

St Nicholas Church Pre-school



REGISTRATION PACK

Registration Pack Contents List:

- Safeguarding Statement
- Funding form – to be returned
- Emergency Contact Form
- Health & Medical Form – to be returned
- All About Me Pack – to be returned and discussed with Key Worker
- Consent form
- Local Offer
- Clothing information
- 2 Parent / carer contracts – (one to be kept for your records) one to be returned.

Please bring your child's birth certificate, their red book, proof of address and parents National Insurance (NI) number.

We need these so we can record them, it is a legal requirement when applying for funding.



ST NICHOLAS CHURCH PRE-SCHOOL

Welcome to our pre-school

Safeguarding Children

At St Nicholas Church Pre-school we are concerned about the welfare and safety of all our children and attempt to create an ethos in which children feel secure, valued, are listened to and are taken seriously.

Statutory Framework

These practice standards are informed by the statutory framework as set out in guidance contained within:

Children Act 1989

Children Act 2004

Working Together to Safeguard Children 2010

London Child Protection Procedures 2007 (adopted by Havering Local Safeguarding Children Board 12th October 2007).

Staff are trained to be alert to signs of abuse and are encouraged and supported in reporting their concerns to the designated safeguarding officer. Our Pre-school Manager Dawn has the responsibility for co-ordinating action within the Pre-school and liaising with other agencies; Our setting has procedures (of which all staff are aware) for handling suspected cases of abuse of children, including procedures to be followed if a member of staff is accused of abuse;

We openly share our Child protection policy with all our parents and in line with it, it may require cases to be referred to the Social Services in the interest of the child.

EMERGENCY CONTACT INFORMATION

Emergency Contact Please fill in, in order of priority call	
1 st Name:	No:
Relationship to Child:	
2 nd Name:	No:
Relationship to Child:	
3 rd Name:	No:
Relationship to Child:	
4 th Name:	No:
Relationship to child:	
Main person to pick up at the end of the session –	

Please list your emergency contacts in order of which you would like to be contacted. If you (mum / dad) want to be contacted first please put your name and number in first.

Please ensure that you have informed the emergency contacts of the password you have chosen so that we are able to release the children to them.



Health and Medical Information

Doctors Name	
Address	
Telephone No	
NHS Number	
Health Visitor Name	
Telephone No	
Illnesses and/or conditions. Please give details of any condition that might affect your child in the setting	
Details & Dates of Immunisations	
Medication	
Allergies	
Special Dietary Requirements	

Please indicate any ways in which you feel St Nicholas Church Pre-school could especially help your child. (e.g. shyness, aggressiveness, speech difficulties, poor co-ordination, etc.)

.....

Does your child have a special toy or comforter?.....

.....

Is your child potty/toilet trained? Are there any special routines or words which would help us?

.....

Are there any agencies involved with your child eg Speech & Language, Social services? If yes please give details.....

.....

.....



PASSWORD SYSTEM FORM

At St Nicholas Church Pre-school we use a password system for when the arrangement changes for pick-up of your child from the setting.

In case you are not familiar with this system, it is a safe word for yourselves and other people to use who you may wish to collect your child from Pre-school. It is your responsibility to keep this password safe and to share it only with those as necessary.

Without this password we will not let your child leave Pre-School with anyone without first ringing you for confirmation.

If you know the arrangements for pick-up have changed when you drop your child off in the morning you must tell the member of staff on the door the full name of who is coming and ensure that that person knows your chosen password and has photo identification.

If the arrangements change after drop off you must phone and inform the setting of the persons full name and ensure they bring photo ID and know your chosen password.

Staff will NOT allow any child to leave pre-school other than with the appointed person without prior notification of a change in that arrangement and that person telling us the correct password.

Childs Name: _____

The unique password I have chosen is

I understand that I must notify the setting of the change in arrangement and that anyone collecting my child will need to use this password and produce photo ID.

Parent guardian print name:.....

Parent / guardian signature:..... date:.....



All About Me

Please Stick Picture
of your child here

My Name Is

.....

My name is:

I am years old

I live with/ in:

My pets are:

My birthday is on:

My favourite colour is:

My favourite food is

My favourite toy is:

I don't like:

I am afraid of:

People who are important to me:

My friends are called:

Things I like to do best:

Things I need help with:

My first language is:



Photos of me and my family

Please tell us anything extra that you think will help us with supporting your child as they settle in and get to know us and their new environment.



Information for Consent Forms

At St Nicholas Church Pre-School we want to take every measure possible to protect your child whilst in our care. With this in mind we require your consent as a parent or guardian for various different things.

Please do not feel you must give your consent, the choice is entirely yours as a parent. If you change your mind at anytime please inform your child's key worker or a member of staff and we can amend your child's records accordingly.

Please Find Forms Overleaf



INTRODUCTION LETTER FOR GDPR

(General Data Protection Regulation)

To the parent of _____

As from 25th May 2018, a new regulation concerning data protection will come into effect. The regulations affect everyone who holds Data on the parents and children they provide services for. It gives more rights to persons over how, why, where and with whom their personal data is stored, used, shared and retained.

As a Pre-school, we are required to be registered with ICO, which is the organisation that ensures we protect and store all data in a safe and secure manner.

Please find attached a Privacy notice and Retention policy, which you must sign and return, explaining all the necessary and relevant information we are required to provide you with.

Please sign and return this sheet, which shows you have been issued with these documents. If you have any questions please do not hesitate to speak to me in person.

Dawn Samboer

Owner/Manager

Parent Print _____

Parent signature _____ Date _____



PERMISSIONS SHEET

In order to comply with GDPR May 2018, we are required to obtain parental permission for certain things. We are also required to give you the option to withdraw this permission should you wish to do so.

RELEVANT AREA	Agree	Disagree	Opt Out
SHARING INFORMATION-We are required under EYFS to share information with other settings and professionals about the children in our care and therefore require your permission to do this.			
PHOTOGRAPHS-I understand that photographs will be taken of my child to use within the setting and that my child may be in photos with other children, this will include our closed Facebook page, Babysdays, Pre-school website, Pre-school displays and within the media. I agree that these photos can be taken, stored and deleted under GDPR guidelines and am aware that I have the right to withdraw this permission at any time.			
Permission to administer first aid.			
Permission to re-apply sun cream.			
Permission to leave the setting on local visits of no more than one hour			
Consent to use real woodwork tools under direct adult supervision			
ADMINISTER MEDICINES-If your child requires medication we will administer prescribed medication on the understanding that if the child's condition does not improve they will be sent home.			

I am aware that I can withdraw my consent at ANY TIME by letting the pre-school know in writing.

MANAGERS SIGNATURE _____ Date _____

PARENTS SIGNATURE _____ Date _____



PRIVACY NOTICE - GDPR

Written by: St Nicholas Church Pre-school

Date: 10/06/2018

In accordance with article 6 of the General Data Protection Regulations (GDPR, May 2018) it is a requirement to provide you with information about the details we keep about you and your child/ren

Most of the information we collect from you is for statutory reasons and when sharing information with us is optional we will let you know that you have a choice to share this information.

The records we hold:

- **Developmental records**
 - Details about learning at home
 - 2 year progress check
 - Observations, assessment on Babysdays
 - Planning and progress checks, All about me
 - Attendance registers
 - Consent forms
- **Personal records**
 - Personal details, required by the LA for funding records
 - Contractual details
 - Emergency contact details
 - Childs health and wellbeing requirements (Including allergies)
 - Safeguarding and child protection records
 - Information from other agencies or professionals
 - Special needs/ medical conditions

All records are kept in paper/online/digital format which are stored securely in a cupboard/on my business computer. Digital records are only used minimally, for example parent contact numbers/emails.

Data sharing:

We are required to ensure that the information we collect about you and your child/ren is treated confidentially and only shared without your permission when there is a need, for example if the child is going to be in immediate danger or safeguarding circumstances. Parental permission will be required to share any information with outside agencies such as other preschools, School, childminders, health visitors, Area SENDCO etc.



How long we keep your data for:

It is a requirement under GDPR to inform you about how long we will keep information on you and your child/ren. You will find this information in our retention policy.

How we delete your data:

Digital - Files and information held in a digital format will be deleted from my computer when no longer required.

Paper – Files held in paper format will be handed to parents when child leaves the setting or shredded when they become no longer needed. Please see retention policy for further information.

Online data processing:

I will keep a copy of your mobile phone number and/or email for transferring information across platforms such as WhatsApp, Facebook, email or any other agreed platform. I will continue to use this method unless instructed otherwise.

Deleting data:

If a parent requires us to delete or destroy any information about their child once they have left the setting, we will discuss the information with them and explain which parts can be deleted and which information must be kept in order to comply with GDPR.

How you can make a complaint:

I am required to inform you about how you can make a complaint relating to a data breach or if you think I am not processing your data appropriately.

Complaining to ofsted- email: enquiries@ofsted.gov.uk

Phone: 0300 123 1231

Address: Piccadilly Gate, Store Street, Manchester, M1 2WD

Complaining to ICO- ico.org.uk

Managers signature _____ Date _____

Parent signature _____ Date _____

Parent Print _____



RETENTION POLICY

Written by: St Nicholas Church Pre-school

Date: 10/06/2018

The general data protection is an EU law from May 2018. It requires us to share information with you about data retention after your child has left our setting. This new law will assist childminders in being clearer and open about personal data held. Our records should be kept to a minimum with no unnecessary data which should be checked often that they are up to date and relevant.

As pre-schools we have a duty to hold on to some of the data after the child has left (listed below). Any data that we are not legally required to keep will be given to you when your child leaves or will be destroyed.

I am required to be registered with the ICO and, when using digital systems, data is held securely with a password. In addition, data held in a paper format is held securely in a locked cupboard.

If the pre-school closes, any digital information I have must be printed off and stored securely, or I can continue to pay the ICO fee to store these digitally.

The following data will be kept in my setting until the **child reaches 21 years and 3 months**:

- Accident/injury/existing injury/medication administration/illness and incidents forms
- Attendance register
- All complaints
- Concerns about a child
- Childcare contracts and termination
- All signed permission forms
- Physical intervention record
- Local safeguarding record forms
- Any emails, texts or letters relating to serious allegations
- Diaries, if relating to a safeguarding issue

The following data is kept in my setting for **5 years**.

- Accounts
- Policies and procedures
- Visitor log
- Insurance documentation

The following data is kept in my setting for **3 years**.

- Informing Ofsted of changes
- Local Authority Funding

Upon leaving the setting the following data will be sent home with your child.

- Progress Tracker
- Transition Report

We endeavour to routinely check and update any retention requirements in line with statutory requirements

Print _____ Sign _____

LOCAL OFFER

Special Educational Needs and Disabilities Information

St Nicholas Church Pre-school is where children and parent/carers work together in partnership. It is our aim to provide learning experiences that are differentiated to meet the needs of each individual child. In so doing this, we minimise the difficulties that children may experience. However, some children will experience greater difficulty than others and will need extra support to enable them to make progress. We recognise the need to identify emerging difficulties by:

1. Monitoring and reviewing the progress made by children.
2. Responding to individual needs.
3. Overcoming potential barriers to access activities for learning.

How will the Pre-school know my child needs extra help and what should I do if I think my child may have special educational needs?

Special educational needs and provision can be considered as falling under four broad areas of need:-

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and/or physical

At St Nicholas a child is considered to have special educational needs if he/she has significant greater difficulty in learning than their peers, or a disability that prevents or hinders a child from making use of the facilities in the setting and requires special educational provision.

The setting recognises the importance of early identification and intervention, as well as the assessment and provision for any child with Special Educational Needs.

Jessica Taylor, our Special Educational Needs Disability Co-ordinator (SENDCO) oversees the identification of children with special educational needs and the provision being made for them in the setting. If you are concerned that your child may have special educational needs, please speak to your key person.

The key person will remain responsible for working with your child on a daily basis. The SENDCO will support the key person in the further assessment of your child's development and learning, also the effective implementation of the support.



In judging whether a child has Special Educational Needs initial information required would include:-

- Two year progress checks
- Observation records
- Assessment on a child's progress in communication and language, physical development and personal, social and emotional development in-line with the Early Years Foundation Stage Curriculum
- Parental Observations
- Information from outside agencies (if appropriate)

How does the Pre-school evaluate the effectiveness of its provision for my child?

We are alert to emerging difficulties and respond early. We work closely with parents as they know their child best and it is important we listen and understand when parents express concerns about their child's development.

If children do not make expected progress, then planned, targeted provision will be put in place. A discussion takes place with parents/carers and an individual Education Plan (IEP) detailing specific outcomes is put in place. All interventions are monitored by the SENDCO and your child's progress will be regularly reviewed to ensure that this additional support has had an impact on your child's progress. Interventions offered include support for play, interaction, social skills, speech and language.

How will both Pre-school and I know how my child is doing and how will the Pre-school help me to support my child's learning?

All staff, led by the SENDCO, track the progress of children with special educational needs. This progress will be shared with you each half-term and you will be invited to discuss the progress against individual agreed outcomes.

How will Pre-school staff support my child?

If your child has special educational needs we will take action to remove barriers to learning and put effective provision in place not only in the setting but on any outings. This support ensures earlier decisions and actions are revisited, refined and revised with a growing understanding of your child's needs and of what supports your child in making good progress and securing good outcomes.

How is decision made about type and how much support my child will receive?

As well as a differentiated Early Years Foundation Stage curriculum, support can be in the form of planned interventions or an additional adult in the room to help.



How accessible is the Pre-school both indoors and outdoors?

The setting is fully accessible for wheelchair users. There is ramp access into the building from the front entrance and garden, a disabled toilet and disabled parking available. Should specialist equipment be necessary eg. a hoist for toileting, then consultation with outside agencies ensures that this made available.

How are parents involved in the Pre-school? How can I get involved?

We work together with parent/carers to ensure that children will achieve their potential, whatever their need. Parents are invited to meet the key person for a consultation once a year: however you are welcome to make an appointment if you have any concerns or speak to your key person at the beginning or end of a session.

If your child has special educational needs, you will also be invited to meetings with your key person and/or the SENDCO to discuss progress.

The setting will always be willing and happy to talk to you about your child but if you have any concerns or worries, please do not hesitate to speak to your key person, SENDCO or Manager who will do their best to resolve any issues. Information about our Complaints Procedure can be found in our prospectus and forms are available each session.

How will the Pre-school prepare and support my child to transfer to a new setting or school?

If your child is moving to school, your child will be given opportunities to visit the school at different times during the school day and there will be an opportunity to meet their new class teacher. You will be invited in for a person centred planning meeting, which will also be attended by the SENDCO of the school to draw up an Action Plan to ensure the smooth transition between the setting and school.

Clothing Information

At pre-school we have a mandatory uniform of a jumper or cardigan, polo shirt and book bag with our pre-school name and logo on which can be purchased through ourselves or on line.



Please do not send your child into pre-school with their best clothes on, older or inexpensive clothing would be most suitable. We encourage children to be independent, please ensure their clothing allows this, velcro and buckle shoes are a good idea, dungarees and belts may prevent them undressing for using the toilet quickly.

Please ensure your child is dressed appropriately for the weather conditions at different times of the year. We spend a lot of time outdoors so your child will always need to have a coat and in bad weather a hat, scarf and gloves. In summer we will only allow your child to play outdoors if they have a sun hat to protect them from sun damage.

While we take every care to protect your child's clothing whilst in the setting, there may be times when their clothes become wet or dirty during activities. We do have painting aprons and waterproof aprons for the messy areas.

ALL CLOTHING MUST have the child's name on in full. This ensures it can be returned to you if it is found in the setting or mistakenly taken home by another child.

We ask that all children are provided with a complete change of clothes when potty training. Children sometimes find it stressful having had an accident and are more comfortable being changed into a set of clothes of their own rather than a set from the pre-school.

All children will need a change of shoes ideally plimsolls, labelled in a named shoe bag (draw string bag) please. This enables us to change the children's shoes if we are going to do an activity that may affect their going home shoes like water play, or if they have an accident that wets their shoes they then have an alternative pair to wear home. Also a pair of wellington boots brought in to the setting in the colder months. Could their name be written on the inside of each boot please to enable staff to know which boots belong to which child.

Sadly we do not have the space to store spare clothes, plimsolls, wellies so these will need to be taken home at the end of every session.



Parent / Guardian Contract

Please read through, sign and return one of the copies to the setting manager. If you do not fully understand or agree with any section please speak to a member of staff who will be happy to go through it with you.

1. I agree to abide by the policies and procedures set by St Nicholas Church Pre-School (copies of policies are available to view in hard copy and on the Babysdays system please ask a member of staff if you require any copies).
2. I agree to organise my child's schedule with the pre-school manager before each term and I understand changes and additional sessions may not always be available.
3. I agree to pay any fees owed at the beginning of each week/month. If payment is not made these extra sessions are not available and the non-collection procedure will be followed at the end of the fifth session.
4. I agree to pay for pre-booked sessions which my child may not attend (due to illness and holidays for example).
5. I agree to pay late fees of **£1 every minute** that I am late for picking up my child.
6. I agree to allow the pre-school to store information and photographic and video evidence about my child. Any photos displayed will not display a child's name or personal details.
7. I agree to keep my child away from pre-school if they are ill, within the settings policies and procedures. Please ring the pre-school if you are unsure.
8. I agree to inform the pre-school of any change in circumstances and change of details to allow my child's information and records to be updated.
9. I agree to discuss any concerns I have about my child with the pre-school staff and management.
10. I accept full responsibility for my child before and after each session on the pre-school premises. This includes if my child plays on any equipment as pre-school staff are not present to supervise.
11. I agree to close all gates on the school premises behind me to protect the other children within the school premises.
12. I agree to provide a healthy packed lunch for my child if they stay all day.

I have read and understood the above information and agree to abide by it.

Child's name: Date of birth.....

Parent / guardian's name (printed):

Parent / guardian signature:date:

Manager/Deputy Manager Signature :date:



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