The Stacey Pre-School

Play • Explore • Discover • Learn

PROSPECTUS

The Stacey Pre-School
The Stacey Community Centre, Walsall Road, Portsmouth, PO3 6DN
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Registered Provider: The Stacey Community Association Committee
Ofsted URN: 2673867

The Stacey Community Centre and The Stacey Pre-School are managed by:
The Stacey Community Association Committee.
Charity registered in England and Wales: 278364

FSA Forest School Association RECOGNISED Forest School Provider www.forestschoolassociation.org

Ofsted Good Provider

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About Us

Welcome to The Stacey Pre-School and thank you for your interest in registering a place for your child with us. We realise how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This Prospectus aims to provide you with an introduction to The Stacey Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

Our Setting

The Stacey Pre-School is owned and managed by:

The Stacey Community Association
Registered Charity Number: 278364
Ofsted URN:2673872
Ofsted Setting Ref: 2673867

Our setting is part of the charity and as such is managed by the committee of trustees of the Stacey Community Association whose members are elected at our Annual General Meeting and are local residents to our area including Pre-School parents.

The **Stacey Community Association** is the registered person with Ofsted and the trustees are responsible for:

- managing our finances
- employing and managing our staff
- making sure that we have, and work to, policies that help us to provide a high-quality service
- making sure that we work in partnership with parents

The Annual General Meeting is open to the parents of all the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Please refer to our **Operational Chart for Governance & Leadership** which describes how responsibilities for managing the Pre-School are distributed and shared.

At The Stacey Pre-School we provide care and education for young children from the age of 2 years and up to 5 years of age.

- We are open for 38 weeks of the year (term-time only) in line with Portsmouth City Council's academic year: this means we are open for 190 days in the year to provide Government funded childcare.
- We are open for 5 days per week, Monday - Friday
- Our Morning Sessions run from 9 a.m.- 12 p.m.
- Our Lunch Club Sessions runs from 12 p.m. – 1 p.m.
- Our Afternoon Sessions run from 1 p.m. – 4 p.m.
- Our Full Day Session runs from 9 a.m. – 4 p.m.

Key Person and your child

Our setting uses a Key Person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's Key Person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

The Stacey Pre-School

Organisation Chart for Governance & Leadership

Chair of Trustees
Governance & Safeguarding Leadership
Strategic Oversight and Support

↓

Committee of Trustees
Collective Accountability
Safeguarding
Finance and Strategic decisions

↓

Pre-School Coordinator
Business, Operations and Compliance Lead
Finance & Business Operations
Regulatory Compliance Oversight
Safer Recruitment Administration
Premises Management
Health & Safety and Risk Management

↓

Pre-School Manager & Designated Safeguarding Lead (DSL)
EYFS Leadership
Daily Educational Provision including Curriculum Planning,
Inclusion & SEND oversight, Children's Progress and Teaching & Learning
Safeguarding & Welfare
Staff Management

↓ ↓

Deputy Manager and SENCo
Deputy leadership including Deputy DSL
SEND & Inclusion Lead
Staff Support

Forest School Lead
Outdoor Learning
Outdoor Learning Curriculum & Risk Management
Forest School Association Accreditation Lead

↓ ↓

Early Years Practitioners
Children's teaching, care, development, wellbeing and safeguarding

Our organisational structure provides clear lines of operational responsibility and accountability.

- As the **Registered Provider**, the voluntary Committee of Trustees of **The Stacey Community Association** retains collective provider accountability and responsibility for governance and strategic oversight, with the Chair providing leadership and support.
- The **Pre-School Coordinator** oversees business operations, financial management, administration and regulatory compliance.
- The **Pre-School Manager** reports operationally to the Coordinator and has oversight of the EYFS, develops the curriculum, manages safeguarding practice and day-to-day educational provision. The Manager also retains professional responsibility for managing and supporting staff. Additionally the manager works alongside the Pre-School Coordinator to manage staff ratios and maintains oversight of the Safer Recruitment protocols.

Safeguarding notes:
The DSL has an appropriate independent escalation route for concerns involving anyone in the ordinary reporting line.
The Chair does not replace the collective authority of the trustees.

Our Team

As well as having gained safeguarding, paediatric first aid training and childcare qualifications, our staff take part in a programme of continuous professional development training to keep up-to date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Early Years Alliance, through Under 5 magazine and other publications produced by the Alliance. We are further supported with relevant training from Portsmouth City Council's Early Years' team and with training from the Forest Schools Association.

The qualifications and experience of the staff who work at our setting, include:



Vicky Collins
Pre-School Manager & Designated Safeguarding Lead
Childcare Level 3
Advanced Safeguarding (Designated Safeguarding Lead) Level 3
Forest School Leader Level 3
Paediatric First Aid
SEN Level 2
Food Hygiene Level 2
Food Allergies
The Prevent Duty in Early Years
FGM Awareness
Neurodiversity Profiling Tool



Shanice Ali
Deputy Manager & SENCo
Childcare Level 3
Advanced Safeguarding Level 3
SENCo for Early Years Level 3
Paediatric First Aid 23.11.26



Justyna Lewandowski
Forest School Leader
Childcare Level 4
Forest School Leader Level 3
Safeguarding Level 2
Forest School Paediatric First Aid
SENCo For Early Years Level 3 tbc
Food Hygiene Level 2
The Prevent Duty in Early Years
FGM Awareness



Lauren Collins
Early Years Practitioner Level 6
BA Hons Early Years Childcare
Safeguarding Level 2
SEN Level 2
Paediatric First Aid
Food Hygiene Level 2
The Prevent Duty in Early Years
FGM Awareness



Samantha Rayner
Early Years Practitioner Level 3
Childcare Level 3
Safeguarding Level 2
The Prevent Duty in Early Years

Ofsted

We are an Ofsted Registered provider for childcare URN: 2673867

We are rated as a GOOD PROVIDER.

Our full Ofsted Inspection Report can be found on Ofsted's website.

What Ofsted Say About Us…

"A welcoming Pre-School."

"The arrangements for safeguarding are effective. There is an open and positive culture around safeguarding that puts children's interests first."

"The manager is knowledgeable, committed and passionate about providing high quality care and education for children."

"Staff plan a broad curriculum that supports children's interests…children are making good progress in their learning and development."

"Staff are positive role models. They remind children about the rules and boundaries of the pre-school. This helps children feel safe, secure and behave well."

"Partnerships with parents is a strength of the pre-school."

"Parents speak highly of the activities that staff provide for their children…they value the many outdoor learning opportunities on offer."

"The forest school leader is inspiring."

"Children delight in being outside and relish in exploring the natural world."

"Children take pride in planting and growing their own fruit and vegetables. Once ready for harvesting, children pick, cook and eat the vegetables at mealtimes."

"The SENCo supports children with SEND well. Children with SEND make good progress from their starting points."

[Ofsted Inspection: 12 July 2024]

Our Sessions & Fees

The Stacey Pre-School is a term-time only setting for children aged from 2 years old up to 5 years of age. We open from Monday to Friday 9 a.m. - 4 p.m. and follow the 38 weeks of funded support provided by Portsmouth City Council. We accept fee paying children and children from the age of 2 years of age who are eligible for Government funded childcare for either 15 or 30 hours per week. We also accept childcare vouchers and are registered providers for Tax Free Childcare and for Universal Credit for Childcare.

Our sessions run as follows:

Morning session	9.00 a.m. – 12.00 p.m.	3 hours	£ 21.00
Lunch session	12.00 p.m. - 1.00 p.m.	1 hour	£ 7.00
Afternoon session	1.00 p.m. – 4.00 p.m.	3 hours	£ 21.00
Full day session	9.00 a.m. – 4.00 pm	7 hours	£ 49.00

** Lunch sessions can only be booked with a Morning or Afternoon session.*

Term dates for the current year, including days we are open and days we will be closed, can be found on our website.

Spring Term starts from 01 January
Summer Term starts from 01 April
Autumn Term starts from 01 September

For children aged 2 to 4 years old

- Our fee paying rate is **£7.00per hour**
- Each 3-hour morning or afternoon session costs £21.00 or 3 hours from your Government funding.
- A Full Day session costs £ 49.00 or 7 hours from your Government funding.
- A 1-hour lunch session costs £ 7.00 or 1 hour from your Government funding. (Lunch sessions can only be booked with a Morning or Afternoon session.)
- You are free to choose any combination of Morning, Afternoon (with or without Lunch sessions) or Full Day sessions.
- All fees for regular sessions are invoiced monthly and are due for payment at the start of each month.
- Any extra/ad-hoc sessions or any additional costs will be invoiced weekly in arrears.
- For your child to keep her/his place at The Stacey Pre-School, fees must be paid promptly.
- Late payment of invoices will attract an automatic "Late Payment Fee" (please refer to our Prospectus)
- Fees must still be paid if children are absent for a short period of time including if your child is ill or on holiday.
- If your child has to be absent over a long period of time, please talk to our Pre-School Co-ordinator who is responsible for managing fees and finances at our setting.
- We are in receipt of nursery education funding for two-, three- and four-year-olds including extended entitlement for which further eligibility criteria may apply. Where funding is not received, then fees will apply.
- If you remove your child from Pre-School you must provide us with a minimum of 4 weeks' notice.
- If you remove your child WITHOUT providing 4 week's notice you will still be liable for the cost of childcare. For families in receipt of Government funded childcare, this means we will continue to claim your funded hours and these will not be able to be claimed by an alternative setting.
- We require all families to provide wipes, nappies, barrier cream and sun cream for their child so that we do not need to provide these and therefore we do not need to make a charge for these.

Government Funded Childcare

Universal Funding for 3 to 4 year olds

Who can get it?

All 3 & 4 year old children.

What can you get?

This is 570 hours per year free early years education and childcare provided by the setting as Government funding.

This can be taken as a maximum of 15 hours per week for each of the 38 weeks the Stacey Pre-School is open in each academic year.

When can you get it from?

This entitlement starts from the term after the child's 3rd birthday.

For example if your child's birthday is 1st October (Autumn Term), your funding entitlement starts at the beginning of the following (Spring) term.

Do you need to apply for a code or check eligibility?

No. You do not need to apply for any funding code but you will need to provide the setting with a copy of your child's birth certificate.

Early Learning Funding for 2 year olds

Who can get it?

For eligible families requiring additional support.

What can you get?

This is 570 hours per year free early years education and childcare provided by the setting as Government funding.

This can be taken as a maximum of 15 hours per week for each of the 38 weeks the Stacey Pre-School is open in each academic year.

When can you get it from?

This entitlement starts from the term after the child's 2nd birthday.

For example, if your child is 2 in November the funding entitlement will be valid from January the following year. If you join the setting in January (and your child was 2 the previous term) your funding entitlement can start immediately meaning you don't have to wait for the following term.

Do you need to apply for a code or check eligibility?

Yes. You can check your eligibility at www.beststartinlife.gov.uk If you are eligible you will be given a 6 digit code to forward to us

Working Families Funded Childcare for 2 - 4 year olds

Who can get it?

For eligible working parents with children aged from 9 months old (Note: currently we only accept children from 2 years of age)

What can you get?

From September 2025, all eligible working parents will be entitled to 1140 hours per year free early years education and childcare provided by the setting as Government funding.

This can be taken as a maximum of 30 hours per week for each of the 38 weeks the Stacey Pre-School is open in each academic year.

When can you get it from?

The funding is valid for the term after the start date of the Working Families code.

For example if your code start date is 1st October (Autumn Term), your funding entitlement starts at the beginning of the following (Spring) term.

Do you need to apply for a code or check eligibility?

Yes. You can check your eligibility at www.beststartinlife.gov.uk

If you are eligible you will be given an 11 digit code to forward to us.

Can I claim any other childcare support with Working Families funding?

Yes, you may be eligible for "Universal Credit for Childcare" which can be claimed at the same time as Working Families funding and you can also use a Tax Free childcare account.

Important:

- All parents must complete a **Parental Declaration Form** for all government funded childcare
- All parents must provide us with a copy of their child's birth certificate and a recent household bill/bank statement so that we can confirm the child's identity and their home address.
- Parents are responsible for renewing their eligibility regularly so that their code and their funding entitlement remains valid.

Tax Free Childcare

We are registered as Tax-Free Childcare providers. Subject to parent's eligibility, this means that for every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year.

Universal Credit for Childcare

For working families claiming Universal Credit: Up to 85% of eligible childcare costs are paid by Universal Credit, providing you aren't receiving Tax-Free Childcare.

Parents can use **Tax-Free Childcare** or **Universal Credit** for Childcare AND claim their 15 or 30 hours of Government funded childcare.

Further Information

We are happy to advise you on your entitlement to free childcare if you are unsure, or you can find lots more information at:

www.beststartinlife.gov.uk

The Rhythms of The Day

The setting's timetable and routines

We believe that care and education are equally important in the experience which we offer children in our setting.

The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning

Our setting's timetable is referred to as The **Rhythms of The Day** and is available to view on our website and is displayed on our Parent Notice Board in The Stacey Centre's Foyer

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

The children are also supported and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others, and building on their own interests. Our practitioners are also trained and experienced to deliver Boogie Mites and children's Yoga sessions.

Outdoor activities contribute to all areas of learning and development, including their health and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided indoors.

The children have their own dedicated allotment in the grounds from which they grow and harvest seasonal produce. In addition, we run regular Forest School Sessions every week; these are run by our fully qualified Level 3 Forest School Leader who is also an experienced Early Years practitioner. With plans for all staff to participate in accredited Forest School training we fully incorporate Forest School Early Years activities into our curriculum to further extend learning outdoors and to embed respect and appreciation for the natural environment.

Snacks and meals

We make snacks and meals a social time at which children and adults eat together..

<u>Snacks:</u>

We plan healthy snacks so that they provide the children with healthy and nutritious options. Please tell us about your child's dietary needs, particularly any known allergies or food intolerance and we will plan accordingly.

Our snacks will include a selection from the following:

- breadsticks
- crackers or crispbreads
- toasted bread/crumpets or bagels
- yoghurts or fromage frais
- choice of fresh fruits or fresh salad vegetables
- water and/or milk

We encourage children to pour their own water/milk and eat at the table with our staff to improve table manners, practice fine motor skills with using cutlery and to encourage snack and lunch times as an opportunity for social engagement between peers and children and staff.

<u>Lunch Club Sessions:</u>

If your child is joining us for a Lunch Club Session, we ask that you provide your child's lunch in a named lunch bag, with cooler/ice packs (to keep their contents chilled/cold if necessary) as we have limited refrigerator space. We are unable to heat up food items. We ask parents to support us in only providing nutritious food in their child's lunch bag.

Water Bottles:
We ask that all children bring in a named water bottle each day, we encourage you to fill these with water or milk. Our staff will encourage children to drink from their own named bottle (as our staff's experience is that children will then tend to drink more) but we will also have beakers available for them to use and will always have water and milk available.

Clothing & Footwear:
Please remember that your child should "Dress For Mess." We encourage lots of creative and messy play activities and we want all children to be able to enjoy these without worrying about their clothes.

We provide protective aprons for painting and crafting activities; however, we also understand that children will often find ways to become engaged in messy play or other activities without concerning themselves with wearing a protective apron!

Our setting is a blended environment of indoor and outdoor education and play: our Forest School sessions are held regularly throughout the week and your child will need to bring wellingtons for the Forest School as well as indoor footwear. We hope parents will also be able to provide a wet weather suit as our outdoor sessions are held in all weathers, although we do have spares should these be needed.

We encourage children to gain the skills that help them to be independent and look after themselves, although we will always support each child to ensure good hygiene and levels of comfort. These skills will include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing such as pull-on trousers, joggers or leggings and tops without buttons on zips will help them to manage this essential task more easily.

Wellies/Boots:
As we expect to spend lots of time exploring the Centre's organic orchards and taking part in fun activities including gardening and Forest School activities, we ask that all children bring wellies, boots or other suitable outside footwear to their session. Once in the Pre-School children will remove their outside footwear with their coats and will be able to enjoy the setting in their indoor footwear. Parents are welcome to provide non-slip socks or soft footwear if their child prefers.

Development, Learning & Assessment

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers
- has the chance to join in with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes satisfying progress
- is in a setting that sees parents as partners in helping each child to learn and develop
- is in a setting in which parents help to shape the service it offers

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage (DfE 2021):

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent through positive relationships.

Enabling Environments

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners, parents and/or carers.

Learning and Development

Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

Prime Areas

- Personal, social and emotional development.
- Physical development.
- Communication and language.

Specific Areas

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every

child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development
- self-regulation
- managing self
- building relationships

Physical development
- gross motor skills
- fine motor skills

Communication and language
- listening, attention and understanding
- speaking

Literacy
- comprehension
- word reading
- writing

Mathematics
- number
- numerical patterns

Understanding the world
- past and present
- people, culture and communities
- the natural world

Expressive arts and design
- creating with materials
- being imaginative and expressive

Learning through play
Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning
We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:
- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically – thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment
We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them.

We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's records of achievement/learning journeys. We undertake these assessment summaries at regular intervals, e.g. at the end of each term, as well as at times of transition, such as when a child moves on to school.

The progress check at age two
The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement/learning journeys
We keep a record of achievement/learning journey for each child. Your child's record of achievement/learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

We use **Tapestry** as on online learning journal which parents can access to view information about their child and to contribute to their learning journey by sharing activities or achievements that have been achieved at home so that the child's key worker can respond to and plan future activities tailored to the individual child.

Key Person
Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us.

Your child's key person may change as they progress through the setting, but you will be notified of these changes in advance. We will update your child's Tapestry journal confirming the identify of their Key Person. The key person should be the first point of contact for anything you wish to discuss about your child.

Your child's key person will work in partnership with you to maintain a record of their development. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's progress. Together, we will then decide on how to further support your child's learning and development.

Parental Contribution

You are regarded as members of our setting who have full participatory rights. These include a right to be:
valued and respected

- kept informed
- consulted
- involved
- included at all levels

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff
- contributing to the progress check at age two
- helping at sessions of the setting
- sharing their own special interests with the children
- helping to provide and look after the equipment and materials used in the children's play activities
- being part of the management of the setting, where appropriate
- taking part in events and informal discussions about the activities and curriculum provided by the setting
- joining in community activities in which the setting takes part, for example by supporting our fund raising for local and national charities
- building friendships with other parents in the setting

We maintain a flexible rota which parents can join if they would like to help at a particular session or sessions at the setting. Helping at the sessions enables parents to see what the day-to-day life of our setting is like and to join in helping their child to get the best out of their activities. Parents can also offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop into the setting to see it at work or to speak with staff.

Parents also have the opportunity to join a private WhatsApp group exclusively for Stacey Pre-School parents that encourages parents to meet up with their children outside of Pre-School and particularly during school holidays. This is a great chance to continue to encourage your child’s friendships with their peers at Pre-School, for example by arranging park play dates or walks along the beach, and is a lovely opportunity for parents and carers to socialise together.

Learning opportunities for adults

Where possible we encourage parents to join us for any suitable learning opportunities. For example, this may include learning about the role of maths in a free Boogie Mites session, or in joining our staff at a Forest School workshop for parents and educators.

Checklist of What Your Child Will Need at Pre-School

This is a useful reminder of items that you will want to make sure your child has with them when they arrive at Pre-School for their session.

- Small backpack or bag
    - Nappies, wipes, creams (if in nappies)
    - Change of clothing
    - Wellington boots or similar outdoor footwear for Forest School
    - Footwear for wearing in the setting
    - Coat, jacket, hat, gloves, sunhat – depending on the weather
    - Waterproofs if possible
- Lunchbox (if staying for lunch) – *please only pack nutritious food items, no fizzy drinks, chocolate, biscuits or nuts. Please remember to pack a cool pack if you are including chilled items i.e. yoghurts and please remember we are unable to cook or re-heat food items*.
- Water bottle

Please label all of your child's belongings including coat, lunch box, water bottle, even shoes, boots, hats etc., if possible – you will be surprised how many children have the same lunchbox, coat or shoes as your child. And please remember your child should "dress for mess!"

Our Policies

Our staff can explain our policies and procedures to you, copies of which are available from the office, to download via *Tapestry* our online learning platform and are available to view on our website:
www.thestaceypreschool.co.uk

Our policies help us to make sure that the service we provide is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

In response to any event, we reserve the right to make a dynamic Risk Assessment which may result in an amendment or review of any of our policies. In this event, revisions will be communicated to all staff, and where appropriate, the revised policy will be updated to "Tapestry," our website and always to our "Pre-School Policies & Procedures" file.

Information we hold about you and your child
We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

- processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
- collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
- accurate and, where necessary, kept up-to-date
- kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
- processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with a privacy notice that gives you further details on how we fulfil our obligations with regard to your data.

Safeguarding children
Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.

Our Safeguarding Lead is: Vicky Collins
Pre-School Manager

Special educational needs
To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our SENCo is: Natasha Jeram
Pre-School Deputy Manager & SENCo

Our Settling In Policy

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the role of the key person and Settling-in is enclosed with this document.

We make every effort to make sure your child's Key Person is available for your child's first day at The Stacey Pre-School.

We ask you to bring your child at least once before they start their booked sessions. This could be at the same time as your initial appointment to visit the setting, or at a separate visit or one of our regular "Stay & Play" sessions so that parents can stay with their child.

Example "Settling In" Steps:
Your child's first booked sessions with us may take the following format, however all children are unique and we reserve the right to make adaptations to support your child during their first weeks with us.

Step 1:
Child plays with Key Person whilst the parent is alongside. After a while, parent disengages from the activity although remains present.

Step 2
Child plays with Key Person with parent alongside. Parent then moves away slightly from their child but remains in the child's line of sight.

Step 3
Child plays with Key Person. Parent is alongside at first but then parent moves away from child and strolls in and out of sight e.g. gets something from a shelf or reads a book

Step 4
Child plays with the Key Person – parent pops out of the room to collect an object. Parent confidently tells child that they are going to do this and then leaves the setting for a 1 minute absence.

Step 5
As Step 4, but increase the length of time that parent is out of the room to 20 minutes.

Eventually build this up to the child attending for a full session. As part of the settling-in period, some children will settle more quickly than others but all children settle in time with patience and support from parents and our staff.

Greeting and Saying Goodbye
During the settling in period, parents should say goodbye in a calm and brief manner and tell their child that you will be back soon (or after lunch, for example).

If Your Child is Unwell

When you MUST keep your child home:

It is the parent/carer's responsibility NOT to send their child to Pre-School when

- the child is either unwell, appears unwell or 'off-colour' or if it is suspected that they may be unwell, *or*
- the child has a high temperature, *or*
- the child has had diarrhoea and/or sickness within the last 48 hours, *or*
- the child has been prescribed anti-biotics and 48 hours have not elapsed since their first dose, *or*
- you have administered a non-prescription ibuprofen or paracetamol based medicine (e.g. *Calpol* or *Nurofen for Children*) for whatever reason, on the day that your child is due at Pre-School. This is because Calpol, for example, may reduce the symptoms of a fever/high temperature but will not address the underlying cause which may potentially be an infection since a fever is the body's natural defence against an infection e.g. tonsilitis, cold, flu, etc.

Whilst we aim to provide the best care for all children at The Stacey Pre-School, especially when they may become unwell during their session, any child that is unwell will of course require 1:1 care, which unfortunately, we are unable to provide for a prolonged period of time in the setting. We would also expect that the child would be unable to fully participate in Pre-School activities and we believe that the best place for any unwell child is for them to be in their own home.

Therefore, if a child becomes unwell during their session we will contact you to collect your child without delay.

All staff and parents/carers have a joint responsibility not to put other children in the setting, or staff, at risk of contracting a potential illness or contagious disease where this could be avoided. For this reason, If any child appears unwell when being brought into Pre-School, the Pre-School Manager/Deputy reserves the right to refuse admission to that child based on her observations of the child and discussion with the parent/carer.

If your child has a high temperature/fever (38ºC or above)

A temperature/fever is the body's natural response to fighting infection, for example coughs, colds, tonsilitis, chickenpox, and other common childhood illnesses or after receiving a vaccination, and can cause a child to feel unwell.

If your child has a high temperature/fever you MUST keep them home.

If a member of staff suspects a child has developed a temperature during their session, they will use a digital forehead temperature scanner to take 2 x readings, 5 minutes apart and will use a common sense approach when doing so. If the child's temperature is recorded at 38ºC this indicates a high temperature and the Pre-School Manager/Deputy will contact the child's parent to arrange for the child to be collected without delay.

The child's temperature will be recorded on an Accident/Incident Form by a staff member, a copy of which will be given to the parent/carer and a copy retained to the child's file.

For any other contagious diseases/infections

The Stacey Pre-School will use a common sense approach and take advice from the NHS website, Portsmouth City Council's Early Years department and our own Risk Assessment to reach a conclusion as to whether a child may need to stay home temporarily to protect other adults or children in the setting, and we reserve the right to do so.

When your child is absent

Please contact us on the first day of your child's illness. You can do this by :

- texting or calling the Pre-School mobile on 07592 222318
  or
- emailing us at: thestaceypreschool@gmail.com

If your child is late/absent for their session and you have not made contact with us, we will contact you by phone or by text message to check on your child's wellbeing and to record the reason for their absence.

Please keep us informed by text or email as to your child's wellbeing during their period of absence.

All fees (or allocation of government funded childcare hours) will still apply during your child's absence and we are unable to issue refunds or swap days because your child has been absent from the setting.

When you should keep your child home from Pre-School

[a reference guide for parents/carers]

Illness	Can my child come to Pre-School?	Notes:
Antibiotics	Yes – but only after 48 hours of first dose	Your child can attend Pre-School 48 hours after they have received their first dose of anti-biotics. [our Administering Medicines policy will then apply]
Chickenpox	No	Your child can return only once all the spots have crusted over and at least 4 days after the spots first appeared. We will notify all parents that we have had a case of chickenpox at the setting
Cold Sore	Yes	Encourage your child not to touch the blister or kiss anyone or to share bottles, cups or towels
Coughs & Colds, minor	Yes	Providing they do not have a fever/high temperature and ONLY have a minor cough or common cold, your child can attend Pre-School
Conjunctivitis	Yes	Encourage your child not to rub their eyes and to wash their hands regularly. Visit your pharmacist for advice.
COVID-19	Yes No No	If your child has mild symptoms (such as a runny nose, sore throat or slight cough) and they are otherwise feeling well they can come to Pre-School. If your child has any of the above symptoms AND have either of these symptoms… • they do not feel well, or appear unwell • have a high temperature your child should stay home and avoid contact with other people wherever possible. Although not required to do a COVID-19 rapid lateral flow test if they have symptoms, IF your child has tested positive for COVID-19 they should stay at home and avoid contact with other people for 3 days after the day they took a test.
Diarrhoea and/or Vomiting	No	Your child should stay home until they are no longer being sick or have diarrhoea and must not return to Pre-School for at least 48 hours (2 days) after their last bout of sickness/diarrhoea.
Ear Infection	No	If your child has an ear infection AND a high temperature OR an ear infection with severe earache, please keep them home until they are feeling better. They can return to Pre-School once they are no longer in discomfort/pain and providing they do not have a fever.
Fever or High Temperature	No	A high temperature (fever) is 38^0C or above. If your child has a high temperature (fever) you must keep your child home. If you child develops a high temperature during the day whilst in our care, we will call you so that you can arrange to collect your child without delay.
Hand, Foot & Mouth Disease	Yes	If your child is well enough, or seems well enough, there is no need to keep them off Pre-School. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Head Injury that required medical attention.	Yes – after 48 hours	If your child has suffered a head injury and/or has needed treatment from medical professionals following a head injury, the NHS website recommends that an "adult stays with … your child for at least the first 24 hours" and for parents to be alert for the symptoms of concussion and that "children should avoid rough play for a few days." and to remain alert for "symptoms of concussion, such as a slight headache or feeling sick or dazed, for up to 2 weeks…symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks." With this in mind, it is our policy for parents to keep their children at home for the first 48 hours following a head injury that has required medical attention.
Head Lice or Nits	Yes – after treatment	We ask parents not to send their child to Pre-School with untreated head lice. Staff will not diagnose headlice infection unless they have found a living, moving louse, or if they have evidence of this from the parent/carer. If staff become aware that your child may have head lice (or nits) as they have noticed a living moving louse, we will contact you to ask you to collect your child so that they can be treated without delay. Your child can return to Pre-School once they have received treatment. We will notify all parents that we have had a case of head lice in the setting so that they can check their own child for signs of infection.
Impetigo	No	Keep your child home until all the sores have crusted over and healed, or for a minimum of 48 hours after they start antibiotic treatment.
Medicines – Non Prescription including Paracetamol or Ibuprofen based medicines. Including Calpol	No	If you have given your child a paracetamol or ibuprofen based medicine for children e.g. Calpol or Nurofen for children on the same day that they are due in for their session, you must keep your child home as your child is likely in pain, discomfort, has a high temperature/fever or is otherwise not well enough for Pre-School. **We do not administer further doses of non-prescription medicines**. Brand names include: Calpol, Disprol, Hedex, Medinol, Panadol, Nurofen for children, Calprofen, Brufen
Ringworm	Yes	This is a fungal infection and may require prescription medicine from your GP. Once your child has started treatment they can return to Pre-School.
Rash	Yes	Only after medical advice has been sought for a rash of unknown origin. If the rash is diagnosed as chicken pox – refer to our procedure for chicken pox.
Scarlet Fever	No	A child with scarlet fever will need treatment with antibiotics prescribed by a GP, otherwise they will be infectious for 2-3 weeks. Following successful treatment and provided your child is no longer infections, and provided they are well enough, they can then return to Pre-School.
Sore Throat	Yes	You can bring your child to Pre-School if they have a sore throat BUT if they also have a high temperature they should stay home. (Sore throat and a temperature can be symptoms of tonsilitis)
Slapped Cheek	Yes	Once the rash appears, the child is no longer infectious and you will not need to keep them off Pre-School.
Threadworms	Yes	Your child can attend Pre-School if they have threadworms. Ask your pharmacist for treatment advice.
Tonsilitis	Yes	Only if your child has no temperature and feels well enough to attend. Tonsilitis is not contagious but most of the infections that cause it are. Tonsilitis can feel like a bad cold or flu and other symptoms may include swollen tonsils, glands, high temperature, coughing, headache, feeling sick etc and symptoms generally last 3-4 days.

The above list of common childhood illnesses is not exhaustive and we reserve the right to temporarily suspend your child's registration or temporarily refuse admittance to the setting if your child has contracted an infection, disease or condition that is not listed above and for which our risk assessment indicates that we are unable to mitigate risks or establish adequate control measures to ensure the health and safety of other children or staff in the Pre-School.

Notes:

"If your Child is Unwell" is an excerpt from our Health & Safety Policy [Health Procedures: 04.5 "Poorly Children"] which is available in full to view on our website or available in printed format on request.

Complaints Procedure for Parents, Carers & Service Users

There is a fair way of dealing with issues as they arise in an informal way, but parent/carers may wish to exercise their right to make a formal complaint. They are informed of the procedure to do this and complaints are responded to in a timely way. The same procedures apply to agencies who may have a grievance or complaint.

Parent/carer

- If a parent/carer/carer is unhappy about any aspect of their child's care or how he/she feels he/she has been treated, this should be discussed with the child's Key Person. The Key Person will listen to the parent/carer and acknowledge what he/she is unhappy about. The Key Person will offer an explanation and an apology if appropriate. The issue and how it was resolved is recorded in the child's file and Complaint Investigation Record. This record will also make clear whether the issue being raised relates to a concern about quality of the service or practice, or a complaint. [For allegations relating to serious harm to a child allegedly caused by a member of staff or volunteer, procedure 6.2 Allegations against staff, volunteers or agency staff will be followed.]

- If the parent/carer is not happy with the Key Person's response or wishes to complain about the Key Person or any other member of staff, he/she will be directed to The Stacey Pre-School Manager. Some parent/carers will want to make a written complaint; others will prefer to make it verbally; in which case The Stacey Pre-School Manager will write down the main issues of the complaint using the Complaint Investigation Record and will keep this in the child's file.

- The Stacey Pre-School Manager will investigate the complaint and provide time to feedback to the parent/carer within 28 days. A confidential written report of the investigation is kept in the child's file if the complaint relates directly to a child.

- If the parent/carer is still not satisfied, or if the complaint is about The Stacey Pre-School Manager, The Stacey Pre-School Manager is required to forward the parent/carer's complaint verbally or in writing to their line manager i.e. The Stacey Pre-School Co-ordinator.

- If the parent/carer is still not satisfied, then he/she is entitled to appeal the outcome verbally or in writing to The Stacey Pre-School Co-ordinator who will pass the matter on to the Chair of the Trustees of the Stacey Community Association for further investigation, who will respond to the parent/carer within a further 14 days.

- If the complainant believes that the matter has not been resolved and that there has been a breach of the EYFS requirements, they are entitled to make a complaint to Ofsted. The manager will assist in any complaint investigation as well as in producing documentation that records the steps that were taken in response to the original complaint.

- The Stacey Pre-School ensures that parent/carers know they can **complain to Ofsted** by telephone or in writing at any time as follows**:**

  Applications, Regulatory and Contact (ARC) Team,
  Ofsted,
  Piccadilly Gate,
  Store Street,
  Manchester M1 2WD
  Or
  Telephone: 0300 123 1231

Agencies

- If an individual from another agency wishes to make a formal complaint about a member of staff or any practice of the setting, it should be made in writing to The Stacey Pre-School Manager.
- The complaint is acknowledged in writing within 10 days of receiving it.
- The Stacey Pre-School Manager investigates the matter and meets with the individual to discuss the matter further within 28 days of the complaint being received.
- An agreement needs to be reached to resolve the matter.
- If agreement is not reached, the complainant may write to The Stacey Pre-School Manager's line manager i.e. The Stacey Pre-School Co-ordinator, who acknowledges the complaint within 5 days and reports back within 14 days.
- If the complainant is not satisfied with the outcome of the investigation, they are entitled to appeal and are referred to the Chair of the Trustees of the Stacey Community Association

Ofsted complaints record

- Legislation requires settings to keep a record of complaints and disclose these to Ofsted at inspection, or if requested by Ofsted at any other time.
- The record of complaints is a summative record only
- A record of complaints will be kept for at least 3 years.
- In all cases where a complaint is upheld, a review will be undertaken by the Trustees of the Stacey Community Association to look for ways to improve practice where it is required.

This procedure is displayed on The Stacey Pre-School Notice Board for all parents/carers.

Privacy Policy

The Stacey Pre-School
The Stacey Centre
Walsall Road
Portsmouth
PO3 6DN

Data Protection Officer: Mrs L. Bowley (Centre Manager & The Pre-School Co-ordinator)

Introduction

Personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean [Name of provider].

What personal data we collect

We collect personal data about you and your child to provide care and learning tailored to meet your child’s individual needs. Personal details that we obtain from you includes your child’s: name, date of birth, address, and health, development and any special educational needs information. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal data that we collect about you includes: your name, home and work address, phone numbers, email address, emergency contact details, and family details.

We will only with your consent collect your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self employed and where you apply for up to 30 hours free childcare. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.

We also process financial information when you pay your childcare fees. We may collect other data from you when you voluntarily contact us.

Where applicable we will obtain details of your child’s social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals.

Why we collect personal data and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and to fulfil the contractual arrangement you have entered into. This includes using your data in the following ways:

- to support your child’s wellbeing and development
- to effectively manage any special education, health or medical needs of your child whilst at the setting
- to carry out regular assessment of your child’s progress and to identify any areas of concern
- to maintain relevant contact about your child’s wellbeing and development
- to contact you in the case of an emergency
- to process your claim for free childcare, if applicable
- to enable us to respond to any questions you ask
- to keep you updated about information which forms part of your contract with us
- to notify you of service changes or issues
- to send you our e-newsletter, if you have subscribed to it

With your consent, we would also like to:

- collect your child's ethnicity and religion data for monitoring purposes
- record your child's activities for their individual learning journal (this will often include photographs and/or videos of children during play: NB: photographs and videos will only be taken and stored on equipment and/or software (camera/ipad/flashdrive/computer) owned by The Stacey Pre-School that requires a password to access)
- transfer your child's records to the receiving school when s/he transfers

If we wish to use any images of your child for training, publicity or marketing purposes we will seek your written consent for each image we wish to use. You are able to withdraw your consent at any time, for images being taken of your child and/or for the transfer of records to the receiving school, by confirming so in writing to the setting. You can also unsubscribe from receiving our parent newsletter by notifying the setting.

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

Who we share your data with

As a registered childcare provider in order to deliver childcare services it is necessary for us to share data about you and/or your child with the following categories of recipients:

- Ofsted, when there has been a complaint about the childcare service or during an inspection
- banking services in order to process chip and pin and/or direct debit payments
- the local authority, if you claim up to 30 hours free child care
- the governments eligibility checker as above, if applicable
- our insurance underwriter, where applicable
- an email or Tapestry newsletter service, unless you have refused consent to receive our e-newsletter

We will also share your data:

- if we are legally required to do so, for example, by a law enforcement agency, court
- to enforce or apply the terms and conditions of your contract with us
- to protect your child and other children; for example, by sharing information with medical services, social services or the police
- if it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others
- with the school that your child will be attending, when s/he transfers, if applicable
- if we transfer the management of the setting out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way

Our nursery management and communication software provider may be able to access your personal data when carrying out maintenance task and software updates on our behalf. However, we have a written agreement in place which places this company under a duty of confidentiality.

We will never share your data with any organisation to use for their own purposes.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access. Where we engage third parties to process personal data on our behalf, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

All personal data for each child is stored at all times securely. This may include emergency contact phone numbers on a password protected mobile phone owned by The Stacey Pre-School or this may include paper version of data stored in each child's individual file that is stored in a locked filing cabinet in a securely locked office on the premises of the Stacey Pre-School.

Where do we store your data?

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets.

Any third party data processors will also store your data on secure servers which may be situated inside or outside the European Economic Area. They may also store data in paper files.

How long do we retain your data?

You and your child's data, including registers, medication records, accident records all as pertaining to the child are retained until the child reaches the age of 21, or until the child reaches the age of 24 for child protection records. [EYFS] This is stored as a password protected digital file on a flash drive which is stored in a locked safe.

Your child's Learning journey is available at your request when your child leaves. This is downloadable as a pdf file up until 3 months after your child has left our setting.

In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary in order to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- request to access, amend or correct the personal data we hold about you and/or your child
- request that we delete or stop processing your and/or your child's personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent
- request that we transfer your and your child's personal data to another person

If you wish to exercise any of these rights at any time please contact the manager at the setting by email, telephone or when you attend the setting.

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact the manager at the setting.

How to contact the Information Commissioner Office (ICO)

If the Pre-School Manager is not able to address your concern, please contact the Pre-School Co-ordinator/Centre Manager Tel: 02392 617890 or email: thestaceyassociation@gmail.com

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or https://ico.org.uk/.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.

Admission Policy For Funded Early Years Education

The Stacey Pre-School is open term time only for 38 weeks of the year to run in line with Portsmouth City Council's academic year. We are open from Monday – Friday from 9am. – 4pm providing either 7 hours per day education and childcare or sessions which run as follows;

Morning Sessions: 9am – 12 noon
Lunch Club Sessions: 12 noon – 1pm
Afternoon Sessions: 1pm-4pm

The Stacey Pre-School offers two year old funded places, three & four year old universal (15 hours) places and two, three & four year old extended (15 hours) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

The Stacey Pre-School offers the following pattern of provision for early education funded places:

- Up to 15 hours per week two year old 'Early Learning funding for 2 year olds up to 38 weeks per year
- Up to 15 hours per week universal entitlement for three & four year olds up to 38 weeks per year
- Up to 30 hours per week for eligible working families up to 38 weeks per year
- This can be taken between 9am- 4p.m. on Monday, Tuesday, Wednesday, Thursday & Friday.

Early Education Funding
The Stacey Pre-School welcomes children in receipt of Early Learning for 2 Year olds Funding, the Universal funding for three and four year olds and the Working Families entitlement (30 hours) for children aged over 9 months old.

Full details of these schemes and eligibility is available on request or online at:
https://www.portsmouth.gov.uk/ext/learning-and-schools/pre-school/childcare-guide.aspx

You'll need to make sure you have the following information to hand before starting the application:

- your national insurance number (or unique taxpayer reference if you are self employed).
- the date you started or are due to start work.
- details of any government support or benefits you receive.
- the UK birth certificate reference number (if you have one) for your child.

You must go online to reconfirm details at the end of each funding period or every 3 months (you will receive an email from HMRC prompting you to do this.)

If you are no longer eligible for the extended funding you will fall into a 'Grace Period' This is a short period of time to give you the opportunity to find work or re-confirm eligibility.

The Stacey Pre-School will inform you of the end of your grace period date. This is when the funding for the extended hours will end. You will continue to be entitled for your 15 hours universal funding.

The Stacey Pre-School will make arrangements with you regarding ending or you making alternative payments for your extended 15 hours.

Contact HRMC regarding any queries or appeals on 0300 123 4097 as The Stacey Pre-School and the local authority are unable to answer any queries relating to the online application system.

Parent declaration for early education funded places:
You must complete a Parent Declaration Form every term to enable us to claim all early education funding your child is entitled to. You must complete this information and return to The Stacey Pre-School's Manager or Pre-School Co-ordinator to secure your child's funded place for the following term.

Information you provide on this from will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF) For further information go to https:/Portsmouth.gov.uk/ext/documents-external/edu-early-years-pupil-premium-disaability-access-fund.pdf.

Registering your place at The Stacey Pre-School;
To apply for a place at The Stacey Pre-School you must complete and return your Registration Application Form to The Stacey Pre-School Manager or Co-ordinator. You must provide original copies of documentation to confirm that your child is eligible for two year old funding or three & four year old extended funding (eligibility code). The Stacey Pre-School will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations. You must indicate on your application form the pattern of attendance you would prefer.

Waiting List
If there are not enough places available for all applicants we will allocate places in the following priority order:

- In order of date application received (starting from the earliest)
- Children who have a sibling at the setting
- Children who will have their fourth birthday during the academic year for which they are applying to school and would only have the opportunity to benefit from three terms of nursery education.
- Looked After Children (children in public care and as deemed under Section of the Children Act 1989)
- Children who have exceptional medical or social grounds*
- Children who live nearest to the setting measured as the crow flies i.e. in a straight line from the centre of the home residence to the main entrance of The Stacey Pre-School.

*You must provide written evidence from relevant registered professionals i.e. a doctor or social worker. The evidence must demonstrate why our setting is more appropriate and what difficulties would be caused if your child were to travel to and attend alternative settings.

The waiting list will be maintained by The Stacey Pre-School Co-ordinator.

Shared Care
If we are unable to offer you a place for all your entitled funded hours you may wish to share you early education funding with another local provider. We work in partnership with other local providers to enable eligible children to access their full entitlement with planned transitions: the family information service email FIS@portsmouthcc.gov.uk

Deposit
No deposit is charged to secure your child's place where you are only using funded hours. Should you choose to access additional paid hours we may charge a deposit of £50 to secure your child's place.

Notice Periods
Parents are required to give a 4 week notice period for any funded and paid hours when deciding to withdraw their child from The Stacey Pre-School and will be invoiced for this period in the usual way.

Top Up Fees
The Stacey Pre-School will not charge parents "top up" fees (the difference between our usual fee and the funding we receive from the local authority to deliver funded places) or require parents to pay a registration fee as a condition of taking up their child's funded place.

Optional additional hours
If you require any additional hours these may be purchased in line with our fees policy where places are available.

Snack Fees:
The Stacey Pre-school provides a healthy and nutritious snack during the morning and afternoon sessions. We reserve the right to make a charge of 50p per child to cover the costs of providing these snack items for each morning or afternoon session that your child attends our setting. Snack fees will be invoiced monthly in advance. Our snack items consist of a minimum of two x types of fresh fruit and either bread, toast, crumpets, bagels, crackers or breadsticks with spread/cheese spread or hard cheeses/fromage frais/yoghurts. We provide water and milk throughout the day.

Additional Charges:
We reserve the right to make a charge for any nappies that your child may use. We may also make charges for any trips that will incur a fee to ourselves.

Invoices:
The Stacey Pre-School will ensure that invoices and receipts are clear, transparent and itemised, allowing parents to see that they have received their funded entitlement completely free of charge and understand fees paid for additional hours.

Complaints
If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with The Stacey Pre-School Manager using the normal complaints procedure.

Review
This policy will be reviewed annually by The Stacey Pre-School Co-ordinator

Date policy approved by: L. Bowley 01.04.26

Signed by: L. Bowley

Childcare Agreement

The Stacey Pre-School Terms and Conditions of Childcare

This document and the terms and conditions within it govern the basis on which The Stacey Pre-School (referred to here as 'we' / 'our' / 'us' agrees to provide childcare services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us.

We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

The Stacey Pre-School
The Stacey Centre
Walsall Road
Portsmouth, PO3 6DN

The Stacey Pre-School is managed by:	Stacey Community Association (Registered Charity Number: 278364)
Mobile:	07592 222318
Telephone:	023 92617890
Email:	thestaceypreschool@gmail.com
Ofsted Registered Person:	Stacey Community Association
Ofsted URN:	2673872
Insured by:	Ansvar Insurance
Insurance policy number:	ACY 2201894
The Stacey Pre-School Manager:	Mrs V. Collins
Designated Safeguarding Lead:	Mrs V. Collins
The Stacey Pre-School Deputy Manager:	Ms. S. Ali
Early Years SENCo:	Ms S. Ali
Forest School Leader:	Ms J. Lewandowski
Practitioner L3	Ms L. Collins
Practitioner L3	Mrs S. Rayner
The Stacey Pre-School Co-ordinator	Mrs L. Bowley

Terms & Conditions of the Childcare Agreement

The following terms and conditions govern the basis on which we agree to provide childcare services to you.

1.0 Our Obligation To You

1.1 We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us then the offer of a place may be withdrawn. Once you confirm a fee-paying place, a deposit payment is required to hold the place for your child. The monetary value of the deposit is published as part of the setting's schedule of fees. This is available on request. The deposit is refunded on payment of the final invoice at the end of your child's attendance at the setting. Please note your child's deposit will be taken on completion of the application form. If you fail to take up a place, an administration fee of £20 will be charged. For PCC funded childcare a deposit will not be required.

1.2 We provide agreed childcare facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.

1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.

1.4 We will notify parents as early as possible when the setting will be closed.

1.5 We will provide you with regular updates about your child's progress, verbally when you collect your child and we also use Tapestry to upload photographs and updates of your child's day.

1.6 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

2.1 You are required to fully complete and return the Childcare Registration form to us before your child can start.

2.2 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.

2.3 The *Childcare Registration* form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.

2.4 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious, they pose a risk to other children during normal daily activities.

2.5 You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked with you.

2.6 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge will be applied. Please refer to the current fee schedule for details. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.

2.7 You are required to inform us as far in advance as possible of any dates when your child will not be attending the setting. [Please see 3.11 Refunds.]

2.8 You are required to provide at least 4 weeks' notice of your intention to de-crease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to The Stacey Pre-School Manager or The Stacey Pre-School Co-ordinator.

2.9 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.

2.10 You should read our policies and procedures provided for parents - available for you at the setting, via Tapestry and online via our website: www.thestaceypreschool.co.uk.

3.0 Payment of fees

3.1 As of 13 April 2026, our hourly childcare fee is £7.00 per hour. Our session fees are as follows:

Session	Start & Finish Time	Total Hours	Fee per session
Morning Session	9 a.m. – 12 noon	3 hours	£ 21.00
Lunch Club Session	12 noon – 1 p.m.	1 hour	£ 7.00
Afternoon Session	1 p.m. – 4 p.m.	3 hours	£ 21.00
Full Day Session	9 a.m. – 4 p.m.	7 hours	£ 49.00

3.2 We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us 4 weeks' notice.

3.3 **A non-refundable deposit of £50** is required when registering your child at The Stacey Pre-School, unless your child is in receipt of government funding*. This deposit will be invoiced and be due for payment immediately to confirm your child's place together with payment of your first invoice for childcare. This deposit is only refunded to you once your child is no longer registered at The Stacey Pre-School. Note: We do not charge a deposit if your child is in receipt of government funding, but please be aware that you MUST still provide 4 week's notice should you decide to terminate this Agreement as your funded hours will still be due to us during this period and may not be transferred to an alternative setting until the notice period has expired.

3.4 **For Non-Government Funded Childcare: Our fees are invoiced to you monthly in advance** for all of the sessions that your child has allocated for the upcoming month. It is your responsibility to pay the fee invoice before the 'due date' which is the 1st of each month. Any additional hours/fees above your funding allocation for the month will be invoiced to you separately. For example, for a child starting sessions on 1st October, an invoice will be issued prior to this date for the total cost of session fees that are booked/allocated for the month of October: this invoice will be due for payment no later than 1st October.

3.5 **We prefer that payments are made by bank transfer** (our bank account details are on our invoices.) and we also accept tax free childcare, and childcare vouchers. Alternatively, if payment is made by cash to The Stacey Pre-School Co-ordinator it is your responsibility to obtain a receipt as proof of payment. If you prefer to pay be direct debit/standing order, please speak with The Stacey Pre-School Co-ordinator to set this up. In this scenario, the full cost of fees for the upcoming term (e.g. 11-14 weeks) will be invoiced to you and will be divided into 3 equal monthly payments due on the 1st of each month for that term.

3.6 **Late payments** of invoices will incur an automatic late payment fee of £20.00 and your child's registration may be suspended until payment is made. If further action is required to recover unpaid fees, additional charges may be made in lieu of any costs of recovery incurred.

3.7 **If fees are outstanding for more than 14 days** then we may terminate the Agreement without notice and with immediate effect. Once the Agreement contract has been terminated, the child will cease to be admitted to the setting and our notice of termination shall be regarded as a formal demand for outstanding monies.

3.8 **If you require additional sessions** in excess of those already agreed and allocated, we will inform you of the extra amount payable and add these additional charges to your regular fees or issue you with a separate invoice which must be paid no later than the 'due date.'

3.9 **In the event of late collection of your child**, we reserve the right to charge a 'late collection fee' of £10 up to the first 15 minutes and a further £10 for every five minutes thereafter i.e. for a child collected 25 minutes late the late collection fee will be £30, etc. This fee is charged to cover our admin and staffing costs so that we can maintain safe staffing ratios for the extra time your child is in our care and have an additional member of staff make contact with you or your authorised person to collect your child . You will be invoiced separately for any late collection fees and must pay by the due date on your invoice to maintain your child's place at our setting.

3.10 **If you are experiencing difficulty in paying your invoice by the due date,** please email The Pre-School Co-ordinator at thestaceypreschool@gmail.com

3.11 **Refunds will not be given for periods when children do not attend a session due to illness or holidays**, even if you have notified us that your child will be on holiday. This is because we need to ensure your child's registered place is secured during their absence ready for them to resume sessions on their return.

3.12 **Bank Holidays:** Please note that we are closed on bank holidays and do not charge funded or non-funded children for Bank Holiday closures as this day does not form part of the 190 days that we are required to be open to receive government childcare funding.

3.13 **Inset Days & Polling Day: Our Term dates are available to view on our website.**

INSET Days: Please note that we have a maximum of 5 x INSET days per year to provide for staff training. We make every effort to plan these either at the start or the end of the academic year or term, sometimes it may be unavoidable that we may need to hold an INSET day during the term. We do not charge funded or non-funded children for INSET days and these days do not form part of 190 days that we are required to be open to receive government childcare funding.

Polling Day: In accordance with our agreement with Portsmouth City Council, to allow national and local elections to take place we will claim these hours from your Government funded allocation for that day, even though the Pre-School will be closed, with no requirement to offer these hours back to you. However, as a courtesy, we will make every effort for any child in receipt of government funding to swap to an alternative date if we are able to do so.

3.14 **Where your child is in receipt of funded early years entitlement** and/or extended entitlement the full weekly fee is payable during periods where the early years funding may not apply. We may also ask for additional information recorded on your child's registration form that will assist HMRC in making a decision about eligibility for certain entitlements. Parents are solely responsible for ensuring they maintain their eligibility to funding by renewing their claim regularly. If eligibility lapses and you have not made us aware you will be invoiced for childcare at the standard hourly rate for any sessions your child has attended our setting. You must notify us in advance of any changes to your entitlement. If eligibility lapses you may reduce or cancel your childcare hours with us.

3.15 **Notice Period:** We require a minimum of 4 weeks' notice of your intention to terminate this Agreement or to change your childcare sessions. During this notice period, whether your child remains in the setting or not, you are still required to pay for these sessions and will not be issued a refund should your child not be attending. If your child is in receipt of funding, this allocation will continue to be deducted until the notice period ends and therefore may NOT be transferred to an alternative setting until that time.

4.0 Suspension of a child's registration/attendance to The Stacey Pre-School

4.1 We may suspend providing childcare to your child at any time if you fail to pay any fees by the invoice 'due date' as stated in *item 3.4*.

4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.

4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults in our setting, it may be necessary to suspend childcare while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child's attendance will be made by The Stacey Pre-School Manager with the agreement of The Stacey Pre-School Co-ordinator and the trustees of the Stacey Community Association.

4.4 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

4.5 If your child is suspended part way through the month, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro-rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

5.1 **Notice**: You may end this Agreement at any time, by giving us 4 weeks' notice.

5.2 We may immediately end this Agreement if:

5.2.1 You fail to pay your fees by the invoice due date, including any late payment fees or any late collection fees for which you have been invoiced.

5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time or if, in our opinion, there is an irretrievable breakdown of the parent partnership relationship.

5.2.3 You behave unacceptably: we do not tolerate any physical or verbal abuse or threats towards staff or other parents and we have a 'zero tolerance' approach to all forms of offensive or abusive language/behaviour whilst on the premises.

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

6.1 If we close or take the decision to close due to events or circumstances beyond our control

such as extreme weather conditions, the weekly fee will continue to be payable in full. We will be under no obligation to provide alternative childcare to you. However, if the closure exceeds three consecutive days in duration (excluding any days when we would otherwise be closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns about the childcare we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.

6.3 From time to time we may take images or videos of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.

6.4 While food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. Every effort is made to follow recommended food preparation guidance and to ensure that all setting staff involved in the preparation and serving of food are suitably trained.

6.5 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.

6.6 You must avoid making any social media or engage in communications with third parties that could damage our business interests or reputation, even indirectly or by linking us to any political movement or agenda. We encourage all parents to speak to us if they are

6.7 You must not use social media

- to defame or disparage the setting, our staff or any third party connected to the setting;
- to harass, bully or unlawfully discriminate against staff or third parties;
- to make false or misleading statements; or
- to impersonate staff members of the setting or other related third parties.

6.8 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.

6.9 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.

6.10 **Acceptance of a place at The Stacey Pre-School will be deemed as acceptance by you of these terms and conditions**.

The Stacey Centre, Walsall Road, Copnor, Portsmouth, Hampshire, PO3 6DN
T: 02392 617890 M: 07592 222318 E: thestaceypreschool@gmail.com www.thestaceypreschool.co.uk

Childcare Registration Form

Child's Details:						
First name(s) of child:			Date of birth:			
Surname of child:			Gender:		Male *or* Female	
Birth Certificate seen & photocopy retained to file:			Yes		No	
Child's Full Address:						
Family Details:	Please list the names of who lives with the child and their relationship to the child:					
Parent/Carer Contact Details:						
Parent/Carer Name (1)						
Home address:						
Work address:						
Contact Tel/Mob Nos:	Mobile:		Day/Work:			
	Home:		Other:			
Email:						
Relationship to Child:						
Parent's NI Number:			Note: For funding purposes only			
Parent's Date of Birth			Note: For funding purposes only			
Parental Responsibility:	Yes		No			

Parent/Carer Contact Details:				
Parent/Carer Name (2)				
Home address:				
Work address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
	Home:		Other:	
Email:				
Relationship to Child:				
Parent's NI Number:			Note: For funding purposes only	
Parent's Date of Birth			Note: For funding purposes only	
Parental Responsibility:	Yes		No	

Parent/Carer Contact Details:				
Parent/Carer Name (3)				
Home address:				
Work address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
	Home:		Other:	
Email:				
Relationship to Child:				
Parent's NI Number:			Note: For funding purposes only	
Parent's Date of Birth			Note: For funding purposes only	
Parental Responsibility:	Yes		No	

Collection Permission Authorisation:

other than parent/carer as named in (1), (2) or (3)

Only persons **aged 16 or over** can be named as authorised person for the purpose of collection.

Authorised Person (1):			
Address:			
Mob No:		Home Tel No:	
Relationship to Child:			

Authorised Person (2):			
Address:			
Mob No:		Home Tel No:	
Relationship to Child:			

PASSWORD: For the collection of the child by authorised persons only.	

Emergency Contact Details:

Please provide 3 x emergency contacts if parent/carer (1), (2) or (3) are not available.

Only persons over the age of 16 years can be named as emergency contacts.

Please ensure your emergency contacts are local to The Stacey Pre-School and that you have obtained their consent to be nominated as an emergency contact for your child.

Emergency Contact (1):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

Emergency Contact (2):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

Emergency Contact (3):				
Home address:				
Contact Tel/Mob Nos:	Mobile:		Day/Work:	
Email:				
Relationship to Child:				

No Access:

Please advise us of any person who is NOT to be granted access to your child.

Name				
Home address:				
Relationship to Child:				
Reason, e.g. court order.				
Evidence Seen	Yes		No	
Copied for File	Yes		No	

About Your Child:

The following information will tell us a little more about your child.

Does your child have previous experience of attending a childcare setting? If so, please give details:

Does your child have any difficulty with walking, talking or socialising? If so, please give details:

Is your child disabled?	Yes □ No □			
Does your child require a care plan?	Yes □ No □			
What language(s) does your child speak at home?				
What religion does your family follow (if applicable)				
How would you describe your family's cultural background?				
Are there any religious or cultural festivals that your child takes part in?				
What is your child's usual sleep pattern?				
Does your child have any food preferences?	Yes	□	No	□
Does your child have a pacifier i.e. dummy or thumb?	Yes	□	No	□
Does your child have a special toy or object they might bring with them?	Yes	□	No	□
What sort of things does your child enjoy doing at home, i.e. drawing or cooking				
Is there any other information about your child that may be useful for us to know?				

Medical Information:	
Child's Name:	
Date of Birth;	

Immunisations:				
	Type:	yes	no	date
Two months:	5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, tetanus, whooping cough (pertussis), polio and Haemophilus influenzae type b (known as Hib); Pneumococcal (PCV) vaccine; Rotavirus vaccine; Men B vaccine whooping cough (pertussis), polio and Haemophilus influenzae type b (known as Hib); Pneumococcal (PCV) vaccine; Rotavirus vaccine; Men B vaccine			
Three months:	5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men C vaccine; Rotavirus vaccine, second dose			
Four months:	5-in-1 (DTaP/IPV/Hib) vaccine, third dose; Pneumococcal (PCV) vaccine, second dose; Men B vaccine second dose			
12-13 months:	Hib/Men C booster, given as a single jab containing meningitis C (second dose) and Hib (fourth dose); Measles, mumps and rubella (MMR) vaccine, given as a single jab; Pneumococcal (PCV) vaccine, third dose; Men B vaccine third dose			
3 yrs & 4 months – 5 yrs	Measles, mumps and rubella (MMR) vaccine, second dose; 4-in-1 (DTaP/IPV) pre-school booster, diphtheria, tetanus, whooping cough (pertussis) and polio			
Other:				
For internal use: Has the child's health record book been seen to confirm immunisation dates?				

Health & Development:		
Was your child born prematurely, if so how many weeks early?		
Special Notes:		
Does your child have any on-going medical conditions? If so, please specify:		
If your child has ongoing medical conditions or diagnosis, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech and language therapist, etc:		
Does your child require a Health Care Plan?	YES	NO
Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance?	YES	NO
Do you have any concerns about your child's learning and development?	YES	NO
Special Notes:		

Allergies / Food Intolerances		
Is your child known to have any allergies or food intolerances? If so, please specify	YES	NO
Note: A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as indicated above.		

Dietary Requirements:
What are your child's dietary requirements? Please specify

Health Professionals Involved With Your Child:	
GP Name **& Address** **Tel No.**	
Health Visitor Name: **Tel No:**	
Social Care Worker Name: **Tel: No:**	
Dentist Name & Address: **Tel No:**	
Other	

Emergency Treatment Declaration:

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me and emergency services will be called as necessary.

I understand that my child may be taken hospital (accompanied by the manager or authorised deputy) for emergency treatment.

I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Parent Name:			
Signed:		Date:	

2 years old Progress Check / Integrated Health Check

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child's health visitor. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

If your child is aged between 24-36 months, has a two year old progress check already been completed for your child?	YES	NO

Name of setting completing check:		
Date completed:		

Parental Permissions

CCTV

The Stacey Centre is fitted with CCTV cameras to the following areas:

- Building Exterior Entrance
- Car Park
- Foyer
- Main Hall (downstairs – the main room for our setting)
- The Lounge (downstairs – adjacent the Main Hall)
- The Upper Hall (upstairs)
- The Meeting Room (upstairs)

We utilise CCTV to protect the building, property, staff and all service users of The Stacey Centre and the Stacey Community Association and The Stacey Pre-School.

- There is a 'live' feed of the exterior of the premises and the Foyer only which is fed to the office for security purposes.
- There is no 'live' feed of any of the 4 x interior rooms listed above.
- We operate CCTV in accordance with UK legislation and our CCTV Policy (displayed in the Foyer and available from our website).
- We may occasionally use recorded CCTV footage for training purposes which may include our setting, the staff and the children in our setting, providing these images have been obtained within the last 4 weeks (these images/recordings are deleted after training).
- We may also make CCTV footage available to law enforcement or for safeguarding purposes to identifiable third parties to protect the children in our care.

I understand the setting operates CCTV on the premises as described above.

Name			
Signed		*Date*	

Transfer of Records

With your consent we will transfer your child's records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child's records to be transferred to their receiving school

Name			
Signed		*Date*	

Administering Medicine:

Administering Non Prescription Medicine: e.g. paracetamol or Ibuprofen based medicine (e.g. Calpol)
It is our policy NOT to administer non-prescription medicines whilst your child is in our care.

Administering Medicine: Prescription Medicines Only
It is our policy to ONLY administer prescription medicines (with parental consent) to support your child's recovery or treatment.

These medicines must be prescribed by a GP or other medical practitioner, and supplied to the Pre-School Manager/Key Person

- in its original container,
- complete with pharmacy label
- identifying the child's name, date, type and dosage.
- You must also inform the Manager/Key Person of the time of the most recent dose administered.

The Manager/Key Person will update the child's record to record when medicine is administered.

I give permission for staff to administer prescription medicines to my child in the case for use as prescribed by a GP or medical practitioner. I agree not to send my child in to the Pre-School if my child is unwell.

Name			
Signed		*Date*	

E-Safety (Staff And Children)

There are procedures in place that govern the use of I.T. equipment on site. Where iPads or similar are used by staff to record children's learning and development or as a management tool, a risk assessment is completed and only equipment owned by The Stacey Pre-School is used.

Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must seek prior permission from the setting manager. In some instances, children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not have unsupervised access to the internet.

I give permission for my child to use ICT equipment for the purposes stated above. I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children's learning and development.

Name			
Signed		*Date*	

Nappy/Barrier Cream

I give permission for non-medicated nappy/barrier cream (supplied by me) to be administered to my child when required in accordance with manufacturer's instructions.

If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered. (Medication Administration Record)

Name			
Signed		*Date*	

Sun Cream

I give permission for staff to apply hypoallergenic sun cream (supplied by me) to my child. I will provide this in a container labelled with my child's name.

Name			
Signed		*Date*	

Short trip - General Outings

I give permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see on request.

Name			
Signed		*Date*	

Inhalers/auto-injectors (e.g. Epi-pens) only

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or Anapen (supplied by me) …… To (name of child) ……..

Name			
Signed		*Date*	

Photographs & Videos, for use on *Tapestry*

To record aspects of our curriculum and for children's individual development records, staff often take photographs or videos of children during their play with the purpose of sharing with staff and the child's parents via *Tapestry*, our online learning journal (which are accessible only by staff and the child's parent) or for use in the setting with other children or take/use a photograph of your child to identify the child's coat hook or drawer.

I give permission for my child to be photographed/recorded as per the conditions above. Should any other child or staff member be recognisable from my child's photo (as it has been uploaded to Tapestry) I agree not to share this photo on any of my own social media accounts without first taking steps to erase or otherwise remove or hide the identify of this individual.

Name			
Signed		*Date*	

Photographs & Videos for use on our Social Media Accounts & for Marketing Purposes

We may use photographs of children that are non-identifiable (i.e. the face is not visible. For example, the photograph may include their hands as they participate in activities or may show the backs of their heads) for publicity or marketing purposes including for our website, promotional materials or for our social media accounts.

We may wish to use photographs that include your child which are identifiable (i.e. where your child's face may be visible) for which we will first seek your permission.

I give permission for my child to be photographed/recorded as per the conditions above.

Name			
Signed		*Date*	

** All equipment is owned by The Stacey Pre-School and all photographs are stored securely.*

Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that pets/animals are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request.

I give permission for my child to interact with any visiting animals.

Please state here any known allergies or aversion your child has to animals;			
Name			
Signed		*Date*	

Ethnicity Data

Please note, this information is gathered for monitoring purposes only and **parents are not obliged to provide this information.**

Ethnic origin is classified as special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

Privacy Notice:
I confirm that I have received a copy of the *Privacy Notice* and give my consent to the processing of special data.

Signed:			
Name:		Date:	
Please select from the following:			
White British		Pakistani	
White Irish		Indian	
White Other		Asian Other	
Black British		Chinese	
Black African		Chinese Other	
Black Caribbean		White & Black Caribbean	
Black Other		White & Black African	
Bangladeshi		White & Black Asian	
Other – Please State:			

The Stacey Pre-School
Play • Explore • Discover • Learn

Childcare Registration

Child Name	Maizie Robinson	Date of Birth	2.07.23
Parent/Carer Name:	Jodie Robinson	Date of Birth*	17.01.91
Parent NI Number*	JK 62 05 23 D	* this information will be used to confirm government funding eligibility	
Preferred State Date [to be confirmed]	Monday 2 November 2026		

- Our childcare sessions are offered over 38 weeks of the academic year.
- We do not charge for Bank Holidays or INSET days when we are closed
- We will charge for all other days we are open including if your child is ill or on holiday
- Polling Day/INSET: the Pre-School will be closed on Polling Day.
- All fee paying hours are invoiced in advance and are due for payment on the 1st of the month.

	Term Dates 2026-2027	**We will close on the following dates;**	
Autumn Term 2026	Mon 7 Sep – Fri 18 Dec 2026	Half Term Christmas	Mon 26 Oct – Fri 30 Oct 2026 Mon 21 Dec – Fri 1Jan 2027
Spring Term 2027	Mon 4 Jan – Thu 25 Mar 2027	Half Term Easter	Mon 15 – Fri 19 Feb 2027 Fri 26 Mar – Fri 9 Apr 2027
Summer Term 2027	Mon 12 Apr- Fri 16 Jul 2027	Bank Holiday Polling Day Half Term	Mon 3 May 2027 Thu 6 May 2027 tbc Mon 31 Jun – Fri 4 Jul 2027

Childcare Hours:
Please tick the days/sessions you are wanting. Please put a 'X' on any days your child cannot attend.

	Morning only 9am – 12pm 3 hours	**Morning & Lunch** 9am – 1pm 4 hours	**Lunch & Afternoon** 12pm -4pm 4 hours	**Afternoon only** 1pm – 4pm 3 hours	**Full Day** 9am – 4pm 7 hours	**Total Hours each day**
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
				Total Hours each week		

Funded Childcare and/or Fee Paying

Tell us if you are eligible for funded childcare and/or whether you are self funded (fee paying)

Early Learning Funding for 2 year olds (Max. 15 hours per week)	**Yes or No**	**Code:**……	
Working Families Funding for children from 2 years old at our setting (Max. 30 hours per week)	**Yes or No**	**Code:**……	
Universal Funded Childcare for 3-4 years (Max. 15 hours per week)	**Yes or No**	**No code required**	
Fee paying @ £7.00 per hour*	**Yes or No**	**Hours per week:**	

Check Your Entitlement

You can speak to us or visit our website for more information on entitlement to funded childcare, tax free childcare and childcare if you are claiming Universal Credit here: www.thestaceypreschool.co.uk/fees

You can check your entitlement to financial childcare support on www.bestartinlife.gov.uk

If you are eligible for **Early Learning Funding** or **Working Families Funding,** you will be given a unique funding code which you must pass on to us.

You are responsible for checking your entitlement regularly every 3 months. You must tell us if you are no longer entitled to funding support.

If you are booking fee paying hours only, we will make an registration admin charge of £50 which is refundable after your child is no longer at our setting. This deposit is NOT due if you are taking government funded hours.

Complete Your Child's Registration

To complete your child's registration with us, you must:

- Return a completed Prospectus (New Parent Pack) including this Childcare Registration document.
- Complete a Parental Declaration for EY Government funding (included in this pack_
- Bring in your child's birth certificate so that we can take a photocopy from the original, for our records.
- Bring in a recent household bill or bank statement so that we can take a photocopy for our records. This must be dated within 3 months and cannot be a mobile phone bill.

This Section to be completed by The Stacey Pre-School ONLY.
The following days & times comprise the sessions of our offer to provide childcare.

Childcare Sessions as follows:

Monday	……	**Funded Hours pw**	……..
Tuesday	……	**Fee Hours pw**	……..
Wednesday	……	**Birth Certificate**	**YES or NO**
Thursday	……	**Household Bill**	**YES or NO**
Friday	……	**Funding Declaration**	**YES or NO**
Total Hours pw	……	**Funding Code**	**YES or NO**
Deposit Invoice	……	**Deposit Due**	**YES or NO**

Completion of this Registration Form does not guarantee your child's place at The Stacey Pre-School.

Our Offer To Provide Childcare

Please sign below to indicate that you have read and understood the terms and conditions of the Childcare Agreement and to confirm your acceptance of our 'Offer To Provide Childcare' place at The Stacey Pre-School for your child.

Note: For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between The Stacey Pre-School, you, and the guarantor.

- *I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy, which has been supplied to me.*
- *I confirm that all information provided by me is accurate and that I will notify The Stacey Pre-School promptly of any changes as they may arise.*
- *I confirm my acceptance of a childcare place at The Stacey Pre-School for my child.*

Parent name 1			
Signed		Date	
Parent name 2			
Signed		Date	

Guarantor name (if applicable)			
Signed		Date	
Relationship to child			
Home address			
Daytime/work tel		Mobile	
Email			

Signed on behalf of The Stacey Pre-School:			
Signed		Date	
Name			
Role			

A copy of this completed and signed contract to be provided to each signatory.

Our Offer To Provide Childcare is valid for 7 days
The information on this form is stored and maintained confidentially at all times.

Term Dates: 2026-2027



The Stacey Pre-School will close on the following days:

SP	Stay & Play for Returning Children & New Starters
	INSET Days
	School Holidays
	Bank Holidays
P	Polling Day: We will close as the premises is used by Portsmouth City Council to hold local or national elections

Our term dates are available to view on our website: www.thestaceypreschool.co.uk

Parent Declaration Form [For Funded Childcare]

If this document is missing, please ask us for a copy