

# Parent Information Pack and Handbook

Braeside@Sunflowers

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# Welcome to Braeside@Sunflowers

Welcome to your parent information pack and handbook. This contains information needed when joining us at Braeside@Sunflowers and your obligations as a parent.

Braeside@Sunflowers is owned by Steve and Samantha Morris. Braeside @ Sunflowers is part of small family of nurseries owned by Steve and Samantha, two settings are based in Newton Abbot, and one is based in Crediton. Our setting is situated in a quiet residential area close to Goodrington beach and Paignton harbour which makes it an ideal location for babies and young children to learn and explore during visits.

The nursery cares for babies and children up to 5 years old, who are catered for in four separate units. All children have access to an enclosed garden on two levels.

The nursery opens 7.30-6pm on Monday to Fridays. We are also open 51 weeks of the year. The nursery is registered to provide care for a maximum of 69 children.

Braeside @ Sunflowers is staffed by fully qualified, experienced and dedicated professionals. We are committed to creating a loving, happy and stimulating environment which responds to the needs of enthusiastic and inquisitive individuals.







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## Our Staff

Our staff are selected very carefully, not only for their qualifications and experience but also for their love of children. All potential staff have to prove that they are the right person to work alongside the Braeside team. We understand that continuity of care for the children is paramount and as a setting we are totally committed to promoting staff loyalty. We pride ourselves in the fact that staff at Braeside @ Sunflowers have been with us for a number of years and shown full commitment in the care for all the children. Our manager has been part of the nursery since 2015 starting as a nursery assistant working and training her way up to nursery manager. Staff continuity is of paramount importance to us therefore few staff have been with us less than a year. It can be detrimental for a child's development at nursery to experience constantly changing faces due to staff turnover.

The national standards require the person in charge of the nursery and the deputy to have at least level 3 qualification or teacher status that specialise in early years. In addition, at least half the remaining staff must hold an appropriate level 2 qualification. Wherever possible we try to exceed statutory requirements, encouraging staff to develop their qualifications and to attend courses in areas such as special needs, equal opportunities, and behaviour management. We expect all staff to obtain First Aid and Food Hygiene qualifications within six months of appointment and keep these up to date.

### Designated staff

We have designated staff within the setting who can support you and your child in many ways. We have;

- **Jodie Burns**- Special Educational Needs Coordinators (SEND coordinators/ English as an Additional Language Coordinator (EAL)
- **Rebecca Murphy**-Designated Safeguarding Lead, **Gayle Kagawa** Deputy Safeguarding Lead
- **Hayley Tucker**- Health and Safety Officer

Although all staff members have an understanding of these areas and how to support them, these staff members specialise in these areas and are in the setting to support your child and their family. If you do have concerns and are unsure of who to speak to please see the room supervisor who will guide you to the support needed.

### Our Staff Ratios

Our staff ratios are guided by Ofsted regulations for nursery age children as follows:

Age of child	Staff - child ratios
Under 2 years	1:3
2 years	1:4
Over 3 years	1:8





# Starting at nursery

We understand that starting nursery can cause anxieties for both children and their parents therefore we are committed to supporting you and your child to make the experience as smooth and enjoyable as possible.

## Starting nursery

Before starting the nursery, we advise your child to attend 3 settling in sessions where your child will be dropped off at the front door. We provide these settling in sessions usually of an hour, free of charge. These sessions will be booked in advance with the room supervisor.

This time will allow us to go through the paperwork with you and the day-to-day events which your child will be enjoying. We hope in this time to get to know your child's likes and dislikes and their routine at home (especially the under 2s). This will also enable them to build a relationship with the key staff in that room.

We do understand that every child is different and some therefore will settle quicker than others. We look at each child individually therefore we understand this format may not suit everybody. We will work alongside you to help support the child in the best way to settle confidently into the nursery.

During your child's settling in period, and for all children at our setting, parents are more than welcome to telephone us to see how your child is doing.

Your child will be allocated a key person who will be a staff member in the room that your child has made a bond with. This person will oversee your child's learning and development recording on Tapestry.

## What do I need to bring to nursery?

We ask you to provide your child with;

- Nappies
- A change of clothing, please ensure spare socks and underwear for those who this applies to, especially during times of toilet training. (Please note-children have access to water play)
- Washable shoes (Jellies/Crocs) are ideal during toilet training times
- Sun cream\*
- Sun hat
- Formula milk \*
- Bottles, dummy etc.

- Wellington Boots and a waterproof coat. We do play outside during times of wet weather.
- If your child is joining us from another setting you will need to bring any Learning and Development information for the previous setting. We will use these documents to support us with a baseline assessment and your child's starting points.
- If your child has left their current nursery/childcare provision; that provision will need to provide us with a transition document, this may have been sent to us prior.

\*Our reasoning behind this is so many children are allergic to certain nappies or creams. We do provide storage space for each child for their nappies and cream if this is preferred. Please ensure **all your child's belongings are named**.

## Documentation

It is very important that we obtain as many details about your child as possible to ensure his/her welfare at Braeside @ Sunflowers. We ask you to ensure that the nursery receives all paperwork **before** your child's start date.

You will receive all relevant paperwork on your child's settling in periods, these will include;

- Admission Forms (attached to the back of the parent pack) including photographs of named people allowed to collect your child.
- Personal and Emergency contact details.
- Medical requirements.
- Consent forms for nappy cream, first aid, photo permission, emergency transport, sun cream etc.
- Care Plan Book (for children under three years, these are available for older children upon request, please speak to the unit supervisor).
- Tapestry Consent form
- We will also require a copy of your child's Birth Certificate.

All these forms will require your signature. We trust you can appreciate that there are many legal requirements to which we must adhere to. Staff will request signatures and information from all parents as this is a legal obligation.

Starfish, Jellyfish and Dolphins 1, each of these units fill out the Care plan books which staff will record how your child has been throughout the day, play experiences and activities, as well as general information including sleep times, nappy changes (if applicable), how they have eaten and their general well-being throughout the session.

You will be introduced to Tapestry and sent your own account to set up. We will be using Tapestry to record observations of your child's skills and learning and obtain your child's level of development to ensure that the staff can provide the best activities, experiences and learning environment to support your child's development. The staff will also undertake summative assessments at the end of each term to evaluate your child's learning and obtain their developmental level in order to plan in accordance with your child's developmental needs and their individual interests. Tapestry is fully protected, and staff members have their own password and account to access the children's learning diary, observations and assessments.



The exciting thing about Tapestry is you as parents and carers will be able to have a password to your child's learning diary and be able to add photos, observations and reply to staff observations from your own home. We actively encourage parents to add to their child's online Tapestry account.

### **Which unit will my child be in?**

We operate 4 units within the nursery, each catering for different age ranges.

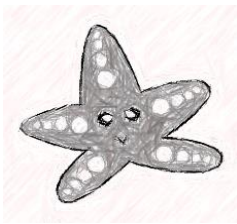
Starfish (0-19 months)

Jellyfish (19-30 months)

Dolphins 1 (30-42 months)

Dolphins 2 (42-Preschool months) (School Leavers)

Although we have age ranges alongside these rooms, we do only use these as a guideline. We treat each child as an individual and therefore we use their development as a guideline also.

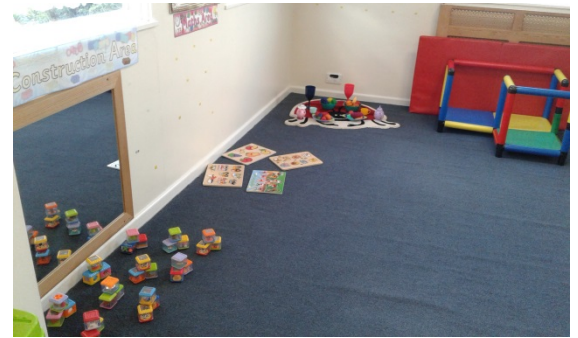


### **When your child moves to another unit**

As your child grows and develops, their care and education needs will also mature with them. Therefore, there are times when your child will need to transition into the next unit. When your child progresses to the next unit, they will spend time in their new environment to meet with staff and familiarise themselves with the new routine, very similar to when your child starts with us at Braeside. We are very sensitive to your child's needs and will only initiate these transitions when your child is ready.

Your child will leave their unit with a transition document completed by their key person. This document contains all the information for your child's new key person and will help support a smooth transition.

Your child's Tapestry account will be with them all the way through the different units. These will later go onto your child's chosen school for the teacher to gain all the relevant information for this new phase in your child's education.



### Starfish Unit

Creating spaces for relaxing, socialising and exploring. Neutral tones to promote a calm and peaceful environment.

Using red, black and white colours in the environment is a simple and effective way to stimulate babies' vision.

Then finally a lovely place to rest.







## Jellyfish Unit

Learning through role play, early mark making, creative play and a gentle structured routine.

A perfect space for free flow access to indoor and outdoor play and exploration.



## Dolphins 1 Unit

Fun and exciting activities and play opportunities to engage in.

Expressive small world and role play along with quiet areas for early writing skills, creative mark making and early phonics.







## Dolphins 2

This unit reflects the first experience of school with a structured routine involving adult lead activities, phonics and Intergenerational Visits to the local residential home.

Large garden area with a wide range of outdoor activities.



## Our outside space



We have an open plan garden for all children to use, wide range of activities to engage in from physical games and activities to helping with the watering and gardening experiences.

There are spaces to explore, hide, climb, socialise and relax.







# Partnership with parents

## Information for Parents

Copies of our policies and procedures are displayed throughout the nursery.

The nursery receives an Ofsted inspection every 3-4 years. You can get a copy of the Ofsted report from us upon request or alternatively you can download it from the Ofsted website which is [www.ofsted.gov.uk](http://www.ofsted.gov.uk). You will also find a copy within each unit.

If you have any comments or complaints, then please speak to the manager.

At Braeside @ Sunflowers we try very hard to offer our parent/carers as much information as possible. You will find each unit has an information board; also monthly newsletters are sent out with information on. However, if there is anything else you need to know please speak to a staff member who will support you with finding the information.

## Parents' Information Events

The nursery sends out regular newsletters. We also offer everyone the opportunity to come along to our parents evening to speak to your child's keyperson and discuss their progress. This also gives you the opportunity to voice any concerns you may have.

## Nursery Events

Any Nursery events that are up and coming parents/carers will be notified via our online platform tapestry at the earliest convenience.

## Parents Suggestions

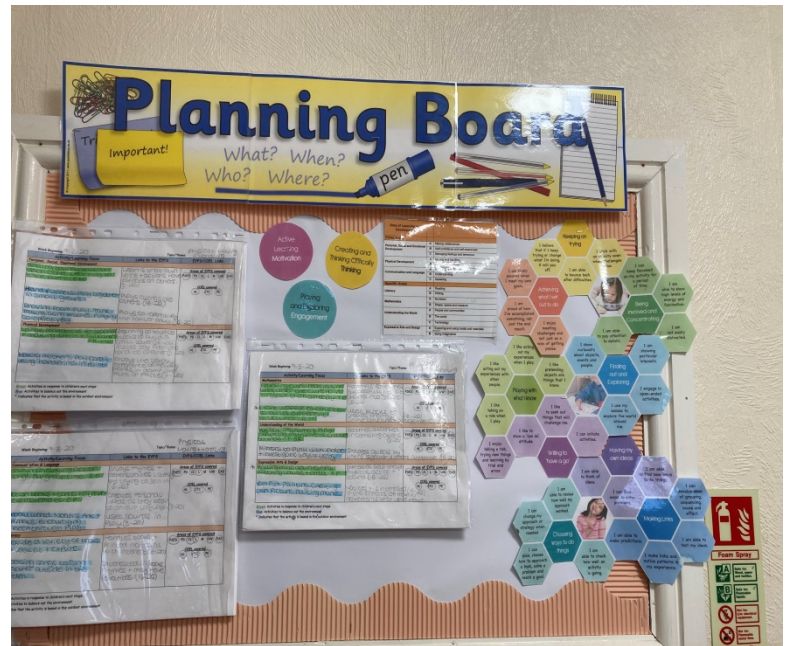
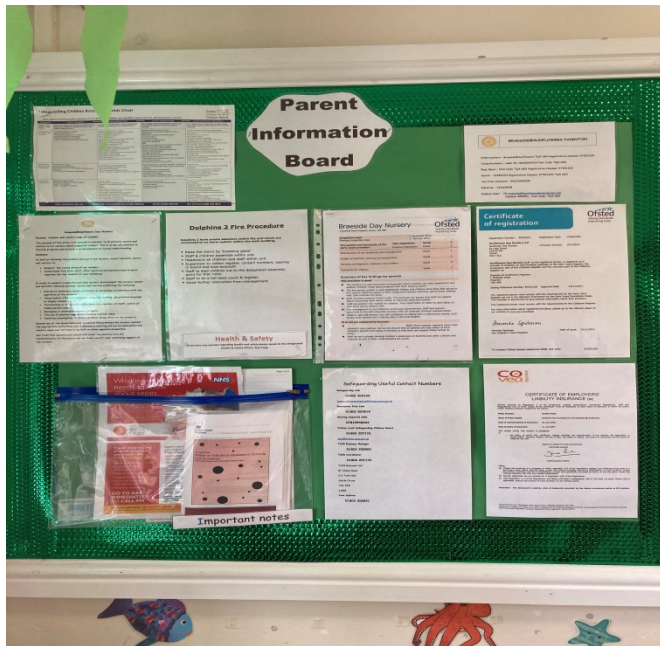
We welcome any suggestions or feedback from you regarding all aspects of the nursery. These suggestions can also be voiced within the questionnaires we send out to you from time to time, through emails, telephone and also feel free to discuss anything with the nursery team.

## Nursery Communication

Verbal communication is always the best, but we do appreciate it is not always possible so therefore we have also got other ways of communicating with you.

- Written communication - this can be done in the form of daily Care Plan books (usually for the under 3's).
- Monthly newsletters
- Room information boards
- E-mail updates; it may be possible for you to receive information from the nursery via email rather than sending a hard copy. Please ensure the email details we hold are up to date.

You are very welcome to request a meeting to discuss your child's progress with the nursery manager, your child's keyperson or nursery unit supervisor.





# My Learning

## The Early Years Foundation Stage Framework

The EYFS sets the standards for learning, development and care for children from Birth up to 5 years of age.

The framework sets out the legal requirements, we as a nursery follow this to keep your child safe and promote their welfare. The framework supports the staff to plan the activities that meet your child's learning and development.

The framework has 7 areas of learning, which guide us as professionals into providing activities and learning environments to support your child's development and early education.

These 7 areas are;

### *Prime areas*

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

### *Specific Area*

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



There are assessments which will be carried out via the staff working with your child. For example the '2 year check' this document is completed by your child's keyperson. This document is undertaken in conjunction with your child's 2-year development progress check with their health visitor and is aimed to act as an umbrella for your child's education and health care.

You can find more information and a Parent's Guide to the Early Years Foundation Stage at <http://www.foundationyears.org.uk/early-years-foundation-stage-2012/> under EYFS for Parents.



## How do we plan for your child's learning?

All staff members are trained to plan for the children's individual learning needs. Staff will observe the children; these are incidental, planned, to identify strengths, developmental needs and interests. The 'next steps' gathered from these observations over each week will then feed into the planning for the following month.

This process means that the activities and learning environment is in place from the child's interests in order to support and develop their individual development. The curriculum will be carefully balanced by knowledgeable staff which will introduce the children to new ideas, skills and activities and teach them about the wider world.

"Tell me and I forget.  
Teach me and I  
remember. Involve me  
and I learn"- Benjamin  
Franklin

"We are a box of crayons  
each of us unique, but when  
we get together the picture  
is complete!"







# Keeping children safe

## Safeguarding Children Policy

We have a duty as childcare professionals to safeguard and promote the welfare of children. As mentioned above the nursery has trained members of staff who are responsible for the implementation of our safeguarding policies and procedures.

We are also bound by the Local Authority child protection procedures and have a legal duty to;

- Discuss information with them
- Obtain advice from the Torbay Safeguarding Children's Board

If we have a concern this will be raised to you as the parent first and our next steps will be explained. If we deem a child to be at risk of significant harm, we are duty bound to contact the Multi Agency Safeguarding Hub (MASH) to raise our concern without seeking consultation or permission from the child's parent.

All staff are aware of their duties regarding child protection matters and have attended regular training in our safeguarding policies and procedures.

We also ensure that our own staff are suitable to care for your child. They undergo an enhanced DBS (Disclosure Barring & Service) check prior to being given unsupervised access to children; these staff the sign up to the Update Service and we undertake annual reviews of their subscription. In addition to this, a member of staff will not commence employment until two suitable references have been obtained.

Here at Braeside, we have a strict no mobile phone policy to further ensure the safety of all children and our staff.

Each unit has a camera and a tablet which we use for evidence to add to your child's Learning Journal (on Tapestry) they may also be used for our displays for everyone to see the children at play. We do ask for your consent prior to this by using photo consent forms.

To ensure maximum safety staff will only open doors to parents and guardians that we have met before, for more details on security measures we adhere to please see section 'Security'.

## What happens if you are late collecting your child?

In the unlikely event that you have not collected your child from nursery by the agreed time, and no contact has been made with the nursery to inform them of the alternative arrangements for collection, every attempt will be made to contact you. If we are unsuccessful, we will contact your nominated emergency contact and request that they collect your child. If this is unsuccessful, we have a duty to contact Social Services. The nursery will remain open until the child is collected.

## What happens if a child has an accident at nursery?

From an early age children are developing physically, and in their early walking stages, accidents can occasionally happen. The staff at Braeside @ Sunflowers are trained in Paediatric First Aid and we aim to have a member of staff with this qualification in each room. This qualification is renewed every three years.

If a child has had an accident the nursery will inform you on collection and you will be asked to sign an accident form.

In the event that your child has had a bump to their head you will be informed by telephone. Your child will be monitored and in most cases will be able to remain in nursery. If we have any concerns, we will ask you to pick your child up and take them to see a medical professional and you will be given a copy of a head injury advice form.

Should your child have an accident which requires further medical support you will be contacted immediately and the necessary action will be taken. In the extreme cases this could involve calling for the support of a paramedic. We will obtain consent for this course of action during the settling procedure.

If your child has had an accident at home which has resulted in a physical injury, **no matter how small**, we request that you inform the staff within their unit so this can be documented in our incidents record book so it is not mistaken for an accident at nursery.



# Illness and Medication

## How long do I keep my child from nursery if they are unwell?

If a child is unwell they should not be in any care provision not only to prevent the risk of infection spreading but also because constant nursing and attention may be needed. If your child becomes ill whilst in nursery care as parents/carers you will be asked to collect your child immediately. The child will be allowed to rest away from the other children until you arrive to collect him/her.

## Minimum Periods of Exclusion from nursery

Disease/ Illness	Minimal Exclusion Period
Antibiotics prescribed	First day at home 24hours
Temperature	If sent home ill, your child must be off for 24 hours or until the temperature has subsided.
Vomiting	Child must be kept off from nursery for 48 hours after last bout of sickness.
Diarrhoea	Child must be off from nursery for 48 hours once free of symptoms.
Conjunctivitis	The child should be at home until redness and discharge have gone.
Chicken Pox	Until all blisters are dry and the child's general health is normal.
Gastroenteritis, food poisoning	Until authorised by G.P
Salmonellosis & Dysentery	Child must be off from nursery for 48 hours once free of symptoms.
Infective Hepatitis	7 days from onset of jaundice.
Measles	5 days from onset of a rash
Meningococcal infection	Until fully recovered from illness
Mumps	Excluded until all swelling has gone down, usually 10 days.
Whooping cough	21 days from onset of Paroxysmal cough.
Rubella (German Measles)	4 days from appearance of rash.
Shingles	Excluded for 7 days from appearance of rash.
Threadworm	Excluded until treated.
Tonsillitis	Excluded until 24 hours after antibiotics.
Tuberculosis	Until declared free from infection by your G.P

Impetigo	Until skin has completely healed.
Head Lice	Excluded until their hair has been treated.
Scabies	Excluded until treatment is complete, usually 24 hours.
Common cold	Management discretion is applied; however the child must be deemed as generally well in themselves and happy to be at nursery.
Scarlet Fever	Child should remain off for 24 hours after receiving antibiotics.

The above list is not exhaustive, for further information on childhood illness and the signs and symptoms which accompany these please visit the NHS website at [www.nhs.uk](http://www.nhs.uk).

### What if your child requires medication?

We are happy to administer any **prescription** medication on the condition that your child appears well enough to attend nursery. All medicines brought into the nursery will need to be recorded on the nursery medication form and will require your signature to authorise its administration.

Any medication brought into the nursery must be in its original container and labelled with your child's full name, the dosage required and the date it was prescribed. Any medication that does not meet these criteria and is not prescribed by a General Practitioner, Pharmacist or Dentist **will not** be administered.

We will not administer the first dose of medication; therefore any child requiring medication must have had the first dose a minimum of 24 hours prior to coming to nursery. The Manager will use their discretion in such instances where the child has been given the same course of medication in the past.

We are able to administer long term medication such as inhalers and eczema creams that can be applied with your written consent.

Braeside retains its own supply of temperature control medication (Calpol) and will administer this in the event that a child's temperature suddenly rises. We can only administer this with prior signed authorisation from you to do so (you will be asked to sign these forms on your settling in periods) and you will be contacted via telephone prior to medication being given. Only one dose will be given, so therefore if your child's temperature does not reduce you will be asked to collect them. We will not administer temperature control medication such as Calpol as a preventative medicine.

In any circumstances in which child is deemed unwell you will be asked to keep them at home until they are in general good health.





## Provision for food

At Braeside @ Sunflowers we provide a breakfast club starting from 7.30am-8.30am, children who are booked in for this session will be provided with a choice of cereal and milk at this time. Please note that the 7:30am - 8:30am and 5:30pm - 6:00pm has to be booked in advance.

Whilst at nursery your child will be provided with:

- A morning snack (between 9.00am and 9:30 am)
- A cooked lunch (12:00 noon)
- A evening snack (3.30 pm)

The meals and snacks we provide are freshly prepared on site by our chef, which provides a healthy, balanced diet. We work on a 3-week menu (see menu below), which aims to cover part of your child's 5 a day.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK 1</b>	<b>Snack</b> - Cereal <b>Lunch</b> - Lasagne pasta bake, peas & Garlic bread <b>Sweet</b> - Jam sponge & custard <b>Tea</b> - Chicken Sandwiches	<b>Snack</b> - Fruit <b>Lunch</b> - Sausage, mash, peas & Gravy <b>Sweet</b> - - Jelly <b>Tea</b> - Cheese, crackers & Cucumber	<b>Snack</b> - Cereal <b>Lunch</b> - Cottage pie, mixed veg and gravy <b>Sweet</b> - Yogurt <b>Tea</b> - Crumpets & Spreads	<b>Snack</b> - Fruit <b>Lunch</b> - Roast chicken, peas, carrots, Yorkshire pud and stuffing <b>Sweet</b> - ice cream and wafers <b>Tea</b> - Sausage rolls	<b>Snack</b> - Cereal <b>Lunch</b> - Fish Cakes, Chips, Peas & Tomato Sauce <b>Sweet</b> - Mousse <b>Tea</b> - Scones & Jam
<b>WEEK 2</b>	<b>Snack</b> - Fruit <b>Lunch</b> - Sausage pasta bake <b>Sweet</b> Ice cream Wafers <b>Tea</b> Cheese, Crackers & Cucumber	<b>Snack</b> - Cereal <b>Lunch</b> - Roast Gammon, Roast Potatoes, veg & Gravy <b>Sweet</b> - Jelly <b>Tea</b> - Sausage/ Cheese rolls	<b>Snack</b> - Fruit <b>Lunch</b> - Cheese & Cauliflower pasta bake <b>Sweet</b> - Chocolate Mousse <b>Tea</b> - Ham sandwiches	<b>Snack</b> - Cereal <b>Lunch</b> - Beef Keema & Rice <b>Sweet</b> - Shortbread Biscuits <b>Tea</b> - Scones & Jam	<b>Snack</b> - Fruit <b>Lunch</b> - Pizza, Chips & Beans <b>Sweet</b> - Vanilla Sponge & Custard <b>Tea</b> - Cheese, Crackers & Cucumber
<b>WEEK 3</b>	<b>Snack</b> - Cereal <b>Lunch</b> - Chicken, spinach and tomato pasta bake <b>Sweet</b> - Lemon Drizzle Cake <b>Tea</b> - Ham Sandwiches	<b>Snack</b> - Fruit <b>Lunch</b> - Corned beef hash, veg & gravy <b>Sweet</b> - Cookies <b>Tea</b> - Cheese, Crackers & cucumber	<b>Snack</b> - Cereal <b>Lunch</b> - Chicken Korma & Rice <b>Sweet</b> - Yogurt <b>Tea</b> - Sausage/ Cheese rolls	<b>Snack</b> - Fruit <b>Lunch</b> - Fish fingers, chips & peas <b>Sweet</b> - Ice cream & Wafers <b>Tea</b> - Cheese, Crackers & cucumber	<b>Snack</b> - Cereal <b>Lunch</b> - Spaghetti Bolognese & Garlic bread <b>Sweet</b> - Jelly <b>Tea</b> - Teacakes

Drinks are provided for the children at all mealtimes, for our morning snack we provide water and milk, then for lunch and tea we offer water. Young children are offered drinks throughout the day. For our older children we provide cups and water dispensers so they can pour their own drinks when they are thirsty. Our mealtimes are a real social event and an integral part of developing their social skills.

## What if my child has dietary requirements?

We understand that children have allergies and sensitivities, for example milk or lactose intolerance. We will work with you to support these needs in the best possible way through the implementation of an action plan to ensure your child's nutritional needs are met.

We offer alternative dishes for children who are vegetarians or practice differing religions.

All rooms contain a 'Dietary Requirements' list containing the name of the child and their individual need. This is to ensure that all staff are aware of this need and it is met.





## Provision for sleep

### Will my child be able to sleep during the day?

Some children, especially those under 3 years, will require a sleep during the day. At Braeside @ Sunflowers, we have sleeping facilities within each unit so the children are offered a rest period during the day if they require it.

Starfish (baby) unit have a sleep room containing cots, with sensory lights and lullabies are played within the room. The babies sleep routine is aimed to reflect their home routine and we will try our best to uphold this routine, due to different surroundings this sometimes can change slightly. This routine will be obtained during your child's settling in sessions.

Jellyfish and Dolphins 1 provide sleep areas with sleep mats. These rooms are decorated with lights and soft music is played. These children have a sleep period from 1:00pm until around 2:30pm.

We understand that after a particular age, a nap during the day can conflict with a child's evening routine; therefore a shortened or time restricted sleep may be needed. We will follow the parents' directions on this matter.

### Can my child have a comforter?

We allow children comforters at sleep time for example a dummy or teddy however we do ask that they are named. If these comforters contain sentimental value we cannot be responsible for their loss, we hope you can appreciate this.







# Inclusion

## What if my child has English as an Additional Language (EAL)?

We aim to support children with English as an Additional Language. We also have a designated EAL coordinator. Some staff members have had training around supporting children with EAL. We will seek to provide signs within the room in the child's home language and English to support if the parents so wish.

We also provided other forms of communication to try and remove the barrier in ways such as;

- Word fans
- Makaton picture cards
- Picture or home language signs



We provide parents with notifications of local groups to support you and integrate your child and family into the local community.

## What if my child practices a religion?

We include all children at Braeside @ Sunflowers and aim to introduce our children to the wider community and world around them. We understand that religions may have rituals, for example prayer time. We will work with you and your child to ensure that these religious times and expectations are met.

We do participate in an annual Christmas nativity play and Easter visits to our local residential home. We understand that some parents/carers may request that their child does not participate in these events and other arrangements will be made.

## Access and adaptations

We have made adaptations to the setting to support all users such as ramp access to the lower garden. As a nursery we aim to be flexible towards needs and we will work with the parents and other professionals (if needed) to ensure that the space is suitable for the children's needs. This space will be regularly assessed and revised as the child's need develop.





# Behaviour

We understand that children go through stages and can come across times of frustration which can result in challenging behaviour.

## **Who will be here to support me and my child?**

We have designated staff members around behaviour management, these staff specialise in areas of behaviour however all our staff have knowledge around how behaviour is managed best in the interest of your child.

Our staff team are aware of our guidelines around behaviour management and our 'behaviour management' policy can be found within our policy documents.

## **What if my child has challenging behaviour at nursery?**

There are many steps our staff will take to support you and your child through times of challenging behaviour. Our staff will work with you to identify any particular trigger to your child's behaviour this requires daily communication either in person or via a Care Plan book around the child's behaviour at home and nursery.

There are also documents staff can undertake for example a frequency chart and STAR (Setting, Trigger, Action, and Response) chart to support finding areas of frustration leading to difficult behaviour.

We can then gather the information and gain support from our designated persons around behaviour as discussed above.

The importance of partnership with parents at this time is vital and we will be here to support you every step of the way.

## **Biting**

Unfortunately biting is common among groups of young children. We will work with the parents to determine a trigger and make an action plan to support the child through this time of challenging behaviour. We do have a biting policy and information on this matter is available within all the units.



# Security

Your child's safety and welfare is paramount to us at Braeside.

## **Documentation**

The documentation process for example the admissions forms is vital for the safety of your child.

It is paramount that all documentation is kept up to date and changed as and when necessary. The people entitled to collecting your child must be documented and photographs supplied within the documentation.

## **What security measures are in play to keep my child safe at nursery?**

All our environments, inside and out are under constant review and risk assessed to ensure they are maintained and safe for your child to enjoy.

Risk assessments are undertaken by our Health and Safety officer regularly and all staff are aware of their duty to report and diminish the likelihood of accidents via risk assessments.

Doors within the setting are locked at all times. One of the entrance doors to the units is keypad operated and only staff members are aware of this combination. The doors within the nursery are only opened via a member of staff. We do ask parents to ensure that all doors are closed behind them and ask that they do not let any other parent into the nursery unless verified by a staff member.

Staff members will not let any person unknown into the building; they will be verified by management or staff members that do know them.

## **Signing in and collection procedures**

All children are signed in on arrival and signed out on departure as a safety measure to ensure that staff members are aware that the child is in the nursery at that time.

It is important that staff members are aware who is collecting your child. In the interest of safety if you or your designated person will not be collecting your child we ask that you call the nursery and give a brief description of the person and a password. The person collecting will be requested to confirm these details.



# Braeside @ Sunflowers Nursery Contract

## Braeside @ Sunflowers

### Nursery Terms and Conditions

#### Fees:

Fees are payable monthly in advance on the first working day of the month by BACS, cheque, cash, standing order or child care vouchers and must be paid in full. For children who are absent due to sickness or other reasons. A handling charge of £10:00 per cheque will be imposed for returned cheques and interest will be charged on overdue accounts at an interest rate of 5% per week (29.6 APR). Parents/carers are held responsible and are liable for the payment of nursery fees.

#### Braeside Nursery's obligations and your obligations

Our opening hours are 8:30am - 5:30pm; 7:30am breakfast club is available and needs to be **pre-booked** as well as late club with a 6pm finish (again pre-booked).

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

#### 1. Braeside@ Sunflowers Nursery's obligations

##### We will:

- Once your application to the nursery has been successful, the retainer for the place and a months' fees has been paid the child's place is guaranteed. Please note that the retainer is non-refundable once paid.
- Offer you a period of settling in sessions tailored to your child's individual needs. Your child will need to attend at least two, 1 hour sessions, without the parent/guardian. These settling in sessions are free and you can arrange these at your visit with your unit supervisor.
- Try to accommodate any extra sessions and/or additional hours wherever possible.
- Keep you up-to-date with your child's progress and development at a mutually agreed time.
- Be required to and are under obligation to the relevant authorities to report any incidents where we consider a child may be subjected to abuse. We may see fit to do this without seeking parental permission if we deem the child is more at risk by taking this action.
- Treat all information given by the parents/carers regarding their child with the utmost confidentiality, except in cases where abuse towards a child is suspected.
- Notify you if your child has an accident at nursery. An accident form will be written and waiting for you to read and sign, if it is a head injury we will fill out an accident form as well as a head injury form. The unit supervisor or manager will contact you by telephone in the instance of a head injury, and we may advise you to seek medical attention.
- Administer basic first aid when an accident occurs (by a paediatric first aider). We reserve the right to call an ambulance if we see necessary, and a member of staff will accompany your child. We do have a section for this action in our consent forms.
- We will notify you when your child's 15 free hours of funding is imminent, this will be the term following your child's 3<sup>rd</sup> birthday. You will be required to complete a funding form and bring in your child's Birth Certificate/Passport as proof of identity. We will take a copy of these details for future use and you will be asked to fill out a new funding form each term.
- We will offer you a meeting with the management team to discuss your child's entitlements and sessions when the time comes for the free funding.



- We will be available for any concerns or complaints that may arise. You can contact us in person, in writing or by telephone. We believe that all of our customers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We anticipate that the majority of concerns will be resolved quickly by an informal approach to investigate the claim. If the problem isn't resolved we will then follow our nursery's complaints procedure. We will arrange staff interviews which are involved and then review records to find a resolution, and decide if any action needs to be taken. You will be notified by the Manager within 28 days. If an allegation is made against a member of staff this will be reported to the Local Authority Designated Officer and will be taken out of the nursery hands, and the LADO will inform the nursery of the next steps to take be this an internal investigation or involvement of other agencies such as the Police and OFSTED.
- We hold a complaints record which is completed by the Manager. This gives details of the complainant, the nature of the complaint, how it was investigated and any actions taken or outcomes. The record does not name individuals and confidentiality is maintained at all times. These records are shared with OFSTED at all inspections.
- We ensure all our staff and students have clearance checks by the Disclosure and barring service, and these checks last for 3 years. People that live on the premises are also all Disclosure and barring service checked.
- **Will not release your child to anyone unknown to us and who is not on the 'persons to collect list'.** If you think you cannot collect your child and you are sending a responsible adult in place of you that isn't known to us or on the list then we will need a brief description of that person (or a photo), their full name and a password. You are also welcome to bring them in with you prior to this to meet the staff in the unit.
- Provide your child with a healthy, fresh and balanced diet. We offer drinks regularly. Menus are on display in each unit. Younger children and babies will have a copy in their care plan books and these menus are available upon request.
- Offer an alternative to all with allergies or specific eating requirements such as vegetarian and religious reasons.
- We will constantly monitor sleeping children and add these details to our sleep charts in each unit. We will do our best to carry out your child's sleep pattern but sometimes the experience of a new environment can alter this. Please speak to us if you have any concerns regarding your child's sleep pattern.
- Record all care details for the under threes, this includes nappy changes, intake of food and fluids and sleeps. This information is recorded on our daily sheets and in your child's care plan book. You are welcome to discuss this with your child's room team.
- We can offer you a care plan book for children over three upon request.
- We will not be held responsible for any loss or damage to personal items unless we are found to be negligent.
- Provide you with monthly invoices and upon payment will receive a receipt for cash/cheques.

## 2. Your obligations

### You will:

- Complete and return the Admission Form including photographs of the named people to collect, and also all consent forms. This form must be brought in with your £30.00 retainer fee; this fee will be forfeited if you do not take the place up at the setting. **This retainer is non-refundable and covers the cost administration and holding of the child's place.**
- Give one month's notice when leaving our nursery, taking any holiday or you are reducing your child's hours.
- Inform us immediately if your child has a contagious disease or infection; please refer to our parent pack regarding incubation period lengths.
- Inform us if your child needs medication during the nursery session, whether this is temporary or on a permanent basis. You will be asked to complete the medical form.
- Inform us of any accidents or injuries that have occurred outside of nursery, and you will be asked to write details in our 'Incidents Book', this is so it is not mistaken for an accident at nursery.
- Keep us informed with up-to-date information about any allergies or intolerances your child may have. This information must be given to us in writing for us to notify each unit and update your admission details.
- Keep us up to date with any changes to your personal details. This is very important in case of emergencies, such as, telephone numbers, addresses including employment changes.
- Ensure that you collect your child on time for each session as this will involve extra staff being deployed to manage the ratios. You will incur a charge of £1.00 for every minute after your booked time.
- Dress your child appropriately for the weather, including at least one change of clothes, more if toilet training. Please don't dress your child in their best clothes as nursery is for play and exploration.
- Please leave toys and books at home, we have plenty here. We will from time to time ask your child to bring in Show and Tell items/books, which need to be labelled wherever possible. Comforters are welcome.
- Bottles, nappies and formula need to be supplied and labelled. Staff will keep you informed as to amounts left. Bottles will be washed and sent home to be sterilised.
- Hat and sun cream to be supplied and labelled during warm weather.
- Supply a waterproof coat and wellington boots during wet weather.
- Ensure you drive and park safely near our nursery and keep in mind other parents and children. We strive to keep everyone safe.
- We expect parents to treat any information relating to the nursery, our employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to a cancellation of the nursery place.

### Important information

We are part of the 30 hours free funding sessions for children over 3 years, and for those who qualify for 2-year-old funding.

We are closed on bank holidays and public holidays. We are also closed for a week over the Christmas period.

We will work closely with you during times of negative behaviour. We find a shared approach between the child's family and us is successful to achieving positive results. Please see your child's keyperson for further information.

If natural occurrences such as snow or adverse weather cause nursery closure, this will not be refunded.

If the nursery has to close as a whole due to unforeseen circumstances such as a pandemic, no fees will be chargeable. However when the nursery reopens if you choose for your child not to attend 80% of fees will be chargeable from the day of opening.

We do not tolerate abusive behaviour towards our staff and customers.

We have extensive insurance cover. Certification of these details are available in each unit and in the main porch way.

We accept no responsibility for your children whilst they are in your care on the nursery premises, i.e. on your arrival and collecting your children.

We will endeavour to keep your child's belongings in good order wherever possible.

We appreciate that some parents may require babysitting services outside of nursery hours. Parents may feel comfortable to ask staff members due their relationship with the child and level of experience. However Braeside @ Sunflowers accepts no responsibility for their staff outside nursery hours, and will not be held liable for any accidents, incidents or conduct. This service is completely separate and has no connection to the Braeside @ Sunflowers business.

If we feel your child could be subject to significant harm, we are duty bound to contact the Safeguarding Hub. We have the right to do this without any prior notice or contact with you the parent. If you require any further information please see our Safeguarding policies. These can be found in each Nursery Unit

#### Agreement

These terms and conditions represent the entire agreement and understanding between the parents and the nursery. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

We reserve the right to make amendments to the terms and conditions of childcare without prior notice.

I have read and understood the above terms and conditions for Braeside @ Sunflowers Nursery please sign below.

_____	_____	_____
PRINT NAME	SIGNATURE	DATE
_____	_____	_____
PRINT WITNESS NAME (management)	WITNESS SIGNATURE	DATE

Day	Early 7:30am-8:30am	Morning Session 8:30am-1pm	Afternoon Session 1pm-5:30pm	Late 5:30pm-6pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Your child's start date				



I would like my child\_\_\_\_\_ to attend nursery term time only/throughout the year.

My child's expected start date is\_\_\_\_\_

Settling in sessions planned

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Deposit paid: yes/no ( \_ \_ / \_ \_ / \_ \_ )

Month's payment paid: yes/no ( \_ \_ / \_ \_ / \_ \_ )



## Braeside @ Sunflowers Fee Structure

1 Braeside Road, Paignton, TQ4 6BX

01803 557012

Price list for our session times			
Prices correct as of 1 <sup>st</sup> April 2022			
0-2 Years		2-5 Years	
8:30am - 5.30pm	£57.00	8:30am - 5.30pm	£55.00
8:30am - 1:00pm	£35.00	8:30am - 1:00pm	£32.50
1:15pm - 5:30pm	£33.50	1:15pm - 5:30pm	£31.50
7:30am - 8:30am	£7.00		
5:30pm - 6:00pm	£7.00		
<u>EYEF HOURLY RATES</u>	2 Year Olds	3 Year Olds	Top up
	£5.17	£4.15	£7.00*

Our breakfast session includes a choice of cereals or toast which will be served around 7:30am. The morning and full day sessions include a mid-morning snack and a cooked lunch and dessert and a light tea. The afternoon session includes a light tea.

Please remember holidays; child receives as many days as they attend in one week each term at 50% off.

Example, if you child attends 2 days. Holiday allocation is as follows:-

Spring Term: JAN - MARCH - 2 days holiday

Summer Term: APR - AUG - 2 days holiday

Autumn Term: SEPT - DEC - 2 days holiday

Therefore you child has 6 days holiday to use across the year.

Children who are funded a Holiday discount is not applied to top up hours.

Children who are term time only do not have holiday allocation.

Sickness absence are charged at the full rate

# Privacy notice



## Braeside @ Sunflower Paignton Privacy Notice

### Braeside @ Sunflowers Paignton

1 Braeside Road, Paignton, Devon, TQ4 6BX

01803 557012

[braeside@sunflowerdaynurseries.com](mailto:braeside@sunflowerdaynurseries.com)

Insert name of data protection officer here;

*Rebecca Murphy (Management & Designated Safeguarding Lead)*

### Introduction

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

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

### What personal data do we collect?

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

Personal details that we collect about your child and yourself include:

Parent	Child
<ul style="list-style-type: none"><li>• Addresses</li><li>• Contact details; tel numbers, emails</li><li>• Other family contacts; addresses / tel numbers</li><li>• Financial info; invoices / payments</li><li>• HMRC / Tax Credit LA Info</li><li>• National Insurance Numbers</li></ul>	<ul style="list-style-type: none"><li>• Personal Info</li><li>• Medical Info</li><li>• Religion / Ethnicity</li><li>• Addresses</li><li>• Birth Certificate</li><li>• Development data</li><li>• Safeguarding reports etc (where appropriate)</li><li>• SALT Referral / report info (where appropriate)</li></ul>



This information will be collected from you directly in the registration form and inputted to our system Instant Nursery Manager.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

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

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

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

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

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

## Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

Parent	Child
HMRC	Schools
Tax Credit	Local Authority Requests
Local Authority	Children's services
Children's services	Social Workers
Social Workers	Safeguarding
Safeguarding	Health Visitors
Health Visitors	Parents
Ofsted	.Gov.uk
Our setting software (Instant Nursery Manager)	Outside agencies (SEND/SLT etc)
Learning and development information (Tapestry)	Our setting software (Instant Nursery Manager)
	Learning and development information (Tapestry)

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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

## How do we protect your data?

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

Parent	Child
<p>Current</p> <ol style="list-style-type: none"> <li>1. Instant Nursery Manager</li> <li>2. Braeside @ Sunflowers IT Equipment (computer/ tablet/ laptop) (Password protected / fire wall / antivirus)</li> <li>3. Lockable cabinets on the premises (hard copy docs)</li> </ol> <p>Achieved</p> <ol style="list-style-type: none"> <li>1. Lockable cabinets on premises (hard copy docs)</li> </ol>	<p>Current</p> <ol style="list-style-type: none"> <li>1. Instant Nursery Manager</li> <li>2. Braeside @ Sunflowers IT Equipment (computer/ tablet/ laptop) (Password protected / fire wall / antivirus)</li> <li>3. Lockable cabinets on the premises (hard copy docs)</li> <li>4. Spreadsheets (financial data)</li> </ol> <p>Achieved</p> <ol style="list-style-type: none"> <li>5. Lockable cabinets on premises (hard copy docs)</li> </ol>

### How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves. Tapestry accounts take 90 days to delete your child's tapestry account will be deleted 4 weeks after they leave Braeside @ Sunflowers for their school.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Children transition to rooms via developmental information and date of birth, no child is moved on the premade decision of a computer system.

Your child's key person is responsible for inputting the data required for Summative assessments at the end of each term. Your child's automated next steps from this assessment are printed and are used only as a guideline.

### Your rights with respect to your data



You have the right to:

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

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

#### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.

#### **Declaration of agreement:**

*I confirm that I have read and understand the above Privacy Notice. I clearly understand how mine and my child's data is used, stored and shared. I have signed this agreement and the corresponding 'opt in' on the consent form.*

*Parent*

*Signed:* \_\_\_\_\_ *Print:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Management witness*

*Signed:* \_\_\_\_\_ *Print:* \_\_\_\_\_ *Date:* \_\_\_\_\_



# Braeside @ Sunflowers Consent Form

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

I/we give the permission to the following points, please **do not sign next to anything you don't want your child to be a part of**;

Photographs;	Parents/carers signature
<ul style="list-style-type: none"><li>To record the child's daily routine</li></ul>	
<ul style="list-style-type: none"><li>To record the child's development as part of their child's Learning Diary.</li></ul>	
<ul style="list-style-type: none"><li>To record shared learning experiences in another child's Learning Diary.</li></ul>	
<ul style="list-style-type: none"><li>To share with the child's parents.</li></ul>	
<ul style="list-style-type: none"><li>The nursery's own albums.</li></ul>	
<ul style="list-style-type: none"><li>The nursery staff's coursework and training.</li></ul>	
<ul style="list-style-type: none"><li>The nursery's promotional literature.</li></ul>	
<ul style="list-style-type: none"><li>The nursery's website.</li></ul>	
<ul style="list-style-type: none"><li>Other publications such as the local newspaper.</li></ul>	
<ul style="list-style-type: none"><li>Other organisations' websites associated with childcare.</li></ul> <p><b>Please note that we will seek further permission should your child be involved in photos displayed outside of the setting.</b></p>	
<b>Emergency Treatment/Transport;</b> <ul style="list-style-type: none"><li>I hereby give my permission for my child to be transported to a medical centre using an ambulance or whatever transport is available to expedite the journey.</li></ul> <p>Please understand that a senior member of staff will accompany your child until you arrive and the nursery team will contact you as soon as possible.</p> <ul style="list-style-type: none"><li>In the absence of a parent/guardian I give consent for my child to seek and receive any emergency medical advice or treatment in the future.</li></ul> <p>This form will be shown to anyone who administers medical treatment, and this will act as written authorisation for such treatment which is deemed necessary.</p>	
<b>Basic First Aid</b> <p>I hereby give my permission for my child to receive first aid by a qualified member of staff when needed.</p>	
<p>I hereby give my permission for my child to have a plaster applied if deemed necessary.</p>	
<b>Heat wave</b> <p>I hereby give permission for a member of staff to apply sun cream during the hot months.</p>	
<b>Calpol</b> <p>I hereby give my permission for my child to have Calpol when necessary. A member of staff will contact you before this is administered.</p>	
<b>Nappy Cream</b> <p>I hereby give my permission for a member of staff to apply nappy cream to my child when needed.</p>	
<b>Outings</b> <p>I hereby give my permission for my child to participate in excursions outside of the nursery.</p>	

<p>By completing the next two 'Data sections' you are 'opting in' to us using, storing and sharing this data in line with our Privacy Notice.</p> <p><b>Data - Parents</b></p> <ul style="list-style-type: none"><li>• Name, address, work details, contact details</li><li>• (Funding) National insurance number</li><li>• Emergency contact adult</li><li>• Financial information; invoices/payments</li><li>• Agencies involved</li></ul>	
<p><b>Data - Child</b></p> <ul style="list-style-type: none"><li>• Name, address, date of birth</li><li>• Medical / dietary information</li><li>• Learning and development information</li><li>• Agencies involved</li><li>• Birth certificate</li></ul>	





## Braeside @ Sunflowers Tapestry Consent

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, you will be able to access your child's Learning Journey from a computer via <https://eylj.org> or by using the 'Tapestry' App on mobile devices.

You will only be able to access this by using the log in details that will be given to you on receipt of the signed user agreement below, this will only give you access to your own child's learning journal, you can change your password if you wish once you have accessed the website, other family members can be given access on your request to management. The only people within the nursery with access to your child's learning journal will be the management team and your child's key person, who will be responsible for managing your child's learning journal. Staff will only be able to log in to their own key children's learning journals via a log in pin code, the nursery will supply the staff with tablets to use.

Many of the most meaningful photographs taken in nursery show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publicly or uploaded onto any social media websites, if we find this has been breached then we will be taking the group photo option away from that individual.

We hope that this system will prove to be a positive step in sharing information. As well as viewing our contributions, you will also be able to add comments, photos and video to support home learning.

When you have returned the user agreement below you will receive an email giving directions on setting up your account and password. Please ensure when you activated your account that you amend your settings to include that you receive notifications *immediately*, this will ensure that you get the most up to date information as soon as it is sent from the nursery.

### Tapestry Online User Agreement

Childs name:

- I agree to Braeside @ Sunflowers using Tapestry to create an online learning journey for my child.
- I agree to uphold the nurseries request not to share or upload any photographs showing other children.
- I agree to my child appearing in group photographs that may be included in other children's Learning Journeys
- I agree to keep my log in details secure.

If you do not agree with any of the statements above please put a line through that statement, the nursery manager Rebecca Murphy will contact you to discuss the steps we will take to adhere to your wishes. If you have any questions or queries regarding Tapestry then please do not hesitate to speak to a member of management.

Parents Name:

Signature:

Date:

**Office Use Only**Retainer paid; ☐One month in advance; ☐Birth Cert Copied: ☐

# Admission form

**Office Use Only**Entered to INM: ☐Register: ☐Entered to Tapestry: Child ☐Parent ☐

All details will be transferred onto our online management system (Instant Nursery Manager)

## Braeside @ Sunflowers

(This form must be completed before your child can start)

How are you going to be paying? (Please circle)

Account Name: Braeside @Sunflowers

**Retainer (non-refundable) £ 30.00**

Account no: 6 3 9 4 1 6 6 0 Sort code: 30 84 67

CASH

CHEQUE

BACS/ONLINE BANKING

VOUCHER

### Child's Details

First name:.....

Religion:.....

Surname:.....

Gender:

MALE

FEMALE

Middle name/s: .....

Date of Birth: \_\_/\_\_/\_\_\_\_

Age:

Age at start:

Predicted start date:

Room: (staff use only, please circle)

Starfish

Jellyfish

Dolphins 1

Dolphins 2

Does your child have any siblings? If so please give details.

Siblings names

.....  
.....

Please tick the boxes required

Session:

M

T

W

T

F

Extra time

All day

8.30-5.30

Am

8.30-1pm

Pm

1- 5.30pm

7.30am

6.pm

☐ 2 year funding

☐ 3 year funding

All Year

Term Time Only

<u>Parent/Carer 1</u>	<u>Parent/Carer 2</u>
First name: .....	First name:.....
Surname: .....	Surname:.....
Title: .....	Title: .....
Relationship: .....	Relationship:.....
Parental Responsibility: Yes / No	Parental Responsibility: Yes / No
<u>Address (Child's home address)</u>	<u>Address (Child's home address if different)</u>
No & Road .....	No & Road.....
Area:.....	Area:.....
County:.....	County:.....
Post code:.....	Post code:.....
Land line:.....	Land line:.....
<u>Other contact details:</u>	<u>Other contact details:</u>
Mobile:.....	Mobile:.....
E-mail:.....	E- mail:.....
Please note the email provided will be used for Tapestry, so you can access your child's Learning Journal	

We will not release your child to any other person who has not been listed on this form unless we have been informed in writing of your consent to do so. **We also will still require a phone call if anyone on this who is going to pick up your child.**

If there is anyone who is specifically not allowed to collect or have contact with this child.

Name ..... Relationship to child .....

Do you have a court order or legal document detailing restriction: YES/ NO

Please note if you do not have a legal right to prevent access and they have parental rights to the child Braeside @ Sunflowers cannot prevent access. **We must therefore have a copy of a legal document detailing the restrictions.**



### Parent Day Time (work) Details

#### Work place 1

Company name: \_\_\_\_\_

Working Day/Hours: \_\_\_\_\_

Address: \_\_\_\_\_

No & road: \_\_\_\_\_

Area: \_\_\_\_\_

County: \_\_\_\_\_

Post code: \_\_\_\_\_

Land line: \_\_\_\_\_

#### Work place 2

Company name: \_\_\_\_\_

Working Days/Hours: \_\_\_\_\_

Address : \_\_\_\_\_

No & road: \_\_\_\_\_

Area : \_\_\_\_\_

County: \_\_\_\_\_

Post code: \_\_\_\_\_

Land line: \_\_\_\_\_

#### Other Contact details

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Other Contact details

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Allowed to collect 1

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### Allowed to collect 2

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship: \_\_\_\_\_

#### Address (if different)

No & road: \_\_\_\_\_

Area: \_\_\_\_\_

County: \_\_\_\_\_

Post code: \_\_\_\_\_

Land line: \_\_\_\_\_

#### Address (if different)

No & road: \_\_\_\_\_

Area: \_\_\_\_\_

County: \_\_\_\_\_

Post code: \_\_\_\_\_

Land line: \_\_\_\_\_

#### Other Contact Details

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Other Contact Details

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PHOTO ID

Could you please provide us with photographic identification of each person's named as your allowed to collect (please include yourself in this). This will ensure all staff can identify the allowed contact person to pick up your child.

Please could you place the pictures in the box.

Could you also place the name and relationship next to each picture.

## Immunisations

Approximate age at vaccination	Vaccination type	Date administered (found in child's 'Red Book')
2 Months Old	DTaP/IPV/Hib/HepB (diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b) and hepatitis B	
	Men B (Meningococcal group B disease) Bexsero	
	Rotarix® (rotavirus gastroenteritis)	
3 Months Old	DTaP/IPV/Hib/HepB (Pediaceel or Infanrix IPV Hib)	
	Pneumococcal (13 Serotypes)	
	Rotarix (rotavirus gastroenteritis)	
4 Months Old	DTaP/IPV/Hib/HepB (3rd dose: Pediaceel® or Infanrix IPV Hib)	
	Men B (Bexsero)	
Between 12 Months & 13 Months	Hib/MenC (Menitorix)	
	Pneumococcal	
	(Measles, mumps and rubella) - Priorix or MMR VaxPRO	
	Men B (Bexsero) booster	
Eligible paediatric age group	Influenza (each year from September) Fluenz Tetra	
Two, Three and four years old	Flu nasal spray Fluenz Tetra given annually	
3 years 4 months	Diphtheria, tetanus, pertussis and polio dTaP/IPV	
	MMR (Priorix or MMR VaxPRO)	

### Medical information

Any serious accidents or surgery?                      YES      NO if yes please give details

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Has he /she ever had convulsion?                      YES      NO if yes please give details

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Does he/ she have any condition requiring medication during the nursery day?

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Dietary requirements?

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Allergies?

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Health requirements?

Medical requirements?

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Permission for Emergency Medical Treatment.

YES NO

We / I the parent / carer of

Do hereby give consent for our child to receive any emergency treatment that he/she may need.

Signed.....

Printed .....

Dated .....

Doctor's name-----

Address -----

Phone number-----

Health Visitors -----

Phone number-----

### Family Characteristics



- |   |   |
|---|---|
| <input type="checkbox"/> One parent works over 35 hrs       | <input type="checkbox"/> One parent works over 16 hrs |
| <input type="checkbox"/> One parent in higher education     | <input type="checkbox"/> One parent on New Deal       |
| <input type="checkbox"/> Neither parent working or training |   |

Ethnic Group

Nationality

Main language

Any information you would like us to know or carry out regarding supporting your child with their English as an additional language

Disability or additional needs of child

- |  |   |
|--|---|
| <input type="checkbox"/> None                                | <input type="checkbox"/> Wheelchair user          |
| <input type="checkbox"/> Dyslexia                            | <input type="checkbox"/> Personal support needed  |
| <input type="checkbox"/> Blind or partially sighted          | <input type="checkbox"/> Mental health disability |
| <input type="checkbox"/> Sensory- Deaf or Hearing impairment | <input type="checkbox"/> Mobility difficulty      |

Other

Agencies involved with the family (Speech & Language, Social Services, Portage etc)

Agency name/type	Professional involved name	Contact Number

Additional Permissions

☐ Has milk

☐ Has juice

During an Ofsted inspection the inspector may request to look through your child's Learning Journal and Tapestry information. We may also need to share these documents with outside agencies such as speech therapists if applicable. If you agree to this please sign and print your name below.

Signature \_\_\_\_\_ Print \_\_\_\_\_

There are occasional visits to the nearby beaches and parks, do you have any objections to your child leaving nursery for these excursions, you will be advised of any other planned outings.

We occasionally visit our local area, beach and park etc. Please sign below if you agree to this

Signature \_\_\_\_\_ Print \_\_\_\_\_

From time to time photographs are taken during the session to document the children's development. These maybe used within wall displays and other children's learning diaries when there is more than one person within the picture, if you have any objections please sign below.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Additional information

How did you hear about us?

☐ Yellow pages

☐ Web site

☐ Other (Please elaborate

☐ Word of mouth

☐ Search engine

over the page)

☐ Driving past

☐ Advert

☐ I do wish to receive invoices by email

☐ I do wish to receive news and information by email

Please clarify which email address you would like to receive these by

Name \_\_\_\_\_

Email \_\_\_\_\_

Please note that if your child is absent for any reason the entire daily fee will be charged. We are open during all school holidays. We are closed Bank Holidays and Christmas week.



## Braeside @ Sunflowers

**Date:**

<b>Child's Surname</b>		<b>Child's First Name</b>	
<b>First Contact</b> Name and relationship to the child  Please note; this must be someone who we can contact first and in an emergency		Contact number(s) stating whether home, mobile, work etc.	
<b>Second Contact</b> As above			
<b>Third Contact</b> As above			