



# **Cheeky Monkeys at Durrell**

## **Nursery Contract**

**01534 860086**  
**[cheekymonkeys@durrell.org](mailto:cheekymonkeys@durrell.org)**  
**[www.cheekymonkeysnursery.je](http://www.cheekymonkeysnursery.je)**



**Cheeky Monkeys at Durrell (CMAD Limited)  
Parents' Information**

All information that we hold concerning your child as an individual will be kept confidential and processed by CMAD Ltd strictly in accordance with the **Data Protection (Jersey) Law 2018**. Such data will be used by CMAD Ltd in accordance with the **Day Care of Children (Jersey) Law 2002**.

We will not, without your consent, supply your child's name and address to any third party except where (1) such a transfer is a necessary part of the activities that we undertake, these include Les Ormes Swim Academy and Durrell (2) we are required to do so by the operation of the above law. Should you have any queries concerning this right, please contact Juliet on 01534 860086.

**Child's Name:** .....

**(1) Parent/ Guardian**

**Full name:** .....

**Address:** .....

.....

**Occupation (optional):**

.....

**Contact details - Work:** ..... **Home:**.....

**Mobile:** ..... **E-mail:** .....

**E-mail for accounts (if different from above)**.....

**(2) Parent/ Guardian**

**Full name:** .....

**Address (If different from above):** .....

.....

**Occupation (optional):**

.....

**Contact details - Work:** ..... **Home:**.....

**Mobile:** ..... **E-mail:** .....



### Cheeky Monkeys at Durrell Parental Agreement

Child's name: .....

Child's D.O.B: .....

Parent's Name: .....

Would you like your child to take part in the following activities?

Up to 3 years

Baby signing:                 Yes                         No

3 years and above

Forest school:                 Yes                         No

Animal encounters:         Yes                         No

Swimming lessons:         Yes                         No

Please indicate if you give permission for your child to be driven to Les Ormes on their minibus. Cheeky Monkeys staff always accompany your child, a member of staff from Les Ormes will drive the minibus. Booster seats are fitted.

     Yes                         No

Is there any other information you think would be beneficial to us, for the welfare of your child? For example –

Has there been any previous involvement with Children's Services or MASH?

     Yes                         No                         Other

If yes, please specify .....

If other, please specify .....

Please sign and date below to show that you have read and agree with the information provided in the Parents Handbook

**Signed** ..... **Date**.....

Please sign and date to say that you have read and agree with the policies used at Cheeky Monkeys at Durrell

**Signed** ..... **Date**.....

**Please note –**

- We will treat both parents with equal parental responsibility unless we are advised otherwise via a signed Change of Circumstance form.
- We will not allow a child to leave nursery premises with a parent or authorised adult if we feel it is unsafe for the child.

Please sign to state that you agree to the above.

**Signed** ..... **Date**.....



**Cheeky Monkeys at Durrell  
Medical and Dietary Information**

**Child's Name:** .....

**Child's D.O.B:** .....

**Parent's Name:** .....

**Does your child have any specific dietary requirements e.g. are they vegetarian? (Please give details)**

Yes                       No

.....  
.....

**Does your child have any allergies e.g. dairy products or nuts?  
(Please give details)**

Yes                       No

.....  
.....  
.....

**Is your child allergic to any medicines e.g. Penicillin?  
(Please give details)**

Yes                       No

.....  
.....

**Does your child have any medical needs that the nursery should be aware of e.g. asthmatic,  
diabetic?  
(Please give details)**

Yes                       No

.....  
.....

**Please note** - If your child is asthmatic or requires an Epi-pen or insulin pen, you must provide us with a letter from your doctor to be able to administer your child's medication with detailed dosage. This will be kept with your child at all times.

Please state which vaccinations your child has had and the date on which they were given.  
We will also need to see and photocopy your child health record 'red book' for our records. Please note that the MMR vaccine (Measles, Mumps & Rubella) is compulsory – see parent handbook:

.....  
.....  
.....

We have been recommended by St Johns Ambulance that we hold Piriton in our First Aid cupboard, just in case a child has an allergic reaction.

Please confirm if you are happy for a qualified member of staff to administer this medication.

Yes

No

Name of Child's Doctor: .....

Practice: .....

Phone Number: .....

Signed: .....

Date: .....



**Cheeky Monkeys at Durrell  
Emergency Contact and Medical Authorisation**

**Child's Name:** .....

**Parent's Name:** .....

**In the event of an emergency, the following people should be contacted:**

**(1) Name:** .....

**Telephone number:** .....

**Relationship to child** .....

**(2) Name:** .....

**Telephone number:** .....

**Relationship to child** .....

**(3) Name:** .....

**Telephone number:** .....

**Relationship to child** .....

**Signature:** ..... **Date:** .....

**If, for any reason, my immediate family or I are unable to be contacted, I agree that CMAD may authorise emergency medical treatment.**

**Signature:** ..... **Date:** .....



**Cheeky Monkeys at Durrell  
Collection Form**

**Child's Name:** .....

**Parent's Name:** .....

**Please email us a photograph of the following people authorised to collect your child. Please note they must provide I.D. when collecting.**

**(1) Name:** .....

**Telephone number:** .....

**Relationship to child:** .....

**(2) Name:** .....

**Telephone number:** .....

**Relationship to child:** .....

**(3) Name:** .....

**Telephone number:** .....

**Relationship to child:** .....

**(4) Name:** .....

**Telephone number:** .....

**Relationship to child:** .....

**Signature:** ..... **Date:** .....



## **Cheeky Monkeys at Durrell Tapestry Learning Journey**

The staff at Cheeky Monkeys at Durrell will have the opportunity to use Tapestry, an online programme designed to share photos, videos and observations of your child.

Tapestry is a UK based programme that is supported by a secure server. All information added to your child's online Learning Journey is encoded and the programme is constantly managed and monitored. It also has an anti-hack system to ensure all of the information is safe.

You will be able to use your own email address and a unique password to sign in to view your child's Learning Journey and comment on the observations we have shared. Tapestry also enables you as parents to upload photos of your child's experiences and successes at home.

The online learning Journey created through Tapestry is an excellent tool to use when sharing your child's achievements as it enables everyone caring for your child to stay up to date with his or her progress.

Please note that group photo's will often appear on each child's tapestry journal.

We would be grateful if you would sign to give permission to use this tool to create your child's online Learning Journey. After your child starts at CMAD, we will provide you with your unique password to access your child's personal Learning Journey.

You also have the added benefit of downloading your child's Learning Journey when they leave the nursery.

**Do you authorise us to add your child's observations to Tapestry (please tick)  Yes  No**

**Do you give permission for us to send your child's tapestry journal on to their school nursery or primary school upon leaving Cheeky Monkey's (please tick)  Yes  No**

**Please note that both parents will be given access and log in details as requested, unless we are advised that parental responsibility has changed. In this event please fill out a Change of Circumstance form.**

**Signature:** .....

**Date:** .....

**Please provide your email address so we may set up your log in and password:**

.....

Please find Tapestry's privacy policy here - <https://tapestry.info/gdpr.html>





## Cheeky Monkeys at Durrell Photography Permission

There may be occasions when the local media (BBC Jersey News, Channel Television or the Jersey Evening Post) wish to photograph children at Cheeky Monkeys at Durrell.

Nursery Staff that are studying for qualifications may also wish to photograph children.

I would therefore be grateful if you would indicate below if you wish your child to be photographed.

*Please delete as appropriate:*

<i>Cheeky Monkeys Facebook page</i>	<i>YES / NO</i>
<i>JEP</i>	<i>YES / NO</i>
<i>Channel Television /BBC Jersey News</i>	<i>YES / NO</i>
<i>Website</i>	<i>YES / NO</i>
<i>Staff training</i>	<i>YES / NO</i>

Child's Name: .....

Parent's Name: .....

Date: .....



**Cheeky Monkeys at Durrell  
Wellcomm Permission**

**CONSENT FORM – WELLCOMM**

WellComm is used to screen children’s language between the ages of 6 months and 6 years. With 1 in 10 children under 5 years experiencing some degree of difficulty in learning language and communication skills, early identification is crucial. Children will be screened using a combination of techniques – observation, discussion with parents and screening by asking the child to complete a variety of simple tasks using toys and a colourful picture book – that are all fun and motivating for the child.

We will use the results of the screening to identify any children who may benefit from small group work to develop their language skills in their nursery setting. At a later date staff will rescreen the children to establish their progress.

We will not share any personal information outside of Nursery. However the Speech and Language and Education Department will look at the overall success of the scheme in raising children’s language levels and it is hoped that it will be taken up by all Day Nurseries in Jersey.

Please feel free to speak to a member of staff if you would like any further information about the WellComm toolkit.

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Child’s name: ..... D.O.B: .....

Child’s 1<sup>st</sup> language: .....

Child’s 2<sup>nd</sup> language.....

I do / do not agree to my child taking part in the WellComm pilot.

Parents signature ..... Date: .....



## **Cheeky Monkeys at Durrell COVID-19 Contact Tracing**

### **If a positive case is confirmed by PCR test result**

Contact tracing will contact the Nursery Manager, who then gathers information and informs them of known direct contacts (within 2 metres for 15 minutes or more) within the nursery setting and the type of interactions, for example:

- Group Bubbles
- Known Friendships
- Other Adults (support workers, students etc)

We will be asked to provide the child's name, date of birth and telephone numbers.

This is in accordance with the below government privacy notice –

<https://www.gov.je/Government/Departments/PrivacyPoliciesRetentionSchedules/pages/governmentofjerseycoronavirusprivacypolicy.aspx#anchor-8>

### **If you are happy for us to pass this information on, please sign below.**

This information is also shared in accordance with the nursery's fair processing statement –  
"All information that we hold will be kept confidential and processed by **CMAD Ltd** strictly in accordance with the **Data Protection (Jersey) Law 2018**. Such data will be used by **CMAD Ltd** in accordance with the **Day Care of Children (Jersey) Law 2002**"

**Child's Name:** .....

**Parent's Name:** .....

**Date:** .....

### **COVID-19 Nursery Closure**

We will keep parents abreast of any developments as soon as we are made aware of them. Please note that under the terms of the Nursey Handbook that fees are payable if the nursery is closed for any event beyond our reasonable control, which, of course, is the situation with COVID-19. This includes closure of individual rooms (bubbles).

We will as a business seek to do what we reasonably can to assist with the difficulties that these events cause.

Please sign below to confirm you have read the above information:

**Parent's Name:** .....

**Date:** .....