

May I draw your attention to the Policies and Procedures below, which directly concern parents' / carers' There is complete documentation of all our Policies and Procedures available to view in the foyer as you enter the church, located on the table.

SAFE GUARDING

All staff are required to complete a Criminals Record Bureau (CRB) check, enhanced disclosure which will inform the provider and Ofsted of their suitability for working with children and young people. Any new staff will be supervised at all times until all relevant checks have been completed. In addition to this there is an ongoing training programme for all staff to gain updated information and *refresher* courses. There will always be a minimum of two (2) staff with the children and young people at all times. If any concerns are raised they will be reported to Social Services and Ofsted for advice and guidance.

PROTECTING CHILDREN

It is the duty of registered childcare providers to refer their concerns to Social Services if they have any cause to suspect that a child is at risk from abuse or is being abused.

Childcare providers may make a referral to Social Services without a parents or carers knowledge or consent, depending on the circumstances.

Childcare providers have a responsibility to inform parents / carers of any accidents / injury a child sustains in their care. It is essential that parents / carers inform childcare providers of any accidents or injuries that their child has sustained at home or elsewhere. We have a book, which we are required by OFSTED to record any injuries to a child prior to being left with us and equally we also have to complete a form if a child is injured during our care. This is kept completely confidential-more detailed information can be found in the Policies and Procedure s file.

Collecting Children Policy and Procedure

We expect children to be picked up at the closing time of the session, if it should not occur we would assume an emergency has caused the delay. Parents are asked to phone as soon as possible, where upon new arrangements can be made, giving a password if necessary. This will be recorded into the telephone book, giving details of the conversation.

Parents of children collected up to 15 minutes later than expected will be advised that this contravenes our registration and may leave us without insurance cover, they will be reminded of the correct time and asked if there is a genuine reason for the late collection. Parents will be reminded that they should telephone us before the collection time to tell us that there is a delay. If it happens without genuine reason more than 3 times in two weeks parents will be advised they risk losing their child's place.

Children collected between 15 and 30 minutes later than expected will be deemed to be present for an additional hour and parents will be charged for this time as two members of staff will remain in the setting.

Children who are not collected within 30 minutes of the expected time will become the responsibility of the Social Services Department. The person in charge will

- Call the parents on the given contact numbers, if no one is available they will
- Call the additional emergency contact numbers, if no one is available they will
- Call the services Duty Team and request collection of the child.

SAINT SEBASTIAN'S PRE-SCHOOL

Hollins Lane, Marple Bridge. Telephone –0161 427 8208

We are required by OFSTED to keep a record of important information concerning your child. Please print when filling in the form and return before your child starts.

Name of child _____ D.O.B _____

Name of Parents _____

Address _____

_____ Post Code _____

Telephone _____ Mobile _____

Work Number _____ E-Mail address _____

Emergency Contact, a relative or friend: Name _____

Telephone Number _____

Have you any other children? Yes ? No Position of pre-school children in family 1st 2nd 3rd 4th

Previous nursery / care experiences _____

Does your child receive support from any other professionals? _____

Doctors Name _____ Telephone _____

If you do not attend the doctor's surgery next door, have we your permission to take your child there in an emergency? Yes / No

Health Visitor's Name _____ Telephone _____

Has your child had all the inoculations? Yes / No

Has your child had any infectious diseases Yes / No

If yes which _____

Is your child allergic to anything, including any dietary/cultural requirements? Yes / No

If yes please explain _____

Has your child any health requirements, including any dietary/cultural? Yes / No

If yes please explain _____

Do you know of any other concerns/issues that St Sebastian's need to know? Yes / No

If yes please explain _____

To comply with OFSTED regulations, we now require your written permission to take children out of Pre-School. Also we, occasionally photograph the children at play, on outings and special events. May we have your permission to use any photographs taken of your child and display them in our album, use them for displays or for publicising the Pre-School?

I hereby give permission for my child to go with the St. Sebastian's Pre- School on walks and outings and for photographs to be taken as above.

Signed _____ Print Name _____

Date _____

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Religion / Faith _____

Home language _____ Other Languages used _____

White-British

- Irish
- Traveler of Irish Heritage
- Gypsy / Roma
- Any other white background

Mixed-White and Black Caribbean

- White and black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

Any other ethnic background.

I HAVE READ AND UNDERSTOOD THE SAFE GUARDING, CHILD PROTECTION AND CHILD COLLECTION TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM

Signed _____ (Parent / Carer)

Dated _____

A non-refundable retainer of £10 plus a refundable deposit of £50 must be paid to reserve a place. Please make this payable to St. Sebastian's Nursery Class. The deposit will be taken from the first month's invoice. One months notice must be given or one month's payment when you wish to take your child away from this setting.

Please underline which days you would like:

Mon..... Tues..... Wed..... Thurs..... Fri.....

If you require lunchtime sessions please indicate on which days:

Mon..... Tues..... Wed..... Thurs..... Fri.....

Signed _____

Print name _____ Date _____

Saint Sebastian's Pre-School

United Reformed Church, Hollins Lane, Marple Bridge, Stockport. SK6 6BB
0161 427 8208

In order that we can get to know your child and help them settle in, please can you complete this questionnaire as if you are the child?

I like to be called _____

Things I can do and things I like to do

Things I am not keen to do

I am a bit nervous about

and would like encouragement and support with

Children I already know at St. Sebastian's

My friends are

People who live in my house. Please write in ages of brothers and sisters

Mummy and Daddy are called

I have pets, their names are

When I leave St. Sebastian's, I would like to be able to

Please write any other information here.

Thank you