



# Alcester Nursery Studio Ltd

St Faith's Road, Alcester, Warwickshire, B49 6AG

## Nursery Prospectus

Telephone 01789 765780

Email: [ANSmanager@welearn365.com](mailto:ANSmanager@welearn365.com)

Registered as an Educational Charity



[www.alcesternursery.org](http://www.alcesternursery.org)

Company House no: 5278232

Charity no:1032182

Accredited as a Quality Nursery

Members of the Pre-School Learning Alliance

Alcester Nursery Studio Ltd

1.

Dear Parent/Carers

Welcome to Alcester Nursery Studio Ltd

This prospectus is intended to give you an insight into the aims and values of the Nursery and how it operates.

The Nursery accepts children from the age of two, places permitting.

We understand that it is a big step for both parents and children when starting Nursery, but we aim to make it a happy and exciting time too.

The success of the Nursery is reflected in the children's personal achievements, if you come and see us "in action" - you will see that we work and play with the children so that each one is able to develop to their full potential. Parents are always welcome at Nursery, so if you have not already done so, please come and visit us. An appointment can be arranged by telephoning 01789 765780 or dropping us an email.

Should you have any questions before or following a visit then please do not hesitate to telephone or check out the nursery website and Facebook page.

We very much look forward to meeting you and your child, showing you the Nursery, explaining things more fully and illustrating some of the activities we do with the children.

Yours sincerely

Penny Williams

Manger at Alcester Nursery

## 2. Overview of the Nursery

### Alcester Nursery Studio Ltd

The nursery has been established since 1985. The nursery began operating from Alcester Town Hall, due to expansion we operated over two sites which included a unit on the Grieg Hall site, before moving into the purpose-built nursery that we operate from now. We are a non-profit making organisation, holding charitable status, and members of the Early Years Alliance.



Our new building which we moved into in September 2010

## **Aims**

- We aim to provide the highest standard of care and pre-school education in a warm and friendly atmosphere.
- Our staff are carefully selected to provide a warm and secure relationship with the children, where partnerships are built.
- Each child is treated as an individual and carefully guided, with plenty of praise and encouragement to develop to their full potential.
- The children learn through play with their peers and with the staff to develop in all areas of the Early Years Foundation Stage.
- Emphasis is placed on a community spirit, developing a sense of caring and politeness within the group.
- We encourage independence and self-confidence, working in partnership with the parents.
- Our main concern is always your child's happiness and well-being.
- Promote British Values: Rule of Law; Mutual Respect; Individuality & Liberty; Democracy.

## **Mission Statement**

Providing high quality, value for money childcare in a friendly, stimulating environment, achieved through learning through play, enjoyment and committed staff.

HAPPY... Enthusiastic Children, Assured parents / Carers, Motivated Staff.

Happy Children,

Make happy parents,

Happy parents,

Make happy staff.

## **New EYFS Reforms:**

### **Parent and Carer Information Sheet**

The Early Years Foundation Stage (EYFS) has been reformed and there is a new EYFS framework that all schools and settings will be following from September 2021. These national changes have been made to better support all young children's learning and development. It is also the aim that the new framework will better prepare children for the transition into key stage 1.

There are some elements of the EYFS that have not significantly changed and some that have. Below are some of the key points from the new EYFS reforms that include relevant changes which parents, carers and children may notice or experience.

- Staff will be spending less time on large amounts of written observations and assessments for evidence collection. This means they can spend more time supporting and engaging with the children and their learning and development needs.
- Children will no longer be assessed against statements from an age band category. Instead, staff will use their experience and knowledge to monitor if a child's learning and development is on track for their age.
- The early learning goals at the end of reception have been changed to become more clear and easier to understand. Staff will use their judgements to assess if the children have met these goals at the end of the EYFS and inform parents and carers.
- There is an emphasis on improving children's language and vocabulary through increasing opportunities for conversations, reading of a wide range of books and holding discussions around activities in other areas of learning.
- Literacy and numeracy skills focused on in the EYFS have been adapted to better match up with the national curriculum that starts in year 1.
- There is no longer an exceeding judgement at the end of reception. Children will instead be challenged to have a greater depth and understanding of ideas.
- Safeguarding and welfare of children is still a priority, with the added mention of teaching children about the importance of good oral health and how to keep teeth clean and healthy

### **How you could help learning and development at home to support the new EYFS reforms**

- Read stories daily to your child and use them as an opportunity to talk about the characters and events in the story. You could also discuss some of the detail's children have spotted in the pictures, such as the character's facial expressions.
- Have lots of conversations with your child throughout the day. Try and increase their vocabulary by using a wide range of vocabulary.
- Practise counting with your child and looking at small groups of items. Explore what happens to numbers when you put these small groups of items together, or split a larger group into two smaller groups.

- Support your child's early reading by practising phonic skills, such as recognising letter sounds and blending them together to read words. Also, support your child with their writing by checking they are forming their letters in the correct way and holding a pencil properly.
- Encourage your child to make healthy food and drink choices, especially related to sugar content and how this can affect teeth. Also, support your child to properly brush their teeth at least twice a day at home.
- Plan activities that allow your child to be active and develop their strength through large body movements as well as smaller, more precise movements.

The seven areas of learning and development (communication and language, physical development, personal, social, and emotional development, literacy, mathematics, understanding the world, expressive arts and design) are the same, but the depth within each of them is greater and they contain more examples of how to support children.

Additionally:

- **Communication and Language** now only has two goals instead of three (Listening, Attention, and Understanding is one; Speaking is the other). It includes more focus on adult-child interactions.
- **Physical Development** contains a greater focus on the link between gross and fine motor skills.
- **Personal, Social, and Emotional Development** includes additional information on self-care and healthy eating.
- **Literacy** contains a stronger emphasis on pre-reception literacy learning, and the link between language comprehension and later reading and writing.
- **Mathematics** focuses on the importance of shapes, spatial reasoning, and measures, with greater clarity on counting and comparing quantities.
- **Understanding the World** has been changed to clarify the expectation of children understanding the concept of 'past'.
- **Expressive Arts and Design** includes a wider variety of ways children can develop their creative skills, including different materials and techniques they could use.

### **How you can find out how your child is getting on**

It is important that you as parents are happy with the care your child is getting and that you feel comfortable about discussing any concerns or worries you may have. When your child starts the setting, they will be assigned a key person who will be the one helping your child to settle in and building up strong relationships with your child and you as the parent or caregiver.

Our key person approach in practice:

- Parents are given the option of a home visit when registering their child at nursery.
- There is a settling in period and where possible children will attend sessions when their key person is present to establish these early relationships.

- The Key person will receive the child's All about me on entry documents to build an early picture of the child and their interests.
- The key person will establish secure bonds with the child and will be Making time to have informal dialogue about your child's day at nursery.
- Keeping the parents informed about the activities on offer, showing displays of work or photographs of the children at play.
- The key person is responsible for their key children's paperwork. While all staff working with the children will be knowledgeable about the children in their care, a key person will have relationships with the parents and a good knowledge of the child's overall learning and development.
- Termly informal meetings with your child's key person are opportunities to discuss progress and next steps for your child.

### **When your child is 2**

At some point after your child turns 2, your child's key person will give you a written summary of how your child is progressing against the 3 prime areas of learning:

- Communication and Language;
- Physical Development
- Personal, Social and Emotional Development.

This is called the progress check at age 2.

This check will highlight areas where your child is progressing well and anywhere, they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. We encourage you to share the progress check with health visitors who can use it as part of the health and development review.



### **Curriculum Intent**

At Alcester Nursery Studio Ltd children are at the heart of everything we do.

Working in partnership with families and carers, children's ideas and interests are valued and responded to through a balance of child-led and adult-led activities which are both challenging and motivating.

We also work spontaneously and reactively with the children, planning as we go, sharing their sense of awe and wonder of the world we live in.

We nurture a love of learning and creativity whilst enriching children's language and vocabulary. This ensures they are developing knowledge and skills which will equip them for the next stage of their lives

### The outdoor classroom

We have a large outdoor area for our preschool children and a smaller outdoor area for our younger children. We offer free flow access for our older children so they can move with ease between the two areas of the setting. The outdoor space has activity trails, a large climbing wall, logs for climbing, large tractor tyres and a raised platform jungle den. We have a role play area which can be changed around, a construction area, an enclosed garden, sensory area and role play animal/dinosaur area. There is a large sand pit and sand kitchen and access for water play and messy play. In the younger end of nursery, the outdoor area mirrors the preschool end but on a smaller scale. There is a smaller sand pit, mud kitchen, pirate ship, enclosed play house, balance beam, wobble bridge and access to water and messy play.



### Extra activities on offer

Each week we deliver a yoga and mindfulness session, music & movement and PE.



### Outdoor Forest School Site

We have four forest school leaders in nursery who take it in turns to deliver forest school sessions over the course of the week at the on-site forest school based at the back of Our Lady's school. Waterproofs are provided by the nursery to be worn along with the child's own wellingtons.





## **Welcome to Time to Talk**

Time to Talk is a project supporting the development of early language and communication skills in babies and children across Children's Centres and nursery settings in Warwickshire.

The project was originally led by speech and language therapists and Early years advisory teachers and we have been involved in this project since 2010. Penny Williams, Jane Denby and Claire Burgoine are all speech and language champions who have undertaken training. They are able to use the wellcomm screening tool to assess children's speech and language development.

At Alcester Nursery studio ltd we believe all children will have the opportunity to achieve their full potential in Speech, Language and Communication and will ensure that we work closely with parents who express any concerns and aim to identify every child's stage of language development. Where a child is identified as needing some extra help, we will screen the child with parental permission and then will either sign post the parents to the locality speech therapist or make a referral for speech therapy.

By working with parents, we will do all we can to support their child in developing their speech, language and communication.

Jane or Claire will use the Wellcomm tool to assess your child, by working through specific activities. You will find the consent form in the welcome pack. We also offer language enrichment groups throughout the week, with small groups of children that we feel will benefit.

Parents are invited into the Nursery each term during an open week by their child's keyperson to discuss their child's progress. This is an informal occasion where you might be invited to stay and play with your child whilst chatting to their keyperson. Staff are always available to discuss any concerns you may have but this is an ideal opportunity to have an informal chat. At the end of the school year a short report is issued to you.

To record your child's achievements and progress we use a learning platform called 'Tapestry' which is done through an app on iPad's which the staff use. This is where we create your child's learning journal which is made up of observations which we link to the Early Years Foundation stage framework. Parents can log in to the app and access their child's learning journal and can comment or upload your own photographs and achievements.

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### Governance

The Nursery is a registered charity and a non-profit making organisation. It is governed by a constitution set down by the Charity Commission.

The Nursery is run by a Board of Directors much like school governors, who are volunteers made up of past and present parents. They meet regularly to discuss the day to day running of the nursery, planning its sustainability and supporting the manager in all aspects of nursery leadership.

The Nursery Directors help with fundraising events whose sole purpose is to raise funds for equipment.

#### Alcester Nursery School's Board of Directors:

Position	Name
Chairperson	Francesca Ruggeri
Treasurer	Debbie Hawkins (Non - board member)
Manager, Company secretary	Penny Williams
Finances	John Dent
Legal advisor	Amanda Pillinger
Parent Representative	Kelly Austin

## The Staff

All staff hold relevant child care qualifications as recommended by OFSTED, and hold/working towards Paediatric First Aid certificates,

The positions and qualifications of the staff are listed below:

Position	Name	Speciality	Qualifications
Manager	Penny Williams	Speech & Language Champion Designated Safeguarding Lead	NNEB 1985
Deputy Manager	Andrea Shaw	Supporting speech and language- Language enrichment Deputy Designated Lead Designated Teacher- LAC	Diploma 2002
Deputy Manager Wrap around supervisor	Jane Denby	SENDCO & Speech and language champion Forest School Leader Deputy Designated Safeguarding Lead	NVQ level III 2014
Nursery Practitioner	Rosa Burden	Forest school leader Deputy Designated Safeguarding Lead	NVQ level III 2010
Nursery Practitioner	Jessica Quiney	Behaviour Management coordinator Forest School Leader Deputy Designated Safeguarding Lead	NVQ level III 2011
Nursery Practitioner	Claire Burgoine	Speech and language champion	Cache Level 3 Diploma for the Early Years Workforce
Nursery Practitioner (Maternity Leave)	Claire Sturgess	Forest school leader	Cache Level 3 Diploma for the Early Years Workforce
Nursery Practitioner	Chloe Sait		Btec National Diploma 2011
Nursery Practitioner	Lynsey Fricker		HNC Childcare & Education 2005
Nursery Practitioner	Sarah Johnson		BA Hons Early Childhood Studies Level 3 Diploma in Childcare and Education
Nursery Practitioner	Lucy Webb		NVQ 1& 2
Nursery Practitioner	Caroline Wylie		NNEB
Nursery Practitioner	Jessie Demetriou		
Lunchtime Supervisor	Kelly Austin		

## Staffing

Staff absence and emergencies are covered by existing staff on their days off.

Throughout the school year the nursery has students attending on work placements, some for as little as one week whilst others from college may stay for as long as two years.

## Staff Training

In addition to the statutory qualifications, staff members have mandatory courses they are required to complete, including:

- Child Protection & safeguarding
- Paediatric First Aid
- Prevent training
- Health & Safety
- Basic Food Hygiene
- Behaviour Management.

Throughout the year staff also attend relevant courses and seminars in order to stay at the forefront of pre-school childcare and education.

As well as accessing these training courses, in house training takes place where practitioners will cascade their training to others.

## 3. How the Nursery Works

### Admission Age of Children

We take children from 2 years, places permitting at the Nursery. Prior to their start date you will be invited to bring your child to visit the Nursery on several occasions for short periods of time. This is to help the children to get to know the staff, layout of the building and begin to get familiar with the routine.

### Opening Hours

The hours of opening for Alcester Nursery Studio Ltd are as follows.

Session	From	To
Morning sessions only	09:00 am	12:00 noon
Morning sessions with lunch	09:00 am	1:00 pm
Afternoon sessions only	12:00 noon	3:00 pm
Full Day Care	09:00 am	3:00 pm

We also run a wraparound club, for primary school children as well as for the nursery children, the opening hours are as follows:

Session	From	To
Before school	08:00 am	09:00am
After school	3:00 pm	5:30 pm

The management reserves the right to close the Nursery, for school trips, sports days, teacher training days or other similar events that inhibit the normal operation of the Nursery, on these occasions full nursery fees are still required.

### **Collection of your child**

You are required to return a collection form of people that you authorise to collect your child, along with a password. In an emergency if none of your contact people are available then you **MUST** call the nursery to state who will be picking up your child, or fill in the relevant form stating your password which the person collecting must give to the member of staff before entering the building.

### **School Uniform**

There is no compulsory uniform. However, your registration fee includes an Alcester Nursery School T-shirt with our logo on. You may purchase more if required or a sweatshirt. We do like to see them worn as it is preparing them for when they move onto school as well as having a sense of belonging. On occasions there may be the opportunity to buy second hand t-shirts & sweatshirts.

As the children take part in lots of messy activities, we recommend they come to Nursery in casual, easily washable, clothes (aprons are provided for the very messy activities). Don't forget to recognise the time and effort your child puts into the work they bring home and to praise them accordingly. What might look like a soggy mess to you may be the result of a morning's hard work for them.

### **Meals**

Children are provided with milk/water, fruit/vegetables, which they can access during their session. Water is always available for children.

A well-balanced packed lunch including a drink will be required if your child is attending either the full day or afternoon sessions. We feel that sweets and chocolate are inappropriate and therefore ask that children do not bring them to Nursery. Also, we ask that you put an ice block or similar into their lunch box, alternatively please hand in named perishable foods so that they may be put into the fridge.

### **Healthy eating**

An example for a healthy and well-balanced lunch would be sandwich, filled pitta bread, wrap or crackers, maybe with some chopped salad items i.e., cucumber, carrot sticks, tomatoes etc. followed by a yogurt, and a piece of fruit

### **Organisation of the Day**

We encourage free play, allowing children freedom to move and choose between activities some of which are adult directed, others child-centred, as well as moving freely between the indoor and outdoor environment.

The activities are planned around your child's interests as well as having continuous provision available for the children to explore and experience. We will talk to you about our planning of activities and inform you of any 'topics' we may be covering and how you can continue the learning at home.

### **Religion and Cultures**

The nursery follows guidance outlined by the Department for Education in 2014 and aims to prepare your children for life in modern Britain by actively promoting the fundamental British Values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The children are made aware of various cultures and beliefs throughout the year. For example, the children will learn about different celebrations such as Easter, Diwali, Chinese New Year, Christmas, and Shrove Tuesday. The children learn about the different cultures through play, together with a variety of educational resources including: posters, puzzles, books, and dolls which reflect different cultures and faiths.

### **Notices and Newsletters**

There is an information area in the foyer as you enter the nursery, as well as in other areas of the nursery. You will find details of:

- Insurance cover
- Ofsted registration certificate
- safeguarding children procedure (child protection flow chart)
- who to call if worried about a child?
- holiday dates
- photographs of staff members
- names & photographs of our board of directors
- the fire drill procedure
- photographs of our Designated Safeguarding Leads
- keyperson list.
- Other certificates i.e., Makaton, Food Hygiene rating

There are other sources of information for you to browse through from other organisations. Newsletters are usually issued at the start of each month electronically, and can also be found on the nursery's web site. Please also look at the wipe board as you enter for extra events or news.

### **Special Educational Needs and Disabilities**

Children may enter the nursery with an acknowledged special educational need or disability or this may become apparent during their time with us. Staff work closely with parents, and where appropriate outside professionals, to support the children

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within the nursery setting. With parental consent we liaise with the children's future schools to ensure a smooth transition and continuing support where necessary.

All children within the nursery are encouraged to develop positive equal opportunity attitudes. The nursery has a number of books and toys, which support them in this.

### **Parental Involvement**

Parental involvement is considered of prime importance and parents are kept informed of their child's welfare and we encourage parents to jointly help set next steps for their child and to share photos of their child's achievements outside of nursery. These photographs are encouraged to be shared with the group by your child

We have an OPEN-DOOR policy where we are happy for parents/carer or other family members to help in the learning environment whenever they wish, & invite them to contribute to their child's learning journal.

### **The Community and Outings**

A number of local visits take place over the year including visiting the shops, Autumn walks, visiting the elderly folk and other places of educational interest in the town. We take part in local events such as the annual pancake race and summer street market whenever possible.

We also invite members of the community into the Nursery to talk to the children; these have included a nurse, Community Police and Paramedic.

We have close links with schools and encourage all reception teachers to visit prior to the children starting their reception class. The nursery also offers work placements to students studying for a variety of childcare qualifications.

## **4. Charges and Funding**

### **Payment of fees**

Invoices will be emailed to parents at the beginning of each term, these relate to sessions that you have booked in, all booked sessions **MUST** be paid for. please open your invoice at the first instance. We prefer these to be paid termly, however you may pay half-termly, monthly or even weekly. Payment dates will be issued and any failure to pay your fees as agreed will result in extra late charges of **£25** a week, and could result in the withdrawal of your child's place and court action taking place to recover payments due.

***Please note that if your child is absent during times when the Nursery is operating then full fees are still payable.*** This is necessary to allow the Nursery to manage its costs and provide the lowest charges possible. In the case of long-term illness, the nursery will consider each case individually. Please note that full payment is also required during **training days** if taken during term time

*If you collect your child after the end of the session you are liable to increased charges. These are:*

**£5 for every five minutes, then after ten minutes the following applies:**

**After which time £1 a minute will be charged.**

Parents will normally be given one term's notice of adjustment to the school fees, but Alcester Nursery Studio Ltd reserves the right to give a shorter period of notice should exceptional increases to costs make it necessary. The fees automatically

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increase each school year, in the Autumn term, in the September by a minimum of 3%.

For withdrawal of a pupil or the rejection of a place previously accepted, four weeks' notice is required in writing and any payments owing should be made in full.

### **Government Funding for three- & four-year olds**

When your child is three, he or she will be eligible for funding from the government. The funding covers 15hrs **FREE** i.e., 5 x 3 hours sessions per week for a maximum of

38wks. These places will be available the term following your child's third birthday. The government funding covers part or all of the Nursery costs depending if you decide to take more than 15hrs per week, if so then a further payment is required for the extra care & education your child receives to cover the additional hours.

Your child becomes eligible for the Nursery Grant for 3-Year-Olds depending on the date of their third birthday: The grant usually becomes available the term after their third birthday, Penny will be sent forms that she will get you to read and fill out in order for her to put in your claim. Your child needs to be attending on the headcount date that is issued to Penny by Warwickshire County Council in order for her to put in your claim. There is also extra funding available if eligible, please ask about accessing or visit <https://www.gov.uk/guidance/early-years-pupil-premium-guide-for-localauthorities> to check the criteria.

We may be able to claim extra funding to enhance the quality of your child's early education?

The Early Years Pupil Premium was introduced by the Government and will pay early years providers for each eligible 3 and 4-year-old child that takes up their full 15-hour entitlement. The funding follows the child and goes to all early year's providers that are delivering the funded early education entitlement.

### **A CHILD WILL BE ELIGIBLE FOR THE EARLY YEARS PUPIL PREMIUM IF:**

Their parents are in receipt of one or more of the following benefits or credits:

- Income support
- Income based jobseekers Allowance
- Income related employment and support allowance
- Support under part VI of the immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, but NOT working tax credit, with an annual gross income of no more than £16,190
- Working tax credit run-on-paid for 4 weeks after you stop qualifying for working tax credit
- Universal Credit- if the child is born on or after 1 January 2015 and the parent is entitled to Universal Credit, they must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

OR the child has:



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- Been looked after by the local authority for at least one day
- Been adopted from care
- Left care through special guardianship
- a child arrangement order

The Early Years Pupil Premium (EYPP), is designed to narrow the attainment gap between young children from low-income families and their peers, setting them on a path to a more successful future.

**Early Years Pupil Premium – Alcester Nursery Studio Ltd, uses the extra funding in the following ways:**

- Highly targeted small group work to support the development of speech & Language
- Extending children's opportunities and experiences
- Supporting Looked after children with PSED support
- Promoting healthy lifestyle through opportunities for physical development.

**Eligibility terms**

Children are eligible for funding from the term following their second birthday for 2year funding or the term following their third birthday for the Universal Entitlement and Extended hours (30 hours funding).

The statutory eligibility dates are:

- Children born in the period 1st January to 31st March: the start of term beginning on or following 1st April after the child's birthday;
- Children born in the period 1st April to 31st August: the start of term beginning on or following 1st September after the child's birthday;
- Children born in the period 1st September to 31st December: the start of term beginning on or following 1st January after the child's birthday

Alcester Nursery is an approved childcare provider. You may be entitled to receive extra child tax credit and working tax credit depending upon how much your nursery fees are. Remember to inform the Inland Revenue, know how much your nursery fees are to see if you are entitled to extra child tax credit & working tax credit.

\*Inland Revenue Tel. 0845 300 3900 Tax Credit Office Preston PR1 0SB

[www.inlandrevenue.gov.uk/taxcredits](http://www.inlandrevenue.gov.uk/taxcredits)

Our Ofsted Registration number is EY410723. Date of registration is 29/07/2010, date of issue is 09/05/2013

## **2Help Programme – 2yr old funding**

You may be eligible for a maximum of 15 hours **FREE** childcare place for your two [year old](#) if you receive any one of the following benefits or credits:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit or Working Tax Credit, if your annual household income is below £16,190
- The Guaranteed element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999 • Universal Credit if your annual net income is less than £15, 400 OR your child:
  - is looked after by the local authority
  - has left care through special guardianship or an adoption or residence order
  - has a current statement of Special Educational Needs, or an Education, Health and Care Plan
- qualifies for Disability Living Allowance

## **Tax-Free Childcare**

If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider. This is paid via an online childcare account that you set up for your child.

You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

Here is a link for more information [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)

### **When will my child be entitled to a place?**

If you meet the eligibility criteria, your child will be entitled to a place from the start of term following their second birthday, beginning on or following the dates set out below:

- Children born in the period 1st January to 31st March: 1st April (Summer term), as applicable
- Children born in the period 1st April to 31st August: 1st September (Autumn term), as applicable
- Children born in the period 1st September to 31st December: 1st January (Spring term), as applicable
- Your application can only be considered 3 months prior to your child's entitlement date.

Please do not hesitate to speak to me about the funding form.

### **30 Hours Free childcare**

- For **working families in England**
- With **3 and 4-year-old children**
- **30 hours of free childcare** or early education for **38 weeks**
- The hours can be used flexibly to include wrap-around care

Parents can apply online through HMRC's new digital childcare service. If eligible you will be given an 11-digit code, please let Penny know as soon as possible. Further information can be found on [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/) The websites below also contain useful information:

[www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk) [www.tax.service.gov.uk/childcare-schemes-interest/welcome](http://www.tax.service.gov.uk/childcare-schemes-interest/welcome)

### **Childcare vouchers**

We do accept childcare vouchers, so please do not hesitate to ask which we accept if your company provides you with a childcare scheme

## **5. Alcester Nursery Studio Ltd.'s Policies**

The Nursery operates according to the following policies to comply with the regulatory and best-practice guidelines of the Government and professional bodies. Parents can read a sample selection of our policies on our website and at times we may email policies to parents where necessary.

### **Equal Opportunities Policy**

The Nursery operates a policy on Equal Opportunities. All staff, children and parents will be regarded with equal concern. Children's needs arising from race, gender, culture, disability, special educational needs and linguistic needs will be sensitively catered for. The Nursery will help children to see men and women as equal.

### **Child Protection & Safeguarding Policy**

The Nursery follows the guidelines for Child Protection laid down by Warwickshire Safeguarding. This requires that our staff ask questions concerning cuts, burns or bruises that your child may have and you will be requested to fill in an injury form. Concerns about children will be recorded and referred to the Children's Team / Social Services where appropriate. Penny Williams - Designated safeguarding Lead Rosa Burden, Andrea Shaw, Jane Denby and Jess Quiney are all Deputy Designated Safeguarding Leads

Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent

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to make a referral to Children's Social Care if that is considered necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'

### **Policy on Discipline**

When a child's behaviour is deemed unacceptable this will be discussed with the child and they will be encouraged to realise the benefits of acting in a more appropriate manner. If their behaviour continues to cause concern then it will be discussed with the parents. Children attending the Nursery will not be disciplined by smacking, slapping or any other form of physical contact.

Disciplinary action will be taken by the Nursery if any member of staff is found in breach of the Nursery's policy on discipline.

### **Educational Policy and Aims**

The Nursery's following aims;

- To work in partnership with parents.
- To provide an atmosphere in which adults and children can feel secure, valued and confident.
- To provide a curriculum, which is broad, balanced, relevant, differentiated, coherent and progressive.
- To present the curriculum in ways appropriate to how young children learn.
- To provide a stimulating environment with appropriate space, facilities and equipment, accessible to the children.

### **Complaints Policy**

If you have any cause to be concerned about the service in the Nursery, please speak to Penny Williams nursery manager or you can talk to our chair of directors. You may also get in touch with OFSTED if you are still not satisfied on 03001231231

### **Admissions Policy**

It is the intention of Alcester Nursery Studio Ltd to make the nursery genuinely accessible to all children and families from all sections of the local community and surrounding villages. In order to accomplish this, we will:

- allocate places on receipt of a completed registration form and proof of child identification via a birth certificate or passport.
- To be flexible with sessions so we can accommodate the needs of individual children and families

## **Special Education Needs and Disabilities Policy**

The provision made for children with special educational needs and disabilities within the Nursery has been designed in conjunction with the Special Educational Needs and Disabilities Code of Practice effective from 2015.

### **Non-Collection of children**

In the event that a child is not collected by an authorised adult at the end of a session/day, then Alcester Nursery Studio Ltd puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

- On occasions when parents are aware that they will not be at home or in their usual place of work, they will inform us of how they can be contacted in an emergency.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the manager of the person collecting instead by issuing us with a photograph, name and contact number as well as ensuring the person collecting uses the registered password.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. Please note in the event that their children are not collected from nursery by an authorised adult and the staff can no longer supervise the child on the premises - we apply our safe guarding children protection procedures as set out in our safe guarding children policy. We will contact our local authority social services department.

## **Health & Safety**

The nursery has a comprehensive Health & Safety policy. Everyone is responsible when in the nursery, therefore we ask that your child leaves any toys or similar in the "home box" in the foyer. We also ask that you do not let your child run into the school car park, or out of the school gates as Alcester Nursery Studio Ltd will not be held liable for any incidents or accidents which take place during such times.

### **Footwear**

We ask that your child always has a pair of wellingtons in their red drawstring bag. That they have a change of shoes if they come to nursery in wellingtons and whilst we prefer that your child does not wear open toe sandals, should you send them in sandals then socks must be worn.

### **Sex Education**

This is not taught as a formal part of the curriculum but can occur naturally as part of topics, for example, life cycle of animals. Nursery staff will answer questions sensitively and appropriately to the age of the children

## **Safeguarding – child protection**

The building is designed with safeguarding in mind, the toilets are open plan, the changing area is visible through a glass partition. Through mat times and informal chats, sometimes through role play, the children will begin to understand about their own bodies and what is acceptable and what is not. Staff will use the correct genital language when necessary, and teach the children to say “no” & “stop” to others if not happy at any time. The children are taught about safe and unsafe secrets as well as protective behaviour, understanding their early warning signs.

## **Independence**

The children are encouraged throughout their time in nursery to be more independent. We understand that at times it’s easier to put your child’s shoes on, but in nursery we have the time to allow them to achieve such simple tasks. Likewise, when a child feels they are ready to be toilet trained the staff will carefully encourage them, we have a limited touch statement within our safeguarding policy, so whilst the staff will help and encourage your child, we aim for them to become independent. The more independent your child is, the easier it will be for them when they move into reception.



## **Behaviour**

We believe that you as parent / carer show your children right from wrong from a very young age, and by being a good role model show your child how to behave in acceptable ways. At Alcester nursery Studio Ltd we all have the right to feel safe, staff, students, parents and children and therefore during mat times, through role play and individual informal chats we will return to this subject. It might be fun for a child to throw a toy, but it’s not fun to the other person or child it hits, therefore we expect all to adhere to our boundary rules. Whilst we are not all friends at nursery, we do have to respect others and be polite. We believe that by using positive methods then everyone feels happier and safer, so you will hear staff praising the children, lots of eye contact and smiles, thumbs up etc and in return we believe the children respond in a positive way.

## **The Local Neighbourhood**

The nursery is situated in a residential area and our neighbours are very tolerant of us. We do rely very much on their goodwill, so please do not block the entrance to driveways with cars – a slightly longer walk from your car eases any possible tension. Parking is available at the back of the school. Please do not park in the car park at any time. The car park belongs to the school so it is not for nursery use. The school drop off and pick up times can be very busy so please do not park on the zig zag lines either.

### **Illness**

Please telephone to inform us if your child is to be absent. We appreciate it if you do keep your child at home if not well, it's the best place for them. Could we please ask that you follow the guidelines regarding recommended times to be kept off nursery with certain illnesses?

### **No Smoking**

In the interests of safety and setting good examples of good health to the children, the nursery and its grounds including the school grounds is a no smoking zone.

### **Dogs**

In the interests of safety and hygiene, no dogs are allowed into the nursery and its grounds, with the exception of guide dogs.

### **Jewellery**

As the children become engaged in active play there is a risk that an accident could happen, so please limit jewellery to stud earrings, any other items may be removed and put in the home box.

### **Book Library**

We have a large range of library books in the foyer and in the main rooms. These are there for your child to choose a book to take home. One of the best ways to encourage children to enjoy reading is to share books with them. You will be given a red book bag during your child's placement, but this is only on loan it remains the property of the nursery. Loss of the red bag will result in a payment of £10.00. You may purchase it at a cost of £10.00 and then you can put your child's name on it.

### **General Emergency Evacuation Plan**

Alcester Nursery Studio Ltd will have a fire drill at least once a term, which means that the children evacuate and meet / line up on Our Lady's school playground.

The general evacuation plan is displayed in the foyer on entry to the building.

### **Alarm**

Any person on the premises, staff, parent or visitor discovering an outbreak of fire should, without hesitation, sound the fire alarm. There is an alarm in each of the rooms. The general evacuation procedure will commence as practiced monthly. All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Brigade, by a nominated person. **DIAL 999**

### **Nominated person**

Penny Williams, Andrea Shaw, Jane Denby

## Attacking the fire

Circumstances will determine whether firefighting operations should be attempted, it is unlikely that anyone will attempt to put out any fire. Firefighting must always be secondary to **Life Safety**

The safety of everyone is paramount.

We also have a lockdown policy.

## Safety

We have a very safe & secure nursery building; can we please ask that when leaving the premises, you press the very top **GREEN** button by the exit doors and when leaving do not let anyone else into the building. Please do not pick your child up to press the button.

The school gate entrance is very close to the main road; therefore, we request that you close it as you leave. For the safety of your children, we advise that they hold an adult's hand when leaving the nursery and school site

## Charging Policy

### Statement of intent

Alcester Nursery Studio Ltd believes that they offer a fair fee in order for all families to be able to send their child to the nursery. Alcester Nursery Studio Ltd also offers the Flexible Funding Grant, which is available to all children the term after their third birthday

### Aim

We aim to deliver an excellent service at all times, and will give notice of any changes to the fees, usually a term's notice, but in certain circumstances it could be less than this.

### Methods

In order to operate efficiently we will:

- invoice at the beginning of each half term
- non-payment – any fees not paid within the first two weeks of the invoice date will receive a reminder. If still no payment is made then a late payment charge of £25 will be issued.
- non-payment could result with your child's place being withdrawn
- late collection – All children **MUST** be collected by 5.30pm, otherwise a charge of £5 for every five minutes will be charged. Failure to collect your child will mean that our late collection policy will be enforced and followed, also we will be in contact with the duty social services officer and / or the police.



If you are accessing any of the **FREE** funded hours at Alcester Nursery Studio Ltd then parents will be required to:

- Fill in a registration form and sign as a binding contract of the hours they wish to book for their child
- If accessing the 30-hour funding option for 3/4-year-olds then a similar contract is issued, which is also a binding contract between you and the nursery
- If your child is regularly absent, then they may have their funding withdrawn. The nursery will monitor attendance / absence, but we ask that you call each day to give us an update on your child's absence.

## Fees for September 2021 – July 2022

**These fees are payable for any services received above the FREE funding entitlement. Fees are liable to increase each Autumn term, in the September by a minimum of 3%**

		Session Price	Hourly Rate
Breakfast club	8am – 9am	<b>£5.15</b>	<b>n/a</b>
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	<b>£19.17</b>	<b>£6.39</b>
Morning session with lunchtime 3yr olds	9am – 1pm	<b>£25.56</b>	<b>£6.39</b>
Full day With own lunch 3yr olds	9am – 3pm	<b>£38.34</b>	<b>£6.39</b>
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	<b>£22.41</b>	<b>£7.47</b>
Morning session with lunchtime 2yr olds	9am – 1pm	<b>£29.88</b>	<b>£7.47</b>
Full day With own lunch 2yr olds	9am – 3pm	<b>£44.82</b>	<b>£7.47</b>
Afterschool club – snack included	3.30pm – 5.30pm <b>For school children</b>	<b>£10.30</b>	n/a
Afterschool club – Short No snack	3.30pm – 4.30pm <b>For School Children</b>	<b>£5.15</b>	n/a
Afterschool club – snack included	3.00 – 5.30 <b>For children at nursery</b>	<b>£11.33</b>	n/a
Afterschool club – Short No snack	3.00 – 4.30 <b>For children at nursery</b>	<b>£6.70</b>	n/a

## Antibiotics

If your child is prescribed new antibiotics by the doctor which they have not had before, then we ask that you keep your child at home for 24 hours to be sure your child has no adverse effects from the drug.

Please read through this list which has been taken from the Guidance on Infection and Control in Schools and Nurseries set out by the Department of Health. Should your child contract any of the following then please follow the appropriate action, and telephone to inform the nursery.

Illnesses/ Rashes/Other	Recommended period to be kept away from nursery, once child is well or if there is a cluster of cases	Comments
Diarrhoea & Vomiting	48 hrs from last episode of diarrhoea or vomiting	
Whooping cough*	Five days from commencing antibiotic treatment	Treatment is recommended, though non-infectious coughing may still continue for many weeks. If not on treatment can be infected for 21 days.
Chickenpox	5 days from onset of rash	
German measles	5 days from onset of rash	This is most infectious before the diagnosis is made.
Hand, foot and mouth	None	This disease is very infectious and easily transmitted mainly before showing the symptoms
Impetigo	Until lesions are crusted or completely healed	
Measles	5 days from onset of rash	Highly infectious
Ringworm	Until on treatment	Proper treatment by GP is important. Enhanced cleaning and hand washing is essential.
Scabies	Until treated: Two treatments one week apart for cases. Contacts should have one treatment at the same time as second treatment of the case	Treatment should include the entire household and children can return to nursery once properly treated.
Scarlet fever *	Five days from commencing antibiotics	Treatment is recommended for the infected child.
Slapped cheek	None	Transmission takes place before the child becomes unwell.
Conjunctivitis	None	It is recommended that the child sees their GP for treatment. If an outbreak occurs then exclusion will be considered.
Glandular fever	None	
Head lice (nits)	None	A parent will be informed if live lice have been seen and it will be recommended that the child is treated with suitable head lice solution. Regular detection should be carried out by parents.
Hepatitis A*	See comments	Exclusion should still be attempted in nurseries where hygiene may be an issue so causing a risk to adults.
Meningococcal meningitis*/septicaemia*	The Health Protection Unit will give advice on any action needed and identify contacts receiving antibiotics.	
Meningitis* not due to Meningococcal infection	None	Once the child is well infection risk is minimal.
Viral Meningitis*	None	Milder illness
Mumps*	Five days from onset of swollen glands	The child is most infectious before the diagnosis is made.
Threadworms	None	Treatment is recommended for the child and family

## Privacy notice

### Alcester Nursery Studio Ltd Privacy Notice

St Faiths Road,  
Alcester,  
Warwickshire,  
B49 6AG

Our Data Protection Officer is:

**Penny Williams**

### 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 funded 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, we also need to see your child's birth certificate or passport

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, email addresses, emergency contact details, and family and friends' details

This information will be collected from you directly in the registration form.

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

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos, and makes up your child's learning journal which only you can see. You will have the opportunity to withdraw your consent at any time, for images taken 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 (see *Transfer of Records* policy).

**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 chip and pin and/or direct debit payments (as applicable)
- ✦ the Local Authority (where you claim up to 30 hours funded childcare as applicable)
- ✦ the government's eligibility checker (as above)
- ✦ our insurance underwriter (if applicable)
- ✦ our setting software management provider
- ✦ 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, by a court or the Charity Commission;
- ✦ to enforce or apply the terms and conditions of your contract with us;
- ✦ to protect your child and other children; for example, by sharing information with social care or the police;

**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:

- keeping in a locked cupboard
- bcc when sending emails

**How long do we retain your data?**

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. When your child leaves our setting, your personal details will be deleted i.e. your email address.

### **Your rights with respect to your data**

You have the right to:

- ✦ request access, amend or correct your child's personal data
- ✦ request that we delete or stop processing your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- ✦ request that we transfer yours, 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. 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/](http://ico.org.uk/)

### **Changes to this notice**

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

### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## Information sharing

*'Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum, it could be the difference between life and death.'*

*Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)*

### Policy statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice that is given to parents at the point of registration the six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the persona data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

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We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- ✦ it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- ✦ not sharing it could be worse than the outcome of having shared it.

The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the management team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

The three critical criteria are:

- ✦ Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- ✦ Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- ✦ To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

## **Procedures**

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Local Safeguarding Children Board.

*1. Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 1989, but provide a framework to ensure that personal information about living individuals is shared appropriately.*

- ✦ Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information both within the setting, as well as with external agencies.



2. *Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.*

In our setting we ensure parents:

- ✦ Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
  - ✦ have information about our Safeguarding Children and Child Protection Policy; and
  - ✦ have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. *Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
    - ✦ Our staff discuss concerns about a child routinely in supervision and any actions are recorded in the appropriate file.
    - ✦ Our manager routinely seeks advice and support from their line manager about possible significant harm.
    - ✦ Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staff to refer concerns to our manager or deputy, as designated person, who will contact children's social care for advice where they have doubts or are unsure.
    - ✦ Our managers seek advice if they need to share information without consent to disclose.
  4. *Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting*

*personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*

- ✦ We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
- ✦ Our guidelines for consent are part of this procedure.
- ✦ Our manager is conversant with this and she is able to advise staff accordingly.

5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*

In our setting we:

- ✦ record concerns and discuss these with our designated person's and/or designated officer from the management team for child protection matters;
- ✦ record decisions made and the reasons why information will be shared and to whom; and
- ✦ follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.

6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*

- ✦ Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

- ✦ Where information is shared, we record the reasons for doing so in the appropriate file; where it is decided that information is not to be shared that is recorded too.

### *Consent*

When parents choose our setting for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most

cases, as well as the kinds of circumstances when we may not seek their consent, or may override their refusal to give consent. We inform them as follows:

- ✦ Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- ✦ We may cover this verbally when the child starts or include this in our prospectus.
- ✦ Parents sign our Registration Form at registration to confirm that they understand this.
- ✦ We ask parents to give consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- ✦ We give parents copies of the forms they sign.
- ✦ We consider the following questions when we assess the need to share:
  - Is there a legitimate purpose to us sharing the information?
  - Does the information enable the person to be identified?
  - Is the information confidential?
  - If the information is confidential, do we have consent to share?
  - Is there a statutory duty or court order requiring us to share the information?
  - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?
  - If the decision is to share, are we sharing the right information in the right way?
  - Have we properly recorded our decision?
- ✦ Consent must be freely given and *informed* - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.

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- ✦ Consent may be *explicit*, verbally but preferably in writing, or *implicit*, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
- ✦ Consent can be withdrawn at any time.
- ✦ We explain our Information Sharing Policy to parents.

#### *Separated parents*

- ✦ Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.
- ✦ Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to [our/my] paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

#### **Legal framework**

- ✦ General Data Protection Regulations (GDPR) (2018)
- ✦ Human Rights Act (1998)

#### **Further guidance**

- ✦ Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- ✦ What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- ✦ Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)

**Holiday Clubs:**

These will operate if financially viable during the summer break.

Holiday Club





Alcester Nursery Studio Ltd  
**Form A: Registration Form and Permission Slip**  
**Child Details**

<b>Child's name</b>		<b>Sex</b>	<b>M / F *</b>
<b>Preferred name</b>		<b>Date of Birth:</b> <b>Born at how many weeks?</b>	

**Education**

<b>Child's first language</b>	
<b>Other languages</b>	
<b>Does your child attend a pre-school or nursery?</b>	
<b>If you have had other children attend Alcester Nursery, please state who their key person was</b>	

**Family Details**

<b>Address</b>	
<b>Post Code</b>	
<b>Home Tel No</b>	
<b>Work Tel No</b>	
<b>Nationality of Child</b>	
<b>Nationality of Father</b>	
<b>Nationality of Mother</b>	
<b>Position of Child in the Family</b>	

**Other Special Circumstances E.g., Religious / Food Restrictions or anything you would like to share with the staff.**

- My child is in nappies, and I give permission for nappy cream to be used**
- I agree to bring in a tub of nappy cream with my child's name on Password if someone other than parent/carers are picking up .....**

Reg fee Y/N	Date:	Start Date:	
Funding Y/N	2, 3/4	15, 30	

Alcester Nursery Studio Ltd  
**Medical Details**

<b>Family Doctor</b>		
<b>Address</b>		
<b>Telephone No</b>		
<b>Health Visitor's Name &amp; Tel No</b>		
<b>Community Nursery nurse &amp; tel no</b>		
<b>Social Worker name &amp; Tel No</b>		
<b>Speech Therapist name &amp; Tel No</b>		
<b>Other Professional Agency Name &amp; Tel No</b>		
<b>Medical Conditions</b>		<b>Comment</b>
Asthma	Y / N	
Eczema	Y / N	
Food allergy	Y / N	
Recurring illness	Y / N	
Mobility restrictions	Y / N	
Visual impairment	Y / N	
Hearing impairment	Y / N	
Speech & language difficulty	Y / N	
Any other disability	Y / N	
Other (please specify)	Y / N	
<b>When was your child last inoculated against tetanus?</b>		
<b>What other inoculations has your child had?</b>		
<b>Has your child had their 2yr check with the health visitor or community nursery nurse?</b>	<b>If so when?</b>	
<b>Office Use:</b>	<b>Yes</b> <input type="checkbox"/>	
<b>Has a birth certificate/passport been seen?</b>	<b>No</b> <input type="checkbox"/>	



Alcester Nursery Studio Ltd  
Health and development

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

<b>Two months old</b>	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Rotavirus vaccine.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

<b>Three months old</b>	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Meningitis C vaccine.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Rotavirus, second dose.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

<b>Four months old</b>	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine, second dose.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

<b>Between 12 and 13 months old</b>	Hib/Men C booster - Haemophilus influenza type b (Hib), forth dose and meningitis C, second dose.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	MMR vaccine - mumps, measles and rubella.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
	Pneumococcal (PCV) vaccine, third dose.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

<b>Two to three years</b>	Flu vaccine	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	
<b>Three years and four months or soon after</b>	MMR vaccine, second dose - mumps, measles and rubella.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:	

4in1 (DTaP/IPV) pre-school booster-diphtheria	Yes <input type="checkbox"/>	Date:
tetanus, pertussis (whooping cough) and polio	No <input type="checkbox"/>	

For internal use: Has the child's health record book been seen to confirm immunisation dates? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Alcester Nursery Studio Ltd

**Emergency Contact Numbers for parent / guardian 1**

<b>Name - please print</b>	
<b>Relationship to child</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Occupation</b>	
<b>Emergency no.</b>	
<b>Daytime no.</b>	
<b>Evening no.</b>	
<b>Mobile no.</b>	
<b>Work no.</b>	
<b>email address</b>	<b>please fill in</b>

**Emergency Contact Numbers for parent / guardian 2**

<b>Name - please print</b>	
<b>Relationship to child</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Occupation</b>	
<b>Emergency no.</b>	
<b>Daytime no.</b>	
<b>Evening no.</b>	
<b>Mobile no.</b>	
<b>Work no.</b>	
<b>email address</b>	<b>please fill in</b>

Alcester Nursery Studio Ltd

Please provide two additional contacts we can get in touch with, should the parent / guardian not be available in an emergency.

**Emergency Contact Numbers**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Address</b>
<b>Post code</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>
<b>email address</b>

**Emergency Contact Numbers**

<b>Name - please print</b>
<b>Relationship to child</b>
<b>Address</b>
<b>Post code</b>
<b>Emergency no.</b>
<b>Daytime no.</b>
<b>Evening no.</b>
<b>Mobile no.</b>
<b>Work no.</b>
<b>email address</b>

## Alcester Nursery Studio Ltd

This is a question that we now need to ask in order to comply with the Statutory Framework for the Early Years Foundation Stage (EYFS), in order to ensure that we Safeguard Children and Promote children's Welfare

### **Who has parental responsibility?**

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's either:

married to the child's mother

listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you do not automatically have it.

### **Births registered in England and Wales**

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

### **Unmarried parents**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

jointly registering the birth of the child with the mother (from 1 December 2003)

getting a parental responsibility agreement with the mother

getting a parental responsibility order from a court

### **Same-sex parents**

#### **Civil partners**

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, eg donor insemination or fertility treatment.

#### **Non-civil partners**

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:

applying for parental responsibility if a parental agreement was made

becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

**This information was taken from**

[www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility](http://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility)

### **Who has Parental Responsibility?**

Name Relationship to child

Name Relationship to child

**Tapestry**

ANS will be using Web & App technology to help record your child's observations and learning journals. The applications use 'secure internet technology' similar to banks & other financial institutions and is accessed through logins & individual passwords.

We will be using 'Tapestry' which will allow you as parents or carer's to be updated with your child's learning & achievements within nursery. It also allows you to contribute home learning activities in your child's assessment.

The Tapestry software helps practitioners and providers protect children's information and explains the importance placed on maintaining children's records securely.

As a family, we will invite you to link to your child's record on Tapestry. You will receive an email with registration instructions which will allow you to logon and view and contribute to your child's records. As parents / carer's you have the opportunity to share information about your child & family (All about me, holidays etc.), share your child's home learning experiences with us & be able to view photographs & experiences within nursery.

If you do not have access to email or the internet, we can make provision for you to view the information in the nursery setting.

The need for the secure and proper use of photographs & information about your children is also covered in the settings 'Confidentiality & Social Networking' Policies.

Alcester Nursery Studio Ltd follows good practice at all times, and is always thriving to improve the business and how better to observe your child. This system will allow staff to spend even more time interacting with your child, and less time sitting in the office at the lap top

Quote:

'Education is best when it's a partnership between providers and home—with children benefiting most when their family is consistently and actively involved\*'.  
.....

\*Source "The Impact of Parental Involvement on Children's Education" ref: DCSF-00924-2008.

I agree that my child's information can be recorded in this way

Parent / Carer signature .....Print.....Date

As a parent / Carer I would like to be invited to join Tapestry

Parent / Carer signature .....Print..... Date

Alcester Nursery Studio Ltd

**Free Funding Contract – only to be filled in if your child is entitled to up to 15 hours FREE childcare 2, 3 & 4year olds or 30 hours for 3 & 4-year-olds. Funding is available the term after your child is 2/3. For two-year funding and 30-hour funding for 3- & 4-year-olds parents have to apply for this themselves by going onto the website [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/) You can use your funded hours flexibly over the nursery day you just need to tick in the boxes below the sessions you require.**

**Name of Child:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Breakfast club 8 -9am						
Morning session 9am-12pm						
Morning + lunchtime 9am-1pm						
Full day 9am - 3pm						
Afternoon session 12 - 3pm						
After- school session 3 - 4.30 pm						
After- school session 3 - 5.30 pm						

Your free funding can be used for the wrap around service i.e., to use in breakfast club or afterschool as well as nursery operating hours. Should you leave prior to Alcester Nursery Studio Ltd receiving your funding then you will be liable for full payment of sessions / hours already taken & agreed on.

I agree to the hours that I have ticked for above, and the statement above, and agree to pay for any extra hours that I may book in addition to my free entitlement.

Parent/carer name:

Signed:

Date

**Sessions Required for parents/carers who are paying for their child's nursery place**

	Start Time	Fees	Mon	Tue	Wed	Thu	Fri
		Hourly rate					
Breakfast club	8am – 9am	£5.15	n/a				
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	£19.17	£6.39				
Morning session with lunchtime 3yr olds	9am – 1pm	£25.56	£6.39				
Full day With own lunch 3yr olds	9am – 3pm	£38.34	£6.39				
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	£22.41	£7.47				
Morning session with lunchtime 2yr olds	9am – 1pm	£29.88	£7.47				
Full day With own lunch 2yr olds	9am – 3pm	£44.82	£7.47				
Afterschool club – snack included	3.30pm – 5.30pm For School children	£10.30	n/a				
Afterschool club – Short no snack	3.30pm – 4.30pm For School children	£5.15	n/a				
Afterschool club – snack included	3.00 – 5.30 For children at nursery	£11.33	n/a				
Afterschool club – Short no snack	3.00 – 4.30 For children at nursery	£6.70	n/a				

The Before School Club will serve either toast, cereal & a drink between 8.15 and 8.30am, at no additional cost. Please note that children-attending Nursery after 12:00 noon will be required to bring a packed lunch and a drink. The After-School Club will operate a substantial snack between 4.30 - 5pm at no additional cost. Children booked in for a short session will be charged if collection is later than 4.30pm.

## Statement of Consent

- If the nursery offers any additional activities throughout the year and my child attends that activity then I am willing / not willing to pay a small voluntary contribution towards this, anywhere between £1.00 - £3.00
- I agree to my child being taken direct to hospital or being seen by the nearest doctor should an emergency arise and the parent not be found.
- I agree to a member of staff who holds a First Aid certificate administering first aid in an emergency until help / the emergency services arrive and take over.
- I agree for my child to have a plaster on if required
- I agree for my child to be given medicine (CALPOL) or similar to bring down my child's temperature (of which I will sign necessary paperwork), every effort will be made to contact you prior to administering
- I give my permission for my child to be taken out of the premises for outings.
- I agree that a staff member may discuss my child's welfare with the local Health Visitor, and other professionals i.e., speech & language therapist, IDS
- I agree to my child having the school's sun protection cream rubbed in on hot days
- I agree to my child travelling in an authorised staff member's vehicle if necessary.
- I confirm that I have read and understood the policies and agree with them.
- I verify that all the above information is true and accurate at the time of registration.
- I agree to the terms and conditions set out in this document.
- I understand that failure to pay my fees could result in the withdrawal of my child's place and court action may take place.
- I agree to ensure that my child has a pair of wellingtons and a waterproof with them daily
- I agree to my child being changed i.e., nappies or wet / soiled clothing by a staff member and agree to sign a consent to applying nappy cream.
- I agree to ensure that I send in enough nappies, nappy cream (labelled with name on) nappy bags etc for my child's stay at nursery.
- I agree to the nursery sending home books in the nursery's red book bag, this is the nursery's property, so if not returned or lost, I agree to pay £10.00 for another one
- I agree to receive monthly newsletters and other literature electronically, therefore my email address is on my contact details
- I agree to sign up & access the Tapestry App to view my child's learning journal.
- I will produce my child's birth certificate for verification and agree to a copy being made for your records.
- has your child had their 2 – 2 1/2-year check? If so, can you please to share the outcome of the assessment?
- I agree to giving 4wks notice, should I wish to remove my child from your care.



Alcester Nursery Studio Ltd

Prior to your child's induction sessions, Penny Williams and Jane Denby would be very happy to visit you & your child in your home, to get to know you, and find out more about your child. Please indicate below if you would like a visit.

- I would like Penny and Jane to visit prior to my child starting nursery
- I would NOT like a visit

Please tell us where you heard about us i.e., friend, Facebook, children's centre, health visitor, school or similar – thank you

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By registering your child at Alcester Nursery Studio Ltd we ask you for a **non-refundable voluntary** contribution fee of **£25.00**. Please make payment direct into the nursery bank account.

**Alcester No2 Account sort code: 40-38-07 Account no: 92094045**

**Include your child's name as the reference.**

In return when your child starts, they will receive a Welcome pack including extra information and an Alcester Nursery Studio Ltd T-Shirt and drawstring bag. Notification of registration will usually be sent out within 7 working days of receiving the correct forms. Please contact Penny if you do not receive notification in writing after 10 days.

<b>I agree to receive monthly newsletters and other literature electronically, therefore my email address is on my contact details</b> <b>Signed</b>	
<b>Print name</b>	
<b>Date</b>	
<b>Relationship to child</b>	
<b>Return to:</b> <b>Alcester Nursery Studio Ltd.</b> <b>St Faiths Road,</b> <b>Alcester, Warks.</b> <b>B49 6AG</b>	