

Waiting List - Little Explorers Preschool

If you would like to make a confirmed booking, a signed copy of the Little Explorers Preschool contract will need to be completed and returned.



Please complete in block capitals.

Date:

Child's name:

Date of Birth:

Address:

.....

.....

Parent(s) names:

Main carers contact telephone numbers

Home:..... Mobile:

Email Address:.....

I am looking for preschool childcare to start from:.....

Days required: (Please tick as appropriate)

Monday	Tuesday	Wednesday	Thursday	Friday

Little Explorers at Castle Batch:

Current childcare arrangements:

Does your child have any additional needs?:

.....

Is your child adopted?

Signed:

Please return to:
The Little Explorers Preschool at Castle Batch, Worle Baptist Church, 43 Rawlins Avenue, Worle,
W-s-M, Bs22 7FN.

The Little Explorers Preschool- Contract



Child's Details	
Full Name:	
Preferred Name:	
Gender:	
Date of Birth:	
Address:	

Setting details:

Little Explorers Preschool at Castle Batch <i>(Childcare on non domestic premises)</i>	
Address: Worle Baptist Church, 43 Rawlins Avenue, Worle, Weston-super-Mare, North Somerset, Bs22 7FN.	
Tel: 07920 446241	
Email: enquiries@thelittleexplorers.co.uk	
Session times: Breakfast club: 08:00-09:00am	AM session: 09:00am - 12:00pm,
Full day: 09:00am - 15:00pm	PM session: 12:00pm - 15:00pm
<i>(Term time only)</i>	

Care to start from:

Days/ Sessions required: (term time only)

	Sessions required (B.C/ AM/ FD/ PM)	Funding type (please delete as appropriate)
Monday:		Local authority/ private
Tuesday:		Local authority/private
Wednesday:		Local authority/private
Thursday:		Local authority/private
Friday:		Local authority/private

Funding:

If you wish to use the funded childcare, you must provide us with your child's ID (birth certificate/passport) and complete a parent declaration form. For those eligible to receive up to 30 hours funded childcare, you will also need to apply for a code via the government's childcare choices website <https://www.childcarechoices.gov.uk/> the term before you intend to receive it. Failure to do so will result in you only being able to receive the basic 15 hours funded childcare. Likewise, once you have a code, should you fail to reconfirm your eligibility online at regular intervals, this may also result in you having to pay for hours used, privately.

Please note: should you fail to disclose hours used at another setting on the parent declaration form, this could also result in you having to pay privately for hours used at the Little Explorers Preschool.

Private fees:

Hourly rate: £5.00 per child per hour (Fees are reviewed annually during the summer term).
Fees to be paid in advance, weekly/ monthly/ termly. Failure to pay fees will incur a £5 per day late fee. Any amendments + or - should be made within a month. A 50p charge will be added for payment by cheque. The preschool's bank account details for online payments, can be found on your child's invoice.

Sickness / Holidays / Annual leave:

We cannot undertake the care of sick children/ those needing to self-isolate. £5.00 per child per hour will be charged during your child's absence (i.e.: for sickness/ self-isolation/ holiday).
No fees will be charged if Little Explorers is closed.

Snacks/ Drinks/ Charges:

We will provide drinks (milk or water) throughout the day. There will be a small charge of 30p per session to help cover the cost of a healthy snack (i.e.: fruit/ toast etc). If you would prefer to supply your own fruit (i.e.: if your child has an allergy) please state this here.....
Parents/ guardians will need to supply their child with a healthy packed lunch, each session. Occasionally with prior parental permission, there may be a small additional charge for your child to participate in certain activities (i.e.: to help cover the cost of; entrance fees if we go on a trip, visitor charges or help towards the cost of forest school supplies etc).

Keyworkers:

Each child will have a keyworker assigned to them prior to their start date and this person will contact you in the weeks leading up to your child starting with us. An up to date keyworkers list can be found on the notice board. If your child's keyworker is absent, another keyworker will be assigned to your child. Please note that sometimes (i.e.: when children change their days) there is a need to change allocated keyworkers and in this instance you would be made aware of this. All information will be shared between staff to ensure that there is continuity of care for your child.

General:

We ask that parents/ guardians provide a pair of wellies, waterproofs, change of clothes, sun hat, wet wipes for their child to use at preschool. If your child is in nappies, please provide these along with a travel changing mat.

You must collect your child on time. If you are unable to collect at the agreed time, please make every effort to contact the Little Explorers Preschool staff team.

If any child is collected more than 10 minutes late without agreement, fees will be charged at double time, with a minimum charge of £5 per child.

Please note, we will not accept children prior to the session start time as we will be setting up for the day.

We will ask you to complete an additional forms which will give us more information in order to help your child to settle, learn and develop at Little Explorers - please make sure that you complete these in full.

The following section must be completed in order to
comply with current legislation:

Details of individuals with parental responsibility for the child:

Parental responsibility and Children Act 1989

The Children Act 1989 says that the child's welfare is the most important consideration. The old word "access" has been replaced by contact. This can refer to contact by letter, phone and actual visits. "Custody" has been replaced by residence.

The Act describes parental responsibility rather than parents' rights. Mothers automatically have parental responsibility. If you were married when the child was born, both of you will have parental responsibility for the child. If the child was born after 1 December 2003, and the father is named on the child's birth certificate, he will also have automatic parental responsibility.

Otherwise, a father can acquire it by formal agreement with the child's mother or by order of the court.

Parent 1 (*who has parental responsibility*):

Address:.....

Telephone number:

Will this person be collecting the child named in this contract from the preschool? YES / NO

Does the child/children live with this person? YES / NO

Parent 2 (*who has parental responsibility*):.....

Address:.....

Telephone number:

Will this person be collecting the child named in this contract from the preschool? YES / NO

Does the child/children live with this person? YES / NO

Details of individual(s) with legal contact for the child(ren), this may not be the same as those with parental responsibility, depending on individual circumstances. If it is different please provide contact information :

.....

Additional information e.g. residence arrangements, information re separation/divorce arrangements, other important people in the child's life, e.g. others who take a parental role such as grandparents, information about stepfamily etc that the child lives or spend time with:

.....

.....

.....

.....

.....

If you require further information regarding terminology etc. in order to complete the above section, please ask.

By signing this contract I am confirming that I have seen and understood the Little Explorer's Preschool's policies and procedures (all available at www.thelittleexplorers.co.uk) and that I will speak to a member of staff if I have any questions

Termination of Contract:

Notice required for termination of this contract, is four weeks by either side, or four weeks pay-in-lieu of notice. Notice cannot be accepted during school holidays. (This may be waived at the discretion of Little Explorers Preschool in exceptional circumstances). If using funding and you leave before the end of the notice period, you will be expected to pay privately for any remaining hours.

This contract is subject to review on a regular basis.

I have read, understand and agree to all of the terms and conditions of this Contract.

Signed by:

Date:

Please print name:

Relationship to child:

Signed by:

C. Moore

Date:

(on behalf of Little Explorers Preschool)

Parents/ Carers should make reference to our privacy notice within the start up information pack for further details on how we collect, use, store and share your information.

CONTACT FORM

(Separate form for each child)

Child's Name: Date of Birth:

Address:.....

..... Post code:

Gender: First language:

Ethnicity/ Nationality (Optional):/.....

Primary Parent/carer's name:

Home Phone Number: Mobile Phone Number:

Email:

Address: (if different to above):

..... Post code:

Work Address:

Work Phone Number:

Secondary Parent/carer's Name:

Home Phone Number: Mobile Phone number:

Email:

Address: (if different to above):

..... Post code:

Work Address:

Work Phone number:

Person to contact in the event of a concern/ illness/ query if unable to contact parent/carers detailed above:

.....

Relationship to child e.g. personal friend:

Telephone Number:

Signed: (primary parent/carer)

Date:

Parents/ Carers should make reference to our privacy notice within the start up information pack for further details on how we collect, use, store and share your information.

Additional information:

Does your child have any special educational needs/ disabilities? Yes No

If yes please specify:

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

If relevant, please list below any other settings/ professionals/ agencies involved with your child (either currently or in the past):

Name of other Setting/ Agency	Main contact name	Contact details	Please sign below to consent to us making contact

I live with:

Other important people in my life:

Celebrations/ beliefs of importance to my family and I:

My Strengths:

All about Me

My name is

.....

My birthday is

.....

My first language is

.....

I can also speak

.....

Other settings/ groups attended:

Other professionals involved:

Things of interest to me:

MEDICAL FORM

(Separate form for each child)

Medical conditions / Allergies/ Dietary requirements:
.....
.....

<i>Immunisation Received</i>	<i>Date</i>	<i>Immunisation Received</i>	<i>Date</i>
Diphtheria		Mumps)	
Whooping Cough		Measles)	
Tetanus		Rubella)	
Polio			

(If exact dates not known, but immunisations are up to date, please indicate "up to date")

Name of Child's Doctor: Tel No:

Address of Doctor:

Health Visitor: Tel No:

Anything else we should know about your child's health and wellbeing?

.....
.....
.....
.....
(Please add an additional information page if required)

Medications:

Name	Dose	Frequency	Prescriber's Name/ Profession

Should any urgent matters of concern arise, I give my permission for contact to be made with the appropriate medical, health, and/or social services authorities, and for my child to be given emergency treatment, as they consider necessary.

I give my permission for my child to be given medicines (with prior written permission on each occasion). I agree to provide medication in the originally labelled packaging etc. I understand that medication can only be administered as directed on the label or as otherwise authorised by a doctor, and I will give written details of any medication and the dosage administered within the 24 hours prior to my child arriving.

I also understand that Little Explorers Preschool will take no responsibility for the administering of any medication.

Please remember:

Little Explorers Preschool cannot undertake the care of a sick child. We will not admit to our premises any child suffering from an infectious disease because of the risk of infecting other children. Parents should inform the Little Explorers Preschool staff team of any symptoms of ill-health shown by the child. If the child becomes ill or generally under the weather, you will be contacted and asked to take the child home.

Signed: (parent) Date:

Child's Name:

Start up Profile



At the Little Explorers Preschool we recognise the importance of working with everyone involved in the child's life from the onset.

This enables us to obtain a really good picture of each child, therefore informing future planning (i.e.: preferred learning styles and likes/ dislikes) and promoting smooth transitions. Therefore we would be extremely grateful if you could complete the form below, providing us with as much information as possible.

Personal, Social and Emotional Development:

1.

Names of significant people in the child's life	Relationship to the child

2. What can we do to help your child settle in to the Preschool?
(Prompts: Consider staff approach, environment, and preferred learning style).

3. What makes your child happy?

4. What makes your child sad/ frightened?

Child's Name:

5. What interests your child? (Prompts: What do they like to do/talk about?)

6. How does your child respond to new situations?

7. Does he/she make friends easily?

8. Is your child a good eater? (Prompts: Will they try new foods?, Do they have a healthy appetite, is there anything they won't eat?)

9. Do you celebrate any festivals/ events as a family?

Child's Name:

10. Are there any celebrations/ festivals that you do not want your child to be involved in?
-

11. How do you manage undesirable behaviour at home?
-

Communication and language:

12. Is your child able to verbally communicate their needs? Is their speech clear?
-

13. Does your child listen attentively in a range of situations (i.e.: listening to stories or conversations etc)? Do they have a favourite story/ nursery rhyme?
-

14. Does your child understand what they are told? (Prompts: Can they follow instructions and/ or answer 'how' and 'why' questions).
-

Physical development:

Child's Name:

15. Is your child in nappies or can they use the toilet? Do they recognise the need for hygiene? (Prompt: Hand washing).

16. Does your child have an awareness of danger?

17. Does your child demonstrate control and coordination whilst making large movements?

Literacy:

18. Does your child enjoy mark making?

Mathematics:

19. Can your child count and do they have an awareness of different quantities?

Child's Name:

20. Can your child differentiate between objects according to their properties (i.e.: spot the differences in colour/ size etc)?

Understanding the world:

21. Do you have a PC at home? Does your child show an awareness of how to use it?

22. Is your child curious about why things happen and how things work?

Expressive arts and design:

23. How does your child feel about messy play? Does s/he like to make things?

Child's Name:

24. Does your child have any concerns about starting at Little Explorers?

25. Do you have any concerns about your child's development?

Any additional information:

Parental Permission form

Date:.....

I (please print name).....hereby give my permission as
parent/carer of (Child's name):

TRANSPORT/OUTINGS

For my child to be transported in a vehicle such as a car, public transport, etc.
with appropriate prior notice, to be taken on outings, to the park, library etc.

Signed:

PHOTOGRAPHS

For photographs to be taken of my child from time to time for use:
In both my own child's and other children's online/ paper based learning diaries,

Signed:

To promote Little Explorers Preschool (i.e.: facebook, website, leaflets),

Signed:

For use within the setting (i.e.: for craft activities, displays etc).

Signed:

EMERGENCY CARE

For my child to be cared for by an appropriate adult in the case of an emergency
(see Emergency Plan)

Signed:

SUN PROTECTION CREAM

For my child to have sun protection cream applied when the weather dictate

Signed:

CAMP FIRE/ FOREST SKILLS ACTIVITIES

For my child to join in with camp fire and forest skills activities under
appropriate supervision.

Signed:

WOODWORK

For my child to take part in age appropriate woodwork activities under
the close supervision of an adult.

Signed:

Please note: This consent form is valid for the entire time your child is at
the Little Explorers Preschool, however you can change your mind at any
time by completing and returning a new parent permission form.

Who can collect?



Name of registered provision: The Little Explorers Preschool

Full name of child:.....

It is important that the setting is informed of anyone else, besides named parents/ guardians, who are authorised to collect your child. Children will only be released into the care of authorised adults.

Other adults authorised to collect: *(please ensure you have their permission for us to hold their information prior to completion of this form)*

Name:..... Tel:.....

Relationship to child:.....

Name:..... Tel:.....

Relationship to child:.....

Name:..... Tel:.....

Relationship to child:.....

Name:..... Tel:.....

Relationship to child:.....

I agree to inform the setting of changes to the list above:

Parent signature:..... Date:.....

Within the setting we use a password scheme, please indicate a password on the form below to be used by those who have not met the staff team before.

Password agreed:.....

Parents signature:.....

Dear Parents and Carers,

At the Little Explorers Preschool we record and track all of the children's learning, using a system called an 'online learning journal'. You will have access to your child's journal (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

The system we use is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our preschool account and can only be viewed by the preschool staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the preschool (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the setting will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms.

The photographs/ videos taken and uploaded to Tapestry by the Preschool are the property of The Little Explorers Preschool and you do not have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn. We would like to signpost you to Tapestry's website where you will find more information and videos:
<http://eyfs.info/tapestry-info/introduction>

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please read this very carefully before signing and returning it to your child's keyworker.

Yours sincerely

The Little Explorers Preschool Staff Team

Online Learning Journal Permission slip

Child's Name: _____

Please read carefully before signing. If you have any questions or comments please speak to your child's keyworker.

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at The Little Explorers Preschool to take photographs and videos of my child to be used in their online Learning Journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to keep my login details safe and secure.

The email address I wish to use to access my child's Tapestry account is:

Please use _____ (first and surname) as my username.

All Parent/Carer/s that will be linked to the account need to sign below:

Name:

Name:

Signature:

Signature:

Date:

Date: