



Holiday Club and Before/After School Club

Little Beans Garland
59 Garland Road
Poole, Dorset BH15 2LD
www.littlebeansdaycare.com
www.facebook.com/littlebeansgarland
OFSTED registered – EY492436 - GOOD
Admin / Accounts: thehub@littlebeansdaycare.com
Tel: 01202 668439

Longfleet Church of England V.C. Combined School Before and After school Clubs – price list 2022

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 2022

Session	Times	Fees
Day space	7.30am to 5.30pm	£30.00 per day (hot lunch included)
Mini Day	9.00am to 3.00pm	£25.00 per day
<ul style="list-style-type: none"> • Each holiday club session includes a healthy snack and drink. • If you book a holiday club day space your child will receive a mid-morning snack, lunch and an afternoon snack. • All fees are inclusive of food (as stated above) and daily trips (holiday club). • If you require any information about allergens, please speak to a member of the team. 		

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

We also accept the following: -

- Childcare vouchers
- You may also be entitled to child tax credits using our Ofsted registration number.

For further information please do not hesitate to contact us.

Registration Form Holiday & Before/After School Clubs

Your Little Bean	
Name of child	
Preferred name	
Date of birth	
Male / Female	
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	
Parent/guardian 1	
Name	
Relationship to child	
Home address (if different to child)	
Name and address of employer	
Occupation	
Work contact number	
Mobile number	
Email	
Parent/guardian 2	
Name	
Relationship to child	
Home address (if different to child)	
Name and address of employer	
Occupation	
Work contact number	
Mobile number	
Email	
Person who will normally collect your child (if different)	
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	
Special dietary requirements?	
Any allergies?	
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.	
Any other information needed to be shared?	
Name of Infant/primary school?	



Photo permission

We would like to take pictures for our website, advertising, and marketing for Little Beans.

We would really like to use pictures of your little beans to portray a true reflection of what we are about. These would be displayed on our website and flyers and used for any marketing/advertisement and on our social media sites.

I do/ do not give permission for my child.....
to have pictures taken whilst at **Little Beans** to be used for our website, marketing, flyers, advertisements, and social media such as our Little Beans Facebook Page.

Parent's name	
Parent's signature	
Date	

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 holiday club **Little Beans** as quickly as possible; ready to learn, develop and achieve!

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 when your child is new to our holiday club or before/after school club we will try to make this a smooth and positive experience and help them settle into their new surroundings.
- 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 their time at Little Beans holiday club or before/after school club.
- 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. Anyone collecting your child must give an agreed password otherwise they will not be allowed to collect your child.
- 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.
- Do regular questionnaires to gain constructive feedback and any suggestions to monitor and help improve the holiday club or before/after school club 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:

- Inform us of any absences.
- Inform us if you cannot collect your child and who will.
- 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.
- 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.
- Pay holiday club or before/after school club fees promptly.
- Unfortunately, staff members cannot accept parents and carers on Facebook, even after staff leave employment with **Little Beans**

Policies & Procedures

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

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 for Holiday and before/after school club

1. **Fees** - You are required to pay holiday or before/after school club fees at the time of booking the relevant holiday or before/after school club sessions you require and in accordance with the rates set out in the current holiday or before/after school club pricelist above. We will review fee rates on an annual basis and if you have sessions booked in, we will notify you in writing at least 1 month before any fee changes will apply. Fees are payable for any booked sessions even if your child is subsequently absent, including from illness or to spend time at home or away with you.
2. **Payment** - Fees must be paid in advance on the day you book the relevant holiday or before/after school club sessions. 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 together with 'holiday club' or 'before/after school club' as appropriate.
3. **Vouchers** - We can accept childcare vouchers however they need to be submitted in advance so that payment is made before the start of the relevant holiday or before/after school club session.
4. **Closure** - We will be closed for 1 week at Christmas. No holiday clubs are run during this week.
5. **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.
6. **Late payments** - If payments are not made at the time you book your holiday or before/after school club sessions then: -
 - a. We reserve the right to offer your booked sessions to another parent/family wanting to book those sessions;
 - b. We are not obliged to provide childcare services at holiday or before/after school club until payment is made in full and strictly subject to availability at the time of paying.
 - c. Termination of any agreement to provide holiday or before/after school club childcare services and if any childcare has been provided before payment has been made then we will take necessary action to recover all fees due and costs incurred in such action including administration and legal.
7. **Changes** - You must give a full calendar months' notice in writing if you wish to change, cancel, or end our agreement.
8. **Absences** - You must inform us as soon as possible if your child is absent for any reason.
9. **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 plan 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.
10. **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.

Parent Acceptance of Terms

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

1. **Little Beans'** Holiday and before/after school club T&C's
2. Holiday and before/after school club price list and information
3. Parent Partnership Agreement
4. Policies and procedures of **Little Beans**
5. Completed Registration Form
6. Completed Photo Permission Form
7. Completed General Permissions Form
8. Completed General Data Protection Regulations (GDPR) Form
9. Completed Consent for recording and sharing personal information

Parent/guardian – Print name	
Signature	
Date	

Parent/guardian – Print name	
Signature	
Date	

Signed on behalf of Little Beans 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_____

General Permissions

Permission <i>*Delete as appropriate</i>			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.			
Print Name:	Signed:	Date:	

Any comments.....
.....

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	
---------	--	----------	--

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		