



Cheeky Monkeys at Durrell

Nursery Contract

**La Profonde Rue
Trinity, Jersey JE3 5BP
Channel Islands**

**T. +44 (0) 1534 860086
E. cheekymonkeys@durrell.org
W. www.cheekymonkeysnursery.je
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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 or email: cheekymonkeys@durrell.org

Child's Name:

Child's DOB

(1) Parent / Carer – Mr/Mrs/Miss/Ms/Dr (please circle)

Full name:

Address:

.....

Occupation (optional):

Contact details

Work tel:

Home tel:

Mobile:

Personal E-mail:

Work E-mail (if different from above)

(2) Parent / Carer - Mr/Mrs/Miss/Ms/Dr (please circle)

Full Name:

Address (If different from above):

.....

Occupation (optional):

Contact details

Work tel:

Home tel:

Mobile:

Personal E-mail:

Work E-mail (*if different from above*)



Cheeky Monkeys at Durrell Parental Agreement

Child's Name:

Child's D.O.B:

Parent's Name:

Please confirm if you would like your child to take part in the following activities as they transition through the nursery.

Up to 3 years Baby signing: Yes No

3 years and above please tick:

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 secured, children must be 3 years old.

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 and 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 with the above.

Parent's Name.....

Signed **Date**.....



Cheeky Monkeys at Durrell Medical and Dietary Information

Please note, if you record any requirements or allergies for your child then we must have a Care Plan from your doctor.

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 must be named and in its original packaging. It will always be kept with your child.

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:

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.....

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:

Address:

.....
.....

Phone Number:

Parent's Name:

Signed: **Date:**



Cheeky Monkeys at Durrell Emergency Contact and Medical Authorisation

Child's Name:

Child's DOB:

Parent's Name:

Signature: Date:

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

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

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

Parent's Name:

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 photo I.D. when collecting.

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Name - Mr/Mrs/Miss/Ms/Dr (please circle)

Telephone number:

Relationship to child:

Signature: Date:



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 yes or no if you wish your child to be photographed this includes.

- *Cheeky Monkeys Facebook page*
- *JEP*
- *Channel Television /BBC Jersey News Website*
- *Staff training*

Child's Name:

Please circle below.

Yes I am happy to have my child photographed.

No I am not happy to have my child photographed.

Parent's Name:

Parent's 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 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 photos 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 circle) 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 circle) 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>



Tapestry guidance for Parents

Logging on:

- The first time you log on must be through the internet (<https://tapestryjournal.com>) and not the app. Use your email address and password that the nursery has given you.
- Once you have logged on for the first time you can then download the app from the Apple store or Google apps. Again, you will need to use your email and password for the first time, thereafter you can use the PIN we have given you.

Adding an observation using the app:

- Click on the + on the top right-hand corner.
- Give your observation a title
- Select add media (you may have to grant permission for tapestry to access your photos in your phone settings)
- Add a write up (optional)
- **Save**

Adding an observation using the internet:

- Click on 'Add Observation' on the top right-hand corner.
- Give your observation a title
- Select add media (you may have to grant permission for tapestry to access your photos in your phone settings)
- Add a write up (optional)
- **Save**

Retrieving a download:

(You cannot use the app to download a journal)

- Click on your name on the top right-hand side.
- Scroll down to 'Your Downloads'
- Scroll down to your child's name and click download.

Changing your password:

- Click on your name on the top right-hand side.
- Click on 'Edit Preferences'
- Here you will find various options including changing your password.



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Dear Parents/Carers,

Cheeky Monkeys at Durrell work with an online learning journal called 'Tapestry'. It records photos, observations, and comments that staff have noted whilst children are busy at the nursery.

We have set up an account for you to access your child's learning journal via the secure Tapestry website. Please note that parents only have access to their own child's account.

Where to start?

Please go to www.tapestryjournal.com on your computer, or if you are using an iPhone or iPad then please download the Tapestry app (search for Tapestry Mobile). Log in using your email address and password.

Changing your settings on the computer

At the top right of the screen, you will see your name, selecting this will give you an option to 'Edit preferences'. Choose this option and you will be presented with a screen, giving you the choice to change your email address and password.

You will also have the option to receive an email whenever a new observation is added to your child's learning journal – just tick or untick the relevant box if you would like to change this setting.

On iPhone/iPad

To change your setting on the iPhone/iPad app, click the 'cog' button on the bottom right-hand side of the application. This enables you to change the password and/or email address.

Viewing your child's Learning Journal

Once logged in, you will see your child's observation on your home screen, in a list. Selecting any one of these will open the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to. We love to receive such comments.

Your Password is - _____

Your Pin is - _____

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

