**East Cliff Pre-School Registration Form** 

**Winton Site Bournemouth Site St James’** please tick✔️

**Child’s Details**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female

Child’s Full Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_B/C seen Y/N – For school use only

**Family Details**

**Parent 1** – Name of Parent; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime/Work No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have Parental Responsibility? Y/N

**Parent 1 Job**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Same address as child Y / N

**Parent 2** - Name of Parent; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime/Work No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do they have Parental Responsibility? Y/N

**Parent 2 Job**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Same address as child Y / N

**Emergency Contact Person (Not parent 1 or 2, this person does not need to live locally)**

**Emergency Contact 1 –** Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime/Work No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do they have permission to collect child? Y/N

**Emergency Contact 2 –** Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime/Work No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do they have permission to collect child? Y/N

**Password for the collection of child by an authorised person**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Desired days & hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Yr or 30-hour funding code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date code acquired: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parent applied for code DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About Your Child**

What does your child like to play with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have they ever attended another setting? Y / N If so, which setting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a parent, do you have any concerns/worries about your child? Y / N

If you answered yes, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Questions**

Has your child received their immunisations due to date? Y / N

Please sign to say your child is up to date with their immunisations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctors Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dentist Surgery\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any other professionals involved with your child? Y / N

Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child suffer from any known **medical conditions or allergies**? **Special dietary needs**?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any special dietary needs, ie religious no pork?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe your child’s ethnicity or cultural background? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Religion (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any festivals or special occasions celebrated in your culture/home that your child will be taking

part in and that you would like to see acknowledged and celebrated whilst in our setting?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What language(s) are spoken at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the main language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about our school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parental Permissions**

* In the unlikely event of an accident or emergency involving my child. Emergency services will be called if necessary and I understand my child may be taken to hospital accompanied by a member of staff for emergency treatment and that the staff member will follow medical advice, including options to operate or be given blood, this list is not exhausted.
* I give permission for a member of staff who is First Aid trained to administer minor first aid, e.g. plasters, eye wash etc and to my knowledge my child has had no adverse reactions to these. We also will administer infant Paracetamol or an Antihistamine in emergency situations.
* I give staff permission to administer sun cream to any exposed skin.
* We will change the children if they become wet through toileting or play. We also ensure the children have appropriate layers on both inside and out while under our care and we use our best judgement to do this.
* Children must not wear, slip on shoes or wellies as their footwear in pre-school, shoes must have a strap attaching them to the foot that make for easy movement. Please can the children be able to put them on and off themselves, **no laces**. Children must wear socks with all shoe styles. Staff reserve the right to request different footwear.
* Although we respect all personal choices around jewellery, the children’s safety is our priority. Children are permitted to wear a stud earing per ear and no other jewellery.
* I understand my child has a high chance of coming back with my ‘learning’ all over me so will dress them in non-expensive clothing. We use a variety of equipment; all is washable and child suitable.
* On occasion, East Cliff Pre-School may take short, supervised trips. I understand that risk assessments are carried out for each type of trip or outing taken and are available for me to see if required.
* As part of the EYFS and recording your child’s development we take photos of the children. These are stored on the setting phones until printed/uploaded and then deleted.
* We may also display photos around the setting for parents to view.
* We will use your child’s photos on our pre-school Facebook page, where you can keep up to date with what your child is doing. We also may use your child’s photos on our school’s website.
* I am aware of East Cliff Pre-School’s policies and procedures and that I may access them at any time from the folder displayed on the Parent Information Table located in the entrance, or the main folder in the office. I have also been given a copy of the Parent Policy Overview sheet.
* I agree with East Cliff Pre-School’s Behaviour Policy and Suspension and Exclusion Policy, which is attached to the Parent Information Board located in the entrance.
* I understand the pre-school will share relevant information about my child when they transition to another setting/school, or after health checks, or if in the best interest of the child.
* I understand that I am required to give **four weeks’ notice** should I wish to terminate my child’s place. If I fail to do this, I will be unable to access the funding at another setting until the four weeks are up. This includes non-funded / private paying families, full fees are due for notice period.
* I understand **I must pay** for all booked slots and absences are not discounted.
* **I understand I must pay a consumables charge (Separate fees sheet given), if not on a fully funded space (Please see funding policy). Charges still apply if my child is absent.**
* A two-week holiday is given free of charge **if** notice is given, and the form complete 2 weeks prior to the holiday/absence**.** I understand that I can only take two weeks holiday any school year, any longer will incur charges.
* I will notify East Cliff Pre-School of any absences as soon as possible either by text or a phone call, this isn’t regarding charges this is to ensure you don’t receive welfare calls enquiring as to your child’s attendance.
* I will notify East Cliff Pre-School of any changes that may arise, i.e., change of address, mobile number, parents’ childcare arrangements, jobs or any new medical conditions/allergies.
* **If you don’t label your child’s items pre-school staff will.**
* ECPS do not take responsibility for any items that are brought into pre-school. Parents bring in/or allow children to bring in at their own risk. We ask that items are **not** brought in as it can upset your child if another child’s takes it. Children are to feel the toys at pre-school are for all children to play with.
* You can leave pushchairs in our allotted areas, outside the settings; **they are left at your own risk.**
* I understand if I am late to collect my child a £5 per 15-minute charge will apply. If an emergency occurs, contact the setting as soon as you are aware.
* East Cliff Pre-School reserve the right to allow children in under our ‘Staff Shortage’ policy. A copy available upon request, copy in parent policy flip chart.
* Staff will decide when your child is ready to be left and how long for, they will update you daily for the next session. Staff will not allow children to remain in the setting upset.
* Pre-school reserves the right to withdraw a child’s place if fees are unpaid, or other reasons staff feel appropriate, all reasons will be discussed with parents.
* You are given a fees sheet, parent information and parent policy overview at the time of registration. You are signing here to say you have received and read them. Staff can use google translate if you need help.
* Settling in payments, you will be charged hours attended for the first two weeks only, after that it is payment for booked slot.
* Settling in – On a child’s first few days they will only do up to 90 minutes, staff will tell you at the end of the session what they will do next time.
* All fees are due at the beginning of the following week. You will be invoiced half termly in advance, **you are welcome to still pay weekly/monthly if this is easier**, and the usual payment methods are accepted.

Late payments will incur a fee. Invoices over two weeks without payment will mean additional services (non-funded hours) will be stopped until account is brought up to date.

You can pay by cash, cheque, PayPal (PayPal will incur a 50p charge) or BACS, details are on the invoices.

Please state any exceptions or permissions you withhold here; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please sign below to indicate that the information given on this form is accurate and correct and that you agree and have read the above information and conditions.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



East Cliff Pre-Schools

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I agree to a member of staff from East Cliff Pre-School to contact other professionals involved with my child and share my details in the best interest of the child.

Exceptions to this permission are noted below. As part of the transfer of information protocol, relevant information will routinely be passed on to your child’s next provision/school.

I confirm that I have been informed of the information sharing arrangements as detailed above and that I consent to these arrangements. I understand I have the right to withdraw or restrict my consent to these arrangements at any time by contacting the pre-school manager.

**Parent/carer’s signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of setting**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exceptions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998 and the GDPR act 2018. We will use the information you have provided in connection with the administration of collection and processing of statistical data for statutory and non-statutory purposes to central government and local government. When you complete this document, you are providing your consent to the pre-school to hold and use your personal information for these purposes. The information you provide may be disclosed internally to other services within BCP Council and to external health professionals, other education authorities and the department of education and partner agencies. ECPS will never sell your information. East Cliff Pre-School are registered with the ICO.



For further information about this please ask for a copy of our data protection and GDPR policy.



**East Cliff Pre-Schools Parent Information**

[info@eastcliffpre-schools.co.uk](mailto:info@eastcliffpre-schools.co.uk)

**Manager/Owner – Mrs Beckie Capewell – 07792 690595 (weekdays between 8am-6pm)**

**Winton Phone – 07944 132187 / B’mth Phone – 07939 168076 / St James’ – 07976 044459**

**Sessions: We run a breakfast club, after school club and main session. We are open 8.30am-2.30pm.**

**Term time only, see fee sheet for approximate dates.**

**Snack & Consumables Charge:** We require you to pay a consumables charge (prices on fee’s sheet) This includes a daily snack for your child which consists of a fruit and/or vegetable and a low salt/sugar carbohydrate i.e. a cracker or breadstick. As well as items outside of ‘education’, such as, art equipment, sensory play, toilet rolls, paper towels, cleaning/cooking equipment etc, nappies, nappy sacks, hand soap etc. If you have a planned holiday and you inform us 2 weeks prior to the holiday no charge will apply. Absences will still incur a charge. Funding policy available to view.

**Lunchtime:** Held daily approximately between 12.10 and 12.45pm. Please ensure your child’s lunch box/drink bottle is clearly named and includes an ice pack as we cannot refrigerate lunch boxes. Please be advised that we are a” healthy eating” pre-school, therefore, please **NO fizzy drinks, sweets or bars of chocolate**. **We are a nut free school.** A copy of ‘healthy Teds’ is available for lunch box suggestions if requested/required.

**Clothing**: We go outside for part of **each session**, in **all weathers**, so please make sure your child comes to pre-school with a coat to **EVERY** session as our weather can be so unpredictable. In the winter months please pack a scarf, hat and gloves (also named). We do have water, painting and cooking aprons for the children, but we cannot guarantee your child will stay clean! We ask that children do not wear open toe shoes and we ask that sensible shoes are to be worn to maximise the children’s safety and enjoyment, **NO WELLIES**. In the warmer months, please apply a high factor sun cream prior to your child coming into pre-school, you may get asked to do so at the door otherwise. Please dress your child in non-expensive clothing and clothing they can get up and down as well as on and off, as we promote independence.

**Name it:** Everything that your child brings in must be named. **If you don’t ECPS staff will**. We have permanent pens available for you to use.

**A small bag; Every child** must have a separate (from lunch box) small bag with a change of clothes including pants and socks. If your child is still in nappies the bag is to include wet wipes, nappies and nappy sacks.

**Collection**: Children should be collected promptly at the end of a session. As with school, the staff have many jobs to complete before their working day ends. If we must have them looking after uncollected children a late fee will be incurred which is £5.00 each time you are late, and for every occurring 15-minutes. We do know there will be an **ODD** emergency and we do understand that. Please ring us **as soon** as you know you will be late. 30 minutes after your due time and with no contact from your-selves and in line with our policies, we will inform children’s social care. Children can only be released to persons 18 and over and only to those nominated on the registration form. In the event of a person collecting your child on your behalf and who is not known to us or named on the registration form, **please ensure they know the child’s password, you have contacted us to let us know, otherwise, we will not release the child.** This is to safeguard your child.

**Staff Shortage:** OFSTED require a certain child/staff ratio at all times, something we always adhere to. On the very rare occasion due to illness or accident we may be short of staff. On these occasions we will take the children until we are up to capacity, upon which, we will close the doors and not allow any more children to enter. If this happens to you, you can take the session on another day. If you pay for your session, you will be given the option of a refund. Please see our Staff shortage policy for more details.

**Information**: The pre‐school will pass information to parents directly or via text, Facebook page and the newsletters that are sent home on a regular basis. The pre‐school has regular meetings to consult with the parents/carers to ensure we are meeting the children’s needs. You, as a parent, must also keep us informed about anything relevant to the child. Areas for private conversation are available.

It is the parent’s responsibility to update the relevant information as and when necessary, i.e. contact details, medication needs (and to particularly inform the pre-school if the child has been given medication at any point before coming into pre-school). We do not allow infant paracetamol to be administered 24 hours before your child attends. We are an information sharing setting; for more details please ask a member of staff or refer to the school’s policies.

**Confidentiality:** All staff are aware of the need to maintain confidentiality about matters concerning families and children. Records will be kept containing details about the child, including relevant health, religion and diet information, parents and/or emergency contact details, child protection records if applicable and any appropriate signed consent forms. Some information, e.g. any allergies or food intolerances, will be displayed prominently so that all staff are aware of them.

Parents have access to all written records about their child/children. We will pass any records drawn up by us in respect of a child to any pre‐school/school that a child moves on to. We will contact any other setting a child is attending to support continuity of care and education.

**Policies:** The Pre-School has various policies available for parents/guardians to read on request, at any time during pre-school hours. A condensed copy of policies “Pre-School Policy Overview” is enclosed in the information pack you received upon registering.

**Valuing Diversity and Promoting Equality:** We recognise that children and their families come from diverse backgrounds. At ECPS we are committed to anti-discriminatory practice to promote equality of opportunity. We aim to provide a secure environment where children can flourish by welcoming the diversity of family lifestyles. We value the contribution of all families to our understanding of equality and diversity. We do not discriminate against a child or their family or prevent entry to ECPS as defined by the Equalities Act.

**Behaviour Policy:** At East Cliff Pre-School we want everyone to feel valued and respected. In order to achieve this, we have compiled for your information a Behaviour, Suspension & Exclusion Policy, which is attached to our Parent Information Board.

Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to the parent being excluded from the premises. Persistent disruptive behaviour by a child would result in the incident(s) being reviewed and an action plan developed. In extreme circumstances the child may be excluded from the school.

**Complaints Policy:** Any parent who has a concern about an aspect of the Pre-School’s provision is requested to speak to the schools Director; Beckie Capewell immediately so that we may rectify any situation amicably.

**Late Payment of Accounts:** East Cliff Pre-School reserves the right to terminate your child's place with immediate effect, if accounts are outstanding by more than 14 days from the date of invoice. We reserve the right to refuse any bookings for additional sessions or services, or bookings for siblings, if any accounts are outstanding. We will also contact outside agencies to recover monies owed.

**Termination of Placement**: Parents are asked to inform the managers in writing when terminating their child’s place at the Pre-School, **giving four weeks’ notice.** Failure to do this you will be unable to access the funding at another setting until the four weeks are up, private paying parents have the same notice period.

**Illness and Sickness**: If your child becomes ill at Pre School, every effort will be made to contact you. East Cliff Pre-Schools reserves the right to take a child to hospital and/or contact the emergency services in the case of an emergency whereupon we are unable to contact the parent/s or alternative authorised contacts.

The Pre School reserves the right to refuse acceptance of any child who in the opinion of East Cliff Pre-School staff is too ill to attend Pre School. (A list of childhood diseases and incubation periods can be found on the Parent Information Board). Diarrhoea & vomiting requires 48 hours from the **last time** the child vomited or had diarrhoea.

East Cliff Pre-School will administer medication that is in its original packaging displaying the doctors label with the child’s name, dosage and that it has been prescribed by the child’s doctor.

**A Medication Form must be completed prior to administration.**

**Absence:** Please inform East Cliff Pre-School by telephone or text message to the setting directly, if your child will not be attending the Pre-School on a particular day.

**Mobile Phones: NO** mobiles are to be used within the school premises for safeguarding reasons. Please do not be offended if a staff member asks you to turn your phone off or to take your call outside of school. When in the building your mobile will be stored with staff’s mobiles in the office/kitchen.



**East Cliff Pre-School Parent Policy Overview**

The purpose of this policy overview is to provide parents with a brief outline of our current policies. Should you wish to see the more detailed versions, please ask to see our Policy File.

**Children’s Rights & Entitlements:** We encourage children to be strong, ensure they are listened to and develop a positive self-image. We take into account children’s heritage, colour, ethnicity, their language spoken at home, their religious beliefs, cultural traditions and home background.

**Safeguarding Children:** ECPS will work with the children, their parents and the community ensuring they receive the very best start in life by keeping them safe. We do this by ensuring all our staff are trained in understand ECPS safeguarding procedures and receive up to date knowledge of safeguarding issues.

All staff and volunteers have criminal record (DBS) and reference checks which are obtained prior to working at ECPS and as required by Ofsted. Volunteers are never left alone. No unauthorised persons has access to the school or the children. The layout of our rooms allows for constant supervision. No child is left alone or in a one to one situation.

We shall respond promptly to any incidents of concern or abuse and work with the relevant agencies. We shall refer concerns to the Local Authority Children’s Social Care department (MASH) and co-operate fully. Should a child make a comment that gives concern or if a member of staff notices significant changes in a child’s behaviour, general well-being, unexplained markings or bruising or signs of possible abuse or neglect (list not exhausted), the member of staff will listen to the child, will not question the child but will make a written record of what the child has said, word for word as spoken by the child. Also, on the record will be noted the name of the person to whom the concern was reported, noting date and time and the name of any person present. These records will be signed and dated and kept in the “Cause of Concern” file which is kept securely and is confidential. We will continually welcome the child and family whilst investigations are being made into any alleged abuse. Parents are normally the first point of contact. We will discuss concerns to gain their view of events, unless we feel this may put the child in greater danger.

On the Parents Information board there is a section advising parents of how they can complain about the behaviour or actions of staff or volunteers at ECPS. We shall respond immediately to ay disclosure made by a child or member of staff by referring the complaint to the Local Authority Designated Office (LADO) to investigate. Should a member of staff or volunteer be dismissed they shall be reported to the Safeguarding Authority (ISA) where they will be barred from working within a child environment.

**Looked After Children:** *Children who have been taken into care by the Local Authority*. We are committed in ensuring they reach their full potential by promoting security and positivity and encouraging them to manage their feelings with or without support.

**Uncollected Child:** Should a child not be collected; we shall contact parents/carers on all telephone/mobile numbers given. If unsuccessful, the adults who are recorded on the registration form will be contacted. The child will not leave ECPS with anyone other than those named on the registration form. If no-one collects the child after the setting has closed, we shall contact the Local Authority Children’s Social Care team (MASH). The child will remain at ECPS with the manager until the child is safely collected.

**Missing Child:** The children’s safety is our highest priority, both on and off the premises and the security of the children is maintained at all times, however, in the unlikely event that a child goes missing, the following procedures apply:

As soon as a child is noticed missing the managers are alerted. The Police are called followed by the parents. The managers will carry out a thorough search of the building and garden. Doors and gates are checked ensuring no breach of security has been made. The setting will talk to all staff as to when the child was last seen and this is recorded. Should a child go missing whilst on an outing the above procedures apply.

**Use of Mobile Phones and Cameras:** Staff may not make phone calls on the premises unless in an emergency and where permission from their managers is sought and, in the office, only. Photographs of the children may only be taken using the school’s camera/tablet and when monitored by the managers and for valid reasons, i.e. to record learning journey development evidence, displays or at special events. Parents and visitors are not to use their phones whilst on the premises.

**Employment:** At ECPS we ensure all our staff are appropriately qualified and have been approved for employment by the Criminal Records Bureau (known as a DBS) as requested by the Safeguarding and Welfare and Ofsted.

**Student Placements:** We offer apprenticeships to students wishing to undertake an Early Years qualification; however, the same recruitment applies as in “Employment” and they are never left unsupervised.

**Induction of Staff, Volunteers and Managers:** All staff are provided with an induction to ECPS where they are briefed on health and safety and fire evacuation procedures. We ensure they are familiar with our policies.

**First Aid:** At ECPS staff are trained to administer First Aid in the event of an accident. The First Aid bag is kept out of reach of the children and no un-prescribed medication is given. Written permission has been sought upon the child’s admission to ECPS that in case of an emergency, medical treatment may be sought. Should an accident occur an Accident Form will be completed, and parents will be asked to sign.

**Key Persons:** We believe the children settle best when they have a key person to relate to and who can meet the individual child’s needs. A key person will be allocated to each child and is responsible for settling the child into ECPS. The key person will work with the parents to plan and deliver a personalised plan for that child, sharing information on a regular basis and for keeping records up to date.

**Administering Medication:** This will only be carried out where it would be detrimental to the child’s health if not given within the setting. A parent consent form must be completed and only medication given by the doctor in its original packaging which clearly states dosage and times may be administered.

**Managing Children who are Sick, Infectious or with Allergies:** If a child appears unwell during the day, has a temperature, sickness, diarrhoea or pains to the head or stomach, the manager will call the parents and ask them to collect the child. Parents are asked to keep children at home for 48 hours when suffering from sickness and diarrhoea. Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to refrain from bringing the child back to ECPS until the infestation has cleared. If a child suffers from an allergy all staff will be made aware.

**Reporting and Recording of Accidents and Incidents:** Ofsted is advised if there are any instances of food poisoning, serious accident, injury or death of a child whilst in our care. Food poisoning is also reported to our local Environmental Health as are our local Child Protection agencies informed of any serious accident/death of a child. We meet our legal requirements in respect of the safety of our employees and public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

**Nappy / Clothes Changing:** We work with parents towards toilet training and provide nappy changing facilities. Parents are requested to supply nappies, wet wipes and nappy sacks, a full spare set of clothes. Soiled nappies are disposed of at school. When it is required either through toileting or play, we will change a child into either their own or our clothes to ensure the most comfort for the child within the time they are with us.

**Food and Drink:** Snack and lunch is viewed as a social time for adults and children and helps children to learn about healthy eating. Through speaking to parents, we take into account children’s allergies and dietary rules of religious backgrounds. We have fresh drinking water constantly available. We operate a NO NUTS or SEEDS policy. A fruit or vegetable snack is provided daily alongside crackers and spread (soya is supplied if a child has a dairy intolerance). Milk is provided to all children free of charge and who do not have a dairy allergy. We encourage parents to provide a healthy packed lunch consisting of a small sandwich, a piece of fruit, a yogurt and a small bottle of water/juice.

**Food Hygiene:** We are registered as a food provider with the local Environmental Health Department and maintain the highest possible food hygiene standards (No. 5 on our certificate) with regards to the purchase, storage, preparation and serving of food. All staff involved in the food preparation have received training in food hygiene.

**Achieving Positive Behaviour:** We believe that children flourish best when their personal, social and emotional needs are met and when there are clear expectations of their behaviour. Children need to consider the views and feelings, needs and rights of others and the impact their behaviour can have on them. Our members of staff Gracie Odey and Beckie Capewell oversees our programme for supporting children and any issues concerning behaviour. Positive strategies for handling inconsiderate behaviour is achieved by helping children to find solutions appropriate to the child’s age, i.e., acknowledgement of feelings, explanation as to what was not acceptable. Staff always remain calm and patient and will help children to manage their feelings. If certain behaviours are frequent, we will try to find out what the underlying cause is with the help and communication of the parent(s). Children who are hurtful are momentary, spontaneous and often do so without realising the hurt they have caused others. This is because they have not yet developed the means to manage intense feelings that sometimes overwhelm them.

**Health and Safety – General Standards:** ECPS ensure that the health and safety of children is of paramount importance. We ensure ECPS is a safe and healthy place for children and their parents.

A certificate of our Public Liability Insurance is displayed on the Parents Board.

**Maintaining Children’s Safety and Security on the Premises:** We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. This is achieved by ensuring all staff are DBS checked and adults do not supervise children on their own. All children are supervised by at least two adults.

Risk assessments are carried out to ensure children are not made to feel vulnerable within any part of our premises or by any activity. Systems are in place for the safe arrival and departures of the children. No unauthorised access is allowed to our premises.

**Supervision of Children on Outings and Visits:** Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues. Our procedures ensure that all parents sign a generic consent form upon registration allowing their children to be taken out as part of the activities at ECPS. Risk assessments are carried out prior to the visit and can be viewed by parents. Parents are asked to sign a specific consent form for outings that require transport.

**Fire Safety & Emergency Evacuation:** We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The managers and staff are familiar with the current legal requirements and our fire evacuation procedures are approved by the Fire Safety officer. We have fire drills regularly ensuring the children are familiar with our evacuation procedures.

**No Smoking:** At ECPS we comply with the Health and Safety regulations in making our school a no-smoking environment.

**Valuing Diversity and Promoting Equality:** We recognise that children and their families come from diverse backgrounds. At ECPS we are committed to anti-discriminatory practice to promote equality of opportunity. We aim to provide a secure environment where children can flourish by welcoming the diversity of family lifestyles. We value the contribution of all families to our understanding of equality and diversity. We do not discriminate against a child or their family or prevent entry to ECPS as defined by the Equalities Act. These are: disability, race, religion or belief, sexual orientation, age, pregnancy and maternity.

**Supporting Children with Special Needs:** At ECPS we provide an environment in which all children, including those with special needs (SEN) are supported to reach their full potential. We ensure ECPS is inclusive to all children with special educational needs and provide support to their parents by using a range of SEN strategies. Our designated SEN members of staff are Charlotte Lovell and Beckie Winkley.

**Early Years Foundation Stage:** The provision for children’s development and learning is guided by the Early Years Foundation Stage. We assess how your children are learning and developing by observing them frequently. We use the information gained through our observations as well as from photographs to document their progress. We believe that parents know their children best and we ask them to contribute to the assessment by sharing information about what their child likes to do at home and how they as parents support their development. We undertake these assessments at regular intervals and are available for parents to view.

A picture containing text, drawing

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A picture containing drawing

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**My First Day at Pre-School Check List**

A screenshot of a cell phone

Description automatically generated

My registration form



My Lunch box

A picture containing drawing

Description automatically generated

My small bag with changing bits inside

A picture containing drawing

Description automatically generated

A coat for the correct season

A picture containing text, drawing

Description automatically generatedMy adult ready to stay close by in-case I’m unsettled / upset.



**East Cliff Pre-School Fee Structure From 1st April 2023**

East Cliff Pre-School accepts 15 and 30 hour funding for 2, 3, & 4 year olds. We also accept private paying children in addition (as a top up) and instead of the funding. Full fees for funding and private children are stated below.

You can access the funding several ways;

15 hours; 9.15am - 1pm for 4 days – short , or 9.15am - 2.30pm for 3 days – long

30 hours; 8.30am – 2.30pm for 5 days

**Early Education Funding (EEF)**

The 15-hour Early Education funding is paid to the pre-school from the Local Authority. The pre-school claims for each eligible child on your behalf, stating the hours and times each child attends. The 30 hour funding is done between yourself and .Gov.UK (Link below)

As I am sure you are all aware the cost of living is going up this financial year (23/24) by an incredible amount, with the minimum wage increase, pension contributions, fuels, food etc.

In order for East Cliff to remain viable and open, and continuing to provide high quality childcare we have had to review fees. New fees below and will start from Monday 17th April 2022.

If you access the 15-hour funding consumables will be £6.00 per week

If you access the 30-hour funding consumables will be £10.90 per week

Fees and or consumables include breakfast (if child starts at 8.30am), mid-morning snack, mid afternoon snack (if child stays till 2.30pm), toiletries, emergency one off nappies, wipes & cream, laundered spare clothes, 3 annual parties, art and craft activities, sensory play, baking equipment, paper etc.

The Department for Education (DFE) has made it clear that settings shouldn't use the funding to cover the cost of the above items, and the Minister for Childcare has made it clear that settings should charge for these extras in order to remain viable. The full DFE statement is in our funding policy.

**Fees and sessions times from April 2023**

We are currently a term time only pre-school, opening 38 weeks a year, below are the rough times we are closed for the holidays.

1 week in February

2 weeks at Easter

1 week following the last May bank holiday

6 weeks in summer

1 week at the end of October

3 weeks at Christmas/New Year

1 annual staff day

When we are closed for holidays, training days or days out of our control (i.e. snow, no power etc), there is no charge for any services, a swap day, session will be offered, no refunds.

Fees are due for all other absences.

We allow a two-week holiday (per school year), with a minimum of a two-week notice period (with request form submitted), free of charge.

If you wish to apply for a fully funded place, please ask for a copy of our funding policy from your setting manager.

**Session Fees; -**

**Children aged 2 until the day of their 3rd birthday**

**Session                     Time                                           Fee**

Full Long day            8.30am – 2.30pm                    £34.50

Breakfast club          8.30am – 9.15am                    £3.00

After school club     1pm – 2.30pm                         £7.00

Short day                  9.15am – 1pm                         £24.50

**Children aged 3+**

**Session                     Time                                           Fee**

Full Long day            8.30am – 2.30pm                    £28.00

Breakfast club          8.30am – 9.15am                    £3.00

After school club     1pm – 2.30pm                         £7.00

Short day                  9.15am – 1pm                         £20

Fee rates change on child’s 3rd birthday regardless of the group the child is in.

We charge private paying parents the same as we receive from the local authority for funded children. This means all parents must pay the consumables charge (details above).

There is a suggested minimum requirement of 2 sessions per week.

We allow a two-week holiday (per school year), with a minimum of a two-week notice period, free of charge (with completed request form).

Fees are due for all other absences. A holiday form must be completed at least two weeks in advance of any holiday or absence.

All fees are due at the beginning of the following half term. You will be invoiced half termly in advance. You are welcome to still pay weekly, monthly by your chosen method.

Please feel free to pay weekly, if this makes your own accounting easier, do not wait for an invoice and get behind, you can pay by cash or bank transfer –

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Late payments will incur a fee. Invoices over two weeks without payment will mean additional services (non-funded hours) will be stopped until account is brought up to date.

The government offers a range of benefits, schemes and entitlements to help towards the cost of childcare, which you may be eligible for.

Please visit BCP (Bournemouth, Christchurch and Poole) council webpage where you will be able to access information about paying for childcare.

<https://www.bournemouth.gov.uk/childreneducation/childcare/paying-for-childcare/paying-for-childcare.aspx>

We have a clear funding policy; a copy can be found in the policies folder on the parent table or on our website.

Fees are reviewed annually in April.

If you have any questions, please speak to a member of management

Thank you for your understanding

East Cliff Pre-School

A group of children playing instruments

Description automatically generated

**East Cliff Pre-School Fee Structure From 1st April 2024**

East Cliff Pre-School accepts 15- and 30-hour funding for 2-, 3-, & 4-year-olds. We also accept private paying children in addition (as a top up) and instead of the funding. Full fees for funding and private children are stated below.

You can access the funding in a few ways;

15 hours; 9.15am - 1pm for 4 days – (short) or 9.15am - 2.30pm for 3 days – (long)

30 hours; 8.30am – 2.30pm for 5 days

**Early Education Funding (EEF)**

The 15-hour Early Education funding is paid to the pre-school from the Local Authority. The pre-school claims for each eligible child on your behalf, stating the hours and times each child attends.

The 30-hour funding is done between yourself and.Gov.UK (Link below)

As I am sure you are all aware the cost of living is going up this financial year (24/25) by an incredible amount, with the minimum wage increase, pension contributions, fuels, food etc.

In order for the East Cliff group to remain viable and open, and continuing to provide high quality childcare we have had to review fees. New fees below and will start from Monday 15th April 2024, the start of the summer term.

If you access the 15-hour funding consumables will be £8.00 per week

If you access the 30-hour funding consumables will be £13.50 per week

Fees and or consumables include but are not limited to, breakfast (if child starts at 8.30am), mid-morning snack, mid afternoon snack (if child stays till 2.30pm), toiletries, emergency one off nappies, wipes & cream, laundered spare clothes, 2 annual parties, art and craft activities, sensory play, baking equipment, paper etc.

The Department for Education (DFE) has made it clear that settings should not use the funding to cover the cost of the above items, and the Minister for Childcare has made it clear that settings should charge for these extras in order to remain viable. The full DFE statement is in our funding policy, please ask staff if you would like a copy. If you wish to apply for a fully funded place, please ask for a copy of our funding policy from your setting manager.

**Fees and sessions times from April 2024**

We are currently a term time only pre-school, opening 38 weeks a year, below are the rough times we are closed for the holidays.

1 week in February

2 weeks at Easter

1 week following on from the last May bank holiday

6 weeks in summer

1 week at the end of October

3 weeks at Christmas/New Year

1 annual staff day

When we are closed for holidays, training days or days out of our control (i.e. snow, no power etc), there is no charge for any services, a swap day, session will be offered, no cash refunds.

Fees are due for all other absences, you book the slot not the attendance, please see our attendance policy.

We allow a two-week holiday (per school year, 1st September – 31st July), with a minimum of a two-week notice period (with request form submitted), free of charge.

**Session Fees; -**

**Children aged 2 until the day of their 3rd birthday**

**Session                     Time                                           Fee**

Full Long day            8.30am – 2.30pm                    £38.00

Breakfast club          8.30am – 9.15am                    £3.00

After school club     1pm – 2.30pm                         £10.00

Short day                  9.15am – 1pm                         £27.00

**Children aged 3+**

**Session                     Time                                           Fee**

Full Long day            8.30am – 2.30pm                    £28.00

Breakfast club          8.30am – 9.15am                    £3.00

After school club     1pm – 2.30pm                         £10.00

Short day                  9.15am – 1pm                         £20

Fee rates change on the child’s 3rd birthday regardless of the group the child is in.

There is a suggested minimum requirement of 2 sessions per week. Please speak to staff regarding this.

We charge private paying parents the same as we receive from the local authority for funded children. This means all parents must pay the consumables charge (details above), this will be divided into hours booked, (i.e. if you only book 5 hours a week the 15 hour charge will be dived by 3).

All fees are due at the beginning of the following half term. You will be invoiced half termly in advance. You are welcome to still pay weekly, monthly by your chosen method.

Please feel free to pay weekly, if this makes your own accounting easier, do not wait for an invoice and get behind, you can pay by cash or bank transfer –

Santander         East Cliff Pre-School LTD      SC - 09-01-28       ACC - 44685543

Late payments will incur a fee. Invoices over two weeks without payment will mean additional services (non-funded hours) will be stopped until account is brought up to date.

From 15th April we will no longer be accepting PayPal as a form of payment, due to the high fees they charge.

The government offers a range of benefits, schemes and entitlements to help towards the cost of childcare, which you may be eligible for.

Please visit BCP (Bournemouth, Christchurch and Poole) council webpage where you will be able to access information about paying for childcare.

<https://www.bournemouth.gov.uk/childreneducation/childcare/paying-for-childcare/paying-for-childcare.aspx>

Fees are reviewed annually in April.

If you have any questions, please speak to a member of management listed below, setting staff DO NOT deal with finances

Office Manager – [office.manager@eastcliffpre-schools.co.uk](mailto:office.manager@eastcliffpre-schools.co.uk) Phone call can be requested

Beckie, Director – [beckie.capewell@eastcliffpre-schools.co.uk](mailto:beckie.capewell@eastcliffpre-schools.co.uk) 07792 690595

Thank you

East Cliff Pre-Schools Team