

Dear Parents/Carers.

Welcome to Teddies, to those of you who are new to Teddies, we thank you for choosing our setting and entrusting your children with us.

The staff are Sharon, Julie, Emma, Kathy, Sophie, Lizanne and Marilyn. We all have children ourselves so know that parting with them can be quite difficult, especially when upset.

We ask that you allow us to take the children from you in the foyer as quickly as possible so as not to prolong any distress.

We will ask for your child to bring in things that are linked with the weeks focused activity from time to time, as we may have an interest table. General toys will be discouraged, however, comforters will be ok to help get over any wobbles.

The children will have outdoor play opportunities regardless of the weather. This has to be available to comply with Ofsted guidelines. This will mean that every child will need suitable clothing when the weather is cold and raining, even when brought by car please remember a coat.

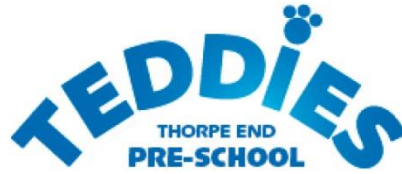
We require the wearing of plimsolls whilst indoors. This will promote independence when changing shoes and will keep the floor clean (we have had in the past children, unaware of dog mess on their shoes).

We aim to make each day fun, whilst keeping the children safe and happy.

If you have any concerns please speak to us as we are very good listeners (and talker).

Regards

Sharon Hacker (Supervisor)



Thorpe End Preschool
St Davids Church
St Davids Drive
Thorpe End
NORWICH
NR13 5HR
Registered Charity No1035130

Date:

Dear

We can offer the following session(s) at Teddies Preschool, commencing
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Monday am 09.00-12.00	Monday pm 12.00-15.00	Tuesday am 09.00-12.00	Tuesday pm 12.00-15.00	Wednesday am 09.00-12.00	Wednesday pm 12.00-15.00	Thursday am 09.00-12.00

Fees are payable termly in advance. At present the fees are £12.00 per session.

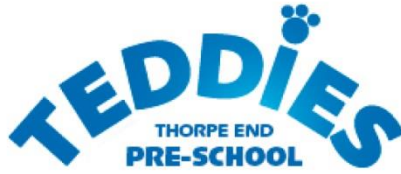
If you do not wish to take up this place please contact us as soon as possible.

We are aware that you may have requested additional sessions, but we are unable to allocate further places at present. If you wish to remain on the waiting list for further sessions please let us know.

Please find enclosed a copy of the Teddies information and Registration Pack.

Kind Regards

Sharon Hacker (supervisor)
Tel: 07880 870 757
supervisor@thorpeendteddies.co.uk



Registered Charity No. 1035130

BIG TEDS INFORMATION SHEET

(On your first session please bring your child at 10.00 (morning session) or 11.50 (afternoon session) so that we can spend a little time introducing them to the pre-school without disruption to the rest of the children)

Please note that although we would prefer new children to be clean and dry, we treat each child as an individual and will assess their circumstances on an individual basis, working closely with the parents. In line with our equal opportunities policy no child will be refused a place at pre-school.

Days and Times of Sessions

Monday, Tuesday, Wednesday and Thursday Morning 09.00am - 12.00pm
Monday, Tuesday, Wednesday afternoon 12.00pm - 15.00pm
St Davids Church Hall 0788 0870 757

Members of staff

Name	Position	Qualifications
Sharon Hacker	Supervisor	NVQ Level 3/A1/Child Protection/ENCO/H&S
Julie Moore	Deputy Supervisor	NVQ Level 3 / SENCO
Lizanne Ayers	Assistant	
Emma Sales	Assistant	FdA Early Years
Kathy Telford	Assistant	NVQ Level 3
Sophie Lee	Assistant	NVQ Level 3
Marilynn Blowers	Assistant	

Please note that staff are pediatric first aiders and are continually training to further their experience and to give the pre-school their best, therefore you may be asked to give written consent for observations to be carried out on your child from time to time.

It would be helpful if you could let us know if your child is unable to attend by either telephoning the Supervisor on 0788 0870 757 or sending a message with another parent/carer. This will be particularly helpful in cases of infectious illnesses, such as chickenpox, so that we can warn other parents.

It is important that you let the Supervisor know if someone else will be bringing/collecting your child, especially if there is someone who should not collect your child. Unless the person collecting your child is listed on your registration form as an emergency contact, WRITTEN PERMISSION WILL BE REQUIRED

What to wear (PLEASE CLEARLY NAME ALL ITEMS OF CLOTHING & FOOTWEAR)

We are a uniformed setting and ask that all children wear Teddies t-shirts/sweat shirts. This promotes a sense of belonging and will prepare them for school. A separate form is included to order these in time for your child starting teddies. As we provide lots of creative messy play, your child/children's clothes will not spoil. All clothing should be named. We ask that in cold weather children have a coat, hats, gloves as much of our play is outdoors, and by contrast on sunny days your child/children wear hats and sunscreen. Because we hire the hall we ask that all the children change to indoor nonslip shoes (ie plimsolls/canvas shoes) this also promotes independence.

We do have a supply of spare clothes for when the inevitable spills/accidents occur, but if you would prefer to bring your own, please bring them in a **NAMED** bag to each session. Sorry - we do not have space to keep them at preschool. Should your child come home in the Pre-Schools clothes, please wash before returning.

Thorpe End Teddies has a "no jewellery" policy. This is to avoid any accident of jewellery being caught and pulled etc. However, we will allow jewellery to be worn if it is for religious reasons. Also, medic bands/jewellery can be worn. Please advise the supervisor if your child is wearing jewellery for any of the above reasons.

Please note: if your child gets PVA glue on his / her clothes, soak them overnight in cold water, then wash as normal. Washing in a hot cycle sets the stain.

Arrival Procedure

You are kindly requested to arrive promptly.

When you arrive, please help your child change into their indoor shoes, hang up his/her coat and wash their hands (in the Ladies cloakroom) and then to find their named teddy and post in the postbox. The inner door is closed at this stage while the room is being set up and only the children of the parent/carer helpers for the session will be in the main hall.

When the room is ready at approx 9.00 a member of staff will open the door to the main hall for the children to come in.

Structure of the AM Session

- Children are welcomed into the hall by the staff. We then free play, allowing the children to settle.
- Register is taken, and we will encourage the children to participate in the calendar, introducing them to the days of the week, month, season, year and weather. The children are told what the activities are, then free play.
- Snack bar for fruit snack and water or milk is available for children to serve themselves.
- The Children all sit together for Story Time.
- Further activities are available for the children to play either individually or as a group.
- At the end of the session, children help tidy away the toys, ready for song time.
- Songtime.
- Children are collected and are marked out in the Register. Accident Book signed as necessary.

Structure of the PM Session

- Session starts at 12.00pm, register is taken and lunch is eaten as a group including staff
- Free play
- Stop for a drink
- At the end of the session, children help tidy away the toys, ready for song time or story.

Whenever the children are outside the back gate is bolted and at least one adult is present at all times.

Collection Procedure

Please wait in the foyer when you arrive, where you will find your child's named craftwork/paintings/cookery items to take home. When the children are ready a member of staff will open the door to the main hall. The children are collected one at a time and marked out in the register.

Working/playing with the children

Our staff child ratio is 1 to 6, plus 1 parent/carer helper. However should there be children under 3 our ratio is compliant with Ofsted regulations. While the children are in our care we encourage them to take part in all the activities on offer. However, not all children like to do the same things so the work they bring home may not be the same as that of another child.

Children are encouraged to share/take turns. If a dispute cannot be solved amicably we use an sand timer so the children know when time is up the toy is passed on.

Accidents

All accidents, however minor, will be recorded in the accident book and you will be asked to sign it when you collect your child. The group has a fully stocked First Aid box and a member of staff will deal with accidents requiring items from it.

In case of serious accident or when your child needs you, you will be contacted using the numbers on the Registration Form.

Fire Drill / Evacuation Drill

A fire drill is practised at all sessions at least once each half term and is done in a fun way so as not to frighten the children. In the event of an emergency where we have to evacuate the building and cannot return, you will be immediately contacted and asked to collect your child/children. The children will be found at the far side of the car park.

Discipline

We operate a strict **NO SMACKING** policy. This includes disciplining your own child if you are a Parent/Carer helper and applies to any other adult on the premises.

Confidentiality

Staff are required to adhere to a strict confidentiality policy. All matters concerning your child are considered confidential, as are the records we keep. You are of course welcome to see your child's personal file at any time.

Key Worker and Record Keeping System

We operate a Key Worker System, which means each member of staff is allocated a group of children to make written observations on. These are designed to record your child's progress and development while he/she is at preschool and is a requirement under the Government's Funding for 3 and 4 year olds, to which we belong.

You will be told who your child's Key Worker will be in the first week of preschool.

Snack Time

In order to promote healthy eating, we ask that your child brings, to each session, a piece of fruit, carrot, celery, a few raisins, breadsticks or savoury crackers, which can be shared by the whole group. Water and milk is offered to drink. The children sit together and are encouraged to be polite and share. This is an opportunity for the children to try new things while learning valuable social skills.

Parent/Carer Helper

During your child's time at Teddies we ask that all parents/carers take turns to attend sessions to assist the staff with setting out and tidying away the play equipment and also preparing the fruit at snack time. Helping at the session enables parents to see what the day-to-day life of the setting is like and to join in helping the children to get the best out of their activities.

Wherever possible, we always try to leave parent duties for new starters until the end of their first half term, to allow time for the children to settle in. A Parent/Helper Rota is prepared each half term to show the session(s) we would like you to help at. If you work and are, therefore, unavailable on certain days, please let the staff or committee know. Heavily pregnant ladies, or mummies with new babies are given a well deserved holiday from duties. Younger siblings are welcome, if no alternative child care is available.

Please can we stress that if you are unfortunately not available for your rostered duty

IT IS IMPERITIVE THAT YOU SWAP WITH ANOTHER PARENT/CARER. It is the onus of the parent/carer to find cover and is not a responsibility of the staff.

This only applies if your child attends a morning session, as we only provide snack time in the morning.

Fund-raising

Both Little Teddies and Teddies Preschool are dependent on funds raised by parents/carers to ensure that equipment and toys can be updated/replaced regularly. We would therefore ask you to be actively involved in our fund-raising events whenever possible.

Newsletters

We regularly send out newsletters to give details of all forthcoming activities and events planned for the group. Where possible we will email correspondence. Please also check the notice board, in the foyer, regularly. This contains lots of useful information about the group.

Committee Meetings

We are pleased to invite you to attend our Committee meetings, where decisions on how the group is run are made. Your views, suggestions and ideas are needed and always welcomed for the continued successful managing of the group. Details of dates and times of meetings are posted on the Preschool Notice Board situated in the foyer together with the list of current Committee Members.

The Pre school is run in accordance with our Policies & Procedures in compliance with guidelines set by the Department of Education for Early Years. Copies of these are found in the Operations File which is kept in the foyer. Please take the time to read them and sign the acknowledgment in the front of the folder as confirmation that you are happy to abide by them. We have enclosed a copy of our safeguarding policy and The non-collection of children policy as these are key to parents.

E-Safety Policy

At Teddies we have a commitment to keeping children safe and healthy and the E-safety policy operates at all times under the umbrella of the Safeguarding policy in relation to electronic communications of all types

Computers are now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment.

The Safeguarding Policy is important for children to learn to be e-safe from an early age and the Pre-school can play a vital part in starting this process.

In line with other Pre-school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and a need to begin to teach them to be aware of and respond responsibly to possible risk. Therefore at Teddies although the children have access to using laptops there is no internet access in the building. It is important that as parents/carers and practitioners we guide and protect the children accordingly.

Mobile technologies

Mobile phones are not permitted within the Pre-school room. Staff are permitted to use their mobile phones in the kitchen only should there be an emergency with their own children or families.

The taking of photographs on mobile phones is strictly prohibited anywhere in the Pre-school.

Facebook and other Social Media sites

At Teddies we take very seriously the safety and protection of the children in our care. As parents ourselves we would ensure that all children are not exposed to any situations that could cause their wellbeing and safety to be compromised.

It is therefore important in the light of many of you using social network sites, such as Facebook that you never put another child's photo on there without the permission of that child's parent/guardian.

Some children live in protected circumstances and there whereabouts should never be disclosed, as this could put the child at risk.

So we ask that you think carefully and check all photos that you place on these sites.

It is important to us that we create positive professional relationships with our parent's and carer's, and therefore ask you not to request any staff member as 'Facebook Friends' as this contravenes our policies and procedures.

It is also important that you refrain from using mobile phones whilst in the setting as this also may compromise the safety of the children and staff.

Thanks you for you co-operation

Sharon Hacker (Supervisor)

Child Protection Policy for Safeguarding Children

Statement of intent;

At Teddies we intent to create in our setting an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded too. Thorpe End Preschool (Teddies) fully recognises its responsibilities for child protection. Our policy applies to all staff, Committee members and volunteers working in the setting.

Our Safeguarding Lead Practioner's are **Sharon Hacker and Julie Moore**

The key commitments of our Safeguarding Policy are;

1. To build a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
2. To respond appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in the '*What to do if you are worried a child is being abused*' publication (DfES 2006). This can be found on the notice board in the foyer.
3. To ensure all child protection policies and procedures are kept up to date and reviewed regularly in light of existing and emerging legislation and guidance. It is also apriority that any changes are communicated to all staff and volunteers within our setting, so that they understand their role in safeguarding children.
4. To meet the requirement in the Early Years Foundation Stage (statutory Framework page 22) that 'policies should be in line with LSCB (Local Safeguarding Children Board) local guidance procedures'.

Safeguarding Procedures and Child Protection Policy (Including intimate care).

- ❖ All staff, regular volunteers and Committee members are registered with Ofsted and undergo an enhanced Criminal Records Bureau Check in order to establish their suitability.
- ❖ Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitations of Offenders Act 1974.
- ❖ During the interview process, applicant will be required to provide an employment history and two written references will be followed up.
- ❖ All staff are required to be familiar with our Child Protection policy and will be asked to sign that they have read this document. We ask staff to regularly attend Child Protection Training (a log is kept of when staff need to refresh their training). The LSCB recommends training should be refreshed every three years.
- ❖ We have a procedure for recording the details of visitors to the setting. All visitors will be required to show ID before being allowed entry to the setting. If necessary, staff will phone to confirm ID, and if necessary will refuse admittance.
- ❖ Visitors are never left alone with children, staff will accompany them at all times
- ❖ We maintain adequate and appropriate staffing levels.
- ❖ Children are not left alone by staff or helpers.
- ❖ We encourage the children to be independent.
- ❖ If a child needs assistance from a member of staff for toileting, a staff member will support where needed.
- ❖ While changing children who are wet or dirty, the child's dignity and privacy will be considered, ensuring minimal embarrassment.
- ❖ Staff are discouraged from showing favouritism and from spending too long with one child.
- ❖ Staff respect a child's privacy and personal space. They should not pick up a child or touch a child who does not wish for adult contact.
- ❖ Adults to not ask children to keep secrets.
- ❖ When managing children's behaviour, staff will never handle children roughly.

- ❖ Adults do not shout at the children aggressively (unless there is a situation of danger) or use sarcasm.
- ❖ Regular contact with children and families outside the setting should be informed to the setting's supervisor.
- ❖ At Teddies we always keep a record of any accidents or injuries sustained with the setting, in addition to recording any accidents or incidents that may have occurred prior to arrival of the session.
- ❖ Any change of a child's behaviour will be recorded and discussed with the child's parent/carer.
- ❖ If an adult suspects that a child may be suffering from abuse or neglect, the setting's named Safeguarding lead practitioner's (**Sharon Hacker or Julie Moore**) must be informed and our concerns will be reported to Children's Services, Child Protection Team (MASH) and Ofsted. The SLP will take appropriate action following discussion with parent/carer following the appropriate procedure **When concern is raised**.
- ❖ At Teddies we asked parents/carers to inform us when their child does not attend the session. In the case of holidays we ask that the parent/carer record this in advance in the diary kept on the desk in the foyer. In cases of illness we ask the parent/carer to call and inform us. If a child is absent for more than a week without reason a member of staff will contact the child's home to ensure everything is ok.
- ❖ Risk assessments covering all aspects for the running of Thorpe End preschool (Teddies) have been completed. These are reviewed and checked annually or when a near miss or incident occurs.
- ❖ E-safety is important and at Teddies. All phones are placed in the kitchen and only available in an emergency. The taking of photos are restricted to the hall and courtyard only.
- ❖ In light of social media sites we ask that any photos and information placed excludes photos and information about any children at the setting without the permission of the parent or legal guardian.
- ❖ Parents are asked not to make any 'Friends' request of staff to avoid any unprofessional contact or conduct.

When Concern is Raised

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specified and confidential record will be set up. Separate from the records of children's progress and development.

- ❖ The child's name
- ❖ The child's address
- ❖ The age of the child
- ❖ The date and time of the observation or disclosure
- ❖ An objective record of the observation or disclosure
- ❖ The exact words spoken by the child
- ❖ The name and position of the person to whom the concern was reported, with date, time and names of any other person present.

These records are signed, dated and kept in a separate and confidential file secure in a locked cupboard. All members of staff know the procedures for recording and reporting.

Disclosures

When a child makes a disclosure to a member of staff or volunteer, that person should;-

- ❖ Keep calm.
- ❖ Offer reassurance to the child.
- ❖ Consider what they hear.
- ❖ Does not question the child or ask leading questions.
- ❖ Informs the designated Safeguarding Lead Practitioner within the setting.
- ❖ Record all they can as soon as possible, following the course of action as noted in the section 'When concern is raised'.
- ❖ Date, sign and time the recording.
- ❖ The action taken will depend on the level of concern and the urgency of the situation.

Talking to parents about concerns

Parents are normally the first point of contact. If we see an injury or behaviour which causes concern, at Teddies we will ask the parent/carer first for an explanation.

If our concerns remain after an explanation is offered and the designated SLP in the setting is unsure of whether to make a referral, we will contact the LSCB MASH team 01603 762445 to discuss with a Children's Services Manager or Advanced Practitioner.

If our concerns remain after an explanation is offered, the allegation meets the criteria for a referral and to prevent any delay in action being taken to protect the child or children at risk of significant harm we will;-

- ❖ Make a direct referral to the Local Authority Social Care Department.
- ❖ If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCB does not allow this.
- ❖ We will continue to welcome the child and family whilst investigations are being made in relation to the alleged abuse.

In cases where we suspect serious abuse and the parent/carer is the likely abuser, at Teddies we will;-

- ❖ Not approach the parents/carers but go straight to Social Services or the police.

In situations where we feel the child or children may be in danger if they go home with the parents/carers at Teddies we will;-

- ❖ **Not** release the child or children and inform Social Services and the police.

Confidentiality

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the procedure and only if appropriate under the guidance of the LSCB.

Allegations against a staff member

An allegation may arise as a complaint, grievance, suspicion or a concern about a staff member, An allegation may arise from either another member of staff or volunteer, or by a parent/carer, In the event of an allegation at Teddies we will follow the procedures set down by Norfolk County Council Children's Services LSCB publication flowchart '**Managing an Allegation against a Member of Staff or adults in your Establishment**'.

In the first instance;

- ❖ An allegation should firstly be reported to the Supervisor (Sharon Hacker SLP). In the event of an allegation concerning the supervisor, the Chair of Committee shall take action.
- ❖ The designated SLP will not investigate or interview, only clarify and record in writing what is alleged, all details should be kept confidential.
- ❖ The designated SLP shall then call our LADO (Local Authority Designated Officer) within one working day of receiving an allegation or concern. The LADO will inform and advise the setting of the correct procedure to follow.
- ❖ The member of staff will be suspended on full pay while the allegation is investigated.
- ❖ Ofsted will be informed by the setting as soon as is reasonably practical, but at least within 14 days of the allegation being made.
- ❖ Any information about the allegation will remain confidential, and those only on a need to know basis will be informed.

In the case that the LADO considers the action not to be abusive or criminal there will be an Internal Establishment Action. The setting supervisor or chairperson will conduct the investigation, after advice has been sought from the LADO.

If the supervisor or chairperson decides on disciplinary action, the supervisor or chairperson must give the adult a copy of the notes that are to be kept on his or her personal file, of action taken and decisions reached. Records relating to cases of abuse or suspected abuse should not be destroyed for **10 years** or until normal retirement.

The committee and supervisor shall then hold a case review meeting, considering what lessons can be learnt and carry out a review of the policies and procedures.

In the case that the LADO considers the action abusive or criminal;

- ❖ There will be an investigation by the Police and /or Social Services.
- ❖ The usual legal process shall then apply.
- ❖ If an allegation is proven in a court of law, the supervisor and committee shall then regard the case as closed. They will then still hold a case review meeting,

For further information see our Whistle Blowing Policy

Designated Safeguarding Lead Practitioners

Sharon Hacker - Supervisor

Julie Moore - Assistant

Their role is to co-ordinate child protection and child welfare concerns. Their responsibilities are;

- ❖ To be familiar with the LSCB procedures
- ❖ To be familiar with the Child protection procedures produced by the setting.
- ❖ To gain training on Child protection from an approved registered body.
- ❖ To have responsibilities for child protection and welfare issues in the setting.
- ❖ To liaise with children's services and the police where appropriate.
- ❖ To hold information and contact details on child protection procedures, consultation, referral and support services available.

Legal Framework

Primary Legislation

- ❖ The Child Protection Act 1989 - section 47
- ❖ The Protection of Children Act 1999
- ❖ The Data Protection Act 1998
- ❖ The Children Act 2004 (Every Child Matters)

Secondary Legislation

- ❖ Sexual offences Act 2003
- ❖ Criminal Justice and Court Services Act 2000
- ❖ Human Rights Act 1999
- ❖ Race Relations (Amendment) Act 1976 and 2000
- ❖ Rehabilitation of Offenders Act 1974

Guidance

- ❖ Norfolk LSCB procedures - April 2008
- ❖ 'What to do if you're worried a child is being abused - Summary HMG 2006
- ❖ Leaflet 5 Norfolk LSCB Consultation Line Document - November 2007
- ❖ Norfolk County Council 'Allegation of Abuse made against a person who works with children - 2008
- ❖ The Common Assessment Framework - 2005

Contacts

Norfolk County Council Children's Services LADO team - 01603 223473

Child protection and safeguarding consultation line - 01603 114134

Norfolk County Council Children's Services (referral) - 0344 800 8020

All LSCB procedures and Protocols can be found on the LSCB website- www.nscb.norfolk.gov.uk Working together web link - www.everychildmatters.gov.uk/workingtogether

Collection of children Policy

- ❖ Parent/carer to inform setting as to who will be collecting their child and on what days.
- ❖ Adults, other than the main parent/carer who will be collecting children on a regular basis to introduce themselves to staff with the parent/carer.
- ❖ If there is a change to collection;
 - The parent/carer to inform staff at the beginning of the session
 - Staff will then require the parent/carer to write the details of the change in the contacts record book. This is done in the presence of a member of staff. Except where there is a reasonable excuse, written permission is always sought from parents where children are to be picked up by another adult.
 - The parent/carer will give a pass word to the member of staff to be used by the person who will be collecting their child.
 - These details are then checked against the details in the contacts book.
 - If the setting has not had written notice and a child has an unnamed adult collecting them, the parent will be contacted by phone and asked to text the collector with permission and a password.
- ❖ Staff will only release children into the care of individuals named by the parent. Parents will be contacted in the event that this procedure is not followed.

- ❖ Information about who has legal contact and parental responsibility for the child is requested from parents in advance of child being admitted to the setting. This is done through the completion of the registration form.
- ❖ Staff will never let the children leave the premises unsupervised.

In the event of a parent/carer failing to collect a child the following procedure will be put into action;

- ❖ Two members of staff will stay with the child in the setting
- ❖ After 10 minutes the parent/carer will be contacted.
- ❖ If the parent/carer cannot be contacted then staff will use the emergence contact numbers for the child to arrange for the child to be collected.
- ❖ If all this fails then Social Services will be contacted on 0844 200 8014 within one hour.
- ❖ If the parent/carer is more than 10 minutes late in collecting the child on a second occasion without a valid reason the setting will issue a formal warning.

If a child appears to be at risk, the setting follows the procedures as laid down in our Child Protection/Safeguarding Children Policy.

Parent Helper Duties

Please arrive by 08.50

Refer to the list displayed on the wall in the hall near the kitchen hatch for details of any food allergies of children currently attending the group.

At 09.15am would you please start to prepare the snack fruit and drinks in the kitchen so that a platter of fruit is **ready for 09.45am** when the snack bar opens. The two storage boxes on the work surface belong to Teddies and contain most things that you will need.

Please prepare a selection of chopped fruits and place on a large platter, cutting any grapes or cherry tomatoes in half, the skin can be left on apples and pears. The platter will need topping up with fruit throughout the period that the snack bar is open.

Two small jugs will need to be filled, one with water, one with milk, and placed on a long thin tray. Please place this at the hatch and the staff will take it to the snack table when it is time. Also please fill a large jug with water and leave it and some milk near the hatch for staff to top the small jugs up with throughout the morning.

How the snack bar operates:

Children are told when the snack bar is open and they are free to have snack when they choose to between 09.45 and 10.45. First they must wash their hands before coming to the table, they then find their name card on the airer and put it in the pot underneath the names so that staff are aware of who has had snack - this also helps with name recognition and reading skills.

They then collect a cup and a bowl from the table and find a space at the snack table. The children pour their own drinks from the small jugs and help themselves to fruit from the platter, sharing and taking turns is encouraged throughout. Snack time is a good opportunity for relaxed time out for the children and their social skills are developed well through sharing and conversing with other children and adults at the table.

When they have had enough snack they put their used bowls and cups on the kitchen work surface through the hatch for you to wash when you are ready to. All children are encouraged to have some snack but if they choose not to they still need to put their name card in the pot so we know that they have had the opportunity to have some. A member of staff is at the table at all times.

The staff usually have a drink while the children are having a story read to them at around 10.45 and appreciate it if you could make this for them, the coloured mugs in the box are for staff use. Please ensure that the hot drinks are kept away from the front of the work surface out of reach of the children.

There is a list detailing the drinks that the staff prefer

When you are not occupied in the kitchen please feel free to play with the children and join in any activities with both your own and other children.

Parent helpers are not permitted to take any children to the toilet area without a member of staff being present.

After snack could you please wash up any remaining cups and Bowls from snack time and any paint pots or other craft supplies that may need to be washed. If there is a food activity there will be additional washing up to help with please.

Thank You Very Much!

Privacy Notice - Data Protection

We at Thorpe End Preschool (Teddies) are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous Early Years setting. We hold personal data and use it to;

- Support the childrens teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the setting as a whole is performing

This data includes your contact details, national curriculum assessment and results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the setting is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Children, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website. <http://www.norfolk.gov.uk/fairprocessingnotices> or for those children/parents where this is not practical a hard copy can be obtained from the Early Years setting.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites;

<http://www.norfolk.gov.uk/fairprocessingnotices>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

If you are unable to access these websites, please contact the LA or DfE as follows;

Teresa Burdett
File Access Manager
Children's Services
County Hall
Room 37
Martineau Lane
Norwich
NR1 2DL

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

Email teresa.burdett@norfolk.gov.uk
Tel 01603 223839

info@education.gsi.gov.uk
0870 000 2288



Registered Charity No. 1035130

Registration Form

Please fill out the following details for Teddies records and return to the supervisor on your first session. Please also keep us updated of any changes.

PERSONAL DETAILS

Childs Full Name: _____ DOB: _____ M / F

Child's preferred name if different from above: _____

Parents'/Legal Guardian's/Carer Names:-

_____ Parental Responsibility? Yes/No (delete)

Occupation _____

_____ Parental Responsibility? Yes/No (delete)

Occupation _____

If you have answered "no", please advise who has parental responsibility: _____

Home Address: _____

Home Tel No: _____ Mob Tel No: _____

E-Mail Address: _____

Work Address: _____

_____ Work Tel No: _____

Names of any persons with permission to bring/collect your child:

Name: _____ Tel No: _____

Name: _____ Tel No: _____

Details of any religious or cultural considerations: _____

Details of any special family circumstances (Including any Family Support Processes)

EMERGENCY CONTACTS

Name

Relationship to child

Tel No

MEDICAL INFORMATION

Doctor's Name and Address: _____

_____ Tel No: _____

Are your child's vaccinations up to date?

YES / NO

Please list below any allergies you child may have (e.g. food, animal, skin, asthma*)

*if your child has an inhaler, please bring it to each preschool session in a named bag with instructions for use and dosage.

Does your child have any special needs or disability?

YES / NO

Details: _____

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

HELP US TO KNOW MORE ABOUT YOUR CHILD

Does your child have a comforter? (e.g. blanket, cuddly toy) YES / NO

If yes, what is it? _____

If the child wants to bring it to preschool, this is perfectly acceptable.
PLEASE NO DUMMIES!

Has your child previously attended a Parent and Toddler group? YES / NO

Does your child know any children at Teddies? YES / NO

If yes, please name them: _____

Does your child enjoy large group activities e.g. singing/stories? YES / NO

Please note each preschool session includes two occasions when large group activities are held. All children are given every encouragement to take part.

Does your child share toys willingly? YES / NO
All children at Teddies are helped to develop this skill.

Does your child need reminding to go to the toilet? YES / NO

Does your child need adult help for the toilet? YES / NO

Can your child wash his/her own hands? YES / NO

We have a supply of spare clothes at preschool for when 'accidents' occur, but if you prefer to bring your own please make sure they are in a named bag.

Is there anything else that we should know about your child?

This information will be held by the Teddies to ensure that the needs of your child will be met whilst in the care of our Pre school. The information will not be sent to anyone outside the setting and will be retained for 3 years after your child has left the Pre school.

Outings Parental Permission Form

I Give permission, for my child _____

to be taken on routine outings to the shops, village green and local facilities without asking each time.,

however I would like to be advised of all such trips in advance where possible.

Signature of Parent

Date

Signature of Childminder

Date

Prior Parental / Legal Guardian consent for emergency treatment

Name of child _____

Date of Birth _____

Any special medical or religious consideration

Signed by parent /legal guardian/ carer

Photo Consent Form

In order to comply with all the rules regarding photos and videos being taken in preschool sessions or by Parents/Legal Guardian's/Carers at any concert or party, we must have a signed permission slip.

This will allow everyone attending any forthcoming concerts to video or take photos. Any photos or videos taken are for home use only and will not be used for publicity purposes, and will not be shown outside the group.

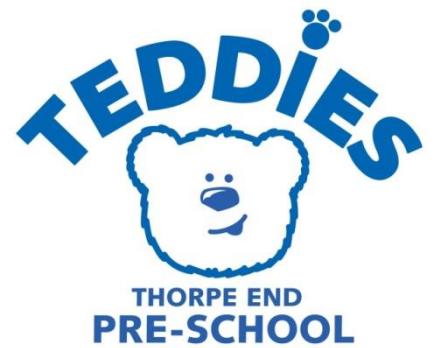
I give my permission for photos or videos to be taken within the session and at any concerts.

Signature_____

Date_____

Print Name_____

Child's Name_____



Dear parents.

As part of our commitment to ensure that your children's Learning Stories are kept up to date. We have always carried this out at home as it is almost impossible to do this during session time without compromising the safety and well-being of the children by not having enough adults in the room.

I therefore feel that to ensure data and confidentiality that we have your permission to carry on this procedure.

I give/do not give permission for (Child's name)..... to continue completing Learning Stories in the above way.

Regards

Sharon Hacker (Supervisor)

Uniform Order Form

We are a uniformed setting, this encourages children to feel a sense of belonging and part of a special group of people.

We hold a small stock of uniform at the setting.

I would like to order for my child.....

1/2/3 x T.shirt(s) @ £4.50

Please circle quantity

1/2/3 x S.shirt(s) @ £8.50

Please circle quantity

Please circle size

3-4

5-6

Total payment enclosed by cash/cheque

Contact details in case of any queries.....