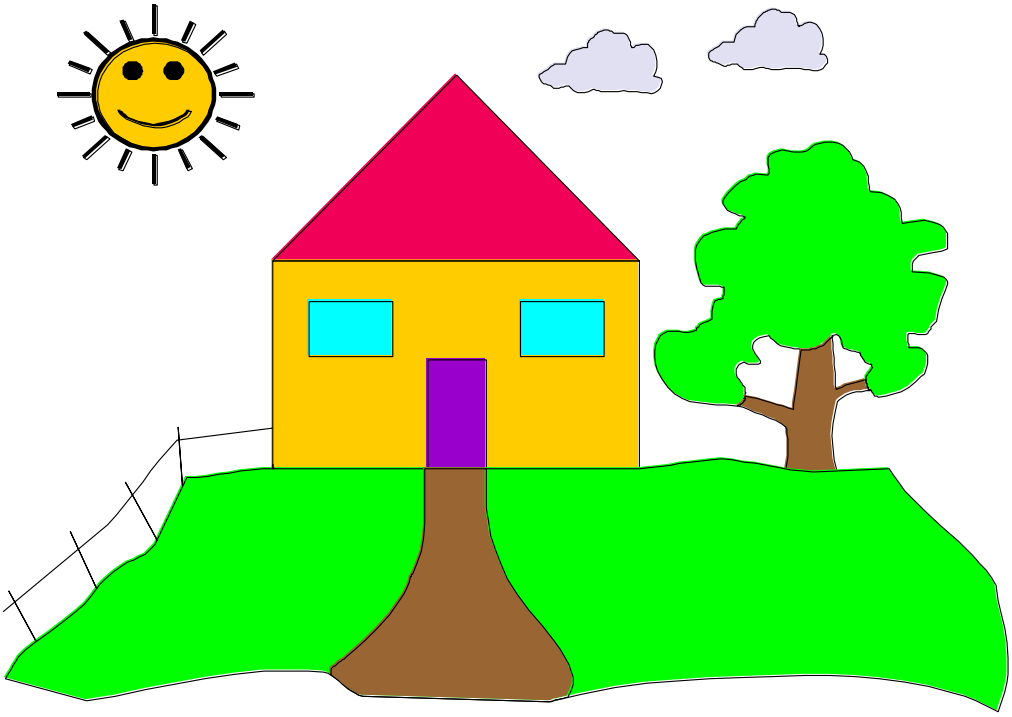

Alcester Nursery Studio Ltd

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

Nursery Prospectus

Telephone 01789 765780

Email: ANSmanager@welearn365.com

Registered as an Educational Charity

facebook

www.alcesternursery.org

Company House no: 5278232
Charity no:1032182
Accredited as a Quality Nursery
Members of the Early Years Alliance

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

Jess Sreeves

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.



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.

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At Alcester nursery Studio we aim to:

Celebrate how unique we are.

Inspire awe, wonder and curiosity about the world.

Foster children’s independence.

Create a place to belong and feel safe.

Promote a feeling of togetherness.

Early years foundation stage statutory framework

All children deserve the care and support they need to have the best start in life. Children learn and develop at a faster rate from birth to five years old than at any other time in their lives, so their experiences in early years have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning provide the foundation children need to fulfil their potential.

The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the right foundation for good future progress through school and life.

The EYFS is about what children learn, as well as how they learn. Effective practice is a mix of different approaches. Children learn through play, by adults modelling, by observing each other and through adult-guided learning.

The EYFS seeks to provide:

• Quality and consistency in all early years settings, so that every child makes good progress, and no child gets left behind.

• A secure foundation through planning for the learning and development of each individual child and assessing and reviewing what they have learned regularly.

• Partnership working between practitioners and with parents and/or carers.

• Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Overarching principles

Four guiding principles should shape practice in early years. These are:

• Every child is a unique child, who is constantly learning and can be resilient, capable, confident, and self-assured.

• Children learn to be strong and independent through positive relationships.

• Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

• Importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children, including children with special educational needs and disabilities (SEND).

The areas of learning and development

There are seven areas of learning and development that set out what providers must teach the children in their settings. All areas of learning and development are important and inter-connected. Three prime areas are particularly important for learning and forming relationships. They build a foundation for children to thrive and provide the basis for learning in all areas. These are the prime areas:

• Communication and language

• Physical development

• Personal, social and emotional development

Providers must also support children in four specific areas, which help strengthen and develop the three prime areas, and ignite children's curiosity and enthusiasm.

The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Educational Programmes

The educational programmes are high level curriculum summaries which set out what should be taught in settings for each area. They must involve activities and experiences that enable children to learn and develop, as set out under each of the areas of learning.

Communication and Language

The development of children's spoken language underpins all seven areas of learning and development. Children's back-and-forth interactions from an early age form the foundations for language and cognitive development. The number and quality of the conversations they have with adults and peers throughout the day in a language-rich environment is crucial. By commenting on what children are interested in or doing, and echoing back what they say with new vocabulary added, practitioners will build children's language effectively. Reading frequently to children, and engaging them actively in stories, non-fiction, rhymes and poems, and then providing them with extensive opportunities to use and embed new words in a range of contexts, will give children the opportunity to thrive. Through conversation, storytelling and role play, where children share their ideas with support and modelling from their teacher, and sensitive questioning that invites them to elaborate, children become comfortable using a rich range of vocabulary and language structures.

Personal, Social and Emotional Development

Children's personal, social and emotional development (PSED) is crucial for children to lead healthy and happy lives and is fundamental to their cognitive development. Underpinning their personal development are the important attachments that shape their social world. Strong, warm and supportive relationships with adults enable children to learn how to understand their own feelings and those of others. Children should be supported to manage emotions, develop a positive sense of self, set themselves simple goals, have confidence in their own abilities, to persist and wait for what they want and direct attention as necessary. Through adult modelling and guidance, they will learn how to look after their bodies, including healthy eating, and manage personal needs independently. Through supported interaction with other children, they learn how to make good friendships, co-operate and resolve conflicts peaceably. These attributes will provide a secure platform from which children can achieve at school and in later life.

Physical Development

Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives11. Gross and fine motor experiences develop incrementally throughout early childhood, starting with sensory explorations and the development of a child's strength, co-ordination and positional awareness through tummy time, crawling and play movement with both objects and adults. By creating games and providing opportunities for play both indoors and outdoors, adults can support children to develop their core strength, stability, balance, spatial awareness, co-ordination and agility. Gross motor skills provide the foundation for developing healthy bodies and social and emotional well-being. Fine motor control and precision helps with hand-eye co-ordination, which is later linked to early literacy. Repeated and varied opportunities to explore and play with small world activities, puzzles, arts and crafts and the practice of using small tools, with feedback and support from adults, allow children to develop proficiency, control and confidence.

Literacy

It is crucial for children to develop a life-long love of reading. Reading consists of two dimensions: language comprehension and word reading. Language comprehension (necessary for both reading and writing) starts from birth. It only develops when adults talk with children about the world around them and the books (stories and non-fiction) they read with them, and enjoy rhymes, poems and songs together. Skilled word reading, taught later, involves both the speedy working out of the pronunciation of unfamiliar printed words (decoding) and the speedy recognition of familiar printed words. Writing involves transcription (spelling and handwriting) and composition (articulating ideas and structuring them in speech, before writing).

Mathematics

Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. Children should be able to count confidently, develop a deep understanding of the numbers to 10, the relationships between them and the patterns within those numbers. By providing frequent and varied opportunities to build and apply this understanding - such as using manipulatives, including small pebbles and tens frames for organising counting - children will develop a secure base of knowledge and vocabulary from which mastery of mathematics is built. In addition, it is important that the curriculum includes rich opportunities for children to develop their spatial reasoning skills across all areas of mathematics including shape, space and measures. It is important that children develop positive attitudes and interests in mathematics, look for patterns and relationships, spot connections, 'have a go', talk to adults and peers about what they notice and not be afraid to make mistakes.

Understanding the World

Understanding the world involves guiding children to make sense of their physical world and their community. The frequency and range of children's personal experiences increases their knowledge and sense of the world around them – from visiting parks, libraries and museums to meeting important members of society such as police officers, nurses and firefighters. In addition, listening to a broad selection of stories, non-fiction, rhymes and poems will foster their understanding of our culturally, socially, technologically and ecologically diverse world. As well as building important knowledge, this extends their familiarity with words that support understanding across domains. Enriching and widening children's vocabulary will support later reading comprehension.

Expressive Arts and Design

The development of children's artistic and cultural awareness supports their imagination and creativity. It is important that children have regular opportunities to engage with the arts, enabling them to explore and play with a wide range of media and materials. The quality and variety of what children see, hear and participate in is crucial for developing their understanding, self-expression, vocabulary and ability to communicate through the arts. The frequency, repetition and depth of their experiences are fundamental to their progress in interpreting and appreciating what they hear, respond to and observe.

Progress check at age two

When a child is aged between two and three, practitioners must review their progress and provide parents and/or carers with a short-written summary of their child's development in the prime areas. Beyond the prime areas, it is for practitioners to decide what the written summary should include, reflecting the development level and needs of the individual child.

The summary must:

• Highlight areas in which a child is progressing well.

• Highlight areas in which some additional support might be needed.

• Focus particularly on any areas where there is a concern that a child may have a developmental delay, which may indicate a special educational need or disability.

• Describe the activities and strategies the provider intends to adopt to address any issues or concerns. This plan should involve parents and carers and other professionals (for example, the provider's Special Educational Needs Coordinator (SENCO) or health professionals) as appropriate.

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.

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

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 equipment to aid children with climbing and balancing. We have a role play area, a mud kitchen, enclosed garden where we grow produce, a quarry and a dinosaur swamp. 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, sand/mud kitchen, enclosed playhouse, balance beam, wobble bridge and access to water and messy play.





Extra activities on offer

We deliver a yoga and mindfulness session, music & movement, and PE.





Alcester Nursery Studio Ltd
Outdoor Forest School Site

There is an outdoor forest school area on Our Lady's school site. We are fortunate to have two forest school leaders in nursery and with the permission of the school leadership team we hope to be able to offer sessions to our children. 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. Lynsey Fricker and Chloe Richardson are training to be our speech and language champion. They then can 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.

Lynsey and Chloe 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 key person. 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 to comment on or upload their 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
Finance Manager	Mike Humphries (Non-board member)
Company secretary	Penny Williams
Finance Director	John Dent
Nursery Manager	Jess Sreeves

The Staff

All staff hold relevant childcare qualifications as recommended by OFSTED, and hold Paediatric First Aid certificates,

The positions and qualifications of the staff are listed below:

Position	Name	Speciality	Qualifications
Manager	Jess Sreeves	Designated Safeguarding Lead Early Help Lead	Level 7 Masters Degree in Education Level 5 Diploma in Education and Training Level 6 Early Years Degree Level 3 Early Years Level 3 SENCO EY
Office Administrator Nursery Practitioner	Andrea Shaw	Deputy Designated Safeguarding Lead Designated Teacher- CIC	Diploma 2002
Rising Stars Room Leader	Jessica Russell	Behaviour Management coordinator Forest School Leader Deputy Designated Safeguarding Lead	NVQ level III 2011
Nursery Practitioner	Chloe Sait	Deputy Maths Champion	Btec National Diploma 2011
Little Explorers Room Leader	Lynsey Fricker	Maths Champion SENCO Speech and Language Champion	HNC Childcare & Education 2005 Level 3 SENCO EY
Nursery Practitioner	Chloe Richardson		Early Years Level 3 NCFE Early Years Educator 2025
Nursery Practitioner	Tammy Hunt		BTEC National Diploma Childhood Studies (Nursery Nursing) CACHE Level 2 Certificate in Supporting Teaching and Learning in Schools (QCF)
Nursery Practitioner	Tina Ballinger		Level 3 Early Years
Nursery Practitioner	Ana Gouveia		Level 3 Early Years
Nursery Practitioner	Chloe Hoskins		Level 3 Early Years
Nursery Practitioner	Nicola Parkinson		Level 3 Early Years
Room assistant	Lucy John		
Lunchtime Supervisor	Samantha Cooper and Ellie Bonehill		

Students

Throughout the school year the nursery will host students on work placements, and we support students from local schools and colleges.

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 and give us their name, a description (preferably emailing a photograph across) and a 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 voluntary registration fee includes an Alcester Nursery Studio 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, and some carbohydrate snacks which they can access during their session. Water is always available for children.

The nursery is a peanut and tree nut free environment, and we ask that you support us in not sending any items into nursery that either contains these nuts or are produced in an environment where nuts are found.

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.

Here are some NHS guidelines for healthy eating for children:

Balanced Diet: Encourage a balanced diet that includes a variety of foods from all food groups, including fruits, vegetables, whole grains, proteins, and dairy.

Portion Sizes: Be mindful of portion sizes appropriate for children's age and activity level to help them maintain a healthy weight.

Healthy Swaps: Make simple swaps for healthier options, such as choosing whole grain bread instead of white bread or offering water instead of sugary drinks.

5 A Day: Aim for children to eat at least 5 portions of fruits and vegetables each day. This can be achieved through snacks, meals, and smoothies.

Nutritional Advice: Utilise resources and toolkits provided by the NHS to support healthy eating habits and improve children's overall health and wellbeing.

For more detailed information, you can visit the official NHS website.

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, beliefs, and traditions. For example, the children will learn about different celebrations such as Easter, Diwali, Chinese New Year and Christmas. 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 of the nursery, during your initial visit 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?
- photographs of staff members and directors
- the evacuation/invacuation procedure in case of an emergency
- photographs of our designated safeguarding lead and deputy designated safeguarding leads

- Keyperson list.
- Other certificates i.e., Makaton

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 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 several 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

The Community and Outings

A few 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, Fire officers 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

From September 2026 invoices will be emailed to parents at the beginning of each month, these relate to sessions that you have booked in. All booked sessions MUST be paid for. All invoices must be paid in full within 14 days of receiving your invoice. Any failure to pay your fees as agreed may result in late payment charges of **£25** a week and could result in the withdrawal of your child's place.

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.

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 increase each school year, in the Autumn term.

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.

The early years entitlements are:

• 15 hours of entitlement for families receiving additional support

• Universal 15 hours entitlement for all 3- and 4-year-olds

• Extended 15 hours for eligible 3- and 4-year-olds of working parents

• Expanded 30 hours for eligible 2-year-olds of working parents

• Expanded 30 hours for eligible 9-month to 2-year-olds of working parents

•The disability access fund (DAF) for eligible children accessing the early years entitlements

•The early years pupil premium (EYPP) for eligible children and looked after children accessing the early years entitlements.

CRITERIA

Your 2-year-old can get funded early learning if you live in England and get any of the following benefits:

Income Support

Income-based Jobseeker's Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments

The guaranteed element of Pension Credit

Your benefits will not be affected if you take up the 15 hours early learning offer.

2-year-olds can also get funded childcare if they:

Are looked after by a local authority

Have an education, health and care (EHC) plan

Get Disability Living Allowance

Have left care under an adoption order, special guardianship order or a child arrangements order.

Working parents

If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

In work or starting a new job

On sick leave or annual leave

On shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

Your child's age and circumstances

Your income (and your partner's income, if you have one)

Your immigration status

If you are not eligible for the working parent offer you will still receive the 15-hour entitlement for all 3- and 4-year-olds from the term after your child turns 3 until they start school, irrespective of your income level, benefit status, or family circumstances.

If you or your child receives some additional forms of support, you may be eligible for 15 hours early learning for 2-year-olds under a separate scheme and you should speak to your local council and/or provider in the first instance. If you are eligible, you should still apply for the working parent entitlement, but you will receive 15 hours from each scheme (up to a maximum of 30 hours in total).

Tax free childcare

To be eligible for Tax-Free Childcare, you, and your partner (if you have one), must:

Be at least 16 years old

Be in the UK, or treated as being in the UK

Be responsible for the child you are applying for

Be in qualifying paid work, which can include being:

Self-employed

On shared parental, maternity, paternity, or adoption leave

On sick leave or annual leave

Expect to earn on average at least a weekly amount equivalent to 16 hours a week at the National Minimum Wage or National Living Wage over the next 3 months

Alcester Nursery Studio Ltd
Not have adjusted net income of more than £100,000 per year

Not be in receipt of:

Universal Credit

Childcare Vouchers

If you're not currently working, you may still be eligible if your partner is working, and you get any of the following:

Incapacity Benefit

Severe Disablement Allowance

Carer's Allowance or (in Scotland only) Carer Support Payment

Contribution-based Employment and Support Allowance

National insurance credits on the grounds of incapacity for work or limited capability for work

You can apply if you're starting or re-starting work, but you should apply from a certain date. That date will depend on when you start or re-start work.

Find out more about eligibility for Tax-Free Childcare on GOV.UK.

If eligible, you can receive Tax-Free Childcare for your child until 1 September after their 11th birthday or until 1 September after their 16th birthday if they are disabled.

You can also claim Tax-Free Childcare alongside 30 hours for working parents

Disability access fund (DAF)

The Equality Act 2010 requires local authorities to make adjustments for disabled children where it is reasonable to do so. Local authorities must comply with the provisions of the Act in finding suitable provision for eligible disabled children.

The DAF was introduced to support disabled children's access to the entitlements for 3 and 4-year-olds. From 2024 to 2025, DAF eligibility was extended to eligible 2-year-olds and children 9 months old to 2 years, accessing the entitlements.

DAF funds can be used, for example, to support providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of all children attending the setting. Alcester Nursery Studio Ltd will use DAF funding for resources, staff training and make any adjustments to meet the needs of individual children in the setting.

Eligibility

A child will be eligible for the DAF if:

the child is in receipt of Disability Living Allowance (DLA)

and the child receives one of the following:

the universal 15 hours entitlement for 3 and 4-year-olds

or

the 15 hours entitlement for families of 2-year-olds receiving additional support

or

the 15 hours entitlement for children aged 2 years of eligible working parents

or

the 15 hours entitlement for children aged 9 months to 2 years of eligible working parents

The same criteria applies to all of the entitlements.

Children do not have to take up the full 570 hours of early education to which they are entitled to receive the DAF. Children will be eligible if they take up any of the free entitlement and receive DLA.

How to apply for DAF

The parent will complete the Parent declaration form for funding and complete all sections that apply. If their child is in receipt of DLA, then they must tick yes in the DAF section and provide the setting with proof of the DLA award letter. The setting will provide the local authority with these details so that they can award the extra funding to the setting.

Early years pupil premium

If your child is in early years education, your early years provider could be eligible for extra funding to help support your child.

Who can apply

You can apply for early years pupil premium if your child is aged 9 months to 4 years old and you get any of the following:

- 30 hours of Free Childcare for Working Parents
- 15 hours of free childcare for 2 year olds if you get extra support
- 15 hours of free childcare for all 3 and 4 year olds

You must also get at least one of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Universal Credit - your household income must be less than £7,400 a year after tax, not including any benefits you get

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order

- a child arrangements order

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 children in care with PSED support
- Promoting healthy lifestyle through opportunities for physical development
- Offering additional sessions outside of funded hours to support the child

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.

Child Protection & Safeguarding Policy

The Nursery follows the guidelines for Child Protection laid down by Warwickshire Safeguarding Board. 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, Andrea Shaw, Jane Denby and Jess Russell 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 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 Jess Sreeves nursery manager or you can talk to one of our directors. You may also get in touch with OFSTED if you are still not satisfied on
0300 12346666

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. 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

If 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 safeguarding children protection procedures as set out in our safeguarding 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 and there is a changing area where the adult 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 and 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. Staff will praise the children, and give lots of eye contact and smiles, thumbs up etc and in return we believe the children will 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/text or email to inform us if your child is to be absent. We appreciate it if you do keep your child at home if they are 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 No vaping

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/ no vaping zone.

Dogs

In the interests of safety and hygiene, no dogs are allowed into the nursery and its grounds, except for 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 into 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 and remains the property of the nursery. Loss or damage of the red bag could result in a payment for the replacement.

General Emergency Evacuation Plan

Alcester Nursery Studio Ltd will have an evacuation and invacuation drill each term which is carried out with staff and children from Our Lady's school.

The general evacuation/invacuation 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/invacuation procedure will commence as practiced each term. 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

Jess Sreeves, Andrea Shaw, Jess Russell

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.

Safety

The school gate entrance is very close to the main road; therefore, we ask that you hold your child's hand as you leave.

Charging Policy

Statement of intent

Alcester Nursery Studio Ltd believes that they offer a fair fee for all families to be able to send their child to the nursery. Alcester Nursery Studio Ltd offers the various funding options for 2-, 3- & 4-year-olds

Aim

We aim to always deliver an excellent service 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

To operate efficiently we will:

- invoice at the beginning of each month
- non-payment – any fees not paid within the first 14 days of the invoice date will receive a reminder. If still no payment is made, then a late payment charge of £25 may 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 worker / 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 any of the funding options for 2, 3 & 4-year-olds then a parental declaration form is completed and signed each term by the parent and provider.

- If your child is regularly absent, then they may have their funding withdrawn. The nursery will monitor attendance / absence, but we ask that you make contact each day to give us an update on your child's absence.

Free Early Education Funding

Can be accessed during Term Time Only Monday to Friday between 8-5.30pm over 38 weeks of the year. There are no minimum sessions to attend the nursery. For further help and support with funding options please click on the following link https://www.beststartinlife.gov.uk/eligibility-checker

		hours	Hourly Rate
Before school session	8am-9am	1	£0
Morning or afternoon session	9am – 12 or 12 – 3pm	3	£0
Morning session with own lunch	9am – 1pm	4	£0
Full day With own lunch	9am – 3pm	6	£0
Afterschool club – Short session	3.00 – 4.30	1.5	£0

Afterschool club – Long session	3.00 – 5.30	2.5	£0

Paying Fees for September 2026 – July 2027

These fees are payable for any services received above the FREE funding entitlement. Fees are liable to increase each Autumn term, from the September.

		Session Price	Hourly Rate
Breakfast club	8am – 9am	**£7.10**	**n/a**
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	**£26.55**	**£8.85**
Morning session with lunchtime 3yr olds	9am – 1pm	**£35.40**	**£8.85**
Full day With own lunch 3yr olds	9am – 3pm	**£53.10**	**£8.85**
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	**£30.96**	**£10.32**
Morning session with lunchtime 2yr olds	9am – 1pm	**£41.28**	**£10.32**
Full day With own lunch 2yr olds	9am – 3pm	**£61.92**	**£10.32**
Afterschool club – Short session	3.30pm – 4.30pm **For school children**	**£7.10**	n/a
Afterschool club – Long session	3.30pm – 5.30pm **For school children**	**£14.20**	n/a
Afterschool club – Short session	3.00 – 4.30 **For children at nursery**	**£9.26**	n/a
Afterschool club – Long session	3.00 – 5.30 **For children at nursery**	**£15.44**	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.

Privacy notice

Alcester Nursery Studio Ltd Privacy Notice

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*	5 days from commencing antibiotic treatment	Treatment is recommended, though non-infectious coughing may 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.

Alcester Nursery Studio Ltd
Warwickshire,
B49 6AG

Our Data Protection Officer is:
Jess Sreeves

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 working parent funded childcare or Pupil premium, 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 it 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. Your child's online learning journal will be available to you to download in a PDF document created by the setting when they leave the setting. All data will be deleted of your child from this platform.

When accessing the Early Education funding we will retain related data such as Parental Declaration forms for 7 years.

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/

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

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, regarding 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 senior leaders who will contact children's social care for advice where they have doubts or are unsure.
- Our senior leaders will 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.
- 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 in care, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to our 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 months when schools are closed.

Holiday Club















Alcester Nursery Studio Ltd

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Child Details

Child's name		**Sex**	**M / F ***
Preferred name	**Form A: Registration Form and Permission Slip**	**Date of Birth:** **Born at how many weeks?**	

Education

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

Family Details

Home address	
Post Code	
Home Tel No	
Main contact Work Tel No	
Nationality of Child	
Nationality of Father	
Nationality of Mother	
Position of Child in the Family i.e. youngest, oldest	

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 ……

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

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Medical Details

Family Doctor Name	
Address	
Telephone No	
Health Visitor's Name & Tel No	
Community Nursery nurse & tel no	
Social Worker name & Tel No	
Speech Therapist name & Tel No	
Other Professional Agency Name & Tel No	

Medical Conditions		**Comment**
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**	

When was your child last inoculated against tetanus?	
What other inoculations has your child had?	
Has your child had their 2yr check with the health visitor or community nursery nurse?	**If so, when?**
Office Use: **Has a birth certificate/passport been seen?**	**Yes** ☐ **No** ☐

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Health and development

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

Two months old	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □ No □	Date:	
	Pneumococcal (PCV) vaccine.	Yes □ No □	Date:	
	Rotavirus vaccine.	Yes □ No □	Date:	
Three months old	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □ No □	Date:	
	Meningitis C vaccine.	Yes □ No □	Date:	
	Rotavirus, second dose.	Yes □ No □	Date:	
Four months old	6-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, hepatitis B, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes □ No □	Date:	
	Pneumococcal (PCV) vaccine, second dose.	Yes □ No □	Date:	
Between 12 and 13 months old	Hib/Men C booster - Haemophilus influenza type b (Hib), forth dose and meningitis C, second dose.	Yes □ No □	Date:	
	MMR vaccine – mumps, measles and rubella.	Yes □ No □	Date:	
	Pneumococcal (PCV) vaccine, third dose.	Yes □ No □	Date:	
Two to three years	Flu vaccine	Yes □ No □	Date:	
Three years and four months or soon after	MMR vaccine, second dose – mumps, measles and rubella.	Yes □ No □	Date:	

4in1 (DTaP/IPV) pre-school booster-diphtheria tetanus, pertussis (whooping cough) and polio	Yes □ No □	Date:

For internal use: Has the child's health record book been seen to confirm immunisation dates?
Yes □ No □

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Emergency Contact Numbers for parent / guardian 1

Name – please print
Relationship to child
Address
Post code
Occupation
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
email address

Emergency Contact Numbers for parent / guardian 2

Name – please print
Relationship to child
Address
Post code
Occupation
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
email address

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

Emergency Contact Numbers

Name – please print
Relationship to child
Address
Post code
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
email address

Emergency Contact Numbers

Name – please print
Relationship to child
Address
Post code
Emergency no.
Daytime no.
Evening no.
Mobile no.
Work no.
email address

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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

Who has Parental Responsibility?

Name Relationship to child

Name Relationship to child

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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 and 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 to 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 log on 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 always follows good practice 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 laptop

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 2, 3 & 4-year-olds. Funding is available the term after your child is 2/3. For all eligible working parent funding for 2, 3 & 4-year-olds parents have to apply for this themselves by going onto the website 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 and sign and date below.

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 entitlement 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

Alcester Nursery Studio Ltd

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	**£7.10**	**n/a**					
Morning or afternoon session 3yr olds	9am – 12 or 12 – 3pm	**£26.55**	**£8.85**					
Morning session with lunchtime 3yr olds	9am – 1pm	**£35.40**	**£8.85**					
Full day With own lunch 3yr olds	9am – 3pm	**£53.10**	**£8.85**					
Morning or afternoon session 2yr olds	9am – 12 or 12 – 3pm	**£30.96**	**£10.32**					
Morning session with lunchtime 2yr olds	9am – 1pm	**£41.28**	**£10.32**					
Full day With own lunch 2yr olds	9am – 3pm	**£61.92**	**£10.32**					
Afterschool club – Short no snack	3.30pm – 4.30pm For School children	**£7.10**	n/a					
Afterschool club – snack included	3.30pm – 5.30pm For School children	**£14.20**	n/a					
Afterschool club – Short no snack	3.00 – 4.30 For children at nursery	**£9.26**	n/a					
Afterschool club – snack included	3.00 – 5.30 For children at nursery	**£15.44**	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.

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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 **(delete as necessary)** 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 the parent prior to administering
- ☐ I give my permission for my child to be taken out of the premises for local 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
- ☐ I agree to my child having the school's sun protection cream rubbed in on hot days
- ☐ 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 apply 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 for the replacement of 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 when accessing the Early Education Funding
- ☐ Has your child had their 2 – 2 1/2-year check? If so, can you please share the outcome of the assessment?
- ☐ I agree to give 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 **£30.00**. Please make payment direct into the nursery bank account.

Alcester Nursery Studio Ltd Account sort code: 82-12-08 Account no: 50141729

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 by email or post after 10 days.

I agree to receive monthly newsletters and other literature electronically; therefore, my email address is on my contact details **Signed**	
Print name	
Date	
Relationship to child	

Return to:

Alcester Nursery Studio Ltd.

St Faiths Road,

Alcester, Warks.

B49 6AG