



REGISTRATION FORM (please use biro)

Child's Name

Child known as

Date of birth Gender

Birth Certificate seen Yes Number :

Ages and Stages (ASQ's) review completed with health visitor Yes

Child Immunisations up to date Yes

£20.00 Deposit paid Yes

Name of parent(s) with whom the child lives

1

Does this parent have parental responsibility? Yes/No

2

Does this parent have parental responsibility? Yes/No

Address

..... Postcode

Daytime Contact number

Email address

Child's Nationality Child's Culture/Religion.....

Any known current allergies/illnesses/disabilities/special needs/additional needs

.....

EMERGENCY CONTACT DETAILS

First Contact (informed by parent and authorised to collect child)

Name

Relationship to child

Daytime Contact number

Second Contact (informed by parent and authorised to collect child)

Name

Relationship to child

Daytime Contact number

Start date required

Early morning club	8.30 - 9.30am	(please circle)	Mon	Tue	Wed	Thur	Fri
Sessions required	9.30am - 12.30pm	(please circle)	Mon	Tue	Wed	Thur	Fri
Lunch club	12.3pm - 1.30pm	(please circle)	Mon	Tue	Wed	Thur	Fri
Afternoon club	1.30pm - 3.00pm	(please circle)	Mon	Tue	Wed	Thur	

Please return this form at your earliest convenience along with a £20.00 registration fee.
This fee will be refunded with your first terms fees.

Name of parent/carer

Signature Date

Permissions / Consent / Agreements

To be completed and returned with Registration details

Date

Name of Child

Name of Parent

Please read and sign to confirm understanding and agreement

Child Care Professionals/Primary Schools

Our setting welcomes visits from Child Care Professionals and Primary Schools to meet with the children, make observations and to receive any relevant information in order to enhance our pre-school and to help further progress the children.

.....
I do / do not give permission for outside professionals to meet with my child

Photographs/Video

Permission is requested to take photographs and/or video footage of your child for:

- Display in the foyers of our premises during session times (names are NOT displayed)
- To show Ofsted personnel and outside professionals
- Record events such as concerts, sports day for marketing purposes (names are NOT displayed)
- Publish on our Facebook Page (names are NOT displayed and faces are NOT full front)
- Include in your child's Learning Journeys alongside their friends.

.....
I do / do not give permission for photographs and/or video footage of my child to be taken for the above purposes.

Social media agreement form

Whilst taking photographs or video footage of
(your child's name) at Whizz Kids Pre-School events, I understand and agree not to allow any image of another child to be posted on the internet or any social network sites unless prior permission for the individual parent/carer has been received.

I also agree not to use any social media such as Facebook or Twitter to make any negative or derogatory comments regarding any aspect of Whizz Kids Pre-School including staff, children or their families.

Information sharing

I understand the circumstances when information may be shared without my consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.

Outings

Permission is requested for Whizz Kids Pre-School staff to allow them to take children on outings in the surrounding vicinity of Hockley

I do / do not give permission for staff to take my child on outings

Emergency Treatment/Transport by ambulance to nearest Accident and Emergency

Permission is requested for Whizz Kids Pre-School staff to seek emergency treatment for children at our setting or travel with them to A&E to be examined or treated.

I do / do not give permission for Whizz Kids staff to seek emergency treatment

In addition to the;

Emergency Treatment/Transport by ambulance to nearest Accident and Emergency Permission, we also seek permission to **Administer Plasters** if necessary to your child.

I do / do not give permission for Whizz Kids staff to administer plasters if necessary to my child(ren)

Whizz Kids Pre-School Policies and Procedures Understanding and Agreement Form

To be completed and returned with Registration Details

I, the undersigned, have been made aware that copies of Whizz Kids Pre-School Policies and Procedures are on display in the foyer of the premises and on the website www.whizzkidspre-school.co.uk.

I, the undersigned, understand I have the opportunity to take a copy away with me or download to read and confirm I will discuss any concerns or anything I do not understand with the Whizz Kids management.

Signed Date

Print

LIST OF POLICIES AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

- 1 Administering Medicines
- 2 Admissions
- 3 Camera
- 4 Children's Rights and Entitlements
- 5 Complaints
- 6 Emergency Closure
- 7 Equality and Diversity
- 8 Fire Safety and Emergency Evacuation
- 9 First Aid
- 10 Food Hygiene
- 11 GDPR
- 12 Grievance
- 13 Health & Safety
- 14 Healthy Eating
- 15 Information Sharing
- 16 Intruder
- 17 Lock Down
- 18 Looked After Children
- 19 Managing Children with allergies or who are sick or infectious
- 20 Missing Children
- 21 Mobile Phone and Social Media
- 22 Nappy Changing
- 23 Outings and Visits
- 24 Physical Activity
- 25 Positive Behaviour
- 26 Prevent Duty
- 27 Privacy Notice

28	Risk Assessment
29	Role of the Key-Person and Settling-in
30	Safeguarding Children and Child Protection
31	Safer Recruitment
32	Supporting Children with Special Educational Needs
33	Un-collected Children
34	Whistleblowing
35	Working in partnership with other agencies



**PARENT/CARER CONSENT FORM
(Permission to Share Information)**

I hereby give permission for the Whizz Kids Pre-School to share information about my child with relevant outside agencies, such as Health Visitor, Speech and Language Therapist, Paediatrician, Specialist Teacher team, and primary school.

Signed
(parent).....

Child's Name
.....

Child's Date of Birth
.....

Date
.....

Whizz Kids Pre-School Privacy notice

To be retained for your information

Introduction

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

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

What personal data do we collect?

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

Personal details that we collect about your child include:

- Your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, photos and if relevant any meeting notes relating to your child, or any notes or observations from outside professionals.
- 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.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details.

This information will be collected from you directly in the registration form. We will also ask you to sign your agreement and give consent in relation to:

- Sharing information and contact with childcare professionals and primary schools, photographs and video, outings, emergency treatment and first aid.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

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

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

- Contact you in case of an emergency.
- 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 free childcare (only where applicable).
- To keep you updated with information about our service.

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent 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.

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.
- The Local Authority (where you claim up to 30 hours free childcare as applicable)
- The government's eligibility checker (as above)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law or by a court order.
- 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, in relation to any safeguarding issues.
- It is necessary to protect ours, or others rights, property or safety.
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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

How do we protect your data?

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

- Current information is stored on password protected laptops owned and managed by Sara Ward and Terina Wilkinson.
- Storing current information in locked filing cabinets, in a locked cupboard on our premises.
- Storing old information in a locked filing cabinet, in a locked garage at 9 Etheldore Avenue, Hockley, Essex SS5 5PA.

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.

Automated decision-making

Whizz Kids Pre-School will not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

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

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 Sara Ward, who is the General Data Protection co-ordinator. 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.



Whizz Kids Pre-school
Hockley Community Centre
Westminster Drive
Hockley
Essex
SS5 4XD

Contact Telephone Number: 07948 970027

Email: contact@whizzkidspre-school.co.uk

Website: www.whizzkidspre-school.co.uk

The qualified and experienced team at our pre-school provide high quality care and education for children aged between 2 - 5 years old.

Mrs Sara Ward, Manager, Key-person, Level 4 qualified - working towards Level 5, Safeguarding Children Lead, First Aider, GDPR Co-ordinator

Ms Terina Wilkinson, Manager, Key-person, Level 4 qualified - working towards Level 5, Send&AnCo, First Aider

Miss Christine Bias, Key-person, Level 3 qualified -working toward Level 3

Mrs Denise Cormack, Key-person, Level 3 qualified, Postive Behaviour Co-ordinator

Mrs Gemma Deer, Assistant Key-person, Level 2 qualified

Mrs Tracy Glynn, Assistant Key-person, First Aider

Mrs Laura Hargrave, Assistant Key-person, Level 2 qualified

Mrs Lianne Hoy, Assistant Key-person. First Aider

Mrs Tracey Martin, Key-person, Level 3 qualified, First Aider, ENCo

Mrs Caroline Rowlands, Key-person, Level 3 qualified

We are open:

Monday to Thursday 8.30am until 3.00pm

Friday from 8.30am until 1.30pm.

For those children who are entitled to the government funding this can also be used for throughout our sessions from new early morning to afternoon club. For more information on this please see page 11 of this prospectus.

We are open for 38 weeks each year.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key-person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop.

Children's development and learning

The provision for children's development and learning is guided by the Early Years Foundation Stage (EYFS).

A Parent's Guide to the Early Years Foundation Stage Framework is available to read on our parents information tables in our foyer.

Our approach to learning and development and assessment

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance to the Early Years Foundation Stage to provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities, information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Children's Progress Summaries and Learning Journeys

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to the assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievements based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

2 Year Old Progress Check

All early years providers are required to review a child's progress when a child is aged between two and three. This will be discussed between the child's parent/carer and their keyperson who will highlight progress, achievements and any areas where extra support may be needed.

In addition to the 2 year old progress check, early years providers are also required to complete a 2 Year Integrated Review. This will be discussed between the child's parent/carer, their keyperson and a health visitor assigned to Whizz Kids Pre-School.

Working together for your children

In our setting we maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide;
- allow the children to explore and be adventurous in safety.

Whizz Kids Pre-school operates an 'open door policy' and we welcome parents to drop into the setting to see it at work or to speak with the staff.

Key-persons and your child

Our pre-school operates a key-worker system. This means that each key person has a group of children for whom she is particularly responsible. Your child's key-person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at our pre-school she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from the setting's activities.

In our pre-school we maintain the ratio of adults to children that is set through the National Standards for Day Care. We also have volunteer parent/carers helpers where possible to complement these ratios.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the staff at our setting take part in further training to help them to keep up-to-date with thinking about early years care and education.

The setting also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-school Learning Alliance, through the Under 5 magazine and publications produced by the Alliance.

Starting at our pre-school

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child settle in our setting. Our setting has a policy about helping children to settle in to the setting: a copy of which is enclosed in this prospectus.

Clothing

We provide protective clothing for the children when they take part in messy or wet activities.

An optional uniform is available to buy from 'Danielles' in Hockley. The uniform consists of jade or purple polo shirts, sweatshirts and cardigans (with our pre-school logo embroidered). We would suggest that any colour tracksuit bottoms are ideal for pre-school.

We encourage children to gain the skills that help them to be independent and look after themselves. These include doing as much as they can manage of their own toileting needs. Clothing that is easy for them to manage will help them to do this. Belts and extra fastenings may take extra valuable time. Outdoor clothing must be provided during colder days and should be easily put on and fastened. Hats must be provided during sunny days to provide necessary protection and are preferable to fashion sunglasses which can be a hazard.

Whilst our outdoor activities will mainly take place in shady positions, brief exposure to the sun will occur and you are advised to apply sun-cream to your child before arrival at our pre-school, as our staff are not permitted to do this.

Shoes

Shoes must be appropriate for both indoor and outdoor play. During wetter days parents may supply Wellington boots for children to change into when playing outside. We discourage wearing open-toe sandals or flip-flops as these offer little protection to the wearer.

Jewellery

Children are not permitted to wear jewellery to pre-school. However, a pair of stud earrings or a watch may be worn.

Toys

Please ensure your child does not bring their own toys to pre-school as this causes distress to children if they get lost or broken and also helps to promote the sharing of 'pre-school' toys.

On certain days during the week the children may be encouraged to bring in an item/toy of interest for discussion at circle time. These items will be stored during the session until they are required.

The Session

At Whizz Kids Pre-school we believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group;
- provide children with opportunities to learn and help them to value learning.

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Snacks

Our pre-school makes snacks a social time at which children eat together. These snacks provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

We also operate an optional lunch club for the children from Monday to Friday and this is very popular with the children. Children arrive at pre-school at the start of session with a packed lunch, which is suitably stored until lunch time. Then, after washing their hands, will sit and eat their packed lunch at tables staffed by key-persons. Children are encouraged, but never forced, to eat the food provided by their parents in a happy and social environment.

Due to health and safety reasons, please note that Whizz Kids Pre-school is a 'nut-free' zone and I would like to ask for your cooperation when preparing lunch for your child that you only include food that is free of nuts. Packaged food should have the words 'nut free' but 'trace of nuts' or 'made in a nut environment' is acceptable.

As grapes and cherry tomatoes are a potential choking risk, parent/carers are asked to make sure that these are cut in half lengthways. Please ensure the lunch bag contains an ice-block if your child's lunch contains any dairy.

How parents take part in our pre-school

We work in partnership with parents/carers to help children to learn and develop. We consider that parents/carers have the right to be:

- valued and respected;
- kept informed;
- consulted;
- involved;

- included.

We offer both children and their families a service that promotes equality and values diversity.

Our pre-school recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents can take part in making our pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping out during the session at our pre-school;
- sharing their own special interests with the children;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities in which the setting takes part;

Policies

Copies of our policies are on display in the foyer of our premises and on our website www.whizzkidspre-school.co.uk. Every parent/carer has the opportunity to take a copy away with them to read at their leisure.

Our setting's policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

We are advised to inform you that we have a Complaints policy in place at our pre-school and should you ever be in a position where you feel you need to make a complaint against our pre-school or an individual member of staff, the telephone number and address of OFSTED is: The National Business Unit, Ofsted, The Royal Exchange Building, St Ann's Square, Manchester M2 7LA - 0300

123 1231. This address and telephone number if also included in our Complaints policy.

Administering medicines

It is not our policy to care for sick children, who should be at home until they are well enough to return to our pre-school.

In many cases, it is possible for children's GP to prescribe medicine that can be taken at home in the morning and evening. It would be preferable, if a child requires medication during the pre-school session, a parent or carer attends the pre-school and administers the medication personally. If this is not possible please discuss with your child's keyperson.

Sickness

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. Parents/carers should not leave their children at our pre-school if they have had sickness or diarrhoea in the previous 48 hours. Parents/carers should not leave their children at our pre-school if the child has a temperature.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff. Our Safeguarding Children Officer is Mrs Sara Ward.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs

As part of our setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). Our Special Educational Needs Coordinator is Mrs Terina Wilkinson.

Session Fees

Session fees and the paying thereof will be discussed with parents/carers on initial contact or during children's first visits and we will endeavour to be as flexible as is possible. We are in receipt of nursery education funding for three and four year olds and where certain criteria are met, funding for two year olds. Where funding is not received, then fees will apply.

In Essex children become eligible for the Free Entitlement the term after their third birthday according to these cut-off-dates:

A child born on or between	Will become eligible for a free place from
1 st April and 31 st August	1 st September following their third birthday
1 st September and 31 st December	1 st January following their third birthday
1 st January and 31 st March	1 st April following their third birthday

All children receiving free early education are entitled to 15 hours per week for 38 weeks a year and can also be used for our new early morning sessions, lunch-clubs and afternoon clubs.

A free early education entitlement form will be given to the parent/carer of each eligible child to state how many hours they wish our pre-school to claim for. Once agreed, these hours are secured for that term and non-transferable.

Essex County Council has agreed that if a parent decides that they want to increase the number of hours after signing the declaration, the provider may charge for the additional hours, on the condition that this is clearly explained with the parent/carer.

Funding is also available for 2 year old children. This funding is subject to meeting the criteria set out by Essex County Council. For more information on the funding available for 2 year old children please visit the Childcare Choices website.

An additional 15 hours of funding is available subject to parents meeting the criteria. For more information please visit the Childcare Choices website.

Please note that session fees remain payable if a child is absent from our pre-school for holiday, sickness etc.

Late payment of fees will incur additional charges. It is preferable to receive payment by internet banking to avoid any administration costs.

Please do not hesitate to contact Sara Ward/Terina Wilkinson on 07948970027 if you need any further information or clarification regarding this prospectus.