

Dear Parent/Guardian

Welcome to Stocks Green Pre-School.

I have included with this letter information on things you may need to know during your child’s time at Pre-School. We hope that you will find it useful and that it helps you to familiarise yourself with the Pre-School.

Obviously, the enclosed will only give you a small insight into the Pre-School so should you have any further queries please feel free to contact me.

The staff, your key worker and committee look forward to welcoming you and your child.

The information enclosed is correct to date but may change from time to time.

Yours Sincerely

Amanda Morgan

Manager

# About your Pre-School

Stocks Green Pre-school is situated in the grounds of Stocks Green Primary School. We are a non-profit making registered charity and have been in existence for over 40 years. We have strong ties with Stocks Green School.

Stocks Green Pre-school is approved by Ofsted and is also a member of the Early Years Alliance.

Stocks Green Pre-school is a non-profit making registered charity and is run by a voluntary Committee of parents, who oversee the general running of Pre-School and deal with matters such as employment, policies and all legal requirements. As a parent we request that you sign up as a member of the Pre-School which will allow you to vote on Pre-School matters at the AGM. Please see attached form.

We rely very much on fundraising events supported by both parents and staff who help to organise special events throughout the school year to raise much needed funds for Pre-School. Your participation in these events is therefore very much appreciated.

Our website www.stocksgreenpreschool.co.uk has valuable information on it such as term dates, policies and events. We also have a Facebook page which post about some of the things the children have been doing, any urgent notices or upcoming fundraising events [www.facebook.com/stocksgreenpreschool/](http://www.facebook.com/stocksgreenpreschool/)

We open during school term times only. We operate four mornings per week: Tuesday to Friday 8.45am to 11.45am and five afternoons per week: Monday to Friday 12.00pm to 3.00pm. We offer all day sessions from 8:30am-3:00pm.

In the morning session a drink and a healthy snack will be provided. Children with allergies or special dietary requirements will be catered for and details of these should be given on the attached Child Entry Form. We require a health care plan to be completed for children with allergies or medication.

The afternoon sessions and our all day sessions include a lunch time (parents are to provide a packed lunch) and we promote independence in preparation for school. In the term before they begin school, we have variety of activities such as singing and games and support all children with their transition to school. We also provide a book bag where children can borrow and return a Pre-School book.

**Starting at Pre-School**

**Settling in Period**

We understand that the ‘settling in’ period can be difficult for both the child and parent, and we will assist you in helping your child to feel comfortable and confident in Pre-School. Children can find it difficult to play or learn successfully if they are anxious or unhappy. Therefore, their first settling in session will be until 10am. This is flexible, as some children take longer to settle than others, and parents should not feel worried if their child takes a while to settle.

**Clothing**

It is best to send children in clothes that are washable and not too new as some of the activities can be rather messy. Simple clothes that they can handle themselves are also important as this will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on others for help. **Please make sure you have a pair of named wellington boots for each session and waterproof trousers.** Pre-School T-shirts and sweatshirts are available to purchase. A Pre-School bag is given to each child when starting which goes to and from Pre-School and contains all your child’s belongings, including spare clothes.

**Collection of Children**

Parents are asked to collect their children promptly at the end of each session. No child will be allowed to leave with anyone other than a parent/guardian unless express parental permission has been given to a member of staff and the password is known.

**Illness**

Parents are asked to keep their children at home and if they have an infection and to inform Pre-School as to the nature of the infection so that we can alert other parents and observe any child who seems unwell. Parents are asked not to bring any child into Pre-School who has been vomiting or had diarrhoea until at least 48 hours after the last episode.

**Hygiene**

We have a high standard of hygiene; all children must wash their hands after using the toilet and before handling any food or drink.

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# Childrens learning and Development

We follow the Early Years Foundation Stage Learning and Development requirements to support each individual child reach their full potential as their learn and develop through play.

There are 7 areas of learning and development;

1. Communication and language
2. Physical development
3. Personal, social and emotional development
4. Literacy
5. Mathematics
6. Understanding the world
7. Expressive arts and design

We believe that all children learn best from experiences that are suitable for their stage of development and the above areas of learning will be introduced through play and activities suitable to each child’s ability. We aim to build on the child’s existing skills and interest and on their play activities in order to help them. Play is the primary way young children learn.

# Profiles and Key Worker

We value parents as the child’s first educator, and we encourage you to pay a full and active role in your child’s education whilst at Stocks Green Pre-school. Through our shared responsibility, we can make decisions together that ensure your child is given the best possible start in life.

We value your unique knowledge of your children and hope to build on the experiences at home as they begin their learning with us.

Each child has their own profile on Babys day, which is used to record their journey through Pre-School. The staff and your key worker add to this with examples of their artwork, pieces of documentation, photographs and observations in which their learning achievements are recorded. You will have access to your child’s profile, you will be able to send messages and upload information.

You will be able to tell us about significant events or things that your child has been getting up to outside of Pre-School. This will help develop a valuable link between home and Pre-School. You could provide:

* Photographs
* Drawings/paintings
* Achievements such as learning to pedal a bike

# Mud Kitchen

You may already be aware that we have a mud kitchen at Pre-School. Here is some information to tell you exactly what this involves, the reasons for doing it, the benefits for the children and what to expect!

What is a mud kitchen? There is little more important in our physical world than earth and water and they are truly intriguing especially when they interact. Mixing soil, water and a range of other natural materials has a foundational role in early childhood. This has a deep importance and gives endless possibilities for well-being, development, and learning.

Mud kitchens provide something quite different to just digging a soil patch, whilst being much more easily managed. A mud kitchen includes elements of the much-loved home corner and cooking from indoor play, which are hugely enriched through the special nature of being outside. The mud kitchen has become a core element of our continuous provision outside.

It allows the children the freedom to play, explore and learn to their full extent. It is really important they are encouraged to feel textures of materials with their fingers, transfer liquids from one container to another to, splash, slop, stir and to create sticky mud and explore its adaptations.

This means the children will often become dirty. We suggest children wear older clothes to Pre-School. They will be encouraged to wear wellies from home and waterproofs (Pre-School have limited spares) in colder wet weather to protect their clothing and keep them warm. However, it will still be necessary for every child to have a full change of clothes in their bag each day. If a child’s clothes become a little dirty and they dry out, we will not change them. The spare clothes are for extremely wet situations.

Children are encouraged to wash their hands and dry them after each visit to the area. It would be very helpful if you could ensure your child’s nails are kept short.

# Forest sessions

Coming Soon, we will update you as soon as we have further information.



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| **CHILDS ENTRY RECORD**  |
| Child’s Name and what they like to be known by:  |
| Who has parental responsibility:  | Siblings Names and Ages:  |
|  Who does the child live with:   | Pets and their Names:  |
| Names of Other Special People:  | Name of any other early years setting or childminder attended: Do you give permission for us to contact and share information with the above: **YES/NO** |
| Date of Birth:   | Ethnic Origin:  | Cultural/Religious Belief including dietary requirements:  |
| Sex: Male/Female  |
| Child’s First Language:  | Disability (Y/N):  | Access Requirements:  |
| Address:    Telephone Number:  Email Address:    |

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| **HEALTH AND MEDICAL INFORMATION** **We ask that parents/carers provide their child’s red book when they start Pre-School.**   |
| Name of Child:  |
| Name of any outside professional supporting your child e.g. paediatrician, dietician, speech and language therapist.   |
| Important Medical Information e.g. allergies/food intolerance, history of illnesses and prescribed medication.      |
| Name of health visitor (if known):  Date of health visitor check:  Date of two-year progress check:   |
| Injections Received:    |
| Child’s Doctor: Address:   Telephone Number:   |
| I give my consent to my child receiving any medical treatment which is urgently necessary Signed (parent/guardian): Date: |
| Child’s Health Visitor: Address:  Telephone Number:   |

**All About Me – My Starting Points**

Have you talked to your child about coming to Pre-School?

What does your child’s family enjoy doing together?

What special events, celebrations and traditions are important to your family?

Do you have any concerns about how your child will settle in with us? Is there anything you would like us to do to help the settling process?

What can your child do? What are their strengths?

Has there recently been any changes to your child’s/family’s situation that may impact on the child?

What experiences has your child had of playing with other children outside the setting?

What are the most important things you think we should know about your child?

As we look forward to welcoming you and your child to Pre-School. The information that you share with us will help us to settle your child and make sure that we can meet their needs. Please do let your key person or the SENCO or manager if there is anything you’d like to talk about further before your child starts. **Please complete the following giving as much information as you feel able to share**

**Personal, social, and emotional development**

How does your child express their emotions and needs?

How does your child initiate play? What are their interests and fascinations?

How does your child play at home? What do they love to play with or do?

I am still in nappies/pull ups? Yes/No

Does your child normally receive support from another service i.e. speech and language, portage or other?

Do you have any worries or concerns? Is there anything you think your child needs support with?

What do you find soothes/calms your child?

What does your child dislike or find difficult?

**Communication and Language**

What languages are spoken and understood by your child and close family members?

How does your child prefer you to communicate with them?

How well does your child use their home language?

Does your child move with ease and enjoyment?Such as running, playing with footballs, and jumping?

Does your child need help with activities such as going to the toilet, getting dressed, drinking from an open cup etc?

 **Physical development**

How does your child find using wheeled toys such as a sit on a push-along wheeled toy, scooter or ride a tricycle.

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| --- | --- | --- |
| In an emergency, please contact:   |  |  |
| Name  | Relationship to Child  | Telephone Number  |
|   |   |   |
|   |   |   |
|   |   |   |

|  |  |
| --- | --- |
| People authorised to pick up child:   |  |
| Name  | Relationship to Child  | Telephone Number  |
|   |   |   |
|   |   |   |
|   |   |   |

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| Password – in the event of your child being collected in an emergency:    |
| I understand that any carer who suspects that a child in his/her care may be abused or neglected has a duty to report this to Social Services Department:  Signed (parent/guardian): Date:  |

Please complete the following form for family membership of Stocks Green Pre-School. 

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| **APPLCIATION FOR PRE-SCHOOL MEMBERSHIP**To the Committee Stocks Green Pre-school  Leigh Road Hildenborough Kent TN11 9AE  Please accept this as confirmation of my/our application for family membership of Stocks Green Pre-School, which I/we understand is a Registered charity (No: 1118154) established as a company limited by Guarantee. I/we agree to be bound by the Memorandum and Articles of Association of Stocks Green Pre-School. Name: Address including postcode:Email address: Signature:………………………………….. Date:……………………………… **Please tick this box if your postal address is your preferred method of contact.** Registered as company limited by Guarantee in England & WalesRegistered office: Leigh Road, Hildenborough, Kent TN11 9AERegistered No: 06051213Registered Charity No. 1118154 |

By agreeing to become a member you can vote and nominate at the AGM and that you accept to paying a nominal amount (£1) were the Pre-School ever to close down.

 Please note that once your child leaves you will be given a resignation form which gives you the option to remain as an affiliate Member of the Pre-School. If this form is not returned by the term after your child leaves your details will be removed and therefore no longer a Member of the Pre-School.

To comply with the Data Protection Act 2018, we need your permission before we can photograph your child. Please complete, sign and date the form where shown.

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|  **USE OF IMAGES OF CHILDREN CONSENT FORM** Name of child:   |
| May we use your child’s photograph within the Pre-School environment e.g. on displays, on the photo screen in the lobby and within your child’s profile? **Yes/ No** |
| May we use your child’s photograph on our website or Facebook page? (Faces are blurred or taken from behind) **Yes/No** |
| You will be able to take photos/videos at our events but by signing this you agree that they will only be for your own personal use and you will not upload them onto social media sites.  Parent/Guardian Signature:  Printed:Date:  |

##  Fundraising, Maintenance and Support

The staff and committee have always relied on the support of parents and carers to help with fundraising and maintaining the Pre-School. This helps keep our costs down and ensures the money we raise can go towards providing the best support and environment for the children. We run several events throughout the year and need help running stalls, selling raffle tickets, refreshments etc. If you would like to become a friend of the fundraising team or have any skills that might be useful (e.g. a plumber or electrician, then please fill in the details below. Any help you can offer big or small is greatly appreciated.

The details you provide will be kept confidential and only used for the purpose it was collected for.

Name

Contact number/email

I am happy to be a friend of the fundraising committee Yes/No.

I am a…………………………………………..(e.g. plumber, builder etc) and would be willing to assist with maintenance.

**Policies GDPR and Fee Payment**

Please read the Pre-School’s policies and data protection rules which can be found at [www.stocksgreenpreschool.co.uk](http://www.stocksgreenpreschool.co.uk)

If you wish to read our other policy documents, then a copy can be found in Pre-School. These are regularly updated.

By accepting a place for your child at the Pre-School you agree to take a minimum of two sessions and pay each term’s fees in advance by the due date as set out in the fees policy. Fees are non-refundable for holiday and illness. Government funding rules apply.

Please note that failure to pay the fees as and when they fall due may result in a late fee charge being applied and/or interest charges and/or your child’s place being suspended or forfeited.

If you experience any difficulties meeting these payments, please speak to the manager in confidence.

**Please complete and return:**

**I confirm I have read and understood Stocks Green Pre-School’s policies and understand the payment terms,**

**Parent/Guardian Signature:**

**Print name:**

**Date:**

**Data protection and privacy notice for Stocks Green Pre-School**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you.  We are required to give you this information under data protection law.

Stocks Green Pre-School collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

**This privacy notice explains:**

* What personal data we collect and process
* Why we collect it
* How we use it
* How we protect it

We are committed to:

* + Protecting the privacy and security of any of any personal data we hold about you and your child
	+ Being clear and transparent about how we collect your personal data we hold about you and child
	+ Meeting our data protection obligations under GDPR

**Data protection principles**

Stocks Green Pre-School complies with the data protection law. This means that the personal information we hold about you and your child must be:

* Used lawfully, fairly and in a transparent way
* Collected for valid purposes and we have explained to you clearly and not used in any other way that in incompatible with these purposes
* Relevant to the purposes we have told you about and limited to those purposes only
* Accurately and kept up to date
* Kept only for such time as is necessary for the purposes we have told you about
* Kept securely

**The personal information we collect and use**

In the course of providing education and care we collect the following information when you provide it to us:

* Your child’s name
* Date of birth
* Birth certificate number
* Address
* Health, medical, dietary, cultural and religious needs or preferences
* Immunisation history
* Development needs
* Any special educational needs, disabilities, or concerns

**We will also ask you for information about:**

* Your child’s doctor and health visitor
* Any professionals involved with your child (speech and language therapist, social/family worker)
* Any other nursery, childminder or setting your child attends
* Who has parental responsibility or legal access to your child, who your child normally lives with
* Any court orders pertaining to your child
* Attendance information - such as sessions attended, number of absences and absence reasons
* Your name
* Home and work address
* National Insurance or National Asylum Support Service Number
* Phone numbers
* Email address
* Emergency contact details and other persons authorised to collect your child from Pre-School
* Family details
* Financial eligibility information - such as 30 hours codes
* We also obtain personal information from other sources such as local authorities, such as Health Visitors, speech therapists, KCC.

This information will be collected directly from the registration/child entry form.

**How we use your personal information**

We collect and use personal information about you and your child to comply with our legal obligations. We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

* Contact you in case of an emergency
* Support your child’s wellbeing and development
* Check and calculate free entitlement
* Provide appropriate pastoral care and support services to children
* Provide funding and information regarding fundraising
* Provide advice, support and guidance to the setting
* Enable financial and policy compliance checks of the setting
* Assess and improve the quality of our services
* Comply with the law regarding data sharing
* Safeguard children
* To monitor each child’s development appropriately in line with The Early Years Foundation Stage (EYFS) Framework

We also record your child’s activities through photos. You have the opportunity to withdraw your consent at any time for images to be taken of your child.

**Who we share your data with**

**In order for us to deliver childcare services, we will also share your data as required with the following:**

* Department for Education (DfE) (statutory for early years funding and policy monitoring)
* Kent County Council Management Information & Finance (to provide funding)
* Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
* Kent County Council teams working to improve outcomes for children and young people
* Commissioned providers of local authority services (such as education services)
* Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
* Schools that you attend after leaving us
* Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust, Children’s Centre’s
* Contracted providers of services (such as Musical Bumps)
* For business transfers – in the event that Pre-School is sold, or transferred to a successor organisation, personal relevant information could be transferred as part of the transaction

We will share personal information with law enforcement or other authorities if required by applicable law – such as Ofsted and insurance companies

**The National Pupil Database (NPD)**

We are required by law, to provide information about our pupils to the Department of Education (DfE) as part of statutory data collections such as the early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

* Conducting research or analysis
* Producing statistics
* Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

* Who is requesting the data
* The purpose for which it is required
* The level and sensitivity of data requested: and
* The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

**Keeping your personal data secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know. Staff processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

We keep data stored in a locked cabinet in the Pre-School office and on a password protected laptop.

**Data Breach Reporting**

In the event there is reason to believe a Personal Data Breach (being destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored, or otherwise processed, whether accidental or unlawful) has occurred the Manager and then the Chair shall be notified immediately. An investigation shall be undertaken to assess the circumstances around such breach including the volume and type of Personal Data affected. Any breach that is likely to result in harm to any individual will be reported to the Information Commissioners Office without undue delay and in any event within 72 hours of becoming aware of such breach.

**How long your personal data will be kept**

* If a parent declines the space available before their start date the information will be destroyed.

We retain your child’s personal data until your child leaves our setting. Your child’s learning and development records are maintained by us and handed to you when your child leaves.

We will then retain data which will be securely archived or destroy data in line with the retention schedule for Early Years Settings. The schedule can be found in the GDPR file in the office.

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed.

**Reasons we can collect and use your personal information**
We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

**Your duty to inform us of changes**

It is important that the personal information we hold about you and your child is accurate and current. Please be sure to keep us informed if your information changes during your child’s time with us.

**Your rights with respect to your data**

Under the GDPR you have rights which allow you to:

* Know what we are doing with your information and why we are doing it
* Ask to see what information we hold about you (Subject Access Request)
* Ask us to correct any mistakes in the information we hold about you
* Object to direct marketing
* Make a complaint to the Information Commissioners Office
* Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

* Ask us to delete information we hold about you
* Have your information transferred electronically to yourself or to another organisation
* Object to decisions being made that significantly affect you
* Object to how we are using your information
* Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals’ rights under the General Data Protection Regulation.

If you would like to exercise a right, or if you have any questions, comments or concerns about this privacy notice, or how we handle your data, please contact Amy.

Parent/carer Acceptable Use Policy

* I know that my child will be provided with internet access and will use a range of IT systems including laptops, tablets, and camerasto access the curriculum and be prepared for modern life whilst at Stocks Green Pre-school.
* I am aware that children's use of mobile technology and devices, such as mobile phones, is not permitted at Stocks Green Pre-school.
* I am aware that any internet and technology use using Stocks Green Pre-School’s equipment may be monitored for safety and security reasons, to safeguard both my child and the Pre-School’s systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
* I understand that Stocks Green Pre-School will take every reasonable precaution, including monitoring and filtering systems, to ensure that children are safe when they use the Pre-School’s internet and devices. I understand that Stocks Green Pre-School cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
* I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of Pre-School.
* I have read and discussed Stocks Green Pre-School’s pupil Acceptable Use of Technology Policy (AUP) with my child.
* I will support Stocks Green Pre-School’s safeguarding policies and will ensure that I appropriately monitor my child’s use of the internet outside of Pre-School and discuss online safety with them when they access technology at home.
* I know I can seek support from Stocks Green Pre-School about online safety, such as via their website [www.stocksgreenpreschool.co.uk](http://www.stocksgreenpreschool.co.uk) to help keep my child safe online at home.
* I will support the Pre-School’s approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text, and video online responsibly.
* I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the Pre-School community.
* I understand that a partnership approach to online safety is required. If Pre-School has any concerns about either my or my child’s behaviour or safety online, then I will be contacted.
* I understand that if I or my child do not abide by Stocks Green Pre-School’s AUP, appropriate action will be taken. This could include sanctions being applied in line with the policies such as Online Safety, Child protection, Confidentiality, and information and if a criminal offence has been committed, the police being contacted.
* I know that I can speak to the Designated Safeguarding Leads Vicki, or Liz (Committee)

Children’s acceptable Use Policy

* I only go online with a grown up
* I am kind online
* I keep information about me safe online
* I tell a grown up if something online makes me unhappy for worried

I have read the Parent/Carer Acceptable Use Policy (AUP)

Parent/Guardian’s Signature:

Print Name:

Date: