



Welcome to Anglia Sunshine Nurseries



2020

Anglia Sunshine Nurseries, 8 Warner Way,
Chilton Industrial Estate, Sudbury, Suffolk. CO10 2GG.
www.angliasunshinenurseries.co.uk (01787) 371797
Companies House Number: 7060969



2014

Welcome

A warm welcome to Anglia Sunshine Nurseries on behalf of us all. We look forward to meeting you and welcoming your family to the sunshine experience.

Our Philosophy

- We strongly believe that every child deserves the best start in life.
- At our Nursery we provide a warm caring and stimulating environment where every child will feel safe and secure to explore the world through play.
- We are committed to ensuring your child receives outstanding care and education at all times.
- All activities are well planned to give each child the correct balance in all stages of their development, providing excellent facilities and equipment we can ensure your child will reach their full potential.

As a team we...

Create a warm, friendly atmosphere.

Promote a child's self-esteem.

Care for all aspects of a child's development.

Provide a secure, hygienic, safe place to play and learn.

Provide consistent care from happy, enthusiastic, highly qualified and motivated staff.

Provide a high-quality curriculum across the age range that ensures every child has the opportunity to make good progress.

Encourage children to be co-operative, respect others and promote positive behaviour.

Provide a variety of activities indoors and out to suit varying needs, moods, interest and abilities.

Value every child as an individual by giving them time to talk and staff time to listen.

Review, adapt and improve existing programmes to take account of children's development.

Our Rooms

At Anglia Sunshine Nurseries we have the following rooms...



Daisy Room

0-18 months

Snowdrop Room

18-28 months



Sunflower Room

28-34months

Daffodil Room

34-42 months



Poppy Room

42 months+

Staff Structure

Position	Staff member
Proprietor	Jacqui Stoneman
Nursery Manager	Felicity Rose
Deputy Manager	Rachael Lawrence
Accounts Administrator	Felicity Rose
SENCo	Rachael Lawrence
Deputy SENCo	Christina Mitcham
Catering Manager	Nicola Rickwood
Room Leaders	Astra Denny Lianna Shaw Joanne Bridgeman Shannon Nuttall Rachael Lawrence
Nursery Nurses	Shelly Stokes Christie Page Sophie Raymond Hayley Crawte Georgia O'Hair Kate Friend Debbie Merton Rebekah Hicks Kayley Clements Sharni Youngs Louise Rose Gemma Mound Hannah Squirrell
Nursery Assistants	Sharon Stretton Nicole Gardiner Sarah Norton Emma Neads Millie Clark Amy Stoten Josh Ford Francesca Laver Evelyn Meek
Bank Staff	Katie Brightwell Gaynor Watts-Wallis Louise Willett Amber Mabbutt
Apprentices'	Chloe Hart Sarah Lawrence Sophie Smith

Early Years Foundation Stage Framework

Your child's learning and development is of paramount importance. At Anglia Sunshine Nurseries we follow guidelines and statutory requirements set by the Department of Education which is the Early Years Foundation Stage framework (EYFS).

The EYFS is a legal requirement for all nurseries to follow, it sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guides professionals in their engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach by the age of 5, usually the end of reception year, these expectations are called the Early Learning Goals.

At Anglia Sunshine Nurseries we use this guidance to support your child by planning learning activities and observing and assessing what and how your child is learning and developing.

Here are some of the ways we support the EYFS within our activities...

Expressive arts and design

Getting messy hand printing.



Personal, Social and Emotional Development

Lots of lovely cuddles.



Understanding of the World

Making apple crumble from apples grown in our own garden.



Communication and Language

Listening at registration.



Physical Development

Exploring our garden.



Mathematics

Completing puzzles.



Literacy

Sharing stories.



EyLog Learning Journey

In line with Ofsted standards and in keeping with the EYFS we are required to keep a record of each child's learning and development during their time with us. In the past and in many other nurseries these are/have been done in handwritten form. At Anglia Sunshine Nurseries we have a digitally formatted way of recording the observations of all the outstanding developments that your child achieves with us.

When you have signed up you will receive an email each time the staff submit an observation containing a link, this then allows you to view your child's learning journey and the observations recorded within. This EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey an even more comprehensive view of your child's learning and development.

To share the learning journey with you there is a secure system in place that is password protected. If you would like to sign up there is a form within the consent pack.

Here are some things parents have said about the EyLog learning journey...

"I feel the EyLog has been a valuable addition to the way the nursery runs, it allows myself, a parent who doesn't get the chance to drop off or pick up, to keep up to date in real time with how my daughter is developing at nursery. It also allows me to share discussions with my daughter about what she has been doing and we love looking at the photos and videos together."

"Fantastic, quick and easy to use and a lovely way to see them interact with both the staff and their friends."

Terms and Conditions - February 2024

We can confirm your offer of a place once you have completed a Booking Form, provided ID & made the payment of our registration fee of £65.00 per family.

- We are only able to hold places open for 3 days from the date of offer.
- For continuity for your child, we recommend a minimum of 2 days per week.
- The fees for your first month are payable 2 months before the start date, so a child starting in September the fee is due by the 1st July

FUNDING: Anglia Sunshine Nurseries offers funding in accordance with the most recent Suffolk County Council's guidance, for children from the term following their 3rd birthday. We support 2-year-old funding if presented with a golden ticket or code. Subsidised funded places will only be guaranteed once we have received and validated your code. All places are offered subject to availability.

Government funding is intended to deliver 15 - 30 hours a week of free, high quality flexible childcare. It is not intended to cover the cost of food, other consumables, additional hours, or additional activities. Parents can therefore expect to pay for any food, consumables, and additional activities. The Department for Education (DfE).

<p style="text-align: center;">Sessions</p> <p style="text-align: center;">Subject to Availability</p>	<p style="text-align: center;">Children aged under 3</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">From the month after a child turns 3 years old</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">For over 2 years Funded Places.</p> <p style="text-align: center;">The Daily Charges made for consumables and activities for each session.</p> <p style="text-align: center;"><i>NB: Funded Sessions can only be changed at the end of each term.</i></p>
<p>Any Additional Hours <i>we require 24 hours' notice for any additional hours - to ensure staffing levels are maintained. Additional hours are subject to availability.</i></p>	£10.85	£10.85	£10.85 For all additional or non - funded hours
<p>Full Day 8.00am – 6.00pm</p>	£71.05	£66.45	£24.50
<p>Short Day 8.00am – 3.30pm</p>	£63.70	£62.90	£23.50
<p>Half Day – 5 hours 8.00am - 1.00pm or 1.00pm – 6.00pm</p>	£49.25	£45.55	£21.50

- I. If you are entitled to the universal 15 hours or the extended 30 hours, these can be stretched over the full year. You can use all those hours with Anglia Sunshine Nurseries or in partnership with us and another provider. You will need to nominate the universal or extended provider to enable all providers to process the claims and only claim up to your agreed entitlement.
- II. All fees are payable by standing order, credit card, bank transfer and/or Childcare Vouchers, and must be received by 1st of each month, in advance for the following month's fees.
For example, August fees invoiced in July must be received by 1st August.

- III. Funded Fees are normally calculated over 38 weeks of the year - with the additional 14 weeks being charged on our normal terms of business or the funding can be stretched over 51 weeks.
- IV. The Nursery will be closed for Christmas week and all Bank Holidays (As staff are still paid - full fees/funding will be applicable).
- V. We have a very restricted number of term time only places available in the pre-school only. Though we do charge a retainer for holidays of 50% of the fee or a minimum 2 days per week.
- VI. There are limited funded places available that are free at the point of entry available on request and subject to availability, please speak to the Manager.
- VII. No discounts will be given for holidays or Bank holidays or quarantine periods. Fees are still payable if your child is off sick from nursery. For operational purposes, we require written or email notice of holidays or non-attendance.
- VIII. Full paying Fees include freshly prepared meals, snacks, drinks (excluding formula milk) as well as all additional activities and consumables. These are all charged for within the daily fee for all funded places.
- IX. We ask you to bring nappies. Sun cream and any special nappy cream will also need to be supplied for your child.
- X. **Due to strict child: staff ratio's, it is important to keep to your child's session times. Parents and carers who collect their child late or drop off earlier than the start of their session will be charged £15.00 for the first 15 minutes or part thereof. Thereafter it is £5.00 for every additional 5 minutes or part thereof.**
- XI. Any extra sessions or days booked will be invoiced separately, and can be paid for by cash, credit card or bank transfer.
- XII. **A late payment charge of £50.00 will automatically be added to your account on the 2nd of the month if fees have not been received. If fees remain outstanding there after your Childs place will be withdrawn until your account is settled – the place can then be reinstated subject to there being availability.**
- XIII. A new Registration Form will be required if you wish to confirm a further place for siblings, though there is no registration fee to pay.
- XIV. We require a full months' notice of termination in writing, otherwise full fees will be charged.
- XV. Fees are reviewed regularly, and any changes will be notified with 1 month's written notice.
- XVI. We work hard to ensure that we have a great team at Anglia Sunshine Nurseries and on occasion that has led to families offering employment to members of our team, if this were to happen, we charge a £5,000 introduction fee to cover our recruitment and training costs.



Our Parents Feedback

- I cannot praise Anglia Sunshine Nurseries enough. My little boy has attended for over a year now and loves every minute of his time there. The team deserve so much credit for their hard work and attentiveness. Every single one of them makes the effort to build a relationship with my son and it's a joy to watch him walk into nursery every day with a smile on his face. I will continue to recommend Anglia Sunshine to my friends/family members that need childcare. Thank you so much. **January 2023**
- My daughter (turned 2 in August) has been attending for a month now, and I have nothing but praise for this nursery! Offered excellent settle sessions before her full days started, and little one loves coming now! The staff are all wonderful, and I totally trust them to give my girl the best day. The app is great as I get to see pictures of what she's been up to. My daughter also has dietary needs, and these have been met with great care. I was so worried about going back to work, but I'm so happy now knowing she's at such a lovely nursery. **September 2022**
- My son moved to Anglia Sunshine a year ago, and I cannot fault the support he's experienced during this time. The team have been fantastic, so attentive and hard-working - I can't thank them enough for all they have done to support my son's development. It's a fabulous nursery! **August 2022**
- I love Anglia Sunshine because they feel like an extended family. My children have both been to Sunshine, the youngest from 1 year old to starting school. All of the ladies have been so caring and supportive and have given good advice when I've asked about all the stages of baby and toddlerhood. Nothing is too much for them, they really care and I trust them completely. The food is so good, I am often envious of what they've had! I will miss them all greatly when my little one leaves this week. Thank you Anglia Sunshine for giving my boys a great start outside of family life. **July 2022**
- My little boy has been at Anglia Sunshine since he was 10 months old. We are now preparing for school and I am so sad to be leaving. Right from the start the support and care for my child has been exceptional. Staff are friendly and show so much care and attention. Anglia Sunshine are always so accommodating for my job and the fact it doesn't follow standard times or shifts. Nothing is ever a problem and the support I have received has been wonderful. Each room and staff member giving it their all. Being at Anglia Sunshine has helped my boy blossom and grow as a person and he has come on leaps and bounds since attending. We will miss you all so much. **July 2022**



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Sick Child Policy

You as parents/carers are responsible for determining your child's ability to participate in the daily activities of nursery life. While we sympathise with the needs of each parent/carer and their child, we must provide a healthy environment for all of the other children in the nursery. A sick child often needs specific, one-to-one attention. It is difficult for staff to take time away from well children to devote special attention to a sick child and remain with the required ratios.

Here at Anglia Sunshine Nurseries, we promote the good health of all children attending through maintaining high hygiene standards and reducing the chances of infection being spread. We follow the health protection in schools and other childcare facilities guidance¹ which sets out when and how long children need to be excluded from settings, when treatment/medication is required and where to get further advice from. Exceptions from this include cases of the following.

Infection	Exclusion period
Hand, foot and mouth	48 hours from onset of rash or until rash is no longer weeping and is completely dry.
Developing a temperature whilst in setting.	<p>Calpol will be administered if verbal permission is granted, this is to prevent febrile convulsions. If the initial temperature does not go down the child is to be taken home for observation/ medical advice.</p> <p>Calpol will not be given repeatedly as this could mask other more serious symptoms.</p>
Conjunctivitis	<p>Until antibiotic treatment is sought to limit the spread of infection. Treatment to be completed at home for the first 24 hours to make sure the child is not allergic to the drops/ointment</p>
Chicken Pox	Until the spots/rash is fully healed, and the child is well enough to enjoy their nursery session.

Infection	Treatment to be completed at home for the first 24 hours to make sure the child is not allergic to the drops/ointment
Diarrhea or vomiting	A full 48 hours after the last bouts of illness
Flu	Until the child is well enough to participate fully in their nursery session
Impetigo	Until all lesions are healed

- If a child becomes unwell during the nursery day, their parents or carers will be contacted and asked to pick their child up within 1 hour of the call. If parents are not obtainable the child's emergency contacts will be called. It is the parents/carers responsibilities to keep all contact details up to date. During the period of time waiting for the parent or carer the child will be cared for in a quiet, calm area with a familiar adult.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious, and it is exceedingly unfair to expose other children to the risk of an infection.
- If during the day a child has two loose stools, then their parents/carer will be contacted, and they will need to collect their child within 1 hour and will not return until they are 48 hours clear.
- If a child vomits during their nursery day then their parents/carers will be informed immediately if it's not due to ongoing medical conditions or as a result of over eating, and they will need to collect them and then will need to be off until they are 48 hours clear.
- If your child has a temperature over 38C and exhibits behaviour changes or other signs that your child does not feel well enough to participate comfortably in the daily activities. Please keep your child at home until the temperature reduces and your child feels back to his/her normal self.
- If your child has had diarrhoea in the past 48 hours, keep your child at home until the child has been diarrhoea-free for 48 hours or stools are formed enough that they are contained in the nappy.
- If your child is vomiting, please keep your child home for up to 48 hours after the vomiting has ended.
- If your child has a runny nose, accompanied by fever and has difficulty breathing, please keep your child home until your child is fever free.
- If your child is experiencing itchy, watery eyes (often symptoms conjunctivitis), please keep your child home until the condition has been evaluated and treatment has begun.
- If your child exhibits an unexplained skin rash, please keep your child home until the condition has been evaluated and treated.
- As parents/carers, use your best judgement in determining your child's health, you know your child better than anyone. Please take your child seriously when he/she says they are not feeling well.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea, conjunctivitis and chicken pox to protect other children in the nursery. Illnesses of this nature are very contagious, and it is exceedingly unfair to expose other children to the risk of an infection.



- For the safety of the children, it is important for parents and carers to share information on medication consumed at home during the morning drop offs.

Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has headlice we would be grateful if they could inform the nursery.

The nursery has the right to refuse admission to a child who is unwell. This decision will be taken by the manager and is non-negotiable.

In addition:

- The nursery manager retains the right of refusal of all children, parents, staff and visitors who are deemed contagious and may impact on the welfare of the rest of the nursery.
- Parents will be made aware of the need for these procedures in order for them to follow these guidelines whilst in the nursery.
- Periodically each room in the nursery will be deep cleaned including carpets and soft furnishings to ensure the spread of infection is limited. This will be implemented earlier if the need arises.
- In the event of an infection outbreak the nursery will, where appropriate, undertake a deep clean to ensure the spread of infection is contained.
- We will follow Government health guidance, as well as seeking legal advice and information from our insurers, on any national outbreak of a virus/ pandemic and keep parents informed of any course of action. Each specific circumstance will differ and to ensure we take the most appropriate action; we will treat each case on an individual basis.
- where other contagious outbreaks occur or illnesses are experienced, we will adopt Government guidance for all to minimise the risk of further infection being spread. We will use the Guidance on infection control in schools and other childcare settings information found with the public health agency. Poster can be found in the lobby.

Review Date: March 2023

Next Review Date: March 2024

Signed:

Position: Nursery Manager



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Medicine Policy

It is not a legal requirement for staff at Anglia Sunshine Nurseries to administer medication; however, we recognise the need to avoid exclusion from the nursery to a child with medical requirements and are prepared to undertake this voluntary responsibility under certain conditions.

Due to strict insurance regulations Anglia Sunshine Nurseries will only administer prescribed medicine that is clearly labeled with the child's name, medicine type, amount to be administered and the correct date. **NO UN-PRESCRIBED OR OVER THE COUNTER MEDICINE WILL BE ADMINISTERED.** This information provides us with the knowledge that this medication has been deemed suitable for the child by a healthcare professional.

The exception of this would be if the child develops a high temperature. In this situation up to liquid paracetamol will be administered to the correct dosage according to the child's age or weight if the parent/carer has given prior consent. This will be required both in the child's consent pack and during a telephone conversation to ascertain if the child received medication prior to their arrival at nursery. The guidelines of the medication will be adhered to at all times unless stated otherwise by a doctor.

Medication will only be administered upon receipt of a completed Medication Administration Agreement form (available from all staff) and correctly labelled medication giving clear instructions. Prescribed medication must have the original prescription details on the packaging. This will give the minimum required dose and time. A Medicine Administration record will be completed and signed by the qualified member of staff who administers and the senior person who has cross checked the dosage.

Parents/Carers must advise staff if child has received medication that morning, stating the time and dose.

Parent/Carers of children on 'long term medical care' will be required to complete a separate form which will give long term authorisation or specific dates over a period of time. If this is required, the same administration policy will be followed as above. The parent/carer will be required to complete and sign the form on the first day of administration.

- On registration, parents will be asked if they would like to fill out a medication form for a specific type of liquid paracetamol, which can be given in the case of an increase in the child's temperature. This form will state the dose to be given, the circumstances in which this can be given e.g. the temperature increase of their child, the specific brand name or type of liquid paracetamol and a signed statement to say that this may be administered in an emergency if they **CANNOT** contact the parent
- If a child does require liquid paracetamol during the day and the parents cannot be contacted then the nursery manager will take the decision as to whether the child is safe to have this medication



based on the time the child has been in the nursery, the circumstances surrounding the need for this medication and the medical history of the child on their registration form. The child will be closely monitored until the parents collect the child.

- For any non-prescription cream for skin conditions e.g. Sudocreme, prior written permission must be obtained from the parent and the onus is on the parent to provide the cream which should be clearly labelled with the child's name
- If any child is brought to the nursery in a condition in which he/she may require medication sometime during the day, the manager will decide if the child is fit to be left at the nursery. If the child is staying, the parent must be asked if any kind of medication has already been given, at what time and in what dosage and this must be stated on the medication form
- In the case of medication that may need to be given to a child due to them becoming ill during the day, e.g. liquid paracetamol for temperature reduction, parents will be contacted as soon as possible to ensure all details are correct and that they agree with the dosage being given.

Full and completed records of the administration of all medications will be kept and maintained in the office if on paper, or on the child's EYLog if completed an online form.

All medications will be stored in the office or refrigerator in the child's room or locked medicine cabinet in the Daisy Room. All rooms are not to be accessed by children unless accompanied by a member of staff. With exception of epi-pens and inhalers, this will be in the same location as the child for whom they have been prescribed.

Review Date: April 2023

Next Review Date: April 2024

Signed:

Position: Nursery Manager



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Child's Name

Start date

For Office use only.

Xero	
Eylog	
File	
Contact Card	
Funding form completed	

Registration Pack

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Birth Cert. No.

Red Book.....



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Parent/Carer Contract

We have made a commitment to provide high standard quality nursery care and keep you involved and informed of our plans. To provide this service for you we need you to read and agree to the following:

I understand that:

- Nursery fees should be paid 1 month in advance within the first week of the month.
- I am aware that a late payment fee will be charged on the second week of the month at a rate of £50.00.
- If the fees are not paid by the end of the month my child will no longer be able to attend nursery until the fees are paid in full.
- If my child is unable to attend, I will let you know as soon as possible, fees are still payable for non-attendance.
- I understand that I am unable to swap or change any sessions.
- I will keep you informed of any changes to my address or emergency contact details.
- I will collect my child by the end of their session. If I am likely to be late, I will inform you as soon as possible. I understand a standard rate is charged for any late pick-ups or early arrivals.
- If I wish to take my child out of nursery, I will give a months' notice in writing or email.
- The Nursery will need to see my child's birth certificate and red book open starting to verify their identity.
- I have read and will adhere to the Sick Child Policy
- I am aware of the regulations regarding medication with nursery.
- I agree to these terms and conditions.

Name of Child: _____

Parent Signature: _____

Date: _____



Dear Parents/Carers,

Introducing the **360 degrees View of EyLog – Helping us to Involve, Share and Engage with Parents**

We have recently invested in a new digitally formatted way of recording our observations, photos and short video clips of all the outstanding developments that your child achieves during the course of their nursery sessions. We wanted a way of being able to capture them on the spot to be able to share them with you, so you never have to miss out on their magical moments.

You may have seen the staff using the tablets to write up their key children's wow moments and achievements, each room has their own tablet to ensure they don't miss anything. The staff have now got to grips with them and are ready to start sharing the learning journeys with you.

You will be able to access the learning journey at the click of a button and be able to view the observations recorded at the nursery. When the staff submit a completed observation of your child the email addresses that you provide us with will be alerted with a message, allowing you to view it. The new EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey even more comprehensive and enabling a 360-degree view of your child's development in their early years.

To share the learning journey with you there is a secure system in place that is password protected, for us to activate this we need your personal email address. Please complete the slip below if you wish to sign up for this service. You can add up to two email addresses to allow for each parent to be notified individually.

If you do not wish to use the email service, we will continue to do the learning journey on the tablets but will share them with you at parent's evenings.

If you would like some more information or a demonstration please do not hesitate to come and speak to the staff in the room or Felicity and Kate in the office.

Yours sincerely

Felicity Rose

Nursery Manager

Name of Child -

I / We wish to sign up for accessing my child's Learning Journey online with EY Log.

Email address/es:

Signed:



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Basic Details	
Child's name:	Known as:
Date of birth:	Gender:
Name of parent(s) with whom the child lives:	
Parent/Carer Occupation: Do you have parental responsibility for this child? Yes/No (please delete as appropriate) If no, do you have legal contact? Yes/No (please delete as appropriate)	Parent/Carer Occupation: Do you have parental responsibility for this child? Yes/No (please delete as appropriate) If no, do you have legal contact? Yes/No (please delete as appropriate)
Address of parent(s)/carer with whom the child lives:	
Home/mobile telephone numbers: Parent/Carer: Parent/Carer:	Work place/ telephone numbers: Parent/Carer: Parent/Carer:
Email address	
Name of parent(s) with whom the child does not live:	
Does this parent have parental responsibility?	Yes/No (please delete as appropriate)
Does this parent have legal contact?	Yes/No (please delete as appropriate)

Does this parent have legal access to the child? Yes/No (please delete as appropriate)	
Address:	
Home telephone number:	Mobile telephone number:
Emergency Contact Details <i>Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.</i> NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.	
Emergency Contact 1 Name: Home telephone no: Mobile telephone no: Relationship to child:	Emergency Contact 2 Name: Home telephone no: Mobile telephone no: Relationship to child:
Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.	
Authorised Person 1 Name: Home telephone no: Mobile telephone no: Relationship to child:	Authorised Person 2 Name: Home telephone no: Mobile telephone no: Relationship to child:
We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.	



Additional Security Information:

We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.

We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.

Health Information

Does your child suffer from any of the following *(please tick those which apply)*

Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other	

If you have ticked any of the boxes above please give details here:

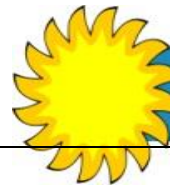
Does your child require medication, either long term for existing conditions or lifesaving drugs such as Ventolin? *(Please give details of the medication and dosage)*

Is your child up to date on their vaccinations? **Yes/No** *(Please delete as applicable)*
If no please give details below

Does your child have any special dietary needs or preferences? **Yes/No** *(Please delete as applicable)*
If yes please give details below

Does your child have known allergies? **Yes/No** *(Please delete as applicable)*
If yes please give details below

Has your child had any appointments with the dentist, opticians, or any hearing tests?
Please give details



Name of GP:

Surgery:

Address:

Telephone number:

The following information is voluntary and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor/Social Worker

Name:

Telephone number:

Based at:

Has your child had their two-year-old progress check?

Yes/No (Please delete as applicable)

If so, on what date was this completed?

Are you able to share this information with the setting?

Yes/No (Please delete as applicable)

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background

How would you describe your child's ethnicity/cultural background?

What is the main religion of your family?

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 s/he is in our setting?

What is/are the main language(s) spoken at home?

If English is an additional language, will this be your child's first experience of being in an English-speaking environment?
Yes/No (Please delete as applicable)

Special Educational Needs and Disabilities

Does your child have any special needs or disabilities? **Yes/No** (Please delete as applicable)
If yes please give details below

Does your child/family have an EHA (Early Help Assessment) in place

Will your child require any additional support in our setting?

Professionals involved with the child

Name:

Name:

Agency:

Agency:

Role:

Role:

Telephone no:

Telephone no:

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

Permissions and Consent

Permission for the setting to act in loco parentis

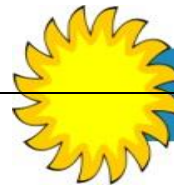
If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport your child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement/wording that does not apply and sign and date this section.

I / We parent(s)/guardian(s) of _____ do / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I / We do not agree to this statement and indicate our wishes as follows

Signatures of parent(s):

Date:



Additional Information

Proposed Start Date:

Please tick sessions required:

SESSIONS	MON	TUE	WED	THU	FRI
Early 7.30am – 8am – by prior arrangement					
AM 8am to 1pm including lunch					
PM 1pm to 6pm including tea					
Full Day 8am to 6pm including lunch & tea					
Short Day 8am to 3:30pm including lunch					

When is your child due to start school? _____

Name of School _____

To help settle your child into the Nursery please enter any personal details that you feel may be relevant:

Please use this space if you wish to add any further information.

Further information regarding how we use children’s images within the setting can be found in our Image Use Policy

SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.

I / We confirm that the information provided on this form is correct to the best of our knowledge.

Signature of Parent (s)/Carer (s)

Date

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time.





The categories of child information that we collect, hold and share include:

The information we request from you (by way of your child's registration form and pack) we have a legal obligation to collect as required by The Early Years Foundation Stage (Welfare Requirements) Regulations 2012.

- Personal information (such as name, date of birth and address)
- Attendance information (such as session attended, number of absences and absence reasons)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Relevant medical information (such as conditions that may require treatment during sessions times)
- Assessment information
- Information about any special education need

Why we collect and use this information

We use the data:

- To support the child's learning and development
- To monitor and report on the child's progress, both internally and to the County Council
- To provide appropriate care to meet the needs of the child
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Statutory Framework (2017)

The Lawful basis on which we use this information

We collect and use children's information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018)

Collecting Child Information

Whilst the majority of child information you provide us with is mandatory, some of it is provided on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Children's data

We hold all children's records as follows:

- Attendance, registrations medication and accident records for 3 years after the child has left the setting.
- Children's welfare data for 21 years after the child has left the nursery, to allow for claims against our Public Liability Insurance. After that records are shredded.

Who we Share Children's Information with

- Schools and settings that the children attend after leaving us
- Our local authority
- The Multi-Agency Safeguarding Hub/Team

Why we share children's information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to their child's information that we hold.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This is a big change to data protection legislation we will update our systems and processes in order to ensure we are fully compliant as the legislation evolves.

Consent Pack

Short outings

Occasionally when able, we like to take children on walks to the nearby Belle View Park, local pet shops and playing fields.

All walks are fully supervised with the highest of child/staff ratios met. A risk assessment has been carried out, and a copy is kept in the nursery office.

Medicine/Calpol

To give consent to a senior member of staff to administer or witness giving calpol (if they have a high temperature) or prescribed medicine to your child, if required and named contacts are unavailable.

Use of plasters/adhesive bandages

Due to allergies we need to have your consent to confirm the use of plasters or adhesive bandages.

Photographs for advertising/marketing and social medias. (Facebook, Instagram and Twitter)

We may use photos taken at nursery for advertising and marketing purposes, both in print and online. Occasionally we have the press come in to nursery and take photos for articles featured in the newspaper, again both in print and online.

We like to keep our social networking pages updated and post photos of the children enjoying the activities we have on offer. We currently use a nursery camera to take pictures or record. The camera will be kept in the office when not in use and all photos deleted once published on the social media.

Photographs for display within the nursery setting

We often like to use photographs of the children on our wall displays within the nursery.

Face paints

To allow your child to have their face painted with face paints on special occasions.

Birthdays and celebrations

On occasion when celebrating birthdays etc. some parents like to supply a cake or party food.

Photographs by professionals

Twice a year we have a professional photographer who comes in and he/she takes individual and sibling photos of all the nursery children.

Sun Cream

During better weather we like to spend as much time outside as possible. During this time we want like to children to be protected from the sun. We usually ask parents to bring in their own sun creams in the child's bag labelled. Parents can inform staff on arrival if sun cream has been applied or if a member of staff needs to apply it.

Other Creams

Occasionally children became sore, mostly with nappy rash, so when we can we would like to ease this for the children and apply cream to help, such as sudocream. If your child cannot have any or have to have a particular one then please inform a member of staff and we can make a note of this for our records.

Learning Journey for Ofsted

When Ofsted inspectors come in as part of our audits by the local authority, they may wish to look at a child's learning journey.

Others' Learning Journeys

Sometimes in the photos the staff take on the tablets, your child may be in the background or foreground playing with another child, and we would like to publish this photo as an observation to the other child's learning journey.

Consent



Child's Name:

Date:

	I DO give consent (please sign and date)	I DO NOT give consent (please sign and date)
Short outings		
Medication/Calpol		
Plasters/Adhesive bandages		
Photographs for advertising/marketing and Social Medias		
Photographs for wall displays		
Face paints		
Birthday and celebration food		
Photographs by professionals		
Sun Cream		
Other Creams		
Learning Journey for Ofsted		
Others' Learning Journeys		

