

How long we hold your personal data

We will hold your family/child's personal data on file for as long as your child is registered with the setting. Any personal data we hold on you will be securely destroyed after one year of leaving the setting. Your data is not processed for any further purposes other than those detailed in this privacy notice.

Your rights regarding your personal data

As a data subject, you may have the right at any time to request access to, rectification or erasure of your personal data and to complain to the DCS Data Protection Advisor, about the processing of your personal data.

As a data subject, you are not obliged to share your personal data with the setting. If you choose not to share your personal data with us we may not be able to register or administer your child.

Please sign your consent to the above Privacy Notice and return to the Nursery Manager, the record will be kept with your child/children's registration documents.

Child's Name

Parent signature Date