



The Saplings Pre-School

INDUCTION PACK For Parents/Carers

Saplings/2005-2006/04

Version 19

Issued 4th January 2021

The Saplings Pre-School,
c/o Burnham Copse Primary School, Newchurch Road, Tadley,
Hampshire RG26 4HN,
Tel: 0118 9812927 or 07960 030240 E-mail:
ey333449@saplingspreschool.co.uk
www.saplingspreschool.co.uk



Welcome to The Saplings Pre-school

Telephone: 0118 9812927 or 07960 030240

OFSTED Registration No EY333449

Monday	8am – 4pm
Tuesday	8am – 4pm
Wednesday	8am – 4pm
Thursday	8am – 4pm
Friday	8am – 4pm

Closing times may vary according to demand. Please check with the pre-school manager discussing your requirements. Every effort is made to accommodate session times and parent requests are used to determine opening times between 7.30am – 6pm during each term. Please refer to the Admissions Policy for priority of spaces.

Starting pre-school is an important step for both your child and for you as parents.

You, as parents, are the most important people in your child's life. Your interest, praise and encouragement will help them grow in confidence and learn successfully. We want to work in partnership with parents, to give children the very best start we can. We welcome and rely on your support.

Our aim is to provide a friendly, caring and safe environment:

- *Where all children feel included, secure and valued.*
- *Where all children can learn through play, develop and progress in their learning.*
- *Fees are £5 per hour for children over 3, £6 per hour for 2 year olds and £7 per hour for 1 year olds and are payable **monthly in advance**.*
- *Fees are payable for those who spend longer than their EYE entitlement and for those not entitled to government funding.*
- *The pre-school reserves the right to alter or increase fees after giving parents at least one month's notice.*
- *Parents paying fees are given one week pro rata where fees are not charged during period of absence for holidays or sickness/absence of any kind. This absence is applicable during period when child is normally in attendance and can be during term time or holiday cover if child attends for holiday cover.*
- *Children claiming EYE funding are not entitled to change their session if their child is ill or absent although best efforts are made to accommodate if there are spaces available.*
- ***One month's notice** or the equivalent in fees is required on leaving or dropping the number of sessions, other than your child moving up to school.*
- *Each child's attendance at the group is conditional upon continued payment of any necessary fees/funding.*
- *The pre-school reserves the right to alter the child's settling-in procedure.*
- *A late collection charge of £10 will be incurred if your child is not collected on time unless agreed in advance.*

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PARENT/CHILD INDUCTION

- **After your first enquiry** you will be invited to look around the Pre-school and discuss your child's needs. This visit will give you the opportunity to ask questions about the pre-school, the staff, our activities and routines.
- **We recommend** that you and your child spend some time at the pre-school prior to your child's start date. These visits will familiarise them with the pre-school environment and staff and in turn will help your child to settle on their first day.
- **There are forms that you will need to complete** regarding emergency contact details and other information concerning your child's health, such as their G.P.'s name, if they have any allergies or dietary requirements plus permission for local visits, photographs and so on. These forms are found at the back of this induction pack along with an Application Form.
- **We expect you to keep the pre-school informed** of any changes of address, contact numbers or other relevant details.

PARENT/PRE-SCHOOL PARTNERSHIP

- **We keep parents/carers informed** of the children's progress or forthcoming events using The Early Years Foundation Stage Child Profile's, discussions at start and/or end of session, parent/key worker interviews, newsletters, facebook, web site and notices.
- **We encourage Parents/carers to help** and have a parent helper's list on the notice board.
- **Periodically we carry out surveys** so that we can assess customer satisfaction.
- **Pre-School Policies** are on display and can be viewed at any time. Please read through these and let me know if you wish to be involved in the review and updates of these policies.
- **Parent's Information File and a Suggestion Box** are available for you to view and to add comments/suggestions.

KEY STAFF

Carol Deller-Merricks	Director, Manager, Health and Safety Officer, Child Protection Officer, Training, Curriculum, Data Protection Officer
Jessica France	Special Educational Needs, Seedlings Room Leader, Deputy Child Protection, Deputy Health and Safety, Pre-School Practitioner
Tara Kerr	Diversity, Equal Opportunity

There is a team of staff in place to assist with your child's individual development. However, should you feel your child requires additional support in any form, such as progress with speech, hearing, sight, mobility and so on please feel free to talk to our Special Education Needs Co-Ordinator who is there to assist with providing additional support to enable your child to progress appropriately.

ADVERSE WEATHER CONDITIONS/UNEXPECTED CLOSURES

In the event of adverse weather conditions please check The Saplings Pre-School web site. Please keep to any cleared pathways for your own safety.

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CURRICULUM

The Saplings Pre-School follows the Early Years Foundation Stage (EYFS) of education as suggested patterns of a child's development, keeping observation records on each child to monitor their achievements. These can be viewed at any time by you, as a parent and are gathered as part of their Child Profile.

*The **guidelines** followed, are those set by **OFSTED (Office for Standards in Education)** promoting the effective learning through structured play and the teaching of a curriculum within the five outcomes of Every Child Matters,*

Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution; Achieving Economic Well-Being.

Our planning follows the Ofsted inspection framework of:

'Intent' – What do we want the children to learn?

'Implementation' – How do we help them to progress across the areas of learning?

'Impact' – How do we know what we have done has helped the children to learn?

We offer a progressive range of activities and experiences, which enable us to meet the individual needs of the children within the seven areas of learning and development within the EYFS:

Personal, Social and Emotional Development – Prime area of learning

In a safe, secure and stimulating environment, children are encouraged to work independently, to join in-group activities, sharing and co-operating with other children and adults. Children are encouraged to develop confidence, to respect themselves and others.

Physical Development– Prime area of learning

This area of learning focuses on providing opportunities to develop and strengthen children's physical fitness and manipulative skills, using gross and fine motor movements. Children are encouraged to develop spatial awareness, control and co-ordination.

Communication and Language– Prime area of learning

Children are encouraged to extend their vocabulary by talking and listening.

They are also encouraged to use and enjoy books, learning through time that words and pictures carry meaning; and when they are ready, to use drawn and written symbols for themselves.

Mathematics – specific area of learning through which prime areas are strengthened

Children become familiar with sorting, matching, ordering, sequencing and counting activities, this forms the basis of early mathematics. Mathematical language is encouraged to describe shape, position, size and quantity.

Understanding the World– specific area of learning through which prime areas are strengthened

This area of learning provides a foundation for the children's developing knowledge and understanding of their environment, other people and features of the natural and man-made world including age appropriate ICT.

Expressive Arts and Design – specific area of learning through which prime areas are strengthened

This area of learning focuses on developing ability to express ideas and feelings in a creative way. Children are encouraged to use their senses to explore colour, texture space and shape.

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PRE-SCHOOL ROUTINES

On Arrival

Please wait outside the main entrance of the pre-school until the doors are open. Please leave any of the ride on equipment where you found it before bringing your child into the pre-school. The outdoor drive way is used as an emergency exit and should be kept clear whilst not being used. If staying for lunch please place lunch box on lunch trolley outside the main entrance. Please remember to put an ice pack in your child's lunch box.

On Entrance

Place your child's school book bag into their personal drawer and hang up spare clothes and coats on the labelled peg provided and place wellington boots clearly labelled underneath their peg. Encourage your child to hang their registration disc onto the rainbow welcome board on arrival to pre-school. This disc is used later during the day to indicate that they have had their mid-morning snack. Encourage them to place their drinks container on their drink mat on top of their photograph.

During their Session

Children in the morning will be encouraged to sit for a short period of time for registration/circle time when they have the opportunity to provide news or enhance our theme with their own experiences and thoughts. This time strongly encourages critical thinking, enhances their knowledge and allows them to engage in sustained shared thinking. This time is indicated by shaking a tambourine.

End of Session

Children are encouraged to sit for a story before going home. This may be at 12 noon, 3pm or just before closing time at 4pm. Children are encouraged to assist with tidying up.

Eating whilst at pre-school - Children are strongly encouraged to sit down to eat.

Breakfast is provided before 8.30am – cereals and/or toast with a drink.

For mid-morning snack sometime between approximately 9.30am – 10.45am groups of children sit at a table when they chose provided there is a space. They are offered a choice of freshly chopped fruit and/or vegetables which they can chop further with a knife, crackers, cereals or popcorn and occasionally they make their own sandwich, fill pittas or roll wraps.

Lunchtime children must be provided with their own lunch box. Lunch starts at 12.00pm. Due to Health and Safety reasons, the pre-school accepts no visitors or show arounds during the lunch period and for the same reason those children due to attend at 12 noon are required to arrive promptly so as not to shift staff attention away from those children eating their lunch. Children must arrive or leave at 12 noon and the next collection or start time is 1pm.

Please limit the number of items and do not include chocolate, sweets, nuts or nut products. Please ensure that you chop grapes, tomatoes, olives and cocktail sausages length ways due to choking hazards.

Afternoon snack is after 3pm – toast or crackers with spreads and a drink. Occasionally, following a cooking activity, children eat the item they have made for their afternoon snack.

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GENERAL

ITEMS TO BRING TO PRE-SCHOOL

- Children are encouraged to bring water in a clearly labelled drinking bottle (sports type) that they can drink throughout the session as required.
- Children bringing lunch please ensure an ice pack is included within the bag.
- Indoor shoes – slippers or doodles/plimsolls are ideal. **NO LACES.**
- Please ensure your child's coats, jumpers, lunch boxes, bottles wellingtons and bags are clearly labelled (labels can be ordered through the pre-school).

PLEASE NOTE

- Children **should not** attend pre-school with any infectious illnesses.
- Parents are **asked not** to bring any child into pre-school who has been vomiting or had diarrhoea, **until at least 48 hours** has elapsed since the last attack.

SECURITY

- Authority from you **must** be provided if your child is to be collected by someone else. A Child Security Sheet is provided for your authorisation, at pre-school. Alternatively, in case of emergency, please telephone the pre-school telling us of the name of the person collecting your child. Ensure that the person collecting your child knows your **Security Password!** It is recommended that this password is changed by you, the next time your child attends the pre-school.

SAFETY

- All equipment is checked for its suitability and for safety and toys are washed termly or additionally as required.

KEY WORKERS

Your child will be allocated a Key Worker and in their absence a 'buddie'. If you have any problems please discuss them with your key worker first. Your Key Worker will be responsible for completing your child's Child Profile although many staff will contribute to its content.

COLLECTION OF YOUR CHILD

- Parents are encouraged to wait outside the main entrance to collect their child. Each child is brought out by a member of staff and children are encouraged to walk to meet their parent/carer.

BEHAVIOUR MANAGEMENT

- We require all staff, volunteers and students to use positive strategies for handling any conflict or 'unwanted behaviour' by helping children find solutions in ways which are appropriate for the children's ages and stages of development - for example distraction, praise and reward.' Please refer to our Behaviour Management Policy for further clarification.

COMPLAINTS

- Any parent who is uneasy about any aspect of the pre-school's provision can talk through their concern with the pre-school manager in accordance with our Complaint's Procedure.
- At any stage a complaint can be made directly to OFSTED (Office for Standards in Education).

0300 123 1231 for all children's services and any other aspect of their work (main number for all enquiries).

0300 123 4666 for a complaint or concern about any service Ofsted inspects or regulates (8am-6pm). 0300 123 3155 for the whistle blower hotline on 08456 404040.



The Saplings Pre-School

APPLICATION FORM

Please attach a photograph of
your child here.

Please complete this form using **BLOCK CAPITALS**. Thank you.

Child's surname/family name: (as on their birth certificate)			
All forenames:	To be known as:		
Date of Birth:	Religion:		
	Ethnic Origin*:		
	Home language:		
Residential Address:			
Post Code:	Home phone number:		
E-mail address:			
Parent(s)			
Name of mother :	Name of father :		
Address: (If not same as above)	Address:(If not same as above)		
Post Code:	Post Code:		
Home phone no.	Home phone no.		
Mobile no.	Mobile no.		
Place of work:	Place of work:		
Session time contact no. inc. ext.	Session time contact no. inc. ext.		
Name of Additional Contact (1):			
Relationship of Contact (1):	Phone No. :		
Name of Additional Contact (2):			
Relationship of Contact (2):	Phone No. :		
Names and dates of birth of siblings:	First Name	Surname	Date of Birth
Family Doctor			
Name:	Phone No.		
Address:			

REGISTRATION FEE £20.00 NON-REFUNDABLE (See Admissions Policy for priority of spaces)

(THOSE ONLY CLAIMING 15 HOURS OF EYE FUNDING ARE EXEMPT FROM REGISTRATION FEE)

* Ethnic origin may be omitted.

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The pre-school reserves the right to alter or increase fees after giving parents at least one months' notice.

Declaration

- I understand that **fees** must be paid **monthly in advance** and **top-up fees each term in advance**.
- Unless prior agreement with the manager, a surcharge of **10%** will be added to your invoice if fees are not paid within the first week of the month. Invoices are issued prior to the month except for the first month of the academic year in which case fees must be paid within one week of receiving the invoice.
- I understand that attendance at the group is conditional upon continued payment of any fees/grant.
- I understand that fees are payable during all periods of absence and that if my child should be absent for longer than two weeks, without notification, I shall forfeit his/her place.
- I agree to give one month's notice or the equivalent in fees if my child is to leave or reduce their sessions.
- I understand that the pre-school school reserves the right to alter the child's settling-in procedure.

Child's Name: (Block Capitals)

First Parent's Name: (Block Capitals)

Signature: Date

Second Parent's Name: (Block Capitals)

Signature: Date:

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PARENTAL CONSENT FORM AND HEALTH DETAILS

Child's Name:	Emergency Password:	
PARENTAL CONSENT		Yes No
Apply a dressing to a cut or graze?		
Seek or administer emergency first aid?		
Take my child to the toilet and help them should they need assistance, or change clothes when necessary should they have an accident or get wet during water play.		
Make observations & development records of my child's progress.		
Take and develop photos of my child in accordance with the pre-school photographic policy		
Display photographs of my child in the setting and to display and enter into Child Profiles.		
Include my child in multi-cultural events and festivities.		
Follow the correct procedures if there are concerns about the development, health, safety or well-being of my child.		
Take my child to use other areas within the Primary School grounds.		
If your child is not yet toilet trained when starting pre-school, do you give consent for a member of staff to change their pull-ups if they soil during their attendance at pre-school.		
If yes you will need to provide changing items for each session.		
If no then please give details of your wishes.		
If your child has a toileting accident are we able to use wipes?		
Can we use an anti-bacterial alcohol hand gel prior to handling food?		
Can we apply high factor Nivea sun cream when required during their time at pre-school?		
Can we apply Sudocrem/nappy rash cream that you provide during a nappy/pull up change?		
HEALTH DETAILS		
Is your child up to date with the following vaccinations?	Yes	No
POLIO		
DIPHTHERIA - TETANUS - WHOOPING COUGH		
MENINGITIS C		
MEASLES - MUMPS – RUBELLA		
ANY OTHER IMMUNISATION DETAILS - PLEASE GIVE INFORMATION AND DATES.		
FURTHER INFORMATION		
Is there any other information that you feel that we should know about your child? For example - Involvement with health professionals or Court Orders? (delete as applicable)	YES	NO
COMMENTS (details of health visitors/portage workers etc)		
Print Name		
Signature		
Date Relationship to child		

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PARENTAL CONSENT FORM AND HEALTH DETAILS

ALLERGIES/OTHER REQUIREMENTS			
Please give details of any allergies and the treatment given:			
Parent/carer signature: _____ Print Name: _____			
Does your child suffer with asthma or eczema? If yes, please specify treatment given:	YES	NO	
Parent/carer signature: _____ Print Name: _____			
Does your child have any dietary requirements? If yes, please specify	YES	NO	
Parent/carer signature: _____ Print Name: _____			
Do you have any cultural or religious beliefs? If yes, please give details:	YES	NO	Decline
Parent/carer signature: _____ Print Name: _____			
<p style="color: red;">In the event of your child being involved in an accident it may be necessary for him or her to receive hospital treatment. In such an event if a parent or carer cannot be contacted to be informed of the situation, we need to set a procedure in place. If you would like the hospital to make a decision regarding the best treatment available for your child until you can be contacted please sign below.</p> <p>In the event of my child needing emergency treatment, I give / I do not give consent for treatment to be administered in my absence.</p> <p>Print Name</p> <p>Signature</p> <p>Date Relationship to child</p>			
MANAGEMENT USE ONLY			
BIRTH CERTIFICATE SEEN?	Yes	No	

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The Saplings Pre-School

PHOTOGRAPHIC APPROVAL

Child's full name: _____
I am aware of the use of cameras and photographic images policy used within the pre-school a copy of which is shown over page.
I give/do not give permission for photographs to be taken of my child to be used in their own child profile.
I give/do not give permission for group photographs to be taken with my child in it to be used within my own and other children's profiles. Eg photos of group activities as team work or playing alongside another child involved in the same theme eg train set, dolls' house, role play.
I give/do not give permission for video clips being taken of my child at the Christmas performance.
I give/do not give permission for my child's photograph being displayed as part of their bottle mat within the classroom area.
I give/do not give permission of my child's photographs being used as part of a presentation to parents at Christmas.
I give/do not give permission for my child's photograph to be displayed within the setting.
I give/do not give permission for a group photograph to be taken of my child's cohort group at the end of the academic year and I am happy for all children's parents to have a copy of this.
I give/do not give permission for the school photographer to take photographs of my child when he attends an official appointment at The saplings Pre-School. (Notification of dates is always given in newsletters.)
I give/do not give permission for my child to appear on a Kids Klub DVD when an official appointment is made for individual/family recordings. (Notification of date is always given prior to arrival.)
I am aware that digital photographs taken of my child whilst in attendance at The saplings Pre-School will be displayed within the setting on both the digital picture frame and on the two pre-school computers.

Signed: _____

Date: _____

Parent's name printed: _____

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**APPROVAL FOR PHOTOGRAPHS ON
FACEBOOK AND WEBSITE**

The Saplings Pre-School

Child's full name:		
I am aware that The Saplings Pre-School has a facebook page which can be searched for as: The Saplings Pre-School		
Photos will not show your child's face only hands and/or arms, legs etc. so your child will not be identified by the general public. I am happy for these photographs of my child to be used on the facebook page.	Delete as appropriate YES/NO	
I am aware that there is a ' CLOSED GROUP ' called: The Saplings Pre-School Parents' Group I can request to join this and understand that it requires acceptance from one of the group administrators. I understand that once I no longer have a child attending The Saplings Pre-School I will be removed from the Closed Group (The Saplings Pre-School Parents' Group) such that I can no longer have access to it.		
I am happy for photographs of my child to be used on the Closed Group, The Saplings Pre-School Parents' Group	Delete as appropriate Facial photos YES/NO	Delete as appropriate Non Facial photos YES/NO
I am aware that The Saplings Pre-School has a website www.saplingspreschool.co.uk		
Photos will not show your child's face, only hands and/or arms, legs etc. so your child will not be identified by the general public. I am happy for these photographs of my child to be used on the website.	Delete as appropriate YES/NO	

Signed: _____

Date: _____

Parent's name printed: _____

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1 Use of Cameras and Photographic Images

1.1 Statement of intent

The intention of this policy is to ensure that parents/carers are aware of the use of and processing of images taken of their child/children during their attendance at The Saplings Pre-School. The procedures are to reduce the likelihood of any allegations of misuse of images to safeguard children within our care.

1.2 Aim

The aim of using photographic images and video recordings of children are to provide an historic record of events during your child's early years in education.

1.3 Procedures

Provided parental permission is given, photographs are taken of children in attendance at The Saplings Pre-school. These are taken using a digital camera for official pre-school use. Images are captured and temporarily stored on a memory card within the camera and are printed by the colour printer in the pre-school office.

The images captured on the memory card used inside the camera are copied onto the laptop used for The saplings pre-School where they are stored for use in presentations to parents, for bottle mat photos within the classroom and to enable them to be further copied onto the pre-school children's lap top computer as screen savers for the children to see and onto the digital picture frame on display for both parents and children alike. These three items have no connection to other networks.

The photographs are cropped and placed into appropriate child profiles. These enhance your child's profile and are yours to keep once your child leaves the Saplings Pre-School. These files can be viewed at any time.

Parents/carers are required to sign a permission slip to enable photographs to be taken and used in this way.

The pre-school laptop is regularly backed up onto a personal server administered by one of the Saplings Pre-School's Directors who holds a current Disclosure and Barring Service check as per the requirements of all staff within the pre-school setting. This back up is performed automatically and is to provide consistency of data and business sustainability of information.

Occasionally, particularly at Christmas time, a video is produced of our Christmas Performance for which a separate licence is obtained to use and sell the images and recordings to parents. Parents are requested to sign a consent form to allow the use of such recordings.

The Saplings Pre-School also has a facebook page which is available to the public and can be searched for as 'The Saplings Pre-School' and a web site which is also available to the public www.saplingspreschool.co.uk.

In addition to this a facebook 'Closed Group' called 'The Saplings Pre-School Parents' Group' which parents have to be accepted on by one of the administrators.

There is a separate consent form for the use of photographs on facebook and the web. In all cases, provided a parent consents to images of their children on public media, they only include non-facial images thus protecting the use of your child's identity from the public.

A parent can, if they wish, agree to facial photographs being placed onto the 'CLOSED GROUP' within facebook.



PRIVACY NOTICE

Children in Early Years Setting

Dear Parent

Privacy Notice - General Data Protection Regulation (GDPR) 25th May 2018

The Saplings Pre-School is the **Data Controller** for the purposes of GDPR. We collect information that you submit to us on your child's application forms. We hold personal data for three academic years beyond the current academic year.

- Personal Information - Name, date of birth, residential address and contact numbers and use it to:
 - Support your child's teaching and learning
 - Monitor and report on their progress
 - Provide appropriate pastoral care
 - To prioritise and allocate their space according to our Admissions Policy
 - To support the claim for their funding from Hampshire County Council
- Characteristics – ethnicity, nationality, first language and additional language if appropriate, special educational needs if appropriate, dietary requirements, involvement from other professionals and use it to:
 - To support their learning
 - To support their Health and Safety requirements
 - To safeguard your child whilst in our care
 - To acknowledge their cultural/religious beliefs
 - To share with our local authority
 - To share with school that your child will attend after leaving

The lawful basis on which we use personal information under Article 6 is 'necessary'. The special category data under Article 9 has been provided by the parent/carer of the data subject who has given explicit consent to the processing of the personal information and characteristics for specified purposes. The parent/carer has given explicit consent as the data subject is under 16 years of age.

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

We collect personal data from you as parents/carers to enable us to:



PRIVACY NOTICE

Children in Early Years Setting

- Claim the Age 2 funding from Hampshire County Council if appropriate
 - We require a parent/carer's National Insurance Number
 - Parent/carer's address
 - Parent/carer's Date of Birth
- Claim the enhanced offer for 30 hours Early Years Education funding if appropriate
 - We require the 30 hour code issued to you from HMRC
 - We require the National Insurance Number to validate the 30 hour eligibility
- Claim pupil premium for 15 hours Early Years Education funding if appropriate
 - We require a parent/carer's National Insurance Number
 - Parent/carer's address
- To comply with the law regarding data sharing

The lawful basis on which we use parent/carer personal information under Article 6 is 'necessary'. The special category data under Article 9 has been provided and the data subject who has given explicit consent to the processing of it.

Hampshire County Council (HCC) is one of our **Data Processors** for the purposes of GDPR. HCC use this information for:

- Statistical analysis, financial and sufficiency planning
- To assess how well providers are doing as a setting

This information includes your child's contact details, attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's first language, ethnic origin and special educational needs.

HCC are required by law to pass some of your information to the Department for Education (DfE). If you require more information about how the local authority (LA) and/or DfE store and use your information then please look at the following websites:

Hampshire County Council:

<https://www.hants.gov.uk/educationandlearning/dataprotection>

The Department for Education <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Information Commissioner's Office <https://ico.org.uk/concerns/>

Data Protection Officer for The Saplings Pre-School



The Saplings Pre-School

“CAN DO APPROACH”

Can you tell us about some of the things your child likes to do and how they do them?	
What are his/her favourite toys?	Outings eg shops
Self help – what he/she can do for self.	Chores he/she likes helping with.
Pretend Play	Games he/she likes to play.
Speech and language skills (eg What can your child say? Can they follow instructions?)	How she/he plays with other children.

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