



# Garland Prospectus

Garland

OFSTED registered – EY492436 - GOOD

59 Garland Road

Poole, Dorset BH15 2LD

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

[www.facebook.com/littlebeansgarland](http://www.facebook.com/littlebeansgarland)

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Manager: [emma.littlebeansgarland@outlook.com](mailto:emma.littlebeansgarland@outlook.com)

Senco: [senco.littlebeansgarland@outlook.com](mailto:senco.littlebeansgarland@outlook.com)

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## Introduction

### Welcome to Little Beans

We believe that each little bean should feel safe, secure and confident; developing strong roots from which to grow. We seek to provide a stimulating “Enabling” environment that is central to the children’s learning and development. This allows them to flourish, develop and reach their full potential as unique individuals as well as reaching their early learning goals.

The roots that are planted during these early years are vital in developing the skills they need to take with them throughout their lives.

We also focus on building secure, positive and strong relationships between children and their key person. This gives children the support and assurance they need to grow and shine in all areas of the Early Years Foundation Stage.

We pride ourselves on engaging with parents and families to create strong, positive partnerships - after all it is you who know your little beans best!

Our friendly and welcoming team will enthuse, engage and motivate your little beans.

If you would like to come and visit us, then please give us a call. We would be happy to arrange a tour to show you the facilities we have available and to introduce you to our team.

We look forward to welcoming you to become a valuable part of **Little Beans**.

From all the team at **Little Beans**!

## Meet the Team

### Sebrina - Director (Level 3 Early Years)



*"I have over 9 years of experience in the childcare sector and have three children of my own. I lead a great team and strive to deliver energy and enthusiasm in all that we do at **Little Beans**. In my view, children should feel safe, secure and happy and be given all the support they need to fulfil their potential. This includes providing children with a broad range of knowledge and skills; quality and consistency of care where staff are supported through ongoing training and development; building positive relationships and treating each child as a unique individual."*

### Tamsin - Director



*"I have three bundles of energy at home and my youngest used to attend **Little Beans**. I bring the 'parent's perspective' to my role as co-owner. I am on hand to offer support and management to the team as well as to parents. I work in the background to ensure that we deliver a welcoming and stimulating environment for children where they enjoy learning and grow with confidence."*

### Emma - Manager (Level 5 Early Years Foundation Degree)



*"I am the Manager of **Little Beans** Garland, I have over 10 years' experience working with children and families in a range of settings, from charities to academies and children centers. I have experience of being a SENCO and am the Designated Safeguarding Lead and hold a Level 5 Foundation degree in Early Years. I believe all children should have the same start in life and be able to flourish as individuals. At **Little Beans** we create an enabling environment with caring and skilled staff to ensure all children reach their full potential. My role as Manager is to ensure all children at **Little Beans** make progress through positive interactions and play based learning and activities, whilst ensuring all children are safe and building upon their personal, social and emotional development."*

### Lauren - Deputy Manager (Level 7 BA Early Years & QTS)



*"I am the deputy manager of **Little Beans**. I am a qualified primary school teacher who has worked with children from the ages of 3 months - 11 years. I believe that all children should have the opportunity to access a variety of exciting & engaging activities to help enhance their learning experiences. I also believe that children learn best through play & that the adults are there to build upon the children's interests. My role is to support Emma with the day to day running of **Little Beans** & to help ensure that the children are making progress in all areas of learning in a vibrant & safe setting."*

### **Samuel - 2<sup>nd</sup> Deputy Manager (SENCO Level 3 Early Years)**



*"I have a passion for working with children, to share with them the joy that can be found in the world around us. I take pride in my high standard of work, encouraging and ensuring all children can grow and to give them a safe environment in which to do so. My experiences of working with children are diverse and vary greatly; from a one-to-one role, to working with larger groups of children with varying needs. Currently training on Senco. Level 3 safeguarding."*

### **Sonya - Baby Room Leader (Level 3 Early Years)**



*"I have worked with children aged 0-5years for almost 13 years now, mostly in nurseries for long periods of time, but also abroad and including a little experience as an agency worker. I pride myself on fantastic relationships with parents to ensure the best care for their children, who are ultimately their whole world. I enjoy creating a fun, safe and caring environment for these little ones to grow and always like making memories with arts/craft activities, getting messy and singing/dancing. In my spare time I love living near the beach for walks and watching a lot of movies at the cinema."*

### **Kerrie - Preschool Room Leader (Level 3 Early Years)**



*"I have always loved working with children and watching them develop. I come from a big family with lots of small children who I spend a lot of time with. I feel I work best when being creative, and children love getting creative! I am looking forward to putting my experience into practice here at Little Beans to help the children grow and develop."*

### **Maria - Family Worker (Level 3 Early Years & Level 3 Therapeutic Skills)**



*"Working from home as a childminder and foster carer, I have gained 25 years in childcare. I have 5 children and 4 grandchildren to add to my experience and inspiration. I am very passionate about children learning through play and their experiences through those very important early years. My motto in life is 'to inspire to be inspired'. I love being part of Little Beans as where else can I play all day. I am looking forward to working with the Little Beans and their families knowing that every day I learn something new and go on imaginary adventures supporting the children to reach their full potential in an inspirational environment."*

### Jess - Baby Room Practitioner (Level 3 Early Years)



*“Since a young age I have always wanted to work with children, from looking after younger peers at school, to going back for work experience, to then completing my Level 3 in childcare & Education. It’s a pleasure to be part of the **Little Beans** team after attending the setting numerous times on placement. Helping children to learn and grow is an amazing achievement and I’m glad to be a part of it.”*

### Sophie - Preschool Practitioner (Level 3 Early Years)



*“I have been in the childcare profession for the last 12 years; I have completed a range of courses to improve my knowledge and development within the childcare setting. I am a fun, friendly, motivated and creative person, I love messy play, imaginative play and cooking with the children. I believe children are our future and it is our responsibility as practitioners to help our **Little Beans** grow into caring, honest, sociable and adventurous people.”*

### Kasia - Preschool Practitioner (Level 2 Early Years - Working Towards Level 3 Early Years)



*“I am passionate about childcare, each day is unique for me, just like a child. I believe that we are all capable of doing and learning new things in our own time, place and style. I am very creative, fun and a dependable person with experiences from the children’s centres, nurseries, clubs, schools and Au Pair in America Programme. I am a happy mother of a bilingual girl; an example of a family where a child grows happily and learns two languages (Polish and English) at the same time. I am one of the organizers of the First Polish Library for Polish Children and Families in Poole and area (Central Library) and I was successfully co-leading a Polish Speaking Group “Szkra Poole” at the Old Town Children Centre.”*



### Katie - Preschool Practitioner (Level 2 Early Years)

*“I have always had an interest in working with children and have always loved looking after and babysitting my young cousins. I finished school a few years ago and I have now recently completed my Level 2 in childcare - I am really excited to put what I learnt from my apprenticeship into my practice here at **Little Beans**.”*

**Laura - Baby Room Practitioner (Level 2 Early Years - Working Towards Level 3 Early Years)**



*"I love children and I am so excited to be around them. I have worked previously with a little boy, and that made me realise that this is my path. I believe that childhood is the most beautiful part of life, and for me, childhood offers many big opportunities in terms of my career. To spend quality time with the children and seeing them grow up is amazing, and that makes me feel good about myself and my role."*

**Louise - Preschool Apprentice (Working Towards Level 3 Early Years)**



*"From an early age I have always wanted to work with children. I have lots of young children in my family that I love spending time with, and they are the reason I want to succeed in childcare. I am currently an apprentice working towards my level 3 in childcare and I am very excited to be a part of the **Little Beans** team."*

**Natalie - Preschool Apprentice (Working Towards Level 3 Early Years)**



*"I come from a big family and have always loved being around children. I am a very creative individual and enjoy doing arts and crafts activities. I also very much enjoy exercising. I am currently focusing on my childcare apprenticeship at **Little Beans** and am looking forward to working towards my NVQ Level 3 qualification."*

**Claire - Nursery Cook/Chef**



*"Cooking and baking are passions I've had for as long as I can remember. Exploring the world through food is one of my favourite things to do. My family has an allotment where we grow a variety of items, from fresh peas to raspberries and asparagus. I enjoy creating food that makes people happy!"*

### Carmen - Accounts Manager



family."

*"I have spent many years working in childcare, from working in a childcare setting, to being a nanny. I am also a mummy which gives me the best experience of all. Before this I worked in customer service and administration roles in banks. So, for me Little Beans is the perfect work environment, and I'm very excited to be part of the little beans team as accounts manager. I'm a very social person, and spend my weekends and evenings having lots of adventures with my daughter, and our family and friends, and I am very happy to have the Little Beans team as my work*

### Chloe - Office Administrator



*"I have worked in administration roles for the last 6 years including a childcare environment. I have previously completed an apprenticeship in business administration and gained an NVQ level 2 and 3 in business administration. I am a very bubbly and friendly person and I am super happy to be part of the Little Beans team as office administrator."*



All members of the team at Little Beans are committed to undertaking ongoing development and training. We regularly attend courses to keep improving and hold regular team meetings to share information and provide feedback on any courses that we attend.

## General Information

### Settling Visits and Home Visits

All children will have settling in sessions at no charge. We may decide to offer further settling in sessions if we consider that this would be beneficial to your child considering their individual circumstances and requirements. We also do home visits as we understand some children may settle best when they get to know us in an environment they feel safe and secure in. Please speak to a member of the team if you would like a home visit.

### Uniform

We have a **Little Beans** uniform that your child is strongly encouraged to wear during each session they attend. This creates a sense of belonging and helps for school readiness. Details of the uniform are available in a separate leaflet – please ask a member of the team if you have not received this.

If you would like your child to take up a space at **Little Beans** please complete the Registration Form.

### What to bring to Little Beans

For your child to get the most out of their day please remember to bring a bag containing the following items...

Nappies/underwear  
Wipes  
Nappy sacks  
Slippers  
Spare clothing  
Welly boots  
(We do have messy play)

Jumper/cardigan  
Hat  
Coat  
Sun cream  
(Weather is so unpredictable)

Drinking water  
(Please no squash etc)  
Lunchbox including ice pack

Communication book (we will provide this to you)

It would be very helpful if everything can be labelled so far as possible.

*(Please DO NOT put medicines in your child's bags they need to be handed straight to your child's key person and a medication form must be filled in. Your child's medicine must be clearly named with details of the amounts and times medicine is to be administered.)*



## Fee Information - 2019

### Funding

Funding may be available to you - please speak to our Accounts Manager or Administrator who will be happy to talk through funding with you.

Session	Times	Fees
Day space	7.30am to 5.30pm	£58.00 per day
Mini day (not available if under the age of 2)	9.00am to 3.00 pm	£39.00 per day
Early start	7.30am-8.00am	£3.50 per session
Morning	8.00am to 1.00pm	£32.00 per session
Afternoon	1.00pm to 5.30pm	£27.00 per session
5 x day spaces	7.30am to 5.30pm	£260.00 per week
Extra hour		£6.00
Hot Lunch	11.30am	£2.50
Light Tea	4.00pm	£2.00
Hourly funded fee	For 3&4 year funding only	£1.00 per funded hour

- Settling in sessions at no charge - number of settles depend on individual child.
- Charges for sessions are inclusive of a hot lunch for morning sessions, day sessions and mini day sessions, and are inclusive of a light tea for day sessions and afternoon sessions - please note this applies to fee paying sessions only, an additional charge of £2.50 per hot lunch and £2.00 per light tea apply for funded sessions.
- Minimum of 2 sessions for attendance of all children.
- For funded sessions or afternoon sessions only, you can opt to bring a packed lunch or request for a **Little Beans** lunch and/or tea.
- We will apply a fee of £1.00 per funded hour booked in with us for 3 & 4 year olds.
- If you require any information about allergens, please speak to a member of the team.
- One months' notice is required to change or cancel any sessions or meals. This must be put in writing or via an email to the accounts manager (Carmen).
- You must reconfirm your eligibility every term for the 30 hours funding. If not reconfirmed, we are unable to claim funding, so you will be charged for the sessions we are unable to claim funding for. If you require any advice, please speak to the Office team.
- If you require forms to be completed by the Little Beans office team, (e.g. benefit forms), then you must bring the letter in and leave it with us. We will complete it within a 14 day period and we will send it off. To enable us to do this, we will require you to bring in the freepost envelope, or a letter with the address and a stamp, or a charge of £2 will be charged.
- Parents are to replace their child's communication book if they lose it or break it, or a charge of £1.50 will be issued to replace the book with a new one. Alternatively, you can choose to replace the book yourself. No costs are involved for a new book for new starters or if the book has been used fully.
- We charge for 51 weeks for all year-round children, and 38 weeks for term time only children.



### Premium sessions.

*funding cannot be claimed for our premium sessions, payment for these bookings are required as outlined below.*

Session	Times	Fees
Early risers	7.30am-9am	£12.50 inclusive of breakfast
Extended Afternoon	3pm-5.30pm	£20 inclusive hot tea

### Longfleet church of England V.C. Combined School -before and after school Clubs

Sessions	Times	Fees
Before school	8.00am to 8.45am Includes breakfast snack and walk to school	£5.00
After school	3.00pm to 5.30pm Includes school pick up and an afternoon meal	£10.00

### Little Beans holiday club price list 2019

Session	Times	Fees
Day space	7.30am to 5.30pm	£30.00 per day (hot lunch included)
Mini Day	9:00am to 3:00pm	£25.00per day
<ul style="list-style-type: none"> <li>• Each session includes a healthy snack and drink. If you book a day space your child will receive a mid-morning snack and an afternoon snack.</li> <li>• All fees are inclusive of food and daily trips.</li> <li>• If you require any information about allergens, please speak to a member of the team.</li> </ul>		

Please refer to our Terms and Conditions for details of payments terms.

We also accept the following: -

- Childcare vouchers
- 2, 3 and 4-year-old funded hours
- You may also be entitled to child tax credits using our Ofsted registration number

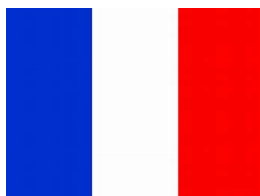
For further information please do not hesitate to contact us.

Intended Start Date:	
Intended Leave Date:	
All Year-Round Basis:	
Term Time Only Basis:	
15 hours funded:	
30 hours funded:	

## Weekly activities at Little Beans

**No extra costs involved!**  
**All children welcome to join in!**

**MONDAY PM: French Club - La Jolie Ronde with Solange (term time only)**



**TUESDAY PM: Yoga Class - Yogarama with Ali (term time only)**



**WEDNESDAY PM: Dance - Starlight Dance Academy with Sarah and Lenise (term time only)**



**FRIDAY AM: Birds Hill - Residential Visit to Birds Hill care home (Poole) (term time only)**  
**FRIDAY PM: Cooking Class - with our in-house chef Claire (all year round)**





# Registration Form

**Please check with us before you take the time to complete this form so that we can confirm we have available space for what you require.**

<b>Your Little Bean</b>	
Name of child	
Preferred name	
Date of birth	
Parent/carer child lives with	
Person/s who have parental responsibility	
Home Address & post code	
Home telephone number	
Ethnic origin/first language	
Other languages	
Religion	
Culture/beliefs	
<b>Parent/guardian 1</b>	
Name	
Relationship to child	
Home address (if different to child)	
Name and address of employer	
Occupation	
Work contact number	
Mobile number	
Email	
<b>Parent/guardian 2</b>	
Name	
Relationship to child	
Home address (if different to child)	
Name and address of employer	
Occupation	
Work contact number	
Mobile number	
Email	
<b>Person who will normally collect your child (if different)</b>	
Name	
relationship to child	
Contact number	

Emergency contact details				
Password				
Names of two other persons authorised to be contacted/collect child in an emergency or if parents are unable to be contacted				
Person 1- Name				
Telephone number				
Relationship to child				
Person 2 – Name				
Telephone number				
Relationship to child				
Health and background information				
Name of doctor				
Surgery address				
Surgery telephone number				
Health visitors name				
Health visitor telephone number				
Special dietary requirements				
Any allergies?				
Immunisations (please circle the ones your child has received)				
Whooping Cough	MMR	Polio/Dip/Tet	Meningitis	Not having any
Any other immunisations given to date?				
Past infectious diseases suffered by your child?				
Details of any medical or special needs/requirements you would like us to be aware of.				
Name and contact details of outside agencies involved in supporting your child/family.				
Does your child attend another childcare facility? If so, please provide name and contact details.				
Any other information needed to be shared?				
Name and address of intended infant/primary school?				

## Required sessions

	Morning 8.00am- 1.00pm	Afternoon 1.00pm- 5.30pm	Day space 7.30am- 5.30pm	Mini Day 9.00am- 3.00pm <small>(not available if under the age of 2)</small>	Little Beans Lunch/Dinner <small>(£2.50 per lunch and £2.00 per tea if funded)</small>
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Proposed start date:</b>					
<b>Intended leave date:</b>					
<b>Term time only</b>		<small>please select either one</small>		<b>All year round</b>	

**Minimum of 2 sessions weekly must be booked (please tick)**

We require a **registration fee of £50** and a **deposit of £150** when you submit the registration form. Please pay by bank transfer and ensure you use your child's name as the payment reference. Our account details are set out in the attached Fee Information.

If a full deposit is paid for your child, then a complimentary Little Beans t-shirt will be given out.

The **registration fee of £50 is non-refundable**. The **deposit fee of £150 is refundable** and reserves your child's space, this will be taken off your final invoice when your child leaves. We charge for 51 weeks all year round and 38 weeks term time only.

Print name of parent requesting session(s)	
Signature of parent	

## Permissions

(Please delete each permission as appropriate)

Permission		Your initials
I do/do not give permission for photographs to be taken of my child for displays, journals and record keeping within <i>Little Beans</i>		
I do/do not give permission for sun cream to be used on my child		
I do/do not give permission for baby wipes to be used on my child		
I do/do not give permission for emergency medical attention to be undertaken on my child		
I do/do not give permission to seek medical help in the case of an emergency		
I do/do not give permission for any emergency medical advice or treatment to be given as considered necessary by medical persons attending		
I do/do not give permission for my child's food from home to be reheated		
I do/do not give permission for my child to play outside on the play equipment in the garden		
I do/do not give permission to contact your health visitor/GP if we feel it is in the best interest of your child?		
I do/do not give permission for us to contact the above settings for the best interest of your child to collect and share information on their learning and development?		
I do/do not give permission for my child to go on regular outings.		
<b>Print Name:</b>	<b>Signed:</b>	<b>Date:</b>





## Permission form for sharing information

When a child attends more than one childcare setting, the Early Years Foundation Stage requires each of those settings to share relevant information to support continuity in the child's learning and development. We also like to work in partnership with other agencies to support the children in our care.

Please complete details of the other persons, organisations or agencies involved with your child: -

	Details	Parent's initials	Date
Registered Child-minder			
Pre-school/Nursery			
After School/Holiday Club			
Children's Centre			
School			
Social Care			
Health visitor GP			
Other (please specify)			
Comments: (any specific comments on information to be shared or information not to be shared)			

Please sign below if you give your permission for information to be shared with the above people, organisations and agencies. We may still be able to pass on information without your permission if, by not doing so, it would risk harm to the child.

Parent/guardian – Print name	
Signature	
Date	
Parent/guardian – Print name	
Signature	
Date	
Signed on behalf of <i>Little Beans</i> in acknowledgement	
Print name of signatory	
Date	



## Settling in

We need to know about your little beans' routine. Please help us build a picture of their week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							



## All about me: 2-4 years PRESCHOOL

My name is	
My preferred name is	
My birthday is	
I live in a (type of home)	
With my	
And my pets	
My religion, culture and beliefs are...	
Special members of my family are	
These are some of my special friends	
Favourite things	
Favourite activities	
Favourite places to visit	
Favourite animals	
Favourite colours	
Favourite sport	
Favourite toys	
Special hobbies	
Other important things about me	
Food (including snacks)	
Drinks	
I love	
I don't like	
I'm scared of	
My comforter is	
My spoken Language	
I attend Little Beans Term time only	I attend Little Beans all year round

## All about me: 0-2 years BABIES

My name is	
My preferred name is	
My birthday is	
I live in a (type of home)	
With my	
And my pets	
My religion, culture and beliefs are...	
Special members of my family are	
Special friends	
Favourite things	
Favourite places to visit with my family	
People who will be dropping me off & picking me up will be...	
I attend nursery (sessions)	
Foods I like	
Foods I don't like	
When I have milk	
I like...	
I don't like...	
My sleep times/duration of naps	
My comforter is...	
My spoken language at home...	
Any extra information (e.g. allergies, specific medical history to be aware of)	

## Parent in partnership agreement

At *Little Beans* we know how important it is to have the best partnership possible between us and you as parents and families. This ensures that we can all work together for the best interests of your child, enabling them to feel confident and able to settle in too *Little Beans* as quickly as possible; ready to learn, develop and achieve!

We use the Early Years Foundation Stage to observe record and plan for your child and their next steps, so they can reach their full potential and always feel challenged. You as families are the key as you know your children best, so we would like to enter into an agreement to work in partnership together as follows:

-

At *Little Beans* we agree to: -

- Ensure that the transition period for your child to start is a smooth and positive experience. We will do a home visit if you wish to meet you and your family, to go through the prospectus together and answer any questions you may have. This also enables us to meet your child in their own environment to feel more safe and secure and build positive relationships.
- Find out as much information as possible about your child so they can settle quickly and confidently. The information we have will also be a starting point to commence the learning journals along with observations and recording to enable planning and next steps to be put in place.
- Allow settling in sessions - as many as needed depending on your individual child and until everyone agrees that they feel secure enough to be left.
- Maintain a daily register where everyone will be signed in and out. We will not allow anyone other than you or your authorised persons to collect your child. We will keep a contact register in case you are unavailable.
- Administer medicines as prescribed by the doctor (a medical form will need to be completed).
- Ensure that we will do our best to comfort and look after your child if they become ill throughout the day and we will inform you as soon as possible.
- Advise staff at *Little Beans* of any outbreaks of infections, diseases or cases of head lice.
- Inform you of any incidents or accidents that may have occurred at *Little Beans* and or affected your child during the day
- Hold regular parent's evenings to share information on your child and keep you update on your child's progress and development.
- Do regular questionnaires to gain constructive feedback and any suggestions to monitor and help improve the service we provide.

- Implement a policy of equal opportunities (enshrined in law). We help children to learn about other cultures and aim to develop their respect and tolerance for race and religion. We ensure that boys and girls are treated equally and given equal access to all activities and appropriate responsibilities. We keep a number of written policies at *Little Beans* including equal opportunities behaviour management and child records.
- Encourage your child to experiment with a variety of materials and be creative; doing so they may get messy even though we encourage them to wear aprons.
- Provide organised visits into the local area and we will always advise you in advance when these are planned.
- Always comply with staff ratio's set out in the statutory framework for the Early Years Foundation Stage.

### Parents/carers agree to:

- Choose whether you would like a home visit.
- Attend *Little Beans* with your child during the settling in time until your child is ready, confident and happy to be left.
- Inform us of any absences.
- Inform us if you cannot collect your child and who will.
- Share your child's interest by talking with them and to their key person about what they have been doing.
- Give us the names and telephones numbers of people we can contact in case of sickness or emergency and inform us of any changes.
- Keep a sick child at home and collect one if they become ill whilst at the setting as soon as possible.
- Inform us if your child has contracted an infectious disease or has/had head lice.
- Inform us of any significant changes which may affect your child's behaviour.
- Inform and tell us about your own observations and provide comments which can be added to your child's records.
- Accept and adhere to the policy of equal opportunities within *Little Beans*.
- Read and familiarise yourselves with the policies and procedures at *Little Beans* and inform staff if you do not understand anything in the content.
- Provide sensible and appropriate clothing
- Give consent to visits into the local area for your child's development and enjoyment.
- Attend parent's evenings to discuss and share your child's development.
- Pay fees promptly
- Unfortunately, staff members cannot accept parents and carers on Facebook, even after staff leave employment with *Little Beans*

## Policies & Procedures

<b>Safeguarding</b>
Safeguarding Whistleblowing Intimate Care Mobile Phones, Cameras, Video Recorders, I-Watches & the Internet Prevent Duty Lock Down & Movement Around Building Lone Working
<b>Record Keeping &amp; Complaints Handling</b>
Record Keeping & Complaints Handling Confidentiality, Data Protection & Record Keeping GDPR
<b>Health &amp; Safety</b>
Lost, Missing or Unaccompanied Child Evacuation Fire Drill Outings Food & Drink Illness & Infectious Diseases Incident & Emergency Medicines Risk Assessments Prevention of Cross Infection & Waste Disposal Un-Collected Child
<b>Staffing</b>
Recruitment of & Checks on Staff Staff Supervision, Training & Development Staff Ratios & Key Person Staff & Employment
<b>Working with Parents - Settling In &amp; Parent Partnership</b>
<b>Special Educational Needs</b>
<b>Behaviour &amp; Anti-Bullying</b>
<b>Inclusion &amp; Equal Opportunities</b>
<b>Home Visits</b>
Home Visits for New Starters Home Visits for Family Support
<b>Student Placements &amp; Volunteers</b>
<b>Tapestry</b>

These policies and procedures are held at *Little Beans* and are available upon request at any time. To save paper and the environment we have not printed these. However, if you would like a printed copy we would be more than happy to arrange this for you. If you would like to discuss any of the policies and procedures, please do not hesitate to contact us.

## Terms and Conditions

1. **Fees** - You are required to pay the fees in accordance with the rates set out in the current pricelist. Fees are charged 51 weeks (AYR) or 38 weeks (TTO), whether your child attends or not. We will review fee rates on an annual basis and will notify you in writing at least 1 month before any fee changes will apply. Fees are payable for any holiday time or other absences, including illness, that your child takes away from Little Beans.
2. **Deposit** - The registration fee paid at the time of starting Little Beans is non-refundable, the deposit fee paid at the time of starting little Beans is refundable and will be taken off your final invoice.
3. **Payment** - Fees must be paid in advance on the 1<sup>st</sup> day of each calendar month. Payments must be made by bank account transfer/standing order/ direct debit and your child's full name needs to be put as the reference.
4. **Vouchers** - We can accept childcare vouchers however they need to be submitted in advance so that payment is made for the 1<sup>st</sup> of each month.
5. **Holidays** - Fees still apply and will be charged for bank holidays and public holidays when Little Beans closed.
6. **Closure** - We will be closed for 1 week at Christmas and will notify you in advance of our closure dates.
7. **Late collection** - If you are late in collecting your child at the end of booked sessions we reserve the right to charge additional fees on an hourly basis.
8. **Late payments** - If payments are made more than 7 days late you will incur a late payment fee of £25.00. If fees are unpaid this may lead to:
  - a. Withdrawal of further childcare until payment is made;
  - b. Termination of the agreement and we will take necessary action to recover all fees due and costs incurred in such action including administration and legal.
9. **Changes/leaving date** - You must give a full calendar months' notice in writing if you wish to change, cancel or end our agreement including notifying us of your child's leaving date.
10. **Absences** - You must inform us as soon as possible if your child is absent for any reason.
11. **Illness** - If your child is ill during the day we will contact you to collect your child in accordance with our illness policy. You must make arrangements for your child to be collected within the hour. We must be notified immediately in writing or by telephone in an emergency if your child suffers from any infectious or contagious diseases.
12. **Medications** - We will require written consent to administer any prescribed medicines and your child's name must be clearly visible on the medicine bottle/packet. We will make all reasonable medical decisions and seek medical help if we are unable to contact any of the individuals listed on your registration form. In line with our medicines policy we reserve the right to refuse to administer certain medication. The safety and wellbeing of a child is our first concern and we will take the appropriate action if we feel that a child is at risk.
13. **Funding** - If parents have not provided evidence that they have reconfirmed for the 30 hours eligibility then they will be required to pay the monies outstanding.
14. **Letters** - If you require forms to be completed by the Little Beans office team, (e.g. benefit forms), then you must bring the letter in and leave it with us. We will complete it within a 14-day period and we will send it off. To enable us to do this, we will require you to bring in the freepost envelope, or a letter with the address and a stamp, or a charge of £2 will be charged.
15. **Start date** – We require you to confirm your start date when completing the registration form, once your deposit and registration fee has been paid we will then book your required sessions in from the date requested on your registration form. You will not be able to change your start date, however can give one full calendar month's written notice to change your sessions booked in to the minimum 2 sessions per week required.
16. **Funding fee** – We will apply a charge of £1.00 for every funded hour that is booked in for 3 and 4 year olds.





## Parent Acceptance of Terms

I/We have read, accept and agree to adhere to: -

- *Little Beans'* Terms and Conditions
- Fee information
- Parent Partnership Agreement
- Completed Registration Form
- Completed Permission Form
- Completed Permission Form for sharing information
- Policies and procedures of *Little Beans*

Parent/guardian – Print name	
Signature	
Date	

Parent/guardian – Print name	
Signature	
Date	

Signed on behalf of <i>Little Beans</i> in acknowledgement	
Print name of signatory	
Date	



Dear Parents,

As you may be aware a new data protection standard came into use from May 2018 called the General Data Protection Regulation (GDPR). This means that there are new obligations for companies and how we store your personal data.

Due to this we need to gain your permission clearly about the information that we hold on you and your family.

- The information that you have provided to us previously will be archived accordingly.
- Accident and incident forms will be kept archived until your child reaches the age of 21 years old and any safeguarding paperwork (if applicable) will be kept until your child is 24 years of age in line with current regulations.
- Photographs will be deleted from all computers and memory cards every 6 months as a minimum.

We will only use your (including your child's) personal information to provide a childcare service to you. We'd like to keep sending you information about your child/ our nursery (as relevant) by email/ Facebook/ phone etc but we need to make sure that we have your permission to do so. We keep your information, so you can receive important updates about your child/ our nursery. We will keep your information secure and will never share it except if it is required to do so by law.

By ticking this box and signing below you are consenting to us continuing to hold and process your data and send you information.

You can of course ask us not to contact you be email/ phone/ Facebook etc at any time.

Please sign below in agreement with the above statements.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



### **Dear Parents and carers,**

Here at *Little Beans* we are using an online system called Tapestry to record and store all observations and assessments relating to your child. Tapestry is a safe and secure system and one that enables you as parents and carers to access your child's learning journey at any time. You can share it with your child, family and friends at home and also post any comments and photographs of your own, helping to create a fully holistic view of your child so we at *Little Beans* can maintain a high standard of parent partnership.

### **Safety and security**

Staff use tablets to take the photographs for observations which are uploaded to Tapestry instantly. Each staff member has a secure login which is password protected. The tablets are kept in a secure cupboard at *Little Beans* and are never taken home by staff. Staff will be allocated time at work to update journals and plan for their key children's next steps.

If any member of staff suspects that their login details have been compromised in any way, they will inform the Manager, Emma Miller or follow the safeguarding contingency plan in her absence and new login details will be created. The Tapestry Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on Tapestry account is owned by *Little Beans*; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

### **Parental Access**

As parents you are able to log in to the Tapestry system but you will only be able to access your own child's Learning Journey. You may input new observations and photo's, and add comments to existing observations. However you will not have the necessary permission to edit existing content that has been inputted by your child's keyworkers. At the end of this letter is a permission form. We at *Little Beans* require you to sign a consent form giving *Little Beans* permission for your child's image to appear in other children's Learning Journeys.

No photos or observations must go on to any social network site / website if it includes a child that is not yours. Any person seen to be not following the policy may lose their place at Little Beans as this is a security and safeguarding breach of our policy.

### **Parents without internet**

If you do not have access to the internet, *Little Beans* will print all the information from Tapestry and collate it into a paper Learning Journey. This will be stored in *Little Beans* for you to view at all times and will be available to take home. Please inform the office if you require us to do this.

Kind Regards,

Emma Miller

Manager

*Little Beans* Garland



Child Name.....

Child DOB:.....

I ( do / do not ) give permission for *Little Beans* to take photos of my child for the purpose of the Tapestry online Learning Journey.

I ( will / will not ) input observations, photo's and add comments to observations completed by my child's keyworker.

I ( do / do not ) give *Little Beans* permission for my child's image to appear in other children's Learning Journeys.

I will not upload on to any social media site or website if it includes a photo of another child. I understand if I do this it may result in my child's place being cancelled due to breaching the policy as this is a security and safeguarding breach.

I understand it is my responsibility to download my child/ren's learning journey myself when my child leaves Little Beans. I will inform the office team if I need support or are unable to download it myself.

Parent Name.....

Parent Signature.....

## Privacy Statement – Why is personal information kept by agencies?

*Information for children, young people and their families*

Bournemouth, Dorset and Poole

*Agencies Working Together to support Children and Young People*

### Why is personal information held?

- All agencies who provide you with any kind of service have to keep personal information about you. This is so they can plan and give you the services you require.

### What type of personal information is kept?

- It depends on the service you are getting. For example, health visitors keep information on how a child is developing, teachers on how a child is learning, and so on. The information is held confidentially either on computer or in a secure manual filing system.

### Who is responsible for it?

- Making sure your personal information is kept securely and up-to-date is the responsibility of each agency providing the service to you. Information about you is protected by law and has to be treated carefully. We are making sure that everyone working with you is clear about what the rules are.

### Consent to share

- Some information we have to pass on, with or without your consent. For example, if we have a big concern about you or if we think other people may be at risk of harm; if we learn about a serious crime being planned or having been committed and also if a court tells us we must do so. Usually though we would talk to you about this before sharing with another agency.
- Your information may also be shared with Government Departments where we are required to do so.

### How to view your information

- You have the right to ask us if we hold personal information, what it is used for and to view the information we hold. You also have the right to know whether we disclose your personal information to other people and to ask us to correct anything that is wrong.

### Do I have the right to see all my personal information?

- You have the right to see your personal information with some specific exceptions. For example, you will not be allowed to see personal information that contains details about someone else, even a member of your own family, until that person has given permission. There may be occasions when it would not be in your best interests to see it. If that is the case we will ensure that you are given a full explanation at the time so that you understand why this decision has been made.

### Applying for access to your personal information

- You will need to ask the professional working with you. Usually you will have to fill in an "Access Request Form" or send a request in writing. We have to respond within 40 days of receiving your correctly completed application. Please note some agencies may ask for a small fee of £10.

## Parent or Carer's Consent to Record and Share Personal Information



Children and young people in the family			
Given Name	Family Name	Also Known As	Date of Birth

Address		Postcode	
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### Please sign below to confirm:

- I am the parent/carer of the child(ren) named above

#### Consent to Record Information

- I understand that information is held about me and my child(ren) for the purpose of providing us with services. I have read and understood the privacy statement 'Why is personal information kept by agencies?' (overleaf)

#### Consent to Share Information

- I agree that you can share and request information about me and my child(ren) so that you and other professionals can work together to provide us with help, advice, information or support, for example: Teachers, Doctors, Safer Neighbourhood Teams, Nurses, Family Outreach Workers, Health Visitors, Early Years Practitioners, Midwives, Youth Workers, Social Workers and others. Any exceptions or additions can be listed below under 'Notes'
- I understand I can withdraw my consent at any time in writing to my child(ren)'s Lead Worker, and that there are some exceptional circumstances when information must be shared even without my consent (as described in the Privacy Statement overleaf)
- I understand that this consent will last until I ask for it to be changed or until my involvement with the organisation below ends

#### Notes

### Signatures:

Parent/Carer		Name		Date	
Parent/Carer		Name		Date	
Professional		Name		Date	
Job Title		Organisation	Borough of Poole		