

Our vision:

Open your mind to the natural world
EXPLORE . WONDER . ACHIEVE

Our mission:

At Kenleys Day Nursery, we pride ourselves on providing a safe and nurturing environment filled with curiosity and intrigue. Each of our rooms creates a sense of home from home; filled with natural resources, loose parts and everyday equipment, designed to help our children develop their creative, imaginative abilities in age appropriate ways.

With our beautiful outdoor areas and natural indoor areas that reflect the wonder of the outdoor environment; we offer our children the freedom to explore, learn and build resilience through their play. Our Nurturing, mindful and enthusiastic practitioners encourage, challenge and support the children to help them achieve their full potential.

We offer your children the reassurance needed to be themselves, to follow their routines and play preferences to help them learn. We provide inspiring and enriching opportunities for play within calming, tranquil surroundings, to allow children all the tools they need to provoke their curiosity in the world around them. All of this, mixed with a pinch of team work, a sprinkle of enthusiasm and a dusting of creativity, makes Kenleys the natural choice for your family.

Our culture:

Achievement

Creativity

Enthusiasm

Freedom

Independence

Nurturing

Respect

Teamwork

Tranquillity

Versatility

Our Rooms

PENGUINS: 0-18 months



Penguins is our room for children aged 0-18 months. Children are nurtured and cared for by a small team of practitioners with specialist baby room qualifications and experience. Children in this room are encouraged to attempt to get into a routine of eating and sleeping with the rest of the

children in this age group, as well as getting more involved in adult-led activities to promote learning. We do however, ensure that your child is cared for in the way that suits your individual child and take on board your preferences and routines.

There is an outdoor space especially catered for babies with soft flooring and suitable play equipment.



ROBINS: 18 - 24 months



Robins is still part of our baby room, and is for our more mobile, or older, babies. In this room children are usually settled into the routine of nursery and will join in with regular child-led and adult-led activities and

games. They have their own outside space and a multitude of age-appropriate equipment to encourage the children to learn and develop, taking into account their own particular interests.



PEACOCKS: 2-3 years



Peacocks is our room for the 2-3 year olds. The children in this room are encouraged towards being independent, ready for their journey into pre-school. Most children in this room start with their toilet training and move from nappies into pants if they are ready. Peacocks also has it's own outdoor space with areas for the children to run, create and explore. Children who require a rest or a sleep during their

nursery day can still have this time, lots of our peacocks children still sleep after lunch. Children in the Peacocks room join with the preschool children to take meals in our designated dining hall.



PARROTS - 3 years and above



Parrots is our preschool room with attached dining room where meals are taken in conjunction with the children from Peacocks. The room is divided into areas to ensure children get a good range of activities, including music, small world, malleable, creative, home corner and construction. There is also a cosy area where children can settle down with a nice book and read with their friends or a staff member. Parrots'

room changes regularly due to the activities it offers, and always includes periods of small group work where practitioners join in with the children's play and scaffold their learning, encouraging listening and turn taking. Parrots also has its own outdoor area fully resourced for outdoor play.



DINING ROOM



We have a dedicated dining room where our children aged 2 and above meet for lunch and tea each day. This provides a friendly, collaborative approach and allows mealtimes to be a social event.

OUT OF SCHOOL CLUB – Primary School age



We have our own dedicated Before and After School club which runs from 7:30am-6pm for the children who attend Pomphlett primary. We offer a walking bus to and from the school as well as nutritious meals as part of our care of the children. We prioritise physical outdoor play for this age group as we appreciate that they have been sitting in classrooms all day.

We also run a holiday club during the school holidays for all children of primary school age from all schools in the Plymouth area. Our holiday club includes regular activities, games, cooking and physical play.

THE GARDENS



Kenleys offers a large communal space set on 2 levels with a variety of outdoor equipment from bikes, scooters and trikes to hula hoops, tennis racquets, balance beams and a variety of ball games. Each room also has its own dedicated outdoor space which is resourced for the age of the children who use it.

Our Pricing

Flexibility

We run a flexible booking system, which means that provided you give us 2 weeks written notice of the sessions you wish to have for your child we shall facilitate this. This also allows you to cancel bookings with two weeks written notice for no charge.

Funding and savings

We accept all government funding for 15/30 hours of childcare. We accept payments from Tax Free Childcare, voucher schemes, college funding and most types of funding. Please ask if yours isn't listed here.

If you are eligible for funded childcare for working families then please note that the funded hours come into effect the *term after* your child turns 9 months old.

How to apply for funding if you are working parents:

<https://www.gov.uk/apply-free-childcare-if-youre-working>

If you are not eligible for working parents funding:

Then in certain circumstances your child may be eligible for 2yr old funding as outlined here:

<https://www.plymouth.gov.uk/free-childcare-places-eligible-2-year-olds>

All children are eligible for at least 15 hours of funding the term after they turn 3. This may be extended to 30 hours if the family is working (please see link above)

Tax free childcare

This is a Government scheme to help working families with their childcare costs. Parents are able to open online childcare accounts to pay their registered childcare providers directly and the government will add to the account. You can check your eligibility and apply using the link below

<https://www.gov.uk/tax-free-childcare>

How to take your funding

We allow you to take your funding entitlement in two ways: 15/30 hours on a term time only basis (for 38 weeks of the year – tying in with our term times) or 12/24 hours per week for 47.5 weeks of the year.

You are responsible for applying for the funded hours of childcare. You must do this well in advance of the next term starting, and must re-apply for it before the start of each term.

If there is a time that your child does not attend the nursery (e.g. sickness or holiday) we cannot make up the missed hours. There may be times when funding cannot be used at all.

We are very happy to share the free childcare entitlement with any other provider that your child attends! You can only spread the funding over a maximum of 2 providers.

Our OFSTED number is EY429704 which may be required for these options.

Our fees

Our fees (without funded hours) will therefore be as follows:

Full Day rate: £88

Hourly charge (minimum of 5 hours per day) £10

Early start (7:30am) £8

(we can facilitate most 5 hour sessions, but some are limited in number so please speak with us first to ensure the sessions you want are still available)

We enable you to take your funding in the following way:

0-2 year olds Up to 10 hours of funding per day between the hours of 8-6

2-3 year olds Up to 8 hours of funding per day between the hours of 9-5

3+ year olds Up to 6 hours of funding per day between the hours of 9-3

During your funded hours, we set our fees for food as follows:

Breakfast £1.50

Snack 50p

Lunch £2.50

Snack 50p

Tea £2

If you wish to add any additional hours over and above the funded hours, or over and above our session times, you will of course still be able to book in, and these hours will be charged at the "extra hour" rate – no food charges apply when you are paying privately. We shall allocate the funded hours to your invoice, and shall assign these hours equally over the days your child attends with a minimum of 5 hours being used per day

School aged children.

We offer a before and after school club for Pomphlett primary school. We also run a holiday club for your child during the school holidays. We offer a variety of activities for all aged children and do adapt them for the older children, though encourage all aged children to play together.

Our fees for this service are as follows:

Before School Club	£6	7:30am – School time including breakfast
After School Club	£8	School pick up until 6pm, including light tea
Holiday Club 8-6	£28	8am –6pm require own packed lunch and tea
Short Day 9-3	£18	Children require their own packed lunch

Daily requirements

Children will need to bring the following into nursery with them each day:

Clothes suitable for the weather (eg, wellington boots, sun hat, gloves)
Spare change of clothes (perhaps more than one for children who are potty training)
A named drinks bottle

Children who are not toilet trained will also need to provide:
Nappies and wipes

Babies will also need to provide:
Bottles and formula

PLEASE NAME ALL YOUR CHILD'S BELONGINGS AS WE CANNOT TAKE RESPONSIBILITY FOR ITEMS THAT ARE LOST AND NOT NAMED.

Registration

To secure a place with us, we ask that you complete and return Registration form, Contract and an administration fee of £40. The other forms can be returned to us during your child's settling in sessions

This administration fee allows us to

- Provide show arounds for a second time for additional parents/carers or to re-familiarise yourself with the setting.
- Provide administrative assistance to parents upon first entering the setting, including, but not limited to completing all necessary forms for registration, funding assistance, and booking of sessions.
- Provide two settling in sessions for your child of up to 2 hours long
- Initial care planning in conjunction with you
- Carrying out any necessary risk assessments or observations on your child

This administration fee allows you to

- Access any paid sessions including late collection fees, late booking charges or any other non-funded sessions.

How to pay:

You can pay by cheque, cash or by bank transfer.

Lloyds Bank

Account: 49974768

Sort Code: 30-96-68

Always put your child's name as reference when making a payment



REGISTRATION FORM

Childs Information

Child Name		Date of Birth	
Date of entry		Gender	
Home address			
Birth Cert Copied		Parent ID seen	
Parent Name (1)			
Parent(1) D of B		Parent NI number	
Address			
Home number		Mobile number	
Place of work and phone number		E-mail address	
Does this parent have: Parental responsibility? Y / N Legal contact? Y / N			
Parent name (2)			
Parent(2) D of B		Parent NI number	
Address			
Home number		Mobile number	
Place of work and phone number		E-mail address	
Does this parent have: Parental responsibility? Y / N Legal contact? Y / N			

Other Emergency Contacts

		Collection Password	
Name		Relationship to child	
Contact number/s			
Name		Relationship to child	
Contact number/s			

Authorised to collect

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

Days attending Nursery

	Monday	Tuesday	Wednesday	Thursday	Friday
Early start (730)					
Start time					
Finish time					

Flexi sessions (to be booked in advance): **Yes / No**

Please check session times before completing

Do you require term time only?: **Yes / No**

If your child has a head bump, would you like us to contact you every time or to assess the bump and only call you if needed? (please circle)					
Every time		Call if needed			
Does your child have any allergies/dietary needs?					
Does your child have any short or long term medical/health needs?					
Name of GP:			Name of Dentist:		
Does your child have any additional needs?					
Is your child known to any other services i.e. Speech & language, social care? Y / N					
Ethnicity		Religion		Home language	
				Second Language	

I/we consent to Kenleys seeking emergency medical advice and treatment for my/our child in the event that I/we cannot be contacted.	
Signature:	Date:

All information above is correct to the best of my knowledge:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

For office use, only

Registration fee £40 Paid (date): _____



CONTRACT

This agreement is between Kenleys Day Nursery and you, the parent(s)/guardian(s) of the child named below.

NAME OF CHILD

NAME(S) OF PARENT(S)/GUARDIAN(S)

START DATE

In consideration of the provision of a nursery place to the above child, it is agreed as follows:

1. NURSERY HOURS, LATE FEES AND PROVISION

- 1.1 The nursery is open on weekdays from 7:30am to 6pm
- 1.2 If your child is collected late, you will be charged £15 for each 20 minutes from the time the session ended to the time when you collect your child. This charge will be added to your fees.
- 1.4 The nursery will be closed for bank holidays. You will not be charged for these sessions.

2. FEES & BOOKINGS

- 2.1 You will pay fees by bank transfer/cash or cheque made payable to Kenleys Day Nursery and with your child's name as reference.
- 2.2 You will be provided with an invoice which will clearly set out fees owed for the forthcoming term. The payment due date is stated on the invoice; fees must be paid in ADVANCE.
- 2.3 Refunds for any eligible cancellations will be credited to your child's account
- 2.4 Credits in your child's account will not be repaid until your child leaves Kenleys.
- 2.5 Bookings will be assumed to be for every week that the nursery is open. You must ensure that we are told immediately if you require a term time only place as opposed to an all year round place.
- 2.6 For any weeks childcare is not required, please advise us of non-attendance and the reason with at least 14 days notice via email.
- 2.7 For holiday/non attendance, you must advise us of your absence with at least 14 days clear notice by email. Failure to inform us in time will mean that no deductions of fees will be given for your child's absence.
- 2.8 Funded hours lost through absence will not be credited; and lost hours cannot be moved to another day except at the discretion of management.
- 2.9 Notice will be given of any significant price increases, although please be aware that price changes can be made at any time. Before booking your child into nursery, please ensure you are happy with the price being charged.

- 2.10 If your child is in receipt of government funding, please refer to the Plymouth City Council terms and conditions. These terms and conditions are set by Plymouth City Council and are outside of our control. We will keep you updated of any changes which may affect you. You must claim for the full amount of hours you wish to use for your child, and should ensure your child is booked in for the full amount of hours that you are claiming. Any funding claimed back by Plymouth City Council for whatever reason will be deducted from your child's account and you will be billed at our published rate.
- 2.11 Any increase in hours must be advised to us before the beginning of each term. If you increase your child's hours mid-term, government funding for the increase will not be available, and private rates will need to be paid for these additional sessions up to the start of the next term.
- 2.12 There are many options for using funding, subject to our funding rules and minimum session bookings, all of which are available in our office, in our prospectus' and on our website. Please refer to these publications.
- 2.13 You are required to give at least 4 weeks' notice in writing to the Management team to cancel your child's place at Kenleys. If you leave without giving notice, your previous month's bill will be replicated for the 4 weeks you chose not to attend the setting. Kenleys Day Nursery may also cancel this contract with 4 weeks written notice.
- 2.14 If you fall behind with your nursery fees, this nursery reserves the right to cancel any paid for sessions, and reduce you down to funding sessions only whilst the debt is cleared. This will be communicated to you before taking action.
- 2.15 If you have difficulty in paying your fees you may arrange a payment plan with the Management team. Should such a plan not be agreed or not be adhered to, this will result in the loss of the nursery place and legal action to recover any outstanding fees.

3. FLEXIBLE BOOKINGS

- 3.1 We may occasionally offer flexible nursery sessions, and if this is something you have agreed with management in advance of taking a place at the setting, please ensure fees are paid at the time of making the booking.
- 3.2 Flexible Bookings can be made, edited, or cancelled, with 14 clear days notice.
- 3.3 Bookings cannot be cancelled or edited inside of 14 days.
- 3.4 Any additional bookings made with less than 14 days notice, must only be done so with agreement of management and will be subject to a £5 late booking charge and subject to confirmation of availability.
- 3.5 All late bookings made will attract the late booking charge, even if they are in addition to, or amending the bookings previously made.
- 3.6 All requests for bookings must be made via email.
- 3.7 Any special offers advertised by the nursery on the nursery board will NOT attract a late booking charge, and will be billed separately.

4. ILLNESS

- 4.1 The nursery is not able to care for sick children. If your child becomes ill or has an accident at the nursery, you will be contacted and asked to collect your child.
- 4.2 If your child is suffering from an infectious disease such as chickenpox, you must keep him/her away from nursery until he/she is symptom-free. For diarrhoea and vomiting there is a minimum 48-hour exclusion period after symptoms have ceased. Please refer to the illness/communicable diseases information displayed on the parents' notice board or obtained from the office.
- 4.3 Children who are sick or excluded under our sickness policy will not receive a refund of either funded hours or financial reimbursement. In the event of longer term illnesses, parents can cancel or edit their own bookings giving 14 clear days notice.
- 4.4 No Liability will be accepted for any loss incurred by parents for them not being able to use the nursery for any reason. This includes, but is not limited to; acts of God, nursery closing by decision of either the nursery management or third party, inability to use the booking system, any failure of the booking system, rooms being full, late bookings or any refusal of access to the person who collects the child from the setting.
- 4.5 You will provide and keep up to date details of your home, workplace and mobile telephone numbers together with details of at least one other person (such as a grandparent) to be contacted in the event of an emergency.
- 4.6 Prescribed and correctly labelled medication will be administered only with your written permission.

5. COLLECTION ARRANGEMENTS FOR CHILDREN

- 5.1 You must ensure that your child is brought to and collected from Nursery by someone over the age of 16 years.
- 5.2 The person collecting the child must be authorised by yourself and provide a password. If you know in the morning that someone else is collecting your child, please inform the room on drop off, along with a name and brief description.

6. SAFEGUARDING CHILD PROTECTION

I understand that there may be occasions whereby practitioners of Kenleys Day Nursery have concerns regarding my child/ren. This may be concerns about behaviour, injuries or disclosure from my child/ren. I/we understand that Kenleys Day Nursery cannot judge or make an assessment and may therefore telephone the relevant authorities for advice. This may occur before you are spoken to about their concerns. This is in line with Kenleys Safeguarding and child Protection Policy & Procedures.

I have read and understood the conditions set out above and agree to comply with them.

Name _____

Name _____

Relationship to child _____

Relationship to child _____

Signed _____

Signed _____

Dated _____

Dated _____

Signed on behalf of the nursery _____



All About Me

My name is:
I like to be called:



I was born on:



I live with:

Other family members you may meet are:



Pets (or family pets):



Things I like:



Things I dislike:



Food / Drink:



Sleep routine: (comforters / limits)



Other things you may need to know: (child's first language / family language / religion)

CONSENT FORM

Child's Name:

Kenleys have several policies and procedures designed to safeguard the welfare of your children. We must seek parents/carers consent with regard to several of the nursery practices. These include:

Application of sun cream – we follow clear guidelines for the application of sun cream for your child/ren. These are

- Parents/Carers to sign a consent form for the application of suncream.
- Parents /Carers to either supply clearly labelled sun cream, or take advantage of our sunscreen club. Parents to supply sun hat and sunglasses
- Staff will apply sun cream to children as appropriate and provide parents/carers with information about times when this was applied
- Kenleys will provide parasols and gazebos where practicable in order to provide shade and shelter, enabling access to the outside area at all times

I give my permission for Kenleys staff to apply sun cream to my child Yes / No

Photographs

We like to take photographs of the children in our setting to enable us to keep records of their achievements and celebrate their work. These photos may be displayed within the nursery. These photos may include other children and could be used in the nursery, for Early Years training or positive promotional purposes.

I give my permission for photographs to be taken of my child and used as stated above
Yes / No

Social Media Photos

We sometimes like to take photos to put on our social media sites such as facebook and Instagram, as well as our website. These photos will never identify your child by name or any other identifying feature, and may say something along the lines of "our preschool children really enjoyed their trip to the theatre today". We will only include your child in these photos if you have given permission.

I give my permission for photographs to be taken of my child and used on social media sites or Kenleys own website, for the advertisement of Kenleys Yes / No

Plasters

On rare occasions a child may need to have a plaster applied to cover a wound, we use hypoallergenic plasters with your permission.

I give my permission for Kenleys staff to use plasters on my child if needed Yes / No

Nappy Cream

We will never put nappy cream on your child without explicit consent, and upon receiving named, labelled nappy cream from you.

I give my permission for Kenleys staff to use nappy cream on my child if needed Yes / No

Emergency Medical Treatment and First Aid

Occasionally children may suffer minor injuries such as bumps or trips, on these occasions a trained first aider will administer first aid and record this on an accident form.

On vary rare occasions when we are unable to contact any Parent or Emergency contact from your Childs records it may be necessary for the Nursery to seek Emergency Medical treatment for your child. A member of Nursery Management would accompany your child to their GP or Hospital and give permission for treatment to be administered.

I give my permission for medical treatment to be sought in the case of an emergency Yes / No

Short walks and outings

We sometimes take the children out of the nursery on local walks; this may include the fire station, park, library, post box, local shops, churches and building of different architecture. We need your consent to be able to take your child out of the nursery. We will either email you a general e-mail to let you know that this is our plan on this day, or will ask your specific permission for each walk, whichever you would prefer us to do.

I give my permission for Kenleys staff to take my child on short walks Yes / No

I wish for my permission to be obtained before every short walk / I am content to learn about the walk by way of e-mail (please delete as appropriate)

Parent / Carer Name:

Parent / Carer Signature:

Date:

TAPESTRY TRUST STATEMENT & CONSENT FORM

Tapestry will be used to reflect your child's time at Kenleys. It will include observations of your child at play, photographs and other information. The aim will be to provide you with a continuous picture of your child's time at our setting. Tapestry will therefore capture your child's own personal journey, based on their own individual starting point, interests and experiences.

We hope that you will also be able to contribute information to this learning journey, perhaps by including some information and photographs which show what your child enjoys doing at home.

Please remember however, that tapestry contains personal data that relates not only to your child, but to other children who attend our early years setting. It is likely, for example, that some of the photographs will capture other children at play. Permission has therefore been obtained to include such information, however it must be remembered that such data is shared for your own personal use only. This means that the information cannot be shared with others or 'publicised' in anyway, without the consent of the parents or carers of those children who may be included. For example, any such photographs cannot be displayed on a social networking site or displayed in a public place.

As the information in these learning journeys will relate to each individual child, it will be treated as personal data, and therefore we ask that you give permission for any photographs of your child involved in group play to be included in other children's tapestry. Please note that you will be given the option to view any photographs before they are included in any learning journey, should you request this.

As a parent/carer you will also be able to restrict your consent to only allow group photographs (which picture your child) to be included in specific observations, please state this in writing and return with this consent form. Please also note that should any parent/carer not grant consent to include group images in other learning journeys, relevant images will not be shared across tapestry of other children.

NOTE:

This form is valid for the duration of your child's time at Kenleys. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Child's name:

- I understand and agree with the Tapestry Trust Statement.
- I understand that any data included within my child's tapestry which relates to another child, is for my information and personal use only.
- I will not seek to publicise, display, or share such data with others, and will ensure the privacy of other families in doing so.
- I consent to group photographs being included in other children's learning journeys

Parent / Carer Name:

Parent / Carer Signature:

Date:

CALPOL CONSENT FORM

Child's Name:

Occasionally there may be emergency situations when your child requires CALPOL. Such situations may be as follows:

- When your child has an extremely high temperature which was continuing to rise despite other interventions.
- When your child has badly injured themselves and needs calpol to relieve the pain

Cost of £1.00 to cover calpol use up to end of September on an annual basis. Please inform office if you would like to opt out at any time. If you opt out, we will not be able to give your child CALPOL in an emergency.

I agree to pay £1 for the use of emergency CALPOL should my child need it **Yes / No**

Parent / Carer Name:

Parent / Carer Signature:

Date:

SUNCREAM CONSENT FORM

Child's Name:

At Kenleys we require our children to have suncream on if going outside in the hot weather. This is dependant on the UV ratings. Kenleys provide factor 30 hypoallergenic sun cream.

There is a cost of £5.00 to cover suncream use for the full year from April to April. Please inform office if you would like to opt out at any time. If you opt out, and do not provide your own suncream your child will not be able to go outside on really hot days.

I agree to pay £5.00 for the use of nursery suncream **Yes / No**

I agree to the staff applying suncream to my child when needed **Yes / No**

Parent / Carer Name:

Parent / Carer Signature:

Date:

EARLY YEARS PUPIL PREMIUM VOLUNTARY REGISTRATION



All early years providers who deliver Government funded early education can claim the early years pupil premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on

Three and four year olds will also be eligible if:

- they are currently being looked after by a local-authority in England or Wales
- they have left care in England or Wales through an adoption
- they have left care in England or Wales through a special guardianship order or a child arrangement order aid for 4 weeks after you stop qualifying for Working Tax

Completing this form could result in extra funding for your child's early years provider

Completing this form allows us to check whether your child is eligible for the EYPP which could provide up to an extra £300 for your child's nursery to fund valuable support like extra training or, resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to check whether your child is eligible for the early years pupil premium.

Thank you for completing this form and helping to make sure your child's early years provider is as well funded as possible

NURSERY: Kenleys Day Nursery

CHILDS LAST NAME	CHILDS FIRST NAME	CHILDS DATE OF BIRTH
		/ /
		/ /
		/ /

PARENT/GUARDIAN DETAILS:	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Last Name		
First Name		
Date of Birth	/ /	/ /
National Insurance Number	- - - - -	- - - - -
(NASS) Number	- - / - - / - - - -	- - / - - / - - - -
Contact Number		
Address		
	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS:

Is your joint family income over £16,190 per year? **Yes / No**

If you have ticked yes, you do not need to complete the next section and can go straight to the section regarding adopted children.

If you ticked no, please indicate which one you¹ are in receipt of any of the benefits listed below:

- Income Support **Yes / No**
- Income-based Jobseekers Allowance **Yes / No**
- Income-related Employment and Support Allowance **Yes / No**
- Universal Credit. **Yes / No**
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999 **Yes / No**
- the guarantee element of State Pension Credit **Yes / No**
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190 **Yes / No**
- Working Tax Credit run-on (pd for 4weeks after requirement for WTC ceases)

Yes / No

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

Please indicate if your child/children has left the care of the Local Authority i.e. those who have been adopted, **or** left care through a special guardianship order or are subject to child arrangement orders. **Yes / No**

Confirmation that court order for the above has been seen by setting **Yes / No**

How the information in this form will be used

The information you provide in this form will be used by the Plymouth City Council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. Once this is confirmed, they can decide how much money we will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will **not** affect any of the benefits you may be entitled to.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's Nursery to claim the early years pupil premium for my child.

Parent / Carer Name:

Parent / Carer Signature:

Date:

¹ This includes those who have parental rights for the child/children named on this form.

CONSENT FORM FOR TAKING IMAGES

Occasionally, we may take photographs of children and young people to mark special occasions and to monitor their learning and development progress. Any photos taken will be for the use of our early years setting and yourselves, and we will therefore not share them with a third party without explicit authorisation or consent.

Occasionally, we may invite media into our early years setting to take photographs or film footage for publicity purposes and to record any special events. We will notify you of such, and will seek specific permission for photographs to be taken, and potentially published at such times.

Should we wish to use any images in our publicity, in our prospectus we will again ask for specific permission.

To comply with regulations, we need your permission before we can photograph or make any recordings of your child.

Please complete as appropriate.

- I consent to photographs of my child being taken by authorised personnel representing Kenleys Day Nursery **Yes / No**
- I agree with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the public or anywhere which could be defined as a 'public place' **Yes / No**
- I understand that additional consent (see consent page above) will be obtained should images be taken or used by a third party, used in publicity materials or in the media.
- I understand that I can withdraw my consent, or request to see photos taken at any time.
- I have read and understood the conditions of use set out below.
- I have discussed this policy with my child, and s/he is happy to be photographed, although I understand that at any time should he/she refuse or become upset, no photographs will be taken.

NOTE: This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time, though photos may remain.

It is your responsibility to let us know if you want to withdraw or change your consent at any time.

I have read and understood the conditions of use.

Childs Name:

Parent / Carer Name:

Parent / Carer Signature:

Date:

TAPESTRY LOG IN INFORMATION

We are pleased to announce that we use Tapestry as our online learning journal provider.

Tapestry allows you to login with a secure username and password so you can view all your children's observations, photographs and videos. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home.

All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from tapestryjournal.com or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of the app.

We will set you up using your email address and once this has been done, you will receive an activation email (this could go into your junk folder) from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log back in once you've initially logged in. Do remember to keep an eye out on your spam/junk folders for this email.

We do hope you enjoy using Tapestry, do let us know if you have any questions.

Then finally, when your child is ready to leave or move to their next journey, we will convert to PDF and give to parents on a USB for you to be able to print hardcopies as appropriate.

Please complete the consent form on the reverse which will enable us to set up a Tapestry account for your child.

Tapestry will take effect from their start date.



TAPESTRY
ONLINE LEARNING
JOURNAL

Tapestry online agreement form I give permission for Kenley Day Nursery Ltd to create an online Tapestry Learning Journey for:

.....
(name of child)

The e-mail address I would like to link with the account so I have access to my child's Learning journey is:

.....
(provide your e-mail address).

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys' As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site
- Understand that my child's image may be used in another child's profile if they are engaged in the same activity. This image will not be shared by the other parent (please see above point)
- Keep the login details within my trusted family
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey

I agree to the guidelines:

Childs Name:

Parent / Carer Name:

(THIS MUST BE THE PARENT OF THE EMAIL ADDRESS ABOVE)

Parent / Carer Signature:

Date:

Please return as soon as possible so we can set up your account and send out your login details.



CONSENT FORM TO SHARE PERSONAL INFORMATION

The professional working with you and your child will talk to you explaining what information is held on your child, why it is held, why it is shared with other agencies and details about the law.

I understand that information is recorded about me/my child. I have had the opportunity to discuss the implication of this. Please tick one of the following and sign where appropriate.

1. I agree that personal information about me/my child may be shared between this organisation and other relevant organisations

Name

Signature of child/young person

Date

Signature of Parent/Carer

Date

2. I agree that personal information about me/my child may be shared between this organisation and other relevant organisations except:

.....

.....

.....

Name

Signature of child/young person

Date

Signature of Parent/Carer

Date

I understand that the limitations may affect the service that is available. We will not pass on any information without consent, unless we are required by law or we have a statutory duty to do so in order to:

1. Protect you, or, 2. Prevent harm to someone else, or, 3. prevent or detect a crime

not want my personal information being passed to other organisation

Name

Signature of child/young person

Date

Signature of Parent/Carer

Date

Name of Organisation completing this form

Name of staff member

A copy of this form must be given to the person and a copy placed on the organisations records

Diagnosed Medical Condition



Childs Name:	
Date of Birth:	
Medical Condition(s):	
Diagnosed date:	
Presentation:	
Current Medication:	
When:	
Treatment needed in the event of emergency:	
Doctors Name, Address &Phone No:	
If under hospital care - Date of next review & consultants name:	
Medical Notes attached/dated:	
Anything else we should know?	
I understand that if anything changes I must notify Kenleys in writing before my child next attends	YES / NO
Parents Name	
Signature	

Non Diagnosed Condition



Childs Name:	
Date of Birth:	
Condition(s) / concern(s) / Requests:	
Presentation:	
Current Medication:	
When:	
Special care request:	
Doctors Name, Address &Phone No:	
Have you or are you seeking medical attention:	
Anything else we should know?	
I understand that if anything changes I must notify Kenleys in writing before my child next attends	YES / NO
Parents Name	
Signature	

Guidance on infection control in schools and other childcare settings

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency **Health Protection Duty Room (Duty Room)** on **0300 555 0119** or

visit www.publichealth.hscni.net or www.gov.uk/government/organisations/Public-health-england if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per 'Green Book')	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Scabies (infestation)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. See: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion is required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* (and paratyphoid) (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts of cases who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria*	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptoms cease if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. See: Good Hygiene Practice
Meningococcal meningitis*/ septicemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Toxillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.

Outbreaks: if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Duty Room

Good hygiene practice

Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged

Personal protective equipment (PPE). Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, follow Control of Substances Hazardous to Health (COSHH) regulations and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning of blood and body fluid spillages. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste. Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps, eg needles, should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

Sharps injuries and bites

If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact the Duty Room for advice, if unsure.

Animals

Animals may carry infections, so wash hands after handling animals. Health and Safety Executive for Northern Ireland (HSENI) guidelines for protecting the health and safety of children should be followed.

Animals in school (permanent or visiting). Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Hand-hygiene should be supervised after contact with animals and the area where visiting children have been kept should be thoroughly cleaned after use. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

Visits to farms. For more information see <https://www.hseni.gov.uk/publications/preventing-or-controlling-all-health-animal-contact-visitor-attractions>

Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox, measles and parvovirus B19 and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza. This guidance is designed to give general advice to schools and childcare settings. Some vulnerable children may need further precautions to be taken, which should be discussed with the parent or carer in conjunction with their medical team and school health.

Female staff – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor who can contact the duty room for further advice. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella) if a pregnant woman comes into contact with german measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby, if a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
- All female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

*The above advice also applies to pregnant students.

Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP

For the most up-to-date immunisation advice and current schedule visit www.publichealth.hscni.net or the school health service can advise on the latest national immunisation schedule.

When to immunise	Diseases vaccine protects against	How it is given
2 months old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib	One injection
	Pneumococcal infection	One injection
	Rotavirus	Orally
3 months old	Meningococcal B infection	One injection
	Diphtheria, tetanus, pertussis, polio and Hib	One injection
4 months old	Rotavirus	Orally
	Diphtheria, tetanus, pertussis, polio and Hib	One injection
Just after the first birthday	Pneumococcal infection	One injection
	Hib and meningococcal C infection	One injection
	Meningococcal B infection	One injection
Every year from 2 years old up to P7	Influenza	Nasal spray or injection
	Diphtheria, tetanus, pertussis and polio	One injection
3 years and 4 months old	Measles, mumps and rubella	One injection
	Diphtheria, tetanus, pertussis and polio	One injection
Girls 12 to 13 years old	Cervical cancer caused by human papillomavirus types 16 and 18 and genital warts caused by types 6 and 11	Two injections over six months
	Tetanus, diphtheria and polio	One injection
14 to 18 years old	Meningococcal infection ACWY	One injection

This is the Immunisation Schedule as of July 2016. Children who present with certain risk factors may require additional immunisations. Always consult the most updated version of the 'Green Book' for the latest immunisation schedule on www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book

From October 2017 children will receive hepatitis B vaccine at 2, 3, and 4 months of age in combination with the diphtheria, tetanus, pertussis, polio and Hib vaccine

Staff immunisations. All staff should undergo a full occupational health check prior to employment, this includes ensuring they are up to date with immunisations, including two doses of MMR

Original material was produced by the Health Protection Agency and this version adapted by the Public Health Agency, 12-22 Linenhall Street, Belfast, BT2 8BS.

Tel: 0300 555 0114
www.publichealth.hscni.net
Information produced with the assistance of the Royal College of Paediatrics and Child Health and Public Health England.

SOME THINGS YOU NEED TO KNOW ABOUT MY HERITAGE



My Name is _____, my ethnic group is _____ and the language I speak at home is _____

Important Words (please write phonetically if possible)

Mummy:

Sleep/Tired:

Daddy:

Cuddle/Hug/Up:

Home:

Yes & No:

Work:

Food:

Songs I enjoy singing in my home language:

Other important words we might need:



Food we eat regularly at home which might not be on offer at Kenleys:

Special Dates we Celebrate:

Other Things we might need to know (books we read together, things we display around our home to do with our culture, clothes we may wear etc)