Tiddlywinks Pre-school



**Tiddlywinks Pre-School**

**Alder Drive,**

**Ambrosden,**

**Bicester,**

**OX25 2RD**

**Telephone -01869 247277**

**Email:** [**tiddlywinks\_playgroup@msn.com**](mailto:tiddlywinks_playgroup@msn.com)

**Website: tiddlywinkspreschool.co.uk**

**Supervisor – Miss Debra Cherry**

**Child provision available for children age 12 months- 5 years.**

**We are a friendly setting and welcome children from military and civilian families.**

Thank you for your interest. Tiddlywinks pre-school is a friendly committee run pre-school that was originally founded in the early 1960’s. In 1997 we moved to our present location situated next to the Garrison Welfare Centre in Ambrosden. We have a good mix of children from both military and non-military backgrounds. We can accommodate a maximum of 48 children including 12 children under the age of 2. All of our permanent staff have a vast array of experience and qualifications. We are registered with Ofsted to take children aged 1-4 years. Tiddlywinks Preschool’s most recent inspection was in July 2019, from this we received a ‘Good’ Ofsted rating, for more information or to read the report please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk/)

**Aim of provision**

1. The enhancement of the development of children between the ages of 1 and 4 years using the Early Years Foundation Stage. Taking into consideration each child’s individual needs.

1. To provide high quality childcare in a safe, nurturing and stimulating environment. Working closely with parents and other professionals to achieve this.

1. To ensure Equal opportunities for all children and their families, encompassing the culturally diverse community we live in.

**We offer your child**

* + A specially tailored curriculum progressing children in all areas of learning according to the age and stage of their development.
  + A fun and safe place to be giving your child the opportunity to mix with other children and try new and exciting activities.
  + Have the support of an assigned Key Person to help tailor your child’s individual learning plan.
  + Opportunities for you and your child to be part of our nursery and community to add to your child’s learning experience
  + A diverse and multi-cultural environment to extend your child’s knowledge base.

**Staff to child ratios are:**

Children under 2 - 1 Adult to 3 children

Children aged 2 - 1 Adult to 4 children

Children aged 3+ -1 Adult to 8 children

These ratios will be adhered to at all times during the opening times of the setting in compliance with the Statutory Framework for the Early Years Foundation Stage.

**The Tiddlywinks Pre-School team:**

|  |  |
| --- | --- |
| **Supervisor**  Foundation Degree in Early Years,  Special Educational Needs Trained & Paediatric First Aid,  EpiPen trained, Health & Safety co-ordinator | Debbie Cherry |
| **Butterfly Room Leader, Key Person**  Level 3, Designated safeguarding Children, Paediatric First Aid. | Carly McConnell |
| **Caterpillar room leader and Key Person,**  Level 3 qualified, Designated Safeguarding & Paediatric First Aid | Marie Swann |
| **Caterpillar Room Key Person**  Safeguarding, Paediatric First Aid | Catherine Whelan |
| **Caterpillar Room Key Person**  Level 3 qualified, SEN Co-ordinator, Designated Safeguarding lead, Paediatric First Aid | Kirsty Weston |
| **Caterpillar Room Key Person**  Safeguarding trained, Paediatric First Aid | Gemma Jones |
| **Caterpillar Room Key Person,**  Safeguarding trained, Paediatric First Aid | Charlotte Peake |
| **Butterfly Room Key Person**  Paediatric first aid, safe guarding | Leanne Brown |
| **Butterfly Room Key Person,**  NVQ Level 3 in supporting children, Paediatric First Aid, Safeguarding | Debbie Haworth |
| **Butterfly Room 1:1**  Level 3 qualified, Paediatric First Aid, Safeguarding | Nicole Tagliaferro |
| **Caterpillar and Butterfly Room Key person** | Jahmelie Martinez |
| **Admin Assistant** | Melissa Knowles |
| **Bank Staff** |  |

All staff undergo mandatory training in line with the Statutory Framework of the EYFS and are fully supported to gain further Qualifications and attend training to enhance their Personal Development. All staff hold an in-date DBS and Safeguarding certificate.

**The Tiddlywinks Pre-School Committee:**

|  |  |
| --- | --- |
| Chair | Kev Jessop |
| Treasurer | Stephen Handley |
| Secretary | Mel Walker |
| Child Protection / Welfare |  |
| Preschool Supervisor | Debra Cherry |
| Parent Members | Stephen Handley  Angela Roney |

The committee is always looking for new parent members to join. As part of the responsibility, you would be expected to attend 4 meetings per year to ensure the smooth running of the setting. A DBS check and Ofsted Suitability Check need to be obtained.

**Session Times and Fees:**

Our regular sessions are:

Monday to Friday 8.30am to 11.30am and 11.50am to 2.50pm.

**We do have a 2 session a week minimum.**

**We also provide a lunch club if you wish your child to do a full day or stay a little longer, this is 11.20 till 12 noon. For this, you must provide a healthy packed lunch and pay the additional fee, which covers the staffing time outside of the 3-hour sessions**.

Tiddlywinks offers a 25% sibling discount for any additional fee-paying children that attend the setting.

Our price structure is broken into 3 tiers; this is to cover the staff needed for the various ratios we are expected to follow under the EYFS framework.

***Fee prices as of Sept 2024.***

|  |  |
| --- | --- |
| Children under 2 years | £18.00 per session |
| Children aged 2 – 3 years | £17.00 per session |
| Children over 3 years | £16.00 per session |
| Lunch | £2.50 per day \*\*\* |
| Early Morning session (8-8:30) | £4.00 |
| After School Session 14:50-16:00 | £8.00 |

**\*\*\*If your child stays for lunch or is in for the full day, there will be a charge for lunch. This charge is for the staffing costs outside the 3-hour sessions. This charge applies to fee paying and funded children**

Tiddlywinks accepts Nursery Education Funding for 3&4 years olds (15 & 30 hours entitlements), as well as 2 Year Old Funding. This can either be taken as 5 morning sessions, 5 afternoon sessions, a mix of the 2 or if you wish they can do 2 full days and 1 AM or PM session, if this is the option you choose the lunch time fee of £2.50 will be charged on the full days. These sessions depend on the availability at the time of enrolment.

All Pre-School fees are calculated in the last week of the month for the following month, you are expected to pay in advance by the 7th of each calendar month.

* No discount will be given if your child is picked up early
* Normal fees will be paid should your child be absent for any reason. Cases for any reduced fees in exceptional circumstances will be at the discretion of the Supervisor and Committee.
* 28 days written notice is to be given to remove your child from the setting. Failure to do so will account in you being charged for sessions within this time frame.
* You will be charged for the session price, which start either at 8.30 or 11.50, if you do bring your child after this time you will still be charged the full session price.
* Failure to pay bills on time could result in your child’s space being suspended until all payments have been made up to date and your child will be placed at the bottom of the waiting list as your space may have been given to someone else waiting.
* If you are late picking your child up, there is a £1/minute charge.

**All of the above is in the Fee Payments Policy, you are required to sign this before your child starts Tiddlywinks Pre-School.**

**What does my child need?**

* Nappies and wipes, if your child is in nappies
* A change of clothes
* Appropriate clothing dependant on the time of year – for example, sun cream and sun hats in the summer.

Wellington boots, winter hats and gloves with warm coats for the winter.

* A healthy packed lunch if your child attends a full day session- we are a nut-free setting, so please no nut products. Also please limit the lunch to 1 pudding/sweet treat, etc.
* A named drinking cup that can be left at the setting or brought in each session

If your child attends for a full day you will need to provide them with a healthy packed lunch. This should be a balanced meal as we promote a healthy living environment. We would encourage that your child does not bring

“sweets” in their lunch box. Chocolate lunch box products and crisps are acceptable. Please do not send your child in with Fruit Shoots as a drink.

We will also be happy to assist with any adaptations to your child’s daily routine for example toilet training, causing as little disruption as possible, please feel free to talk to your child’s key person regarding any changes your child may be experiencing.

# Settling in procedure

We offer 2 settling in Sessions to support your child’s transition into our Preschool/Nursery. The initial visit is an opportunity for you and your child to meet your child’s Key Person, giving you the opportunity to discuss your child’s likes and dislikes and ask questions about the setting or the routine within the room your child will be in. It will also give your child the opportunity to become more familiar with their new environment.

Should your child take a little longer to settle, please speak to the Key Person to discuss ways to support the settling in process.

# Complaints procedure

Our setting aims to provide the highest quality care and education for young people, promoting a caring, safe and welcoming environment for all families. Children and families have the right to expect courtesy and prompt careful attention to their needs and concerns. We are always open to suggestions regarding improvements and try to send out regular feedback questionnaires to ensure we have your valued input. The setting operates an open-door policy and would ask that you come and talk to the supervisor if you have any concerns or issues, all conversations will be handled in the strictest confidence, unless it is felt there is a safeguarding issue that needs intervention from outside agencies. If you are not satisfied by the outcome after speaking to the supervisor then the complaint will be forwarded to the committee who will initiate and investigation in to the matter concerned. All such investigations are handled in confidence. If you think it is appropriate, you are of course able to pass your complaint to Ofsted for their compliance team to investigate. Our complaints procedure is available to read, and is located on the Important information board in the entrance foyer, a complaints form can also be found here.

**Safeguarding**

Please be aware that as a setting it is our duty to report any concerns about your child to the LCSS (Locality and Community Support Service). We will endeavour to speak with you first unless we feel your child is in immediate danger. Please see our attached safeguarding policy this must be read and signed before your child starts. If you have any questions please feel free to speak with Debbie, Kirsty, Marie or Carly the designated safeguarding leads for the setting.

**Attendance**

We promote good attendance at Tiddlywinks during the Early Years. We do have a procedure which we follow when children do not attend their session. Firstly we call you, this will be followed by a text message if you do not answer. Please inform us ASAP if your child won’t be in preschool and why. This is in line with our safeguarding policy and control of infectious diseases. You can call us on the number on the front page or message us on our Closed Facebook Group named ‘Tiddlywinks Preschool’.

# Pre-school Layout

We operate from two rooms; we also have a generous sized outside area. The rooms are divided by ages and stages of development. A conversation between parents and key person of any planned change to a child’s routine will take place before any movement between rooms. Please have a discussion with your child’s key person at any time for updates on progress, concerns or questions. We operate a free flow system between the inside and outside areas.

# Caterpillar Room

This is a room in which we accommodate children from 12 months until they are funded or are approaching 3 years old. We have nappy changing and toileting facilities, age suitable resources focused for the 7 areas of development and a wet floor area suitable for all forms of tactile play. There is direct access to the outside garden allowing a free flow system to operate. The key persons in the room plan for children’s individual next steps on a weekly basis; this can be seen on the planning board in the entrance foyer.

# Butterfly Room

In this room we accommodate children from around 3 years old until they leave for school. Activities and resources are planned for by using the children’s’ interests and to cover the 7 areas of development and there are specially named areas within the room to ensure the children get a wide range of learning opportunities. Key persons plan for the children individually based on their interests and we do where necessary separate the children during small group and phonics sessions according to age or ability to challenge and meet the needs of the child. We have a toilet area and wet floor area for a range of tactile activities. There is direct access to the garden allowing a free flow system to operate. The key person in the room plan for the children’s individual needs on a weekly basis; this can be seen on the planning board in the entrance foyer.

# Sleep and Small group room

Children who nap are given a quiet, comfortable space to sleep according to their schedules. We also have small group activities such as music and movement, parachute games etc. will take place in this room when the weather is horrendous! Please be aware we do try to take the children out in all weathers as this is an Ofsted requirement.

# Garden

Our garden is a generous size! We have a patio area and a large artificial grassed area with some areas remaining natural. We have large trees which provide a great shaded area in the summer! We have good range of equipment and facilities made from natural materials, including a sand pit, mud kitchens and a natural area which help to develop the children’s imaginations and creativity. We have a purpose-built roadway with zebra crossing, whereby we teach basic road skills and safety awareness. We do go out in all weathers and have limited protective clothing to do so, please provide appropriate clothing according to the weather.

**Additional Information**

If you are a prospective parent and would like to arrange a visit or see what availability we have please feel free to contact us using our details on the front page, you will also find attached a registration form which you can fill in to apply for a space. You can apply for a space in advance, 6 months or even a year, we do operate a waiting list if your required sessions are not available.

If you have any queries about the setting or would like to read our policies then feel free to ask at any point, we have an open-door policy and you are more than welcome to visit at any time.

We look forward to meeting you, and hope your child/ren enjoy sharing all of our great experiences.

**TIDDLYWINKS PRE-SCHOOL REGISTRATION FORM**

# Basic details

Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_

Name known as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name of parent/s with whom the child resides

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility? **Yes/No (delete)**

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility? **Yes/No (delete)**

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Parent 1 Contact Numbers

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Parent 2 Contact Numbers

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name of parent with whom the child does not live

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this parent have parental responsibility? **Yes/No (delete)**

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Third Emergency contact details**

Name of Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child (this can be a family friend)

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

# Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Other Persons authorised to collect the child (must be over the age of 16)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Personal details of child

Does your child suffer from any known medical conditions or allergies, or have any special dietary needs or preferences? **Yes/No (delete)**

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

Has a risk assessment , if required, been completed? **Yes/No (delete)**

Has a healthcare plan and agreement to administer medicine if required, been completed? **Yes/No (delete)**

Does your child have any special needs or disabilities? **Yes/No (delete)**

Please provide details

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

Are any of the following in place for the child?

Early Years Action Y/N

Early Years Action Plus Y/N

Statement of special educational need Y/N

What special support will he/she require in our setting?

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

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

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

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What is the main religion in your family? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?

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

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

If English is not the main language spoken at home, will this be your child’s first experience of being in an English speaking environment? **Yes/No (delete)**

If so, discuss and agree with the key person how you will support the child when settling-in

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

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What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when

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

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# Names of professionals involved with child

**GP** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dentist** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Visitor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Any other professional who has regular contact with child, i.e. other

# Medical Professionals, Social Workers

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there is social services involvement with your family, please tell us why?

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

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**Signed by**

**Parent 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Key worker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Names and contact telephone numbers for your child’s collection:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to the child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parental permissions:**

## Face painting

I give permission for the staff to apply face paints to my child

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately, emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the setting supervisor (or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## For inhaler/Epipens only

I give permission for staff who have been trained to administer the inhaler/Epipen (supplied by me) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(child).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Suncream

I give permission for staff to apply suncream when necessary

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Short Trips-general outings

I give permission for my child to take part in short trips or outings. For major outings, I understand I will be informed and my specific consent obtained

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

## Calpol/Paracetamol Suspension

I give staff permission to administer paracetamol based products to my child in the case of a raised temperature (over 39 degrees) and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the settings procedures on the administration of medicines.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Photographs/recordings

As part of the on-going recording of our curriculum and for children’s individual development records, staff regularly take photos of the children during their play. These photographs are used for displays and your child’s records within the setting. Photos/recordings are stored on the settings computer only.

I give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of child) to have his/her photo taken, or to be videoed, as per the conditions above.

*Creams*

I give permission for staff to apply creams to my child such as Sudocrem, E45 etc whilst in their care

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

*Fever, sickness and diarrhoea*

I am aware that my child cannot return to the setting until he/she is fever free for 24 hours. My child cannot return to school until 48 hours after the last bout of sickness and/or diarrhoea.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**FEE PAYMENT POLICY**

### Statement of Intent

To ensure that the rules of payment of money owed to the Pre-School are clear to all. Preschools rely on a regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

**Payment of Fees:**

1. The registered Parent/Guardian will be issued an invoice at the start of each month, with the amount due which is to be paid by the 7th of the month in question.

1. If payment has not been made by the first date (nor a payment plan agreed), a final reminder will be issued giving a final due date of the 14th of the month in question. If payment is not made in full or a repayment plan agreed by the Chairman, recover action will be initiated through the Count Court process on the 15th day after the initial due date.

1. At the point when payment has not been made in accordance with the above, then your child’s place will be suspended from the setting until such time as all arrears are paid. (Please note that in line with the policy of 28 days notice to cover planned staff costs, you will still be charged for the missed sessions for up to 28 days from date of suspension).
2. Parents will be charged £1 per minute if a child is picked up late. If you need extra care after 14:50, please enquire about our late pick-up availability.

Please note that it may be possible to receive childcare payment help through childcare tax credits or childcare vouchers, which the parent/carer must arrange themselves. MoD / Military should access the following website [www.modchildcare.co.uk](http://www.modchildcare.co.uk/) for information on childcare vouchers. Non Military / MoD should contact their own workplace for details.

**Refunds:**

1. Refunds will not normally be made for absence through illness, holiday or other, apart from in exceptional circumstances (at the Pre-School’s discretion) or where 28 days notice of the absence has been given.

1. Refunds will not be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued or where there is less than 28 days notice of the change given to the setting.

1. When the Pre-School closes a planned session then refunds will be issued for exclusively non-funded children (i.e. 100% fee payer)

1. Refunds will not be issued where a child is part-funded and part-fee payer when the Pre-School closes a planned session.

**Changes to agreed hours:**

1. If you wish to reduce the hours of attendance by your child, then a period of 28 days notice must be given. Should you wish a shorter period to the change, then you will be charged the old rate for 28 days and then change to the rates after this period. No amendments will be made to the issued invoices.

1. If you wish to remove your child from the setting, then a period of 28 calendar days notice must be given. If it is not, you will still incur the charges as though your child was present for the notice period as staff will have been booked to cover their sessions.

### FEE PAYMENT POLICY ACCEPTANCE

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and fully understand the payment Policy of the Tiddlywinks Pre-School and agree to abide by them in regards my child(s) attendance.

Signature: …………………………........................Date:…………………………..

**Safeguarding children policy**

**Policy Statement**

Children have a right to protection from being hurt, and from violence, abuse and neglect (United Nations Convention on the Rights of the Child, Article 19)

Most injuries to children are accidental and can be simply explained. Bruises, scrapes and cuts are part of the normal rough and tumble of a young child’s life.

There are, however, some children who suffer injuries that are not accidental. The preschool staff has a duty to report any serious concerns they may have about a child to Oxfordshire’s Multi-Agency Safeguarding Hub (MASH). All Staff are aware of the sensitivity of this issue and of the confidentiality involved.

The preschool staff’s duty must be to support the family but above all, to ensure the protection of the child at all times.

The Multi-Agency Safeguarding Hub supplies support for families whose children are in need of safeguarding to promote their welfare and upbringing.

All staff should be aware of the possible indications of abuse and neglect and the procedure for dealing with suspected cases. Staff are to refer to ‘What to do if you’re worried a child is being abused’ document.

**Referrals of child abuse**

If a child arrives at preschool with injuries the staff should:

• Ensure immediate medical attention, if necessary

• Ask the parent/carer how the injuries occurred (explanations, however puzzling, should be accepted and accusations must not be made)

• Make a written record by completing an existing injury form, including diagrams of observations and explanations given - have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral if necessary.

• If there is a real concern that the injuries have been caused by assault or a failure to protect the child, the manager or person in charge must be notified immediately. The person in charge will then contact Oxfordshire’s Multi-Agency Safeguarding Hub on 0345 050 7666. To seek advice before contacting MASH the manager can contact the LCSS (locality & Support Service) on 03452412703 about any concerns regarding a child’s welfare or health.

**Suspicion of abuse**

If through conversation or other contact with a child, a staff member has reason to suspect any form of child abuse, they should do the following:

• Listen to what the child says. Be comforting and sympathetic. Ensure that the child feels as little responsibility as possible.

• It is particularly important not to make any suggestion to the child regarding how the incident may have happened or asking leading questions. We can ask How, What, Where, Who and When.

• Write down exactly what the child says, what actions concern you and what you have said in response. Sign and date it. This must be read and signed by the DSL.

• Do not make assumptions about what the allegations might concern. If a member of staff is involved, appropriate steps must be taken to ensure the safety of the child and other children.

• Make the child aware that you may have to share that information with others, don’t promise to keep it confidential

• Inform the manager, or person in charge, of your suspicions so that, if deemed appropriate, they can contact Oxfordshire’s Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666

• Once a child is referred an assessment will be made of the child’s needs.

If a staff member has reported a concern about a child who the senior preschool team decide not to refer at this stage, it is the responsibility of any member of staff unhappy with this decision to make their own referral.

**Subsequent action**

Following any referral of abuse, enquiries will be undertaken by Social Services and possibly the Police. Staff may be required to provide statements and attend an initial Child Protection Conference.

Allegations against a member of staff

To protect the children, all members of staff who work in the nursery are required to have completed a satisfactory Disclosure and Barring Service check (DBS). It is our practice for those staff waiting for their check to clear and other nursery visitors/helpers/ students to always be supervised and never left alone with the children.

If a member of staff suspects a colleague of abusing a child they must report it to the manager or person in charge immediately. The member of staff concerned would be suspended from duties immediately, pending a full enquiry.

The LADO: Local Authority Designated Officer for Child Protection should be informed within one working day of an allegation.

Any member of staff who has had an allegation made against them should be aware that they can contact Ofsted - Tel: 0300 123 1231, who will be able to offer them support and advice.

Procedure for dealing with irate parents

In the unlikely event that a parent starts to act in an aggressive or abusive way at the nursery, the member of staff should direct the parent away from the children and into a private area such as the office. If the area is out of view, a second member of staff should be in attendance. The staff should act in a calm and professional way and ask the parent to calm down, whilst making it clear that we cannot tolerate aggressive or abusive language or behaviour. Once the parent calms down, the member of staff should then listen to their concerns and respond appropriately. We have the right to call the police in an event where the parent acts inappropriately or in a threatening manner.

**Confidentiality**

The nursery has a right to share any information regarding child protection with other childcare professionals. All information will be kept confidential. Safeguarding concerns are recorded and records kept in a lockable cupboard in the office.

**Designated Lead**

We have 2 Designated leads in the setting, so that at least one Designated Lead is available at all times. They are to attend all training and relevant meetings available to gain information about up-to-date issues. This information will be shared with the whole team at regular team meetings.

The current Designated Leads are: **Debra Cherry, Carly McConnell, Marie Swann, Kirsty Weston, Melanie Walker (Committee)**

The nursery has a staff guidance pack – Working together to safeguard children-, which should be used in conjunction with this policy to guide and support staff with safeguarding issues.

**Prevent Duty**

Tiddlywinks pre-school focus’ on children’s personal, social and emotional development. The Early Years Foundation Stage framework supports us to do this in an age-appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other’s views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

All staff must complete online radicalisation training. Designated leads must complete face to face W.R.A.P. training.

Types of abuse:

- Physical abuse

- Emotional abuse

- Sexual abuse

- Neglect

- Domestic abuse

- Forced marriages

- FGM (female genital mutilation)

- Child sexual exploitation

- Fabricated induced illness

- Human trafficking/Modern Slavery

Legal Framework

• Children Act (1989)

• Protection of children Act (1999)

• Data Protection Act (2018)

• The Children Act (Every Child Matters) (2004)

• Safeguarding vulnerable groups Act (2006)

• Equalities Act (2010)

• Special Educational Needs and Disability Act (2001)

• Keeping Children Safe in Education (2016)

• Working Together (2017)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parent/carer of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the Tiddlywinks Preschool Safeguarding Policy.

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



Tiddlywinks Preschool

**Image Consent Form**

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. We may take photographs for several reasons whilst your child is with us:

* To document what they enjoy doing at school and how they are meeting goals
* To upload to Tapestry Online Learning Journal to record their learning and development and to share this with you. Your child’s Tapestry account can only be seen by you and the staff.
* To include in newsletters going out to Tiddlywinks families and displays in the setting.
* Images may also be used on the Tiddlywinks website.

We are starting to use Tapestry as our online learning journal provider to help keep parents up to date with what their child is doing in the setting. This has become especially important, as we cannot have our usual parent meetings to discuss progress.

Tapestry will be used to send you observations of your child which might include photos and videos. If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children and consequently, other relatives might be able to view photos and videos of your child. Whenever possible, we do try to capture just one child at a time, but it is also important to see how children are relating and learning in groups.

**Please read and indicate your consent clearly:**

1. I consent to photographs and videos of my child being taken by authorised Tiddlywinks staff.  
     
   Yes No
2. I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal for my viewing.   
     
   Yes No
3. I consent to photographs containing my child’s image being included in other children’s learning journals to only be seen by another child’s parent(s).  
     
   Yes No
4. I agree to treat photographs containing images of other children as well as my own strictly confidentially. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.  
     
   Yes No

Signed by parent/guardian:

Name of child:

Tapestry Con’t

**Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child’s time at Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.**

**To be completed by the key person/ supervisor**

Date starting at Tiddlywinks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Days and times of attendance

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monday |  | Tuesday |  | Wednesday |  | Thursday |  | Friday |  |
| AM |  | AM |  | AM |  | AM |  | AM |  |
| PM |  | PM |  | PM |  | PM |  | PM |  |
| Lunch |  | Lunch |  | Lunch |  | Lunch |  | Lunch |  |
|  |  |  |  |  |  |  |  |  |  |

Name of key worker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of key worker’s buddy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has the settling-in process been agreed? **Yes/No (delete)**

If so, detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Funding Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**