All Hallows Church Hall, Pierrepont Road, West Bridgford, Nottingham, NG2 5BP
Registered Charity Number: 1032080
0115 9811309 (9:15-2:15 term time only)
ladybayplaygroup@gmail.co.uk
www.ladybaypreschool.co.uk

September 2015

Dear Parents and Carers,

Please find enclosed our documentation which is in line with recommendations from the Pre-school Learning Alliance. All parents and carers must complete these forms **before** their child starts at Pre-school. If you could follow the instructions below and return the relevant documents to Pre-school as soon as possible then we would be very grateful.

Enclosed are the following documents:

- Welcome Pack- **for you to keep**

- 2 copies of document 10.13 "Childcare Terms and Conditions"
  Please complete and return BOTH copies to Pre-school. Both will be signed by staff and 1 copy will be returned to you.

- 2 copies of document 10.15, "Schedule of Fees"
  Please complete and return ONE copy to Pre-school.

- 1 copy of document 10.4, "Registration Form"
  Please complete and return to Pre-school. We will need to see a copy of your child's birth certificate.

- List of Policies and Procedures for Lady Bay Pre-school- **for you to keep**

Many thanks

Teresa Yates (Manager)
Joanne Tolley (Deputy Manager)
Judith Hedley (Chair of the Committee)

Welcome Pack

Registered Charity 1032080
All Hallows Church Hall, Pierrepont Road, West Bridgford, NG2 5BP

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Welcome to Lady Bay Pre-school Playgroup. We hope that you and your family will enjoy your time with us.

Pre-school (how it works!)

The pre-school is a member of the Pre-school Learning Alliance and is a registered charity. Each year a committee of parents and carers are elected to help with fund raising and to help ensure the smooth running of pre-school.

The committee consists of a chair person, treasurer and secretary, as well as other committee members. Parents and carers are welcome to become involved in the pre-school, by joining the committee or by helping with, or supporting, fund raising activities. Fund raising is key to ensuring that pre-school equipment is kept updated and plentiful!

We would love to have you on board. If you are interested in joining the committee, please don't hesitate to ask for more details.

Pre-school cannot run without a committee.

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Getting started

Starting pre-school is a big step both for children and for their families. You and your child are welcome to visit us before they are due to start. Please discuss these arrangements with the staff at the pre-school.

We are happy for you to stay with your child for as many sessions as you feel necessary, until they are happy to part from you and you are happy to part from them.

Lady Bay Pre-school Playgroup offers your child the opportunity to:

- Learn through play in a safe and stimulating environment. Think creatively and imaginatively. Take risks and make mistakes.
- Learn how to understand the need for rules
- Communicate with others. Enjoy the company of other children and make friends.
- Grow in self-confidence by learning to choose from a range of activities. Practice and build up ideas, concepts and skills.
- Gain independence by managing apart from a parent or carer for a period of time.
- Have fun!

Please feel free to discuss your child's welfare and progress with us at any time.

Pre-school Contact details

If you wish to telephone pre-school, the number is 0115 9811309 (this is the church hall number and is only available during pre-school hours) or 07982 764882 (this mobile number is also only available during pre-school hours or out of hours, please feel free to leave a message).

You can also contact pre-school by email on ladybayplaygroup@gmail.com for general enquiries or ladybayplaygrouptreasurer@gmail.com for any fee related queries.

The Role of the Key Person

We recognise that positive relationships between the staff and the children and their parents form the basis of a happy and stimulating time at pre-school. As such and in line with the requirements of the Early Years Foundation Stage, we operate a key person system. The key person is directly responsible for a small number of children. They are your first point of contact to share any information or concerns about your child. In the interests of the children, changes to the key person will be kept to a minimum. If however you feel your child has formed a particular attachment to a member of staff please let us know.

Meet the Team

Teresa Yates	Pre-school Manager	Safeguarding/SENCO
Joanne Tolley	Pre-school Deputy Manager	Behaviour Management/SENCO
Basia Keen	Pre-school Assistant	Health & Safety
Mandy Christian	Pre-school Assistant	
Daisy Crook (4 Days)	Pre-school Assistant	Health & Safety
Mia Banfield (Fridays)	Pre-school Assistant	

Staff Cover

Emma Rogerson
Mia Banfield
Helen Bridge
Louise Beaumont-McGaw
Alison Walker

House Keeping!

We are open every week day morning from 9:15 to 12:15, term time. We also run lunch club sessions every lunchtime from 12:15 until 2:15pm where children bring a packed lunch with them.

There are toilets for the children to use and we have toddler steps. Don't worry, we keep spare clothes to use if accidents happen!

We offer 'messy' play and although we do provide aprons, we strongly advise you not to send your child in their new or best clothes! We do have an optional uniform consisting of a polo shirt, cardigan or jumper. If you wish to purchase any uniform please collect an order form from a member of staff.

We take advantage of good weather when we get it and during lunch club we often go for short walks to the playground, post office and to the Hook to feed the ducks. These places are mentioned on the registration form and a signature of parental consent is required for such visits.

Lady Bay Pre-school Playgroup is registered under the Children Act with OFSTED. As most children attend for three sessions each week, your child may see different children at each session. On each morning there are at least five staff on duty.

Our policies and procedures are reviewed annually and follow the Pre-school Learning Alliance policies. You are welcome to view any of them at any time.

Parents and carers are the primary educators of children. We will involve you in shared record keeping about your child, both formally and informally. Parents have access to written records on their children at any time. We ensure that parents are given information on a regular basis about their child's progression and have the opportunity to discuss it with their key person.

A normal session consists of…

Arrival and Book Corner!

When your child comes to pre-school, you will need to allocate them a peg with their photo name-tag from the basket. Please label items with your child's name (including scooters etc!). Your baby or toddler is also welcome in pre-school but if possible, please leave pushchairs folded up outside. The lobby needs to be kept as free of clutter as possible, as it is our main fire exit. The same applies to bikes and scooters.

Pre-school sessions start at 9:15am, however you may arrive at 9am so long as you are able to stay with your child until 9:15am. Until this time, please encourage your child to enjoy a story in book corner to enable staff to have the time they need, to set up the hall for the morning session. Pre-school is not insured to have unaccompanied children on the premises before this time.

Registration

After 9:15am there will be a member of staff greeting the children and marking the register until 9:30am so please don't feel you have to arrive on the dot. The door will always be locked. We operate a locked door policy for safety and security reasons, so please buzz in on the security phone and someone will let you in.

Circle time

At circle time the children split into groups based on their choice or age and stage of development. They take part in games and activities to support their learning and to explore the topics we are learning about.

Learning through play

At pre-school we support the learning, development and care of young children by working within the Early Years Foundation Stage. This is the framework that sets the standards and requirements for children from birth to five.

There are seven areas of learning and development. All are important and interconnected. The prime areas are communication and language, physical development and personal, emotional and social development. The specific areas are literacy, mathematics, understanding the world and expressive art and design

Above all, the Early Years Foundation Stage is about learning through play. Play, both spontaneous and planned, underpins all learning and development for young children. The staff support this by offering well planned experiences within a secure yet challenging environment and by promoting activities led by the children.

Snack time

Your child will have access to water to drink throughout the morning. Snack time provides a healthy snack along with a drink of milk or water. (If you wish to send in sweets to celebrate your child's birthday, these can be handed to a member of staff who will supervise distribution).

Home time

When it is time to collect your child, please wait outside and they will be brought to you.

If someone different is to pick up your child, the staff must be advised or we will not release your child. Please give the name of the person picking up your child to a staff member so that it can be noted for home time collection. If you wish to change your collection arrangements during the session, please contact the pre-school on 0115 9811309 or 07982 764882.

Please do not be late collecting your child as this causes distress to a waiting child. We understand however that occasionally people have unexpected problems, so please ring us, as soon as you are aware that you are going to be late. The procedure for dealing with uncollected children is located in the pre-school's policy folder.

Lunch Club

Lunch clubs run daily between 12:15-2:15. They are child led, spontaneous and fun! It is a quieter time than the main morning session. We provide less activities which promotes the development of friendships. We support the children in understanding healthy choices in food and give them the opportunity to learn independence in their eating before they go to school.

We sit together at a table to eat our packed lunches, which the children bring with them. We encourage all children to sit appropriately at the table; to use acceptable age and stage related table manners and to eat their sandwiches and fruit before other food items.

Fees

Our current fees are £3.50 per hour.
Morning session (9.15am-12.15pm) - £10.50
Lunch club (12.15pm – 2.15pm) - £7.00
Full day (9.15am – 2.15pm) - £17.50

There is a one off registration fee of £10.00. A deposit of £30.00 is required to hold the place and this will be taken off your first terms fees. If you do not take up the place then the deposit will only be refunded if we manage to fill the place. There is also a late payment fee of £10.00 plus daily interest of 3% above the Bank of England base rate charged on the outstanding amount.
Late collection fees are £2.00 per additional 15 minutes.

Pre-school fees are paid per half-term, in advance, although weekly or monthly arrangements can be made. Children over three are eligible for fifteen hours per week funded by Nottinghamshire County Council. Even if you use some of your vouchers elsewhere (e.g. nursery), you can use any you have left, with us (subject to availability). Two year olds may receive funding if certain criteria are met- please speak to a member of staff if you think this may apply to you. We also accept all salary sacrifice childcare vouchers which are schemes that employers use to help you save paying tax on your child care costs.

If your child is absent either through illness or family holidays, your fees still need to be paid as our running costs still need to be met.

The money from fees covers running costs. For example, rent, heating, storage fees and staff wages. In order to buy equipment and consumables and to cover the costs of parties and outings, we have to fund raise. This ranges from quiz nights and coffee mornings to raffles and opening gardens at the Lady Bay Open Gardens event. Your support is invaluable.

Stay and Play

Parents can sign up for a 'stay and play' session. These are fun sessions and this is a good opportunity to see your child in the pre-school setting and meet their friends. It is also a good opportunity for us to get to know you.

During stay and play sessions, you will get the chance to discuss your child's achievements and development with their key worker. You will be able to view any records and look at their folders. Younger siblings are welcome to stay.

Throughout the stay and play session, enjoy yourself by joining in any of the activities with the children. Book corner is always a popular area. Grab a cushion and book and the children will flock!

PLEASE BE AWARE that if a child requires assistance in the toilet area, you must find a staff member. Our registration does not allow parents to accompany a child, other than their own, to the toilet.

The Use of Mobile Phones

The Early years Foundation Stage has made it a requirement that safeguarding policies and procedures must cover the use of mobile phones and cameras within the setting. In order to meet these legal obligations we operate a mobile phone policy within the setting. This stipulates that no mobiles with cameras are to be used in any area where children are present. This policy extends to cover all staff, visitors and parents. If you need to make or receive calls or texts please move outside to do so. Please do not be offended if the staff remind you of this as they are under an obligation to ensure that such policies are implemented. We appreciate your cooperation with this.

If you would like to see this or any of our other policies or procedures they are always available and the staff will be happy to answer and questions.

Special Educational Needs

The pre-school is inclusive for children with special needs. Our special educational needs coordinators (SENCO) Teresa Yates and Joanne Tolley, coordinate their care and ensures that the setting is up to date with all current policies to ensure that a rewarding experience is offered to all children.

Teresa and Joanne's role as the SENCO:

- To be familiar with the code of practice
- To ensure correct records are kept
- To ensure that there is a close liaison with the parents
- To provides a link between the pre-school and external services
- To disseminate information to staff and parents and support training and professional development to other members of staff.

Safeguarding Children

Please do not be offended if we ask you about any bruises or obvious injuries that your child may have when they arrive at pre-school. It is important for insurance purposes that we establish whether an accident has happened at pre-school or at home. If your child has had an accident at home/on the way you will need to complete an accident at home sheet giving details of the injury. Should your child sustain a minor injury at pre-school, you will be asked to sign the accident book.

We do have an obligation under the Children's Act to consult with the local Social Services Department if we are particularly concerned about the welfare of any child who attends the pre-school.

Promoting Positive Behaviour

We believe that children flourish best when their personal, social and emotional needs are understood, supported and met and where there are clear, fair and developmentally appropriate expectations for their behaviour.

We use an initial problem solving intervention for all situations in which a child or children are distressed or in conflict. All staff use this intervention consistently. This type of approach involves an adult approaching the situation calmly, stopping any hurtful actions, acknowledging the feelings of those involved, gathering information, restating the issue to help children reflect, regain control of the situation and resolve the situation themselves.

We always work to promote positive behaviour and reward children with praise and stickers when appropriate.

Illness within the setting & Parent/Carer Contact Details

Please keep us informed of any changes to your contact details as it is imperative that these are up to date.

If your child becomes unwell during the session we will need you or a nominated person to collect them **immediately**. Please see the Guidance on Infection Control at the back of this welcome pack for more information.

Complaints procedure

We are committed to providing the highest quality care and education for all children. We welcome each individual child and their family and provide a warm and caring environment within which children can learn and develop through play. We work in partnership with parents and the community and welcome suggestions on how to improve our group at any time.

If you have concerns about any aspect of the group's provision, please first talk your worries over with the Manager or Deputy Manager.

If your concern is not resolved, it can be put in writing to the registered person of the pre-school (the current chairperson).

If the complaint is of a particularly serious nature or cannot be addressed by the pre-school, you can contact the registering authority Ofsted, at:

Piccadilly Gate, Store Street, Manchester, M1 2WD

or telephone on 0300 123 1231 **or** email, enquiries@ofsted.gov.uk

Complaints form

Your name

Your address

Contact Telephone Number

Please state here your complaint and return the completed form to either a member of staff, in an envelope marked 'Chair of committee', or send directly to the committee chair. Their details are on the parent notice board. We aim to have a written response sent to you within 10 working days.

Signed Date

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Guidance on infection control in pre-school.

This information is based on that provided by the Department of Health. Please ask a member of staff for further information or contact NHS Direct on 0845 4647.

We would appreciate it if parents would advise the pre-school staff if their child has suffered from any of the following conditions.

To minimise the risk of transmission of infections to other children and staff, please use this guide:

Infection (in alphabetical order)	Recommended Period for Absence
Athlete's Foot	None
Chicken Pox	5 days from onset of rash
Cold Sores (Herpes Simplex Virus)	None
Conjunctivitis	None, once a child is well
Cryptosporidiosis	48 hours after last episode of diarrhoea
Diarrhoea and vomiting illness	48 hours after last episode
Diphtheria	Excluded- consult staff
E-coli	48 hours after last episode of diarrhoea
German Measles (Rubella)	6 days from onset of rash
Glandular Fever (infectious mononucleosis)	None, once a child is well
Hand, foot and mouth disease	None
Head lice	None
Hepatitis A	7 days after onset of jaundice or 7 days after onset of symptoms if no jaundice
Hepatitis B, C	None
HIV/AIDS	None
Impetigo	Until lesions are crusted or healed or 48 hours after commencing antibiotic treatment
Influenza	None, once a child is well
Measles	4 days from onset of rash
Meningitis *due to other bacteria	When well
Meningitis *viral	None
Meningococcal Meningitis/septicaemia	Until recovered
Molluscum Contagiosum	None
MRSA	None
Mumps	5 days from onset of swollen glands

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Ringworm	None
Roseola (infantum)	None
Scabies	Until treated- can return after first treatment
Scarlet Fever	24 hours after commencing appropriate antibiotic treatment
Shigella (dysentery)	48 hours after last episode of diarrhoea
Shingles	When rash is not weeping and the rash is covered
Slapped cheek/Fifth disease (parvovirus)	None
Threadworms	None, once a child is well
Tonsillitis	None, once a child is well
Tuberculosis	Excluded- consult staff
Typhoid (and paratyphoid) (enteric fever)	48 hours after last episode of diarrhoea
Warts and verrucae	None
Whooping cough (pertussis)	5 days from commencing antibiotic treatment

For serious conditions such as Hepatitis B and C, HIV/AIDS, meningitis, scarlet Fever and tuberculosis, specific advice would be sought from CCDC (Consultant in communicable Disease Control/Duty public health doctor).

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10.15 Schedule of Fees

Schedule of fees

Administration/Set up fee: £10.00* **Bank Transfer or Cash ONLY**

Deposit amount £30.00 **Bank Transfer or Cash ONLY**

(This deposit will be taken off your first terms fees. If you do not take up the place then the deposit will only be refunded if we manage to fill the place)

Hourly rate(s): £3.50*

Additional sessions above agreed hours £3.50* per hour

**Fees may change subject to annual review by committee*

Payment of Fees:

We prefer fees to be paid by Bank Transfer directly into the Pre-school account, the account details are:

Sortcode 20-55-68 Account Number 80845752

Please use your child's name as a reference. We are no longer accepting cheques for fee payments.

Other charges:

Late payment fee:

Invoices are produced at the start of every half term detailing the amount due and a deadline date in which to pay it. Any outstanding fees past this deadline date will incur a **Late Payment Fee** of **£10. If the outstanding amount, plus the late fee is still not paid after a reminder then** daily **interest of 3%** above the Bank of England base rate **will be** charged on the outstanding amount.

If there are any difficulties in paying your fees please email ladybayplaygrouptreasurer@gmail.com to discuss payment arrangements. (Alternative payment arrangements maybe considered by the pre-school and as agreed by the Chair of the Preschool Committee.)

Late Collection Fee:

*Please ring if you know you are going to be late. If it is a one off then we understand that delays can happen. However, if you are regularly late then a member of staff will discuss this with you. If lateness continues then you will be charged a **late collection fee** of **£2.00 per additional 15 minutes.***

I/we agree to this schedule.

_____*Printed*

_____*Signed*

_____ *Date*

Please sign and return one copy to Pre-school and retain one copy for your records.

10.4 Lady Bay Pre-School Registration form

All Hallows Church Hall, Pierrepont Road, West Bridgford, Nottingham, NG2 5BP

0115 9811309 ladybayplaygroup@gmail.com

Charity Number: 1032080

Child's details

Child's first name(s) _____ Surname _____

Name known as _____

Child's full address _____

_____

Gender _____ Date of birth _____ Birth certificate seen Yes □ No □

Family details

Name of parent(s)/carer(s) with whom the child lives: _____

_____

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Home address _____

Work address _____

Does this parent/carer have parental responsibility for the child? Yes □ No □

Contact details 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

_____

Home address _____

Work address _____

Does this parent/carer have parental responsibility for the child? Yes □ No □

Contact details 3 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobile _____

Home telephone _____ Email _____

Home address _____

Work address _____

Does this parent/carer have parental responsibility for the child? Yes □ No □

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and an S8 Order is in place.*

Name _____

Address _____

Contact telephone numbers _____

Relationship to child _____

What are the contact arrangements that we need to be aware of?

Emergency contact details if parents are not available *Emergency contacts must be local.*

Contact 1 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Contact 2 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Persons other than parent(s) authorised to collect the child *Must be over 16 years of age. Please note that if the authorised person is not the person indicated in the register for that date, staff will check before releasing the child.*

Person 1 – Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Person 2 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Person 3 - Name _____

Relationship to child _____

Address _____

Daytime/work telephone _____

Home telephone _____ Mobile _____

Password for the collection of child by authorised persons _____

About your child

The following information will tell us a little more about your child. As your child settles with us, we will establish their starting points through observation and further conversation with you.

Does your child have previous experience of attending a childcare setting? If so, please specify:

Health and development

Has your child received the following immunisations? *Please confirm and provide date of immunisations given.*

Two months old	5-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □	No □	Date:
	Pneumococcal (PCV) vaccine.	Yes □	No □	Date:
	Rotavirus vaccine.	Yes □	No □	Date:

Three months old	5-in-1 (DTaP/IPV/Hib) vaccine, second dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □	No □	Date:
	Meningitis C vaccine.	Yes □	No □	Date:
	Rotavirus, second dose.	Yes □	No □	Date:
Four months old	5-in-1 (DTaP/IPV/Hib) vaccine, third dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □	No □	Date:
	Pneumococcal (PCV) vaccine, second dose.	Yes □	No □	Date:
Between 12 and 13 months old	Hib/Men C booster - Haemophilus influenza type b (Hib), forth dose and meningitis C, second dose.	Yes □	No □	Date:
	MMR vaccine – mumps, measles and rubella.	Yes □	No □	Date:
	Pneumococcal (PCV) vaccine, third dose.	Yes □	No □	Date:
Two to three years	Flu vaccine	Yes □	No □	Date:
Three years and four months or soon after	MMR vaccine, second dose – mumps, measles and rubella.	Yes □	No □	Date:
	4-in-1 (DTaP/IPV) pre-school booster - diphtheria, tetanus, pertussis (whooping cough) and polio.	Yes □	No □	Date:

Does your child have any on-going medical conditions? If so, please specify:

If yes, please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc:

Does your child currently have/require a health care plan? Yes □ No □

Is your child known to have any allergies or food intolerances? If so, please specify:

A risk assessment will be completed and kept on the child's file for any known allergies or food intolerance as mentioned above.

What are your child's dietary requirements? Please specify:

If your child is aged three years or over, does he or she have difficulty with any of the following:

Speaking and communicating	Yes	□	No	□
Listening and attending	Yes	□	No	□
Understanding simple instructions	Yes	□	No	□
Eating and drinking	Yes	□	No	□
Sitting and sharing a book	Yes	□	No	□
Walking and climbing	Yes	□	No	□
Rolling a ball	Yes	□	No	□
Holding a crayon	Yes	□	No	□
Socialising with adults and other children	Yes	□	No	□
Using the toilet (if toilet trained)	Yes	□	No	□
Putting on their shoes and socks	Yes	□	No	□

Any other concerns:

Does your child have any special needs or disabilities? If so, please specify:

What special support will he/she require in our setting?

Two year old progress check – children aged 24 – 36 months

If your child is aged between 24-36 months, has a two year old progress check with your child's health visitor already been completed for your child? Yes □ No □

Name of the setting completing the check _____ Date completed _____

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

Cultural background

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family (if applicable)? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes □ No □

Does your child need a bilingual support plan? Yes □ No □

If so, discuss and agree with the key person how we can work together to support your child when settling-in:

General information

Does your child have any food preferences? Yes □ No □

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

What other information is it important for us to know about your child? For example, what they like, or what fears they may have, or any special words they use.

Details of professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Social Care Worker (if applicable)

Name _____ Telephone _____

Address _____

What is the reason for the involvement of the social care department with your family? *NB If the child has a child protection plan, make a note here, but do not include details. We will ensure these details are obtained from the social care worker named above and keep these securely in the child's file.*

Dentist (if applicable)

Name _____ Telephone _____

Address _____

Any other professional who has regular contact with the child

Name 1 _____ Role _____

Agency _____ Telephone _____

Address _____

Name 2 _____ Role _____

Agency _____ Telephone _____

Address _____

Name 3 _____ Role _____

Agency _____ Telephone _____

Address _____

General parental permissions

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the manager or authorised deputy, for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Signed _____ Date _____

Printed name _____

For inhalers/auto-injectors (e.g. Epipens) only

I give permission for a named member of staff who has been appropriately trained to administer the inhaler/ Epipen or Anapen (supplied by me) to _____ (*name of child*).

The named staff are:

- EPIPEN- Teresa Yates, Joanne Tolley, Basia Keen,
- INHALERS- Teresa Yates, Joanne Tolley, Basia Keen,
-

Signed _____ Date _____

Printed name _____

Nappy cream

I give permission for nappy cream (supplied by me) to be administered to _____ *(name of child*) when required, in accordance with manufacturer's instructions.

Signed _____ Date _____

Printed name _____

Short trip - general outings

On occasions your child will be taken out of our setting. The venues used are detailed here:

Post Office
The Hook- feeding ducks at the river, playground

I give permission for _____ (name of child) to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing taken and are available for me to see as required. For any major outings, I understand I will be informed and my specific consent obtained.

Signed _____ Date _____

Printed name _____

Photographs

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. We are happy to provide duplicate photos of your child to you if requested, [although this might incur a small charge to cover our costs]. We may also record events and activities on video. Photos/videos are stored on the setting's computer only; we only store images during the period your child is with us. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use.

I give permission for _____ (name of child) to have her/his photo taken, or to be videoed, as per the above conditions.

Signed _____ Date _____

Printed name _____

Animals

We may occasionally have supervised visits of animals to our setting.

A risk assessment will be carried out for visiting animals, and parents informed.

Please state below any known allergies or aversion your child has to animals:

Signed _____ Date _____

Printed name _____

Key persons - Information for parents

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that their records are kept up-to date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

Your child's key person will be _____

To be completed by the manager:

Date starting at _____ *(name of provider)*

Days and times of attendance _____

_____

Are any fees payable? If so, note here _____

Has the settling-in process been agreed? Yes □ No □

If so, please specify:

Policies and procedures

I have been provided with details of Lady Bay Pre-School Playgroup early years prospectus for parents, and a list of policies and procedures. If I wish to look at the policies and procedures then I will contact the Manager. I understand that there may be circumstances where information is shared with other professionals or agencies without my consent. This would only happen if not sharing it could be worse than the outcome of having shared it.

Signed _____ Date _____

Printed name _____

Please sign below to indicate that the information given on this form is accurate and correct, and that you will notify us of any changes as they arise.

Parent name _____

Signed _____ Date _____

Name of key person _____

Signed _____ Date _____

Name of manager _____

Signed _____ Date _____

Date of first review _____

Equalities monitoring form

Ethnicity - Gathered for monitoring purposes only. Parents are not obliged to complete this data.

White British	◻	Pakistani	◻
White Irish	◻	Indian	◻
White other	◻	Asian other	◻
Black British	◻	Chinese	◻
Black African	◻	Chinese other	◻
Black Caribbean	◻	White and Black Caribbean	◻
Black Other	◻	White and Black African	◻
Bangladeshi	◻	White and Black Asian	◻

Other please state _____

A child's learning difficulties and disabilities status should be recorded according to the following categories:

No special educational need	◻
Early Years Action	◻
Early Years Action Plus	◻
Statement	◻

Providers should refer to the SEN Code of Practice for an explanation of the terms above.

10.13 Childcare terms and conditions

Lady Bay Pre-School Playgroup Terms and Conditions

The document and the terms and conditions within it govern the basis on which Lady Bay Pre-School Playgroup (referred to here as "we") agree to provide childcare services to parent(s)/guardian(s) (referred to as "you").

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement date of agreement: _____ Expiry date of agreement: _____
Review date: _____

Our details:
Lady Bay Pre-School Playgroup
Registered Charity Number: 1032080
Address: All Hallows Church Hall, Pierrepont Road, West Bridgford, Nottingham, NG2 5BP
Telephone: 0115 9811309
Email: ladybayplaygroup@gmail.com
Ofsted URN: 253389
Insured by: Royal & Sun Alliance
Insurance policy number: RTT209838

Your details:

Full name of parent/guardian (1): _____

Address: _____

_____

Telephone: _____

Email: _____

Full name of parent/guardian (2): _____

Address: _____

_____

Telephone: _____

Email: _____

Our offer for a childcare place for your child:

Expected start date of child's place: _____

Settling in period: _____

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 39* weeks of the year- term time only.
*nursery education funding vouchers are only paid for 38 weeks of the year so there may be times when the Pre-School closes for the equivalent of 1 week unless it is financially viable to open with people paying.

We are closed on Bank Holidays and for 3 INSET days per academic year.

	Yes	No	Date first payment due
Deposit received	□	□	_____

Will the child receive nursery education funding Yes □ No □

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

_____

_____

Terms and conditions

1.0 Our obligation to you

1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, a deposit payment will be required to hold the place for your child. You may only hold a place up to 1 month before your child's start date. The monetary value of the deposit will be published as part of our schedule of fees which is part of the registration pack. The deposit will be returned upon payment of the first invoice at the start of your child's attendance at our provision.

1.2 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.

1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.

1.4 We will notify you as soon as possible of any days we will be closed.

1.5 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.

1.6 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.

1.7 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.

1.8 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.

1.9 We will maintain appropriate insurance to cover our childcare activities.

1.10 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

2.1 You will need to complete and return our *Registration Form* to us before your child can start with us.

2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.

2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.

2.4 You will read and abide by our policies and procedures.

2.5 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.

2.6 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.

2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.

2.8 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge may be applied; please refer to the current fee schedule for details.

2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending.

2.10 You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.

2.11 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

3.1 Our fees are based on a session fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting manager.

3.2 Fees must be paid on a half-termly basis, in advance. We calculate the amount payable by you each half-term by multiplying the session fee by the number of sessions your child will attend that half term. Fees may be paid weekly, in advance, by special arrangement.

3.3 All payments made under the Agreement should be by cash, use of salary sacrifice schemes, nursery education vouchers, BACS transfer or cheque. All payment, regardless of method, shall be made by you half-termly by the date shown on the invoice. If payment is made by cash, it is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £10. In addition, daily interest will be charged on all outstanding amounts at the rate of 3% above the Bank of England base rate.

3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days after the invoice due date then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.

3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.

3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 3 training days per year to support our continuing professional development for the benefit of children and families; no fees are charged on these days. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

3.7 In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

4.0 Suspension of a child

4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.

4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.

4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.

4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

5.1 You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.

5.2 We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees;

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards any member of staff;

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

5.4 You may end this Agreement if we have breached any our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Hourly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns regarding the services we provide, please discuss them with the Manager or Deputy Manager. [If these concerns are not resolved to your satisfaction, please contact the chair of the committee]. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.

6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our camera card until printed. The photographs are used for display and for your child's records within the setting. If we wished to use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our *Registration Form*.

6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.

6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.

6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the Data Protection Act and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7.0 This Agreement

7.1 We reserve the right to vary the terms and conditions contained in this Agreement

7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.

7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between Lady Bay Pre-School Playgroup, you and the guarantor.
A copy of this completed and signed contract will be provided to each signatory.

Parent name (1) _____

Signed _____ Date _____

Parent name (2) _____

Signed _____ Date _____

Guarantor name (where applicable) _____

Signed _____ Date _____

Relationship to the child _____

Home address _____

_____

Daytime/work telephone _____ _____ Mobile _____

Email _____

Signed on behalf of the provider _____ Date _____

Role (Manager/Deputy Manager) _____

Policies and Procedures for Lady Bay Pre-school
(List updated July 2015)

All policies and procedures are updated annually in November

1.1 Children's Rights and Entitlements
1.2 Safeguarding Children and Child Protection
1.3 Looked After Children
1.4 Uncollected Child
1.5 Missing Child
1.6 Use of Mobile Phones and Cameras
1.7 Intruder Emergency Policy and Procedures

2.1 Employment
2.2 Student Placements
2.3 Visitors policy

3.1 Induction of Employees and Volunteers
3.2 First Aid

4.1 The Role of the Key Person and Settling In

5.1 Staffing
5.2 Disciplinary procedure
5.3 Grievances procedure (1)
5.4 Managing Capability and Performance at Work
5.5 Procedures for dealing with allegations against staff/volunteers

6.1 Administering Medicines
6.2 Managing Children who are Sick, Infectious, or with Allergies
6.3 Recording and Reporting of Accidents and Incidents
6.4 Nappy Changing
6.5 Food and Drink
6.6 Food Hygiene
6.7 Basic Kitchen Opening and Closing Checks
6.8 Individual Health Plan
6.9 Health and Safety- disposing of waste materials
6.10 Sun Protection

7.1 Promoting Positive Behaviour and Apppendix

8.1 Health and Safety General Standards
8.2 Maintaining Children's Safety and Security on Premises
8.3 Supervision of Children on Outings and Visits
8.4 Risk Assessment

8.5 Fire Safety and Emergency Evacuation
8.6 Animals in the Setting
8.7 No Smoking
8.8 Health and Safety Risk Assessment Template
8.9 Fire Safety Risk Assessment Template
8.10 Adverse Weather policy statement
8.11 Disaster Recovery Policy
8.12 Equipment and Resources Policy

9.1 Valuing Diversity and Promoting Equality
9.2 Supporting Children with Special Educational Needs
9.3 Social Wellbeing Audit
9.4 Access Audit
9.5 English as an Additional Language

10.1 Early Years Prospectus
10.2 Admissions
10.4 Registration Form
10.5 Parental Involvement
10.6 Children's Records
10.7 Providers Records
10.8 Transfer of Records to School
10.9 Confidentiality and Client Access to Records
10.10 Information Sharing
10.11 Working in Partnership with other agencies
10.12 Making a Complaint
10.13 Childcare Terms and Conditions
10.14 Notification of Leaving
10.15 Schedule of Fees

Appendix 3.2 Conflicts of interest policy
Appendix 3.3 Declaration of Interests Form
Appendix 3.4 Reserves Policy
Appendix 3.5 Written agreement for a trustee to provide services to the charity
Appendix 3.6 Trustee expenses policy

Appendix 4.8 Return to work form

Aggressive Behaviour Policy