



Dear Parent / Carer,

Welcome to Bramfield Stepping Stones Pre-School. This pack aims to provide you with the essential information that you need to know before your child starts pre-school. If there is anything else that you would like to know, please do not hesitate to ask.

**This pack contains:**

1. Registration Form (Page 3)– This enables us to ensure that we have all your most up to date contact details together with vital health information such as dietary needs and allergies. Please inform us of any changes to this information immediately.
2. Session Confirmation Form (Page 8) – Could you please tick the sessions that you would like your child to attend on a weekly basis. We understand that circumstances change, and, prior to your child starting we will confirm with you the sessions that you would like. We will endeavour to accommodate your request depending on availability of places. This form gives us an idea as to how many children are likely to attend on a particular day, this way we can ensure that we are always working within our adult/child ratio as well as planning activities suitable for the ages of the children attending.
3. Fees/Payment Agreement Form (Page 9) – Please ensure that you have read the fees section and if acceptable, sign the agreement form. If you have any questions or concerns, please speak to the Supervisor.
4. Consent Form (Page 12) – We need to ask for your permission for photo's to be taken and emergency medical treatment to be given if necessary.
5. Terms & Conditions Form (Page 15) – Please read and sign.

**The above four forms all need to be completed/signed and returned as soon as possible.**

**Signature Checklist**

<b>Page 7</b>	<b>All About Me</b>	<input type="checkbox"/>
<b>Page 8</b>	<b>Session Confirmation Form</b>	<input type="checkbox"/>
<b>Page 11</b>	<b>Fees &amp; Payment</b>	<input type="checkbox"/>
<b>Page 13</b>	<b>Consent Form</b>	<input type="checkbox"/>
<b>Page 15</b>	<b>Terms &amp; Conditions</b>	<input type="checkbox"/>

**We also need to see an original form of identification for your  
child, this could be the birth certificate or passport.  
This will be photocopied and returned to you.**

**Also, in this pack for your information:-**

6. A Guide to how the pre-school operates.
7. Information sheet including fees, time of sessions.
8. Details of the Key Person System and Learning Journeys.
9. What is Parental Responsibility?
10. A definitive guide to Online Learning Journeys

If you have any concerns regarding your child, please feel free to speak to a member of staff at any time.

We look forward to your child coming to Stepping Stones Pre School, making friends and enjoying all that pre-school has to offer.

Yours Sincerely

Anna Frost  
Supervisor

## **Bramfield Stepping Stones Pre-School** **Registration Form**

Child's Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Tel: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### **Emergency Contacts**

#### **First Parental Emergency Contact:**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Does this person have full legal parental responsibility? (For explanation of  
'Parental Responsibility' please see attached document). Yes / No

Is this person authorised to collect the child? Yes / No

Address (If different from above): \_\_\_\_\_  
\_\_\_\_\_

Tel No: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

#### **Second Parental Emergency Contact:**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Does this person have full legal parental responsibility? Yes / No

Is this person authorised to collect the child? Yes / No

Address (If different from above): \_\_\_\_\_

Tel No: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Additional Emergency Contact (Must be over 16 yrs of age):**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Is this person authorised to collect the child? Yes / No

Address (If different from above): \_\_\_\_\_

Tel No: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Restricted / Additional Access:**

The following person(s): \_\_\_\_\_ has **NO** parental responsibility because: \_\_\_\_\_

(The school will need to see written evidence e.g. A Court Order)

Does anyone else have legal access to the child? Yes/No

If yes, please give details below and provide a copy of the Court Order.

Please list below anyone else (not listed above) who is authorised by you to collect your child from pre-school. (Must be over 16 years old).

<u>Name</u>	<u>Relationship to child</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **Personal Details of Child**

Does your child have any allergies or food intolerances or any special dietary needs or preferences? (If none, please write 'none')

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Does your child have any allergies or sensitivities? (Please specify)

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How would you describe your child's ethnicity or cultural background?

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What is the main religion in your family? \_\_\_\_\_

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting? \_\_\_\_\_

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What language(s) is/are spoken at home? \_\_\_\_\_

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes / No (Delete)

If so, discuss and agree with the key person how you will support the child when settling-in. \_\_\_\_\_

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Does your child have any special needs or disability? Yes / No  
Details: \_\_\_\_\_

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If Yes, what special support will he/ she require in our setting? \_\_\_\_\_

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Does your child have any medical condition? Yes / No  
If yes please give details.

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Does your child have a current Health Care Plan? Yes / No  
If yes, please give details.

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Is this child a Looked After Child (LAC)? Yes / No  
If yes, please give details below, including Social Worker name and contact details.

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Is this child in a private fostering arrangement? Yes / No  
If yes, is the arrangement registered with the Local Authority? Please give details below, including Social Worker name and contact details.

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Does your child have a Child Protection Plan? Yes / No  
If yes, please give details below.

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Does your child have a Child in Need Plan? Yes / No  
If yes, please give details below.

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Are any other professionals (e.g. speech therapist, paediatrician, portage, dietician, educational psychologist, physiotherapist) involved with your child? Yes / No

If Yes, please give details \_\_\_\_\_

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Are any of the following in place for the child? Yes / No  
Early Years Action? Yes / No  
Early Years Action Plus? Yes / No  
Statement of special educational need? Yes / No  
What other information is important for us to know about your child?  
For example, fears they may have, special words that they use, or what comforter they may need and when \_\_\_\_\_

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Name, Address and Telephone number of GP:

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Are Immunisations up to date? Yes / No

Which Children's Centre(s) are you registered with? \_\_\_\_\_

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## All About Me

In my family I have \_\_\_\_ brothers and/or \_\_\_\_ sisters?  
(Please specify names and ages)

\_\_\_\_\_ (Sisters)  
\_\_\_\_\_ (Brothers)

At home I like to play with (Please specify toys, games, puzzles, songs,  
books, theme, or other): \_\_\_\_\_

\_\_\_\_\_

Please delete where appropriate:

I (can / try to / have not yet tried to) go to the toilet on my own.

I (can / try to / have not yet tried to) wash and dry my hands.

I (can / try to / have not yet tried to) change my shoes.

I (can / try to / have not yet tried to) put on my coat.

I (can / try to / have not yet tried to) play with, or alongside other children.

I (can / try to / have not yet tried to) talk to other children and adults.

Please explain whether your child is in nappies, pull-ups or is able to use a  
toilet by themselves. \_\_\_\_\_

\_\_\_\_\_

### Declaration

To the best of my knowledge the information given on this form is correct.

I agree that Bramfield Stepping Stones Preschool may hold the information I  
have given for the purposes of managing the provision and I undertake to  
advise the preschool of any changes to these details. I understand that this  
information will be available to staff, trustee's and committee members in  
order to enable good communication between all concerned.

I also understand that I may inspect the information relating to my child by  
giving reasonable notice to the Preschool supervisor

I have read and familiarised myself with the prospectus. This can be viewed  
online at [www.bramfieldpreschool.co.uk](http://www.bramfieldpreschool.co.uk). A printed version is available on  
request.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Session Confirmation Form**

**Please tick below your preferred choice of sessions you would like your child to attend. However, please note these cannot be guaranteed at this stage.**

Date starting at Stepping Stones Pre-School \_\_\_\_\_

Initial days and times of attendance, please tick.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>					
<b>Lunch Club</b>					
<b>Afternoon</b>					

Morning Sessions are 9.15am to 12.15 pm

Lunch Club 12.15 pm to 1.15 pm

Afternoon Sessions are 12.15 to 3.15 (includes lunch club)

Name of Key Person (to be filled in by the supervisor) \_\_\_\_\_



Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_



## **Fees & Payment**

### **Unfunded Children**

Morning sessions are charged at £15.30 each, or £5.10 per hour.  
Afternoon sessions are £10.20.  
Lunch Club is £5.10.

### **Funded Children**

For children in receipt of funding (i.e. 2,3,4-year-old funding) who attend more than their funded sessions the charge at:

Morning sessions are charged at £15.30 each, or £5.10 per hour.  
Afternoon sessions are £10.20.  
Lunch Club is £5.10.

**Note: Funded sessions can be used to cover the lunch club periods.**

### **Lunch Club**

A child can stay at the setting for Lunch Club, a parent or carer may either provide their child with a packed lunch or elect that they have a school dinner for which there is an additional daily charge of £2.30.

### **Funded Children**

Children are funded by the government the Autumn/Spring or Summer term after they turn 3, parents can apply via the setting Supervisor. The Local Authority currently provides a maximum of 15 hours/week for each child by funding – however parents and carers may elect to use some of this weekly funding at other provider(s), meaning that only the balance can be used to credit that child at this setting. Any additional hours which a child attends the setting each week beyond the funded hours, will be charged separately.

Funding for two-year-old is available subject to eligibility, and a “Golden Ticket” being received.

Funding of up to 30 hours per week for 3- and 4-year olds is also available to parents that meet certain criteria (i.e both parents earn a minimum of £120.00 per week)

### **Invoicing**

Child session fees are billed by invoice, invoices will be issued during the first week of every half term and should be paid within 14 days (unless a separately agreed arrangement for fee payment is in place). The invoice also gives a date that the invoice must be paid by in order to avoid a £30 admin fee.

The invoice will confirm the sessions and lunch clubs that the parent or carer has chosen for their child to attend during the invoice period.

The invoice will also show any extra sessions that the child attended during the previous term and any dinner money that is outstanding.

### **Payment Methods**

There are several payment methods accepted by the setting – further details will be provided to parents and carers on request. Three voucher payment methods have been established, and others may be considered upon request from a parent or carer to the Treasurer.

Payment methods include:

- Cash (preferably not more than £20)
- Cheque (made payable to 'Bramfield Stepping Stones Pre-School')
- Childcare Vouchers:  
Accor Services / Edenred (account number P20368119)  
Computershare (carer reg. Number 0014399171)  
Fideliti Childcare Vouchers
- Tax Voucher payments
- BACS payments (Account Name: Bramfield Stepping Stones Pre-School, Sort Code: 20-92-08, Account No: 23552802).

All fees must be accompanied by the “tear-off” slip on the bottom of the invoice and be placed in the fees cabinet in the setting entrance foyer, clearly labeled with the child's name. Receipts will only be issued when requested by the parent or carer. Payment plans may be considered, but these must be agreed by committee.

### **Additional Sessions**

Additional sessions for children may be accommodated on prior arrangement with the supervisor if a space is available. Impromptu sessions and/or lunch club attendance will be paid for either on the day or charged for on the next half termly invoice. Payments must be placed in an envelope indicating the child's name and the date of the additional session(s) and/or lunch clubs attended, and then placed in the fees cabinet.

### **Dinner Money**

Dinner money should be paid either in advance of the dinner being taken or on the day. Parents can request that dinner money for the forthcoming term is charged on the invoice, in these cases if a dinner is not taken due to the child not being in or having a packed lunch instead then a credit for the missed lunch is taken off the next invoice.

### **Sickness**

Fees continue to be payable if a child is ill, absent without notice or on a planned holiday. In case of prolonged absence, parents should consult the committee about fee payment. Unless there are exceptional circumstances fees will not be credited for missed sessions or lunch clubs.

### **Adverse Weather**

On the rare occasions that pre-school closes due to adverse weather conditions, sessions will be charged as follows: The first two consecutive days

will not be charged; sessions can either be swapped (subject to availability) or credited. Subsequent days will be charged as normal.

**Overdue Fees**

When fees are not paid by the normal due date i.e 14 days after the invoice date, an email reminder will be sent to the parent or carer highlighting an invoice due for payment and requiring payment within 7 days. See example email in Finance Policy.

If after this period no payment is received, a letter will be sent to the parent or carer, requesting immediate payment (see Finance policy). If no payment is received from the second demand, then a third demand will be sent (see Finance policy), if after this demand no payment is received then a final demand (see Finance Policy) will be issued (this written notification will clarify actions which may be taken by the Trustees should the parent or carer not settle the invoice, highlighting the £30 admin fee that will then be added to their bill).

If during this time the parent / carer replies with a reason for non-payment then these factors are taken into consideration and a payment plan arranged if appropriate.

If the invoice has not been cleared in full by the last day of the half term that is being charged then a £30 admin fee is payable and will be added to the next invoice. This fee is payable monthly until the invoice is cleared in full.

If no payment is received and no mitigating circumstances are known by the Supervisor or committee, then the Treasurer shall as a minimum meet with the Chair and Supervisor and agree action to be taken. Such actions may include withdrawal of the session provisions to the child, and mechanisms to recover the unpaid fee from the parent or carer.

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**Fees and Payment Agreement**

**To be completed/signed by all persons responsible for payment of sessions/lunch monies/fees to be invoiced.**



Parent/Carer 1)

I..... confirm that I have read and agree to the fees and payment terms as set out in the Registration Pack.

Signed..... Date:.....

Parent/Carer 2)

I..... confirm that I have read and agree to the fees and payment terms as set out in the Registration Pack.

Signed..... Date:.....

## Consent Form

**Child's Name:** ..... **Date of Birth:** .....

Please could we ask that you read through the following consent requests and delete where appropriate.

### Photograph Consent

It is necessary for the Stepping Stones staff to take photographs of the children participating in various nursery activities. This acts as evidence to prove that we have actually carried out activities that are listed in the curriculum plans, which are required for our Ofsted inspections.

Photograph albums are available for parents and children to look at, and we sometimes create displays, where we also use photographs.

Do you give permission for your child to have their photograph taken whilst participating in appropriate nursery activities.	Yes/No
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### Newspaper Consent

Do you give consent to photographs of your child being printed in a newspaper?	Yes/No
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### Internet Consent

Do you give consent to photographs of your child being used on the preschool web site <a href="http://www.bramfieldpreschool.co.uk">www.bramfieldpreschool.co.uk</a> ?	Yes/No
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### Emergency Treatment / Advice

If at any point in the future, it is considered necessary to seek emergency medical advice or treatment for my child, do you give your permission for this action to be taken?	Yes/No
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### Outings

Do you give permission for your son / daughter to participate in any outings that may occur during a normal session such as walks or visits?	Yes/No
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### Use of Plasters

Do you give permission for hypoallergenic plasters to be applied to your child when deemed necessary by the pre-school staff?	Yes/No
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### Application of Sun Protection Cream

We are committed to protecting children from the sun's harmful rays whilst playing outside and would request that children have sun protection cream applied prior to attending preschool, however on some occasions it maybe

necessary for staff to apply or reapply sun protection cream to ensure they can play outside safely.

Do you give permission for home supplied sun protection cream to be applied to your child's exposed skin by the preschool staff?	Yes/No
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**Learning Journeys**

To ensure we meet the needs of all children in our setting it may be necessary at times to seek advice from other professionals on how we can adapt our practice and environment to meet those needs.

Do you give permission for other professionals to view your child's 'Learning Journey'? e.g. Speech and Language therapists, Educational Psychologists, Social Care Workers, Healthcare and Educational professionals.	Yes/No
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**Learning Journeys Continued**

Learning Journeys may contain photos of group activities; therefore, your child may appear in another child's Learning Journey.

Do you give permission for photographs of your child participating in group activities to appear in another child's Learning Journey?	Yes/No
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**Individual Educational Plan**

Do you give permission for pre-school staff to produce an Individual Education Plan (IEP) for your child if required, and to share it with other childcare professionals where necessary?	Yes/No
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**Social Network site (Facebook) consent.**

I understand that if I use the Bramfield Stepping Stones Facebook comment wall, that any comments that I post are visible to everybody accessing this site. It is a closed group for family and friends of Bramfield Stepping Stones Pre-School. Joining is by invite only and controlled by admin. Group members will be removed from the group when the child of interest is no longer enrolled at Bramfield Stepping Stones Pre-School.

Do you give consent for the use of Facebook communication between yourself and Bramfield Stepping Stones using the Bramfield Stepping Stones Facebook page.	Yes/No
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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

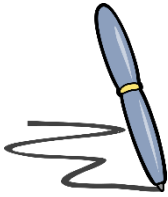
Date: \_\_\_\_\_



## **TERMS AND CONDITIONS**

1. **I/We agree to cooperate with Stepping Stones Pre-School and provide all required information relating to my/our child.** *Such as updated medical conditions, allergies or diagnosed dietary requirements, changes in family circumstances which might affect my child's welfare, any concerns that might affect your child's safety, changes to your contact details and authorised people that may collect your child.*
2. **I/We agree to pay fees within 14 days of receiving my/our child's invoice.** *Invoices are prepared and forwarded onto parents during the first week of the preceding term.*
3. **I/ We agree to pay full fees in the event children are unable to attend Pre-School due to illness or injury whether the absence is my/our decision or as a result of Stepping Stones Pre-School policies or procedures.** *Alternative sessions will not be offered in these circumstances.*
4. **I/We understand that fees are reviewed annually and subject to change. Stepping Stones Pre-School will give a minimum of one months' notice prior to any changes to our fee structure.**
5. **I/We agree to give one month written notice before withdrawing my child from Stepping Stones Pre-School.**
6. **I/We understand that Stepping Stones Pre-School does not offer holiday entitlement for term time.**
7. **I/We understand that Stepping Stones Pre-School is closed on bank/public holidays.**
8. **I/We understand that Stepping Stones Pre-School is only open during term time.** *Term dates will be displayed in the school foyer.*
9. **On the rare occasions that Stepping Stones Pre-School closes due to electrical or heating failures, missed sessions will be refunded on your child's next invoice.**
10. **On the rare occasions that Stepping Stones Pre-School closes due to adverse weather conditions, sessions will be charged as follows: The first 2 consecutive days will not be charged; sessions can either be swapped (subject to availability) or credited. Subsequent days will be charged as normal.**
11. **Stepping Stones Pre-School offers the option to swap sessions subject to availability and with a minimum of 2 weeks' notice.**
12. **Stepping Stones Pre-School has an obligation to report to relevant authorities following Suffolk Safeguarding Children's Board's (SSCB) procedures. We may do this without your knowledge or consent if necessary.**

**13. Stepping Stones Pre-School are not liable for any loss or damage  
to any toys, equipment, bags or clothing that you bring to nursery.**



Parent/Carer 1)

I..... confirm that I have read and  
agree to the Terms & Conditions of Bramfield Stepping Stones Pre-School.

Signed.....

Date:.....

Parent/Carer 2)

I..... confirm that I have read and  
agree to the fees and payment terms as set out in the Registration Pack.

Signed.....

Date:.....

## **Further Information**

### **Session Times**

Morning 9.15am to 12.15am, Lunch Club 12.15pm to 1.15pm,  
Afternoon 1.15pm to 3.15pm.

### **Non-collection of children**

If at the end of a session a child is not collected, the setting will follow the procedures as set out in its policy 'Uncollected Child'. The child will remain in the care of qualified pre-school staff and depending on circumstances the right is reserved to charge parents or carers for the additional hours worked by staff.

**T-Shirts & Sweatshirts** - Are available with the Stepping Stones logo. Please speak to Anna about sizes and prices. T-Shirts & Sweatshirts are **optional**.

**Lunch Club** - Children can stay for the lunch period if you wish as detailed below:-

### **Packed Lunch:**

May we please remind you to clearly label any foods in your child's lunch box which will need to be refrigerated, with their name. (E.g. Yoghurt, Sandwiches with fillings such as cheese or ham) and place them into our fridge. As you will appreciate, the number of children with food allergies is on the increase and therefore it is very important that we know whose food is whose.

### **School Dinner:**

You may opt for your child to have a school dinner. Through the primary school we can offer your child a freshly cooked hot meal with dessert. The menus offer a varied selection and vegetarian options are available on request. A menu is displayed on the notice board in the foyer, and copies available on request. If your child requires a school dinner, tick the appropriate column on the signing in sheet and indicate if they require the vegetarian option. Dinner money should be placed in an envelope in the fees box marked with your child's name and the date of the dinner. Alternatively, dinners can be invoiced in advance.

**Healthy Snacks** – At Stepping Stones we have a communal snack basket for parents to contribute to which is **Optional**. Parents are encouraged to contribute snacks which are then pooled and shared with the other children. In this way children are introduced to a variety of different **healthy** snack items. Suggestions would be fresh fruit, carrot, dried fruit, breadsticks etc.

### **Spare Clothes**

Could you please ensure that your child has at least one set of spare clothes in a bag on their named peg, in case of toilet accidents, washing accidents or just from playing.



### **Parent Participation**

We wish to remind parents that Stepping Stones Pre School is a parent-run group and as such we rely on your dedicated help and support throughout the year. Many parents / carers choose to help for one or more days a week, which provides a valuable opportunity for children to see their own parents/carers in a new role. Parents/carers may wish to involve themselves further by joining our committee and having more of a say in the running of the group.

### **Committee Member / Trustee**

Stepping Stones Committee is mainly made up of parents/carers of the children attending the pre-school.

The pre-school is dependent on volunteers to ensure the day-to-day and long-term operation and viability. We meet about twice a term, usually on an informal basis, where we aim to offer help, advice and support to Anna, Craig and the team.

We also legally depend on our Trustees to operate the setting, who again are volunteers, to undertake vital roles of Chair, Secretary and Treasurer – these Trustees are effectively the Management team of the setting, providing all the formal aspects and governance.

The Committee and Trustees are an essential part of the Pre School and without volunteer support the pre-school would not have a future, and since we need to ensure the continuation of the current standards and reputation we urge all parents and carers to get involved. So, if you think you could support our committee in any way, either as a member or a trustee please feel free to talk to Anna, Craig, one of the Trustees, or any member of the committee. We would love to see more of you at our meetings!

## **Pre- school – How we operate – Guide**

The Pre-school is first and foremost a fun place for our children to play and learn in safe and happy surroundings. Parents and guardians of children at the pre-school are encouraged to play an active role.

The Pre-school is a member of the Pre-school Learning Alliance, the national official body that supports nursery groups. We operate under the PLA Pre-school constitution (2008 version) that governs requirements for meetings and other basic provisions. The PLA, together with Suffolk County Council and Ofsted, the government inspectorate, influence our approach to and regulate our work.

We run like a business , but also a club, each family having one vote and being responsible for how things are done and being consulted on major decisions made by staff and appointed officials. These votes and opinions can only be made at committee meeting or in writing to the Chair.

We operate as a charity and are dependent on volunteer time. All parents/guardians may become members of the Management Committee (M/C) that controls the groups work and must meet at least three times a year. Those who are unable to get involved put their trust in the Committee, and in particular the three key officer posts; a chair, secretary and treasurer. Committee members are elected for a year at the Annual General Meeting. Their role is to support the pre-school staff whilst ensuring the day-to-day administrative tasks are carried out. Non-parents/guardians can be appointed to the committee to provide their expertise.

M/C roles and responsibilities are described in the SCC folder kept at the Setting. The pre-school cannot operate properly without parent participation and the committee relies on other parents to assist and spread the load. Your involvement is a good way to keep in touch with events and we try to hold the occasional social event. Fundraising is an essential activity, without which the group would struggle. Other help, such as assisting at sessions are just as important.

We are a registered charity (no. 1109971), regulated by the Charity Commission. This requires our accounts to be independently examined once a year and then submitted to the charity commission for public scrutiny. The three main appointed posts are also the minimum number of Pre-school charity trustees, although any member of the group can become a trustee on request. Trustees have responsibility for ensuring the group operates within Charity law and tend to carry out key tasks where processes require an understanding of the law relating particularly to accounting, employment and health and safety issues.

The Trustees supported by (and often the same members as) the M/C are liable for the group's finances as well as issues relating to the proper

employment of staff, adequate insurance and other standards such as DBS checks for those working closely with children.

As a registered charity running as a small non-profit club, our activities are reliant upon the interest and involvement of those sending children to us. Please ask any further questions and do get involved in any capacity that you can.

### **Our policies are listed below**

Parents are welcome to access any of these policies at any time or to ask a member of staff or committee member about their content. For a full list of policies and other documentation please contact the secretary. All Policies are kept in the pre-school Operational Plan, which is kept for parents to view in the pre-school foyer.

Administering Medicines,  
Admissions,  
Attendance,  
British Values,  
Confidentiality and Client Access to Records,  
Children's rights and entitlements,  
Employment,  
Valuing Diversity and Promoting Inclusion and Equality,  
Equipment and Resources,  
Finance,  
First-Aid,  
Fire safety and emergency evacuation  
Food and Drink,  
Food Hygiene,  
Health and Safety General Standards,  
Induction of Employees and Volunteers,  
Nappy Changing,  
No Smoking,  
Looked after Children,  
Making a Complaint,  
Managing Children who are sick infectious or with allergies,  
Maintaining children's safety and security on premises  
Missing Child,  
Uncollected Child,  
Online safety (inc mobile phones and cameras)  
Parent Involvement,  
Promoting Positive Behaviour,  
Recording and reporting of accidents and incidents,  
Safeguarding Children young people and vulnerable adults,  
Supervision of children on outings,  
Supporting children with SEN,  
Staffing,  
Staff safety including home visits,  
Student Placement,  
The role of the key person and settling in,  
Transfer of records to school,  
Transition,  
Whistle Blowing.

## **Key Person System**

Studies have shown that for a young child to function at their best, it is important that they feel secure and settled within their environment. It is very important therefore, that a young child can form close relationships with the key individuals with whom they come into contact.

At Stepping Stones, we pride ourselves on being a small and close-knit environment, in which the children ultimately feel safe and secure, and which allows close attachments to be formed with staff and other children alike. In order to develop these bonds further, we also operate a 'Key person' system to ensure that children receive individual care and attention from a consistent person, who also acts as the key contact for parents.

On joining Stepping Stones, every child is allocated a 'key person'. This will be a member of our staff team who we feel will be best suited to the individual child's needs. However, if it becomes apparent that the child seems to naturally attach to another key adult, then we will take our lead from them, and parents will be informed about the change. The key person charts are on display in the setting.

## **Learning Journeys**

Over the course of the time that your child is with us at Stepping Stones, a 'Learning Journey' is compiled to observe and monitor his or her progress as they work towards the Early Learning goals as set out in the Early Years Foundation Stage framework.

The Learning Journey is useful to us for many reasons. Not only does it help us to get an overall view of exactly where the individual child is developmentally, but also highlights areas where extra input may be advantageous in helping them reach these goals.

As parents and carers you are welcome to view your child's Learning Journey at any time, upon request (paper copy), and should you wish to discuss any area of your child's development or welfare, or have queries of any nature, please feel free to speak to me at the end of a session, when I am always available to talk freely and in complete confidence.

**For information on 'Online Learning Journeys' please speak to Craig, and/or see the last page of this pack for a "Parents guide".**

Issues of a more urgent or sensitive nature that cannot wait until the end of the session, can be discussed immediately, and if preferred, in an area of complete privacy.

Please feel free to raise any issue of your child's welfare or development with us or make suggestions if you think there are areas in which we could improve our provision as we welcome your views, and will do our utmost to incorporate

your suggestions into our working practice. All information is treated confidentially.

## **Online Learning Journey – Parents’ Guide** **Introduction**

All children at Bramfield Stepping Stones have the option of a personal on-line Learning Journey (Or paper copy) which records photos, observations and comments.

Learning Journeys build up a record of your child’s experiences and development during their time with us which in turn supports the Early Years Foundation Stage (2014).

We use Tapestry, a system which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child’s Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations made by us.

### **Where do I start?**

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org/login/bramfield-stepping-stones-pre-school> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). There is also an Android app as well, please use the link below for Android phones.

<https://play.google.com/store/apps/details?id=com.fsf.tapestrymobile>

Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

### **Changing your settings**

#### **On the computer:**

At the top right of your screen you will see your name, and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or un-tick the relevant box if you would like to change this setting.

#### **On iphone/ipad:**

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

#### **On an Android device:**

To change your settings on your Android app, click the top right tab which takes you to settings or to log out, click on setting. This enables you to change password and/or email address.

### **Viewing my child's Learning Journey**

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - we love to receive such comments!

### **Adding an entry to my child's Learning Journey**

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) (Android device click on the + icon in the header bar) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

## **Parental Responsibility**

### **What is it?**

It's how the law describes the responsibilities and rights that go with being a parent. If you have parental responsibility (PR) for a child, you have a legal duty to care for, and to protect, that child and a legal right to make decisions about that child's future, which will be recognised by schools, hospitals, local authorities and everyone else.

It includes things like choosing your child's names, the religion they'll be brought up in and what schools they'll go to. It also means you'll be able to do things like consent to medical treatment for them, apply for a passport for them, consent to their marriage if they want to marry before they're 18, and look after any property they are entitled to until their 18th birthday.

### **Why do I need it?**

It's not really a big deal day-to-day because anyone with PR can delegate their rights and responsibilities to whoever is looking after the child. And, in an emergency, that person can consent to medical treatment for the child even if they don't have PR.

But you might feel more secure putting your relationship with your child or step-child on an official footing, so that it will be recognised by others. And, if the mother (or the parent the child lives with in the case of step-parents) were to die, you would need PR to be able to take care of the child yourself.

### **Do all parents have Parental Responsibility?**

No. Mums always have PR automatically, so do married dads. But dads that are not married to the mother of their children often do not.

### **How do I get it?**

#### **Mums**

Mums always have it.

#### **Unmarried Dads**

If you're not married to the mother, you'll only have it automatically if your child's birth was registered on or after 1 December 2003 and your details were included in the registration. If not, you can get it by:

- marrying the child's mother;
- re-registering the birth to add your details (this won't be possible if your details were already registered before 1 December 2003);
- making a PR agreement with the child's mother;
- applying to the court for an order (if your child's mother will not agree to any of the above); or
- becoming the child's guardian if the mother dies.

*For more information on Parental responsibility call* Parentline Plus on 08008 800 2222.

Or talk to your local Citizens Advice Bureau or visit their website  
[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

The information on this sheet has been taken from:-

<http://www.advicenow.org.uk/living-together/children/parental-responsibility,10266,FP.html>

**If you need further help or advice please contact  
Anna or Craig.**