



Broughton Gifford Pre-School

Welcome!

We are looking forward to getting to know your family as you join Pre – School and we progress through the year. In this welcome pack is all the information and forms you will need as your child starts with us

Information on Uniform, fees, opening times and sessions can be found in our Prospectus on our website or please ask if you would like one.

Snack: Please bring a piece of fruit or vegetable for snack time, Pre-School will provide water/milk and a biscuit. Grapes must be cut lengthways. Please encourage your child to put it in their tray. Please also provide a named water bottle to place in the drink tray so your child has access to it throughout the session.

Lunches: Children bring their own packed lunch, please insulate with an ice pack as our fridge is not big enough to accommodate them all.

Clothes: We please ask that a pair of wellies and basic black daps or slippers are left at Pre-School for your child's use. As our setting can be quite muddy, we encourage children to remove outdoor shoes in the cloakroom and put daps on (to be kept in their tray) to wear inside the building. We also like to make the most of our beautiful surroundings, so wellies are very useful – Thank you.

All children need to bring a complete change of spare clothing appropriate for the season, this can be brought in every session or left in the building. Children who are not fully toilet trained will need several changes.

Coats, hats, gloves and raincoats when appropriate as we spend as much time as possible outside.

Please do not send your child in to school in any clothes or shoes that you would not want to get dirty.

Summer: Sun Cream (named) and a hat (please try and cream your child before they come in as we may not have time at the start of the day.) **Nappies:** If your child is in nappies, please pack spare ones and wipes.

Key Worker: Your child will have a Key Worker, if you have any concerns or anything that might help us with them in the session, please feel free to share it first with your Key Worker. She will be keeping records of your child's progress through photos, videos and observations and uploading them onto Tapestry Online Learning Journey. She will also be:

- Observing him/her and analysing the information gathered through observations
- Planning experiences for him/her based on her observations of their interests
- Writing reports for you and her colleagues
- Communicating with you on a daily basis

Your child will have a named coat peg and a named tray to keep their things in. Please discourage them from bringing precious items in.

Kind Regards

BG PRESCHOOL



Broughton Gifford Pre-School

Admission and Consent Form

We would be grateful if you could fill in this form. The details you give will be treated confidentially. The information will assist us in providing a Pre-school experience, tailored around your child's needs. Please feel free to chat with Staff about any issues that might concern you regarding this form, or indeed any other matters associated with the Pre-school session.

Also on this form, you will see that we ask for your consent regarding record keeping, emergency medical attention, photographing your child, local trips and excursions. Broughton Gifford Pre-school recognises and enforces safeguarding procedures. A copy of all of our policies and procedures including those relating to safeguarding and child protection, are available at any time for parents to read.

Personal Details:

First name(s) of child:	
Legal surname of child:	Date of birth:
Child's full address:	
Postcode:	
Name of Parent(s)/carer(s) with whom the child lives:	
Gender:	Birth Certificate/Passport- seen by:

Family Details:

Parent/Carer name (1):	
Relationship to child:	
Home Address:	
Postcode:	
Place of work:	
Daytime/work tel:	Email:
Home:	Mobile:
Does this parent have Parental Responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>	



Broughton Gifford Pre-School

Parent/Carer name (2):	
Relationship to child:	
Home Address:	
Postcode:	
Place of work:	
Daytime/work tel:	Email:
Home:	Mobile:
Does this parent have Parental Responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Parent/Carer name (3):	
Relationship to child:	
Home Address:	
Postcode:	
Place of work:	
Daytime/work tel:	Email:
Home:	Mobile:
Does this parent have Parental Responsibility for the child? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other person(s) with legal contact *To be completed where those persons with parental responsibility are separated and an S8 Order is in place.*

Name _____

Address _____

Contact telephone numbers _____

Relationship to child _____



Broughton Gifford Pre-School

What are the contact arrangements that we need to be aware of?

Emergency Contact Details (if different to parent/carer details):

Name:	
Relationship to child:	
Home Address:	
Postcode:	
Place of work:	
Daytime/work tel:	Email:
Home:	Mobile:

Persons other than parent(s) authorised to collect the child. *Must be over 16 years of age.*

Name(s):	
Relationship to child:	
Daytime/Work tel:	Mobile:
Password for the collection of child by authorised person(s):	

About your child:

Are your child's immunisations up to date? If not please specify:
Does your child have previous experience of attending a childcare setting? If so, please specify:
Does your child have any on-going medical conditions? If so, please specify:



Broughton Gifford Pre-School

If 'yes', please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist, etc:

Does your child require a Health Care Plan?

Yes No

Was your child premature or had any difficulties at birth? If so, please specify:

Does your child have any special needs or disabilities? If so, please specify:

Is your child known to have any allergies or food intolerances? If so, please specify:

A risk assessment will be completed and kept on file for any known allergies or food intolerances as mentioned above.

What are your child's dietary requirements? Please specify:

Does your child have any special needs or disabilities? If so, please specify:

Are any of the following in place for the child?

My Support Plan My Statutory Plan Education, Health and Care Plan

Two Year Old Progress Check – Children aged 24-36 months:

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child? Yes No

Setting/Person completing check:

Date completed:

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you

Cultural Background:

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

Are there any festival, special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated whilst he/she is in our setting?



Broughton Gifford Pre-School

What language is spoken at home?

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

Does your child need a bilingual support plan? Yes No

Details of Professionals involved with your child:

GP Name:	Tel:
Address:	

Health Visitor Name (if applicable):	Tel:
Address:	

Social Care Worker Name (if applicable):	Tel:
Address:	
<p>What is the reason for the involvement of the social care department for your family? <i>NB If the child has a child protection plan, make a note here but do not include details. We will ensure these details are obtained from the social care worker named above and keep these securely in the child’s file.</i></p>	

COMPLAINTS PROCEDURE:

If for any reason you have a complaint whilst your child is at Pre-School the procedure is:

- First point of contact if you have a concern is the child’s Key worker
- If the concern is not resolved then both the Parent/Carer and Key Worker discuss the problem with the Play Leader
- If still not resolved then the Parent/Carer is asked if they wish to make a formal complaint
- If yes then a formal complaint in writing is sent to Chairperson
- The responsible person fills out complaints record and investigates, a copy is kept and made available to Parent/Carer if requested
- Parent/Carer is notified of outcome of investigation (within 28 days) and action is agreed by all concerned
- If Parent/Carer is happy then situation is resolved
- If they are not happy then they inform Ofsted of the complaint



Broughton Gifford Pre-School

Consent:

<p>1. I hereby give consent for records regarding my son/daughters progress towards the early goals, to be kept. I understand that they are an ongoing means of monitoring this progress and therefore consent to them being shared with my child’s first school. For further details, please refer to our Information Sharing policy, and Confidentiality and Client Access to records policy. <i>(This information is about your child. Therefore you can request to see it whenever you wish.)</i></p>	
Signed:	Date:
<p>2. In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by a member of staff for emergency treatment and that health professionals are responsible for any decisions on medical treatments in my absence.</p>	
Signed:	Date:
<p>3. As part of the on-going recording of our curriculum and for children’s individual development records, staff regularly take photographs of the children during their play. Only cameras provided by the setting are used for this purpose. Photographs taken are used for display and for your child’s records within the setting. We may also record events and activities on video. Photos/videos are stored on our settings computer only; we only store images during the period your child is with us. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image.</p> <p>I give permission for _____ <i>(name of child)</i> to have his/her photo taken, or to be videoed, as per the above conditions.</p>	
Signed	Date:
<p>4. I give permission for my child to be taken on trips within the village, outside of the setting during a Pre School session. I understand that on these occasions, he/she will be accompanied by a responsible adult. For further details please refer to our guidelines on outings and visits.</p>	
Signed:	Date:
<p>5. I have been provided with details of Broughton Gifford’s early years prospectus for parents, and its policies and procedures. The policies and procedures have been explained to me, including the Information Sharing Policy, and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent..</p>	
Signed:	Date:



Broughton Gifford Pre-School

6. Secret password for collection by person unknown to preschool:
7. Any special arrangements for the collection of your child or details of anyone whom the child should not be handed over to:

PLEASE KEEP US INFORMED AT ALL TIMES REGARDING ANY CHANGES TO YOUR CHILD’S CONTACT DETAILS.

[The settings child protection responsibilities - Statement](#)

As a provider of day care registered with Ofsted, I am required to follow the Child Protection procedures agreed through the Wiltshire Safeguarding Children Board (WSCB) and Ofsted within my responsibility to safeguard children.

As a provider involved in the care of your child, I will try at all times to share with you any concerns I may have regarding injury or specific issues of concern at all times. A confidential record of such incidents will be kept and shared with you.

However, I do have a duty to refer to Social Services if I suspect that your child may be risk of abuse, I will inform you if I make a referral to Social Services, unless this would place your child at risk of significant harm. My first concern will always be the welfare of your child. I have a copy of the Child Protection in Wiltshire Procedures and Guidance for you to see if you wish. You may also see Broughton Gifford Pre School’s Safeguarding Children and Child Protection Policy.

You can contact the Multi Agency Safeguarding Hub (The MASH team) as follows:

**The MASH team
(Multi Agency Safeguarding Hub)**

0300 4560108 (office hours 8.45 am to 5.20 pm)

0845 607 0888 – Emergency out of hours

I have read and understand the above statement.

Signed _____

Date _____

Parent of _____



Broughton Gifford Pre-School

Terms and Conditions

1. If your child is unwell or likely to be absent, please let preschool know by email or phone (0753165337).
2. Please tell a member of staff if there are any changes to the usual collection process and provide a password if the person is unknown to preschool. We will not let your child leave unless we have been notified. If your child is not collected for any reason, then all numbers on the registration form will be called. If we cannot get hold of you, we will call the police after 1 hour. This is a legal requirement. If you are unavoidably delayed collecting your child, please ring and let us know.
3. We follow the West Wilts school term times and close for the same TD days as St. Mary's.
4. Children are **NOT** allowed to return to preschool until they have had **48** hours clear after a bout of sickness or diarrhoea.
5. Four weeks' notice is required in writing for the cancellation of any place.
6. Fees should be paid monthly, within 10 days of receiving the invoice. Cheques should be made payable to Broughton Gifford Preschool. Invoices will be issued at the beginning of each calendar month by the treasurer, for the previous month's session. Failure to pay may result in your child's place being withdrawn. There is an admin charge for late payment as follows: 5% for 1 month, 10% for 2 months and 20% for 3 months.
7. Any holiday taken in term time will be charged at the full rate. Fees are not refundable for occasional absences, including sickness. If long term sickness occurs, please speak to the manager.
8. Please name all coats, uniforms, daps and wellies. We do not take responsibility for missing items.

We hope your child will be happy with us. Please let us know of any problems that you or your child may be experiencing and we will be happy to discuss them with you.

I have read the terms and conditions and agree to abide by them.

Signature _____ Name _____ Date _____



Broughton Gifford Pre-School

Tapestry, Website and Facebook Permission

Child's name _____

Please delete as appropriate and date at the bottom.

Tapestry Online Learning Journals

Occasionally your child will appear in another child's observation, or example if it is a joint observation, or they might just be in the background of the image or video. They will only be seen by fellow preschool Parents/Carers.

I do/do not give permission for my child to be in another child's/group observation.

Facebook

Images of the children are only within a closed group that requires permission to join. There are no images of children on our open Facebook page. **PLEASE DO NOT UPLOAD ANY PHOTO'S WHICH CONTAIN OTHER CHILDREN FROM PRESCHOOL, ON FACEBOOK. This is part of our safeguarding policy.**

I do/do not give permission for my child's image to be in the closed Facebook Group

Website

Children's images will appear on our website but all faces will be pixelated out so they are not recognised.

I do/do not give permission for my child's image to be on the website.

Signed _____ Date _____