



INFORMATION PROSPECTUS & REGISTRATION DOCUMENTS



Little Squirrels Community Nursery, Ryde Business Park, Nicholson Road, Ryde, Isle of Wight PO33 1BQ
Telephone: 01983 615648
Email: info@knlchildcare.co.uk
Website: www.little-squirrels.co.uk

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Welcome

Little Squirrels Community Nursery is independent and privately run. We are situated in Nicholson Road on Ryde Business Park, Ryde IW PO331BQ

We liaise on a regular basis with our sister businesses, Oakfield Pre School situated at Oakfield CE Primary School and St George's Nursery & Pre School at Arreton St George's CE Primary School.

A place in our Nursery is NOT dependant on entry to the local primary schools. We welcome all children, and with the help of their parent/carer, hope to liaise with whichever school the child will eventually attend.

We are regulated by the IW Council Early Years Department and OFSTED, with whose standards we must comply, we are also inspected on a regular basis. Latest inspection reports can be found at: <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY235868>

There is an ongoing commitment to staff training within the group and we aim to make provision for all staff to upgrade their training as appropriate. We close our premises for one day each summer in order to bring all of our staff together for a training session to share ideas and update our professional development.

The aim of our Nursery is to provide a positive learning environment, in a warm and friendly atmosphere. A wide range of opportunities are made available to the children in the six recognised areas of development as set out in the Early Years Foundation Stage 0 – 5 years.

Children who attend over lunchtime will need to bring a packed lunch with a drink.

Please be aware the Nursery is promoting 'healthy eating' and we ask you not to include nut products or sweet items and no chocolate bars.

Instead we would like to see fruit, either fresh, dried, juiced, tinned etc.

We try to operate an 'open door' policy; we are available to discuss your child's day with you at the beginning or end of each session. If you have a concern regarding your child or there is a change of situation that may affect your child in some way, please let us know. If you wish to see someone in private, please make an appointment to see us. A child will probably not tell us about a major event in their life, but it can have a great relevance to their attitude to the Nursery.

Our daily activities are very much 'experienced' based. We include a time for outside play in each session.

We work through a 'backdrop to learning', usually half termly and we plan our activities around the children's interests and specific needs.

Don't worry if your child does not bring home something every session, all children are different and your child is getting as much enjoyment from playing with other activities.

Fees are reviewed annually, our current fee scales are at the back of this pack.

We ask that all fees be paid promptly and at the beginning of the month, for that month. Any outstanding fees carried forward to the next month's invoice will incur an interest charge, currently standing at 5.5% (subject to change).

We regret that we have to charge you even when your child is absent through illness or personal holidays however we have to maintain statutory levels of staffing ratio's.

Before your child starts their Nursery sessions, one month's fees are required as a refundable deposit. Without this your child will not be able to begin Nursery unless using government funded hours only.

If you wish to withdraw your child from Nursery or make significant changes to their hours/days, one months notice is required.

Please send your child in with practical clothes and shoes, we play outside daily and ride on bikes and trikes.

It is very helpful if you can provide a warm waterproof coat, gloves, welly boots for cold weather. Please make sure that these and other belongings are clearly named.

Because losses happen so easily, please do not let your child wear jewellery to Nursery, except small stud earrings if necessary. For the same reason we do not like children to bring in money, sweets or treasured toys that might get lost/broken and cause upset.

Another more important reason not to bring small items to Nursery is that children are inclined to put things in their mouths and can easily choke on them.

We will ask all new children who register with us to provide their original birth certificate to us for verification, these details will be recorded on the registration form.

We hope this information has covered most of the things you need to know. Please feel free to see the Manager or any member of staff if you have any questions.

We hope that you and your child will feel happy and settled within our group and that they will grow and develop to their full potential.

At the start of the term following your child's 3rd birthday they are entitled to government funding of 15 hours per week for 38 weeks per year. From September 2017 this will be extended to 30 hours per week, subject to meeting the government criteria. See: www.childcarechoices.gov.uk

You may extend this entitlement over the entire term, hours available each week may vary as the number of weeks per term are different. The Manager of the setting will discuss funding options with you before each new term.

Little Squirrels Community Nursery is open 50 weeks a year and operates throughout school holidays, fees are payable during these periods unless you are accessing 'Term Time' only funding.

We are closed during the Christmas period and all Bank Holidays and you will not be charged for these times. We also close periodically for staff training, these days will be set in advance and you will not be charged for these days.

Occasionally we organise Nursery events and we will close earlier than normal, as much notice as possible will be given to all families.

We hope this information has covered most of the things you need to know. Please feel free to see the Manager or any member of staff if you have any questions.

Please can you read the enclosed policy documents and if you would like your child to attend Little Squirrels Community Nursery please complete the enclosed booking form and return it to us together with the registration form.

Thank you.

Aims and Objectives of KNL Childcare Limited

The aim of the Nursery is to enhance the development and education of children by encouraging parents/carers to understand and provide for the needs of their children.

We will offer appropriate play facilities and training courses together with the rights of parents to become involved in the activities of the group, ensuring that we offer opportunities for all children whatever their race, culture, religion, means or ability.

We aim to provide a motivating learning experience for all of our children.

THE MANAGEMENT HAVE THE RESPONSIBILITY FOR THE CONTINUED MONITORING OF ALL OF KNL CHILDCARE LTD POLICIES AND AIMS, AND REVIEWS THEM ANNUALLY.

PLEASE VISIT OUR WEBSITE AT: www.little-squirrels.co.uk FOR MORE INFORMATION ON ALL OUR SETTINGS AND TO DOWNLOAD A FULL COPY OF OUR POLICY DOCUMENTS

We are happy to email you a copy of this document and our full Company Policy documents should you wish.

A copy of our Registration Forms are attached. Should you wish to visit again or to discuss anything please call 01983 615648 and ask for Hellena or Karen.

Thank you for your interest and we look forward to welcoming your children in the future.

Karen White

Director: KNL Childcare Limited

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Registration Form

General Information

Child's Name:

Male / Female: *

Date of Birth:

Birth Certificate no:(to be checked by Nursery)

Who has parental responsibility ? (Nursery to record)

Child's Address:

..... Postcode

Mum's Address(if different from above)

.....

..... Postcode

Dad's Address (if different from above)

.....

..... Postcode

Please state who is responsible for payment of fees:

Home Tel:

Work Tel: Mum

Work Tel: Dad

Contact Email address:

Parents / Main Carers Names:

Marital Status: Married / Separated /Divorced / Partnering / Single / Widowed / Civil Partnership *

Place in family: 1st 2nd 3rd 4th 5th 6th Child

Access arrangements if applicable:

.....

Please state your religion:

Has your child experienced any of the following childcare arrangements?

Child minder Yes / No *

Family Member Yes / No *

Playgroup Yes / No *

Crèche Yes / No *

Nursery Yes / No *

Other

Any comforters? Yes / No *

Registration Form (cont).

Has your child been fully immunised?

Yes / No *

If not has your child had any of the following

Whooping cough Yes / No *

Mumps Yes / No *

Measles Yes / No *

Chicken pox Yes / No *

German Measles Yes / No *

Others:

Doctors Name:

Address:
.....
.....

Health Visitors full name: (if applicable)

My child is registered with their local Children's Centre

Yes / No *

Are there any other professionals involved ?

Social worker: Yes / No *

Speech Therapist: Yes / No *

Physiotherapist: Yes / No *

Other:

Is your child on any Medication? Yes / No *

If so please specify:

Does your child suffer from any allergies ?

Yes / No *

If YES please could you provide the following information before your child starts at Pre School/Nursery.

1. A Doctor's or Healthcare Professional's letter confirming the allergen and the symptoms of an allergic reaction.
2. Details of action to be taken in the event of an allergic reaction.
3. If needed, provide the necessary medication and details of how it is to be used. This must be clearly labelled with the child's photo and name.

Throughout your child's time at the Pre School/Nursery we ask that you ensure that your emergency contact information and your child's medical diagnosis is up to date and accurate. See our Allergy Policy in our company policy document available to download from our website. www.knlchildcare.co.uk

Was your child premature?

Yes / No *

If so how premature ?

Any other issues you think we should be aware of:

.....
.....
.....

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CONSENT FORM & EMERGENCY CONTACT FORM (*this must be completed.*)

Consent for: (child's name)

Emergency Medical treatment

Yes / No*

In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent / carer. Should this prove impossible, any immediate treatment which may be required will be given by a first aid trained member of staff, doctor or local hospital, whichever is most appropriate.

Parent/Carer Signed: Date:

Application of Teething Gel (supplied)

I give permission for a member of staff to apply teething gel to my child's gums Yes/No*

Parent/Carer Signed: Date:

Short Outings and Walks

Yes / No*

I give permission for the staff to take my child off of the Nursery premises for a trip to the shops or local park.

Parent/Carer Signed: Date:

Videos / Photos

I give permission for authorised members of staff to take photographs and videos of my child, together with any artwork produced by my child, that may be reproduced in displays within the nursery environment.

Yes / No*

Parent/Carer Signed: Date:

I give permission for my child to take part in plays and shows where other parents will be taking photos and videos

Yes / No*

Parent/Carer Signed: Date:

I give permission for my child to appear in photographs and videos to be used in the online 'Tapestry' learning journals.

Yes / No*

Parent/Carer Signed: Date:

I give my permission for my child's photo to be taken for media purposes i.e. Promotional literature, local newspapers i.e. IW County Press and Little Squirrels Community Nursery website

Yes / No*

Parent/Carer Signed: Date:

I give my permission for my child's photo or video to be used on our 'Closed' Facebook Group.

Yes / No*

Parent/Carer Signed: Date:

Assessment / profiles

Yes / No*

I give permission for the staff to make observations of my child throughout their time with us, under the EYFS, for my child's unique profile or for their own file. I understand that the observations can be written or by photograph's and that I am able to access my child's file at any time. This file will be sent home at the end of your child's time at Pre School / Nursery or passed onto your child's next setting.

I understand that my child may appear in photo's other than their own file, for example, in group situations or when they are in a play situation with another child to reflect friendships.

Parent/Carer Signed: Date:

Head lice Checks

Yes / No*

Due to current legislation we are unable to check children hair without parent/carers consent.

Parent/Carer Signed: Date:

Sun cream Application (if supplied)

Yes / No*

I give my permission for a member of staff to apply sun cream.

Parent/Carer Signed: Date:

Use of non-allergic plasters

Yes / No*

We will apply a plaster if we feel there is a cut or wound that needs to be covered in case of infection.

Parent/Carer Signed: Date:

Heating of Food

Yes / No*

I give permission for the staff to heat/re-heat the food supplied to us to the required temperature.

I have prepared and stored the food at home in the correct and hygienic way.

Parent/Carer Signed: Date:

Sharing Information

Yes / No*

As part of the Early Years Foundation Stage requirements we need your permission to share information about your child's needs, interest, development with childcare providers sharing the care of your child i.e. childminder, other pre-school/nurseries or school.

Details of additional setting:

Parent/Carer Signed: Date:

I give my permission for the nursery to share information with other professionals

(Health Visitors – integrated check, Speech Therapist etc.)

Yes / No*

Parent/Carer Signed: Date:

*delete as appropriate

Emergency contact Numbers - Must cover the whole time the child is at the Nursery/Pre-School and/or Holiday Club.

One of these numbers must be a landline.

1. Full Name: Tel:

Relationship to child

2. Full Name: Tel:

Relationship to child

3. Full Name: Tel:

Relationship to child

Who Can Collect your Child ?

Please give the names of responsible adults over the age of 18 years that can collect your child. PLEASE PROVIDE PHOTOGRAPHS:

1

2

Is there any other information that you think we should be aware of?

.....
.....
.....
.....
.....
.....

*** Do you have any talents/skills you could share with the children as part of our Parent Partnership Scheme ? i.e. Playing a musical instrument, drawing/painting etc.**

*** Do you have any interesting pets you would be happy to bring in and show the children?**

If so, please speak with Helena to arrange a suitable time to visit us.

PLEASE TICK AS APPROPRIATE

a) I have received a copy of the full policy document.

b) I have 'downloaded' a copy of the full policy document.

I HAVE READ AND UNDERSTOOD ALL OF THE KNL CHILDCARE LTD POLICIES AND AGREE TO ABIDE BY ALL OF THEM.

SIGNED:

PARENT/CARER'S NAME:

PARENT / CARER OF: Date.....

Additional information:

Each year we are asked for more information about our parents for National Statistics, if you are happy to give this information please fill out the form below.

Please note: this page contains no names and all information is anonymous.

Ethnicity (please tick one of the options below)					
White British	<input type="checkbox"/>	Mixed: White and Black African	<input type="checkbox"/>	Asian or Asian British. Any other Asian background	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Mixed: White and Asian	<input type="checkbox"/>	Black or Black British Caribbean.	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Mixed: any other mixed background	<input type="checkbox"/>	Black or Black British African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Asian or Asian British, Indian	<input type="checkbox"/>	Black or Black British. Any other Black background	<input type="checkbox"/>
White: any other white background	<input type="checkbox"/>	Asian or Asian British, Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed: White and Black Caribbean	<input type="checkbox"/>	Asian or Asian British, Bangladeshi	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>
Do not wish to be recorded	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Benefits

Are you claiming any of the benefits listed below.

Child Tax credits	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Working Tax Credits	<input type="checkbox"/>	The Guarantee element of State Pension Credit	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	Job Seekers Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>

You are under no obligation to complete this information should you not wish to.

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Home / Setting Information:

Child's name: Date of birth:

Date of entry: Languages spoken at home:

Age at entry:

Names of other family members:

.....

Names of other significant people close to the child:

Previous experience of nursery or pre-school:

Child's particular play interests at the moment, or particular toys:

.....

What sort of things does your child like to talk about?

.....

Is your child used to playing with other children and does she/he enjoy this?

.....

How does she/he respond to new people or situations?

.....

Do you think your child's language development is progressing well? Yes / No *

Does your child enjoy books and listening to stories? Yes / No *

Does she/he have any favourite rhymes, stories, videos or tapes? Yes / No *

Does your child enjoy imaginative play and activities like drawing,
painting, counting, building or constructing? Yes / No *

Do you feel her/his physical development is what you would expect for her/his age? Yes / No *

What does your child like to do in the garden or at the park?

.....

What do you think your child would like best at school?

.....

Do you have any concerns or worries about your child's development?

.....

Any other information you would like us to know to help your child settle and be happy at school?

.....

.....

Form completed by: Name:

Parent / carer Signature: Date:

* delete as appropriate

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Privacy Notice – General Data Protection Regulation (GDPR) 2018

Effective from 25th May 2018 the General Data Protection Regulation (GDPR) will replace the current Data Protection Act 1998.

The Isle of Wight Council Local Authority is the Data Controller for the purposes of the GDPR. They collect information and may receive information about your child from your Early Years Setting. They hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care;
- Deliver our statutory duties, including financial & sufficiency planning;
- Carry out statistical analysis; and
- Assess how well your Early Years Setting is doing.

This information includes your child's contact/address details, date of birth, attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

They will not give information about you to anyone outside the IW Council without your consent unless the law and our rules allow them to. They are required by law to pass some of your information to the Department for Education (DfE). If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Isle of Wight Council:

Isle of Wight Local Authority
County Hall
Newport
Isle of Wight PO30 1UD

<https://www.iwight.com/Council/OtherServices/Data-Protection/Introduction>

The Department for Education:

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT

www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Information Commissioner's Office (ICO)

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

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Little Squirrels Community Nursery Fee Scales @ 1st April 2020

We are open from: 8.00am - 6.00pm Monday to Friday
(Closed Bank Holidays and Christmas)

Under 2 Years: - £6.05 per hour

(Minimum of three consecutive hours to be booked)

Nursery: 2 Years - 3 Years - £5.65 per hour

(Minimum of three consecutive hours to be booked)

Government funding of 15 hours per week 'free' childcare is available for 2-3 year olds, from September 2013, subject to meeting Local Authority criteria.

Pre School: 3 Years + £5.45 per hour

(Minimum of three consecutive hours to be booked)

'Universal' funding of 15 hours per week 'free' childcare is available for 3 - 5 year olds, subject to meeting Local Authority criteria. Please ask for further details.

From September 2017 an 'Additional Entitlement' of a further 15 hours per week 'free' childcare will be available, again, subject to meeting the criteria. Please visit www.childcarechoices.gov.uk to register.

All 'funded' hours may only be taken between 9.00am and 5.00pm.

Any bookings required outside of these times will be chargeable as 'sessions' and will not form part of your funded entitlement. Our 'non funded' morning session, 8.00am – 9.00am, will be charged at a fixed rate of £4.95 (Pre School) & £5.15 (Funded 2/3's) regardless of your admission time.

Our afternoon 'non funded' session, 5.00pm – 6.00pm will also be charged at a fixed rate of £4.95 (Pre School) & £5.15 (Funded 2/3's) regardless of your collection time.

Unfortunately, failure to make payments of Nursery & Pre School fees within the allotted time may result in the loss of your childcare place.

Interest will be charged on all outstanding accounts not cleared within the month of issue.

If payment is made by cheque and the bank does not honour the payment, we may add a £10.00 surcharge to cover administration costs

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Withdrawal from a Nursery place:

One months notice is required if you wish to cancel your Nursery or Pre School space.

Your deposit will not be refunded if we do not receive this notice.

Regrettably there may be occasions when it becomes necessary for us to request that the child be withdrawn from the Nursery or Pre School.

This will only be considered after consultation between nursery/pre school and parents/carer's has been offered. If you decline to participate in this consultation the decision will be made without your input.

Withdrawal of a Nursery/Pre School place might be for one of the following reasons;

(this list is not exhaustive).

- Consistent non-payment of fees.
- Repeated non-attendance of the child without a satisfactory reason.
- Exceptionally disruptive behaviour of a child where additional professional support is not available.
- Persistent lateness in collecting your child.

Please speak to us in confidence if you do experience any problems, we are here to help.

Form completed by: Name:

Parent / carer Signature: Date:



Dear Parents/carers

Thank you for requesting to set up an online Learning Journey account for your child.

Tapestry is a GDPR compliant company using secure servers in the UK to store data, further information regarding the security of tapestry is available, a copy will be added to the policies and procedures folder in the parent information box or a copy can be emailed by request to the manager.

We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage, this will compliment other forms of observing and assessing already in place. You will be able to access your child’s Learning Journey from a computer via <https://tapestryjournal.com> or by using the ‘Tapestry’ App on mobile devices, you will only be able to access this by using the log in details that you set up yourself once we have sent you a link via email. This will only give you access to your own child’s Learning Journal, other family members can be given access on your request. The only people in pre-school with access to your child’s Learning Journal will be the Manager, Deputy Manager, your child’s key person and if applicable SENCO or DSL who will be responsible for managing your child’s Learning Journey. Staff will only be able to log in to their own key children’s Learning Journey’s via a log-in pin code, and only on devices provided by the pre-school, they will not be able to log in on any other devices away from the setting. The manager is required to log in on all devices using a secure username and password before staff can log in using their pin codes.

Many of the most meaningful photographs taken in pre-school show children interacting in group play or activities with peers, we therefore ask that these photos are for your own viewing and not shared publically or uploaded onto any social media websites, this is in line with our ‘Social Networking’ and ‘Mobile phone/camera’ policies (both are available to view in pre-school or via www.little-squirrels.co.uk) failure to comply with this request will result in the suspension of your child’s online Learning Journey.

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. Please provide us with your email address in order to receive your link.

.....
.....

Little Squirrels Community Nursery Tapestry Online User Agreement

Childs name:

- I agree to Little Squirrels Community Nursery using Tapestry to create an online learning journey for my child. Yes/No
- I agree to uphold the Nursery’s request not to share or upload any photographs showing other children. Yes/No
- I agree to my child appearing in group photographs that may be included in other children’s Learning Journey’s. Yes/No
- I agree to keep my log in details secure. Yes/No

Please circle Yes or No for each statement. The manager will contact you to discuss the steps we will take to adhere to your wishes if you have selected ‘No’ to any of the statements.

Parents name:
Date:

Signature:

Email address:

.....
.....