



Welcome Pack

Broad Town Pre-School

and Forest School

2018

“Set in the picturesque grounds of Broad Town School”

Registered with:



Member of:



Registered Charity No 297152
Telephone 01793 731911
www.broadtownpreschool.co.uk email: admin@broadtownpreschool.co.uk

“The dedicated and experienced team demonstrates a genuine interest and passion for its work. Staff join in with children as they play and support children to develop positive attitudes to learning. Children are happy and settled. Staff create a friendly, welcoming environment which contributes to children's emotional well-being.”

OFSTED, 2018

Contact Details

Broad Town Pre-School
Broad Town School
Broad Town
Wiltshire
SN4 7RE

www.broadtownpreschool.co.uk
email: admin@broadtownpreschool.co.uk

Pre-School Telephone Number - 01793 731911
Available during term time Mon–Fri 9.00am–3.00pm

Our Staff

Manager	Jennie White
Deputy Manager	Louise Coward
Pre-School Assistants	Lindsey Robinson Victoria Bowen Louise Reay
Bank Staff	Kelli Aldous Rebecca Gleave
Administrator	Kerry Clark

Our Committee

Chair	Zoe Dyer Tel : 07834 989529
Vice Chair	Zoe White
Secretary	Becky Webb
Treasurer	Keith McLaren
General Committee Members	Natalie McLaren Louise Button Lucy Parnell Justine Gough Clare Evans Rebecca Kerby Katherine Kimber James Alison

Welcome to Broad Town

Pre-School

We are a small, friendly Pre-School situated in the grounds of Broad Town School. We have a Supervisor, a Deputy Supervisor, four Assistants, an Administrator, a Cleaner and additional Assistant Bank Staff (providing cover as necessary); all are supported by a committee of parents who help on a voluntary basis. The Pre-School is closely associated with Broad Town Primary School.

We are a registered charity (no 297152) and we are also active members of the Pre-School Learning Alliance (PLA). We have adopted our Constitution in accordance with the PLA Constitution 1992 and adhere to this at all times.

We would like to ensure that your child is comfortable and happy and that their time spent at Pre-School is beneficial. For this reason we have compiled this "Welcome Pack" to:

- **Explain what happens during each session**
- **Let you know our general rules and policies¹ and how you can help**
- **Answer any questions you may have**

¹ A copy of our full **Policies and Procedures** can be found in the lobby within the Pre-School, please take time to read through this.

We hope that your Welcome Pack will be of interest to new starters and also to those who already have a child at the Pre-School. Please keep it and refer to it during your time with us, the staff are always available to answer any queries you may have.

Choosing a Pre-School for your child is a very important decision and we hope to be able to help you with the information contained in this pack. Our Pre-School was inspected by **OFSTED** in April 2018 and received a good report in all areas of its provision. The report stated:

"The dedicated and experienced team demonstrates a genuine interest and passion for its work. Staff join in with children as they play and support children to develop positive attitudes to learning. Partnerships with parents are strong. Parents speak highly of the pre-school team and feel included in their child's learning and development. Staff keep parents updated regularly about their child's progress."

If you would like to see a copy of the report, please contact the Supervisor or the Chairperson, alternatively view this on line at www.ofsted.gov.uk, or via our website www.broadtownpreschool.co.uk.

We are an **equal opportunities*** setting and we accept children and their families from all cultural, ethnic, religious and social groups and cater to all their individual needs. We are happy to accept children with special educational needs.

Forest School

We are a unique setting hosting a Forest School that is fully incorporated into Pre-School Life. Our staff are trained in promoting and using Forest School as a rich resource allowing all children to experience and explore the great outdoors. We have two Forest School Sessions per week, conditions permitting, and the days change on a termly basis to allow access to the Forest School classroom experience to as many of our children as possible over the course of the year.

What are the aims of our Pre-School?

We follow the Early Years Foundation Stage** (EYFS) Principles from birth to age five. In doing this we aim:

- To have happy, fulfilled and motivated children.
- To provide a stimulating environment for children to explore with their play and to learn from their experiences.
- For adults to support the child's initiated play.

A Unique Child

- Child Development
- Inclusive Practice
- Keeping Safe and Secure
- Health and Well-being

Positive Relationships

- Respect for Each Other
- Parents as Partners
- Supporting Learning
- Key Person

Enabling Environments

- Observation, Assessment and Planning
- Making a Learning Journal
- Indoor and Outdoor Equipment
- Transition to School and the Community

Learning and Development

- Play and Exploration
- Personalised Learning and Making Decisions
- Understanding Each Other
- The Six Areas of Learning

****What is the Early Years Foundation Stage?**

This is how the Government and Early Years professionals describe the time in your child's life between birth and age 5. This very important stage in your child's development helps them get ready for school, as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure and support their development, care and learning needs.

Pre-Schools registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework, which explains how and what your child will be learning to support their healthy development, through 7 areas of learning and development.

You can download a copy of the Parents' Guide to the Early Years Foundation Stage Framework at http://www.foundationyears.org.uk/files/2015/01/EYFS_Parents_Guide-amended1.pdf

Introduction to the Sessions

Pre-School Sessions

Sessions are available Monday to Friday during term time as shown below:

<u>Morning Session</u>	9.00 am to 12.00 pm
<u>Lunch Club</u>	12.00 pm to 12.30 (to be taken in conjunction with morning/afternoon or all-day sessions)
<u>Afternoon Session</u>	12.30 pm to 3.00 pm

Morning Session only	3 hours
Morning Session plus Lunch Club	3.5 hours
Lunch Club plus Afternoon Session	3.0 hours
Afternoon Session only	2.5 hours
All Day	6 hours

Fees are £4.20 per hour.

Rising 4's sessions: every Wednesday afternoon we currently offer extra activities tailored to extend the knowledge of those children due to start school in the September of that year.

Early Years Free Entitlement Funding currently provides up to 15 hours per week for 38 weeks a year. Currently a child becomes eligible for this funding the term after which they turn three years old, the table below illustrates this:

Date of Birth	Summer Term 2018	Autumn Term 2018	Spring Term 2019
01.01.16 – 31.03.16	✓	✓	✓
01.04.16 – 31.08.16	Too Young	✓	✓
01.09.16 – 31.12.16	Too Young	Too Young	✓

Children with certain social and educational needs may qualify for funding before this, please contact the Supervisor if you need to find out more.

If both parents (or a lone parent) are working more than 16 hrs per week, you may be entitled to extended free funding totalling 30 hrs per week. To find out more please visit childcare choices website at the following address <https://www.childcarechoices.gov.uk/> Any sessions not covered by Free Entitlement Funding, for example if your child is not yet eligible for Free Entitlement Funding, or attends for more than 15 hours a week and you do not received the extended free funding, will be charged to you at the normal hourly rate.

Lunch Club

The lunch club is open to all children in addition to their morning and afternoon sessions but is at the discretion of the Pre-School staff for children under the age of 3. If you wish your child to attend lunch club in addition to their morning session, you would collect them from Pre-School at 12:30pm. If you wish your child to attend lunch club in addition to their afternoon session you would drop them off at Pre-school at 12.00pm.

Children bring their own packed lunch and are encouraged to eat it "in order" (i.e. sandwich, similar savoury food or fruit first and yoghurts or sweet foods last). A member of staff sits at each table to encourage this. We actively promote healthy eating during snack-time, offering milk or water and would like to ask parents to encourage their children to eat a varied and healthy lunch. Following are a few recommendations from the Department of Health for a balanced, healthy lunchbox:

First example	Second example	Third example	Fourth example
Ham sandwich	Cold, sliced pizza	French bread &	Sausage roll
Yoghurt	Packet of raisins	Cheese & cucumber	Cherry tomatoes
Apple	Fromage frais	Grapes	Yoghurt
Malt-loaf	Satsuma	Iced bun	Currant bun
Water	Water	Diluted fruit juice	Diluted fruit juice

Registration and Admissions

A registration form for your child can be found towards the back of this welcome pack or obtained from Pre-School. To register your child please complete the registration form and return it to the Pre-School. You may register your child from the age of 12 months. Your child will be put on a waiting list and places will be offered using these priorities; start date and date of registration.

We would also ask you to sign and return the "Day Carers and Child Protection" form, included in this Welcome Pack, when you register your child. This contains detailed information about the Child Protection Legislation.

Once we have received your registration form and your preferred sessions/days have been confirmed by our Administrator, we will contact you within one month of your child's start date to invite them to an introductory visit if required. If your visit prior to registration is close to your child's start-date then this will be classed as an introductory session.

We would like all children to do a **minimum of two sessions** but can be flexible when they start to settle them in gently.

Starting Pre-School Sessions

It is recommended that you attend an introductory visit for you and your child shortly before they start Pre-School. It is our policy that the parent/carer stays with the child for part of their first session (this can be the introductory visit), so that the child becomes familiar with the staff and the classroom. You may choose to stay longer, and staff will work with you to find the best way to settle your child into the group.

Fees

Our fees are reviewed annually for September and are set by the Management Committee. We aim to keep our fees in line with other Pre-School Education Providers in the area.

Invoices for Pre-School fees are issued monthly to coincide with the first day in each month, by e-mail unless otherwise requested. You are expected to settle within 14 days if you fail to do so your child will lose their right to a place. Cheques should be made payable to Broad Town Pre School, or you may pay by internet banking. Please ensure any payment brought into Pre-School is in a sealed envelope clearly marked with your child's name and what they are e.g. fees. Post-dated monthly cheques are acceptable by prior arrangement with the Treasurer. All sessions are usually booked termly in advance. **There is no reduction in fees for absence due to sickness or holidays you may take during term time or no alternative days offered in lieu.**

What Happens At A Typical Session?

The following is a summary of what the children do. A different theme is chosen each half term, which is split into weekly topics. A copy of the plan is always available on the notice board in the Pre-School. The activities are organised to reflect the current topics and are planned around themes that cover the 7 areas of the curriculum. We have an interest table where children are encouraged to bring in something relating to the current weekly theme. Forest school sessions are normally held on two mornings each week, and the Forest School session days rotate each term. All children who attend these sessions need to be dressed in long sleeves, long trousers and suitable footwear. Forest school can however be used in other sessions. Waterproof leggings, coats and wellies are provided by Pre-School for use by children whenever needed.

Our afternoon sessions follow a similar format:

ALL TIMINGS ARE APPROXIMATE AS WE OFTEN RUN OVER

09:00 Welcome and Free Play

Children hang their coats on named pegs in the entrance hall. Parents and children should remain in the area until the Pre-School door is opened.

Children sit on the carpet for registration and discussion about the theme. All activities are linked to a theme and cover all areas of the Foundation Stage Curriculum. Children self-register and are then free to play at the tables and

to access other equipment inside and outside. Activities include paint, play dough, water, sand, magic dough and rice.

10:40 Snack Time with milk and water and fresh healthy snacks. Children wash their hands. Snack items are set out in buffet style system. The children decide what they would like out of the choices given, serve themselves and then help themselves to a choice of water or milk. All children sit together and enjoy the social aspect of snack time.

11:00 Storytime

11:15 Physical Play

This takes place outside with a selection of equipment including bikes, bats, balls, hoops, and pushchairs. An outside play area with sandpit, water play and various other activities are also used. We also use the school's grounds and equipment, as well our Forest School, and dance, drama and movement sessions are held in the Pre-School building.

11:45 Singing/Music/Story

12:00 Home time for children not staying for lunch club.

Lunch

Please note that a full lunchbox with drink should be provided. Please provide a cool/ice pack as we are not able to refrigerate lunchboxes.

12:30 Home Time for children who are not staying for an afternoon session/start of the afternoon session.

The children are encouraged to use the toilet facilities at any time in the session and are regularly asked whether they need to go and helped if needed.

Important Information

Rest and Relaxation

It is the Pre-School's policy that if a child is very tired, they are encouraged to have a quiet time and perhaps a short nap. There will be opportunities for all children to have a relaxing time on soft cushions within the book corner area, particularly after lunch and whenever a child needs a rest. Please feel free to discuss individual children's sleep patterns with the Supervisor, e.g. if a child is not sleeping at night and is very tired a parent may be happy with a longer sleep.

Potty Training

For younger children there are safe nappy changing facilities at the Pre-School. Please provide a *small* supply of nappies and wipes along with any lotions you may use and keep these in your child's bag on their coat hook. Many 2-3-year-old children attending Pre-School are likely to be ready to start using the potty. Please let us know when you start potty training at home and we will work with you to ensure there is consistency of approach at home and in Pre-School. There are bound to be a few "little accidents", so it is useful to have a change of clothes, to put onto their hook. The Pre-School also has spare clothing, just in case.

What to Wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable and not too new. We support children to practise the skills needed to help them on their way to independence. Simple clothing, which they can take on and off and put on themselves, will give them the success of being able to go to the toilet and to undress for P.E. sessions with minimal adult support. Please label your child's clothing to avoid any misunderstandings and help us to re-unite lost property with the owner. Waterproof jackets, trousers and wellies are provided daily during each session. Lost property is kept in a box in the lobby. All lost property will be donated to charity at the end of term if not claimed.

Collecting Your Child

PLEASE BE AWARE FOR SAFEGUARDING REASONS NO-ONE UNDER THE AGE OF 16 IS ALLOWED TO COLLECT A CHILD FROM PRE-SCHOOL UNACCOMPANIED. If you are not collecting your child, please ensure that the Supervisor is made aware of this and that they have the details of the person who will be collecting your child. He or she will not be released into the care of anyone except you unless instructions have been made to the contrary. It is essential that your Registration Form includes details of anyone to whom custody should **not** be given. If, for any reason you are unavoidably detained, please ring the Supervisor on the telephone number listed in this document. It is important that your child is collected promptly since, if the staff are unable to contact either the parent or emergency contacts then after 30 minutes the police will be contacted, followed by the Child Protection team at Social Services.

The staff cannot release your child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the Supervisor must check this description before permitting your child to leave. The person collecting must provide the appropriate password given on your registration form.

Communication

In the lobby area there is a Parent Notice Board where you will find the Operational Plan, latest OFSTED Report and other documents. You will also find information regarding future fund-raising events and social gatherings, together with minutes of the recent newsletter. Our "Policies and Procedures" file is also available for reference. If there are any other documents you wish to see, please feel free to ask the Supervisor or Chairperson.

Accidents & Emergencies*

All our staff members have undertaken First Aid training. You will be asked to sign a slip giving permission for your child to receive emergency medical treatment or first aid as appropriate. All accidents, however minor, have to be recorded in the accident book. You will be asked to examine the site of the injury and sign the book in case of complications. Accidents of a severe nature have to be reported to the Social Services Department within three days.

Monitoring your child's progress

Each child has one special member of staff to relate to, which eases the settling in process. This key person system gives each member of staff particular responsibility to tailor the group's curriculum to the unique needs of each child, enabling them to reach his/her full potential. The key person maintains links with the child's family, records ongoing assessments and development of the children in her group.

This information is confidential and is only available to that child's parents. If you wish, you may view your child's learning journal at any time. A parents' evening is organised twice a year to enable a detailed and confidential discussion to take place with the key-person on your child's progress, however please feel free at any time to contact your key person to talk about your child.

Rewarding Positive Behaviour

Members of staff in the pre-school will praise and endorse desirable behaviour such as kindness and willingness to share and help others. We use verbal praise, stickers and stars to reward a child and encourage positive behaviour. Please see our Behaviour Management Policy for more details

Birthdays & Special Celebrations

To make each child's birthday special, the Supervisor will give them a small present from the Pre-School. Parents can bring in a birthday cake or some small cakes to help celebrate the day if they wish. (To protect children with allergies please can we ask that cakes containing nuts are not brought in and if cakes are homemade we require a list of ingredients). We take photographs to place in each child's learning journal.

Pre-School children may also receive gifts related to specific festivals and special occasions, such as Easter or Christmas, as part of making these occasions memorable. For example, a chocolate lolly given to all those children attending the Pre-School Easter Egg Hunt. These gifts will always be of an appropriate nature to the occasion being celebrated and will be given in line with Pre-School's Safeguarding and Equality policies and procedures.

Health*

If your child is not well, please consult Appendix 1 of this Welcome Pack. If you are not sure please ring us. Please keep the Supervisor informed of any medication your child may require (e.g. asthma inhaler). We can only administer medicine which has been prescribed by a doctor. Written instructions must be given, and the medicine must be in its original container.

Cause for Complaint?*

We hope that your child will have a happy and fulfilling time with us at Broad Town Pre-School. If you have any problems at all, however minor, please approach either the Supervisor or, if you prefer, a Committee member. A full list of Committee members and contact telephone numbers is at the beginning of this pack, and on the notice board at the school. If you would prefer to put your complaint in writing, please address it to the Supervisor and post it in the letter box inside pre-school.

Management and Staffing

Broad Town Pre-School is run by a Committee, whose members and officers are elected by parents. This committee ensures that major decision-making is in the hands of parents who use the group. It is responsible for reviewing both policy and practice and for the employment and appraisal of staff. The Committee relays any information to parents via our newsletter.

Our Annual General Meeting, at which the committee for the following year is elected, is held annually at the end of the summer term. Parents are always more than welcome to join the committee. You can register your interest in joining and helping out by speaking to the Supervisor or any of the committee members. Please don't be shy, we always welcome any help. Our staff and committee members have all been Police checked and hold a clean Criminal Records Bureau Disclosure as required by OFSTED. *

Five Golden Rules

1. Children must not be left if they are vomiting or have diarrhoea. **They must be kept away for 48 hours after vomiting or diarrhoea has ceased.**
2. Children known to be unwell and with a temperature should not attend Pre-School. Children becoming ill during the day should be collected by a parent or carer.
3. Children with pink eye e.g. conjunctivitis should not attend Pre-School until medical treatment has been provided and used for 24 hours.
4. Children with oozing or weeping sores e.g. impetigo that cannot be covered with a dressing, should not attend Pre-School. Children with chickenpox must be kept home until all the scabs are dry (Usually 5 days from onset of rash or other symptoms).
5. Colds are infectious. A mild cold will cause little distress. However, a child with a heavy cold or flu, who has a temperature should be nursed at home.

Taking precautions means protecting other children from unpleasant illness that could have been avoided. Parents can support childcare workers by following these five golden rules.

Other Considerations:

Headlice:

Please let us know if your child has headlice. Check your child's hair regularly, use shampoo and conditioner and run a nit comb through damp hair. Continual vigilance will reduce the chance of reoccurrence.

Threadworms:

These are easily treated. Once treatment has begun the child can return to Pre-School.

Infectious Diseases:

Parents should tell the Pre-School if their child has been diagnosed with an infectious disease e.g. measles, chickenpox, rubella etc.

We all agree that children are better nursed at home within familiar surroundings. We recognise that it is difficult for working parents to take time off to look after their sick children, but equally child care providers have a duty to protect other children in their care from infection. The following guidelines aim to help parents make an informed decision as to whether your child should be kept away from Pre-School*: This information is also available on the noticeboard in the lobby area

Any other way I can help? YES PLEASE!

We are a voluntary organisation and a registered charity. We welcome new parents and new ideas. Your fees are used to cover the salaries and running costs of the Pre-School. We rely heavily on fund raising in order to replace and renew toys and equipment and we appreciate extra help. Please join our committee: This enables you to become more involved in the group as well as getting to know other parents and carers. Any parent that is able to offer us a special skill or learning opportunity within one of our curriculum topics is always very welcome. Please speak to the Supervisor or Chair Person. We keep a register of volunteers (please complete the form at the end of this welcome pack).

RULES FOR RESPONSIBLE INTERNET USE

- Children do not normally have access to the internet and never have unsupervised access.
- If staff access the internet with children for the purposes of promoting their learning, written permission is gained from parents who are shown **these rules**.
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - only go on line with a grown up
 - be kind on line
 - keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe, having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.
- If a second hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0808 800 5000 or www.nspcc.org.uk or Childline on 0800 1111 or www.childline.org.uk

Social media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.

- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above). **Email**
- Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children. This includes all devices including „smart watches“.
- Staff send personal information by encrypted email and share information securely at all times.

Mobile phones – children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in a locked drawer until the parent collects them at the end of the session.

Mobile phones – staff and visitors (including parents)

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in the **blue basket out of reach of children on the classroom sideboard**.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager. In the first instance the settings phone should be used.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If a member of staff volunteers to take their mobile phone on outings, or into Forest School sessions for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. This includes dropping off and picking up times. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.

- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the Supervisor.

- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

RESPONSIBLE INTERNET CONSENT FORM FOR PARENTS

I have read and understood the **rules for responsible Internet Use** and give permission for my child to have supervised access to the internet.

I understand that Broad Town Pre-School will take all reasonable precautions to ensure children cannot access inappropriate materials.

I understand that Broad Town Pre-School cannot be held responsible for the nature or content of materials accessed through the internet.

I agree that Broad Town Pre-School is not liable for any damages arising from use of the internet facilities.

Name.....

Signature:

Date



PRIVACY NOTICE

Broad Town Pre-School's Data Protection Lead is Kerry Clark

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

- Personal details that we collect about your child include your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.
 - Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
 - We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.
 - Personal details that we collect about you include:
 - your name, home and work address, phone numbers, emergency contact details, and family details.
- This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect your national insurance number or unique taxpayer reference (UTR), if you're self-employed.

- We may also collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- support your child's wellbeing and development
- manage any special educational, health or medical needs of your child whilst at our setting
- carry out regular assessment of your child's progress and to identify any areas of concern
- maintain contact with you about your child's progress and respond to any questions you may have
- process your claim for up to 30 hours free childcare (only where applicable)
- keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent for images taken at any time, by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process direct debit payments
- the Local Authority
- the Government's eligibility checker (where you claim up to 30 hours free childcare as applicable)
- our insurance underwriter (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law or by a court.
- we need to enforce or apply the terms and conditions of your contract with us.
- we need to protect your child and other children; for example, by sharing information with social care or the police.
- it is necessary to protect our rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by using:

- Password protected PC/Laptops
- Encrypted devices
- Locked storage cupboards to store files within a locked office

How long do we retain your data for?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves. In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person
-

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us.

Please note there will be an administration charge of £10 for a request of access the information we hold on your child. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate

Please sign to confirm that you have read, understood and agree to the above. Then please return to Pre-School

Name of child: _____

Name of Parent /Carer: _____

Signature of Parent / Carer: _____

Date: _____



DAY CARERS AND CHILD PROTECTION **Statement of Duty**

As a provider of day care registered with OFSTED and to safeguard your child, we are required to follow the Child Protection Procedures agreed through the Area Child Protection Committee in Wiltshire.

As a provider involved in the care of young children, we will try at all times to share with you any concerns we may have.

However, we do have a duty to refer to Social Services if we suspect that child abuse may be an issue. Our first concern will always be the welfare of your child. We have a copy of the Child Protection in Wiltshire Procedures and Guidance for you to read if you wish. You may also like to read the Broad Town Pre-School Child Protection Policy and Procedures.

Our local Social Services duty office contact details are as follows:

Referral and Assessment Service

The Cedars
Bath Road
Devizes
SN10 2AP

Tel: 01380 826200

Please sign to confirm that you have read, understood and agree to the above. Then please return to

Name of child: _____

Name of Parent /Carer: _____

Signature of Parent / Carer: _____

Date: _____

BROAD TOWN PRE-SCHOOL – REGISTRATION FORM

Broad Town Pre-School, Broad Town C of E School, Broad Town, Swindon, Wilts, SN4 7RE

Child's Name	M/F	Date of Birth	Parent(s)' Name(s)
Address:			
Postcode:			
Landline Tel No:		Mobile No:	
Who has parental responsibility for your child?			
Email Address:			
Would you prefer to receive information via email? (We are trying to minimise the amount of paper we use)			
Child known as:			
What date is your child due to start school?			
Which school? (If not yet decided, give probable school)			
Please give the names and ages of older siblings:			
Which school do they attend?			
Please give the names and ages of younger siblings: Are you expecting a baby?			

SESSIONS REQUIRED - Please tick preferred sessions you would like your child to attend, please note you need to book a minimum of two sessions per week.

* Please note that Wednesday afternoon sessions are for our 'Rising 4's' group who are those due to start school the following September.

	Hours	Mon	Tues	Wed*	Thur	Fri
Morning	9.00-12.00					
Morning & Lunch Club	9.00-12.30					
Lunch Club & Afternoon	12.00-3.00					
Afternoon only	12.30-3.00					
All Day	9.00-3.00					

When would you like your child to start Pre-School?	
Does your child currently attend another Pre-School/Nursery?	
Do you claim Early Years' Funding at another Pre-School/Nursery?	No of hours:
Do you have any other involvement with any other agency? This could help you with funding for your child if relevant e.g. family credit, speech therapy	

We will confirm your child's preferred days 4 weeks before his/her start date and will do our best to accommodate your choices.

NOTE: If there is a waiting list we give priority by start date and date of registration.

Other Information

Child's Doctor	Tel No:
Health Visitor	Tel No:
Immunisations received: (Please Tick)	TRIPLE (tetanus/Diphtheria/ HIB) <input type="checkbox"/> MMR <input type="checkbox"/> Whooping Cough/Polio / Meningitis C <input type="checkbox"/>
Has your child had any infectious illness (e.g. chickenpox)?	
Special needs:	
Allergies/dietary requirements:	
Other information we may find useful: (Please continue on another sheet if necessary)	

In order to offer equal opportunities and a balanced curriculum we also appreciate the following information:

How would you describe your child's ethnic origin?
Religion:

In case of emergency and we are unable to contact you, please may we have details of two people we would be able to contact:

Name	Name
Address	Address
Telephone No Mobile No	Telephone No Mobile No
Is there anyone you DO NOT wish to collect your child from Pre-School?	
Give a password - to be used when you wish someone unknown to the Pre-School to collect your child (Can be anything). Supervisor must be informed by you prior to collection	

Photographs & Videos
 As you may be aware photographing & videoing children at Pre-School is not permitted unless parental consent is given. Rather than write to you every time we anticipate that photographs or videoing of your child may happen, this form will cover the time your child is at Pre-School. Images may be stored digitally on pre-school equipment and deleted when a child leaves the Pre-School.

I give permission for photos/videos to be taken of my child and displayed in the Pre-School: **YES NO**
 On occasions a press photographer may be invited into Pre-School to take photos of events, would you be happy for your child's photo to be published in the newspaper? **YES NO**
 Are you happy for your child's photo to appear in promotional material for the Pre-School? **YES NO**
 Would you be happy for your child's photo to be used on the Pre-School website? **YES NO**

Signed _____ Print Name _____ Date _____

Medical Information – Due to current regulations we will require your consent for your child to be given emergency medical treatment if necessary:
 I HEREBY GIVE CONSENT THAT IN THE EVENT OF AN ACCIDENT OR SUDDEN ILLNESS, MY CHILD MAY BE GIVEN EMERGENCY MEDICAL TREATMENT AS APPROPRIATE.

Signed _____ Print Name _____ Date _____

Parental Responsibility – I confirm that I /the above-named person have/has parental responsibility for my child, and that all the information I have provided is correct to the best of my knowledge. I understand that it is my responsibility to inform Broad Town Pre-School of any changes to my child's family circumstances.

Signed _____ Print Name _____ Date _____

How did you hear about Broad Town Pre-School?

Please return this form, together with a copy of child's Birth Certificate to Broad Town Pre-School, Broad Town School, Broad Town, Wiltshire SN4 7RE. Once you have registered you will be contacted nearer the time with a confirmed start date and a parent and child introductory visit will be arranged

FEES: The fees are currently **£4.20** per hour but subject to increases. All fees are invoiced monthly in advance. (Please contact the Administrator with any questions regarding funded hours) **We expect payment within 14 days or your child will lose his or her right to a place.**

Please contact the Administrator for any other enquiries regarding registration.



GO WILD IN THE WOODS!

Broad Town Pre-School offers a countryside setting with fantastic facilities for children from 2 years to 5 years to explore, have fun, make friends and learn.

The on-site Forest School allows children to explore nature safely. Children can tree climb, enjoy cook-outs, nature crafts, singing around a campfire, dance and drama and fire building in an educational environment.

We welcome new children and would be pleased to show you around. If you are interested in finding out more please do contact us on 01793 731911

www.broadtownpreschool.co.uk



Broad Town Pre-School and Forest School Consent Form Please return this form, together with all signed consent forms & Registration form to Broad Town Pre-School, Broad Town School, Broad Town, Wiltshire SN4 7RE.

Child's Name:

I agree to my child taking part in Forest School activities at regular intervals during the coming school year. Sessions will be led by Jennifer White or Lindsey Robinson, our qualified Forest School Leaders.

I understand that my child will, at an appropriate level, have opportunities to work with hand tools and small fires through the course of their Forest School work.

I understand that my child will work in groups containing adult/child ratios of at least 1:6 at all times.

I agree to my child being photographed during Forest School activities for my child's or the school's own use.

Medical Information:

I confirm that the medical information that I have supplied to Pre-School is up-to-date.

As an added precaution, we are required to ask you in more detail about allergies and insect stings; please tick appropriate boxes:

My child has never been stung by a bee/wasp.

My child has been stung by a bee/wasp and made a normal recovery.

My child has been stung by a bee/wasp and had an allergic reaction.

If you ticked the final box, we will get in touch with you to obtain further information.

My child has the following food allergy/allergies:

Signed: (Parent/Carer)

Date:

Volunteer Register

The Pre-School is reliant on our voluntary committee members and cannot run without it. We are a parent run Pre-School where, as parents we are committed to ensuring the smooth running of the pre-school setting, to ensure our children have a safe place to learn, play and thrive.

There are a number of ways you could help, and we really appreciate any help volunteers can give us, whether it is joining our committee, helping with fundraising events or general maintenance of the building.

Being on the committee is a great way to get to know the staff that work with your child, to make friends with other parents and to become personally involved in your child's learning journey. We are a friendly, welcoming group that aim to use each individual's skill set to maintain and improve our pre-school for our children. We are always looking for new members to join us.

Please look out for any requests on the notice boards or in our newsletters. The time involved may not be great, but it will be really appreciated, and we hope fun and rewarding for you too. We of course welcome help from grandparents and other family members too! Please fill in this form if you wish to be included on our list of volunteers, which is held by our Administrator.

Child's Name:	Parent / Carer Name(s): Contact Number:		
I/We are happy to help with the following (please tick):			
Becoming a member of our Committee: <input type="checkbox"/>			
Helping during sessions to assist with adult ratios	Outings <input type="checkbox"/>	Walking to church/village hall <input type="checkbox"/>	Other i.e. music sessions, dance sessions (please specify) <input type="checkbox"/>
Fundraising Events			
Manning Stalls:	Weekday events <input type="checkbox"/>	Evening events <input type="checkbox"/>	W/E events <input type="checkbox"/>
Baking <input type="checkbox"/>	Making posters <input type="checkbox"/>	Printing Posters/Letters <input type="checkbox"/>	Purchasing <input type="checkbox"/>
Other (please specify)			
Maintenance:			
General maintenance – available at short notice <input type="checkbox"/>	Mending dressing-up clothes/sewing <input type="checkbox"/>	Assembling toys <input type="checkbox"/>	
Assembling furniture <input type="checkbox"/>	Carpentry <input type="checkbox"/>	Gardening <input type="checkbox"/>	
Electrical work <input type="checkbox"/>	Plumbing <input type="checkbox"/>	Decorating <input type="checkbox"/>	
Computer maintenance <input type="checkbox"/>			
Other (please specify): Please indicate if you have a qualification in any of the above eg. electrical work:			

Please return this form, together with all signed consent forms & Registration form to Broad Town Pre-School, Broad Town School, Broad Town, Wiltshire SN4 7RE.

Broad Town Pre-School

Pre-School Uniform Order Form

Child's name:

Item	Price each	Quantity Age 1-2 years	Quantity Age 3-4 years	Quantity Age 5-6 years	Total £
T-Shirt (embroidered logo)	£5.80	(20-22" chest)	(22-25" chest)	(25-28" chest)	
Poloshirt (embroidered logo)	£8.20	N/A	(26" chest)	(28" chest)	
Sweatshirt (embroidered logo)	£9.35	(20-22" chest)	(22-25" chest)	(25-28" chest)	
Total cost:					

All garments are 'Fruit of the Loom' brand

Parent/Carer Name:.....

Signed: Date:

Please enclose payment with order and make cheques payable to 'Broad Town Pre-School' and write 'payment for uniform' on the back. Alternatively, a bank transfer can be made to the Broad Town Pre-School account:

Lloyds TSB, Old Town, Swindon Sort code: 30-98-41 Account no: 04702280

Please mark this with the reference "Uniform". Thank you.

Please return this form, together with all signed consent forms & Registration form to Broad Town Pre-School, Broad Town School, Broad Town, Wiltshire SN4 7RE



Consent for liaison with local Health Visitors for the purpose of sharing information for the integrated health and early years review

Please return this form, together with all signed consent forms & Registration form to Broad Town Pre-School, Broad Town School, Broad Town, Wiltshire SN4 7RE

Declaration

Every child has the right to have their individual needs met. In order to do this, it may sometimes be necessary for us to talk to and share information with outside agencies or other settings attended.

Wherever possible we will always discuss with you in the first instance, any information that needs to be shared.

Whilst your child is attending Broad Town Pre-School staff have a statutory duty to be monitoring and assessing your child's progress. Between the ages of 2 and 3 years we will be co-producing the Early Years Foundation Stage Progress Check with you as parents and any other professionals involved with your child.

Consent for liaison with outside agencies

1. I do / do not give my permission for Broad Town Pre-School to discuss my child _____ with outside agencies and to send a copy of the Early Years Foundation Stage Progress Check to my Health Visitor and / or other setting attended.
2. I understand that by contacting other agencies this setting is working in partnership with me as parent/carer to meeting the needs of my child.
3. I do not wish my child to be discussed with _____

Child's name: _____

Date of Birth: _____

Signature of parent/carer with parental responsibility: _____

Print name: _____

Date: _____

Safeguarding procedure: As a provider involved in the care of your child, we are committed to work in partnership with parents or carers and in most situations it may be appropriate to discuss initial concerns with you before a referral to Children's Social Care is considered. However, there will be some circumstances where the Designated Safeguarding Lead will not seek consent from the parents/carers, or inform them that the information will be shared. Lack of consent can be overridden in the public interest; therefore we may still lawfully share information without consent if the concern is of a safeguarding nature. The welfare of the child is paramount.