**Terms and Conditions**

**Relating to Provision of Early Years Care**

**IF POSSIBLE, PLEASE COMPLETE THIS FORM ON YOUR PC AND PRINT**

|  |  |
| --- | --- |
| **CLAUSE** | **SECTION TITLE** |
| **1** | **Name of Child** |
| **2** | **Name/s of Parent/s** |
| **3** | **Child Start Date** |
| **4** | **Full time / Part time** |
| **5** | **Definitions** |
| **6** | **Daily Arrival and Collection of the Child** |
| **7** | **The Child’s General Health and Wellbeing** |
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|  |  |

This document sets out the terms and conditions (“Terms and Conditions”) which apply to the provision of a child place at the Imperial College Early Years Education Centre (the “Centre”). It sets out the rights and responsibilities of the Parent in respect of a Child attending the Centre and of Imperial College Early Years (“Early Years”) as provider of child care at the Centre.

The Charter sets out the eligibility criteria, the day to day operation and management of the Centre, and the nature and quality of the care that Early Years strives to maintain. By agreeing to the Terms and Conditions, the Parent agrees to abide by the Charter. In the event of conflict between the Charter and these Terms and Conditions, the latter will prevail.

By agreeing to the Terms and Conditions, the Parent agrees to abide by Early Years’ Policies. The Parent’s attention is drawn in particular to the Covid-19 Policies set out at[**https://www.imperial.ac.uk/early-years/about-us/policies-and-procedures/covid-19-policies/**](https://www.imperial.ac.uk/early-years/about-us/policies-and-procedures/covid-19-policies/)**.** In the event of conflict between the Covid-19 Policies and the Terms and Conditions, the Covid-19 Policies will prevail.

The Agreement shall commence on the date on which it has been signed by all the Parties.

1. **Name of Child:**
2. **Name/s of Parent/s:**

1. **Child Start Date:**

*(Date Child starts at the Centre)*

4. Early Years agrees to provide care and education for the above-named Child on a Full time / Part time basis *(delete as applicable)*.

**5. Definitions**

|  |  |
| --- | --- |
| **‘Agreement’** | The Terms and Conditions together with the Charter. |
| **‘Attendance Schedule’** | the Child’s attendance schedule at the Centre, as agreed between Early Years and the Parent |
| **‘Authorised Person’** | A person authorised to collect the Child in accordance with these Terms and Conditions |
| **‘Charter’** | The [Imperial College Early Years Charter](http://www.imperial.ac.uk/early-years/about-us/parents-charter/), available in the application pack or online |
| **‘Child’** | The Child named in clause 1 |
| **‘College’** | Imperial College of Science, Technology and Medicine, Exhibition Road, London SW7 2AZ |
| **‘Consent Form for Use of Photography and Media’** | The consent form for use of the Child’s image at Annex 3 |
| **‘Child Start Date’** | The contracted start date for the Child’s attendance at the Centre, as set out in clause 3 |
| **‘Covid-19 Policies’** | The Early Years’ policies relating to COVID-19 set out at <https://www.imperial.ac.uk/early-years/about-us/policies-and-procedures/covid-19-policies/>; these form part of the Policies. |
| **‘Fees Schedule’** | The Early Years fees as provided in clause 15(a) |
| **‘General Information Form (a), (b) and (c)’** | The forms to be completed by the Parent as appended to these Terms and Conditions at Annex 1 |
| **‘Key Person’** | The named member of Early Years staff who is allocated to the Child and who will have special responsibilities for the Child in accordance with these Terms and Conditions and the Charter |
| **‘Parent’** | The parent, parents, guardian or guardians, of the Child attending the Centre, as named in clause 2 |
| **‘Party/ Parties’** | Shall mean the College or Parent, or the College and Parent together (where these is more than one signatory for the Parent, the signatories shall be jointly and severally liable) |
| **‘Policies’** | The Early Years’ policies and procedures set out at <https://www.imperial.ac.uk/early-years/about-us/policies-and-procedures/> as updated from time to time. |
| **‘Safeguarding and Health Information Form’** | The form to be completed by the Parent as appended to these Terms and Conditions at Annex 2 |
| **‘Staff’** | Anyone on College payroll (including academic and professional support  staff and any student of the College who is also on College payroll) |
| **‘Student’** | Any student of the College, including undergraduate and postgraduate students, but excluding any student who is also on College payroll |

**6. Daily Arrival and Collection of the Child**

1. On arrival each day, the Parent shall ensure that a member of Early Years staff is aware that the Child is present before leaving the Child. The Parent must sign the register in the Child’s room on arrival. The Centre opens at 8.45 am. The Parent may enter the Child’s room at 8.40 am to settle the Child.
2. If the Child will be arriving late or will not be attending the Centre on a particular day, the Parent shall inform Early Years of this as soon as is practically possible. The Parent shall give Early Years at least 2 weeks’ notice of all holiday dates.
3. The Parent shall ensure that the Child is collected from the Centre promptly at 5.15 pm by an Authorised Person The Parent shall ensure that the Authorised Person informs a member of Early Years staff that they are collecting the Child and signs out the Child on the register.
4. If the Child is to be collected earlier or later than the usual collection time as stated in the Attendance Schedule, the Parent shall inform Early Years as soon as practically possible.
5. The Parent shall complete the General Information Form (c) ‘Persons Authorised to Collect the Child’. Any changes to the usual arrangements relating to who will be collecting the Child from the Centre shall be notified to Early Years by completing and submitting a revised General Information Form (c) to the Centre office.
6. Where possible, the Parent shall introduce any Authorised Person(s) to the Early Years staff in the Child’s room and/or to the Key Person in advance of them collecting the Child. On request, such persons shall be required to produce some form of identification before they collect the Child.
7. The Parent shall inform Early Years of any person who may not collect the Child under the terms of any order made by the court pursuant to section 8 of the Children Act 1989.
8. Early Years will refuse to release the Child from its care where the person attempting to collect the Child is not an Authorised Person.

**7. The Child’s General Health and Wellbeing**

a. The Parent shall complete the General Information Forms (a), (b) (in addition to General Information Form (c), as required under clause 6.e), and the Safeguarding and Health Information Form as appended to these Terms and Conditions at Annex 2 in advance of the Child Start Date. The Parent shall keep Early Years informed in writing of any changes to the information contained in those forms in accordance with clause 11.

b. The Parent shall inform Early Years of any health care or other issues relating to the Child, including (without limitation) any religious dietary requirements or allergies, for instance to food, drink, drugs or plasters. If the health care issue is a permanent or long-term condition, Early Years will ask the Parent to complete a Health Care plan (using a form provided by Early Years).

c. The Parent shall also inform Early Years of any treatment or medication the Child is receiving, or has received, in respect of any health care issues.

d. Where appropriate, the Parent shall provide Early Years with prescribed drugs or medication necessary to treat the Child together with clear instructions in English as to their use.

e. If the Child has a permanent or long-term medical condition, the Parent shall provide training to Early Years staff on the administration of medicines and procedures.

f. Early Years shall keep a written record of instructions for the use of any prescribed drugs or medication provided by the Parent.

g. Early Years reserves the right to refuse to allow a child suffering from ill health to attend the Centre until that child has, in the Head of Early Year’s or the Deputy Head’s opinion, sufficiently recovered from illness. Please refer to the Administrating Medicine and Care of Sick Children policy on the Early Years website for further information.

h. Sick children must not be brought into the Centre if they display signs of illness, for example, high temperature, diarrhoea or vomiting. If the Child becomes ill while at the Centre, the Parent will be contacted in order for the Child to be collected as soon as possible. The Parent must notify Early Years staff if the Child has been given any medicine before arriving at the Centre.

**8.Accident, Emergency and Illness**

a. If the Child sustains an injury as a result of an accident occurring whilst the Child is at the Centre or in the care of the Early Years staff, Early Years shall inform the Parent of this as soon as practicable and ask the Parent to sign an incident/accident report.

b. In the event of accident or illness occurring whilst the Child is attending the Centre, Early Years may request that the Child be collected earlier than scheduled. In such a situation, Early Years will only allow the Child to be collected by an Authorised Person.

c. In the event of an accident or emergency occurring while the Child is at the Centre or in the care of Early Years staff and the Parent(s) cannot be contacted, or where immediate remedial action is required, the Parent hereby gives Early Years permission to act on behalf of the Parent and to do whatever Early Years considers necessary in the circumstances in order to safeguard and/or promote the Child’s welfare.

d. Early Years shall be entitled to take such action as it deems appropriate in the event of the Early Years having reason to believe the Child is suffering from abuse or neglect in accordance with Early Years’ Safeguarding and Child Protection policy.

e. In the event of an outbreak of infection or infestation (for example, scabies), the Head of Early Years will make the decision to close the Centre on advice from the Health Protection Agency (or any replacement UK Government agency) whilst remedial action is taken.

9. Additional Information Regarding the Child

a. To the extent that it will or could affect the Child whilst in Early Years’ care, the Parent shall also inform Early Years of any religious or other requirements of the Child and discuss with Early Years if or how Early Years may meet such requirement(s).

b. Before the Child’s first attendance day, the Parent shall show the Early Years Administrator the Child’s original birth certificate, and evidence of parental responsibility where necessary, for example, in cases of fostering, adoption, or surrogacy. Early Years will make a copy for the Child’s file.

**10. Confidentiality**

Any information given to Early Years by the Parent, including information relating to the Child’s religion, diet or health is confidential and shall be held in confidence by Early Years. Accordingly, Early Years will not divulge any such information to any third party without first obtaining the consent of the Parent, unless:

i. the Child suffers an accident or emergency and the Parent cannot be contacted, the Parent consents to Early Years disclosing such information as it considers necessary to any person, for example medical staff, to whom the Child is referred by Early Years;

ii. the health and wellbeing of the child is at risk. Please refer to the Early Years website for the Safeguarding and Child Protection Policy.

iii. such information is in the public domain; and/ or

iv. such information is required to be disclosed by a court of law.

For information about how we use your data please see the link below to our privacy notice:

<http://www.imperial.ac.uk/early-years/about-us/policies-and-procedures/privacy-policy/>

11. Notification of Changes to Required Information and Status

a. The Parent shall notify Early Years in writing of any change, temporary or permanent, of address, work, home telephone or mobile number, or other information which is given in the General Information Form and Health Information Form, as early as is practically possible.

b. Parents who, on the Child Start Date, are either Staff or Student must inform Early Years in writing immediately of any change in their Staff or Student status. Student and Staff status will be regularly verified by Early Years with the College Registry or Human Resources Division.

c. If a Parent ceases to be Staff or a Student, the Parent must give notice to Early Years and the Child’s place at the Centre may be cancelled no later than two months after the date upon which the Parent ceased to be a member of Staff or a Student of the College.

**12. Registration Fee**

1. On application to register a Child’s place the Parent shall pay a registration fee of £150.00, save that:
   * 1. Current and former Parents shall pay £50.00.

ii Student Parents shall pay £50.00.

b. The registration fee is non-refundable whether the Child’s place is or is not subsequently taken up.

**13. Enrolment**

a. Early Years offers the options of attendance at the Centre for any of 5, 3 or 2 days a week and places are subject to availability. No alternative attendance options are available.

b. Once a place has been offered, the Parent must complete, sign and return a copy of the Terms and Conditions to Early Years before or on the date for acceptance stated in the offer letter, in order to secure the place.

c. The enrolment deposit (as stated in the offer letter) must be paid at least two months before the Child Start Date.

d. The enrolment deposit shall be refundable in full only where the Parent has given written notice to Early Years at least two months before the child leaves the Centre. Where the Parent has not given the required amount of notice, then in accordance with Clause 17(d), Early Years shall charge the Parent fees as if the Child had remained at the Centre for the full two months’ notice period. Early Years may set any fees due but unpaid in respect of the Child against the enrolment deposit before returning the remaining balance (if any) after the Child has left the Centre.

e. Where a Parent accepts a Child’s place but subsequently decides to cancel it, the enrolment deposit shall be refundable in full only where the Parent has given written notice to Early Years at least two months before the Child Start Date. Where the Parent has not given the required amount of notice, then in accordance with Clause 17(d), Early Years shall charge the Parent pro-rata fees to cover the period between the Child Start Date and the date two months after notice was given as if the child had attended Early Years during that period and shall set those pro-rata fees against some or all the enrolment deposit and shall return the remaining balance (if any).

**14. Attendance Schedule and Centre Closures**

a. Upon enrolment, the Parent agrees that the Child will attend each week on the days agreed in the Attendance Schedule.

b. Part-time scheduled days are fixed and cannot be exchanged for other days that are not agreed in the Attendance Schedule.

c. Where there is availability, the Parent may book extra days via the extra session procedure. These days are paid for in advance of the session and are separate to monthly invoicing.

d. The Head of Early Years will make every effort to keep the Centre open but reserves the right to close the Centre temporarily or to alter its opening hours due to unforeseen or unavoidable operational difficulties or other circumstances. Early Years may also need to send the Child home, or may temporarily be unable to accommodate the Child (for example if Early Years has had to close the Child’s room within the Centre) to comply with the UK Government’s Covid-19 guidance applicable to early years settings.

e. The Centre closes at Christmas and Easter in line with College closure days at Christmas and Easter and will include an extra five days closure split between Christmas and Easter. The extra closure dates will be communicated to the Parent once they have been decided by the Head of Early Years each year. No reduction or refund in fees shall be due following such closure, in accordance with Clause 15(c).

f. The Centre closes for two days each year to accommodate essential statutory staff training. This is an opportunity for staff to train together to update and improve their knowledge and enable them to offer a consistently high standard of childcare. Early Years shall give the Parent advance notification of these closure dates. No reduction or refund in fees shall be due following such closure, in accordance with Clause 15(c).

**15. Fees**

1. Where one of the Parents is Staff or Student, the fee rates can be found on the link below. In other cases, Early Years will confirm in writing to the Parent the Fees applicable at the time an offer is made, which shall be an 25% uplift on Staff rates. Fees are reviewed annually for implementation in August and any change will be communicated in advance by email.

<https://www.imperial.ac.uk/early-years/how-to-apply/fees/>

1. Fees shall be paid by standing order, bank transfer, childcare vouchers, or (in the case a Staff Parent) through the College salary sacrifice scheme on the 24th day of each calendar month.
2. Payment of fees will cover the Child’s Attendance Schedule and not the actual time the Child spends at the Centre. No reduction or refund in fees will be made for time off due to illness, holidays, or Centre closures for training days, public holidays or holiday closures referred to in Clauses 14(e) and 14(f). Fees are calculated to include the closures above. Additional days spent at the Centre will be charged separately.
3. The Child’s Attendance Schedule cannot be changed unless authorised by the Early Years management. A Parent needs to provide at least two months’ written notice if they want to decrease the number of days of attendance. If the Parent wants to increase the number of days of attendance, the Early Years would do so as soon as practicably possible for Early Years to arrange.
4. The salary sacrifice scheme is a fixed term contract. Any changes can be made up to the 15th of the month prior to the change only by completing a new salary sacrifice form and returning this to the Early Years finance administrator.
5. If one Parent is Staff and the other Parent is a Student, fees will be charged at the staff rate. The student discounted fee rate is only applicable where neither Parent is Staff but at least one Parent is Student.

**16. Late and Non-Payment of Fees**

a. Fees payable each calendar month in accordance with Clause 15(b) shall reflect the Child’s Attendance Schedule for that calendar month.

b. Where fees are outstanding for more than one month from the date on which they are due for payment, Early Years reserves the right to cancel the Child’s place with immediate effect.

c. In the event of non or late payment of fees, Early Years reserves the right to take such action as Early Years determines appropriate for the recovery of any outstanding fees. The Parent agrees to reimburse all reasonably incurred costs and expenses in so doing.

**17. Termination of This Agreement**

a. Early Years retains the right to exclude the Child for antisocial behaviour or disruptive behaviour that the Head of Early Years considers to be detrimental to the Early Years community or the Child, or in the event the Parent breaches the Covid-19 Policy.

b. Exclusion of a Child for reasons set out in Clause 17(a) shall have immediate effect. For the avoidance of doubt, Early Years shall not provide any refund of fees or compensation in these circumstances.

c. On and after acceptance by the Parent of a place for the Child, the Child’s place at the Centre may be terminated by Early Years or the Parent on providing at least two months’ written notice to the other Party.

d. Where a Parent fails to give two months’ written notice of the Child leaving the Centre, Early Years will charge the Parent fees as if the Child had remained at the Centre for the full two months’ notice period. Where a Parent fails to give written notice to Early Years at least two months before the Child Start Date, Early Years shall charge the Parent pro-rata fees to cover the period between the Child Start Date and the date two months after notice was given as if the Child had attended Early Years during that period.

e. Early Years reserves the right to terminate this Agreement immediately if the Head of Early Years considers the Parent abusive towards any member of staff physically, either verbally or in written form. Any kind of threatening behaviour by the Parent will not be tolerated. Early Years also reserves the right to terminate this Agreement immediately if the Parent breaches the Covid-19 Policy or if the Parent materially or repeatedly breaches this Agreement. For the avoidance of doubt, Early Years shall not provide any refund of fees or compensation if this Agreement is terminated in any of these circumstances.

**18. Permission for Outings**

The Parent hereby gives permission for the Early Years staff to take the Child out of the Centre on local outings and visits run by Early Years and under the supervision of Early Years staff. These outings may be on foot or by public transport. For outings outside of the local area, specific individual permission will be sought.

**19.** **Use of Photography and Media**

By providing consent using the attached consent form at Annex 3, the Parent gives permission for the Early Years staff to use photographs and other media, for example videos, for the Child’s developmental records, profile folders and to collate evidence of learning experiences. Early Years shall use this media solely for internal purposes and may continue to use it internally after the Child has left the Centre. Parents will need to complete all sections in Annex 3 which cover other eventualities of photography and media usage. For the avoidance of doubt, the Parent may withdraw their consent at any time and without cause by notifying the Head of Early Years at [t.halsey@imperial.ac.uk](mailto:t.halsey@imperial.ac.uk).

**20. General**

1. Amendments: Early Years may make the reasonable changes to these terms, but if it does so it will notify the Parent providing two months’ notice of the changes coming into effect and the Parent may then contact Early Years to end the contract before the changes take effect.
2. Assignment: Unless otherwise stated in this Agreement, this Agreement or any of the rights or obligations hereunder may not be assigned or otherwise transferred or sub-contracted by either Party, in whole or in part, without the express prior written consent of the other Party.
3. Successors. In the event of assignment, the Parties agree that this Agreement and any subsequent amendments to it shall be binding on their successors in title, and assigns, and undertake to take all necessary steps to ensure that they are so bound.
4. Third parties. This Agreement does not create any right enforceable by any person not a Party to it.
5. No partnership. This Agreement is not intended to establish and shall not be construed by either Party in the future as having established, any form of business partnership between themselves.
6. Name and logo. The Parent shall not use the College’s crest, logo or registered image for any purpose without the express permission of the College.
7. Entire agreement. This Agreement represents the entire and integrated Agreement between the Parties and supersedes all prior negotiations, representations or agreements, in either written or oral form.
8. Counterparts. This Agreement may be entered into by the Parties on separate counterparts and this has the same effect as if the signatures on the counterparts were on a single copy of the Agreement.
9. Waiver. No failure to exercise or delay in the exercise of any right or remedy which either Party may have under this Agreement or in connection with this Agreement shall operate as a waiver thereof, and nor shall any single or partial exercise of any such right or remedy prevent any further or other exercise thereof or of any other such right or remedy.
10. Illegal/Unenforceable provisions. If any part or any provision of this Agreement shall to any extent prove invalid or unenforceable in law the remainder of such provision and all other provisions of this Agreement shall remain valid and enforceable to the fullest extent permissible by law, and such provision shall be deemed to be omitted from this Agreement to the extent of such invalidity or unenforceability. The remainder of this Agreement shall continue in full force and effect and the Parties shall negotiate in good faith to replace the invalid or unenforceable provision with a valid, legal and enforceable provision which has an effect as close as possible to the provision or terms being replaced.
11. Law and jurisdiction. This Agreement shall be governed by and construed in accordance with English Law and shall be subject to the non-exclusive jurisdiction of the English courts.
12. In the event a Parent wishes to complain about the Centre or the Early ears staff, or appeal against a decision made under the terms of this Agreement, the Parent should follow the complaints procedure which can be found on the website.

I have read and understood the Terms and Conditions of acceptance of a Centre place and agree to be bound by them.

|  |
| --- |
| Signed by (print full name and signature):  Relationship to the Child:  Date: |
| Signed by (print full name and signature):  Relationship to the Child:  Date: |
| Signed by on behalf of Early Years:  Position:  Date: |

**Annex 1**

**General Information Form (a)**

**The Child**

|  |  |
| --- | --- |
| **Forename:** | **Surname:** |
| **Preferred name (if any):** | **Sex:** |
| **Expected/Date of Birth:** | **Place of Birth:** |
| **Ethnic Origin:** | |
| **Home address:** | |
| **Religion (if applicable):** | |
| **First Language:** | |
| **Other Languages:** | |

**Emergency Contact/s**

|  |  |  |
| --- | --- | --- |
|  | **Contact 1** | **Contact 2** |
| **Full name** |  |  |
| **Relationship to Child** |  |  |
| **Address & Borough** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |

**General Information Form (b)**

**The Parent/s**

|  |  |  |
| --- | --- | --- |
|  | **Parent 1** | **Parent 2** |
| **Surname** |  |  |
| **Forenames** |  |  |
| **Date of birth** |  |  |
| **Relationship to Child** |  |  |
| **Address** |  |  |
| **College CID number (if relevant)** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |

*To be completed by* ***both Parents****, including the work details for the non-Imperial parent*

|  |  |  |
| --- | --- | --- |
|  | **Parent 1** | **Parent 2** |
| **Role *(delete as appropriate)*** | **IC academic / IC professional / non IC** | **IC academic / IC professional / non IC** |
| **Department or place of work** |  |  |
| **Work address and campus** |  |  |
| **Position** |  |  |
| **Date contract ends (if IC staff)** |  |  |
| **Hours of Work** |  |  |
| **Work Tel./email** |  |  |

*To be completed by Parents who are Students of the College*

|  |  |  |
| --- | --- | --- |
|  | **Parent 1** | **Parent 2** |
| **Study level *(delete as appropriate)*** | **Undergraduate / Postgraduate Taught / Research** | **Undergraduate / Postgraduate Taught / Research** |
| **Course** |  |  |
| **Department** |  |  |
| **Start date of course** |  |  |
| **End date of course** |  |  |
| **Name of Tutor** |  |  |
| **Telephone/email** |  |  |

**General Information Form (c)**

**Persons authorised to collect the Child, including Parents. All Authorised Persons must be aged 16 or over.**

To be completed by **ALL** Parents

|  |  |  |
| --- | --- | --- |
|  | **Parent 1** | **Parent 2** |
| **Surname** |  |  |
| **Forename(s)** |  |  |
| **Relationship to Child** |  |  |
| **Photograph** |  |  |
| **Address** |  |  |
| **Home Telephone** |  |  |
| **Work Telephone** |  |  |
| **Mobile** |  |  |

**Persons NOT allowed to collect the Child (s.8 Children Act 1989) – if relevant**

|  |  |  |
| --- | --- | --- |
|  | **Person 1** | **Person 2** |
| **Surname** |  |  |
| **Forename(s)** |  |  |
| **Relationship to Child** |  |  |
| **Please state reason (e.g. court order):** | | |

**Additional Persons authorised to collect the Child (if relevant)**

|  |  |  |
| --- | --- | --- |
|  | **Person 1** | **Person 2** |
| **Surname** |  |  |
| **Forename(s)** |  |  |
| **Relationship to Child** |  |  |
| **Photograph** |  |  |
| **Address** |  |  |
| **Home Telephone** |  |  |
| **Work Telephone** |  |  |
| **Mobile** |  |  |

**Annex 2**

**Safeguarding and Health and Wellbeing Information Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Child:** | | |  |
|  | **Doctor** | **Health Visitor** | **Dental Pratice** |
| **Name** |  |  |  |
| **Address** |  |  |  |
| **Telephone** |  |  |  |
| **Emergency Telephone** |  |  |  |

1) **Immunisations**

Please indicate with a cross which of the following inoculations your child has had:

**8 weeks**

[6-in-1 vaccine](file:///C:\Conditions\vaccinations\Pages\5-in-1-infant-DTaPIPVHib-vaccine.aspx) – protects against [diphtheria](https://www.nhs.uk/conditions/diphtheria/), [tetanus](https://www.nhs.uk/conditions/tetanus/), [whooping cough](https://www.nhs.uk/conditions/whooping-cough/), [polio](https://www.nhs.uk/conditions/polio/), [Hib (Haemophilus influenzae type b)](https://www.nhs.uk/conditions/hib/) and [hepatitis B](https://www.nhs.uk/conditions/hepatitis-b/).

[Pneumococcal or pneumo jab (PCV) vaccine](file:///C:\Conditions\vaccinations\Pages\pneumococcal-vaccination.aspx)

[Rotavirus vaccine](file:///C:\Conditions\vaccinations\Pages\rotavirus-vaccine.aspx)

[Men B vaccine](file:///C:\Conditions\vaccinations\Pages\meningitis-B-vaccine.aspx)

**12 weeks**

[6-in-1 vaccine](file:///C:\Conditions\vaccinations\Pages\5-in-1-infant-DTaPIPVHib-vaccine.aspx) (second dose), protects against**:** [diphtheria](https://www.nhs.uk/conditions/diphtheria/), [tetanus](https://www.nhs.uk/conditions/tetanus/), [whooping cough](https://www.nhs.uk/conditions/whooping-cough/), [polio](https://www.nhs.uk/conditions/polio/), [Hib (Haemophilus influenzae type b)](https://www.nhs.uk/conditions/hib/) and [hepatitis B](https://www.nhs.uk/conditions/hepatitis-b/).

[Rotavirus vaccine](file:///C:\Conditions\vaccinations\Pages\rotavirus-vaccine.aspx), second dose

**16 weeks**

[6-in-1 vaccine](file:///C:\Conditions\vaccinations\Pages\5-in-1-infant-DTaPIPVHib-vaccine.aspx) (third dose) protects against: [diphtheria](https://www.nhs.uk/conditions/diphtheria/), [tetanus](https://www.nhs.uk/conditions/tetanus/), [whooping cough](https://www.nhs.uk/conditions/whooping-cough/), [polio](https://www.nhs.uk/conditions/polio/), [Hib (Haemophilus influenzae type b)](https://www.nhs.uk/conditions/hib/) and [hepatitis B](https://www.nhs.uk/conditions/hepatitis-b/).

[Pneumococcal  or pneumo jab (PCV) vaccine](file:///C:\Conditions\vaccinations\Pages\pneumococcal-vaccination.aspx), second dose

[Men B vaccine](file:///C:\Conditions\vaccinations\Pages\meningitis-B-vaccine.aspx) second dose

**One year**

Pneumococcal or pneumo jab (PCV)

Men B vaccine

Hib/Men V vaccine

MMR

**1 year 4 months**

MMR

**2- 8 years**

[Children's flu vaccine](file:///C:\Conditions\vaccinations\Pages\child-flu-vaccine.aspx) given as a nasal spray annually Sept/Oct

**3 years and 4 months**

[Measles, mumps and rubella (MMR) vaccine](file:///C:\Conditions\vaccinations\Pages\mmr-vaccine.aspx), second dose

[4-in-1 pre-school booster](file:///C:\Conditions\vaccinations\Pages\4-in-1-pre-school-dtap-ipv-booster.aspx), protects against [diphtheria](https://www.nhs.uk/conditions/diphtheria/), [tetanus](https://www.nhs.uk/conditions/tetanus/), [whooping cough](https://www.nhs.uk/conditions/whooping-cough/) and [polio](https://www.nhs.uk/conditions/polio/)

2) **Illness**

Please indicate with a cross which of the following illnesses your child has suffered from:

Measles  Rubella (German Measles)

Mumps  Whooping Cough

Chickenpox  Asthma

Diabetes  Epilepsy

Any other illnesses:

3) **Known Special Educational Needs (SEN) or Disabilities:**

*For any permanent or ongoing illness, please complete a health care plan available at the Early Years Education Centre.*

4) **Looked After Children**

Is your child a” looked after child”, i.e. fostered, in care, adopted?

If yes, please give brief details:

5) **Allergies**

Please give brief details of any diagnosed allergies your child has:

*For any severe allergies, please complete a health care plan available at Early Years Education Centre.*

6) **Hospital Treatment**

Has your child ever received hospital treatment?

If yes, please give brief details:

7) **Special Dietary Requirements**

Does your child have any special dietary requirements?

If yes, please give brief details:

8) **Other Developmental Concerns**

Do you have any concerns about your child’s **vision**?

Details:

Do you have any concerns about your child’s **hearing**?

Details:

Do you have any concerns about your child’s **speech**?

Details:

9) **Other Professionals Associated with the Child**

Please give details of any other professionals associated with the child (e.g. social worker).

10) **Other Concerns**

Please give details of any other concerns or personal circumstances that you would like to disclose.

**Annex 3**

**Consent Form for Use of Photography and Media**

Please complete **ALL** sections accordingly

I, the Parent, do/ do not give permission for the Early Years Staff to use photographs and other media, for example videos, for my Child’s developmental records, profile folders and to collate evidence of learning experiences. Early Years shall use this media solely for internal purposes and may continue to use it internally after my child has left the centre.

|  |
| --- |
| Signed by (Print full name):  Relationship to the child:  Date: |
| Signed by (Print full name):  Relationship to the child:  Date: |

I, the parent do/ do not give permission for other parents and carers to take photographs and videos of my child at EYEC Events (e.g., graduation)

|  |
| --- |
| Signed by (Print full name):  Relationship to the child:  Date: |
| Signed by (Print full name):  Relationship to the child:  Date: |

I, the parent do/ do not give permission for the Early Years staff to use photographs and other media for example videos, of my child externally on the EYEC website and for other marketing purposes (for example flyers and posters). Early Years may also continue to use it after my child has left the centre.

|  |
| --- |
| Signed by (Print full name):  Relationship to the child:  Date: |
| Signed by (Print full name):  Relationship to the child:  Date: |

I agree that I will not share any photographs or videos I have taken at EYEC that include children other than my own. This includes social media sites and Youtube etc

|  |
| --- |
| Signed by (Print full name):  Relationship to the child:  Date: |
| Signed by (Print full name):  Relationship to the child:  Date: |

For the avoidance of doubt, I understand that I, the parent may withdraw my consent at any time and without cause by notifying the Head of Early Years Tracy Halsey at [t.halsey@imperial.ac.uk](mailto:t.halsey@imperial.ac.uk)