

Parent Pack



**Long Wittenham Pre-School
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Oxfordshire
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WELCOME

This booklet is intended to introduce you and your child to Long Wittenham Pre-School and give you as much information as possible about how it is run.

If you have any queries after reading through it, please ask as we want you to be happy about leaving your child in our care and your child to gain as much as possible from his/her attendance.



A BIT ABOUT US

Long Wittenham Pre-School is a member of the Pre-School Learning Alliance (PLA) which is a National Voluntary Organisation registered as a Charity to promote the development and education of children under school age through community groups. Generally the parents of the children manage the Pre-School through a Committee elected at the Annual General Meeting (AGM) and have the responsibility for employing the paid members of staff - the Pre-School Supervisor, Deputy and Assistants.

However, the Committee need ALL parents to be involved for Pre-School to continue to be successful. Pre-School has to comply with the Children's Act 1991. This lays down all the rules we have to abide by. We are monitored each term by an Early Years Development Partnership Worker to make sure we are complying with the requirements of the Act.

Some of the things we ask parents to do may seem like a lot of "Red Tape", but they are required by law and if we persistently fail to comply we can be shut down. We also have some of our own "Rules" which are there to make life easier for everyone and apply to THIS Pre-School only. On the following pages LAW means if required by the Children's Act and RULE is a Pre-School requirement.

We have strong links with Long Wittenham School, but we are totally independent of them.

OFSTED INSPECTIONS

We are OFSTED registered. It is a requirement by law that the Pre-School receives regular OFSTED Inspections to comply with current regulations and curriculum settings. Our most recent Inspection was passed in September 2007 and we gained Very Good in all areas - something we are very proud of! OFSTED accreditation entitles the Pre-School to claim grants from the government to help provide free places for 3 and 4 year olds. Details of entitlements are available from the Supervisor or Treasurer.

AIMS OF PRE-SCHOOL

Our aims are to give children the opportunity to:-

- a) Learn through play in a safe, happy, secure and stimulating environment.

- b) Learn to mix with and enjoy the company of other children.
- c) Develop at their own pace.
- d) Grow in self-confidence by participating in a wide range of activities.
- e) Gain independence by being apart from their parents/carers for a time and to meet adults from outside the family.



NEW CHILDREN

Starting Pre-School can be quite an experience for young children. They are left with different adults and there are lots of other children who perhaps they do not know. Some take to it like a duck to water, whilst others need help and time to get settled in and to feel confident about what is happening to them. We want your child to look forward to coming, as much as you want to be happy, so we have adopted the following system which seems to work very well.

All Rising 2½ children (these are children who will become 2½ within the term) are invited to visit us on a morning which is convenient both for the parent/carer and group.

RULE: Parents or carers must stay with the child during this session.

These children will have a Pre-School session either for the whole morning or they may leave after snack time. When they become 2½ they will be offered a place. Please again be prepared to stay with the child all morning if needs be, and sometimes for a few weeks until both you and the Pre-School Supervisor are happy that the child is ready to be left. When the child has reached this stage the number of sessions can be increased. 2½ year old sessions are restricted to days designated by the Pre-School Supervisor and lunch sessions are not available. 3 year olds may choose any day or days (depending on places available) and may choose to stay to lunch.

WHAT GOES ON?

On arrival the children are met and greeted by a member of staff. Chaos reigns while they take off coats and hang them up, meet up with friends etc. Parents of children who are settled at Pre-School are asked to leave promptly. Once everyone who is expected at the session has arrived the Pre-School Supervisor calls the children together for the register to be taken. This is rotated each morning and gives a formal "start" to the session. The children are then free to occupy themselves in a number of activities with adult supervision and support - activities include playhouse, sand, climbing frame, painting, drawing, colouring, project work, water play, jigsaws, story-time, building blocks, cars, farm, ICT, play-dough, messy play, road safety training etc.



Ongoing activities based on themes take place which could last anything from one week to a complete half term depending on what the theme is. For example, Road Safety, Houses and Gardens, Seasons, Nursery Rhymes. Children are encouraged but NOT forced to take part in these activities when not only do we make things but we also talk about what we are doing and why we are doing it.

Our aim is to enable each child to fulfil his/her potential at their own pace.

Outdoor Play – We have a secure outside play area and a number of outdoor toys. Periodic outdoor trips are taken (with parental consent) when extra helpers are available. Our activities aim to cover all main learning areas of communication, language and literacy, mathematical development, knowledge and understanding of the world, personal, social and emotional development, physical and creative development.

Sun Cream – During the summer months, please provide your own sun cream and hand it to the Supervisor at the beginning of each session, clearly labelled with the child's name. This will be applied to exposed skin areas if the child is to be taken on a walk, to the playground etc. Children will NOT be taken on trips over the midday period. You will be asked to sign a consent form prior to the outdoor trip.

Dress Code - Sometimes activities can get messy, so PLEASE DO NOT send children in their best clothes. Always bring the child's coat for outdoor activities and sun hats in the summer. Please ensure the child is wearing well fitted footwear suitable for both indoor and outdoor activities (e.g. shoes or trainers).

We have Pre-School sweatshirts with our logo on available for purchase at a cost of £8.00, and Pre-School tee-shirts available at £5.00. We would strongly recommend parents to purchase one for their child to be worn on any trips as this makes identification easier, and they can also be used during the Pre-School sessions to save other clothes.



About mid-morning there is a break time. The children are seated around a table and have a drink (milk or water) and a snack. The voluntary parent helper is asked to prepare the snack which will be provided by Pre-School. We actively promote a healthy eating policy, therefore fruit will be offered each day along with something else (eg. cheese and biscuits, toast, dips etc). We ask that parents pay a £5 per term (6 terms per year) donation towards the cost of snacks. Special diets will be catered for.

Sometimes if a child has bought something in from home to show us we will look at this and talk about it. Alternatively the group sings songs together or individuals sing their own songs, which encourages listening skills and builds confidence in individuals. Stories can

be read to the children or we have music tapes the children can listen to. Whatever we do it is giving the children the chance to get together and have a chat and to build on their self-confidence. Once this is over, we all get back to play and activities for the rest of the session.

LINKS WITH LONG WITTENHAM SCHOOL

We are continually monitoring and strengthening links with the local primary school. Children due to begin school the following term visit Class One/Reception each week to familiarise themselves with the teaching staff, children and activities. For each of these visits the children are accompanied by a member of the Pre-School staff who will stay with them if necessary.

Each term themes are planned with the Class One teacher of Long Wittenham School to ensure continuity and progression and shared activities for all 4 year olds. Although the themes run jointly, activities do vary to reflect age and ability.

STAFF

PRE-SCHOOL SUPERVISOR is in charge of the sessions. Vicky Archer joined the Pre-School as our Supervisor in November 2005. She is fully qualified and has had sixteen years experience of working with children. She is the mother of twin boys (Connor and Finley) who started at primary school in September 2005 and lives in East Hendred. Vicky loves doing arty things and taking her two boys swimming. She is First Aid trained and has the necessary police and health checks.

DEPUTY SUPERVISOR - helps the Pre-School Supervisor. Sara Cook joined the Pre-School as our Deputy in November 2005. Sara worked with children for eight years after leaving school (in the UK and around the world!), but had to leave looking after children to get a proper job to help pay the mortgage! She has always wanted to go back into childcare and completed her Diploma in Childcare in August 2007, gaining straight A Grades. Sara has lived in the village since 1995. Like Vicky, Sara is also very fond of doing arts and crafts in her spare time. She is First Aid trained and has the necessary police and health checks.

ASSISTANTS - helps the Pre-School Supervisor. Chris Orpin and Fliss Cowdrey are our Pre-school Assistants and have been with us since 1998 and 2006 respectively. Chris has four children and one grandchild and lives in Long Wittenham. She enjoys family life and spends her spare time raising money for charities. She has completed her NVQ qualification (March 2008). Fliss has 2 children and also lives in Long Wittenham. She enjoys family life and meeting up with friends. Fliss is working towards her NVQ qualification (started February 2008). Both Chris and Fliss are First Aid trained and hold the necessary police and health checks.

All our staff have been selected by the Committee and are enthusiastic and dedicated in providing the best possible care and education for your child. All our staff and Committee Members are encouraged to attend courses as training is ongoing.

VOLUNTARY PARENT/CARER/GRANDPARENT HELPER

We like our parents/carers/grandparents to volunteer to come in and assist with the morning's activities. Towards the end of each term a list of dates for the following term will

be circulated to all parents. It is very much appreciated if you can volunteer to assist on one or two dates per term (depending on our many sessions your child attends) which are most convenient for you.

The types of tasks we ask for your help with are making drinks and snacks, reading to a group, helping at the activity tables and discussing activities with the children. It gives you a chance to see how your child is developing outside the home environment. Younger brothers and sisters are welcome.



LAW

PLEASE NOTE THAT PARENT/CARER HELPERS ARE NOT ALLOWED TO TAKE CHILDREN TO THE TOILET – **INCLUDING THEIR OWN CHILDREN!** THE REASON FOR THIS IS THAT ONLY PEOPLE WITH AN ENHANCED POLICE CHECK ARE PERMITTED TO DO SO. ALTHOUGH THIS CAN BE ANNOYING, PLEASE BE ASSURED THAT IT IS NOT INTENDED TO CAUSE ANY PERSONAL OFFENCE.

EVENTS

BIRTHDAYS - On your child's birthday, or the nearest Pre-School group day to it, the rest of the children sing "Happy Birthday" at break time. We are always pleased to receive small cakes/biscuits from the birthday child if you wish. (This is not compulsory).



Typically, the following annual events take place:-

SPORTS DAY - usually held early in July. If the weather allows we use the School field, if not the Village Hall. Spectators and Helpers are always welcome.

PHOTOGRAPHER - end of October early November. Studio type portraits in time for Christmas. Up to three children can be taken together and older brothers and sisters are welcome also.



CHRISTMAS PARTY - usually in the last week of Christmas Term. The children have games, entertainment (e.g. magician, panto) and Father Christmas pays a visit.

NEWSLETTER – Each term we keep you up-to-date with what is happening, fundraising events, special events and any current Pre-School issues.

JOINING THE PRE-SCHOOL COMMITTEE – every year, normally at the Annual General

Meeting, new parents are encouraged to join the Pre-School Committee, to help make decisions, help organise and run fund raising projects, etc. This experience is invaluable in getting to know how a Pre-School is run and can be really good fun too!

There is always a need to fundraise for new equipment or particular projects. PLEASE support the Pre-School at social and fundraising events – they help to bring the community together and are usually fun at the same time! As we are part of the Long Wittenham Village Community we also take part in other Village events.

DISCIPLINE

We encourage children to consider and respect those around them.

Certain types of behaviour are unacceptable and if this occurs we remove the child from the situation and we take time to carefully explain why this is so to the individual concerned. **An adult will remain with the child until they are ready to return to normal activities. Under NO circumstances would a child be left alone on a mat/chair if they have misbehaved.**

We encourage children to be independent and self disciplined and to negotiate their way through disagreements.

If a child continually misbehaves, we would discuss the situation with the parent in the first instance and work closely with the parent to improve the behaviour. We are able to obtain extra advice from outside agencies, such as Social Services or a Pre-School Counsellor, who will come to Pre-School and observe and assess the behaviour. We cannot suspend a child without formal guidance from these agencies.

Benefits of Discipline

1. Provides structured consistency.
2. Promotes consideration.
3. Sets out clear standards of behaviour.
4. Provides security.

EQUAL OPPORTUNITIES

We are part of a Group that values everyone whatever their specific needs with regard to religious belief, racial origin, cultural and linguistic background as well as sex and disability. We can and will use outside help for children who are having difficulties in our Group and will ensure that every child's needs are met as far as possible.

SPECIAL NEEDS POLICY

Unfortunately the Pre-School facilities are not equipped to deal with all special needs. Consideration will be given to individual cases, subject to prior assessment between the parents and the Committee. The Committee's decision is final.

CHILD RECORDS

Records are kept on all of the children and you are free to look at your child's records anytime. These records are totally confidential and only Pre-school staff and committee

officers (Chairman, Secretary and Treasurer) see these.

HEALTH AND SAFETY

ACCIDENTS - If an accident occurs in Pre-School, however minor, it will be dealt with by the Pre-School Supervisor and written in the accident book. The parent or carer will be asked to read the entry and sign it to show they have read the details.

We have strict instructions as to what may be kept in our First Aid Box and this is continually updated. If your child suffers from any medical problems please discuss their condition with one of the staff, who are all qualified First Aiders. Doctor prescribed medication MAY be administered by a First Aider, subject to prior agreement by the Committee.

ILLNESS – If a child has a stomach bug, we do ask that they remain absent for 24/48 hours to reduce the possibility of spreading the bug.

HEADLICE – We will inform parents/carers if we are aware of head lice within the Pre-School and expect every parent/carers to examine their children's hair and treat as necessary, until the head lice have been eradicated. Please do not send your child to Pre-School if you know they have head lice and telephone the Pre-School Supervisor to advise of the situation. We encourage children to keep their hair tied up to help prevent the spread of head lice.

TELEPHONE - We have a telephone at the Village Hall which is for Pre-School's sole use (01865 407417). This has been put in for EMERGENCIES ONLY, i.e. to phone for medical help if a child has an accident or if a child falls ill. PLEASE DO NOT abuse this facility. If in dire emergencies you are unable to meet your child from Pre-School then when you ring to let the Pre-School Supervisor know, she will expect you to nominate and contact someone else.

EMERGENCY HALL EVACUATION - We are required by LAW to practice emergency hall evacuation each half term. There are three fire doors and each one is used so that the children know where to line up for each exit. Some children get a little distressed when these drills are carried out because of the loud whistle which is used, but they are absolutely vital and every step is taken to ensure that the procedure is as painless as possible for the children.

If the emergency were a real one, the children would be walked to the safety of the circle in the car parking area or the School playground depending on the nature of the emergency.

CHILD PROTECTION GUIDELINES

Under the Children Act 1989, the Pre-School Staff have a duty to protect the children in their care. If we have concerns regarding the welfare or safety of a child, we have a duty to seek guidance from the appropriate Authority (e.g. Social Services, Health Visitor etc.).

Parents need to understand this duty and that they MAY OR MAY NOT be consulted prior to such guidance being sought.

BOOKINGS AND ADMISSIONS

You are advised to book your child into Pre-School in advance in order to secure a place. Children aged 3+ have priority over 2 ½ year olds, but we will do our very best to give your child the sessions you wish.

We do ask that if your child is still in nappies, please could they be sent to Pre-School in pull-ups and ensure that spare pull-ups are provided. We would also request that the Supervisor is kept up-to-date with progress on toilet training in order that the staff may assist the child and provide continuity. We would also request that all children are sent to Pre-School with a spare set of clothes in a bag, clearly labelled with the child's name, which can be hung on their peg, for use in case of accidents. Normally we ask that the child starts off with one or two mornings until we and the parent/carer are sure and happy the child is settled. During this period if the child is unhappy we ask the parent/carer to stay for a while, and then gradually leave earlier each time until eventually the child is happy to be left. Once this stage has been reached we do prefer the parent/carer not to be a helper for the first term as this does tend to unsettle the child again. The parent/carer of course has the choice to make the final decision, we can only advise.

An enrolment form is filled in by the parent prior to the child's start date and this is kept in a file in Pre-School. Only the pre-school staff and committee officers (Chairman, Secretary and Treasurer) see these. Please inform the supervisor of any amendments as soon as possible, so that your child's details can be updated, especially mobile phone numbers.

OPENING TIMES

The Pre-School sessions are Monday to Friday mornings as follows:

Monday, Tuesday, Wednesday, Thursday, Friday 9.01 am to 12.00 pm

Our Lunch Club sessions* (open to all 3-4 year olds and you provide a packed lunch), are as follows:

Monday, Tuesday, Wednesday, Friday 12.00 pm to 1.00 pm

(If you do not wish to take advantage of the lunch sessions, your child may attend for the standard session and be collected at 12.00 pm.)*

Please note that the Pre-School does NOT CLOSE on Long Wittenham School's INSET TRAINING DAYS.

Lunch – Pre-School actively promote healthy eating with a well balanced nutritional diet. Unfortunately the following foods are NOT ALLOWED: fizzy drinks, sweets, nuts. Lunches must be in a box labelled with the child's name.

LAW

If a child is being met by someone other than the NORMAL carer the Pre-School Supervisor MUST be informed in writing. To make this easier we have a book in which you write the child's name and the person who will be meeting him/her and sign it. If the Pre-School staff do not know the person meeting the child, please give them a brief description of whom to expect. The nominated person **must** be given a signed letter from the normal carer

authorising them to collect the child from the Pre-School. It sometimes happens that someone other than the normal carer brings the child to Pre-School but isn't picking them up at the end of the session. Again the Pre-School staff must be informed if someone else is picking the child up.

RULE Please do not leave your child before 9.01am or before the Pre-School Supervisor or Assistant knows they are there and has greeted them.

RULE Please be on time for meeting your child (they do get very worried when they are left behind). If you are going to be late PLEASE ring and inform the Pre-School Supervisor (tel. (01865) 407417).

RULE If for any reason you wish to **WITHDRAW** your child from the group or you wish to **DECREASE** days **YOU MUST** let the Pre-School Supervisor have a term's notice (approx. 6 weeks) **IN WRITING** unless there are special circumstances. _

RULE If you wish to **INCREASE** your child's days, please inform the Pre-School Supervisor **IN WRITING** and providing there is an available space, your child may start immediately. If however, there is not a space available, your child's name will be put on the waiting list and you will be advised when a space becomes available. You are advised to inform the Pre-School Supervisor of your intentions as soon as possible due to advance bookings.

FEES

Our fees aim to cover staff wages, hire of hall, electricity, heating, play materials, insurance and everyday running costs. As we are non-profit making and receive no subsidies, fees must be paid even when the child does not attend for any reason, e.g. holidays, illness. We also have to supplement our income with fundraising.

Fees are charged per session and are payable each term. An invoice will be issued. PLEASE PAY PROMPTLY. In cases of difficulty the fees may be paid on a weekly basis by arrangement in advance with the Treasurer. Weekly payments must be strictly adhered to.

As of 1st October 2008 our fees, per session, are as follows:-

2½-3 year olds £6.50

3 year olds from term after 3rd Birthday (Nursery Education Grant available) £8.50

Lunch Club £2.00

Grants - Your child is entitled to an Early Years Grant the term after their 3rd Birthday. Therefore, at the beginning of each 12 week term (i.e. in September, January and April), you will be asked to complete the necessary paperwork, in order for the Pre-School to receive the grant. Your child is entitled to claim up to 5 sessions per week. You can share the grant between different providers. You will not receive a bill for the sessions your child receives a grant for, however, you will receive a bill for other amounts due, e.g. non-granted sessions, lunch sessions etc. If you wish to change the grant allocation at any time and for any reason, e.g. increase or decrease the sessions attended, share grant with

another provider etc, you must inform the Committee **IN WRITING** in order that we may change the grant allocation. Failure to do this could result in duplicate grants being claimed and the Pre-School reserves the right to reclaim any monies from the parents should we be informed of any grant duplications.

Your child can also have a free place from the age of 2½ if you are in receipt of income support or are on means tested benefits. This entitlement is for a maximum of 3 half-day sessions (maximum of £6 per session). Application forms for this are available through your Health Visitor. Please speak to the Pre-School Treasurer or Chairperson for further details.

In all other cases our normal fee applies. Fees are subject to an increase annually, normally September, to allow for increases in staff wages, hall hire etc.

DISPLAY BOARD

The Display Board contains information about the activities available, what you can expect from them, details of any topics being covered etc and the Parent Helper Rota.

NOTICEBOARD AND DOOR

The Notice board and door are for your information about what is going on at Pre-school and displays:-

- a) List of committee members.
- b) List of staff.
- c) Insurance and registration notices.
- d) Copy of the Constitution.
- e) OFSTED Reports.
- f) Newsletter containing details of forthcoming events, term dates and other information
- g) PLA Newsletter and other information.

There is also a Policies and Procedures folder (on the telephone table). This contains details of our policies, procedures, staff and their training, details of previous Ofsted inspections etc. This is available for all parents to look at but please do not remove. Copies of any information can be made available if required. Please see the Chairman.

Note: Please note that every effort has been made to ensure the accuracy of the information contained herein, but some details may change from time to time.

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Fair Processing Notice

DATA PROTECTION ACT 1998

Early Years Settings, Schools, Local Authorities (LAs), the Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF) (the government department which deals with education and children's services), the Qualification and Curriculum Authority (QCA), Her Majesty's Chief Inspector of Education, Children's Services and Skills (Ofsted), and the National Assessment Agency (NAA) all process information on children and pupils in order to help administer education and children's services and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about children must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **Early Years Setting** hold information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to LAs, the DCSF and to agencies that are prescribed by law, such as QCA and Ofsted. In particular, at age five an assessment is made of all children (the Foundation Stage Profile) and this **information is passed to the Local Authority and receiving maintained school.**

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the LA will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **QCA** uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Her Majesty's Chief Inspector of Education, Children's Services and Skills and **Ofsted** do not routinely process any information about individual children. However, whilst Ofsted holds no records of individual children's progress, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **NAA** uses information for those, relatively few, Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, and Awarding Bodies, for ensuring an efficient and effective assessment system covering all age ranges is delivered nationally.

The **Secretary of State for Children, Schools and Families** and the **DCSF** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.

Information about children may be held to provide comprehensive information back to LAs to

support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

The DCSF may also disclose individual child and pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

The Children Act 2004 permit's the disclosure of information from registered childcare providers for inclusion on ContactPoint. The purposes of ContactPoint are to:

- help practitioners working with children quickly identify a child with whom they have contact;
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled;
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- encourage better communication and closer working between practitioners.

ContactPoint will hold for each child or young person in England (up to their 18th birthday):

- basic identifying information; name, address, gender, date of birth and an identifying number;
- name and contact details for a child's parent or carer;
- contact details for services involved with a child: as a minimum educational setting (eg. school) and primary medical practitioner (eg. GP Practice) but also other services where appropriate; and
- the facility to indicate if a practitioner is a lead professional for a child and/or if an assessment under the Common Assessment Framework has been completed.

ContactPoint will NOT contain any case information (such as case notes, assessments, attendance, exam results, medical records or subjective observations).

Access will be strictly limited to those who need it to do their job. All authorised users must have undergone relevant mandatory training, have security clearance and have a user name, a password, a PIN and a security token to access ContactPoint. To ensure high standards of accuracy, information on ContactPoint will be drawn from a number of existing systems, including the termly School Census from which pupils' home address will be collected.

For further information go to www.everychildmatters.gov.uk/contactpoint

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their

behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the Early Years Setting that your child attends;
- the Local Authority at: Oxfordshire County Council, Children, Young People and Families, Children and Families, Macclesfield House, New Road, Oxford, OX1 1NA;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London, WC2B 6SE;
- the NAA Data Protection Officer at NAA, 29 Bolton Street, London, W1J 8BT;
- the DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, London, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

LONG WITTENHAM PRE-SCHOOL REGISTRATION FORM

BASIC DETAILS

CHILD'S FULL NAME:

NAME KNOWN AS:

DATE OF BIRTH:

ADDRESS AND TELEPHONE NUMBER:

MOTHER'S NAME (include address and telephone number if different from above):

DOES THIS PARENT HAVE PARENTAL RESPONSIBILITY?

YES/NO (delete)

IF CHILD DOES NOT LIVE WITH THIS PARENT DOES PARENT HAVE LEGAL ACCESS TO CHILD?YES/NO
(delete)

FATHER'S NAME (include address and telephone number if different from above):

DOES THIS PARENT HAVE PARENTAL RESPONSIBILITY?

YES/NO (delete)

IF CHILD DOES NOT LIVE WITH THIS PARENT DOES PARENT HAVE LEGAL ACCESS TO CHILD?YES/NO
(delete)

EMERGENCY CONTACT DETAILS

EMERGENCY CONTACT DETAILS FOR PARENTS (during Pre-School hours):

WORK:

MOBILE:

ANY OTHER EMERGENCY CONTACT DETAILS (include name and telephone numbers):

1.

2.

PERSONS AUTHORISED (must be over 16 years of age) TO COLLECT MY CHILD (include name, telephone numbers and relationship to child):

1.

2.

PERSONAL DETAILS OF CHILD

DOES YOUR CHILD HAVE ANY SPECIAL DIETARY NEEDS OR PREFERENCES?

YES/NO (delete)

HOW WOULD YOU DESCRIBE YOUR CHILD'S ETHNICITY OR CULTURAL BACKGROUND?

WHAT IS THE MAIN RELIGION IN YOUR FAMILY?

ARE THERE ANY FESTIVALS OR SPECIAL OCCASIONS CELEBRATED IN YOUR CULTURE THAT YOUR CHILD WILL BE TAKING PART IN AND THAT YOU WOULD LIKE TO SEE ACKNOWLEDGED AND CELEBRATED WHILE HE/SHE IS IN OUR SETTING?

YES/NO (delete)

WHAT LANGUAGE(S) IS/ARE SPOKEN AT HOME?

IF ENGLISH IS NOT THE MAIN LANGUAGE SPOKEN AT HOME, WILL THIS BE YOUR CHILD'S FIRST EXPERIENCE OF BEING IN AN ENGLISH-SPEAKING ENVIRONMENT?

YES/NO (delete)

IF SO, DISCUSS AND AGREE WITH THE KEY PERSON HOW YOU WILL SUPPORT YOUR CHILD WHEN SETTLING IN.

DOES YOUR CHILD HAVE ANY SPECIAL NEEDS OR DISABILITY?

YES/NO (delete)

Details:

WHAT SPECIAL SUPPORT WILL HE/SHE REQUIRE IN OUR SETTING?

WHAT OTHER INFORMATION IS IT IMPORTANT FOR US TO KNOW ABOUT YOUR CHILD? FOR EXAMPLE, WHAT THEY LIKE, OR WHAT FEARS THEY MAY HAVE, ANY SPECIAL WORDS THEY USE, OR WHAT COMFORTER THEY MAY NEED AND WHEN, DO THEY NEED HELP ON THE TOILET:

NAMES OF PROFESSIONALS INVOLVED WITH CHILD (include name, agency, role and telephone number):

DOCTOR'S NAME, ADDRESS AND TELEPHONE NUMBER:

HEALTH VISITOR'S NAME, ADDRESS AND TELEPHONE NUMBER:

DOES YOUR FAMILY HAVE A SOCIAL CARE WORKER FOR ANY REASON?

YES/NO (delete)

NAME:

BASED AT:

TELEPHONE NUMBER:

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 CARE WORKER NAMED ABOVE AND KEEP THESE SECURELY IN THE CHILD'S FILE.

ARE VACCINATIONS UP-TO-DATE?

YES/NO (delete)

ANY KNOWN ALLERGIES?

YES/NO (delete)

Details:

DOES HE/SHE TAKE MEDICATION?

YES/NO (delete)

Details:

CONSENT

I/WE DO / DO NOT CONSENT FOR MY/OUR CHILD TO BE TAKEN OUT AS A PART OF THE DAILY ACTIVITIES OF THE SETTING (WALKS ETC). I/WE UNDERSTAND THAT OUR FURTHER CONSENT WILL BE REQUESTED FOR MAJOR OUTINGS.

I/WE DO / DO NOT CONSENT TO MY/OUR CHILD BEING PHOTOGRAPHED DURING PLAY FOR PRE-SCHOOL ALBUMS AND FOR WORK TO COME HOME.

I/WE DO / DO NOT CONSENT FOR THE STAFF TO SEEK EMERGENCY MEDICAL ADVICE OR TREATMENT FOR MY/OUR CHILD AND/OR TAKE MY CHILD TO THE NEAREST ACCIDENT AND EMERGENCY UNIT TO BE EXAMINED, TREATED OR ADMITTED AS NECESSARY, ON THE UNDERSTANDING THAT EVERY ATTEMPT HAS BEEN MADE TO CONTACT ME OR I HAVE BEEN INFORMED AND AM ON MY WAY TO THE HOSPITAL. A MEMBER OF STAFF FROM LONG WITTENHAM PRE-SCHOOL WILL ACCOMPANY MY CHILD AND STAY WITH THEM UNTIL MY ARRIVAL.

SIGNED BY :

TO BE COMPLETED BY THE KEY PERSON/MANAGER

DATE STARTING:

DAYS AND TIMES OF ATTENDANCE:

ARE ANY FEES PAYABLE:

NAME OF KEY PERSON:

HAS THE SETTLING-IN PROCESS BEEN AGREED?

YES/NO (delete)

IF SO, DETAIL: