

All Saints Under
Fives CIO
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OFSTED URN: EY497517



Member of the Early Years Alliance

We extend a warm welcome to you and your child at our pre-school.

We are a small friendly pre-school offering a wide choice of stimulating activities for children aged between 2 and 5 years old, in a safe and caring environment in accordance with Ofsted's Early Years Foundation Stage. Our full policy statements are available for you to see and read at any time.

We are a community pre-school, run by Trustees who are parents, past and present and members of the community. A 'Friends of All Saints Under Fives' offers parents and carers the opportunity to meet socially and occasionally fundraise for the pre-school.

STAFF – all staff are DBS checked in accordance with Ofsted's regulations. Staff also take part in ongoing training programs to ensure the highest standards of childcare and are fully trained in safeguarding children, first aid and food hygiene. Staff will plan for the individual child to provide a variety of experiences to help your child develop emotionally, physically, intellectually and socially, using their areas of interest.

TERM DATES

AUTUMN – Wednesday 4th September to Friday 20th December 2024

SPRING – Tuesday 7th January to Friday 4th April 2025

SUMMER – Tuesday 22nd April to Friday 22nd July 2025

SESSIONS

Monday to Friday - 8.30am to 11.30am

Time for Lunch - 11.30am to 12.30pm

Monday to Friday - 12.30pm to 3.30pm

Children may start All Saints Under Fives Preschool on their 2nd birthday.

Early year's government funding for 15 hours per week is available for your child the term after their 3rd birthday. This enables your child to attend the setting totally free for 15 hours.

For example;

Children born between 1st September and 31st December, will be able to claim their 15 hours free funding on 1st January.

Children born between 1st January and 31st March, will be able to claim their 15 Hours free funding on 1st April.

Children born between 1st April and 31st August will be able to claim their 15 hours free funding on 1st September.

To be able to access the additional 15 hours free funding however, parents need to apply for the additional funding in the term before they are due start.

To be able to access the 30 hours funding, parents must apply through an online eligibility checking system, **in the term before they wish to take it up**, by going to the government's digital Childcare Service www.childcarechoices.gov.uk. The process can take up to approximately 2 weeks.

Once you have gone through the online eligibility checking system, HMRC will give you an Eligibility Reference Number. You will need to give this to your chosen childcare provider in order to claim the 30 free hours. **Without this Eligibility Reference Number, we are unable to offer the 30 free hours.**

If you are eligible you will get a code (number) to take to your childcare provider. You must get your code before three possible start dates which are either 1 April, 1 September or 1 January.

Parents who provide false information about their eligibility can be fined between £300 and £3000.

If you have any queries whatsoever, please feel free to visit preschool and we will be happy to help.

If you are not eligible for additional 15 hours free funding and would like your child to attend more than the 15 hours free entitlement our fees are as follows:

To access the Childcare service a Government Gateway account is required. If you do not have one log on to <https://childcare-support.tax.service.gov.uk/par/app/applynow>. Applying for a Gateway account may take 20 minutes and be verified within a few days.

CURRENT FEES – FROM September 2024

Mornings £17.00 = 3 hours

Time for Lunch £6.00 = 1 hour

Afternoons £17.00 = 3 hours

Note: Children staying over the lunchtime period will need to provide a packed lunch. Also just to inform you that our policy, states that food containing nuts **MUST NOT** be included in your child's lunchbox, this may include breakfast bars, peanut butter, some chocolate bars/sweets. If children attend with nut products they will be unable to consume these on the premises.

A receipt will be given at the start of each term to confirm funded hours accessed. Receipts will also be given for any paid hours.

We offer sessional care and lunch, funding can be used throughout the whole day.

We are situated in the grounds of All Saints CE Primary School and share the building with Breakfast and After School Care.

Any queries regarding funding please do not hesitate to speak to either Leanne.

Fees are payable at the beginning of each week, (should your child be absent from pre-school through **illness or holiday** please note that fees are still payable, as you are paying to keep your child's place). There is also a charge for parents that continually return late to collect their children, this is to pay staff during their lunch hour, and it is currently £5.00 for every 5 minutes lateness. Please note there is a procedure for collecting bad debts.

Failure to pay your fees will result in your child losing their place.

Please note it is better for your child to be toilet trained, as we do not have private facilities for changing a child, we do of course accept that accidents happen and are quite happy to deal with a situation when it arises and you will be informed.

OUR AIMS

Are to provide your child with a safe and stimulating environment.

To accept your child regardless of gender, race, social or family circumstances and additional

needs, we pride ourselves on being an inclusive practice.

To provide the materials necessary to promote physical, intellectual, social, emotional and language development.

To allow your child to be creative in art, physical movement and music.

Help your child express their thoughts and feelings in a spoken/expressive form.

Help instill a love of learning by arousing curiosity, develop understanding and directing the child towards new discoveries.

Our curriculum is planned and adapted throughout the year. Within this we aim to provide your child with a variety of opportunities to develop to their full potential.

We have an open door policy where you can discuss with a member of staff at any time, your child's progress and achievements.

Changes to EYFS Sept 2021

The Early Years Foundation Stage (EYFS) sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Overarching principles

Four guiding principles should shape practice in early years settings.

These are:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships,
- children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
- importance of learning and development. Children develop and learn at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

OUTDOOR PLAY – On wet days please ensure that your child brings a coat and wellies if they have them as we go out to play in all weathers. In summer please ensure that you supply your child with a cap (and sun protection cream). We also have a wasp and bee procedure please make aware to a member of staff any known allergies. All items of clothing should be name.

COLLECTION OF YOUR CHILD AND SECURITY – Please try and arrive a few minutes before the end of the session as it can be distressing to some children to find themselves 'left behind' when the other children have been collected. A member of staff is always present at the door; visitors who are not recognized are challenged so please tell us if someone else is to collect your child, a password will be required. If we are playing outside at the end of a session, to safeguard your child, please make sure that you never lift them over the fence.

SICKNESS – If your child has been ill for more than one day please let us know. If your child has been sick or had diarrhea please keep them at home for **48 hours** from the time of the last attack.

CHICKEN POX – Do not return to pre-school until the spots have healed.

GERMAN MEASLES – Keep your child at home and advise pre-school so that we may inform other parents.

OTHER ILLNESSES – For any other infections disease (i.e., conjunctivitis) please advise pre-school and return on the advice of your doctor.

ASSESSMENT – Assessment plays an important part in helping parents, carers and practitioners to recognize children’s progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners knowing children’s level of achievement and interests, and then shaping teaching and learning experiences for each child reflecting that knowledge. In their interactions with children, practitioners should respond to their own day to day observations about children’s progress and observations that parents and carers share. (Early Years Foundation Stage, EYFS, 2021)

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 to share it with your child’s health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child’s health visitor.

SAFEGUARDING CHILDREN – As adults we all have a responsibility to safeguard children. We see many children on a regular basis, and staff are therefore in a key position to notice when all is not well. Where your child attends with an injury, you will be asked how it happened and this will be recorded. This is not a reflection on you as a parent, but a means of precaution that all those who work with children are asked to take. If staff have any concerns about your child, they will share them with you and record them, as they would share your child’s achievements and progress. It may well be that there is a perfectly logical and reasonable explanation that accounts for unusual behavior or an injury. Occasionally, talking to parents can give rise to greater concerns, and then the Safeguarding officer may suggest that together you seek help from another agency. If we are seriously concerned that your child may have been abused, then we have a duty to inform the appropriate bodies of our concerns.

OTHER INFORMATION

If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the fees will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you.

We recommend that you send your child in old clothes as sometimes paint and glue can be hard to remove, even though the children wear aprons. Uniform is not compulsory but sweatshirts and polo shirts are available to buy online from www.myclothing.com.

Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and service of food are suitable trained.

As a parent/carer we ask you to support us in any fundraising activities we may undertake. These often involve your children and funds raised may not only be used to buy new equipment but also donations given to other children’s charities. Your children benefit in their learning when helping others. You may also possess a special skill that could be shared, or have suggestions of your own to promote, so please let us know. Your ideas are appreciated and valued.

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child’s birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the

family may be in danger if we do not share that information.

Should you like further information or advice, please come in and see us. THANK YOU.

ALL SAINTS UNDER FIVES REGISTRATION FORM

Child's First name: Child's Surname:	Child's preferred name:
Child's Date of Birth:	<i>Please supply original documentation of proof of birth when returning</i>
Child's Home Address: Postcode:	
Language: Gender:	Religion: Ethnicity:
Mother's full name/Carer's full name:	Father's full name/Carer's full name:
Mother's/Carer's Address: Postcode: Home Tel Number: Mobile Number: Place of Work: Work Tel Number:	Father's/Carer's Address: Postcode: Home Tel Number: Mobile Number: Place of Work: Work Tel Number:
Home telephone Number:	Daytime contact: (if different to Home telephone number)
E-mail:	
Who does child live with? What is their relationship to the child?	

PARENTAL RESPONSIBILITY

The Children Act 1989 Parental Responsibility (PR) emphasises the role of parents in the health and wellbeing of their children. It is a legal, not a social status. In law mothers automatically have parental responsibility, whilst birth fathers do not, unless they are married to the mother at the time of the birth, or the couple marry later. Alternatively

- birth fathers who were not married to the mother **before** December 2003 can apply to the family court; or
- birth fathers who were not married to the mother **after** December 2003 can go with the birth mother to jointly register dual parental responsibility

Childcare practitioners need to be aware of who has parental responsibility for a child so that they can be clear about how they deal with situations where they are asking for information, sharing information, asking for consent or permission or are requested not to allow contact with a child. **Please delete appropriately*

*Mother's full name/ Carer's full name:	* Parental Responsibility:
*Father's full name/ Carer's full name:	* Parental Responsibility:

Please see the attached sheet for more information regarding parental responsibility.

EMERGENCY DETAILS

Emergency contact details – if parents are not available *Only those over the age of 16 years can be named as emergency contacts. Please ensure emergency contacts are local and their consent has been given.*

Please note that if the authorised person is not the person indicated, we will check before releasing the child.

Name, address & contact number of first emergency contact:
(Please state relationship to child)

Name, address & contact number of second emergency contact:
(Please state relationship to child)

Name, address & contact number of third emergency contact:
(Please state relationship to child)

Name, address & contact number of people authorised to collect your child (please state relationship to child):

Password, for the collection of child by authorised persons:
(any word known only to you)

Please state, if any, names of people who are **not allowed** contact or access with your child:
(Please supply any supporting documentation)

Doctor's name :

Telephone Number:

Health Visitor Name: N/A

Telephone Number:

Dentist Name:

Telephone Number:

Social Care Worker Name:

Telephone Number:

Any other professional who has regular contact with the child:

Name: _____ Role: _____

Agency: _____ Telephone Number: _____

Address: _____

Are there any allergies or medical conditions we should know about?

Does your child require a Health Care Plan?

Are there any dietary requirements we should be aware of? (i.e. vegetarian, gluten free, known allergies or food intolerance. Etc.)

In the event of an accident/incident/emergency involving my child I understand that every effort will be made to contact me and emergency services will be called as necessary. I understand that my child may be taken to hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence. **Please sign below.** If you have any reservations or religious beliefs that we may need to know about please state in the space below.

Signed: _____

Please answer YES/NO

Are your child's vaccinations up to date?	
Is your child toilet trained?	
Do you have any concerns about your child's learning and development?	
Does your child have difficulty with walking, talking or socialising? If so, please give details	
What languages does your child speak at home?	
Are there any religious or cultural festivals that your child takes part in?	
Does your child have a pacifier i.e. dummy or thumb?	
Does your child have a special toy or object they might bring with them?	

Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset?	
<p>If your child is aged between 24-36 months, has a two year old progress check already been completed for your child?</p> <p>Setting completing check:</p> <p>Date completed:</p>	
<p>During the course of the year photographs of your child will be taken do you agree with this?</p> <p>Are you happy for us to use your child's photograph for general display?</p> <p>Are you happy for us to use your child's photograph on Social Media, which includes the Preschool Facebook Page?</p> <p>Are you happy for us to use your child's photograph in the local Newspaper?</p> <p>Are you happy for us to use your child's photograph on the Preschool Website?</p> <p>As part of the on-going recording of our curriculum and the children's individual development records, staff regularly take photographs of the children during their play, and on outings. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. Photographs are stored on the setting's computer only; we only store images during the period your child is with us.</p>	<p>Signature:</p> <p>Date:</p>
Do you give permission for your child to be observed by outside professionals, students etc. Any observations will remain strictly confidential.	
Do you agree to a member of staff applying suntan lotion to your child if the need arises?	
Have you had access to 2 year old funding?	
Does your child have previous experience of attending a childcare setting and if so where?	

<p>During the course of the year, events will arise, such as a Christmas Party and performances for parents/carers. Many parents/carers would like to take photographs of their children during these times, some group photographs may also be taken for personal use which may include images of your child.</p>	<p>Signature:</p> <p>Date:</p>
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Do you give permission during such events for parents/carers to take group photos which may include images of your child?	
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At intervals throughout the year we would like to take your child out on walks, visits to local places of interest and into school for a variety of celebrations. Do you give your permission for your child to take part in such outings?	Signature: Date:

Parental permissions

E:safety (staff and children)

There are procedures in place that govern the use of IT equipment on site. Where ipads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by All Saints Under Fives Preschool CIO is used. Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager.

In some instances children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Signed: _____ Date: ____

Key persons

Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. The key person should be the first point of contact for anything you wish to discuss with about your child.

Your child's key person is: _____

Your child's back up key person is: _____

Transfer of records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health and medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school.

Name of child: _____

Signed: _____ Dated: _____

Further information

I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

Please note that the information on this form is stored and maintained confidentially at all times.

You will be contacted nearer the time of your child's start date, but in the mean time you are most welcome to visit us, to help your child get to know us and their new surroundings.

Please note: over the course of the year observations will be taken of your child to help us assess their educational needs, these observations will remain confidential.

We adhere to the principles of the **General Data Protection Regulations (2018)** when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice, and a copy is available in our foyer for you to read. It details who will be able to access the information we hold on your child. This information is requested and held by us and shared with government departments.

Signed:.....Parent/Guardian Date

Session request

Please tick the sessions you would like your child to attend:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session					
Lunch Session					
Afternoon Session					