

APPLICATION FORM

Parents/carers to fill in

Name of provider- Smarden preschool

Name of child:

Date of birth:

Name and address of parent(s) making this application:

Contact telephone number:

I/we would like our child/ren to start attending at this setting from:

We would like our child/ren to attend on the following days/sessions: (please tick)

Monday	Tuesday	Wednesday	Thursday	Friday
AM 9-12	AM 9-12	AM 9-12	AM 9-12	AM 9-12
PM 12-3 (3/4 yr olds)	PM 12-3 (3/4 yr olds)	PM 12-3 (3/4 yr olds)	PM 12-3 (3/4 yr olds)	PM 12-3 (3/4 yr olds)
All day 9-3 (3/4 yr olds)	All day 9-3 (3/4 yr olds)	All day 9-3 (3/4 yr olds)	All day 9-3 (3/4 yr olds)	All day 9-3 (3/4 yr olds)

If we find we no longer need the space in the time that elapses between filling this form and our Childs start date we will let Smarden preschool know as soon as possible.

Parent/carers signature:

Email address:

Early Years Prospectus

Name of provider

Address

Tel No. Email

Our setting aims to:

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

Staffing

Please see the parent's information board for staff, their qualifications and experience.

The staff all have mixed shift pattern, however there is always one person from open to close everyday to allow for consistency for all the children.

Key person

We follow the key person approach which means at the start of your Child's time at the setting they will be assigned a key person, (a staff member your child takes to, that works the days your child attends) this key person will be a consistent person within the setting for your child, they will do the settling in visits with you and your child and will know the information about your child including your child's likes and dislikes, it is the key person's job to do the planning for your child to continuously encourage your child to progress their learning during their time at the preschool. Please be aware that your child's key person may change during their time at preschool due to staff changes or staff shift changes however where possible this will be avoided.

Children's development and learning

The provision for children's development and learning is guided by The Early Years Foundation Stage (DfE 2012). Our provision reflects the four guiding themes and principles of the Early Years Foundation Stage.

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, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision including children with special educational needs and disabilities.

How we provide for development and learning

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 of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning 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 children should be 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.

Please see our planning board for more details into this early year's framework, or talk to a staff member.

Opening times and sessions

We are open term time in line with Smarden preschool.

The times we are open are 9.00 am – 3.00pm Monday -
Friday

Morning session is 9.00-12.00 afternoon session 12.00-3.00, for afternoon sessions you will need to provide your child with an appropriate packed lunch, or if you require a hot, meal we can offer these from the primary schools hot dinners, please talk to a staff member if this is something you would be interested in.

Snacks and meals

The setting makes snacks and meals a social time at which children and adults eat together with a Rolling Snack bar so that children can decide when they would like to sit and have their snack. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met. Please provide a named drinking bottle for your child which will be filled with fresh water each day for your child to access each day when they are thirsty.

Clothing

We provide protective clothing for the children when they play with messy activities.

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. Boots for outdoor play and a change of shoes for indoors can be left by the child's peg in the cloakroom area with an appropriate coat, hat and gloves for all weathers. A sun hat is useful in the hot weather to provide but we do have spares in the box allocated in the cloakroom area.

How parents take part in the setting

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

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- 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, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting;
- 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; and
- Building friendships with other parents in the setting..

We welcome parents dropping into the setting to see the preschool at work or to speak with the staff.

If you would like to view the full copy of the partnership with parent's policy please see in the folder in the cloakroom.

Policy and procedures

Copies of the setting's policies and procedures are available for you to see at the setting in the green folder in the cloakroom area as you enter Smarden Pre-School. Some policies have been added in the Welcome Pack to include this prospectus.

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

The staff and parents of the setting 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 the setting to provide a quality service for its members and the local community.

No shoe policy

We have a no shoe policy within the preschool; children are asked to have hard bottomed slippers or indoor shoes.

Walks policy

During your child's time at preschool there will be occasions where we will like to take the children out on short walks. The staffing ratios change to one staff member to two children whilst out on walks.

Please see the walks policy for more information

Illness policy

If your child is too unwell to attend the preschool session, please call us in the morning to let us know.

If your child becomes unwell during their time at preschool we may need to call you and ask you come and collect your child early.

If your child has had a sickness and or diarrhoea bug they are not to come back to the preschool until they have been 48 hours clear of the last bout of vomiting or diarrhoea to stop the spread of infection.

For more information on this policy please see the policy folder in the cloakroom.

Medication policy

If a child has been prescribed medication-they need to have been on this medication for 48 hours before returning to the preschool, as even if they have had this medication before they may develop an allergic reaction to the medication.

Once they return to nursery if they are still to have their medication, we can administer it in the setting but it will need to be in its original container with the child's name, dosage instructions and date all clearly visible.

For more information on our medication policy please see the policy folder in the cloakroom

For more detail for the above policies and all the other policies please see the folder in the cloakroom

Mobile Phone/Camera Policy

As a matter of safety to all staff, children and families, we do not allow mobile phones or cameras to be used in or outside of our Setting, However As part of your child's learning

journey; we will take photos but will ask for your permission for you to sign on your child's Registration form that this is acceptable.

Working together for your child

In our setting we maintain the ratio of adults to children, which is set through the safeguarding and welfare requirements. We also have parent volunteer helpers where possible to compliment these ratios.

This helps us to

- Give time and attention to each child
- Talk to the children about their interests and activities
- Help children to experience and benefit from the activities we provide
- Allow children to explore and be adventures in safe environments

Complaints

Smarden preschool strives to ensure that all children are given the best care and attention at all times. If you wish to discuss an area of concern whilst your child is in our care, or if you are unhappy about an element of service, please do not hesitate to talk to your child's key person. Once you have spoken to your child's key person, you still feel things are unresolved please talk to the settings manager.

Likewise please tell us when you are happy with our service; this is great for the preschool team who dedicate their carers to the well being, care, education and development of your children.

If you would like to view a full copy of the complaints policy, please see the folder in the cloakroom.

Discipline

In the preschool we concentrate on encouraging good behaviour, we will reward any positive behaviour rather than focus on the negative behaviour. Preschool staff are responsible for the discipline of the children whilst they are in their care, staff will deal with any misbehaviour

and explain to the child at the child's level why their behaviour is inappropriate. We reserve the right to require the withdrawal of any child whose behaviour is unacceptable (Free Early Education places will not be withdrawn).

If you would like to see the full behaviour policy, please see folder in the cloakroom

Child protection

Parents/carers should be aware that the centre has a duty to take reasonable action to ensure the welfare and safety of its children. In cases where the preschool staff have cause to be concerned that a child in their care may be subject to ill-treatment, neglect or other forms of abuse staff will follow the child protection procedures and inform social services and ofsted of their concern, this may involve a visit to the home by a social worker.

If you would like to view a full copy of our child protection policy see folder in cloakroom

ALL STAFF EMPLOYED BY SMARDEN PRESCHOOL ARE CHECKED FOR CRIMINAL OFFENCES UNDER THE REHABILITATION OF OFFENDERS ACT BEFORE BEING APPOINTED.

Equal opportunities

Staff working at Smarden preschool will value and respect the different racial origins ,religions, cultures, languages, gender and special needs so that each child is valued as an individual.

If you would like to see the full copy of the equal opportunities policy see in the folder in the cloakroom.

Safeguarding children

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

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

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

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The SEND Code of Practice (2014).

Our Special Educational Needs Co-ordinator is Claudia Miller

Fees

The fees are £6 per hour with a minimum of one session which could be made up of 9.00 am to 12.00 midday, and/or lunch with the afternoon session being 12.00pm to 3.00 pm. This is payable termly in advance. Fees must still be paid even if children are absent for a short period of time. If your child has to be absent over a long period of time, talk to the setting manager.

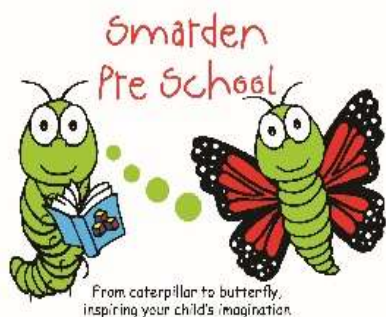
We are in receipt of Free Early Education Funding for three and four year olds for 15 hours per week and will inform you when your child will start being eligible, as of September 2017 we are also offering 30 hour funding for those that are eligible (see sheet for details) please see manager for availability if you are eligible for 30 hours. You will need to sign a form to confirm the amount of hours you would like us to claim but where funding is not received, then fees apply.(please note for us to claim 30 hours we need an 11 digit code from you, you can get this from their website, see information sheet) We are also able to offer "Free for 2"

places – more information can be found on the FF2 guidance sheet included in the new starter pack.

Deposit:

Upon starting, a refundable deposit of £50 will apply to fee payers. If you are only claiming the Free Early Education Funding you are eligible for, no deposit will apply.

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. The staff are always ready and willing to talk with you about your ideas, views or questions.



Terms and conditions.

Preschool places and bookings-

A signed and fully completed application form must be received before a place can be considered.

Deposit-

A £50 refundable deposit is required in receipt of a place and is payable with the first invoice received. (This fee does NOT apply if you are ONLY claiming Free for 2, Free Early Education funding - Universal and Extended entitlements)

Settling in sessions

We offer 2 settling in sessions, free of charge for you and your child to get used to the new environment before your Child's official start date. The first visit will usually be an hour long with you filling out the paperwork whilst your child gets their bearings of the new environment. The second visit is 2 hours for your child to play and join in with the social interaction of the preschool. This session is usually a chance for your child to settle without parents/carers, this said it is down to you as the parent/carer to make the decision if you feel you would rather stay for the duration of this second visit or not. This second visit is usually planned for no longer than a week before the start date.

Fees and invoicing

Fees are billed in advance on a term by term basis. We reserve the right to charge later fees of £5 per week for any instalments not made by the payment dates.

Payments may be made by cash, cheque, internet banking, or employer childcare vouchers. Continual failure to meet payments may result in the termination of the preschool place. In such cases, the parent remains responsible for all outstanding fees.

Any one off extra sessions are to be paid for at the start of that session.

Other than if we are in breach of these terms and conditions, all sessions that have been booked will be included in your bill, even if your child misses a session due to illness or holiday.

Late collection of children

Please note it is important for the children as well as the staff, that the children are collected promptly.

Whilst we appreciate that delays are sometimes unavoidable, we do reserve the right to charge £5 per quarter of the hour to cover our costs, as staff may need overtime payment.

Termination/cancellation change (Non funded places)

We require one month's written notice should you wish to terminate a preschool place for any reason. Parents remain liable for fees throughout this notice period. We reserve the right to terminate a preschool place with immediate effect if fees are not paid by the due date or if a parent or child displays abusive, threatening or otherwise inappropriate behaviour. In all cases, one month's notice will be issued in writing should we wish to terminate a preschool place for any reason. Any reduction in hours must be received in writing one month before the parent wishes the hours to be reduced.

Liability and insurance

We have extensive insurance cover-full details are on display near the main office. we cannot be held responsible for any loss or damage to Children`s property Please name things that are sent in with your child to preschool. Every reasonable effort will be made to ensure Children`s belongings are not lost or damaged.

We accept no responsibility for children whilst in their parents care but on preschool premises. On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decisions has to be taken to close the preschool. If the preschool is obliged on these occasions to pay the staff, then the preschool reserves the right to charge for any sessions which your child would have attended if the preschool had not been closed due to circumstances beyond its control.

Accidents and illness

We reserve the right to administer basic first aid and treatment where necessary. Parents will be informed of all accidents and required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, every effort will be made by the preschool to contact parents, but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will only administer prescribed medicines if parents complete a `medicine consent form` however the child must remain at home for the first 48 hours of taking any newly prescribed medication to reduce the risk of the child having a reaction to the medication whilst at preschool. Medicines must not be left on the preschool premises over night.

We require parents to withdraw their child from preschool in the event that they require special medical care and attention, the child is considered to unwell to attend or it is thought the child has an infectious or contagious disease.

We accept no responsibility for children contracting contagious diseases /infections but efforts will be made to inform parents of cases of such diseases or infections within the preschool.

If your child has an episode of diarrhoea or vomiting we will not accept the child back until 48 hours after the last episode to prevent the spread of infection within the preschool. We reserve the right to contact parents at any time if their child becomes unwell during normal preschool hours.

Should your child pose a potential health risk to other children or staff then we have no option but to exclude the child until a doctor declares no further risk. Parents are required to inform preschool if their child is suffering from any illness, sickness or allergies.

Security

Children will only be released from the preschool with their parents or the people that the parents have signed can collect (within the forms filled on first visit to preschool) there is a password system for those said people.

However if the parent states at the beginning of the child's session that a different person is going to collect, a new form (collection from preschool) will need to be signed by the parent/carer on the day, along with a password this person will know and a brief description of the person collecting.

School dinners

If you wish your child to receive hot dinners from the school kitchen, please let the preschool staff know, the morning of the day a meal is required, the meals get ordered by 9:30 am, the payment for these meals is needed the upon request of the meal, at a cost of £2.15.

General information

Parents are required to inform preschool of any food, medicine activity or other circumstances that may cause the child to have an allergic reaction or allergy. Parents must provide full details in writing, of the severity of the reaction and must keep the preschool informed of any change to the condition.

In the event that you seek to employ a member of our staff during their normal working hours at the preschool, you will be liable to pay costs to cover advertising and replacement to the sum of three months' salary or £2000 whichever is the greater. This is effective within and up to three months of an employee leaving the preschool.

Free Early Education Funding

All Children are entitled to 15 hours free child care from the term after their 3rd birthday, parents will be given a declaration form to sign to say how many of these 15 hours will be claimed at Smarden preschool. Your child can attend more than 15 hours, any hours over 15 are chargeable at the cost of £6 an hour, if your child only attends the preschool for example 6 hours you only claim 6 hours, if your circumstances change after the 'headcount' at the beginning of the new term and you up your hours from 6-12 hours a week the remaining 6 hours are charged to you at a cost of £6 hour until the next term when the 'headcount' is re submitted.

For 30 hour Free Early Education funding, we will need an 11 digit code for confirmation of eligibility, however headcount week and declaration forms still apply as above.

After Headcount, you can only make changes to a FF2 child's hours and 30 hour funding – where a parent can prove they have a need to work longer hours. Changes to 3 & 4 year old universal hours can only be made at next headcount.

Policies and procedures

Smarden preschool are required to follow the guidelines of the EYFS/OFSTED and parents are requested to observe and comply with all operating policies and procedures at the premises and cooperate with staff in the completions of any entry forms, incident log book and any other documentation required pertaining to your child and his/her progress in the preschool. Failure to do so may lead in the preschool taking necessary steps to with draw the child if any of the policies or procedures are not followed.

Please note: The term `parents` refers to all those who are named responsible for the day to day care of the child

Agreement

We reserve the right to update/amend these term and conditions at any time with one month's written notice.

I agree to these terms and conditions

Signed..... (Parent or guardian)

Date.....

