



**Little Love Lane Pre-School**

[www.littlelovelane.co.uk](http://www.littlelovelane.co.uk)

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# **Little Love Lane Pre-School**

## **Parent Pack**



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**Due to Covid 19 we have had to make temporary changes to the way we normally do things please ask if you're not sure about anything .**

## Welcome

Thank you for choosing Little Love Lane to care for your child. The following is intended to give you an idea of what is involved when your child joins us at Little Love Lane.

At Little Love Lane we aim to provide the highest quality education and childcare for all our children. We offer a warm welcome to each individual child and family and provide a caring environment in which all children can learn and develop as they play.

Young children are naturally curious and enthusiastic learners, and we aim to build on this to extend their learning through a wide range of challenging but pleasurable activities. We will ensure equality of opportunity for all children and their families. We will support children with special needs and their families through the Special Education Needs Code of Practice together with parents, staff and other professionals. We will at all times ensure that every child, no matter what their skills or abilities, is included and interacted with at all times.

We pride ourselves on an environment and workforce that is continually striving to improve provision by continuous professional development and reflective practice.

Little Love Lane is a registered charity and the Nursery and Pre-school is a non-profit making organisation with all fees paying for staff wages and development, the general running and upkeep of Little Love Lane as well as the purchase of resources and toys.

We operate an 'open door' policy at Little Love Lane. This means that you are welcome to come and see us at any time that is convenient for you. We will always pay any concerns or worries you may have with the absolute respect they deserve and are here to offer support at all times.

Sarah Boyce  
Chair of Trustees

Debbie Woodman  
Manager



## **Our Registration System**

All children have to be initially registered using our registration form and this needs to be repeated in September at the start of each school year. We repeat this process annually as it allows us to ensure our records are accurate and up-to-date.

This detailed registration forms gives us all the information we need to tailor your child's experience at Little Love Lane as well as inform us of any specific issues of which we may need to be aware.

It is very important that all children are signed in and out of Little Love Lane. On our daily register you will find your child's name next to the times they are due to attend that day and spaces which you fill in with the times they actually arrived and were collected together with the parent/carer's signature for each. Throughout the day our staff will review the register to see how many children are present and make regular head counts. At the end of your child's session it is also important that you sign your child out again so that we know they are safely back in your care.

Keeping our register accurate is vital, especially if we have to evacuate the building in an emergency.

## **Key Person System**

Each child is appointed a key person. When your child's primary key person is not present another member of staff will be assigned the task of caring for your child and this will be their secondary key person. They are here to help you and your child to settle into Little Love Lane and to be a special point of contact for you.

### Online Learning Journal

We maintain a record of your child's progress and development at Little Love Lane using an online application called Tapestry. Observations are recorded by key persons in the seven areas of learning and development that must shape education programmes in early years' settings following the Early Years Foundation Stage as defined by the Department for Education.

#### **Prime**

These three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

#### **Specific**

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

- Literacy
- Mathematics
- Expressive Arts and Design
- Understanding the World

Each observation is described in terms of these headings. Tapestry also contains photographs and observations of your child taking part in different activities at Little Love Lane.

You can also post your own photographs and observations of your child and we would encourage you to do so, especially if you see a 'Wow Moment'-anything great that your child does at home e.g. getting themselves dressed for the first time or counting to 10 by themselves.

Your child's Tapestry file is a very important record and can only be seen by those authorised under password control. In order to set up your child's Tapestry record we need to initiate it using a private e-mail address. We ensure full confidentiality is followed at all times with regard to your child's Tapestry file and we adhere to all of the guiding principles of the Data Protection Act.

At any time you can request a meeting with the key person for your child to discuss observations that have been posted. We would appreciate 24 hours advance notice of this, so that we can arrange for cover for the relevant key person.

As part of the key person process we will create a partnership with you, as parents are the first educators for children and we value your experience. We will work together to ensure your child's time with us is happy and constructive. We observe children regularly and will share our observations with you through their own care or play plans, to ensure your child's needs are met.

Our staff are also in partnership with other agencies and professionals including health visitors, speech therapists, etc. to ensure your child's needs are met. We also work closely with reception class teachers to ensure their step up to school is as easy as possible.

### The Early Years Foundation Stage

The early years' foundation stage applies to children from birth to the end of their reception year. Compulsory schooling begins at the start of the term after a child's fifth birthday. The foundation stage prepares children for learning in Key Stage 1 and is consistent with the National Curriculum.

The foundation stage details established expectations for most children to reach by the end of their reception year. All this may seem a little daunting but please let be reassured, we plan opportunities for children to develop and extend their knowledge through play in a happy and relaxed atmosphere.

### Transition to Primary School

We want children to feel happy and secure during their time with us. We understand that children may find times of transition difficult and may need extra support at these times.

To create a positive and supportive climate for smooth transitions to primary school, we arrange regular visits for children in their final year at Pre-School to the adjacent Primary School to which most of our children progress when they leave. As well as giving the children confidence, this generates effective communication between child, parents and staff.

## Staff to Child ratios

The legal requirements for staff to child ratios in Ofsted registered nurseries and pre-schools are:

		Max capacity
Baby Room (under 2)	1 member of staff to every 3 children	12
Tweenies Room (2 to 3)	1 member of staff to every 4 children	30
Pre-School (3 -4)	1 member of staff to every 8 children	60

## Management Committee

We have adopted the Pre-school Learning Alliance (<http://www.pre-school.org.uk/>) constitution, and a copy of this is available from our website.

The management committee is legally responsible for the running of Little Love Lane, and ensures it operates according to the law and any relevant regulations set down by OfSTED, the Charity Commission and the Isle of Wight Council.

We hold regular management committee meetings, and would welcome additional committee members. If you are interested in joining the committee, please speak to the manager in the first instance.

All of our committee members are vetted via the government's Disclosure and Barring Service with an Enhanced DBS check before they are allowed to take part in the governance and running of Little Love Lane. This check is repeated on a 3-year basis as per the current guidance from OfSTED and the DBS. In addition, the Chair undergoes an in depth interview by OfSTED before being authorised to take up the position. Please Note: At times we will move staff between rooms to ensure our ratio of staff to child is maintained.





## **Staff**

All of our staff (including students and apprentices) are vetted via the government's Disclosure and Barring service before they are allowed in the baby, tweenies or pre-school rooms. This check is repeated on a 3-year basis per current guidance from OfSTED.

All our staff are suitably qualified and experienced, and some staff have been working within the childcare industry and Little Love Lane for many years. We have a happy and contented workforce which has meant that staff turnover is extremely low, thus ensuring and guaranteeing continuity of care for your child.

We are committed to staff training and all staff attend regular training to keep their skills and knowledge up-to-date, ensuring that at all times we are following the government's Early Years practices.

All staff are aware that confidentiality is of upmost importance when discussing individual children and will ensure that sensitive discussions with parents and staff are always held in a private area.

As part of our commitment to training, we have a vital role in providing experience for childcare students as a placement for work experience. All students are closely supervised by staff and are not included in our staff ratio. Also, students cannot and therefore will not be left alone with your child or be allowed to change nappies or clothing.





## Breakfast Time, Snack Time, Lunch Time, Tea Time and Drinking Water

**Please Note:** We operate a **NO NUT** policy and this includes Peanut Butter, Nutella, etc. Please ensure that you check that any food brought in does not contain any nuts or nut products.

This is temporary suspended due to current circumstances. We are asking that parents provide snack and breakfast

### Breakfast Time

Between 07.45am and 9am we operate a breakfast club. You can either send in your child with their own breakfast or choose from our range.

The breakfast we supply is a choice of cereal, toast (with various spreads), milk or water.

If your child is present during the 07.45am-9am session, there is no need for them to have breakfast at home.

### Snack Time

At snack time we operate a 'rolling' snack procedure. We only provide fresh milk and water at snack time as we believe these to be the healthiest choices for your child as opposed to juice or squash.

We do ask parents for their assistance with helping towards the cost of snacks which will be £1 per week per child which is charged in advance via school money.

Some of the snack we buy are:

- Fruit and vegetables; apples, oranges, bananas, grapes, carrots
- Salad; cucumber, cherry tomatoes
- Wholemeal bread, bread sticks, savoury biscuits, crackers, rice cakes
- Yoghurt, cheese, savoury dips

### Lunch Time

#### Packed Lunch:

If your child is staying for lunch, please ensure that there is a suitable container which is identified by their name (full name is preferable, as we often have children with the same forename). A purpose made lunch box, or bag is best as this will keep all of your child's lunch together.

Can you please ensure that your child's packed lunch includes a drink and that fruit such as grapes and tomatoes are cut up as they can present a choking hazard.

To promote healthy eating no sugary sweets, chewing gum or fizzy drinks are allowed in the children's lunchboxes and these will be removed by staff if found. Small quantities of biscuits, cake or chocolate are allowed.

Please Note: We cannot heat meals at lunchtime except in the Baby Room.

### Tea Time

At around 16:00/16:15 every day we stop for Tea. This meal is provided by the parents/carers of each child. Children can bring in a packed tea and because this is generally a quieter session they can bring in something which we can heat up in the microwave. This meal time is flexible to suit an individual child's routine.

### Drinking Water

Cold tap water is available all day for drinks and we will ensure that your child's drinking container is regularly refilled with fresh water throughout the day. Please label your child's container with their name.

## Accidents, Illness, Medicine and Emergencies

### Accidents

Unfortunately accidents can occur, especially with young children at play and because of this we keep a record of all accidents and injuries that occur. If your child has been involved in an accident they will be attended to by a trained first aider who will then fill out a form detailing what has happened. The form will be shown to you at collection time and discussed. When you have read the form please sign it to acknowledge the accident. **Please note we do call if your child bangs their head no matter how bad this due to this being classed as a head injury even if no medical treatment is needed we still need to inform you to keep an eye on this after the child leaves the setting. We are also required to record any injuries that your child may arrive with. This is to safeguard ourselves as well as benefiting the children in our care.**

### Illness

Children who are ill must not attend Little Love Lane and if your child becomes ill we will contact you to collect them. There are set guidelines by Public Health England and the guidelines on Infection Control are displayed in the manager's office as well as available online at:

[www.gov.uk/government/.../Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](http://www.gov.uk/government/.../Guidance_on_infection_control_in_schools.pdf)

We have a strict policy on sickness and diarrhoea as this can spread rapidly throughout a setting if not controlled effectively. Your child will not be allowed back into the setting until 48 hours after the last bout of sickness or diarrhoea has passed. Therefore if your child is sent home sick on Monday lunchtime, they will not be allowed back into the setting until after lunch on the Wednesday assuming they have had no other sickness in the meantime.

Unfortunately, our policy states we cannot refund your child's place should they be off sick, unless they have been hospitalised.

### Medication

We can only administer medication which has been prescribed by your child's doctor or pharmacist. In addition, we will now administer paracetamol and ibuprofen to reduce a child's temperature or pain with your written permission.

All medication needs to be in the original pharmacy packaging and have the child's name and dose clearly on the container. Parents /carers are then asked to fill in the details in our medication book with a member of staff. It will be noted when the medicine is administered and when you collect your child you will be asked to sign the medication book to acknowledge the medication we have given to your child. If your child has regular medication - for example, an inhaler for asthma, you can leave this with us and we will let you know when it needs replacing.

**If your child has been prescribed antibiotics, you will need to keep your child off nursery/preschool until 48 hours have past to make sure the medication has had time to contain the infection.**

Please Note: Staff are not trained to administer any medication by syringe.

### Emergencies

The registration form for your child has a section for emergency contacts as well as whether we have your authority to take the child to the local GP surgery or hospital. At all the times the wellbeing of your child is important to us and we will respond appropriately and professionally in the event of any emergency.

**Teething: in this situation we as a nursery do allow calpol that has been labelled with your child's name by a registered doctor or pharmacist. However, we will only be able to accommodate their session with us if they are well enough in themselves and are not running a very high temperature, please note we can not one to one a child throughout the day, this is due to statutory ratios for each room. Thank you for your understanding.**

## **Recommended Clothing and Accessories**

Please find below a list of recommended clothing and other accessories and items for your child whilst at Little Love Lane:

- Suitable clothes for all weather
  - raincoat, hat, gloves and wellington boots in cold and/or wet weather
  - sensible footwear, no heels or flip flops please
  - slippers for indoor use (not essential)
  - sun hat in summer
  - spare set of clothes including underwear and socks
  - PE kit for Pre-School (shorts, t-shirt and plimsolls)
- Lunch box if staying for lunch
- Nappies, nappy cream and baby wipes
- Drinking Bottles
- Child's comforter or teddy – Once your child is in pre-school we ask that teddies and other soft toys are left at home or in the child's bag.
- We do not allow toys from home to be brought into the setting as these can be easily lost.

**We also Require that everything is clearly labelled with your child's full name.**

## **Physical Education (PE)**

We use the school hall at Lanesend Primary School for weekly PE sessions. At times these will be taken together with the school's reception class.

Please provide in a bag a change of shorts, t-shirt and plimsolls all clearly marked with your child's full name. These can be left on your child's coat peg.

Some examples of the activities we do are:

- Music and Movement
- Obstacle Courses
- Boogie Mites (Dance)
- Relaxation Techniques
- Acting out Stories

## **Policies and Procedures**

We have a full policy pack which covers the running and operation of Little Love Lane and the provision of childcare.

Our policies are reviewed continuously and are updated as best practice and government guidelines evolve and change.

Our policy packs are available in the manager's office and in Pre-School. If you have any questions or concerns about any of our policies and procedures please do not hesitate to speak to the manager or chair.

## **Booking Holidays**

If your child is funded you can book up to 4 weeks holiday each academic year with a maximum single period of two weeks in one block. In order to book holidays please complete a holiday request form one month before the required dates. If sessions have been invoiced before holiday is requested, then the fees billed will still be chargeable.

Children who do not receive funding we offer 4 weeks' holiday a year, after this is used per year the charge will still remain if you take future holiday.

On a number of occasions when children have been on holiday, no record has been made with our administration team and consequently there have been misunderstandings concerning fees. In future, when requesting holidays away from normal booked sessions, please ask a member of staff for a holiday form. This must be completed with the dates you want your child to be away from the setting and signed. Without a signed holiday form you will be charged the usual fees for the sessions. Verbal requests to staff for holidays not backed up with a signed form are insufficient. Holiday requests need to be lodged with us by the last full week of the month before the holiday is due to be taken. We will only waive this condition for emergencies such as hospital admissions.

Holiday forms must also be completed for children receiving free entitlement (up to 15 hours a week). Under free entitlement regulations children are allowed up to 4 weeks' holiday per year away from normal sessions with a maximum of two weeks in any one period. School holidays are not included in this calculation for term-time only children.



## Admissions Policy

We can accommodate up to 105 children per day, however we have set individual limits on each of the three rooms:

Baby Room (0-2 years old)	15 children
Tweenies Rooms (2-3 years old)	30 children
Pre-School Rooms (3 years or older)	60 children

We may be able to go over these individual room limits but by increasing the limit in one room means we have to decrease the limit in another room.

It's not a simple matter of reducing and increasing room capacity on a one to one basis as we have to operate with a specific staff to child ratio, and the ratios we use are:

0-2 years olds	1 staff per 3 children
2 year olds	1 staff per 4 children
3-4 year olds	1 staff per 8 children

NB: These ratios are mandated by OfSTED.

Despite these ratios there will be days on which we may not have met our capacity limit but due to staffing levels and cost implications we cannot admit any more children. Children booked in for regular attendance and additional days will always be accommodated as our staffing arrangements are based on numbers pre-booked.



## Opening Times and Fees Policy

Little Love Lane is usually open for 51 weeks of the year and has a one-week shutdown between Christmas and New Year.

We are open five days a week (Monday-Friday) excluding Bank Holidays and our operating hours are between 07.45am and 6pm. The times of our sessions are detailed in our Fees document.

We will always try to accommodate your needs but some sessions have limited places and therefore we operate on a 'first come, first served' basis for bookings.

Please arrange all bookings with the manager and note that all bookings have to be in writing and signed off on a booking form.

Cancellations for any reason other than hospital admissions have to be made giving notice no later than the last working day of the month before otherwise they will still be chargeable.

Unfortunately, we cannot make refunds for child illness as we are still committed to providing staff cover on that day and therefore have to meet this cost. However, we will not charge for days missed or short notice cancellation if your child is admitted to hospital.

There is a one month notice period for removing your child from Little Love Lane. If this is not given we reserve the right to charge you for the booked sessions.

We will charge you for an additional half hour if your child is collected up to half an hour late and a full hour if more than half an hour late as we incur additional staff costs.

**All bills must be paid by the 15<sup>th</sup> of the month where possible, we do however allow you to pay end of the calendar month if this is when wages fall please discuss this with us first. If bills are not paid within this time-scale, we reserve the right to cancel your child's sessions over and above any funded sessions.**

If you are experiencing difficulties with paying your fees please speak to the manager or administrator as a matter of urgency as we have a range of payment options.

10/03/2021

Dear parent or carer,

### Childcare Fees

As an educational charity and local community asset we do our best to maintain our fees at a manageable and affordable level unfortunately we now are faced with increasing costs including the rise in minimum wage in order to be sustainable we have taken the decision to raise our fees by 30p per hour across the board. The new fees will be as follows:

Sessions	Times	0-2 years old	2 years old	3-4 years old
<b>Breakfast Club</b>	<b>7.45: - 8:00</b>	<b>£1.45</b>	<b>£1.32</b>	<b>£1.20</b>
	<b>8-00 - 9-00</b>	<b>£5.80</b>	<b>£5.30</b>	<b>£4.80</b>
<b>Morning Session</b>	<b>9:00 - 12:00</b>	<b>£17.40</b>	<b>£15.90</b>	<b>£14.40</b>
<b>Afternoon Session</b>	<b>12:00 - 15:00</b>	<b>£17.40</b>	<b>£15.90</b>	<b>£14.40</b>
<b>After school charged hourly</b>	<b>15.00 - 18.00</b>	<b>£5.80</b>	<b>£5.30</b>	<b>£4.80</b>
<b>All-Day</b>	<b>8:00 – 18:00</b>	<b>£58.00</b>	<b>£53.00</b>	<b>£48.00</b>
Late fee for invoices paid after the last working day	£15			

Additionally, to this we will now be offering 15% for Twins

This fee increase will be implemented from **12th April 2021**.

Kind regards,

Little Love Lane Nursery and Pre-School





## **Funding**

All childcare places need to be paid for. These can be paid either by parents or carers (please see our Payment Methods document), by Nursery Education Grant (NEG) funding for 3-4 year olds starting the term after their third birthday, or by local authority 2 year funding for families on certain benefits or low incomes.

### **What is Nursery Education Grant?**

Nursery Education Grant (NEG) is a central government grant which currently funds children aged 3 and 4 to begin Early Years Foundation Stage education before they commence school. NEG is available from the beginning of term following the child's 3<sup>rd</sup> birthday. A child is entitled to a maximum of 15 hours per week, attending at least three days a week spread over any number of sessions with a minimum of 2.5 hours per session. A child may split the NEG funding over no more than two NEG providers (of which Little Love Lane is a registered provider) and can also spread the year's entitlement over the full 51 weeks (working out at 11.5 hours a week NEG funding). We also offer 30 hour funding for children the term after their 3<sup>rd</sup> birthday if they qualify, please see childcare choices online for more information.

### **Early Years Funding Terms and Conditions**

Under new terms and conditions by which we receive Free Entitlement Funding for Early Years, we need to confirm the identity and date of birth for every child for whom we claim. We also need to maintain a record of these subject to audit by the Isle of Wight Council. We therefore need to ask all parents to provide an original birth certificate or passport in order that we can bring our records up to date. We would ask that you bring in one of these documents for your child as soon as possible or at the latest before they start their funding. Failure to comply with this request by the deadline may result in the withdrawal of funding for your child.

Other conditions of funding are that if a child does not attend due to illness or holiday, funding will remain in place for two weeks after which it will be withdrawn and must be repaid. Also if a child is not attending regularly and has not attended a full session for 3 consecutive weeks with no valid reason, their place will be forfeited.

In addition, we need to keep a record of reasons for absence provided by parents/carers when making first day of absence calls. If no call or note is received when a child is absent, we need to ask and record the reason when the child next attends. Please do not be offended when we ask this, it is a condition of our (and your child's) funding.

### How do I claim Nursery Education Grant?

You must enrol your child at Little Love Lane, informing us if you are claiming NEG funding at any other establishment. We will then submit the relevant paperwork and claim for this funding on your behalf, based on the agreed and booked sessions.

### 2-year funding

There is currently funding available for 2 year olds from low income families. The funding for this comes from the local authority and is based on similar criteria as those for free school meals. If you feel you may be eligible for this funding please take a leaflet from our main foyer display and contact the council to apply. You will receive a written confirmation of their decision. If you are deemed to be eligible, then please bring your letter of confirmation into the office as soon as possible so we can start claiming funding for your child.

Please note that confirmation of any kind of funding does not guarantee your child a place. Please book your child's sessions at Little Love Lane as soon as you can to avoid disappointment.

### Invoices and Funded Childcare

In order to be more environmentally friendly we email out invoices when parents request this. If your child is only in receipt of free childcare and no additional fees are due, unless you specifically request it we will not issue a monthly statement.

We would take this opportunity to remind all parents and carers that if your child is eligible for and receives free childcare, you must ensure that he or she attends for the agreed number of hours each week. If you fail to take up the entitlement on a regular basis we have to refund the fees we receive and we are obliged to offer the place to another child.

## Security

Security is treated seriously at Little Love Lane, and we are constantly alert for any possible security risks and concerns.

This is why we insist on a password to go on your child's file so we can verify the identity of telephone callers and friends and relatives who attend Little Love Lane to collect your child.

All those with Parental Responsibility under the Children Act 1989 are entitled to collect your child. This is usually the child's parents. If any person with Parental Responsibility for a child is subject to a Supervised Contact or No Contact Order we need to see a copy of the relevant Court Order so that we can legally refuse to release the child to them.

To help us maintain security, please can you:

- Sign your child in and out every day using your signature or birth name not (mum or dad)
- Ensure we have up to date phone numbers for you and any emergency contacts
- Ensure we have an up-to-date list of people who can collect your child
- Keep your password secure
- Report to the office first if you need to enter the playrooms to speak to a member of staff
- Always close the doors after you
- Never let another child out of the playrooms or main exits
- Inform a member of staff if you see anyone acting suspiciously nearby
- No mobile phones on site

Also, for fire safety please can prams and pushchairs be left outside in the pram park and not obstructing the main entrance.

## Other People Collecting Your Child

We will not allow people who are unknown to us to collect your child, even if the child recognises them. Please inform a member of staff if someone is picking your child up from Little Love Lane on your behalf. We will need to know their name, a photograph of them is helpful and we can also arrange a password for them to use so we know that they are genuine. For regular collectors this information is collected on the registration form.

Please also let a member of staff know if someone else we do know, such as another parent, is collecting your child so we are aware of the arrangements.

## Visits

We want your child to settle happily into Little Love Lane. To make this time as easy as possible for both of you we suggest that you visit with your child for a few (3-4) weeks before their start date. All children are different so you will need to arrange a settling in plan with your child's room leader. Each 'stay and play' visit will last from half an hour to an hour, gradually increasing until they stay for a full session. These settling-in sessions are normally not chargeable, however we do reserve the right to charge if you were to leave the premises.

We understand this may not always be possible if you have work commitments, so please discuss these with your key worker or room leader on your first visit.

While your child is settling into nursery on visits your presence on the premises is essential to his/her wellbeing. We will try to make this time as easy as possible for you both.

If your child uses a comforter, e.g. dummy, blanket, soft toy, etc. please bring it with you. We don't mind how old it is if it gives your child security!

During these visits we will complete a child profile with you. This shared information about your child's needs, likes and dislikes will enable us to help your child settle happily.

You are welcome to stay with your child for as long as is needed during these settling in visits. Please be guided by the room leader on whether you should remain in the room while the visit is happening, this will depend on how well settled your child is.

## **Parking**

**We have no parking on site for parents, the carpark is solely for the staff to park. If you have a registered disability and need to use the carpark to drop your child in or pick them up please email Debbie on ( [themanager@littlelovelane.co.uk](mailto:themanager@littlelovelane.co.uk) ).**

## **Safeguarding Children**

We take child protection seriously and work closely with the Isle of Wight Council's Directorate for Children & Young People and the Isle of Wight Safeguarding Children Board.

We respect the confidentiality of information passed on to us, however, the necessity to secure the safety and welfare of the child has to take precedence over issues of confidentiality.

As professionals and as an OfSTED registered body, under the requirements of the Children's Act 2004 we have a duty and responsibility to pass over any concerns and information promptly to Social Services at the Isle of Wight Council and/or Hampshire Constabulary in the event of any suspicion, allegation or disclosure of child abuse.

The manager is responsible for child protection issues at Little Love Lane and undertake Interagency Safeguarding level 5 training on a rolling 2-year basis. All our staff attend compulsory Safeguarding Children Foundation level 2 training on a rolling 3-year basis and room leaders attend Designated Safeguarding Lead level 3 training every 2 years.



## **Children with Special Educational Needs**

We have a key role to play in working with parents and other professionals to identify specific learning needs or children that may need extra support.

We have an individual member of staff who is responsible for this referred to as the SENCO (Special Educational Needs Co-ordinator).

The role of the SENCO is crucial for early years settings in supporting early identification and intervention for children with special educational needs. Our SENCO is responsible for maintaining Little Love Lane's documentation process with respect to special educational needs, liaising and working with parents, securing training for workers and liaising with outside agencies.

There is additional funding assistance available from the Isle of Wight Council for children with special education needs called Multi Agency Team (MAT) Funding. Please feel free to contact the Directorate of Children and Young People at the Isle of Wight Council for additional information.

We work closely with the Isle of Wight Council's Multi Agency Team and over the years have supported many families and children with special educational needs, often securing one-to-one support as needed. The SENCO and all members of staff work hard at updating and improving their skills and training in this field, making Little Love Lane a first choice for children with special educational needs.

We are committed to following the Special Educational Needs Code of Practice which identifies, assesses and makes provision for children with special educational needs, enabling children to reach their full potential in our setting and supporting an easier transition into school following their Individual Development Plans.

We offer 1-1 when needed providing funding is agreed and we have a spare member of staff to be able to one to one your child, this will be discussed with you where needed with our SENCO.



## **Outings**

From time to time as part of our activities we take groups of children on trips and outings. If we need transport we will use a recognised coach company. All buses are provided with seatbelts. During holiday club, on short trips we may use public transport. Please see our outing policy.

If we are going off the school site we will always gain your written permission and this is done via the registration form on an annual basis.

All such events will be notified in our regular newsletters.

We perform regular risk assessments of any locations we visit and staff will attend the location in advance of a planned visit to perform a risk assessment. These risk assessments are available for you to review if you so require.

## **Toys from Home**

We know it's difficult when children insist on bringing things from home to show to the staff or other children. Please try to discourage this as it can be very upsetting if items go missing or are taken by other children to play with as they may think the toy belongs to Pre-School.

We do make exceptions on birthdays.

We cannot accept responsibility for any loss or damage to toys brought in from home.

## **Birthdays**

We try to make your child's session an especially happy one on their birthday, when they can choose activities, songs, stories etc. Please allow them to bring in a few of their presents to show at story time.

Some parents like to provide a cake or biscuits for break time and we have no concerns with this. Please remember our 'No Nuts' policy though, and to cater for children with other allergies please let us know the ingredients used in the cake or biscuits.

We will also give your child a birthday card and present on their birthday from the staff and management committee of Little Love Lane.

## **Sun cream**

We do ask that parents apply sun cream to their children before they attend the nursery/ Preschool this saves a lot of time and allows us to focus on the morning activities, the staff will re-apply in the daytime to keep it topped up. If your child has any allergies to sun cream please provide a labelled bottle. We do ask for a £1 donation towards sun cream to help cover the cost that we keep here to re-apply .

## **Audits and Inspections**

At times Little Love Lane will be inspected and/or audited by OfSTED and the Isle of Wight Council.

We will always fully support and assist the inspecting agency and act on any recommendations they may suggest.

All inspection and audit reports will be made available to parents, however we reserve the right to remove any confidential information relating to our children to protect their interests. OfSTED reports are available in our foyer as well as on OfSTED's own website at <http://www.ofsted.gov.uk>.

## **Photos and Videos**

At times we will take photos and videos of your child as a record of their development and these will be placed on their Tapestry applications. We also display these photos around the premises, as we find this gives the children something to talk about and show their parents when they are picked-up and dropped-off.

We may also utilise some photos for promotional purposes, for example advertising, leaflets, newsletters, etc. We do allow parents to take photos and videos at special events.

Your consent is required for the taking of photos and videos by us and you have an option to give or withhold consent on the registration form.

We do insist though that any photos and/or videos taken that may include children other than your own at Little Love Lane are not uploaded to social media sites, i.e. Facebook, Instagram etc., and are for personal use only.

## **Press Involvement**

At times we may well involve the local press in particular events, i.e. Open Days, Theme Days, etc. Because of this they may talk to your child (under our supervision), as well as take photos or film of activities.

Your consent is required for this and you have an option to give or withhold consent on the registration form.



## **Payment Methods**

To assist you in paying your bills, we have listed below various ways in which you can make payments to Little Love Lane.

### **Childcare Vouchers**

This government Childcare Vouchers initiative allows parents to exchange up to £243 per month (£55 per week) of their gross salary for Childcare Vouchers. The exchanged part of the salary is exempt from Tax and National Insurance contributions. This allows parents to make savings of up to £1,196 per parent, per year on their childcare costs. We currently accept vouchers from Computer Share Voucher Services, Accor Services and You at Work. Their web sites are:

[www.computersharevoucherservices.com](http://www.computersharevoucherservices.com)

[www.childcarevouchers.co.uk](http://www.childcarevouchers.co.uk) and [www.youatwork.co.uk](http://www.youatwork.co.uk)

### **BACS/Standing Orders**

We accept payment via BACS/Standing orders from your bank account into ours. If you wish to make a payment this way, please use the following account details when setting up the payment with your bank:

Payee: **Little Love Lane**

Bank: **HSBC**

Sort-Code: **40-34-26**

Account Number: **4136 6602**

Reference: **(please use your child's full name as the reference)**

### **School money**

This is an online account which allows you to pay using a credit or debit card you will receive a unique log in which you can use , this allows you to pay weekly or monthly .

If you have having trouble in making payments, then please arrange to have a chat with the manager. Remember, non-payment of bills could result in your child being no longer accepted at Little Love Lane.



## Session Booking Form

Child's Full Name:	
Child's Date of Birth:	

Start Date	
End Date	
Term Only	(please tick)
Full time (50 weeks)	(please tick)

	<b>0-2 years old</b>	<b>2 years old</b>	<b>3-4 years old</b>
Child's age at registration			

3-4 year old pupil premium no:	
2 year old funded reference no:	

Sessions	Times	Mon	Tue	Wed	Thu	Fri
Breakfast Club	08:00 - 09:00					
Morning Session	09:00 - 12:00					
Afternoon Session (includes Lunchtime)	12:00 - 15:00					
After School Club (3 options available)	15:00 - 16:00					
	15:00 - 17:00					
	15:00 - 18:00					
All-Day	08:00 - 18:00					

Bookings are flexible- hours other than above sessions may be agreed by Manager. Please write hours in boxes that you would like.

I hereby agree to pay all fees and charges incurred for childcare provided by Little Love Lane for the child named above for whom I have Parental Responsibility under the Children Act 1989:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Please Note: No bookings are definite until confirmed by the Manager.



## Registration Form

<b>Security</b>	
Please supply a security password which can be used to validate your identity as well as that of any authorised contacts for your child	

<b>Child's Information</b>	
Full Names	
Name your child is normally called	
Date of Birth	
Home Address Line 1	
Home Address Line 2	
Town	
County	
Postcode	
Gender	
Intended Primary School (if known)	
Child's first language	
Other languages spoken	
Ethnic Origin*	
Religion*	
If there are events or activities you would like your child not to take part in due to religious or cultural beliefs, please list them here	

\*Please Note: We request this information so that we can ensure your child is specifically included in any special events planned and/or to plan additional special events.

Parent/Carer Information		
	Person 1	Person 2
Relationship to Child (i.e. Mum, etc.)		
Salutation (Mr, Mrs, etc.)		
Forename & Surname		
Home Address Line 1		
Home Address Line 2		
Town		
County		
Postcode		
Home Telephone Number		
Mobile Telephone Number		
Work Address, Department if appropriate and Telephone Number		
Email address		
Is this person an emergency contact?	Yes / No	Yes / No
Does this person have parental responsibility in law for the child?	Yes / No	Yes / No
Is this person allowed to collect your child?*	Yes / No	Yes / No
Any additional information you feel would be useful for us know?		

**\*Please Note:** If any person with Parental Responsibility under the Children Act 1989 is subject to a Child Arrangements Order for supervised contact or no contact with regard to the child, then Little Love Lane will need to see a copy of the relevant Court Order so that we can legally refuse to release the child to them.

Child's Medical and Wellbeing Information	
NHS Number*	
GP Name	
GP Surgery	
GP Telephone Number	
Health Visitor's Name	
Other known medical professionals (speech therapist, etc)	
Social Care Worker	
Allergies	
Known illness/ongoing health problems	
Prescribed medication	
Dietary restrictions	
Disabilities	
Special and/or Additional Needs	

\*Please Note: We ask for your child's NHS number as this will allow us to easily identify the child to the medical services (GP, Hospital, etc) in the event of an accident and/or emergency.

Child's Immunisation Information		
Age Generally Innoculated	Immunisation Type	Date Given
8 weeks	DTaP/IPV/Hib	
	PCV	
	Men B (born on/after 1.5. 2015)	
	Rotavirus	
12 weeks	DTaP/IPV/Hib	
	Men C	
	Rotavirus	
16 weeks	DTaP/IPV/Hib	
	Men B (born on/after 1.5.2015)	
	PCV	
12 months	Hib/Men C booster	
13 months	MMR (1 <sup>st</sup> dose)	
	PCV booster	
	Men B booster	
3 – 5 years	MMR (2 <sup>nd</sup> dose)	
	DTaP/IPV or dTaP/IPV	
Any other immunisations your child may have had (e.g. Swine Flu, Hepatitis B, BCG, etc.)		

Key:

DTaP	Protects against: diphtheria, tetanus, acellular pertussis (whooping cough)
dTaP	Protects against: low-dose diphtheria, tetanus, acellular pertussis (whooping cough)
Hib	Protects against: haemophilus influenzae type b
IPV	Protects against: polio
Men C	Protects against: meningitis C (meningococcal type C)
Men B	Protects against Meningitis B (meningococcal type B)
MMR	Protects against: measles, mumps and rubella
PCV	Protects against: 13 types of pneumococcal infection

*Why do we ask for this?* We ask for this information so that we can ensure that all of the children we care for are protected, and that if any child has not had a particular immunisation, we can take additional steps to ensure their and others' wellbeing.

Further information can be found at <http://www.nhs.uk>.



List of Persons Authorised to Collect Your Child (Must be 16 years of age and over)		
	Person 1	Person 2
Relationship to Child (i.e. Nan, etc.)		
Salutation (Mr, Mrs, etc.)		
Forename & Surname		
Home Address Line 1		
Home Address Line 2		
Town		
County		
Postcode		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Email address		
Is this person an emergency contact?	Yes / No	Yes / No
Any additional information you feel would be useful for us know		

<b>List of Persons Authorised to Collect Your Child</b> <b>(Must be 16 years of age and over)</b>		
	Person 3	Person 4
Relationship to Child (i.e. Nan, etc.)		
Salutation (Mr, Mrs, etc.)		
Forename & Surname		
Home Address Line 1		
Home Address Line 2		
Town		
County		
Postcode		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Email address		
Is this person an emergency contact?	Yes / No	Yes / No
Any additional information you feel would be useful for us know		

<b>Permissions and Consents</b> <b>Do we have your permission to:</b>	
Authorise medical treatment for your child with a GP and/or Hospital in the event of an emergency?	Yes / No
Take your child out on short outings in the local area, i.e. beach, park, shops, etc.?	Yes / No
Take your child on local bus services?	Yes / No
Take photos of your child for their Tapestry File?	Yes / No
Take and use photos of your child for promotional purposes?	Yes / No
Take and display photos of your child on the premises?	Yes / No
Allow photos to be taken by parents at special events?*	Yes / No
Take videos of your child for their Tapestry File?	Yes / No
Take and use videos of your child for promotional purposes?	Yes / No
Take and play videos of your child on the premises?	Yes / No
Allow videos to be taken by parents at special events?*	Yes / No
May we allow members of the press to take photos and/or videos of your child as well as speak to them (under supervision from Little Love Lane staff)?	Yes / No
Apply sun cream to your child ?	Yes / No
Apply sudocrem to your child (sudocrem cream must be supplied by parent/carer)?	Yes / No
Apply teething gel to your child (teething gel cream must be supplied by parent/carer)?	Yes / No
Apply plasters to your child (please also let us know if your child is allergic to plasters)?	Yes / No
Help your child change their clothes?	Yes / No
Let your child use the paddling pool (under supervision)?	Yes / No
Allow your child's details to be entered as data on our information systems?	Yes/No

\*Please Note: If any child present at an event has 'No' stated in their registration form then no parents will be allowed to take photos and/or videos.

Additional Information
Please supply any additional pertinent information that you feel we need to know to ensure the security and wellbeing of your child which has not already been requested on this form

Signature										
<p><b>IMPORTANT:</b> Please note that by signing this form you confirm that you are agreeing:</p> <ul style="list-style-type: none"> <li>to Little Love Lane providing child care services to your child named in this registration form;</li> <li>that we can hold this and all relevant information about your child's child care and wellbeing on our data storage systems;</li> <li>to accept responsibility for all fees and charges incurred for the child care provided by Little Love Lane</li> <li>that all parents/carers detailed on this form who have parental responsibility for your child are jointly responsible for all fees and charges and must sign this form.</li> </ul>										
<table border="1"> <tr> <td>Parent/Carer's Name</td> <td></td> </tr> <tr> <td>Parent/Carer's Signature</td> <td></td> </tr> <tr> <td>Parent/Carer's Name</td> <td></td> </tr> <tr> <td>Parent/Carer's Signature</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>	Parent/Carer's Name		Parent/Carer's Signature		Parent/Carer's Name		Parent/Carer's Signature		Date	
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Parent/Carer's Name										
Parent/Carer's Signature										
Date										

Data Protection Act
<p>Little Love Lane is registered under the Data Protection Act 2018 to allow it to hold and process personal data for a range of purposes. Details of these purposes are displayed on the Information Commissioner's website.</p> <p>At no time will we sell or pass on the information provided on this form to third parties, however at times we may have to share information you provide to us with local schools, the Isle of Wight Council, Cowes Children's Centre and OfSTED as part of the delivery of child care and protection of your child.</p>

Office use:

Checked by:	Signed:	Date:
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## GDPR and Safeguarding Consent Form

Please read and refer to the Privacy Statement with regards to how we collect and store personal information. It is an Ofsted and an Early Years Foundation Stage Statutory Framework requirement for us to hold certain information. There are other things we need consent for. Please initial each statement below to either opt in or opt out of each statement.

	Opt in	Opt out
I agree for my child's first name to be displayed around the setting.		
I agree for my child's photo to be displayed around the setting.		
I agree for photos to be used in my child's learning journal (Tapestry).		
I agree for photos of my child to be used in another child's learning journal (Tapestry).		
I agree for my child's first name to appear in another child's learning journal (Tapestry).		
I agree for my child's art work to be displayed with their name in the setting		
I agree for my child's photo to appear on the Little Love Lane Pre-school and Nursery website.		
I agree for my child's photo to appear on printed advertisement.		
I agree for my child's first name to appear in newspaper articles, social media articles and our website. (Such as Facebook).		
I agree for my child's photo to appear in newspaper articles, social media articles and our website. (Facebook).		
I agree for my child's photo to appear on the public Little Love Lane Pre-school and Nursery Facebook page.		
I am happy for you to hold information regarding my family's race, ethnic origin and religious or philosophical beliefs.		
I am happy for Little Love Lane Pre-school and Nursery to share relevant information with health visitors, other childcare settings, doctors and emergency services and other agencies such as Speech and Language Therapists and Specialist Teachers.		
I agree that I have read and understood the Little Love Lane Privacy Statement.		

You have the right to withdraw consent regarding data at any time.

Parent/carers name:

Parent/carers signature:

Date:



# All about me

## *Getting to know my family and me*

- My age on starting Little Love Lane is .....
- I liked to be called.....
- My first language at home is.....
- Other languages in my family are.....
- Who lives in my house.....
- My experience of being away from my family.....
- My experience of playing with other children.....
- Special people in my life.....
- My family and I celebrate.....
- Important events in my life.....

## *Interests & Preferences*

- Things that excite me and make me happy.....

- My favourite books, rhymes, activities, toys and places to go.....
- Things I like doing outside.....
- My weekly routine is.....
- Things I can sometimes get angry or upset about.....
- Things that comfort me.....

### *Food and Drink*

- I usually eat.....
- My favourite foods are.....
- My favourite drinks are.....
- I do not like.....
- I am happy to try new foods?.....

### *Health and Development*

- Medical info.....
- I do/ do not have allergies.....
- Healthcare.....
- I am good at.....
- I need help with.....



- I communicate by.....
- I respond to new people and situations by.....
- Concerns about development.....
- I would handle new situations by.....

### *Sleeping and Toileting Routines*

- I like to sleep.....
- Nappy changing/toileting information.....

### *Goals*

- What would I like to achieve.....
- My family would like me to achieve.....

### *Other Information*

- Has your child had a hearing test?.....
- Has your child had a sight test?.....
- Has your child undergone a two year check by the health visitor?.....
- Has your child had chicken pox ?.....

