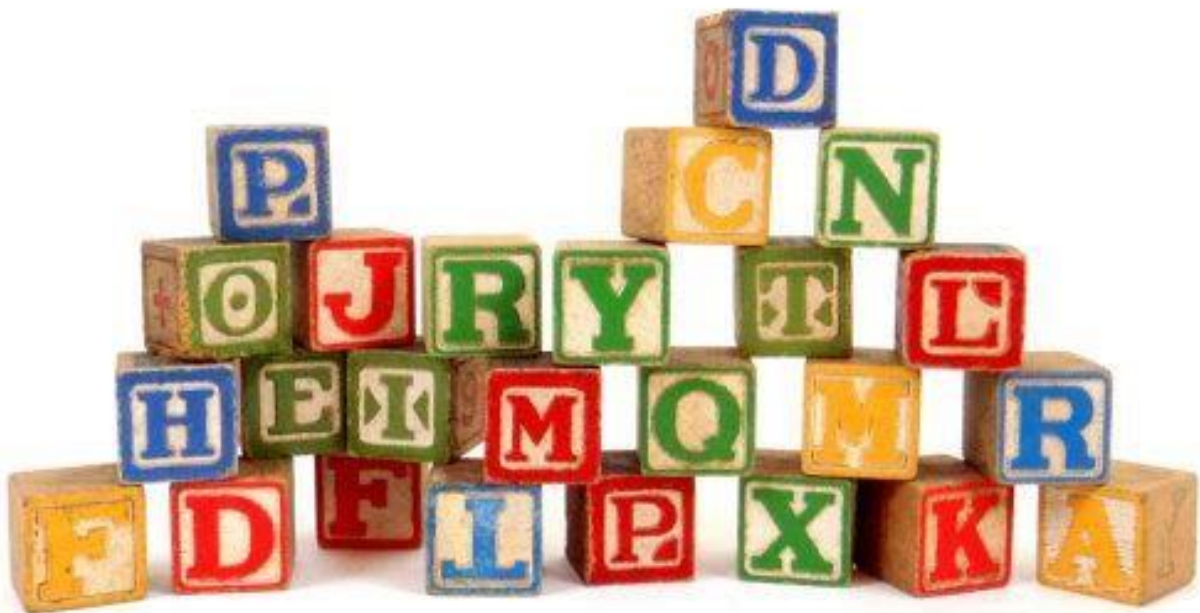


Getting you and your child off to the right start...



# PARENTS' & CARERS' REGISTRATIONPACK AUGUST 2020



Ofsted Registration Number: EY539506

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## Welcome to the Little Limehouse Preschool family...

Thank you for choosing Little Limehouse. We are sure that you and your child will enjoy being a part of our wonderful Preschool family.

*“Confident and happy individuals”*

Our ethos is that every child is an individual and we will support all children in achieving the best possible outcomes.

### Hours:

We are open for 51 weeks of the year, we do currently offer term time places as well:

- Full-day: 8.00am - 6.00pm
- Morning Session: 8.00 am to 1.00 pm □ Afternoon Session: 1.00 pm to 6.00 pm

Term time:

- Full-day: 9.00am - 3.00pm
- Morning Session 9.00am - 12.00pm
- Afternoon Session 1.00pm - 4.00pm

All siblings attending the Preschool will get a 5% discount

- Two-Year-Old Funded Places - Funding is available for some children aged 2 (the term after your child turns 2) and each application is assessed by the *Department for Education (DFE)*.
- 3 to 5-Year-Old Funding (the term after your child turns 3) - We are open 38 weeks, for families in receipt of the 15 and 30 hours funding. From September 2017, the government increased the number of free childcare hours, this is available to eligible working parents of 3- & 4-year olds.

## Supporting Happy Children

We pride ourselves on offering a high standard of service supported by experienced staff to ensure a happy, stimulating, and secure environment for all children in our care. We follow government and Early Years Foundation Stage (EYFS) guidelines in providing individualised care and education for each child coming through our doors. We also recognise the importance of working in partnership with parents and carers to meet the needs of children through regular feedback and consultation throughout their stay with our services.

### Food and Drink

We provide two healthy snacks per day for children joining our group and as a charity we welcome a small parent donation to help cover the costs. Children who are with us past 12pm will serve a hot lunch and tea at 4.15pm at a cost of £2.50 per day as we order the children's meals from a food supplier.

Children who attend morning or full-day session will be provided with snacks provided at 10-10.30 am and full-time children's lunch is served between 11.30-12.00pm. Children who attend afternoon sessions will receive a snack served between 2-2.30pm.

Fresh drinking water is available for children throughout the day. Limehouse Preschool also provides children with milk during snack times. Parents and carers are asked to provide milk alternatives where required for their children's dietary needs and make staff aware of these special dietary requirements on their registration forms and upon joining our Preschool family!

### Managing Allergies

Parents and carers are welcome to join us when we celebrate children's birthdays. Birthday cakes are also welcome, but their ingredients must be clearly labelled so are better purchased from a store. Given a prevalence of nut allergies amongst children, we also ask that any cakes are **nut-free**. For more information, please refer to our Healthy Eating policy.



Your child's safety is

our No.1 priority...

## OUR POLICIES IN A NUTSHELL

**SAFEGUARDING AND CHILD PROTECTION:** The Little Limehouse Preschool has an extensive Safeguarding Children and Child Protection Policy. Our internal Designated Safeguarding Lead (DSL) is fully trained in this field and all Preschool staff have taken Safeguarding and Child protection training as part of their induction.

All safeguarding and child protection issues are confidential, and information is disseminated on a need-to-know basis only.

**PARENTAL RESPONSIBILITY:** In a childcare setting, situations can arise where it is helpful to know about parental responsibility, what it is and who usually has it...

### WHAT IS PARENTAL RESPONSIBILITY?

Parental responsibility is a term used by The Children Act to define the rights and responsibilities a person has in relation to a child. If a person has parental responsibility, then they have the right to take decisions concerning the care and welfare of a child.

### WHO USUALLY HAS IT?

If the parents of a child are married when a child is born, or if they have jointly adopted a child, BOTH have a parental responsibility, and BOTH keep this parental responsibility should they later be divorced.

If parents are not married at the time of the birth of a child, the mother has full parental responsibility. However, an unmarried father can acquire parental responsibility by:

1. Being registered as the father on the child's birth certificate with the consent of the mother (this is permitted for children born after 1<sup>st</sup> December 2003).
2. Entering into a 'parental responsibility agreement' with the mother.
3. Applying to the court for a parental responsibility order.

### HOW IS IT USED?

Where both parents have parental responsibility, they are equally able to make decisions and one parent cannot overrule the other without a court order. **For more information see [www.gov.uk/parental-rights-responsibilities](http://www.gov.uk/parental-rights-responsibilities)**

**EQUALITY OF OPPORTUNITIES:** The Preschool operates under the guidelines of a robust Equality of Opportunities policy which is monitored and evaluated by the named Equal Opportunities Lead (EOL).

**SPECIAL EDUCATIONAL NEEDS & DISABILITIES:** The Preschool's Special Educational Needs Co-ordinator (SENCO) will undertake the requirements of the Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years (2015) and our clear and extensive policy outlining how the needs of a special needs child must be met. This policy is reviewed and updated when required and on an annual basis. The Preschool can also obtain support where required from the Local Authority Early Years Inclusion Team for the provision of additional support to our internal staff.

**BEHAVIOUR MANAGEMENT:** The Preschool has a positive approach to behaviour management. We aim to problem solve and teach positive behaviour throughout the day. No physical punishment, harsh words or verbal abuse is permitted at any time.

**KEY PERSONS ALLOCATION:** The Preschool assigns a key person to each child: their role is to carry out regular observations and implement plans for each individual child's interests, whilst monitoring all areas of learning and development.

**ILLNESS:** Staff working with children are not legally obliged to administer medication. Children who are mildly ill such as those who have a cold will be allowed into the Preschool. If however, your child is showing signs of a serious illness, they will not be permitted to stay at the Preschool. Where symptoms develop during the day, parents/carers will be notified and asked to come and pick up their child.

**MEDICATION:** The management team at the Preschool can administer only those limited medications that have been prescribed by a doctor or other permitted medical professionals. You will be required to sign a medication form before any medication is administered. Calpol and any other non-prescribed medication will not be given unless permission is given beforehand.

Should your child require Calpol or Nurofen every 4 hours, they are not well enough to be at Preschool and will be sent home (**please refer to our *Administering Medicines Policy and Managing Children Who Are Sick, Infectious or Have Allergies Policy***).

**ACCIDENTS & INCIDENTS:** Every minor and major accident / incident is recorded in an accident/incident register. Parents /carers will be notified of all accidents/incidents and are required to sign the accident/incident register.

**CONFIDENTIALITY:** All information given to staff will be treated as strictly confidential and any information relating to your child stored privately. Guidelines as set out in the Data Protection Act 1998 are strictly followed.

**TOYS:** We ask that no toys or other items are brought in from home. We cannot be responsible for such items. Comforters, such as a teddy bear, may be allowed during the settling in period- please note this does not include dummies or milk bottles. All our toys and equipment are brought from a wide range of suppliers, risk assessed and monitored regularly.

**CLOTHING:** We advise that parents supply an emergency change of clothes in the event of any spills or accidents. All clothing must be clearly labelled with your child's name written with a permanent marker. The Preschool cannot be held responsible for the loss or damage of items.

When/if your child is potty-training, we advise that you supply spare underwear and clothing and that your child arrive at Preschool in underwear or in trainer pants.

**NAPPIES:** We ask that parents provide sufficient nappies and wipes each day and replenish them as and when required. Our staff will inform you if and when more nappies or wipes are needed.

## Key Information

**OPENING TIMES:** The Preschool is open between the hours of 8:00am and 6:00pm, Monday to Friday, 51 weeks a year.

The Preschool morning session is 8:00am - 1:00pm. The afternoon session is 1:00pm - 6:00pm.

For term time bookings children can come for 38 weeks of the year. For a whole day session it is 9:00am - 3:00pm. The morning session is 9:00am - 12:00pm. The afternoon session is 1:00pm-4:00pm.

**SMOKING:** The Preschool has a strict No Smoking policy, and parents/carers are asked not to smoke around the building.

**MOBILE PHONES:** Mobile phones are not to be used inside the Preschool room at any time by parents or visitors and should be switched off.

**PAYMENTS:** Fees are payable 51 weeks of the year pro rata. All fees are to be paid in advance. Please note that fees must be paid each day your child is enrolled even if or when he/she does not attend Preschool. Fees are still payable if your child is sick or on holiday; and in the unlikely event that the Preschool should close due to, for example, the adverse weather conditions or low staffing.

**EARLY YEARS - FUNDED PLACES:** Children aged two, three and four years old may be entitled to an Early Years funded place: please enquire with us or with the local authority regarding eligibility. Some 3-5 years olds are now eligible for 30 hours funding a week.

**NOTICE PERIOD:** If you wish to take your child out of the Preschool, at least one month's notice must be given in writing. Failure to do so will result in you being charged a full month's fees, something we would like to help you avoid.

**MATTERS OF CONCERN:** In the unlikely event that a complaint against the Preschool be made, it should be expressed personally to the Preschool manager. If a satisfactory outcome cannot be reached, you will be entitled to take your complaint to Ofsted Early Years where the Preschool is registered (Please see our *Complaints and Compliments Policy*). You may contact them at:

**Ofsted Tel:** 0300 123 1231

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

These details are also available in the policies folder.



# LITTLE LIMEHOUSE PRESCHOOL REGISTRATION FORM

Date Completed: .....

## 1. Personal Details

Child's Legal Family Surname:		D.O.B	
Child's Legal Forename(s):		Gender	
Name by which the child is known: (If different from above)			
Child's Home Address:			
Postcode:			
Child's Religion if applicable		Ethnic Group	
Language (s) Spoken			
Documentary Proof of DOB seen: (e.g. Birth Cert/Passport)		Document recorded by: (Staff Name)	

EEF Placement Start Date: .....

Additional details for children claiming 2 years 15 hours free funding or the 30 hours funding

30 hours eligibility Code:	
2-Year-old eligibility reference number:	

Which of the parents/carers below does your child normally live with?.....



Parent/Carer 1

Legal Family Surname:		Legal Forename(s):	
DOB		NI Number or NASS Number (For 30 hours or EYPP)	
Relationship to Child		Occupation	
Home Address		Work Address	
Postcode		Postcode	
Home Phone Number		Mobile Number	
E-Mail Address		Work Number	
Proof of Parent ID seen: (e.g. passport, driving licence)			

Does this person have legal “parental responsibility” for your child? Please tick:

YES

NO

Parent/Carer 2

Legal Family Surname:		Legal Forename(s):	
DOB		NI Number or NASS Number (For 30 hours or EYPP)	
Relationship to your child		Occupation	
Home Address		Work Address	
Postcode		Postcode	
Home Phone Number		Mobile Number	
E-Mail Address		Work Number	

Does this person have legal “parental responsibility” for the child? Please tick:

YES

NO

## 2. Alternative Emergency Contacts and Collection

We require at least 2 emergency contact for you child, this can be friends or family members, these contacts are rarely used but are very necessary for the safety and wellbeing of your child. We only allow authorised adults aged 18 and over to collect your child with prior notice from you on the day in question. By giving us the details below, you are giving consent for collection of your child from the named substitutes below.

### Emergency Contact 1

First Name (s)		Surname	
Relationship to your child		Contact Number	
<b>Authorised to Collect: Yes <input type="checkbox"/> No <input type="checkbox"/></b>			

### Emergency Contact 2

First Name (s)		Surname	
Relationship to your child		Contact Number	
<b>Authorised to Collect: Yes <input type="checkbox"/> No <input type="checkbox"/></b>			

### Emergency Contact 3

First Name (s)		Surname	
Relationship to your child		Contact Number	
<b>Authorised to Collect: Yes <input type="checkbox"/> No <input type="checkbox"/></b>			

<b>Collection Password:</b> (Please let persons collecting know what the set password is for your child(ren))	
--	--

## 3. Attendance Details

Please fill in days and times you would like your child to attend the Preschool. Please also indicate whether your child will be full time or term time only.

Start Date:		Full time or Term time:		Number of weeks per year	
	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day 8-6					
Short Day 9-3					
Morning Session 8am-1pm or 9am-12pm					
Afternoon Session 1pm-6pm or 1pm-4pm					

#### 4. Health Declaration and Emergency Contact Details

In case of an emergency do we have permission to seek medical advice/treatment for your child?  
Please Tick

YES	NO
-----	----

Do we have permission to administer emergency first aid to your child by a qualified first aider?

YES	NO
-----	----

Do we have permission to use plasters on your child?

YES	NO
-----	----

Doctors Name:		Telephone No:	
Doctors Address			
Postcode:			

<b>Child's NHS Number:</b>	
Is your child up to date with immunisations?	
Details of any current/ongoing prescribed medication:	

#### Children's Centre

Are you registered with a children's centre? If yes, please state name of the centre?  Other professionals <input type="checkbox"/> speech and Language therapist <input type="checkbox"/> social worker <input type="checkbox"/> educational physiologist <input type="checkbox"/> Paediatrician <input type="checkbox"/> Health visitor <input type="checkbox"/> Common assessment framework (CAF) <input type="checkbox"/> OTHER, Please specify	
---	--

Any other Information you wish to add about your child:	
---	--

## 5. Dietary Needs

Does your child have any allergies?

YES	NO	If so, please give full details:
-----	----	----------------------------------

Does your child have any dietary requirements that are not due to an allergy? i.e. Halal only, no pork etc.

YES	NO
-----	----

If so, please give full details below:

If you answered “YES” to either of the above questions, is exposure to the allergen or failure to comply with the dietary requirement likely to result in serious harm to your child’s health as far as you are aware?

***If this information changes in the future, please notify the Preschool in immediately. Please give as much detail as possible, including specific ingredients/ products.***

## 6. Permission for additional actions

Permissions	Yes	No
<u><b>Consent for applying sun cream</b></u> We hereby give permission for Little Limehouse Preschool to apply sun cream to our child.		
<u><b>Consent to apply nappy cream</b></u> We hereby give permission for Little Limehouse Preschool to apply nappy cream to our child.		
<u><b>Consent to administer medication</b></u> We hereby give permission for staff to administer prescribed medication or Calpol provided by the parent/carer with written consent.		
<u><b>Consent for taking your child out of Preschool</b></u> We hereby give permission for Little Limehouse Preschool to take our child off the premises to go for a local walk, to the shops, to the park or library etc.		
<u><b>Consent for your child using the computer and internet (supervised)</b></u> We hereby give permission for Little Limehouse Preschool to allow our child access to the Preschool’s computer and internet facilities, with supervision from Preschool practitioners. We understand that all internet sites will be suitable for the age of ALL the children.		
<u><b>Consent for us to share information about your child with other relevant professionals</b></u> We hereby give permission for Little Limehouse Preschool to share information about our child with other relevant professionals. We understand this will be undertaken to assist our child to reach their full potential.		
<u><b>Consent for us to carry out observations on your child to support their learning and development and to inform planning</b></u> We hereby give permission for Little Limehouse Preschool to carry out observations on our child to support our child’s learning and development and for staff to plan for our child’s individual needs.		
<u><b>Consent for us to contact you</b></u> We hereby give consent for you to contact us via phone text or email regarding our child’s absence, health, development, routine and in regard to any additional activities that may happen with in the nursery		

I/we will supply the Preschool with the following in accordance with the directions for use on the container and replenish them as needed. Please tick.

Nappies <input type="checkbox"/>	Complete change of clothes (Named) <input type="checkbox"/>
Sun cream <input type="checkbox"/>	Baby Wipes <input type="checkbox"/>
Signature:	

## 7. Little Limehouse Privacy Statement

I understand that my personal details will remain confidential to the preschool staff and will be held by the Little Limehouse Preschool. I understand that the information I provide may be shared with the Local Authority, Integrated Early Years Services, and Children's Social Care.

I understand that I can ask to see information held about me at any time.

It is necessary for us to process your personal data (name, address, contact details) under:

- GDPR Article 6(1)(c) compliance with a legal obligation
- GDPR Article 9(2)(a) explicit consent
- Childcare Act 2006 Part 1 12(5) duty to provide information, advice, and assistance

I agree to this information being stored on a database in order that it is used to:

- Process my application at the nursery
- Monitor and evaluate outcomes for my child

I confirm that to the best of my knowledge the information I have provided is true. We will hold your information for as long as we are legally required to do so and to provide you with the necessary services. Please see the full privacy policy on our website [www.littlelimehousepreschool.org.uk](http://www.littlelimehousepreschool.org.uk)

Mother's/Carer's Name (Print):

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Signature:

Father's/Carer's Name (Print):

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Signature:

## 8. Funding Declaration

I confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set in this document.

I authorise the named childcare provider/school to claim Early Education Funding as agreed above on behalf of my child.

In addition I also understand and agree that:

- The information I have provided may be shared with Tower Hamlets Council and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable the childcare provider to claim Early Years Pupil Premium (EYPP) and/or Disability Access Fund (DAF) on behalf of my child.
- If I register my child at a childcare provider for 2-year-old funding and my child is found not to be eligible, I understand that I will be liable for the full cost of the placement. - For my child to receive the greatest benefit from the EEF entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider may report my child's absence, in accordance with the childcare provider's safeguarding policy.

Parent/Carer with legal responsibility		Childcare Provider
Name		
Address Line 1		
Address Line 2		
Address Line 3		
Postcode		
Email Address		
Telephone No.		
Signature		
Date		

## Data Privacy

The General Data Protection Regulations put in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Regulations give rights to those (known as data subjects) about whom data is held, such as pupils, their parents, and teachers. This includes: - the right to know the types of data being held

- why it is being held
- and to whom it is being communicated

## GENERAL TERMS AND CONDITIONS OF REGISTRATION

- Little Limehouse Preschool expects parents/carers to notify the Preschool of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Little Limehouse Preschool will make all parents/carers aware of the location of their Policies and Procedures.
- Parents/Carers are asked to accept that Little Limehouse Preschool will **NOT** use physical punishment in the discipline of their child but will follow our policies and procedures on behaviour management.
- Parents/Carers are requested to notify staff of any accident or injury suffered by the child since they last attended session which will then be recorded in accordance with the Preschool's Safeguarding Policy.
- Written consent will be required each time prescribed medication is to be administered by staff. Calpol will be administered once in certain circumstances if parents/ carers have given prior written consent. All medication including Calpol must be provided by the parent/carer and labelled with their child's name and in date.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Little Limehouse Preschool unless confirmation of an injunction by the courts is provided. Regardless of parental responsibility the Preschool will need to be informed if someone apart from the main carer is collecting a child. If no confirmation of this is given, staff will ask the person collecting to wait until the main carer as highlighted on the completed registration form is contacted.
- The Registration Form gives the Little Limehouse Preschool consent, if signed, to take a child on routine outings from the Preschool e.g. park, local walks, library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives the Little Limehouse Preschool consent, if signed, for a member of its staff to escort a child to hospital in an ambulance to the hospital in the case of an emergency.
- The Preschool will **NOT** accept children suffering from a temperature or any contagious diseases (in accordance with its internal policies), diarrhoea or vomiting within the previous 48 hours.
- All fees are invoiced one month in advance: payment is to be made by cheque or bank transfer and should be paid in full on/before the first day of the month. If a cheque is returned from the bank unpaid then parents/carers will incur the relevant bank charges. Parents may also pay weekly in advance and may speak to the Preschool Manager for more information.
- Any extra sessions or hours will be added to the following month's invoice.
- If payment is not received on the first day of each term/month, a fine of £5 per day will be incurred until payment is received, or the child's place at the Preschool will be suspended until the account has been settled.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken to recover any outstanding fees to the Preschool through a collection company.
- The Little Limehouse Preschool will adopt a policy wherein the fee structure will be reviewed in January of every year.
- Unless in exceptional circumstances, late collection of children from the Preschool will incur a surcharge of £10 for up to every 10 minutes which will be added to the next invoice.

- If there are any absences due to a child or parent/carer illness or missed sessions, the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable.
- The Preschool is open between the hours of 8:00 am and 6:00pm Monday to Friday, 51 weeks a year. The Preschool morning session is 8:00am - 1:00pm and the afternoon session is 1:00pm -6:00pm. For children coming term time only the whole day session is 9:00am-3:00pm. The morning session is 9:00am-12:00pm and the afternoon session is 1:00pm-4:00pm.
- This agreement is subject to change in part or whole by Little Limehouse Preschool with one month's notice. All parents will be notified via letter within two weeks. The Little Limehouse Preschool will not be held liable for any unread notifications.

**IMPORTANT: One full month's notice is required, in writing, if you wish to withdraw your child from the Little Limehouse Preschool.**

## Agreement

I confirm that I have read and understand the conditions expressed above and on the application form and that I will abide by them.

Please sign below to confirm that you have read and understand our terms and conditions and that you will abide by it.

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Mother's/Carer's Name (Print):

\_\_\_\_\_

Signature:

Father's/Carer's Name (Print):

\_\_\_\_\_

Signature:

Staff member name:

Date: