



## Garland Prospectus

Little Beans Garland  
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Poole, Dorset BH15 2LD  
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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 Leadership Team

### **Sebrina - Director**



*"I have many years of experience in the childcare sector and have five 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."*

**(Level 3 Early Years)**

### **Tamsin – Director**



*"I work in the background to support the team at Little Beans bringing my legal, management and consultancy skills into play. I have three children and so also bring a parent's perspective to my role. We have a great team, and it is always enjoyable coming in to visit to witness in person the outcome of all the hard work and dedication poured into Little Beans every day by the team."*

**(LLB Law : Hons)**

### **Roshni – Manager, Designated Safeguarding Lead (DSL) & Little Beans Teacher**



*"I am the manager at Little Beans Garland with over 10 years of childcare experience. I believe every child deserves the best start in life, and it's our duty to provide the highest standard of care. Before joining Little Beans, I advanced from Level 3 practitioner to deputy manager and Designated Safeguarding Lead, overseeing daily operations in the absence of the area manager. My diverse experience enables me to support our staff in nurturing and inspiring our Little Beans, ensuring they feel safe, secure, and reach their full potential."* **(Level 3 Early Years)**

### **Gemma – Second Deputy, HR and Admin Manager (DSL)**



*"With over 15 years of experience working with children and babies, I am excited to continue this journey and become a part of the Little Beans family. My background in HR and administration will help me provide welcoming and friendly support to both my colleagues and the parents at our nursery. Outside of work, I stay busy with my two little ones and enjoy family outings. On weekends, I also run a small business as a baby photographer. I look forward to bringing an extra smile to the office, watching your little beans grow, and meeting everyone!"* **(Level 3 Early Years)**

## Meet the Preschool Room Team

### **Sophie – Little Beans Teacher, Preschool Room (Main SENCO)**



*"I will be working in the preschool room as a SEND practitioner to provide additional support for specific children. I have worked in childcare for almost 5 years and spent 3 of those years supporting children with additional needs. I have a passion for providing quality care and fun experiences for all children. I enjoy exploring sensory and messy play with the children as this allows the children to learn through play."*

**(Level 3 Early Years)**

### **Teigan – Little Beans Teacher, Preschool Room**



*"Ever since I left school, I knew I wanted to work with children. Growing up in a large family as one of seven, I was constantly surrounded by kids and gained plenty of babysitting experience! I have great patience with children and love helping them achieve their next milestones."*

**(Level 2 - working towards Level 3 Early Years)**

### **Elisha – Little Beans Apprentice Teacher, Preschool Room**



*"Since leaving school and my nephew was born, I have realised that working with children was the carer I wanted to embark upon. I am excited to start my journey as an apprentices. I endeavour to support the growth and development of your Little Beans which will enable them to grow as individuals and reach their full potential."*

**(Working towards level 2 Early Years)**

### Grace - Little Beans Apprentice Teacher, Preschool Room



*"In the last couple of years I have found my love for working with children and I am delighted to extend this passion by starting my journey as an apprentice. I am excited to work alongside your Little Beans supporting their growth and development during their time here with us."*

**(Working towards level 2 Early Years)**

### Kaylee - Little Beans Apprentice Teacher, Preschool Room



*"I am excited to be starting my apprenticeship at Little Beans. I really enjoy childcare and especially the early years. I am looking forward to meeting all the children and getting to know their personalities and supporting them during their time with us at Little Beans."*

**(Working towards level 3 Early Years)**

### Freya - Little Beans Apprentice Teacher, Preschool Room



*"From a young age, I always knew that working with children was the path I wanted to pursue. Watching my little brother grow into the amazing young man he is today has been one of the most fulfilling experiences of my life. I'm bubbly, energetic, and truly excited to be able to work with your Little Beans as I continue to grow in my childcare career. I can't wait to support, learn from, and help nurture these little ones along their journeys!"*

**(Working towards level 2 Early Years)**

## Meet the 2 year old's Room Team

### **Annette – Little Beans Teacher, Room Leader 2 year old's Room & Second Deputy**



*"I've always been passionate about working with children and believe every child deserves the best possible start in life. My focus is on helping them grow into confident, independent learners—children who feel empowered to make choices, solve problems, and take pride in their achievements. Throughout my career, I've created environments that encourage autonomy and self-belief. Whether it's supporting a child to put on their own coat, choose their own activity, or express their ideas during group time, I believe independence starts with trust and opportunity. I love seeing children take ownership of their learning—asking questions, trying new things, and learning from mistakes with resilience and joy."*

**(Level 3 NVQ In Children's Care, Learning and Development)**

### **Rebecca – Little Beans Teacher, 2 year old's Room**



*"I am so happy about joining Little Beans and being able to put into practice the knowledge and skills I have gained over the last 2 years whilst I worked towards qualifying as a Level 3 Practitioner. Working with children is what I have always wanted to do since I was younger, achieving this makes me so excited for the journey ahead! I am passionate about giving children the best care in their early years as this will support their development and enable them to thrive through life."*

**(Level 3 Early Years)**

### **Laura – Little Beans Teacher, 2 year old's Room**



*"I'm excited to be returning to work at Little Beans after some time off on maternity leave. I bring with me over 14 years of experience working in childcare settings. I've always had a passion for working with children—it's such a joy to watch them grow, learn, and explore the world through fun and engaging activities. I'm really looking forward to bringing this passion back to Little Beans and supporting your children on their learning journey!"*

**(Level 3 Early Years)**

## Kiera – Little Beans Teacher, 2 year old's Room



*"I have a passion for wanting to support children in learning new and important skills they need in the future and watching them grow to their full potential. I aim to help them show their creative side so they learn to use their imagination and become more independent when doing daily tasks, playing or creating their own games."*

**(Level 2 Early Years)**

## Meet the Baby Room Team

### **Sue – Little Beans Teacher & Baby Room Leader**



*"In September 2023 I moved to Poole after living in Sandhurst, Berkshire for 20 years+. My journey began at school loving the subject 'Childcare'. I knew I had an interest in babies and children. Once settled and having two children of my own, who are now grown up I started childminding. I did this for a few years before working in preschools/nurseries. I worked my way up starting as a practitioner then becoming deputy to stepping into the role of manager. I have 15 years+ experience working in the industry this has also covered working Forest School sessions within preschool/nursery settings and 25 years+ being with children. I'm excited to gain more experience working at Little Beans and to make new friendships with my colleagues and parents."*

**(CACHE Level 3 Diploma in homebased childcare)**

### **Maria – Little Beans Teacher, Deputy Baby Room Leader and Special Educational Needs Coordinator (2<sup>nd</sup> SENCO)**



*"Working from home as a childminder and foster carer, I have many, many years of experience in childcare. I have 5 children and 7 grandchildren to add to my experience and inspiration. I am passionate about children learning through play and their experiences through those especially 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 enjoy 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."*

**(Level 3 Early Years & Level 3 Therapeutic Skills)**

### **Lucy – Little Beans Teacher, Baby Room**



*"I am excited to join the team at Little Beans to apply my passion for early childhood development and support every child's growth. I have worked with children for over six years and recently completed my Bachelor's degree in Primary Education with Qualified Teacher Status. I am deeply committed to helping young children grow and develop and I take pride in creating a nurturing, inclusive environments where every child can thrive. I am dedicated to providing the individual care and attention which will help your Little Beans feel valued and supported."*

**(Level 3 Early Years)**

### Isabella – Little Beans Apprentice Teacher, Baby Room



*"I have previously worked with children and developed my passion for starting a career in childcare. I love supporting the growth and development of each individual child, enabling them to grow into their own unique characters. I am excited to start my journey as an apprentice and grow my knowledge and experience to support your Little Beans."*

**(Working towards Level 3 Early Years)**

### Aleah – Little Beans Apprentice Teacher, Baby Room



*"I am really excited to be working as an apprentice at Little Beans. Working with children is so rewarding to me and I really enjoy supporting and caring for little ones during their early years. I look forward to sharing this passion with your Little Beans every day."*

**(Working towards Level 2 Early Years)**

### **Irene - Office Support**



*"I have worked in administration roles for many, many years now, and I am a member of the office team at Little Beans. I thoroughly enjoy the balance of working in the office, as well as going and spending time on the floor with all of the Little Beans where I learn all about their weekends and what they get up to outside of nursery. I enjoy spending time with my ever-growing family with 2 Children and 6 Grandchildren. In my spare time I enjoy eating out & visiting new countries on holidays".*

### **Heather – Little Beans Chef**



*"I have been working in the catering industry for the past 20 years and I have lots of experience with a variety of foods. I have always loved exploring different foods and being able to cook new and exciting meals.*

*I love bringing my knowledge, experiences and passion for food to your Little Beans! I am excited to support the children's understanding of healthy eating and to provide your Little Beans with a hot, fresh, and healthy cooked meal as I believe every child deserves the best opportunity to grow and develop and part of this comes through the food they consume!"*

**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.**

### **Our team on Leave!**



### **Layla – Little Beans Apprentice Teacher, Preschool Room (on maternity leave)**

*"Having grown up with younger siblings and cousins I have always known that I wanted a career with young children. I love being able to see them reach their own milestones and develop individually as well as them being themselves. Being able to watch them bring their own imagination to life with games and artwork is why I am so passionate about working in early years. I love working at Little Beans and am super excited for the career I have ahead of me."*

**(Working towards level 3 Early Years)**

## **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 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.)*

## Little Beans Garland April 2025 - Fee Schedule

| Session                                                         | Times                                                                                                                | Fees                  |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|
| Day space – meals included                                      | 7.30am-5.30pm                                                                                                        | £84.00 per day        |
| Midi day - meals included (not available if under the age of 2) | 8am-4pm                                                                                                              | £73.00 per day        |
| Mini day – meals included (not available if under the age of 2) | 9am-3pm                                                                                                              | £56.50 per day        |
| Early start                                                     | 7.30am-8am                                                                                                           | £5.75 per session     |
| Morning – including meals                                       | 8am-1pm                                                                                                              | £47.85 per session    |
| Afternoon – including meals                                     | 1pm-5:30pm                                                                                                           | £42.00 per session    |
| 5 x day spaces – including meals                                | 7:30am-5:30pm                                                                                                        | £380.00 per week      |
| Hourly fee                                                      | This is the hourly charge for children that are in receipt of funding for any hours that are outside of funded hours | £8.50 per hour        |
| Hot Lunch                                                       | 11:30am                                                                                                              | £3.95                 |
| Light Tea                                                       | 4pm                                                                                                                  | £3.45                 |
| Breakfast/Morning/Afternoon snack                               | Breakfast 7.30am-9am, Morning snack 10am, afternoon snack 1.30pm                                                     | £2.00 each            |
| Hourly consumables fee                                          | For funded children only                                                                                             | £1.75 per funded hour |

- **Settling in sessions** - no charge (number of settles depend on individual child).
- **Minimum Session** – children must attend a minimum of 2 sessions a week.
- **Food** - Sessions are inclusive of breakfast and morning/afternoon snacks. However, if you opt-out of the consumable contribution (see below) then we will charge you for Little Beans breakfast and snacks as these are not covered by government funding. For non-funded sessions, hot lunch and light teas are included in session prices. Families using funding are able to purchase hot lunches and teas at the additional cost listed above. Alternatively, you can provide a packed lunch/tea. Lunchbox suggestions are available upon request. Please follow our allergy and home brought food policies. If you require any information about allergens, please speak to a member of the team. If you forget your home brought food, we will ensure your little bean has food for their session, but we will make a charge as per the above fee rates.
- **Consumable fee** - We automatically apply a £1.75 consumable fee for every funded hour booked in with us. If you wish to opt-out of the consumable fee, please email us at the office requesting to opt-out. If you like our nursery and like what we do then we strongly encourage you to contribute and pay the consumable fee. Please see further information in our Funding Policy.
- **Notice to change or cancel** – If you want to change funded hours between term time only and all year round, we require one term's notice. If you want to cancel/end our agreement for funded hours, we require one term's notice. If you want to make other changes to funded or non-funded sessions, we require one month's notice. If you want to cancel/end our agreement for non-funded sessions, we require one month's notice. All notices must be put in writing or via an email to [thehub@littlebeansdaycare.com](mailto:thehub@littlebeansdaycare.com)
- **Funding eligibility** - You must re-confirm your eligibility every term for the 15 or 30 hours funding and tax-free childcare. 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 Little Beans Office team.

- **Service periods** - We charge for 51 weeks for all year-round children, and 38 weeks for term time only children.
- **Admin** - 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 endeavour to complete it within a 14-day period, and we will send it off on your behalf. 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 £2.50 will be charged
- **T&Cs** - Please also refer to our Terms and Conditions for further information.

### **Funding**

Funding may be available to you - please speak to our office team for further information.

## Longfleet church of England V.C. Combined School - Before and After school Clubs

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

## Little Beans holiday club price list 2025

| Session                                                                                                                                                                                                                                                                                                                                                                                                 | Times            | Fees                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------|
| Day space                                                                                                                                                                                                                                                                                                                                                                                               | 7.30am to 5.30pm | £30.00 per day<br>(hot lunch included) |
| Mini Day                                                                                                                                                                                                                                                                                                                                                                                                | 9:00am to 3:00pm | £25.00 per day                         |
| <ul style="list-style-type: none"> <li>• Each holiday club session includes a healthy snack and drink.</li> <li>• If you book a day space your child will receive a mid-morning snack, lunch and an afternoon snack.</li> <li>• All fees are inclusive of food (as stated) 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 accept: -

- Childcare vouchers
- 9 months, 2, 3 and 4-year-old funding working family's entitlement
- 2-year-old funding
- Tax Free Childcare – using our Ofsted Registration

BCP Parent Declaration Form for Funding can be found on BCP website:

<https://www.bcpCouncil.gov.uk/documents/children-young-people-and-families/Parent-Declaration-Form.pdf>

For further information please do not hesitate to contact us.

## Weekly activities at Little Beans

**MONDAY PM – Cooking Class for preschool!**



**TUESDAY PM – Yoga for 2s and preschool!**



**WEDNESDAY AM: watch this space!**



**THURSDAY AM: watch this space!**



**FRIDAY AM: Zip Zap music, drama and sensory Class for preschool and cooking for babies and 2s!**



**FRIDAY PM: Cooking for babies and 2s!**



## 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.**

| Your Little Bean                                           |  |
|------------------------------------------------------------|--|
| Name of child                                              |  |
| Preferred name                                             |  |
| Date of birth                                              |  |
| Male / Female (please circle)                              |  |
| 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                                            |  |
| For Nursery Use Only:                                      |  |
| Date shown around and by whom:                             |  |
| Date prospectus handed in:                                 |  |
| 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                                                                                            |     |               |            |                |
| 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.                           |     |               |            |                |
| Do you have any concerns regarding your child's development?                                                                 |     |               |            |                |
| Name and address of intended infant/primary school?                                                                          |     |               |            |                |

## Required Sessions

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

|                                                                                                                               | <b>Morning<br/>8am-<br/>1pm</b> | <b>Afternoon<br/>1pm-<br/>5:30pm</b> | <b>Day<br/>Space<br/>7:30am-<br/>5:30pm</b> | <b>Midi Day<br/>8am-4pm<br/>(not<br/>available if<br/>under the<br/>age of 2)</b> | <b>Mini Day<br/>9am-3pm<br/>(not<br/>available if<br/>under the<br/>age of 2)</b> | <b>Little Beans<br/>Lunch/Dinner<br/><br/>(£3.95 per<br/>lunch and<br/>£3.45 per tea<br/>if funded)</b> |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <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> <input type="checkbox"/> <b>please select either one</b> <b>All year round</b> <input type="checkbox"/> |                                 |                                      |                                             |                                                                                   |                                                                                   |                                                                                                         |
| <b>15 hours funded</b> <input type="checkbox"/> <b>30 hours funded</b> <input type="checkbox"/>                               |                                 |                                      |                                             |                                                                                   |                                                                                   |                                                                                                         |

We require a **registration fee of £50** and a refundable **deposit of £150** when you submit the registration form. Please refer to our terms and conditions set out below.

If you are only using funded hours and no extras (such as but not limited to consumables, food, extra hours) you will be exempt from the registration fee but we will require payment of the deposit.

Please pay by bank transfer and ensure you use your child's name as the payment reference. Our account details will be detailed on your invoice and can also be requested by contacting our office team.

If a full deposit is paid for your child, then a complimentary Little Beans book bag will be given out.

|                                            |  |
|--------------------------------------------|--|
| 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 <b>Little Beans</b>                                 |                |              |               |
| 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> |               |



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 social media.

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.

|                    |  |
|--------------------|--|
|                    |  |
| Child's name       |  |
| Parent's name      |  |
| Parent's signature |  |
| Date               |  |

Any

comments.....

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## GDPR

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 by email/ phone/ Facebook etc at any time. Please sign below in agreement with the above statements.

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

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

## H&S: Temperature - Policy & Procedure

We at **Little Beans** ensure the safety and wellbeing of the children in our care is our upmost priority. We at Little Beans understand that children may fall ill within our care and have a system in place to ensure necessary action can be taken in these circumstances.

If a child has a temperature of 38C or more, then staff will take steps to reduce the child's temperature such as removing additional clothing e.g jumpers, cardigans, providing fluids to drink and staff will closely monitor the child. A child's parents/carers will be contacted to collect their child in these circumstances and staff will contact the parent/carer without delay.

**Little Beans** will gain permission from parents to use paracetamol suspension (Calpol 120mg/5ml) as per manufacturer's instructions at their judgement to reduce high temperatures.

If a child sustains a temperature when they get home, they are unable to return to the setting for at least 24 hours from when the temperature subsided.

If a child's condition improves without the regular use of medication once home, and they have not sustained a temperature, then parents/carers are advised to contact Little Beans to discuss their child returning to the setting. These circumstances will be reviewed on a case-by-case basis and the decision falls with the nursery manager/nursery deputy.

### **Little Beans Medication Permission**

I give permission for Little Beans to administer paracetamol suspension (120mg/5ml) to my child as per the manufacturer's instructions if my child's temperature reaches 38C or higher.

I understand that in these circumstances, **Little Beans** will contact me prior to administering the medication and that I will arrange collection for my child without delay.

I have read and understood the **Little Beans** temperature policy.

I have been provided with a copy of the manufacturer's instructions for the paracetamol suspension (120mg/5ml).

Name of child:

Name of Parent/Carer:

Signature:

Date:



- This medicine brings down high temperatures (also called fever) and relieves pain.
- The medicine is OK for most babies over 2 months and children up to 6 years.
- **Do not give it to children on this list:**
  - Not to babies or children taking some other medicines. See section 2 ▶
  - Not to anyone who is allergic to the ingredients. See section 6 ▶
- **Follow the dosage instructions carefully.** Children of different ages need different amounts. These are shown in the tables. See section 3 ▶
- **Speak to your doctor** if anything in this list applies:
  - If a child is not getting better, or needs more medicine than shown in the table. See section 3 ▶
  - If a child gets a rash, breathing problems, diarrhoea or gets very tired. See section 3 ▶

**Now read this whole leaflet carefully before you use this medicine.** Keep the leaflet; you might need it again.

## 1 What the medicine is for

The paracetamol in CALPOL® Sugar Free Infant Suspension is used to relieve pain and / or bring down fever (high temperature) in many conditions including post-immunisation fever, teething, headache, cold and flu, toothache, earache, sore throat and other aches and pains.

## 2 Before giving the medicine to your child

This medicine is suitable for most people but a few people should not use it. If you are in any doubt, talk to your doctor or pharmacist.

### ✗ Do not give your child this medicine...

- If s/he has ever had a bad reaction to any of the ingredients.
- If s/he is taking anything else with paracetamol in it.
- If s/he is between 2-3 months old and is taking this medicine for other causes of pain and fever and:
  - Weighs less than 4 kg or

- Was born before 37 weeks

If any of these applies, **get advice from a pharmacist or doctor without using CALPOL®.**

### ⚠ Talk to your doctor or pharmacist...

- If your child has serious kidney or liver problems.
- If your child has an inherited intolerance to fructose or been diagnosed with an intolerance to some other sugars.
- If your child is taking any other medicines including:
  - metoclopramide or domperidone (used to treat nausea and vomiting)
  - cholestyramine (used to treat high cholesterol)
  - anticoagulants (drugs that thin the blood, such as warfarin)
  - anticonvulsants (drugs to treat epilepsy)

If you are not sure about the medicine your child is taking, show the bottle or pack to your pharmacist.

If any of these bullet points apply, **talk to a doctor or pharmacist.**

### If adults take this medicine:

The following additional warnings are included in case an adult takes this product.

- You can use this medicine while you are taking oral contraceptives ('the pill'), but it may not work so well on your pain or fever.
- If you drink large amounts of alcohol, you may be more open to the side-effects of paracetamol. If this applies to you, talk to a doctor before use.
- If necessary, the medicine can be used during pregnancy. You should use the lowest possible dose that reduces your pain and/or your fever and use it for the shortest time possible. Contact your doctor or pharmacist if the pain and/or fever are not reduced or if you need to take the medicine more often.
- Ask your doctor or pharmacist for advice before taking this medicine if you are breast-feeding.

### ⚠ Some of the ingredients can cause problems

- Methyl (E218), propyl (E216) and ethyl (E214) parahydroxybenzoate may cause allergic reactions which could possibly be delayed.
- The sorbitol (E420) and maltitol content of this product means that this product is unsuitable for people with inherited intolerance to fructose.
- This medicine contains 967 mg of sorbitol liquid (E420) per 5 ml dose which is equivalent to 193 mg/ml and 2.72 g maltitol liquid.
- Sorbitol is a source of fructose. If your doctor has told you that your child has an intolerance to some sugars or if your child has been diagnosed with hereditary

fructose intolerance (HFI), a rare genetic disorder in which a person cannot break down fructose, talk to your doctor before your child receives this medicine.

- Sorbitol may cause gastrointestinal discomfort and mild laxative effect.
- Maltitol may have a mild laxative effect. Caloric values: 2.6 kcal/g sorbitol and 2.3 kcal/g maltitol.
- Carmoisine (E122) may cause allergic reactions.
- This medicine contains less than 1 mmol sodium (23 mg) per 5ml, that is to say essentially 'sodium-free'.
- This medicine contains 14.32mg propylene glycol (E1520) in each 5ml dose, which is equivalent to 2.86mg/ml.
- This medicine contains 0.16mg benzyl alcohol in each 5ml which is equivalent to 0.03mg/ml. Benzyl alcohol may cause allergic reactions. Ask your doctor or pharmacist for advice if you are pregnant or breastfeeding, or if you have a liver or kidney disease. This is because large amounts of benzyl alcohol can build-up in your body and may cause side effects (called 'metabolic acidosis').

## 3 How to use this medicine

### Check the tables to see how much medicine to use.

- For oral use only.
- Always use the syringe supplied with the pack.
- Do not give more medicine than the label tells you to.
- If your child does not get better, talk to your doctor.
- Do not give anything else containing paracetamol while giving this medicine.

### How to use the syringe

- Shake the bottle for at least 10 seconds and remove the cap.
- There is a plug with a hole in the neck of the bottle. Insert the end of the syringe in the hole and ensure it is secure.
- Hold the syringe in place and turn the bottle upside down and gently pull down the plunger to either 2.5 ml or 5 ml as appropriate (see tables for the correct dose).
- Turn the bottle the right way up.
- Remove the syringe by holding onto the bottle and twisting out gently.
- Place the syringe inside the child's mouth against the cheek and press the plunger slowly to gently release the medicine.
- After use, the plug should remain in the neck of the bottle. Wipe the plug and neck clean and rinse the cap before replacing.
- The syringe should be washed and dried

turn over ▶

after use. It should be cleaned by hand without removing the plunger.

### 👶 Babies under 2 months

- Do not give to babies under 2 months old. Consult your doctor.

### 👶 Babies 2 - 3 months

**For the relief of fever after vaccinations at 2, 3 and 4 months:** 2.5 ml. This dose may be given up to 4 times a day starting at the time of vaccination. Do not give more than 4 doses in any 24 hour period. Leave at least 4 hours between doses. If your baby still needs this medicine two days after receiving the vaccine talk to your doctor or pharmacist.

**Pain and other causes of fever - refer to the tables below.**

| Child's age | How Much                                                            |
|-------------|---------------------------------------------------------------------|
| 2-3 months  | 2.5 ml<br>If necessary, after 4-6 hours, give a second 2.5 ml dose. |

- Do not give to babies less than 2 months of age.
- Only give if your baby weighs over 4 kg and was born after 37 weeks.
- Leave at least 4 hours between doses.
- Do not give more than 2 doses. This is to ensure that fever that may be due to a serious infection is quickly diagnosed. If your child is still feverish after two doses, talk to your doctor or pharmacist.

### 👶 Children from 3 months to 6 years

| Child's age | How much               | How often (in 24 hours) |
|-------------|------------------------|-------------------------|
| 3-6 months  | 2.5 ml                 | Up to 4 times           |
| 6-24 months | 5 ml                   | Up to 4 times           |
| 2-4 years   | 7.5 ml (5 ml + 2.5 ml) | Up to 4 times           |
| 4-6 years   | 10 ml (5 ml + 5 ml)    | Up to 4 times           |

- Do not give more than 4 doses in any 24 hour period.
- Leave at least 4 hours between doses.
- Do not give this medicine to your child for more than 3 days without speaking to your doctor or pharmacist.

It is important to **shake the bottle for at least 10 seconds before use.**

### 👶 Children over 6 years

Ask a pharmacist to recommend a suitable product.

### ⚠ Speak to your doctor:

- If your baby needs more than the doses shown in the table, or if fever doesn't go away, speak to your doctor as soon as possible.
- If you are not sure of the cause of your child's illness or if it is accompanied by a rash, breathing difficulties, diarrhoea or excessive tiredness or lethargy, speak to your doctor straight away. Do not give CALPOL® until you get medical advice.

### ⚠ If anyone has too much

Talk to a doctor at once if your child takes too much of this medicine, even if they seem well. This is because too much paracetamol can cause delayed, serious liver damage.

### ⚠ If you forget to give the medicine

Give the next dose when needed, provided that the last dose was given at least 4 hours ago. Do not give a double dose.

## 4 Possible side-effects

CALPOL® Sugar Free Infant Suspension can have side-effects, like all medicines, although these don't affect everyone and are usually mild.

### ⚠ Tell your doctor as soon as possible if you notice any of these:

- allergic reactions including swelling of the face, tongue or throat, difficulty swallowing, unexplained wheezing, shortness of breath, rash or hives.
- becoming unusually tired, unexpected bruising or bleeding and getting more infections (such as colds) than usual. These are very rare effects in people taking paracetamol.
- very rare cases of serious skin reactions have been reported. Symptoms may include: skin reddening, blisters, rash. If skin reactions occur or existing skin symptoms worsen, stop use and seek medical help right away.

If your child shows any of these signs, **stop giving paracetamol and talk to your doctor right away.**  
**Long term use:** People who use medicines containing paracetamol every day for a long time (several months or more) could get certain side-effects, including liver and kidney damage. People taking paracetamol in the usual way

for shorter periods have not had these problems, but liver function tests may be affected.

If you notice any side-effects not included in this leaflet please tell your doctor or pharmacist.

**Reporting of side-effects:** If you get any side-effects, talk to your doctor, pharmacist or nurse. This includes any possible side-effects not listed in this leaflet. You can also report side-effects directly via the Yellow Card Scheme at: <http://www.mhra.gov.uk/yellowcard> or search for MHRA Yellow Card in the Google Play or Apple App Store. By reporting side-effects you can help provide more information on the safety of this medicine.

## 5 Storing this medicine

Keep this medicine out of the sight and reach of children. Do not store above 25°C.

Keep bottle in the outer carton.

Do not use after the end of the month shown as an expiry date on the packaging.

Do not throw away any medicines via wastewater or household waste. Ask your pharmacist how to throw away medicines you no longer use. These measures will help protect the environment.

## 6 Further information

### What's in this medicine?

**The active ingredient is:** Paracetamol 120 mg per 5 ml

**Other ingredients are:** Maltitol liquid, glycerol, polysorbate 80, sorbitol solution (E420), methyl parahydroxybenzoate (E218), propyl parahydroxybenzoate (E216), ethyl parahydroxybenzoate (E214), microcrystalline cellulose and carmellose sodium, xanthan gum and purified water. The flavouring is strawberry (containing propylene glycol (E1520) and benzyl alcohol) and colouring is carmoisine (E122).

### What the medicine looks like

CALPOL® Sugar Free Infant Suspension is a pink liquid, available in 60 ml and 100 ml bottles. It contains 120 mg of the active ingredient paracetamol in every 5 ml of medicine.

**MA holder:** McNeil Products Limited, 50 - 100 Holmers Farm Way, High Wycombe, Buckinghamshire, HP12 4EG, UK.  
**Manufacturer:** Delpharm Orlean, 5 avenue de Concy, 45071 Orléans, Cedex 2, France.

**This leaflet was revised** April 2022

CALPOL® is a registered trade mark.

LNS27001

## 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<br>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 <b>Little Beans</b> 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: 3-4 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                                  |                                      |
| Allergies/Intolerances                  |                                      |
| 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: 2's Room

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| 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                                  |                                      |
| Allergies/Intolerances                  |                                      |
| 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 |

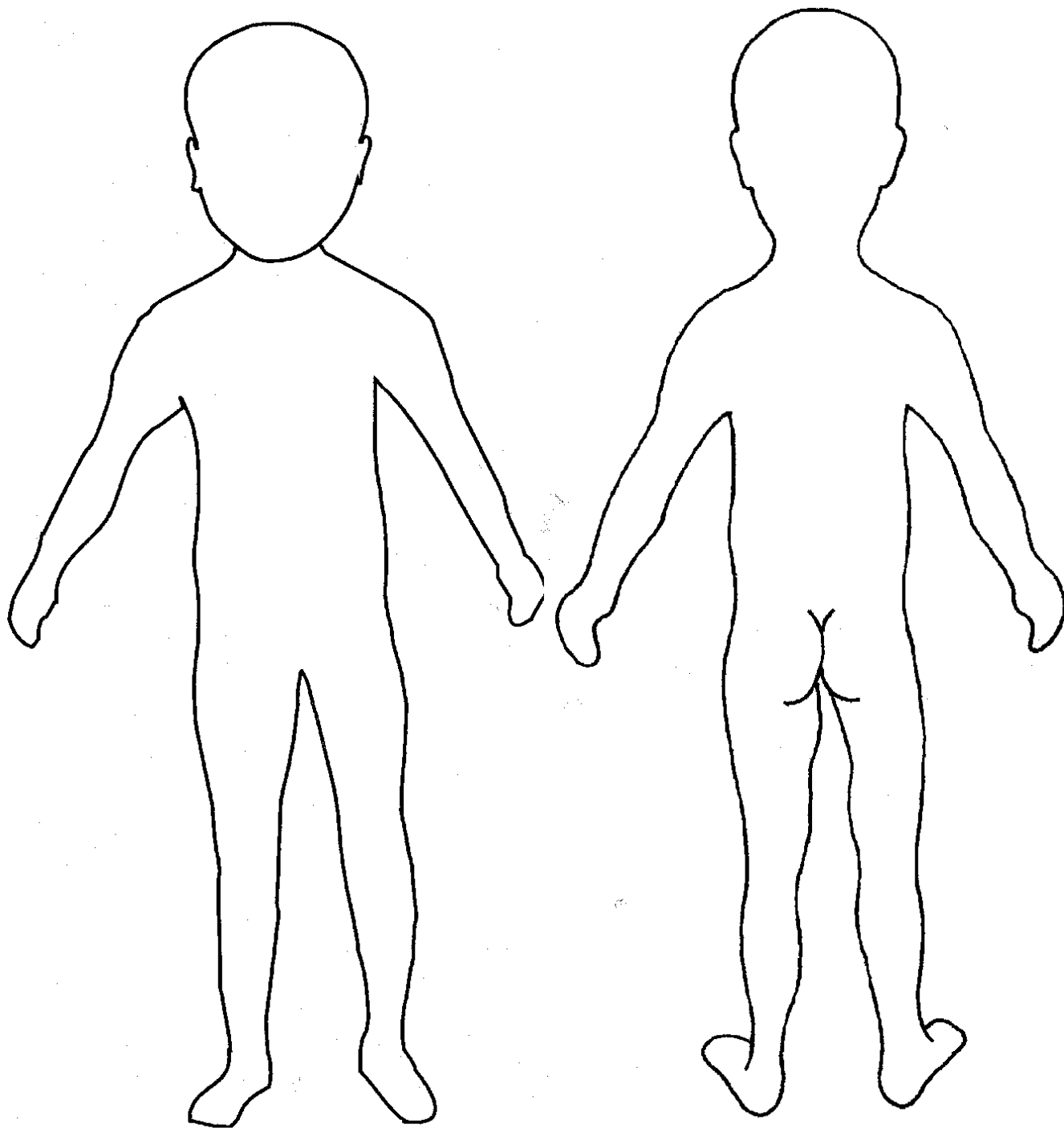


## All about me: 0-2 years BABIES

|                                                                                 |  |
|---------------------------------------------------------------------------------|--|
| 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) |  |

### Distinctive Marks

**Does your child have any distinctive marks on their body? (such as a birth mark or other permanent mark). If so, please could you indicate on the maps below.**



## 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<br>Whistleblowing<br>Intimate Care<br>Mobile Phones, Cameras, Video Recorders, I-Watches & the Internet<br>Prevent Duty<br>Lock Down & Movement Around Building<br>Lone Working                                                                                                         |
| <b>Record Keeping &amp; Complaints Handling</b>                                                                                                                                                                                                                                                      |
| Record Keeping & Complaints Handling<br>Confidentiality, Data Protection & Record Keeping<br>GDPR                                                                                                                                                                                                    |
| <b>Health &amp; Safety</b>                                                                                                                                                                                                                                                                           |
| Lost, Missing or Unaccompanied Child<br>Evacuation<br>Fire Drill<br>Outings<br>Food & Drink<br>Illness & Infectious Diseases<br>Incident & Emergency<br>Medicines<br>Temperature<br>Risk Assessments<br>Prevention of Cross Infection & Waste Disposal<br>Un-Collected Child<br>Smoking<br>Sun Cream |
| <b>Staffing</b>                                                                                                                                                                                                                                                                                      |
| Recruitment of & Checks on Staff<br>Staff Supervision, Training & Development<br>Staff Ratios & Key Person<br>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>Funding Policy</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 available on our website. They are reviewed annually by September and amended regularly as required. 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 fee schedule. 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. **Registration Fee and Deposit** - The registration fee paid at the time of registering your child's required space at Little Beans is **non-refundable**. The deposit fee paid at the time of registering your child's required space at Little Beans is **non-refundable** if your child does not then take up that space at Little Beans. The deposit will form part of the general funds of Little Beans. The deposit is **only refundable** if your child leaves on or after the leave date you specified when you registered at Little Beans (which is subject to correct notice period being given – see term 9 below). In those circumstances, the deposit will be refunded to you by bank transfer once all outstanding sums/balances owing to Little Beans have been paid in full.
3. **Payment** - Fees must be paid in advance *before* 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 *before* 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 is closed if your child would usually attend on that day of the week.
6. **Closure** - We will be closed for 1 week at Christmas and will notify you in advance of our closure dates. These are also available on our Website - <https://littlebeansdaycare.com/whats-on/>
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 3 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; and
  - 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.
 In addition, where payments are more than 30 days late, we reserve the right to charge penalty interest at the rate of 8% above the Bank of England base rate – to be calculated from the due date of payment to the date of actual payment.
9. **Changes/leaving date** - For funded sessions you must give a full term's notice of your leave date/ending our agreement or if you want to change from term time only to all year round. If you want to change the days/sessions of your funded sessions, you must give us a full calendar months' notice. For non-funded sessions you must give a full calendar months' notice of any changes or cancellations to your booked sessions or to end our agreement. All notices must be in writing including notifying us of your child's leaving date (even if you specified your leave date on your initial registration form).
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 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.

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 you have not provided evidence that you 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 £2.50 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. **Consumables fee** - We automatically apply a consumable fee of £1.75 for every funded hour that is booked in for any children that are in receipt of funding. This charge is to cover the costs of many things including, but not limited to, the additional supernumerary staff that we employ to lower our staff-to-children ratio, providing an enhanced level of care, snacks, breakfast, cooking classes, extra activities, bus trips, outings, Tapestry, additional 'above and beyond' activities in the setting, additional resources and activities, parents evenings, extra curriculum classes which are outsourced (yoga, dance, French, music etc), additional 'above and beyond' staff training. If you wish to opt-out of the consumable fee, please email your request to the office. If you like our nursery and like what we do then we strongly encourage you to contribute and pay the consumable fee.
17. **Holidays when funded** - If your child's sessions are funded, we are limited to the amount of weeks we are able to claim funding for your child if absent from little Beans due to being on holiday during a funded week. For term time only children, we are able to claim a maximum of two weeks funding per funded year for absence due to holidays, for All year-round children, we are able to claim a maximum of three weeks funding per funded year for absence due to holidays. You will be liable to pay full fees for any sessions during the funded year once the holiday allowance has been claimed and the limit of either two or three weeks has been used.
18. **Extended absence when funded** - In the instance that your child is absent for longer than the allowed holiday timeframes set, due to visiting a home country, we will be able to claim funding for a maximum of 4 consecutive calendar weeks per funded year. You must inform us of the intended absence in writing in advance, should the extended visit result in your child being absent from their funded sessions for longer than 4 consecutive weeks, full fees will be applied for any sessions after the 4-week period.

## 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 <b>Little Beans</b> in acknowledgement |  |
| Print name of signatory                                    |  |
| 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 photos 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.

**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, photos 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.....