

Carey Hall Preschool

Welcome Pack



The Baptist Church, Winchmore Hill, London, N21 3PA

Hollie - 07786 107 161

Preschool direct - 07301 267 091 (8am-3pm)

Lisa – 07985101286

careyhallpreschool@gmail.com

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Carey Hall Preschool

REGISTRATION FORM

CHILD'S FIRST NAMES _____

CHILD'S SURNAME _____

CHILD'S DATE OF BIRTH _____

ADDRESS: _____

HOME AND MOBILE NUMBERS _____

EMAIL ADDRESS _____

IMMUNISATION DATES _____

HEALTH/MEDICAL NEEDS _____

SPECIAL EDUCATIONAL NEEDS _____

ALLERGIES _____

CARE PLAN _____

DOCTORS NAME AND ADDRESS _____

DOCTORS TELEPHONE NUMBER _____

NAMES OF PARENTS/CARERS WHO CHILD NORMALLY LIVES WITH AND HAS PARENTAL RESPONSIBILITY

NATIONAL INSURANCE OR NASS REFERENCE NUMBERS OF PARENTS/CARERS for EYPP (see overleaf)

DATES OF BIRTHS OF PARENTS/ CARERS _____

2 ADDITIONAL CONTACT NAMES AND TELEPHONE NUMBERS OF RELATIVES OR FRIENDS

1. _____

2. _____

I give my consent:

*If parents/carers are uncontactable that staff can seek emergency medical advice & treatment.

*To be photographed and video recorded for our wall displays and their Learning Journals.

*For sun cream (provided by you) to be applied by staff for sun care reasons.

*For Students to observe.

*For plasters to be applied if needed to prevent risk of infection.

*That a password and or photo ID is needed if someone else is picking up my child.

*For staff to take my child to go for a local walk- eg: Supermarket, Library or the Post Box.

PRINT AND SIGN NAME: _____

START DATE: _____ REQUIRED SESSIONS: _____

PLEASE PROVIDE AN ORIGINAL BIRTH CERTIFICATE and PROOF OF ADDRESS OF THE CHILD

Additional funding for your child

How could this help your child?

It will help your child:

- Benefit from extra resources and equipment suited to their needs
- Enjoy a range of new play, learning and activity experiences
- Be prepared for starting school

Childcare settings will have to demonstrate to Ofsted how the funds have been used to improve your child's education. If you are still eligible, the funding can also be transferred if your child moves to another childcare provider.

Do I qualify?

If you receive one of the following benefits, your childcare provider may be entitled to claim funding for your child:

- Income support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit Run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Support under Part VI of immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit

Or if your child:

- Has been looked after by the local authority in care for at least one day
- Has been adopted from care
- Has left care through special guardianship
- Is subject to a child arrangement order

What do I do next?

If you think you qualify, it's quick and easy. Talk to your childcare provider and they will verify your eligibility and apply for the funding. Alternatively, fill out the application form online: www.enfield.gov.uk/eypp.

Carey Hall Preschool

Terms & Conditions

We believe this standard Terms and Conditions reflect the custom and practice of private preschools providing sessional day care. The rules and regulations about notice and payment of fees are designed to promote stability, assist forward planning and ensure the resourcing of our preschool. These Terms and Conditions do not affect your statutory rights.

To enable us to provide and maintain the highest standard of care, we require all our parents to fully understand and abide by the following;

- To register your child at the preschool, a waiting list fee of £40.00 is payable for each child registered together with a deposit of £100.00.
- The £100.00 deposit is refundable against the last month's fees and where the child will be leaving Carey Hall Preschool to attend a school setting at reception level OR where the 4 week notice period has been given. The deposit will be non-refundable where the child will be leaving for another nursery setting and/or before they reach reception level where the 4 week notice period hasn't been given.
- Once the place is confirmed, we require 4 weeks written notice during term time should you wish to withdraw your child from the preschool or reduce the number of sessions that your child is attending. All monies will be paid at the current rate until your end date, which should be at least 4 weeks from notification of leaving. If notice is provided outside term time the same 4 week period applies.
- Our preschool offers a limited number of places subject to availability. If you are entitled to funding and you choose to have less than 15 hours you will not have priority on our waiting list. We offer our funded places subject to availability. Those who are not eligible for funding will have to pay our hourly rate of £11.00.
- All our places in the preschool are subject to availability.
- All fees are payable four weeks in advance. Fees continue to be payable during periods of absence, including sickness, holidays, inset days and public/bank holidays. This applies to non-funded children only.
- Funding is payable over 38 weeks a year (term time only) up to a maximum of 30 hours a week.
- We are able to access funding from the term that a child turns two if they are eligible for funding from 9 months old (working parents funding only). We only admit children into our setting from a child's 2nd birthday. 30 hours funded entitlement children are eligible the term after their 3rd birthday.
- Terrific Twos children must meet the governments eligibility criteria and if the criteria is met they will be eligible from the term after their second birthday.
- The preschool does not accept responsibility for accident, injury or loss of property. The preschool have all the legal insurances in place and these are available for all parents to view.
- If your child becomes ill during a session the manager will contact the parent/guardian on the emergency number provided on the completed registration form.
- If your child is suffering from a contagious illness, your child should not attend the preschool until the infection has fully cleared. We may ask for verification from your doctor or health care professional. If your

child has sickness and/ or diarrhea then we will ask you to abstain from bringing your child/ren to preschool for 48 hours from last sickness and/or diarrhea.

- Parents/Guardians are required to notify the preschool Manager if your child is absent from playgroup because of sickness/ illness.
- If your child/ren is/are absent for longer than two weeks, we as a setting must inform the engagement and brokerage team by telephone or email and you may lose your funding entitlement as a result of the absence.
- Parents/Guardians collecting children late from the preschool will be subject to a charge. Charges will be £11.00 for every 15 minutes of lateness. The landlords have stipulated that the preschool premises must be vacated by the agreed designated time.
- As per new legislation we will keep your child's records/registers/medication records for a minimum of 21 years. All accidents and incidents reported will be kept for 24 years and any child that has child protection records will be kept for a minimum of 24 years. Any records in relation to individual children e.g. care plans, speech and language referral forms will be kept for 3 years unless they relate to child protection which will then be kept for 24 years. Records of any reportable death, injury, disease or dangerous occurrence for children will be kept for 24 years. Observations, planning and assessment records of children will be kept for 3 years after the child has left us.

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- I enclose £30.00 waiting list fee together with a £100.00 deposit.
 - I enclose first 4 weeks payment for my child/ren if applicable.
 - Only the parent/carer will be permitted to collect their child, unless prior arrangements have been agreed in advance.
 - I wish to apply for admission for my child to the preschool. I have read, completed and signed the Registration Forms, Terms and Conditions, the Admissions and Charging policy, All about me, Sickness and Illness policy, About your child, Nappy Changing agreement together with our Lunch Time Disclaimer. I agree to comply with all of the above.

Childs Full Name

Signed by Parent/Carer

Date

Waiting list fee/ Deposit received by:

Sessions attending please circle:

Mon am/pm

Tues am/pm

Wed am/pm

Thurs am/pm

Fri am/pm

Admissions and Charging

At Carey Hall Preschool we care for children between the ages of 2 and 5.

The numbers and ages of children admitted to the nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS).

The nursery will use the following admission criteria which will be applied in the following order of priority:

1. Children who have siblings who are already enrolled with us
2. Children whose parents live within the local area (within 2 mile radius of us)
3. A child known by the local authority to have special educational needs and/or a disability (SEND) and whose needs can be best met at the preferred nursery
4. A vulnerable child with either a Child Protection or a Child in Need Plan, or in receipt of other local authority support
5. Looked after children

A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and subject to availability. We operate a waiting list and places are offered on an availability basis.

We operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents. Prior to a child attending nursery, parents must complete and sign all forms in the welcome pack. These forms provide the nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, collection arrangements, contact details for parents, doctor's contact details, allergies and parental consent etc. Parents/ carers must provide original documentation as proof of DOB such as birth certificate and utility bill as proof of full address and post code.

Providers eligible to provide government funded places for early education

Our setting is registered to accept government funding (detailed in the code of practice) we offer limited funded places for terrific two, three, four and five year olds. Early learning sessions specified by the local authority are subject to availability. At Carey Hall Preschool we currently provide 27 funded places available for children. These places will be allocated on a first come, first served basis and can be booked a term in advance. Please note for admissions for the funded nursery education we have a termly intake, beginning the term following your child's second birthday and whether eligible.

Fees are payable four weeks in advance fees must be paid even if your child is absent due to sickness/holidays/inset days and Public bank holidays. We need notification and reasons in advance or as soon as possible if your child is expected to be absent for a period of one week or more. Should you wish to withdraw your child from preschool we must receive 4 weeks notice in writing in advance.

Fees

Our fee structure is in line with DFE guidance and is outlined below.

Our hourly rates from September 2024 are as follows: (Unfunded)

*2-3 years	*3 years and above
£11.10	£11.03

* Term after birthday

15 hours a week of Government funding is available the **term after** your child is 3 for all families.

We will need an eligibility code to claim your funding if you wish to claim up to 30 hours per week (from the term after child is 3) or 15 hours per week for children 9 months and above.

The younger children require a higher staff ratio which is reflected in the cost and level of funding offered by the government.

The government funding amounts from April 2024 onwards are:

2-3 years	3 years and above
£9.10	£6.13

We charge additionally for consumables including daily breakfast, morning snack and afternoon snack. The specific amounts per week per child are outlined below.

The cost of consumables per child per week are:

- Breakfast: £2.50
- Morning snack: £2.50
- Afternoon snack: £2.50
- Hygiene products (wipes, serviettes, etc): £2.50
- Extra staff for weekly local outings: £5

Any non-funded hours and hours attended over your child's funded hours will be charged at the hourly rate according to your child's age.

Additional charges, per session are outlined below:

	3.5 hours	4.5 hours	5 hours	6 hours
*2-3 years	£6	£8	£10	£12
*3 years +	£15	£20	£25	£30

We reserve the right to limit and/or have specific funded sessions, according to our business requirements. We also reserve the right to amend prices if the government funding changes.

The bank details are:

Carey Hall Preschool

Sort Code: 40 20 23

Account Number: 62168324

We invoice parents monthly but can accept weekly or termly payments preferred.

This policy was adopted on	Signed by the Manager	Date for review
September 2025		September 2026

Signed Parent/Carer _____

Print Name _____

Date _____

Sickness and Illness

At Carey Hall Preschool we promote the good health of all children attending. To help keep children healthy and minimise infection, we do not expect children to attend nursery if they are unwell. If a child is unwell it is in their best interest to be in a home environment with adults they know well rather than at nursery with their peers.

Our procedures

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

- If a child becomes ill during the nursery day, we contact their parent(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person, wherever possible
- We follow the guidance published by Public Health England (Health Protection in Schools and other childcare facilities) and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery ¹
- Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours
- We inform all parents if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness. We thoroughly clean and sterilise all equipment and resources that may have come into contact with a contagious child to reduce the spread of infection
- We notify Ofsted as soon as is reasonably practical, but in any event within 14 days of the incident of any food poisoning affecting two or more children cared for on the premises We ask parents to keep children on antibiotics at home for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
- We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable
- We make information/posters about head lice readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the nursery so that other parents can be alerted to check their child's hair.

Meningitis procedure

If a parent informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.

We will follow the transporting children to hospital procedure in any cases where children may need hospital treatment.

The nursery manager/staff member must:

- Inform a member of the management team immediately
 - Call 999 for an ambulance immediately if the illness is severe. DO NOT attempt to transport the unwell child in your own vehicle
 - Follow the instructions from the 999 call handler
 - Whilst waiting for the ambulance, a member of staff must contact the parent(s) and arrange to meet them at the hospital

¹ <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

**If a child has an accident that may require hospital treatment but not an ambulance and you choose to transport children within staff vehicles Citation advice is to consider the following in your policy:*

- *Requesting permission from parents*
- *Ratio requirements of the setting being maintained*
- *The age and height of the child, in regards to will they need a car seat? Further guidance can be found at www.childcarseats.org.uk/types-of-seat/*
- *There are some exceptions for needing a child seat depending again on their age. Further guidance can be found at www.childcarseats.org.uk/the-law/cars-taxis-private-hire-vehicles-vans-and-goods-vehicles/#under-three*
- *With the fitting of the car seat, we also need to ask has the individual had training in carrying in carrying this out.*
- *Is this transport covered under business insurance, so a call to your insurance company will be needed, or do they have business insurance on their vehicle?*
- *Safeguarding of the child needs to be looked at. In certain situations e.g. a designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded*
- *Emergency procedures, e.g. what happens if the child's health begins to deteriorate during the journey.*

This policy was adopted on	Signed by the Manager	Date for review
September 2025		September 2026

I understand that I am advised to seek medical advise following any accident / incident and that any decision not to do so is my responsibility.

Signed Parent/Carer _____

Print Name _____

Date _____



Carey Hall Preschool Prospectus



Name of provider

Lisa Walford

Address

Winchmore Hill Baptist Church, Compton Road, London N21 3PA

Tel No.

07786 107 161 / 07985101286

Email

Careyhallpreschool@gmail.com

Opening Hours

9am – 3pm

Our setting aims to:

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

Parents

Parents 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; and
- included at all levels.

Children's development and learning

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 parent 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; and
- is in a setting in which parents help to shape the service it offers.

The Early Years Foundation Stage

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfE 2012). Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage.

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, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

- Children develop and learn in different ways and 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.

How we provide for development and learning

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 of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning 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.

The *Development Matters* guidance sets out the likely stages of progress a child makes along their learning journey towards the Early Learning Goals. Our setting has regard to these matters when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- making relationships;
- self confidence and self awareness; and
- managing feelings and behaviour.

Physical development

- moving and handling; and
- health and self-care.

Communication and language

- listening and attention;
- understanding; and
- speaking.

Literacy

- reading; and
- writing.

Mathematics

- numbers; and
- shape, space and measure.

Understanding the world

- people and communities;
- the world; and
- technology.

Expressive arts and design

- exploring and using media and materials; and
- being imaginative.

Our approach to learning and development and assessment

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the *Development Matters* in the Early Years Foundation Stage guidance to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some of these activities, children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities, information from 'Development Matters' the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

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 Development Matters the Early Years Foundation Stage guidance as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

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

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go 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. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement

The setting keeps a record of achievement for each child. Your child's record of achievement 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.

Your child's key person will work in partnership with you to keep this record. 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 stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

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; and
- allow the children to explore and be adventurous in safety.

The staff who work at our setting are:

Name	Job Title	Qualification
Lisa Walford	Owner / Deputy Manager	Level 3
Pamela Jagers	Manager	Level 3
Semay Karamehmet	Supervisor	Level 3
Hollie Scott	Early Years Teacher	Level 7
Mouna Hayat	Learning Practitioner	Level 2
Cinzia Rosselli	Student	Level 2

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of the 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 the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the 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; and
- building friendships with other parents in the setting.

The parents' rota

The setting has a dated rota which parents can sign if they would like to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of the setting is like and to join in helping the children to get the best out of their activities.

Joining in

Joining the rota is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children. Where English is an additional language, parents could come in and read a story in their language to enrich the children's understanding of the world.

We welcome parents to drop into the setting to see it at work or to speak with the staff.

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 the setting's activities.

Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. The setting also keeps itself up-to-date with best practice, as a member of the Pre-school Learning Alliance.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the 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; and
- provide children with opportunities to learn and help them to value learning.

The session

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 helped 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. Outdoor activities contribute to children's health, their physical development 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 in the indoor hall.

Snacks

The setting makes snack time a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will make sure that these are met.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Copies of the setting's policies and procedures are available for you to see at the setting.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting 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 the setting to provide a quality service for its members and the local community.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our settings 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 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.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinators are **Pamela Jagers and Hollie Scott**

The setting is owned and governed by **Lisa Walford**

Fees

The fees are £11.00 per hour 4 weekly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the manager Lisa Walford.

For your child to keep her/his place at the setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four year olds; where funding is not received, then fees apply.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. Our policy on the Settling in is available in your welcome pack for you to look at or your child's Key person (once allocated) will be happy to talk about this. If you have a preference for a specific member of staff being your child's key person, please let Lisa know.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Carey Hall Preschool

WORKING IN PARTNERSHIP WITH PARENTS

ALL ABOUT ME

Name of Child

Date of Birth

Start Date

What sort of things does your child enjoy doing at home? (Activities, games, toys, books, outdoors)
--

Has your child attended any other nursery, child care facility or playgroup etc? Was it full time or part time? How did they settle?

What types of activities did they enjoy? Has your child got a learning journal/memory book?
--

How do you comfort/reassure your child?
--

Does your child have any fears or phobias?

Will your child need any additional support? (Dressing, meal times, toileting needs, etc)
--

Carey Hall Preschool

ME AND MY FAMILY

Names and ages of brothers and sisters?

Names of important people (parents, grandparents, extended family)

Is there anything you would like to share with us about your family (interests, hobbies, pets, jobs, etc)

Does your child know anyone at the setting or coming to the setting?

What is your first language? Can your child understand and speak that language?

Are there any key words that would help us support your child? (water, toilet, tired, etc)

Can your child speak and understand English?

Have you got any other comments or questions? Is there anything else that you would like us to know?

Carey Hall Preschool

Does your child have any...

Dietary Requirements?

--

Religious needs?

--

Medical needs?

--

Have you got any concerns about...

Sight

--

Hearing

--

Speech

--

Have any other professionals worked with your child?

--

Any other comments or questions?

--

Who will be collecting your child?

--

Please attach any photos that you may like to share with us about your child's home life

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Carey Hall Preschool

Nappy Changing Agreement

Name of Child _____

- In the event of my child needing to be nappy changed, I hereby give my permission for this to be carried out by qualified staff attending the above Pre-School. Or
- I wish to be contacted by telephone if my child needs to be changed.

Please delete as necessary.

Signed Parent / Carer _____ Dated _____

Packed Lunch Disclaimer

Name of Child _____

Your child has an opportunity to stay to packed lunches. We promote healthy eating at Carey Hall so please be mindful of this. Please be aware that lunches are not placed in a refrigerator, so care must be taken as to what contents are provided inside the lunch box. This is a Health and Safety issue that Carey-Hall Pre-School cannot be responsible for.

Therefore please ensure all lunches are packed in a suitable container and a small ice block would be advisable in warmer months. **NO NUTS PLEASE!**

Thank you for your co-operation.

Signed Parent / Carer _____ Dated _____

Settling In Procedure

At Carey Hall Preschool we aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. We also want parents to have confidence in both their children's continued well-being and their role as active partners, with the child being able to benefit from what the nursery has to offer.

All our staff know about the importance of building strong attachments with children. They are trained to recognise the different stages of attachment and use this knowledge to support children and families settling in to the nursery.

Our nursery will work in partnership with parents to settle their child into the nursery environment by:

- Allocating a key person to each child and his/her family, before he/she starts to attend. The key person welcomes and looks after the child, ensuring that their care is tailored to meet their individual needs. He/she offers a settled relationship for the child and builds a relationship with his/her parents during the settling in period and throughout his/her time at the nursery, to ensure the family has a familiar contact person to assist with the settling in process
- Reviewing the nominated key person if the child is bonding with another member of staff to ensure the child's needs are supported
- Providing parents with relevant information about the policies and procedures of the nursery
- Working with parents to gather information before the child starts on the child's interests, likes and dislikes: as well as completing a baseline of the child's current development to plan, and meet, the individual needs of the child from the first day
- Encouraging parents and children to visit the nursery during the weeks before an admission is planned and arranging home visits where applicable
- Planning settling in visits and introductory sessions (lasting approximately 1-2 hours). These will be provided free of charge over a one or two week period, dependent on individual needs, age and stage of development
- Welcoming parents to stay with their child during the first few weeks until the child feels settled and the parents feel comfortable about leaving their child. Settling in visits and introductory sessions are key to a smooth transition and to ensure good communication and information sharing between staff and parents
- Reassuring parents whose children seem to be taking a long time settling in to the nursery and developing a plan with them
- Encouraging parents, where appropriate, to separate themselves from their children for brief periods at first, gradually building up to longer absences
- Assigning a buddy/back-up key person to each child in case the key person is not available. Parents will be made aware of this to support the settling process and attachment

- Respecting the circumstances of all families, including those who are unable to stay for long periods of time in the nursery and reassure them of their child's progress towards settling in
- Not taking a child on an outing from the nursery until he/she is completely settled.

This policy was adopted on	Signed by the Manager	Date for review
September 2025		September 2026

Carey Hall Preschool

Inset Days

What is INSET?

INSET stands for In Service Training

INSET provides opportunities for staff:

- To meet and train together as a whole team
- To determine their own training needs
- To reflect on and develop their ways of working with children
- To disseminate knowledge and understanding gained on the individual training courses they have attended
- To plan how to best meet the needs of individual children
- To ensure that the Foundation Stage Curriculum is successfully embedded

THE BENEFITS OF INSET TO CHILDREN, FAMILIES AND STAFF

- The quality of provision for children improved
- Exciting learning opportunities are enhanced
- Families are confident in the quality of provision their children are receiving
- All staff are involved in planning to meet the needs of the individual children
- Staff are kept up to date with developments in early years care and education
- Staff develop their strengths as a team

INSET SESSIONS MAY INCLUDE:

- The aims and principles of the Foundation Stage
- Curriculum planning and evaluation
- Observation and assessment for learning
- Child Development
- Child Protection
- Special Educational Needs Code of Practice
- Equal Opportunities
- National Standards
- Quality Assurance
- Involving parents and the wider community

Carey Hall Preschool

Dear Parents / Carers

With the growing demand for us all to eat healthily, we provide a healthy snack for your child every day. If your child stays for lunch please encourage your child to make healthy food choices by providing a healthy packed lunch.

In addition we ask if you would like to donate some fruit to our fruit basket once a week.

Many Thanks.



Carey-Hall is an accredited Pre-School



INVESTORS IN PEOPLE

Carey Hall Daily Timetable

Time	
9.00am	Doors open – Free play
9.15am	Activities and Observations
10.30am	Rolling Snack Time/Continue Free Play and Activities (if children choose to have a snack they are taken to toilets to get their hands washed)
12.00pm	Tidy-up table tops in preparation for Lunch Time and set up for Circle Time
12.15pm	Circle Time/ Story Time (followed by toilets and hand wash before lunch)
12.45pm-1.30pm	Lunch Time (After the children have finished eating the afternoon session continues with Free Play and Activities)
2.15pm	Dance and Movement/ Physical Activity/ Music/ Games and Snack
2.45pm	Tidy-up Time
3pm	End of session

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DATED: 11/07/25

GDPR PRIVACY NOTICE
FOR EMPLOYEES,
CHILDREN ATTENDING CAREY HALL PRESCHOOL
AND THEIR PARENTS

Carey Hall Preschool is committed to protecting the privacy and security of your personal information.

This privacy notice describes how the Nursery collects and uses personal information about employees of the Nursery (“Employees”), children attending the Nursery (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), in accordance with the General Data Protection Regulation (GDPR).

The Nursery **Carey Hall Preschool** is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Employees, Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

It is important that Employees, Children and Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about You, so that You are aware of how and why we are using such information and what Your rights are under the data protection legislation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about You must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told You about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told You about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

Employees:

We will collect, store, and use the following categories of personal information about Employees:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital status and dependants.
- Next of kin and emergency contact information.
- National Insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits information.
 - Start date and, if different, the date of an Employee’s continuous employment.
 - Location of employment or workplace.
 - Copy of driving licence (where applicable).
 - Recruitment information (including copies of right to work documentation, references and other

information included in a CV or cover letter or as part of the application process).

- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Personnel files and training records including performance information, disciplinary and grievance information, and working time records.
- Information about your use of our information and communications systems.
- Records of any reportable death, injury, disease or dangerous occurrence.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about an Employee’s race or ethnicity.
- Information about an Employee’s health, including any medical condition, accident, health and sickness records, including:
 - where an Employee leaves employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision;
 - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
 - where an Employee leaves employment and the reason for leaving is related to their health, information about that condition needed for pensions and permanent health insurance purposes.

Children:

We will collect, store, and use the following categories of personal information about Children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
- Emergency contact should Parents be unavailable and the emergency contact’s contact details
- Record book for each Child containing the work of the Child whilst at the Nursery, observations about the Child’s development whilst at the Nursery from Employees of the Nursery, specific examples of the Child’s progress, photographs demonstrating the Child’s development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) (“Progress Report”)
- Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence

- Observation, planning and assessment records of Children

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Child’s race or ethnicity, spoken language and nationality.
- Information about a Child’s health, including any medical condition, health and sickness records.
- Information about a Child’s accident or incident reports including reports of pre-existing injuries.
- Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.

Parents:

We will collect, store, and use the following categories of personal information about Parents:

- Name
- Home address
- Telephone numbers, and personal email addresses.
- National Insurance number.
- Bank account details.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Parent’s race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

Employees:

We collect personal information about Employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

We will collect additional personal information in the course of job-related activities throughout the period of when an Employee works for us.

Children

and

Parents:

We collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children stop using the Nursery’s services.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use Your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with You.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.

We may also use Your personal information in the following situations, which are likely to be rare:

1. Where we need to protect Your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

Situations in which we will use Employee personal information

We need all the categories of information in the list above (see Employee section within the Paragraph entitled 'The Kind of Information We Hold About You') primarily to allow us to perform our contracts with Employees and to enable us to comply with legal obligations. The situations in which we will process Employee personal information are listed below.

- Making a decision about an Employee's recruitment or appointment.
- Checking an Employee is legally entitled to work in the UK. Paying an Employee and, if an Employee is an Employee or deemed Employee for tax purposes, deducting tax and National Insurance contributions (NICs).
- Providing any Employee benefits to Employees.
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties.
- Liaising with the trustees or managers of a pension arrangement operated by a group company, your pension provider and any other provider of employee benefits.
- Administering the contract we have entered into with an Employee.
- Conducting performance and/or salary reviews, managing performance and determining performance requirements.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about an Employee's continued employment, engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving Employees, including accidents at work.
- Ascertaining an Employee's fitness to work.

- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- Equal opportunities monitoring.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of an Employee's personal information.

Situations in which the Nursery will use personal information of Children

We need all the categories of information in the list above (see Children section within the Paragraph entitled 'The Kind of Information We Hold About You') primarily to allow us to perform our obligations (including our legal obligations to Children. The situations in which we will process personal information of Children are listed below.

- Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities without the consent of Parents for funding purposes.
- Ofsted will be allowed access to the Nursery's systems to review child protection records.
 - To ensure we meet the needs of the Children
 - To enable the appropriate funding to be received
 - Report on a Child's progress whilst with the Nursery
 - To check safeguarding records
 - To check complaint records
 - To check attendance patterns are recorded
 - When a Child's Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

Situations in which the Nursery will use personal information of Parents

We need all the categories of information in the list above (see Parents section within the Paragraph entitled 'The Kind of Information we Hold About You') primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- The personal information of Parents will be shared with local authorities without the consent of Parents for funding purposes.
- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child
- To ensure nursery fees are paid

If Employees and Parents fail to provide personal information

If Employees and Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Employees and Parents, or we may be prevented from complying with our respective legal obligations to Employees, Children and Parents.

Change of purpose

We will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we will notify the Employee, Child or Parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

Please note that we may process an Employee's, a Child's or a Parent's personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with Employee or Parent explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with Employee employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect an Employee, a Child or a Parents' interests (or someone else's interests) and the Employee, Child or Parent as is appropriate is not capable of giving consent, or where the Employee or Parent has already made the information public.

The Nursery's obligations as an employer

We will use particularly sensitive personal information of Employees in the following ways:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about the physical or mental health of an Employee, or their disability status, to ensure Employee health and safety in the workplace and to assess the fitness of Employees to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance.
- We will use information about an Employee's race or national or ethnic origin, religious, philosophical or moral beliefs, or an Employee's sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Do we need Employee consent?

We do not need the consent of Employees if we use special categories of personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach Employees for their written consent to allow us to process certain particularly sensitive data. If we do so, we will provide Employees with full details of the information that we would like and the reason we need it, so that Employees can carefully consider whether they wish to consent. Employees should be aware that it is not a condition of their contract with the nursery that they agree to any request for consent from us

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect the interests of You (or someone else's interests) and You are not capable of giving your consent, or where an Employee or a Parent, as is relevant to the circumstances, has already made the information public.

We envisage that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so, which includes but is not limited to Disclosure and Barring Service ("DBS") checks. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in the following ways:

- To conduct a DBS check on each Employee, to record the date of the DBS check, the number of the DBS check and the name of the body conducting the DBS check.

We are allowed to use your personal information in this way to carry out our obligations. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

AUTOMATED DECISION-MAKING

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

1. Where we have notified Employees or Parents of the decision and given the Employee or the Parent as is appropriate 21 days to request a reconsideration.
2. Where it is necessary to perform the contract with an Employee or a Parent and appropriate measures are in place to safeguard the Employee's, the Child's or the Parent's rights as is appropriate.
3. In limited circumstances, with explicit written consent from the Employee or the Parent, as is appropriate, and where appropriate measures are in place to safeguard Employee or Parent rights.

If we make an automated decision on the basis of any particularly sensitive personal information, we must have either explicit written consent from an Employee or a Parent as is appropriate, or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard an Employee or a Parents rights as is relevant in the circumstances.

You will not be subject to decisions that will have a significant impact on You based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified the Employee or the Parent as is appropriate in the circumstances.

DATA SHARING

We may have to share Employee, Child or Parent data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of Your data and to treat it in accordance with the law.

Why might the Nursery share Employee, Child or Parent personal information with third parties?

We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities within our group. The following third-

party service providers process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared

We will share personal data regarding your participation in any pension arrangement operated by a group company with the trustees or scheme managers of the arrangement in connection with the administration of the arrangements.

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect Your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?

We will share Your personal information with other entities in our group as part of some of our activities.

What about other third parties?

We may share Your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share Your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share Your personal information with a regulator or to otherwise comply with the law.

DATA RETENTION

How long will you use my information for?

We will only retain Your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise Your personal information so that it can no longer be

associated with You, in which case we may use such information without further notice to You. Once you are no longer an Employee, or a Child benefiting from the Nursery's services or a Parent, as is appropriate, we will retain and securely destroy your personal information in accordance with [our data retention policy **OR** applicable laws and regulations].

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about You is accurate and current. Please keep us informed if Your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law You have the right to:

- **Request access** to Your personal information (commonly known as a "data subject access request"). This enables You to receive a copy of the personal information we hold about You and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about You. This enables You to have any incomplete or inaccurate information we hold about You corrected.
- **Request erasure** of your personal information. This enables Employees or Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove Your personal information where You have exercised Your right to object to processing (see below).
- **Object to processing** of Your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about Your particular situation which makes You want to object to processing on this ground. You also have the right to object where we are processing Your personal information for direct marketing purposes.
- **Request the restriction of processing** of Your personal information. This enables Employees or Parents, as is appropriate, to ask us to suspend the processing of personal information about You for example if You want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of Your personal information to another party.

If You want to review, verify, correct or request erasure of Your personal information, object to the processing of Your personal data, or request that we transfer a copy of Your personal information to another party, please contact the manager in writing.

No fee usually required

You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

What we may need from You

We may need to request specific information from You to help us confirm your identity and ensure Your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where You may have provided Your consent to the collection, processing and transfer of Your personal information for a specific purpose, You have the right to withdraw Your consent for that specific processing at any time. To withdraw Your consent, please contact [the manager]. Once we have received notification that You have withdrawn Your consent, we will no longer process Your information for the purpose or purposes You originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide You with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Lisa Walford. Deputy Manager.

I, _____ (Employee/Parent), acknowledge that on
_____ (date), I received a copy of Carey Hall Preschool's privacy
notice for
Employees, Children and Parents and that I have read and understood it.

Signature

.....

Name

.....

How did you hear about us?

Please circle one:

- Search Engine
- Google
- Facebook Ad
- Facebook post/group
- Instagram post/story
- Other social media
- Leaflet/ Flier
- Website
- Email
- Childcare.co.uk
- Recommendation from Enfield Council
- Word of mouth
- Other (please specify)

.....

Carey Hall Preschool

Term Dates 2025/ 2026

Autumn Term

Beginning

Wednesday 2nd September 2025

Parental and Legal Responsibility Declaration for the Funding Entitlement Form

Data Protection Act

Your child's Provider is responsible for keeping the information on this form as part of their record keeping. The organisations stated within this form will store the information on a secure data base. Enfield Council requires the below information to ensure that providers are funded for all children that are in receipt of the Funding Entitlement. An incomplete or incorrectly completed form could result in a delay in your child's accessing their funded place.

Your Provider is required to collect your data for the purposes of checking your eligibility for the 9 months, 2-year-old, or 3 & 4-year-old universal and extended funding entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF), Enfield Council is exercising the function of a government department. Enfield Council is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Sickness, Holidays, Bank Holidays, and Inset Days

Where a child is absent for more than two weeks, the Provider must notify the Family Information Service (Informed families).

Provider/Setting:

Child's full name (Registered on Birth Certificate or Passport)			
Name which the child is known (if different from above)			
Address that child currently resides in:			
Postcode:			
Date of birth		Gender	

Parent / Carer Title: Miss/Mrs/Ms/Mr (optional)	Parent / Carer (optional) Title: Miss/Mrs/Ms/Mr (optional)
Parents full name	Parents full name
Parent/ Carer Parental Responsibility Yes / No	Parent/ Carer Parental Responsibility Yes / No
National Insurance Number:	National Insurance Number:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Email address:	Email address:
Date of birth	Date of birth

Enfield Council is required by HMRC to check your National Insurance Number to validate your child's eligibility for the Entitlement Funding and Early Years Pupil Premium.

9 months Entitlement Funding HMRC eligibility code:	
Terrific Two Enfield Informed Families Unique Reference Number:	
Two-Year-Old Entitlement Funding HMRC eligibility code:	
3-4-Year-old Entitlement Funding HMRC eligibility code:	

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. If you do not wish for the provider to access the EYPP Funding. **Please tick NO**

Terms: <input type="checkbox"/> Autumn/Spring/Summer (If funding hours change the form must be updated)	Mon	Tues	Wed	Thurs	Fri	Total number of hours per week
Please enter total number of funding entitlement hours attended per day						
<input type="checkbox"/> My child is also accessing the Funding Entitlement with the following provider (please state): <input type="checkbox"/> Total amount of Funded Entitlement hours claimed per week with another provider: <input type="checkbox"/> Local Authority if not Enfield (please state):						

Attendance and declaration by parents/guardians (please tick the below relevant boxes)

- I confirm that my child is accessing and attending the named above provider for their Early Years childcare entitlement of 15 or 30 hours per week (pending eligibility).
- I confirm that my child is not a relative to the childminder stated above ****Please see below****

- I understand that I can only claim up to 15 hours or up to 30 hours per week (pending eligibility) of funded childcare for my child.
- I understand my child may lose their funded place if they do not attend regularly without a satisfactory reason provided for their absence.
- I declare that my child receives no funded childcare, other than that which is listed above and is not registered at a School (Reception Class).
- I declare the table above is correct and understand that if any details change the Parental and Legal Responsibility Declaration for the Funding Entitlement Form must be updated.

****Childcare****, as defined in section 18 of the 2006 Act, specifically excludes care provided for a child by a parent, stepparent, foster parent (or other relative) or by a person who fosters the child privately or has parental responsibility for the child. Government funding cannot be claimed by childminders providing childcare for their own child or a related child.

Disability Living Allowance

If your child is receiving Disability Living Allowance (DLA) and is receiving the funding entitlement, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's Early Years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities. If your child is in receipt of Disability Living Allowance, please submit evidence to the provider.

Ethnic Group of Child

Enfield Council would like to ensure that children from all communities can access and use the provision available, your response will enable us to assess how universal the provision of the Funded Entitlement is in Enfield.

Ethnic Origin (please tick box below)

- White
- White-British
- White-White Irish
- White-White Irish Traveller
- White-Gypsy Roma
- White-Eastern European
- White-Greek
- White-Greek Cypriot
- White-Turkish
- White-Turkish Cypriot
- White-Western European
- White-Italian
- White-Other

Mixed/Dual background

- Black & Any Other
- Mixed-Other
- Mixed-White & African
- Mixed-White & Asian
- Mixed-White & Caribbean
- White & Any Other

Black or Black British

- Black-Caribbean
- Black-Other
- Other Black African
- Somali

Chinese

- Chinese

Asian or Asian British

- Asian-Bangladeshi
- Asian-Indian
- Asian-Other
- Asian-Pakistani

Any Other Ethnic Group

- Any Other Ethnic
- Kurdish

Refused

- I do not wish to state my child's ethnic origin

In accordance with the early year's entitlements and the operational guidance for local authorities and providers, parents **must sign a legal responsibility declaration.**

- I confirm that the information I have provided on the form is accurate and true.
- I understand and agree to the conditions set out in this document and I authorise the named Provider/s stated above to claim the funding entitlement as agreed on behalf of my child for the sessions/weeks my child is attending the provision.
- I understand that my child can attend a maximum of two providers in a single day. If my child attends more than one provider, the funding will be paid according to the number of hours claimed between the providers of a maximum of 15 or 30 hours depending on eligibility.
- I understand that the provider cannot claim the funding entitlement if I have informed the provider that my child will no longer be attending their provision. (For example, if my child's last date is in the autumn term, the provider is not permitted to be paid from the LA for the following Spring and Summer terms).

Parent / Carer:

Signature:	Full name:	Date:

To be completed by the Provider:

Documentary proof of child's date of birth (e.g., birth certificate, passport)	Date seen:
Documentary proof of address (e.g., utility bill)	Date seen:
Documentary proof of parent identification (e.g., passport, driving licence)	Date seen:
Documentation seen/copied by (staff member)	Signature:

PARENTS REMINDERS

Please pick up your child/ren on time and leave promptly as it can be disruptive to some of the other children.

We encourage children to bring in toys and books to share with their peers at story/ small group times.

Please follow our social media pages [@careyhallpreschool](#) on Facebook and Instagram to see what activities we are up to during our school day and for information and updates.

Finally, please put names in ALL your children's belongings. This includes, jackets, clothes, water bottles, lunch boxes, books, toys, etc. Some of the childrens' items are very similar.

Carey Hall Preschool

Ticklist

Registration Form – Completed

Original Birth Certificate and Proof of Address

Terms and Conditions – Signed and dated

Admissions and Charging Policy – Signed and dated

Sickness and Illness – Signed and dated

Prospectus

Working in partnership with Parents – Completed

Nappy Changing Agreement – Signed and dated

Packed Lunch Disclaimer – Signed and dated

About your child – Completed

Settling in Procedure

Inset days and Fruit Basket

Fees and Timetable

GDPR - Signed and dated

Term dates

Parent Declaration – Completed with relevant info

Please return your completed welcome pack to Hollie or via
careyhallpreschool@gmail.com

Thank you