



Waiting list and admissions policy

Fairview Under Fives Group
Uplands Park Road, Rayleigh, Essex, SS6 8AJ
Tel: 07713 701655
Email: fairviewpreschool@hotmail.com

Charity No. 1029088

Contents:

09.1 Waiting list and admissions

- 09.1a About our childcare
- 09.1b Application to join
- 09.1c Childcare registration form
- 09.1d Childcare terms and conditions

09.1a About our childcare

Welcome to Fairview Under Fives Group and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This document aims to provide you with an introduction to Fairview Under Fives Group, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

Children's development and learning

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, as well as volunteer helpers
- has the chance to join in 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
- is in a setting in which parents help to shape the service it offers

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

- *A Unique Child*

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

- *Positive Relationships*

Children learn to be strong and independent through positive relationships.

- *Enabling Environments*

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, parents and/or carers.

- *Learning and Development*

- Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

- *Prime Areas*

- Personal, social and emotional development.
- Physical development.
- Communication and language.

- *Specific Areas*

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

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- self-regulation
- managing self
- building relationships

Physical development

- gross motor skills
- fine motor skills

Communication and language

- listening, attention and understanding
- speaking

Literacy

- comprehension
- word reading
- writing

Mathematics

- number
- numerical patterns

Understanding the world

- past and present
- people, culture and communities
- the natural world

Expressive arts and design

- creating with materials

- being imaginative and expressive

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically - thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's records of achievement/learning journeys. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Learning journeys

We keep a learning journey for each child. Your child's learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's progress. Together, we will then decide on how to further support your child's learning and development.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and 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

The staff who work at our setting are:

Name	Job Title	Qualifications and Experience
Sarah Clarke	Manager	Fully Qualified Teacher Status Designated Safeguarding Lead Health and Safety Officer Fire Warden Paediatric First Aider
Rosie Rayment	Office Manager	Enrolment Officer GDPR Officer Paediatric First Aider
Hayley Prasad	Deputy Manager	Early Years Level 3 Deputy Safeguarding Lead Deputy Health and Safety Officer

		Fire Warden Paediatric First Aider Oversees Tapestry Social Media Manager
Helen Carpenter	SENCO	Early Years Level 3 Paediatric First Aider
Keely Jones	Supervisor	Early Years Level 3 Paediatric First Aider Room Lead 2 Year lead
Sarah Lay	Practitioner	Early Years Level 3 Paediatric First Aider
Olivia Wiseman	Practitioner	Paediatric First Aider
Holly May	Practitioner	Early Years Level 2 Paediatric First Aider
Maddie Hume	Practitioner	Early Years Level 3 Paediatric First Aider

We are open during school term times each year.

We are closed during school holidays

We are open for 5 days each week

The times we are open are 9am until 3pm

We provide care and education for young children between the ages of:

2 and 4 years.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many

ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff
- contributing to the progress check at age two
- helping at sessions of the setting
- sharing their own special interests with the children
- helping to provide and look after the equipment and materials used in the children's play activities
- being part of the management of the setting, where appropriate
- 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
- building friendships with other parents in the setting

Joining in

Our setting offers parents the chance to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

Parents can also offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop into the setting to see it at work or to speak with the staff.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Early Years Alliance, through *Under 5* magazine and other publications produced by the Alliance. The current copy of *Under 5* is available for you to read. Occasionally, we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our 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

The session

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 all areas of learning and development, including their health 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(s).

Snacks and meals

We make snacks and meals a social time at which children eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs, particularly any known allergies or food intolerance and we will plan accordingly.

Clothing

We encourage the use of uniform for the children so that when they play with messy activities it does not ruin every-day clothes. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on Tapestry or our website.

Our policies help us to make sure that the service we provide is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is [we collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]

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 [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that 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 educational needs

To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Helen Carpenter

The management of our setting

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances
- employing and managing our staff
- making sure that we have, and work to, policies that help us to provide a high-quality service
- making sure that we work in partnership with parents

The Annual General Meeting is open to the parents of all the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Fees

The fees are payable half-termly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to our manager Sarah Clarke.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two-, three- and four-year-olds; where funding is not received, then fees apply.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the role of the key person and Settling-in is enclosed with this document or is available from our website.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or to respond to any questions.

9.1b Application to join



Edward Francis Primary School
Uplands Park Road, Rayleigh SS6 8AJ
email: fairviewpreschool@hotmail.com
Tel: 0771 370 1655

September 2022

Dear Parent/Carer,

Thank you for your enquiry regarding your child starting at Fairview Under Five's Group.

To register your child for a place at Fairview, please kindly complete and return the attached Registration Form, at your earliest convenience. A non-refundable registration fee is also required to confirm your child's place at Fairview. Further information is provided below.

Please be assured that all information you supply will be kept in accordance with General Data Protection Regulations, further detail of which is provided at the end of the Registration Form.

Non-Refundable Registration Fee

If your child will be under 3 years of age and not in receipt of Free Early Education Entitlement funding when they start at Fairview, a non-refundable registration fee of £25.00 will be required to secure their place. This fee covers the necessary costs associated with registering your child at our preschool. Your child will also be provided with a Fairview T shirt as part of the registration fee payment.

If your child will be over 3 years of age and in receipt of Free Early Education Entitlement when they start at Fairview, we kindly ask you for a voluntary registration fee contribution of £25.00 to secure their place. This contribution covers the necessary costs associated with registering your child at our preschool. Your child will also be provided with a Fairview T shirt as part of the registration contribution. Fairview is a registered charity and, therefore, relies on contributions to carry out day to day business successfully. Your contribution is, therefore, much appreciated.

Registration fee cheques should be made payable to **Fairview Under Five's Group**. Alternatively, we welcome payment by direct bank transfer (our preferred payment option), bank account details of which are set out below:

Name of Bank Account: Fairview Under 5's Group

Sort Code: 54-30-60

Account Number: 72882247

Our Admissions Policy is updated annually. Currently, we kindly request that all new starters aged 2 attend a minimum of **3 sessions per week** and, provided spaces are available, your child may start at Fairview from the academic term after they turn 2 years of age.

If your child will be attending Fairview for their final year prior to primary school, we kindly request that they attend a minimum of **4 sessions per week**.

Sessions offered at Fairview from September 2022 will be as follows:

- Morning sessions: Mon–Fri 9:00am – 12:00pm (3 hours) - £20.00
- Afternoon sessions: Mon–Fri 12:00pm – 15:00pm (3 hours – a packed lunch will be required)-£20.00
- Full day sessions (equal to 2 sessions): Mon-Fri 9:00am - 15:00pm (6 hours – a packed lunch will be required)- £40.00

A snack fee of £0.70 per morning or full day session per child attending is also charged.

Please kindly return your completed Registration Form to Fairview Under Five's Group by email or to the above address, marked for the attention of Rosie Rayment. An e-mail will be sent in receipt of the registration form and associated fee / voluntary contribution.

Once again, thank you for choosing Fairview Under Five's Group. Should you have any further queries, please do not hesitate to contact me.

We look forward to welcoming your family to our wonderful preschool in the near future.

Kind regards,

Rosie Rayment

Office manager

Telephone No: 07787 035 642

Email: Fairviewpreschool@hotmail.com



Pupil Registration Form

Child's name

Preferred name (eg Lizzie, Joe)

Gender: Male / Female (Please delete, where appropriate)

Date of Birth/ /

Parent's / Carer's names

Address

..... Postcode

Home phone no: Mobile no.

Email address:@.....

**Term you wish your child to start at Fairview Under Five's Group
(eg. September 2022)**

Sibling of child currently attending or recently attended Fairview?

Sessions Requested:

Please tick, where appropriate, the sessions you wish your child to attend. Please note, there is no guarantee these sessions will be available, but we endeavour to accommodate your request.

	Morning Session 9:00am to 12:00pm (3 hours)	Afternoon Session 12:00pm to 15:00pm (3 hours)	Full Day Session 9:00am to 15:00pm (6 hours)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Signed:

Name of Parent / Carer:

Dated:

General Data Protection Regulation

Why do we need Pupil Registration information?

We require both your child's details and parent / carer details in order to register your child at Fairview. By completing the registration process you consent to Fairview Under Fives Group contacting you about the registration of your child.

What we do with this information?

We process the data during the registration process in order to include your child on our pupil register for the Academic Year, in addition to processing any claim for Free Early Education Entitlement funding.

We hold all information in a secure and safeplace within our setting, plus digitally, in secure cloud based storage. This information is used by our pre school Administrator as well as the Manager and staff at pre school.

Who do we share this information with?

In order to remain compliant with our legal obligations, we share the registration details of the children at Fairview Under Fives Group with the Local Area Education Authority, OFSTED, the Police and Social Services if / when requested.

With your consent, we will also share details with any professionals from outside agencies, such as Health Visitors and speech and language therapists or with other Early Years Providers or your ongoing Primary School.

How long do we keep this information?

Once your child has been registered at Fairview Under Fives Group, we keep all registration information for up to 3 years after your child has left the setting, as recommended in the Statutory Framework for the Early Years Foundation Stage 2021, underpinned by the Childcare Act 2006. After this time period, both digital and physical data is destroyed.

If your child is registered to attend Fairview however does not ever start at pre-school, we will destroy all registration data, both digital and physical, on receipt of confirmation from you that your child will no longer attend Fairview.

09.1c Childcare registration form

It is helpful for expected key persons or setting managers to complete this form with the parent(s) when the child starts at the setting.

Enrolment Forms and other Information Checklist

Please kindly complete and return this checklist and enclose all information, as set out below

Name of Child:

Enrolment Form / Other Information Required	Completed and Enclosed (please tick)
Contact Details Form	<input type="checkbox"/>
Medical Information Form	<input type="checkbox"/>
Ethnic Category Form	<input type="checkbox"/>
Observations and Assessments Form	<input type="checkbox"/>
Tapestry Consent Form	<input type="checkbox"/>
First Aid Consent Form	<input type="checkbox"/>
Emergency Medical Care Consent Form	<input type="checkbox"/>
Assisting Personal Care Consent Form	<input type="checkbox"/>
Assisting Toileting and Changing Nappies Consent Form	<input type="checkbox"/>
Local Outings Consent Form	<input type="checkbox"/>
Collection of your Child from Pre-school Consent Form (including photographs of parents/carers who will be collecting and dropping off your child to pre-school)	<input type="checkbox"/>
Website, Social Media and Newsletter Consent Form	<input type="checkbox"/>
Pre-school Committee - Volunteer Form	<input type="checkbox"/>
4 passport sized photographs of your child	<input type="checkbox"/>



Contact Details Form

Child's Details

Child's name

Preferred name

Address

..... Post code

Date of Birth: / / Male Female

Parents/Guardians/Carers

Please provide the full names of Parents and / or Step Parents / Carers with parental responsibility living at same address as child (please indicate relationship to child)

Mrs/Ms/Miss Parent Step-Parent Carer

Home contact number:..... Mobile contact number:.....

Work contact number (if applicable)

Email address:@.....

Mr Parent Step-Parent Carer

Home contact number:..... Mobile contact number:.....

Work contact number (if applicable)

Email address:@.....

Please let us know in writing of any special arrangements regarding legal access made to either parent. This information will be kept confidential.

Please tick if you are happy to receive standard pre-school communication by email

Emergency Contact Details

Please give the name, relationship to child and daytime contact telephone numbers of at least TWO other emergency contacts that live locally who will be able to collect your child from pre-school.

Name	Relationship to Child	Home Contact Number	Mobile Contact Number
1.			
2.			
3.			

Name of Parent / Carer:

Signed:

Dated:

General Data Protection Regulation

Why do we need this information?

We require both child's details and parent / carer details in order to register your child at the Pre -school. By completing the registration process you consent to Fairview Under Fives Group contacting you about the registration of your child, as well as staff contacting you regarding your child once they start pre-school. We require emergency contact details should we be unable to get hold of you in an emergency situation. By providing these emergency details you are giving us consent to contact these nominated adults. It is the parents / carers responsibility to ask consent from these nominated adults before completing the form. By providing these details, you are giving consent for your nominated emergency contact to act as 'carer' in your absence.

What we do with this information?

We process the data during the registration process and we hold the information in a secure and safeplace in setting and digitally encrypted memory sticks, password protection and secure cloud storage for use by our pre-school Administrator as well as the Manager and staff at the setting.

Who do we share this information with?

In order to remain compliant with our legal obligations, we share the details of the children in our setting with the Local Area Education Authority, OFSTED, the Police and Social Services if/when requested. With your consent, we will also share details with any professionals from outside agencies, such as Health Visitors and speech and language therapists or with other Early Years Providers or your ongoing Primary School.

How long do we keep this information?

We keep this information for up to 3 years after your child has left the setting, as recommended in the Statutory Framework for the Early Years Foundation Stage 2017, underpinned by the Childcare Act 2006. After this time period, both digital and physical data is destroyed.



Medical Information Form

Name of Child:

1. Name of Family Doctor Telephone Number.

2. Does your child suffer from any medical conditions? Yes No

Detail of medical condition:

(Please add any medical history on a separate sheet if necessary)

3. Please list any regular medication taken by your child:

.....

It is the responsibility of the parent/carer to supply, check and maintain any long term medication, i.e. EpiPen, asthma pumps.

(Please note that if you require staff to store and administer medicines, you will need to sign a consent form. Contact a member of staff for further details)

4. Does your child suffer from any allergies? (e.g. nuts, plasters, wasp stings, etc) Yes No

If Yes, please state cause of allergy, preventative and antidote drug (If required)

.....

5. Does your child have any special dietary needs or preferences? Yes No

.....

6. Does your child have any special educational needs or disability? Yes No

If yes, what special support will he/she require in our setting?

.....

.....

7. Has your child been vaccinated against any or all of the following?

Poliomyelitis	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Diphtheria	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tetanus	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Meningitis C	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hib	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Whooping Cough	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MMR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Measles	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mumps	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rubella	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. Does your family have a social worker assigned? Yes No

Name Telephone No.

Based at

Reason

.....

(Do not include details of child if on Child Protection register, the pre-school manager will ensure these are obtained from the social worker named above and these records will be kept securely in the child's file.)

9. Are there any other professionals involved with your child? (e.g. speech and language therapist/ physiotherapist).

Yes No

.....

Name of Parent / Carer:

Signed:

Dated:

General Data Protection Regulation

Why do we need this information?

We need to collect medical information regarding your child so that we can process their registration and plan for your child's individual needs and medical requirements. We require details of any social worker or other professional that is involved in your child's care to ensure we maintain our legal obligation to work alongside outside agencies to provide the best care for your child.

What we do with this information?

We process the data during the registration process, and we hold the information in a secure and safe place in setting and digitally using encrypted memory sticks, password protection and secure cloud storage. This information is accessed by the Pre-school's Administrator during the registration process and then by the general manager and your child's key person when planning for your child's care.

Who do we share this information with?

We are legally required to work with the Local Area Education Authority, OFSTED, The Police and Social Services regarding any child protection concerns and so will share information on this basis, if required. With your consent, we share this information with your child's ongoing Primary School, at the point of transition, to ensure they are fully aware of any ongoing medical concerns or allergies concerning your child. With your consent, we would also share this information if it were relevant to ensure child safety in regards to a planned educational visit.

How long do we keep this information?

We keep this information for up to 3 years after your child has left the setting. Where information relates to a child with SEN or relates to child protection concerns, information is held securely until the child reaches 24 years old, as recommended in the Statutory Framework for the Early Years Foundation Stage 2017, underpinned by the Childcare Act 2006 and the Limitation Act 1980. After this time period, both digital and physical data are destroyed.

Ethnic Category Form

Name of Child:

White

- British - WBRI
- Irish - WIRI
- Traveller of Irish Heritage - WIRT
- Gypsy/Roma - WROM
- Albanian (excluding Kosovan) - WALB
- Italian - WITA
- Kosovan - WKOS
- Greek/Greek Cypriot - WGRE
- Turkish/Turkish Cypriot - WTUR
- White Eastern European - WEEU
(including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukrainian,)
- White Western European - WWEU
(including French, German, Spanish, Portuguese, Scandinavian)
- White other WOTW
(Other children of White background not represented in the categories above)

Black or Black British

- Caribbean - BCRB
(including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago)
- Angolan - BANN
- Congolese - BCON
- Ghanaian - BGHA
- Nigerian - BNGN
- Sierra Leonian - BSLN
- Somali - BSOM
- Sudanese - BSUD
- Other Black African - BAOF
(including Black South African, Ethiopian, Rwandan, Ugandan, Zimbabwean)
- Any other Black background - BOTH
(Other children of Black background not represented in the categories above, including Black Canadian, Black European, Black North American)

Mixed/dual background

- White and Black Caribbean - MWBC
- White and Black African - MWBA
- White and Asian - MWAS
(including White and Bangladeshi, White and Pakistani, White and any other Asian background)
- White and any other ethnic group - MWOE
- Other mixed background - MOTM
(Other mixed race children not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, Black and other ethnic group, Chinese and other ethnic group)

Asian or Asian British

- Indian - AIND
- Pakistani - APKN
(including Mirpuri Pakistani, Kashmiri Pakistani and other Pakistani)
- Bangladeshi - ABAN
- Nepali - ANEP
- African Asian - AAFR
(including East and South African Asians)
- Other Asian - AOTA
(Other Asian children not represented in the categories above, including Kashmiri Other, Sinhalese, Sri Lankan Tamil)

Chinese

- Hong Kong Chinese - CHKC
- Other Chinese - COCH
(Other Chinese children not represented in the category above including Malaysian Chinese, Singaporean Chinese, Taiwanese)

Any other ethnic background

- Afghanistani - OAFG
- Filipino - OFIL
- Thai - OTHA
- Vietnamese - OVIE
- Any other ethnic group* (see below) - OOEG

*Any other ethnic group

(children of ethnic backgrounds not represented in the categories above including, Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni)

- I do not wish an ethnic background category to be recorded - REFU

Please tick one box only

Religion and Culture continued

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our pre-school?

.....

Is English your child's second language? Yes No

What language(s) is/are spoken at home

.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes No

If so, discuss and agree with the key worker how you will support the child when settling-in

As this information is sensitive, we will only process the details of this form to register your child at Fairview with your explicit consent to do so. By signing below you are giving consent for us to process details of your child's Ethnicity and religion in order to complete the registration process.

Name of Parent / Carer:

Signed:

Dated:

General Data Protection Regulation

Why do we need this information?

We collect information regarding your child's ethnicity, religion and languages spoken to ensure that we plan for each child's unique learning requirements including sensitivity towards cultural beliefs and religious festivals.

What we do with this information?

We process the data during the registration process and we hold the information in a secure and safe place in setting and digitally using encrypted memory sticks, password protection and secure cloud storage for use by our pre-school's Administrator as well as the General Manager and staff at the setting.

Who do we share this information with?

We are required to share Ethnicity for each cohort with the Local Area Education Authority for their census, when requested, as well as with OFSTED, if requested.

With your consent, we would also share information regarding religion and languages spoken at home with your child's ongoing Primary School and other professional outside agencies with a legitimate reason for requiring this information (e.g. speech and language therapist).

How long do we keep this information?

We keep this information for up to 3 years after your child has left the setting, after which time the data is destroyed.



Observations and Assessments Form

Why do we need this information?

At Fairview Under Fives Group, all staff work together as a team to make observations on every child in setting to support tracking and assessment of your child's development. These observations are stored on Tapestry, an online Learning Journey. Please see the linked Tapestry Consent Form overleaf. Observations are essential to enable Fairview to fulfil its legal obligation for the Statutory Framework for the Early Years Foundation Stage (2017).

What we do with this information?

We continually make observations of what your child can already achieve and we endeavour to enhance their understanding through careful planning of activities and challenges to enable them to make further progress. Using this information, your child's key person will summarise and track your child's level of development 3 times a year.

Who do we share this with?

The observations are stored digitally on 'Tapestry', in accordance with GDPR regulations (2018). We share these observations with you via Tapestry and also through parent consultations and various written reports. We are legally obliged to share the information regarding the development and progress of your child with the Local Area Education Authority and OFSTED on request.

With your consent, we will also share this information with your child's ongoing Primary School, outside agencies where appropriate (e.g. health visitors) and any other Early Years provision that your child might attend.

How long will we hold this information?

We hold this information for 3 years after your child has left our setting, as recommended. Data regarding child protection or relating to a child with SEN will be retained until the child reaches the age of 21 /24 as legally required by the Limitation Act (1980), and Childcare Act (2006).

- ❖ I understand that ongoing observations will be undertaken on my child, to follow and assess their development. These may be in the form of written statements, photographs/video or tape recordings.
- ❖ I understand that photographs/video clips of my child are taken by DBS checked staff using technology owned by the pre-school and are used solely for the purposes of my child's development. These are shared on my child's online learning journey 'Tapestry'.
- ❖ I understand that these records may from time to time include photographs with other children when playing in a group.
- ❖ I understand that if staff at Fairview have any concerns about my child's development or welfare they will make contact with me.
- ❖ I understand that Fairview will ask for written consent before making contact with any other outside agencies or linked professionals concerning my child, except for in exceptional circumstances explained in their Privacy Notice.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:





Tapestry Consent Form

At Fairview Under Fives Group we make observations and assessments on the progress of your child using an online Learning Journey called 'Tapestry'.

Each child has a personal on-line Learning Journey which staff at Fairview record photos, observations and comments to legally comply with The Statutory Framework for the Early Years Foundation Stage (2017), to build up a record of your child's development during their time with us.

Tapestry is a popular and safe programme that securely stores the data we input. Tapestry is fully compliant with the General Data Protection Regulation (2018), meaning all information we store on Tapestry is securely held. Staff are also trained how to use Tapestry safely and securely and are fully compliant with our policies and procedures for doing so.

Once you have provided the pre-school with a nominated e-mail address, Fairview will be able to set up a Tapestry account for your child. Each parent/carer can have their own log in details to their child's Tapestry account. You receive a link via your given email account which will enable you to set your own password and pin code to access your child's account. Once set up has been completed, you will be able to access your child's Tapestry account and see their learning and progress at any time by logging on to the website or via the Tapestry App. You can also communicate with your child's keyperson on Tapestry by making comments on the observations or, alternatively, add your own observations. We actively welcome this form of two-way communication.

We will email you a step-by-step guide on how to view Tapestry and your child's Learning Journey. If you do not have access to e-mail, your child is still able to have an online Learning Journey which you may access through the use of the pre-school computer equipment during specific dates throughout the year.

At the end of your child's time at Fairview, we will send to you your child's Learning Journey by email. It is up to you to decide how you would like to store this keepsake (i.e. print it or save it electronically). We will archive your child's learning Journey for 3 years, as recommended.

- ❖ I give permission for Fairview Under Fives Group to create an online Tapestry Learning Journey for my child.
- ❖ I understand it is my responsibility to keep the pre-school up to date with changes to parent / carer access to information about my child or if there are any changes to email addresses
- ❖ The e-mail addresses I would like to link my child's Tapestry account to enable access to my child's Learning Journey are:

1)
(provide your e-mail address). Relationship to child:

2)
(provide your e-mail address). Relationship to child:

OR
If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:



First Aid Consent

All of our staff hold a full and valid Paediatric First Aid Certificate. With your consent below we will administer First Aid for any minor injuries in setting.

- ❖ If my child receives a minor injury in setting, I give Fairview Under Fives Group Staff permission to administer first aid.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:

Emergency Medical Care Consent

If your child is involved in a medical emergency whilst in our care, the staff at Fairview will contact you. If we can not get hold of you, or one of your nominated emergency contacts, one of our senior members of staff will accompany your child to hospital in an ambulance.

- ❖ I agree that, in the event of an emergency, if I am not immediately contactable or my emergency contacts are unable to reach the pre-school in time, then a member of the Fairview under Five's Group staff may accompany my child to a hospital in an ambulance.
- ❖ I understand that if the medical professionals deem it necessary to give medical treatment, or not to give such treatment, they are responsible for the outcome.
- ❖ I understand that the role of staff at Fairview under Five's Group is only to provide comfort and security to my child until I arrive. The member of staff will give permission for whatever emergency treatment the Medical Professional deems necessary, unless otherwise instructed by me. The member of staff nor Fairview under Five's Group can not be held responsible for the decisions made by Medical Professionals or their outcome, effects etc.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:



Assisting Personal Care Consent

Throughout a pre-school day, children can naturally become wet or dirty as they explore the world around them and engage in the range of high quality messy play resources we have on offer. With your consent, staff will assist your child in helping them to change into dry or clean clothes if you provide them, or into some of our spare clothes if they are available.

- ❖ I give consent for my child to be assisted in changing clothes whilst in setting.
- ❖ I understand that Fairview Under Fives Group can not be held responsible for damage caused to items of clothing whilst in our care.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:

Assisting Toileting and Changing Nappies Consent

Whilst your child is in the care of Fairview Under Fives Group, we will support your child in their personal toileting needs. For our younger children this will involve changing nappies. For our older children this will involve teaching them to care for their own needs whilst using a toilet, trainer seat or potty.

- ❖ I give consent for pre-school staff to change my child in the event of wet/soiled clothes or nappies.
- ❖ I understand that I must supply all nappies, wipes and bags for my child.
- ❖ I understand that soiled nappies will be returned to me to be disposed of at home.
- ❖ I understand that staff will train our older children to become independent in using the toilet, and will encourage children to wipe themselves after using the toilet.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:



Local Outings

As part of the rich variety of activities we offer at Fairview, we regularly explore our local environment including the school grounds, i.e. the pond, the library, the reception classrooms; and occasionally they leave the school grounds for nearby outings (e.g. to the local post box). Main School trips will require their own permission form.

- ❖ **We/I** give my consent for my child to leave the Pre-school's Premises with DBS checked staff when attending a local short outing in the local environment.

Name of Child:

Name of Parent / Carer:

Signed:

Dated:



Collection of your Child from Pre-school Consent Form

Please find attached photographs of people that I give my consent to bring/collect to / from Fairview Under Five's Group

Child's Name:

In addition to this I understand that I must also inform the Manager on duty if someone else will be collecting my child other than those people named below, and that this person will need to sign our records book and will need to know your secret password.

The Staff will not release children to anyone who has not been given consent.

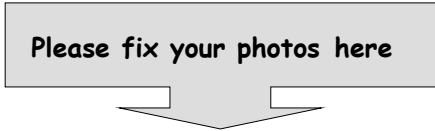
Secret Password:

Name of Parent / Carer: **Relationship to child:**

Signed:

Dated:

Photofile



Name of adult: _____

Relationship to child: _____

Name of adult: _____

Relationship to child: _____

Name of adult: _____

Relationship to child: _____

(Please use a separate sheet if necessary to add further names and photos.)



Website, Social Media and Newsletter Consent Form

We operate a website in addition to both a public and a private (closed group) Facebook page and an Instagram account as a means of communication between the pre-school and 'our families' and promoting the pre-school in the local area.

Fairview's website: www.fairviewunderfivesgroup.co.uk

Content of the website is for prospective and current parents. With your consent, we will include unnamed photographs/ footage of your child to be included on the website.

- ❖ I give consent for my child to be included in unnamed photographs/footage on Fairview's website.

Name of Child: **Dated:**

Name of Parent / Carer: **Signed:**

Facebook and Instagram Open pages:

Fairview Under Fives Group uses our open social media pages to advertise and promote our setting in the local community and as such are open to the public. We include general information and updates about the setting. Photographs and footage of the children used on these pages are always unnamed and are used to provide a general overview of the activities on offer at the setting. With your consent, we will include unnamed photographs/footage of your child.

- ❖ I give consent for my child to be included in unnamed photographs on our PUBLIC social media pages.
- ❖ I understand I am not permitted to name children when making comments on this page.
- ❖ I am aware that I am not permitted to add my own photographs on this page.

Name of Child: **Dated:**

Name of Parent / Carer: **Signed:**

Facebook CLOSED group page:

Fairview Under Fives is host to a closed and private Facebook page. This page is used for current Parents and Carers of the pre-school only. The purpose of this group is to provide general reminders, daily updates on fundraising events, share information on themes, special activities and visitors to the setting as well as sharing photographs and footage of the children playing and learning happily in setting from time to time. Parents also communicate with each other on this page. You have to request to be part of this group if you are the parent, carer or grandparent who regularly collects your child from Fairview. Our staff will only accept you if we know your child is enrolled at the setting and we know who you are.

With your consent, we will include photographs and footage of your child on our CLOSED Facebook page.

- ❖ I give consent for my child to be included in photographs on our PRIVATE social media page.
- ❖ I am aware that I am not permitted to add my own photographs on this page.
- ❖ I understand that all content is monitored by staff and comments or people can be removed from the group if it is felt they are inappropriate.

Name of Child: **Dated:**

Name of Parent / Carer: **Signed:**

Fairview's Newsletter:

Content of our newsletter is for current parents and carers only. With your consent, we may include unnamed photographs of your child in our newsletter.

❖ I give consent for my child to be included in unnamed photographs on Fairview's newsletters.

Name of Child: **Dated:**

Name of Parent / Carer: **Signed:**



Pre-school Committee - Volunteer Form

As previously advised, the pre-school is lead and governed by a committee who volunteer their time to their roles. We are always grateful for any contribution you would be able to give and ask you to think about if you could support with any of the following required skill sets or general support:

Would you be able to help with any of the following (Please kindly tick where appropriate)

- | | | |
|---|--|--|
| Event planning <input type="checkbox"/> | Committee member <input type="checkbox"/> | Fundraising events <input type="checkbox"/> |
| HR <input type="checkbox"/> | Carpentry <input type="checkbox"/> | Accounts <input type="checkbox"/> |
| Secretary <input type="checkbox"/> | Legal Advice <input type="checkbox"/> | Photocopying/printing <input type="checkbox"/> |
| Distribution <input type="checkbox"/> | Local community knowledge <input type="checkbox"/> | Arts and Crafts <input type="checkbox"/> |

Detail of any other support you may be able to offer

Name of Child:

Name of Parent / Carer:

Signed:

Dated:

09.1d Childcare terms and conditions

Fairview Under Fives Group Terms and Conditions

This document and the terms and conditions within it govern the basis on which [name of provider] (referred to here as ‘we’ / ‘our’ / ‘us’ agree to provide childcare services to parent(s)/guardian(s) (referred to as ‘you’).

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child’s birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

Fairview Under Fives Group

Charity registration number: 1195491

Registered Address: c/o Edward Francis Primary School, Uplands Park Road, Rayleigh, Essex, SS6 8AJ

Telephone: 07713 701655 Enrolments: 07787 035642

Email: fairviewpreschool@hotmail.com

Ofsted URN: EY477032

Insured by: Early Years Alliance – Membership Number: 27245

Insurance policy number: RTT 209838

Childcare terms and conditions

The following terms and conditions govern the basis on which we agree to provide childcare services to you.

1.0 Our obligation to you

- 1.1 We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us, then the offer of a place may be withdrawn. Once you confirm a fee-paying place a deposit payment is required to hold the place for your child. The monetary value of the deposit is published as part of the setting's schedule of fees. This is available on request. The deposit is refunded on payment of the final invoice at the end of your child's attendance at the setting. Please note your child's deposit will be taken on completion of the application form. If you fail to take up a place, an administration fee will be charged.
- 1.2 We provide agreed childcare facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.4 We will notify parents as early as possible when the setting will be closed.
- 1.5 We will provide you with regular updates about your child's progress.
- 1.6 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You are required to fully complete and return the *Childcare Registration* form to us before your child can start.
- 2.2 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
- 2.3 The *Childcare Registration* form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.
- 2.4 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with

a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious they pose a risk to other children during normal daily activities.

- 2.5 You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.
- 2.6 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge will be applied. Please refer to the current fee schedule for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
- 2.7 You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- 2.8 You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.
- 2.9 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
- 2.10 You should read our policies and procedures provided for parents - available for you at the setting.

3.0 Payment of fees

- 3.1 Our fees are based on a weekly fee which is the full fee payable before applying any funded entitlements. Before your child starts, we will notify you of the payment required. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised

fee, you may end the Agreement by giving us one month's notice.

- 3.2 Fees are required to be paid monthly in advance and are based on your weekly fee. Fees are calculated by multiplying the weekly fee by the weeks that the setting is open, divided by 12. Discounted rates do not apply to funded places or part-funded places. Additional hours will be charged at the full rate.
- 3.3 All payments made under this Agreement should be made by standing order (or direct debit where the facility is available) or by direct debit/credit card using the setting's chip and pin machine or by cash where agreement in advance is made with the setting manager. All payment regardless of method shall be made by the parent/guardian monthly, in advance, on the first day of each month (the due date). If the payment is made by cash or debit/credit card, it is your responsibility to obtain a receipt from the setting manager as proof of payment. Late payments will incur a late payment fee of £20.00. In addition, a charge of £20.00 will be made for each occasion of re-presented payments and on the issue each late payment letter issued to you. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate the Agreement. Once the contract has been terminated, the child shall cease to be admitted, and the notice of termination shall be regarded as a formal demand for outstanding monies.
- 3.5 If you require additional sessions or have been unable to collect your child by the official collection time, we will inform you of the extra amount payable and add these additional charges to your regular fees. In the event of late collection of your child, we reserve the right to charge a late collection fee of £20 for the first 15 minutes and £10 every five minutes thereafter.
- 3.6 No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays and our team has three training days per year. This helps support our team's continuing professional development which benefits the children and families. No refunds are given for these closures as they are already taken into account when setting fees.
- 3.7 Where we offer a reduced fee rate after a child's birthday, the reduction takes effect from the first day of the following billing period.

- 3.8 If you are in receipt of any funded entitlement such as two-year-old funding you will not be charged for the cheapest funded hours taken.* If any part of your booking includes an extended session which is offered at a discounted price when compared to the cost of the sub-sessions that make up that extended session (for example where a full day session is priced at a discount compared to the cost of sessions which make up a full day) the funded entitlement will be applied to the full, undiscounted cost of the sub-sessions. Funded entitlement will normally be spread across the year.
- 3.9 Where your child is in receipt of funded early years entitlement and/or extended entitlement (additional 15 hours) the full weekly fee is payable during periods where the early years funding does not apply. We may also ask for additional information recorded on your child's registration form that will assist HMRC in making a decision about eligibility for certain entitlements.

4.0 Suspension of a child

- 4.1 We may suspend providing childcare to your child at any time if you fail to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the trustees.
- 4.4 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.2 We may immediately end this Agreement if:
 - 5.2.1 You fail to pay your fees.
 - 5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
 - 5.2.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
 - 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

- 6.1 If we close or take the decision to close due to events or circumstances beyond our control such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.
- 6.2 If you have any concerns about the childcare we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.
- 6.3 From time to time we may take images or video of the children who attend. These

images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.

- 6.4 While food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. Every effort is made to follow recommended food preparation guidance and to ensure that all setting staff involved in the preparation and serving of food are suitably trained.
- 6.5 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
- 1.1 You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
- 1.2 You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
- 6.6 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.
- 6.7 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.
- 6.8 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

* For an illustrative example of the sessions you require, please discuss with your manager.