



Belfield Montessori Day Nursery

Welcome to Belfield Montessori Day Nursery

Thank you for considering Belfield Montessori for the care of your child.

We are a small independent nursery, established in 2006. Since 2006, we have grown and developed, offering high quality childcare for families in New Barnet and the surrounding areas.

We provide exceptional care for babies from 3 months through to 5 years old with a maximum daily intake of 54 children at any time.

Parents make an important decision when choosing a nursery for their child. We, like you, want the best possible start to your child's early years within a safe, secure and stimulating environment. Here at Belfield Montessori Nursery, we make every effort to produce a happy atmosphere with mutual respect shown by everyone in our nursery.

Aims

Our aim is to provide a safe and caring environment, where children are made to feel secure, wanted, valued and able to develop self-help skills.

In our classrooms, we make learning an enjoyable, exciting and challenging experience, which will give your child a good foundation for many years ahead.

Enjoy learning a little more about us over the next few pages; we strongly recommend a visit to see first-hand the fantastic opportunities we can offer you and your child and to meet our team. To book an appointment to come and see us or if you would like any further information, please call us on 0208 440 8822.

We look forward to working with you and your child in the coming years.

Yours Sincerely

The Belfield Team

About us

Belfield Montessori Nursery is located in New Barnet, conveniently a short walk to High Barnet tube station and New Barnet train station, making an easy commute for those parents working in and around London.

We are open 51 weeks of the year (excluding public holidays and one week between Christmas and New Year), 8.00am-6.00pm.

We are Ofsted Registered (EY552335) and accept Childcare vouchers and tax-free childcare. Funded childcare is available to children from the age of 9 months-5 years for eligible working parents. We accept FEE2 funding for eligible 2-year olds attending the nursery.

We have 4 designated rooms for children, which are organised into children's age and stages of development.

Your child will transfer to the next room when they are developmentally ready. This will be discussed with you and, when you are happy, a transition period will begin to ensure a smooth and comfortable move.

Each of our rooms offer well-equipped areas and age-appropriate activities to create an enjoyable and exciting learning experience.

Arts and crafts, home-corners, quiet areas, sand, and messy play and construction areas are just some of the fun activities available.

Each room follows a monthly topics based on the children's interests. We plan activities based on each topic as well as outings and visitors/parents to come in and share their knowledge with the children. We recognise that every child is an individual and has varying needs and abilities; we plan every child's day to make it fun and educational.

Ruby Room

Our Ruby Room is spacious and safe for babies aged 3 months – 22 months. We provide a happy and warm environment with lots of cuddles and attention.

All equipment is based on the children's level giving them the freedom and independence to explore their environment.

In the Ruby room we are able to follow the routine that your baby is used to at home, allowing them to sleep and have bottles when needed. As your baby grows, we find the babies' routines synchronize, enabling them to eat together, have sleeps and quiet times together, then play and socialise together.

The Ruby room is equipped with changing facilities, designated sleep area, kitchenette for preparing bottles and free flow access into the garden.

There are a maximum of 12 babies in this room with four members of staff, allowing a 1:3 ratio of staff:children.

Each day you will receive verbal feedback from your baby's carer. We use our Tapestry app to document sleep times, food consumption, nappy changes and activities your child has enjoyed throughout day. You will be able to login to your personal Tapestry account at any time throughout the day.



Gold and Silver Room

Our Gold Room is for children aged 22 months – 2.5 years. We provide a rich and varied learning environment that supports children's learning and development.

Our Silver Room is for children aged 2.5 – 3.5 years. We provide a rich and varied learning environment that supports children's learning and development.

In both rooms, all children follow the same routine, enabling them to eat together, have sleeps and quiet times together, then play and socialise together to further support their development and learning. We extend our activities to foster their independence skills. These activities will help promote the children's fine motor skills, hand-eye-coordination, communication, language and social skills and preferences.

The children learn to pour their own drinks, serve their own food at mealtimes, help with dressing and wiping their own face and hands.

When your child is ready we will work with you to encourage potty training.

There are a maximum of nine children in each room with two members of staff, allowing a 1: 5 ratio of staff: children.

All activities are planned around the children's interests and development needs. Within this room the planned activities and experiences are a balance of carefully planned adult led activities and child initiated learning experiences.

Each day you will receive an update via your secure Tapestry account, so that you can read all about your child's day.

Uniform is available for children, however not compulsory at this age and can be purchased online- please see details below.



Sapphire Room

Our Sapphire Room is spacious, challenging and stimulating for children aged 3.5-5 years. There are a maximum of 24 children in the room with three members of staff, allowing a 1:8 ratio of staff:children.

We strive to make our pre-school room a fun, safe and comfortable environment for your child, providing rich learning experiences through play.

By the age of 3 most children are able to play for extended periods of time and are usually ready to be introduced to more structured activities. Activities offered are planned to help children prepare for school such as self-registration, number and phonics programmes. Children are offered adult-led activities but are still encouraged to select resources and toys that interest them the most and choose the kind of day that they want.

Children in the Sapphire room and are required to wear uniform which can be purchased online- please see details below.

Daily Routine

8am-8.40am- Breakfast

9am- Circle time/Story time

9.30am- Snack time

9.45am-11.25am- Planned activities, garden time and child-initiated play

11.30am- Lunch time

12pm-3pm- Sleep time, quiet activities, garden time

3pm- Tea time

3.30pm- Circle time/Story time

4pm-5.55pm- Planned activities, garden time and child-initiated play

6pm- Home time

*Please note in our Ruby room we are able to follow each baby's individual daily routine.

The following sessions are available:

| | |
|-----------|---------|
| Full day | 8am-6pm |
| Morning | 8am-1pm |
| Afternoon | 1pm-6pm |

- Please see our fee structure enclosed. Please note fees are subject to change (with 2 months written Notice).
- A 10% sibling discount is available on the eldest child's nursery fees.
- Children must attend a minimum of 2 full days or 4 half day sessions (this ensures your child settles at nursery).

Health and Nutrition

Meal times are a fantastic social experience for the children. All meals including breakfast, mid-morning snack, lunch and tea are provided by the nursery and included in the fee structure.

Meal times are a very important part of the day at Belfield Montessori Day Nursery. Children learn to develop their social skills and independence by helping to lay the table, serve their own meals/drinks.

Children are encouraged to take part in weekly cooking sessions to promote a positive vision on healthy eating. We promote Healthy eating and Healthy lifestyle as we are part of the Healthy Early Years London Silver award.

We encourage the older children to help themselves to a drink of water whenever they are thirsty. Water and cups are readily available throughout the day.



Our carefully planned menus help ensure your child is provided with a healthy, well-balanced diet throughout the day. We cater for children with individual dietary requirements and food allergies.

Our nursery is a nut and pork free zone.

All meals are prepared fresh every day by our in-house chef. We also pride ourselves in using home grown herbs from our herb garden and vegetables (at certain times of the year).

Our most favoured recipes are available on our website for you to make at home!

www.belfield-montessori.co.uk

Sample Menu

| | Snack | Lunch | Tea |
|------------------|---|---|---|
| Monday | Crackers served with Cream Cheese & Cucumber | Bean tagine with beans and rice Fruit | Home made gnocchi in a creamy spinach sauce Fruit |
| Tuesday | Breadsticks with houmous and carrot sticks | Sweet potato Fish cakes with mash potato and baked beans Vegan– Vegetable cakes Fruit | Make your own- Chicken, tomato and cucumber fajita Fruit |
| Wednesday | Apple slices and fruit yoghurt | Three veg macaroni cheese with peas. Fruit | Red lentil soup and toast Fruit |
| Thursday | Oatcakes served with Cream Cheese & Carrot sticks | Beef chilli and rice Vegan- Veg & Bean chilli Fruit yoghurt | Jacket potato and beans Fruit |
| Friday | Rice cakes, cucumber and grated cheese | Roast chicken, potatoes and broccoli Veggie- Roast tofu, potatoes and broccoli Fruit | Cheese and sweetcorn Quiche with salad Fruit |

Our Garden Area

Our large outdoor area at Belfield Montessori Nursery has been specifically designed, resourced and developed to offer children a rich variety of experiences to discover and explore every day – from the mud kitchen to the planting area, to the sand pit, the opportunities for fun, play and learning are endless!

We have a designated garden for the smaller babies, which offers a range of planting activities, arts and crafts and gazebo.



Glorious Mud!

In our large outdoor area, we have a wonderful mud kitchen with a planting patch, where children have endless opportunities to get messy and creative.

Our mud kitchen area is equipped with life-sized kitchen equipment as well as kitchenettes to enrich children's imagination and creativity, curiosity and exploration in an open-ended way.

We plant herbs, onions and potatoes, tomatoes and strawberries and many more delicious fruits and vegetables, that children enjoy preparing and cooking.



Extra-Curricular Activities

Belfield Montessori offers extra curriculum activities at no extra charge. These sessions are delivered weekly by local companies.

'First Goal' a local sports company, for all children over 2 and weekly yoga sessions for all children.

Please visit their websites for further information: www.firstgoal.co.uk and <https://www.kindnessclub.co.uk/>

Safeguarding

Belfield takes every responsible action to ensure the safety of our children. If there are indications that a child may be at risk of abuse of any kind, our designated safeguarding officer, manager and all staff have a statutory duty to follow Hertfordshire safeguarding procedures.

All staff are safeguarding trained which is refreshed frequently and are subject to an enhanced DBS.

Staffing

Our team are extremely skilled and we have a core commitment to ensure our staff are equipped with the expertise to support the learning and development of your children. Majority of our staff are qualified nursery practitioners with the exception of a few who are currently undertaking training whilst working. All qualified staff are paediatric first aid trained.

We encourage and support our staff to continue with gaining further education and knowledge and provide regular training in house and externally to ensure our staff are kept up to date with teaching and best practice.

We couldn't have achieved an excellent Early Years provision without highly skilled and knowledgeable practitioners.

Settling in sessions

Settling can be a new experience for both child and parent/carer, It is important that you and your child feels safe and secure with us.

You will be invited to come along with your child for a stay and play session (this will be arranged at a convenient time for the nursery). This is a time for you to come along with your child for a play, get to know the staff, view the surroundings and ask any questions you feel may be relevant.

Your child will then attend 3 settling in sessions, each session is 3 hours. Drop off and pick up for settling in sessions will be at the main front door (as usual drop off/pick up for all children).

We would like to reassure you that we will keep in contact throughout the session should your child be upset and we would like to welcome you to call us at anytime for an update.

We will also upload photos and videos to your child's Tapestry Account, where you will receive a secure login to view these.

If your child is not ready for a full day after the 3 settling in sessions, we are flexible by adding additional settling in sessions. Settling in sessions are free of charge.

Curriculum- EYFS & The Learning Environment

Here at Belfield we follow the statutory framework to support children's learning. The Early Years Foundation Stage focuses on the 7 main areas of a child's development. We use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership. It will also show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

Three Prime Areas

- * Personal Social & Emotional Development
- * Physical Development
- * Communication & Language

Four Specific Areas

- * Maths
- * Literacy
- * Understanding the world
- * Expressive Arts & Design

We use children's observations to identify each child's individual needs and work on the relevant areas to promote development by preparing activities within the 7 areas.

Under 2's follow the three prime areas only.

Montessori

We promote the Montessori Method (learning and self-care) of teaching to all children over two years old. We use Montessori methods to encourage independence and support children to make their own choices, using holistic and natural materials whilst learning through play.

Your child's key worker

All children are assigned a key worker when they start in our setting. We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents. All staff in the room are responsible for the care of all children.

Parents Evening

Parents Evening takes place twice per year. This is an evening for you to talk to your child's key worker about their development progress and needs. You will receive a report, giving detail of your child's progress according to the Development Matters.

Celebrations

Here at Belfield, we pride ourselves on being a multi-cultural nursery in a multi-cultural community. We value and appreciate how important it is to teach young children about their own culture as well as other cultures.

We celebrate various cultural festivals throughout each year and welcome families to join us in teaching the children about the different types of food, music, traditional clothing and traditions. These occasions are fun-filled and interesting for the whole nursery!

In the Summertime, we host our annual Sports day and graduation picnic, to mark children's move to 'big school'. Families are invited to come along to join in with this very special day, giving them the opportunity to say goodbye and celebrate all they have achieved!

Charity/Fundraising

We are an inclusive and multicultural day Nursery and we encourage and educate children about the importance of Charity. We fundraise for Charities such as Children in Need, MacMillan charity, individual Children's charities where we either have a Cake sale, Dressing up day, a walk and various other activities.

Inclusion

We are an inclusive setting and have a very close working relationship with various outside agencies/specialists for any additional needs children may have. Staff attend training on specific disabilities such as Autism. We have a designated behaviour management, SENCO and safeguarding officers and a Makaton lead practitioner. We also ensure to keep up to date with any changes and update our knowledge by regularly attending training courses.

Policies & Procedures

Our policies and procedures are listed in our Policies & Procedures folder, located in our reception area. We send updated policies to families via email and keep families updated

with any news or changes and events/outings, by sending termly Newsletters and displaying notices on the notice board in our reception.

What people say about us

Our Parents....

“Belfield is a very warm, welcoming, child friendly environment and the expansion to the baby room is excellent- a comfortable place to sleep and lots of room to play”

“It’s a very difficult thing, leaving your child in the care of someone else but I always know my child is happy, safe and well cared for, so a huge Thank you to you all”

“Thank you for looking after our baby from 8 months old until today when she confidently started ‘Big school’ with a smile on her face”

“Thank you for the care you have given our baby in his time at Belfield, he has grown into a positive confident boy who talks endlessly about his escapades at nursery”

“We have no words to say how wonderful you all are! You have helped our children grow and thrive. We will always be grateful for all your hard work, patience, attention and love”

Ofsted Inspector (July 2021)....

“Staff have high expectations for children's behaviour. They show a positive attitude to their learning. The outdoor area is exciting and thoughtfully equipped. Staff ensure that children have a wide range of experiences that encourage them to be physically active”.

Thank you for enquiring about our Nursery!

Belfield Montessori Day Nursery

Contact Us

Belfield Montessori Day Nursery
Belfield House
Greenhill Park
New Barnet
Herts EN5 1HG

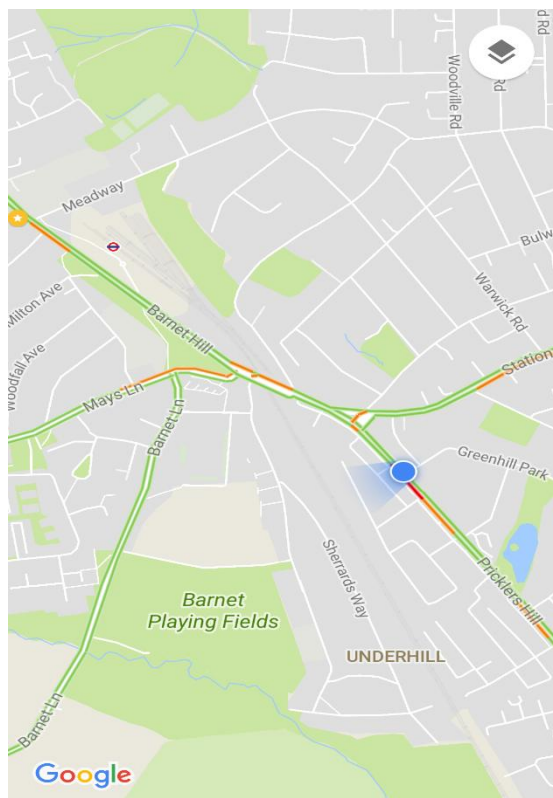
Director- Alex
Manager- Christina
Deputy manager- Ashleigh

Telephone: 0208 440 8822

Email: Christina.belfieldmdn@gmail.com

Website: www.belfield-montessori.co.uk

Locate Us



Belfield Montessori Day Nursery

Belfield House
Greenhill Park
New Barnet
Herts EN5 1HG
T: 020 8440 8822

Fee Structure from September 2025

Monthly Fees – Full days

| | 3 months – 2 years | 2 – 3 years | 3 – 5 years |
|-----------|--------------------|-------------|-------------|
| Full Time | £ 1989 | £ 1804 | £ 1662 |
| 4 Days | £ 1716.50 | £ 1437 | £ 1331 |
| 3 Days | £ 1278 | £ 1159 | £ 998.50 |
| 2 Days | £ 884 | £ 788.50 | £ 668.50 |
| 1 Day | £ 443.50 | £ 398.50 | £ 336.50 |

Monthly Fees – Mornings and Afternoons

| | 3 months – 2 years | 2 – 3 years | 3 – 5 years |
|------------|--------------------|-------------|-------------|
| 5 Mornings | £ 1424 | £ 1234 | £ 1192 |
| 4 “ | £ 1040.50 | £ 989 | £ 952 |
| 3 “ | £ 782 | £ 740.50 | £ 714 |
| 2 “ | £ 536.50 | £ 498 | £ 478.50 |
| 1 “ | £ 264 | £ 250 | £ 239.50 |

| Extra Sessions | 3 months – 2 years | 2 – 3 years | 3 – 5 years |
|----------------|--------------------|-------------|-------------|
| Daily Charge | £ 106 | £ 100 | £ 87.50 |
| Extra half day | £ 69 | £ 69 | £ 69 |

Fee Structure April 2026
Babies 9 months – 2 year olds – Working families funding only
30 hrs TTO= 22 hours

Monthly Fees – 22hours funding Entitlement = (30 hours TTO)

| | 5 | 4 | 3 |
|------------------------------|-----------|------|---------|
| Full days | £ 1286.10 | £827 | £367.50 |
| Mornings Or Afternoons | £429.50 | | |

Fee Structure April 2026
2years olds – Working families funding only
30 hrs TTO= 22 hours

Monthly Fees – 22 hours funding Entitlement = (30 hours TTO)

| | 5 | 4 | 3 |
|------------------------------|--------|------|------|
| Full days | £ 1213 | £780 | £347 |
| Mornings or Afternoons | £ 347 | | |

If your child does a variety of half sessions your fees will be calculated accordingly.

Fee Structure September 2025 – 3&4 year olds
15 hrs TTO=11hours or 30 hrs TTO=22 hours

Monthly Fees – 11 hours funding Entitlement = (15 hours TTO)

| | 5 | 4 | 3 | 2 |
|---------------------------------------|----------------|--------------|----------------|-------------|
| Full days | £ 1548 | £1171 | £794 | £417 |
| Mornings Or Afternoons | £800.50 | £573 | £345.50 | |

Monthly Fees - 22 hours funding Entitlement = (30 hours TTO)

| | 5 | 4 | 3 |
|---------------------------------------|-----------------|-------------|-------------|
| Full days | £ 1211 | £834 | £457 |
| Mornings or Afternoons | £ 463.50 | | |

If your child does a variety of half sessions your fees will be calculated accordingly.

Belfield Montessori Day Nursery
 Belfield House, Greenhill Park
 New Barnet, EN5 1HG T:0208 4408822

REGISTRATION FORM

First name Last Name

Date of birth Religion Gender.....

Contact details

Parent Name Parent Name.....

Parent Date of Birth Parent Date of Birth

National Insurance Number..... National Insurance Number.....

Home address Home address (if different).....

.....

Work number Work number.....

Mobile Mobile

Occupation Occupation

E-mail address E-mail address

| Office use on | Registration fee | Deposit | Child's Play | Tapestry | | Starter pack | | Baseline | |
|---------------|------------------|---------|--------------|----------|-----------|--------------|----------|----------|----------|
| | | | | Sent | Activated | Sent | Received | Sent | Received |
| | Dietary | Peg | Chart | Drawer | Placemat | Outings | | | |

Sessions Required

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Morning | | | | | |
| Afternoon | | | | | |
| Full Day | | | | | |

Sessions on Waiting list

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|--------|---------|-----------|----------|--------|
| Morning | | | | | |
| Afternoon | | | | | |
| Full Day | | | | | |

Registration Fee £100 (This non refundable) and Deposit of £200 must be enclosed with Registration form.

Date you wish to start

Parent / Guardian Name

SignatureDate

- **Fees are payable monthly in advance by direct debit on the 1st of each calendar month. Please notes fees are payable during periods of absence from nursery including sickness, holidays and Public holidays.**
- **Once a place at the nursery is confirmed the first months' fees or part thereof becomes payable to secure the place for your child.**
- **Two months written notice is required if you no longer require the place or you wish to withdraw your child from the Nursery.**

Privacy Notice

At Belfield Montessori Day Nursery, we take privacy very seriously and we are currently updating all our records to ensure that we are fully meeting the new data protection standards (General Data Protection Regulation (GDPR)).

We are registered with the Information Commissioner's Office (ICO).

The categories of children's information that we collect, hold and share include:

- personal information (such as name, address, date of birth)
- characteristics (such as ethnicity, language, nationality, early years pupil premium eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- observations and assessment information and tracking of progress
- medical information
- information on special educational needs and disabilities (including if accessing Disability Living Allowance and entitled the Disability Access Fund)
- referrals to other relevant services
- safeguarding information.

We also collect, hold and share some information on the children's parents/guardians:

- personal information (names, address, contact numbers and emails)
- National Insurance numbers.

Why we collect and use this information

We use the children's and parents' data to:

- support their learning and development, to enable staff to plan suitable activities to extend their knowledge and skills
- ensure that all children are safe within our childcare provision
- monitor and report on their progress
- provide appropriate behavioural and emotional support as required
- assess the quality of our services as a childcare provider
- comply with the law regarding data sharing (GDPR)
- meet the requirements of the early years foundation stage (EYFS)
- make claims for funding.

The lawful basis on which we use this information

We collect and use children's information under the following lawful bases:

- **Contract:** the processing is necessary for a contract we have with you the parents/guardian of the child to provide childcare and the contract that we have with the local authority to provide funded childcare to eligible families.
- **Legal obligation:** the processing is necessary for us to comply with the law (submitting data for the [early years census](#)).

Collecting children's information

While the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain children's information to us or if you have a choice in this.

Storing children's data

We are required to hold children's data for a reasonable period of time after children have left the provision (eg until after the next Ofsted inspection) as a requirement under the EYFS. The Limitation Act 1980 recommends that we retain data until the child reaches the age of 21 — or until the child reaches the age of 24 for child protection records.

Your data will be held securely and will only be accessible by staff who are authorised to do so.

Who we share children's information with

We routinely share children's information with:

- schools that the child attends after leaving our provision
- other local childcare providers where the child is engaging currently (wrap around or blended childcare)
- our local authority (for funding claims and the early years census)
- the DfE (annual early years census)
- special education needs co-ordinators
- NHS services (health visitors and speech and language therapists).

Why we share children's information

We do not share information about our children with anyone without your consent unless the law and our policies allow us to do so.

We share children's data with the DfE on a statutory basis. We are required to submit data to our local authority for them to submit as part of the annual early years census in January and to access childcare funding.

Data collection requirements

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's early years record, contact Alex Pacayova.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means [this can be removed if your provision do not use any automated processing]

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection Regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the [ICO](#).

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Name of childcare provision: Belfield Montessori Day Nursery

Name of Data Protection officer: Alex Pacayova

Email: christina.belfieldmdn@gmail.com

Telephone number: 0208 440 8822

Terms and Conditions

The terms and conditions, forms the contract between you and Belfield Montessori Day Nursery. Your statutory rights are not affected.

- To register your child at Belfield Montessori, a non-refundable registration fee of £100 is payable.
- A deposit of £200 is payable at the time of registration, which will be refunded when your child leaves the nursery- if all contractual obligations have been met.
- Fees are subject to review and are charged monthly, to be paid in advance by the 5th of every month. Fees are payable during periods of absence – either through illness or holidays. Full fees are payable during public/bank holidays and Christmas when the nursery is closed. Fees are payable in advance by cheque, cash, childcare vouchers, tax-free childcare or BACS.
- A 10% discount on your eldest child's fees when there are two or more children within the nursery.
- Fees become payable as soon as parent(s) and the nursery enter into an agreement with regards to a starting date. Once a starting date is agreed a place is allocated to your child. If you require to change your child's start date, we would require a minimum of 2 months notice or full fees must be paid.
- Should you wish your child to leave Belfield Montessori Nursery, we require a minimum of 2 months written notice, your deposit of £200 will then be refunded.
- The nursery is open from 8am-6pm Monday-Friday, 51 weeks of the year. Closing on all UK bank holidays and the week between Christmas and New Year. We operate a late fee charge of £5 for every 5 minutes, if collection is after the agreed pick up time.
- Belfield Montessori Day Nursery does not accept any responsibility for the loss of property.

I have read and understood the full terms and conditions relating to Belfield Montessori Day Nursery and agree to adhere to them.

I realise it is our responsibility to inform the nursery, in writing, of all relevant information concerning the care and welfare of our child/children now and in the future.

I understand that a copy of this information will be held on file at the nursery, together with the signed registration form.

(Both Parents/Guardians' signatures required)

Signed: _____

Date: _____

Signed: _____

Date: _____

Free Childcare Entitlements Parental Declaration Form

| | |
|--|--|
| Child's Name: | |
| Child's Surname: | |
| Name by which the child is known (if different from above): | |
| Date of Birth: | |
| Gender: | |
| Address: | |
| Postcode: | |

| Parent / Carer 1 | Parent / Carer 2 |
|-------------------------|-------------------------|
| Surname: | Surname: |
| Forename: | Forename: |
| Date of Birth: | Date of Birth: |
| NI or NASS Number: | NI or NASS Number: |

| | |
|---|--|
| <p><u>Document Check</u> - We will need to see proof of your child's date of birth. Please tick which document you will provide with this form: Documentary proof of Dob Type (e.g. birth certificate, Passport):</p> | |
| Document recorded by (name of staff member): | |
| Date document recorded (dd/mm/yyyy:) | |
| Eligibility code: (e.g. 12345678912) | |
| Please tick this box if you are only claiming 15 hours of free childcare for 3 & 4 year olds (no code required) | |

If you are splitting your free entitlement across two or more settings please state how many hours we should claim per week: _____ and the name of the other setting _____.

Parent/Carer/Guardian with legal responsibility declaration

Declaration: I (name)
of (address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s)

to claim free entitlement funding as agreed above on behalf of my child.

| Parent/Carer/Guardian with legal responsibility | Childcare provider |
|---|--------------------|
| Signed: | Signed: |
| Print name: | Print name: |
| Date: | Date: |

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) (see notes 1 – 3), Barnet local authority is exercising the function of a government department.

Barnet local authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2’s will qualify from September 2024.

To access Government funding parents must apply for the 30 hour code before the start of the term:

| Cut-off date | Term funding will be applied |
|---------------------------|-------------------------------------|
| 31 st August | Autumn term (Sept-Dec) |
| 31 st December | Spring term (Jan-March) |
| 31 st March | Summer (April-July) |

Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Barnet Local Authority. Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/>

NO funding will be applied to your account unless we receive this form completed.