

Registration Form CONFIDENTIAL

Office use only	
Start date	
Age at start	
Home Visit required?	
Key Person	
Settling visits arranged?	
Confirmation letter sent?	
Funding form	
Medical Form?	
Birth certificate red book seen?	
Added to evacuation list?	

Child's Full Name:.....

Child known as:..... Male / Female DOB...../...../20.....

Parent/Carer 1 With whom the parent lives	Parent/Carer 2
Does this parent have parental responsibility? Yes / No If No, who holds parental responsibility for this child?	Does this parent have parental responsibility? Yes / No Does this parent have legal access to the child? Yes /No
Address:	Address:
Home number:	Home number:
Mobile Number:	Mobile Number:
Email:	Email:
Work address and number:	Work address and number:

Sessions Required	Monday	Tuesday	Wednesday	Thursday	Friday
0845-1145					
0900-1200					
Lunch 1200-1230*					
12.00-1500*					Possibly opening afternoons soon 2017/2018 with the understanding that we cannot operate one Friday a month. If you are interested please inform Mel when completing the form.
1230-1530					
1300-1600					
Total					
* Limited Spaces					

In case of emergency who can we call to collect your child?

1st Contact Name:..... **Relation to the child**.....

Home..... **Mobile**.....**Work**.....

2nd Contact Name:..... **Relation to the child**.....

Home..... **Mobile**.....**Work**.....

3rd Contact Name:..... **Relation to the child**.....

Home..... **Mobile**.....**Work**.....

Anyone collecting your child must be over 16 years of age. Initial to acknowledge this:.....

Child's medical Information:

Doctor's Name:..... Surgery Number.....

Surgery Address:.....

Health Visitor's Name:..... Contact Number:.....

Are your child's immunisations up to date? YES / NO

Is your child on any regular medication? YES / NO If yes please advise what medication and why:
(Please include inhalers) **We must see your child's Red Medical Book.**

Will we need to administer this medication at preschool? YES / NO (Note we only administer medicines prescribed by a Doctor, in their original packaging complete with the pharmacy label.)

If YES then a medical form must be completing before your child starts with us.

Does your child have and additional needs or disabilities? YES / NO If yes please give details:

Does your child have any allergies and/or health problems? YES / NO If yes please give details:

Does your child have any special dietary needs or preferences? YES / NO If Yes please give details:

Ethnicity

How would you describe your ethnic background?.....

What is your child's first language?..... What other languages are spoken at home?Is this your child's first experience of a predominantly English environment? YES / NO

Outside agencies.

Does your family have a social worker for any reason? YES / NO

Name:..... Based at:..... Telephone:.....

What is the reason for the social worker's involvement: **NB if the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and these will be kept securely in your child's file.**

Are any of the following in place for your child?

Early Years Action: YES / NO Early Years Action Plus: YES / NO
Statement of Special Educational Needs: YES / NO If yes to any of the above, what additional support will your child require in our setting?

Does your child attend any other early years setting or childminder YES / NO

If yes Who is their Key Person?.....Name and address of the setting?

Contact Telephone number: Do we have your permission to contact them with the intention of sharing information with them, e.g. Next Steps YES / NO

Should your child move to another setting, or move onto school, do we have your permission to send/share with them the contents of your child's learning journal YES / NO

Has your child recently left another early years setting? If so, where?:

Do you have your child's observation/developmental records? YES/NO

Permissions

Photography and videos: We use Tapestry online learning journal to record your child's learning and development. This is a very secure system and parents are able to view the observations and pictures and videos as they are uploaded. Parents are given a password so they can view their child's journal. There are times when children are playing with other children and the social interaction, conversation or group activity is the major part of the observation. As a result there may be times where your child will be

in the same observation as another child/ren or in the background, therefore, able to be seen by these children's parents.

Please initial here that you accept this:

Can we use pictures of your child in promotional material? YES / NO

Can we use pictures of your child displayed permanently in the setting? YES / NO

Can we use pictures of your child in the setting's literature, i.e. newsletters? YES / NO

Can we use pictures of your child on our website? YES / NO

Sun-cream/ Wipes:

We ask parents to apply sun-cream before they attend the setting on hot days. If your child has to have a specific sun-cream we ask that this is bought in each session. We will offer parents the opportunity to join the sun-cream club where, for a small fee, we will supply a sun-cream which we will apply to their children if needed during the sessions.

Do we have your permission to apply sun-cream to your child if needed YES / NO

Be aware that a child without their own sun-cream, who has not had sun-cream applied before the session or we do not have permission from their parent(s) to apply the setting's cream, will not be permitted to go outside in the hot weather for their protection.

If needed can we use 'any' baby wipes on your child's hands, face or intimate areas if needed YES / NO

If NO, please supply a pack of your preferred wipes in your child's bag.

Are we able to use Anti-bacterial hand sanitizers on your child? YES / NO

Outings: We like to make full use of the local environment and occasionally we would like to take the children on walks. Do we have your permission to do this? YES / NO

First Aid: Please sign to say you agree with the following statement:

I give the staff at Bishopstoke Preschool permission to administer First Aid to my child if needed. If my child requires professional medical care I give the staff at Bishopstoke Preschool permission to either take my child to A&E or call an ambulance and sign, on my behalf, any consent required by the medical professionals.

Note: The parent giving consent must have 'parental responsibility.' Every effort will be made to contact parents in the event of an emergency.

Signed by Parent 1: Date/...../20.....

Signed by Parent 2: Date/...../20.....

My child can wear plasters and I give preschool staff permission to apply them. YES / NO

The collection of children:

Please sign to state you understand the following statement. I understand that staff will not hand my child over to anyone other than those with 'parental responsibility' without being notified on the day that a third party will be collecting. I will tell staff who will be collecting, their name and a password without which I understand staff will refuse to hand my child over.

I understand the staff do not take a child 'knowing' the person who turns up to collect as a solid reason to hand my child over. I understand that my child is in the care of the Preschool staff until they are comfortable they are handing the child over to someone I trust who is over 16 years of age. Late collections may incur a 'Late Collection Charge.'

Signed by Parent 1:..... Date/...../20.....

Signed by Parent 2: Date/...../20.....

Information Sharing:

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provide it or to whom it relates if it is in the public interest. That is when:

- It is to prevent a crime from being committed or intervene where one may have been committed or prevent harm to a child: or
- Not sharing it could be worse than the outcome of having shared it.

The decision to share information will be made by the two senior staff on duty at the time and not by one individual. The criteria of sharing information will be:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children or young people or serious harm to adults including the prevention, detection and prosecution of serious crime.

Signed by Parent 1:..... Date/...../20.....

Signed by Parent 2: Date/...../20.....

Tapestry Learning Journal

At Bishopstoke Preschool we use 'Tapestry' to record your child's learning and development during their time with us. Many of the observations we take are supported with photographs. There are times where we use pictures that show your child in the background or partaking in social activities with other children. We would then use these photographs to support the observations of all the children who are the focus of the picture and observation. As Tapestry automatically shares all observations with the parents via their own secure login, there are times where your child will feature in not only their own but other children's observations [i.e. when children are playing together], thus viewable to their parents/carers. Please sign below to indicate that you understand and agree to this.

On signing this section you also are acknowledging and agreeing not to share **any** pictures in your child's Tapestry Journal via social media. The following are examples, but not a comprehensive list, of social media: Facebook, Twitter, and Instagram. Distribution by text or email is also unacceptable. You will have constant access to Tapestry and your child will receive a copy of their Learning Journal when they leave us. **If the setting become aware that images have been shared by any parent, then the setting will stop uploading images to their child's Tapestry Account and edit each previous observation in order to remove each photograph.**

Tapestry Learning journals are extremely useful to staff, other outside agencies and schools. The Journals also make a beautiful gift documenting a child's learning, development and their time with us when children leave, and it is used by thousands of setting and schools. If you wish to discuss this before signing, please speak to a member of the management team.

Signed by Parent 1:..... Date/...../20.....

Signed by Parent 2: Date/...../20.....

Agreements

- Any fees due for sessions, or hours, requested over and above the government 15hours are due in advance; either half termly or weekly by agreement. Incurred debts may be subject to a late payment charge and could result in all hours over and above the Government Funded hours being removed until the debt has been paid. Reinstatement of any additional hours will be subject to availability.
- Any fees are still due during a child's period of absence due to holidays or sickness.
- It is the parent's responsibility to advise the setting of any change of information on this form.
- Four weeks' notice is required if you wish to remove your child from the setting or change their schedule. All fees are due during this notice period.
- There will be five inset days per academic year where the setting will either be closed (when the hall is being used for official reasons, i.e. elections) or if the setting remains open full session fees will be applicable for those who still require child care.
- Should a child have sickness and/or diarrhoea, the setting enforces a 48 hour quarantine period after the last bout. We do this to stop the spread of any infections. We ask that parents/carers are honest and help us provide a safe healthy environment for the children and staff.
- We ask that parents provide a healthy lunchbox for their children as well as refrain from bringing chocolate, sweets, squash, nuts and crisps into the setting. (Guidance to a healthy lunchbox can be found in the 'Welcome Pack'.)
- The contents of the 'Welcome Pack' are included in these agreements. Please ensure you read it carefully.
- Bishopstoke Preschool accepts preschool vouchers as payment, but in the event of a preschool voucher scheme failing to redeem a voucher, the payment will need to be honoured by the parents.

At the time of starting:

My child wears nappies or Pull Ups YES / NO **If yes ensure these are in your child's bag each day**

My child is toilet training YES / NO

My child still has toileting accidents OFTEN / SOMETIMES / RARELY / NEVER

We insist that every child bring a full set of clothes each day, including footwear, with them as accidents can still happen, even if they are as a result of activities. Please ensure they are named as we do not take any responsibility for lost clothing.

My child still sleeps during the day YES / NO If yes, what time?:

My child has a comforter YES / NO It is a: Called:.....

My child is scared/wary of:.....

Are there any other important pieces of information about you your child or your family you think we should know?

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

By signing below you are stating that you have read and accept the content of this registration form in its entirety.

You are signing to state that the information you have provided is correct.

You are signing to state that you have read and accept the content of the policies provided for you on pages 13-19. Full policies are available to you in the setting at any time.

Parent 1 signature: Date ____/____/20____

Print:.....

Parent 2 signature: Date ____/____/20____

Print:.....

The Early Years Pupil Premium for 3 and 4 year olds

From April 2015, preschool, schools, childminders and other childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. This section explains what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed form(s) so that we, as a provider, can claim the extra funding.

National data and research shows that children of families who meet the Early Years Pupil Premium criteria may need additional help to get the most from their Early Years Education. As with the Pupil Premium available for Hampshire schools for children in Reception up to Year 11, the Early Years Pupil Premium will provide Hampshire early years education approved preschool, pre-schools and childminders with extra funding to support children in achieving the best early years outcomes and start they can.

The setting uses the extra to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early years education can influence how well a child does at both primary and secondary school and so we want to make the most of this additional funding. If you have older children, you may be aware that a Pupil Premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore, if your family meet the criteria that are detailed on the form, we ask that you fill it in and return it to us. This will allow us to claim the additional Early Years Pupil Premium funding.

The information that you provide to us will be covered by our data protection policy and the Hampshire County Council [privacy notice](#).

EARLY YEARS PUPIL PREMIUM

VOLUNTARY REGISTRATION FORM

As an approved provider of Early Years Education in Hampshire, we need information about you and your child to make sure we receive all the government funding to which we and your child are entitled. This will help us to provide your child with the best education and support. So that we can claim government funding that is available, please complete this form and return it to us by [date _____].

ABOUT YOUR CHILD/CHILDREN: (Please enter the child's legal name as shown on birth certificate)

Child's Last Name	Child's First Name	Child's Date of Birth			Name of pre-school, preschool, childminder
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	D M Y	D M Y
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you're not also entitled to Working Tax Credit with an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the Early Years Pupil Premium.

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

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the Early Years Pupil Premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes No

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

DECLARATION

I agree that Hampshire County Council will use the information provided to process my claim for Early Years Pupil Premium and will contact other sources as allowed by law to verify my entitlement. I agree that the information may be used to ensure accuracy of records held by the local authority and to check against fraud.

I declare that the above details are true and I understand that any false or incorrect information could lead to funding being withdrawn.

I understand that my details will be held securely, in accordance with the principles of the Data Protection Act 1998.

I agree that the information provided can be used to register my family with my local children’s centre (if not already registered). I understand that the information will be held confidentially on the Hampshire Children’s Centre database and only shared with partner organisations to provide appropriate and timely services and evaluate service provision with parental consent. I also understand that this information may be anonymised and used for statistical purposes.

I understand that whether I use this scheme or not, it will not affect any of the benefits I may be entitled to.

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Signature of parent/guardian with parental responsibility

DATE

Childcare Setting/s my child/ren attends:

Name
Name:

Please note:

Any confidential information regarding your family will not be passed on to organisations outside of Children’s Services partners without your consent, unless it is of a Child Protection nature, in which case information will be shared with appropriate agencies.

If you DO NOT wish to be registered at your local children’s centre, please email childcare@hants.gov.uk. This email address can also be used should you later choose to opt out.

2 Year Old Early Years Education Offer

What is the 2 Year Old Early Years Education scheme?

This is a scheme that allows eligible children to receive free early education from the funding period after their second birthday. This is part of a national offer from the Department for Education (DfE) and has been developed to improve outcomes for identified two year olds who would benefit from access to high quality early years and childcare provision. Early years and childcare providers also link with local children's centres where providers and families of children who attend early years education can get a range of family support.

Some two year olds are now eligible for up to 15 hours per week (or a maximum of 570 hours per year) of FREE Early Years Education

One of the following criteria must be met to receive free 2 year old early years education:

Children whose parents/guardians are in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit and/or Working tax Credits with an annual gross household income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working tax Credit)

Children looked after by the Local Authority (Child in Care) or Child Leaving Care

- Through special guardianship, adoption or child arrangements order (previously residence order)

Children with Special Educational Needs and/or a disability:

- Child with a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHC Plan)
- Child receiving Disability Living Allowance

If you think you are eligible for 2 year old funding, please tick here

The Office will be happy to do a check of your eligibility and talk you through the application process.

Alternatively, you can apply online on the web address below.

www.hants.gov.uk/eye/2-year-old-offer-2.htm

Please record your unique claim number here (for those who have booked online/already have confirmation of receipt of the 2 year old offer)	
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Parents Information Sheet – Please keep for future reference

Bishopstoke Preschool– Policies & procedures.

The following is a brief outline of policies adopted by Bishopstoke Preschool. More detailed copies of these policies are available for your inspection at the setting.

Equal Opportunities Policy

Bishopstoke Preschool aim to provide equal opportunities in a positive manner to ensure that all staff value and respect the different racial origins, religions, cultures and languages of the children in their care and their families/guardians.

Each child is valued as an individual without racial or gender stereotyping and is encouraged to develop positive attitudes to differences of race, culture and language, and difference of gender. The same applies to children with disabilities or special educational needs.

The equipment, activities and day-to-day management of the preschool are organized in such a way as to reflect this policy. Bishopstoke Preschool will seek to employ the most suitable candidate for any post.

Commitment to implementing the setting's equal opportunities policy will form part of the job description for all workers. Any discriminatory remarks or behaviour within the preschool is unacceptable and will be challenged.

Child Protection Policy

Bishopstoke Preschool is committed to the welfare and protection of all children in its care.

It is a function of the company to protect children from harm by ensuring that concerns about their safety are properly investigated.

As a childcare setting we are fully aware of, and abide by, the local child protection procedures in place in each area in which we operate. We will work together with parents in following these guidelines.

All incidents and accidents will be recorded, and parents will be asked to sign an accident form when collecting their child. Parents should report any incidents or accidents, which occur outside of the setting at the beginning of each session.

Behaviour Policy - Our Aims

We set high expectations through encouraging and praising appropriate behaviour. We believe children benefit most where adults adopt a consistent and positive approach to the management of their behaviour.

We ensure that all staff within a setting are clear of what is expected of each individual child in their care to ensure a consistency of approach. They are trained to set up positive environments, to be aware of causes of unwanted behaviour and to manage such situations when they occur.

We aim to establish clear boundaries according to the child's level of understanding, encourage children to be aware of the settings, routines and procedures and ensure they know what is expected of them.

We aim to provide all children a secure, consistent and calm environment.

We promote this behaviour policy with staff, parents and with the children in our preschool to ensure all know the expectations of them in the partnership. A copy of the full policy is available for you to read at the preschool.

Late Collection Policy

On starting session times will be agreed between the setting and parents/carers. We expect children to be collected promptly. Parents/guardians who know they are going to be late (due to unforeseen circumstances) must telephone the preschool to inform them of the expected time of arrival.

Parents/guardians who are consistently late should be aware that they will be charged a minimum of £10 per 15 minutes (or part thereof) or whatever rate is advertised at the preschool. You will be asked to sign indicating the time of your arrival. You will then be invoiced for this at the end of the month.

Customer Complaints Policy

If you have any cause for complaint, please speak in the first instance to the preschool manager.

Written complaints will be passed as necessary to relevant parties at higher management levels and they will respond to you directly.

You may also contact the OFSTED office based locally to the preschool, which your child attends. Details of this office will be displayed on the parent's notice board at the preschool.

No Smoking Policy

Bishopstoke Preschool has a no smoking policy in all preschool. Parents are asked not to smoke in or around the immediate building.

Information Sharing

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

We explain to families how, when and why information will be shared about them and with whom. We aim to seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

Security Policy

We have taken a number of steps to ensure your child's safety whilst at preschool.

All external doors are locked whilst preschool is in session apart from the rear garden door which is securely fenced and gateways fitted with secure locks.

We need to be informed if there will be a change of person collecting your child, and a password system will be used. Failure to inform preschool staff of any change will result in that child being kept at preschool until we have contacted the usual person who collects the child.

Evacuation Procedures

In the case of fire, the alarms sound and the preschool is evacuated in a planned and precise fashion. Staff have an evacuation list which include all your child's details. In the unlikely event of the preschool not being safe to use after an evacuation, then alternative arrangements will have been made for your child and you will be notified of this as soon as possible.

Should the preschool be forced to close, parents will be kept informed through website pages and fee refund is at the discretion of the proprietors' depending on the circumstances and length of closure.

Change of Circumstances

It is very important we keep the records of your child up to date. If any details you originally gave the preschool upon registration change throughout the year, please pass them on to the manager so the registration documents can be amended.

Medication Policy

Prescribed medication, which is clearly labelled for your child, can be administered by the management team whilst your child is at preschool and once handed over to a staff member will be stored in a locked medicine cupboard or refrigerated as appropriate.

Parents sign at the start of the day to authorise management to administer prescribed medication. On administration an entry is made on your child's personal records and parents then sign again at the end of the day to confirm they have been informed of their child's last dose of medication. If ongoing medication is required, for example for asthma, then a 'Health Care Plan' is completed for your child and held at the preschool.

Illness

1. Any child who develops a temperature or who is obviously unwell during the day will need to be collected as soon as possible. Parents will be contacted.
2. Children are not allowed back to the preschool until at least 48 hours after vomiting or having Diarrhoea.
3. Children are not allowed at the preschool with untreated conjunctivitis or Impetigo. A doctor should treat the infection and medication should be given.

If your child shows symptoms of any of the above, or has a high temperature, please keep them at home until they are completely well to avoid infecting other children and staff.

Administration of Prescribed Medicines in Preschool

Requests may be made for prescribed medicine to be administered to children in the preschool.

1. In cases of chronic illness or long-term complaints e.g.: Asthma, Diabetes, Epilepsy and severe allergies.

2. In cases where children have recovered from short term illness but need to complete the last doses in a course of medicine i.e.: antibiotics.

In these instances the following procedure must be followed:

1. The medicine should be brought to the preschool by the parent and delivered personally to the Manager or the Room Supervisor.
2. Medicines must be clearly marked with the child's name and directions for administration
3. Parents must then sign the medication book giving clear details of
 - a. Medicine involved
 - b. Frequency of administration
 - c. Dosage.

Without this written authorisation the medicine will not be administered.

4. Asthma Inhalers: Inhalers to be used in Preschool should be brought in a bag clearly labelled with the child's name. A letter signed by the parent should be given; details of dosage and instruction must be kept with it.
5. Epi Pens. These should be clearly labelled with your child's name and emergency contact numbers for parents/guardians. Details of any allergies should be confirmed to the Manager and all staff involved in the daily care of your child.

Please Note: **The preschool will only administer medicines that are prescribed by a Doctor. We will not administer Calpol, Aspirin, Paracetamol or any medication containing these substances.**

Admissions Policy

Statement of Intent

It is our intention to make our preschool accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the preschool through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that the existence of the pre-school is widely advertised in places accessible to all sections of the community
- We ensure that information about our pre-school is accessible – in written and spoken form – and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, through signing or an interpreter.
- We keep a place vacant if this is financially viable to accommodate an emergency admission
- We describe our preschool and its practices, in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers including childminders

- We describe our preschool and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our preschool and its practices in terms of how it enables children with disabilities to take part in the life of the preschool.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place
- We make our equal opportunities policy widely known
- We consult with families about the opening times of the pre-school to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families
- Fees are payable termly or weekly in advance by agreement with the owner late fees will be subject to £10 fee for every week late. Management have the right to reduce a child's hours to funded hours only if any additional hour's fees are late. Reinstatement of additional hours are subject to availability.
- Notice of termination of the preschool place is one month and must be in writing.

Privacy Notice – Data Protection Act 1998

Hampshire County Council is the Data Controller for the purposes of the Data Protection Act. We collect information, and may receive information about your child from your child's Early Years Education setting. We hold this personal data securely and use it to:

- Support your child's teaching and learning;
- Monitor and report on his/her progress;
- Provide appropriate pastoral care;
- Deliver our statutory duties; including financial and sufficiency planning;
- Carry out statistical analysis; and
- Assess how well your child's Early Years Education setting is doing.

This information includes your child's contact/address details, date of birth, your child's setting attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

We will not give information about you (or your child) to anyone outside the County Council without your consent unless the law permits us to. We are required by law to pass some of your information to the Department for Education (DfE).

Early Years Checker for 2 Year Old Education and Early Years Pupil Premium

The early years checker tool is used to assess your financial eligibility for two year old funding and early years pupil premium for children aged three and fourⁱ. When you log onto the early years checker tool you will be asked to provide relevant information in order that checks can be made to confirm that you are eligible for the funding. The financial information requested is for applying for both 2 Year Old Education funding and (when age appropriate) the Early Years Pupil Premium. The information is provided to Software for Data Analysis Ltdⁱⁱ and passed to the Department for Work and Pensions (DWP) for the purpose of confirming that you are in receipt of relevant benefits. Hampshire County Council will also receive confirmation of your eligibility.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Hampshire County Council:

<http://www.hants.gov.uk/education/schools/schoolsdataprotection/fairprocessing.htm>

The Department for Education:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

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

Colin Payne, Data and Information Manager, Children's Services Department, Hampshire County Council,
Elizabeth II Court East, The Castle, Winchester, Hampshire SO23 8UQ

Website: <http://www.hants.gov.uk/> Email: childrens.services.dp@hants.gov.uk Telephone: 01962 845700

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

Website: www.education.gov.uk Email:

<http://www.education.gov.uk>

Telephone: 0370 000 2288

ⁱ Early Years Pupil Premium will not commence until 1 April 2015.

ⁱⁱ Software for Data Analysis Ltd are the operators of the online checker tool that has been purchased by the County Council.