

NURSERY/PRE-SCHOOL INDUCTION PACK

Date completed _____

All About Me

This information will help your child's key person in Liden Academy Nursery and Pre-School to gain some background knowledge about your child which will help in the smooth transition into our setting.

My name is: _____

I like to be called: _____ **My date of birth is:** _____

Important people in my family are: _____

My allergies and/or dietary needs are: _____

My medical needs are: _____

Any Parent worries or concerns about medical or development needs?

When I'm tired or sad I like to be comforted by (eg dummy, blanket, teddy)

My favourite toy is: _____

My favourite book is: _____

My favourite TV programme or film is: _____

My favourite activity/ties are: _____

I prefer to play: **Indoors** **Outdoors** (please tick as appropriate)

I like / do not like loud music **YES / NO**

My favourite food is: _____

I do not like to eat or drink: _____

Things that make me happy are: _____

Things that make me sad are: _____

I live with: _____

My pets are: _____

At home we speak (please name languages used): _____

Are there any special festivals/celebrations that your family celebrate and what are they?

I use my own words to talk, they are: _____

Please answer the following by ticking if appropriate

I can join 2 together eg mummy, home I use 3 or 4 word phrases

I'm used to playing with other children I talk in complete sentences

I can use a 2 handled open cup I use a sippy cup with a lid

I can feed myself with a spoon I can brush my own teeth with aid

I like to nap in the daytime (specify below) I can help get dressed (specify below)

What time? _____ How long? _____

What comforts me? _____

My toileting needs are (eg nappy, potty) : _____

I ask to go to the toilet by: _____

To climb the stairs I (please tick as appropriate): **Crawl** **Walk placing 2 feet on the step**
Use alternative feet to climb

I have had my 2 year check with the Health Visitor **YES / NO**

If anything has come from the 2 year check please provide details below:

If any outside agency have been involved, please give details below eg speech & language, nurse, health visitor:

I have attended previous childcare: **YES / NO**

If you have answered yes to the above, please name, address and contact details below:

Parental Permissions

In order for us to provide your child with the best care and early years education we will require parental permission for some day to day activities. Please read through the list below and please tick as appropriate then sign to give your consent. Please also refer to our school policies, particularly **Intimate Care**. If you have any queries regarding any of these please ask a member of nursery staff. These permissions are in addition to those specified on the Data Collection forms.

- I/We give permission** for my child's nappy to be changed when required
- I/We give permission** for my child's clothes to be changed if and when required (e.g. wet clothing)
- I/We give permission** for wet wipes to be used on my child, and for nappy cream (supplied from home) to be applied if needed.
- I/We give permission** for sun cream to be re-applied during the afternoon session. (sun cream must be supplied from home). It is your responsibility to ensure that your child has sun cream applied before they come to nursery and your child must have a suitable sun hat with them
- I/We give permission** for plasters to be applied
- I/We give permission** for photos/video's to be taken for use in nursery and in my child's Learning Journey.
- I/We give permission** for photos and videos to be taken and displayed in other children's Learning Journey and shared with other parents, when taken as part of a group.
- I/We give permission** for Liden Academy Nursery to share information about my child with other settings that they attend, have previously attended or may move to.
- I/We give permission** for my child to be taken on walks around the local environment of Liden.
- I/We give permission** for my child's photo's to be used on the nursery website.
- I/We give permission** for Liden Academy to check/apply for any Early Years Pupil Premium available through Government Funding. **I/We** have provided dates of birth and National Insurance numbers on the Admissions Form to facilitate this.

Signed Parent/Guardian: _____ **Date:** _____

Parent/Guardian Name: (please print) _____

EYFS Observations

Dear Parent/Guardian

All Early Years settings have to comply with the Early Years Foundation Stage (EYFS) framework. The framework states that all nursery children should be observed and assessed in the following areas:

Areas of Learning and Development

Prime Areas:	Specific Areas:
Personal, Social and Emotional Development Physical Development Communication Language	Literacy Mathematics Understanding the World Expressive Arts and Design

Characteristics of effective Learning

Playing and Exploring (engagement)

Active Learning (motivation)

Creating and thinking critically (thinking)

These observations will be carried out by your child's appointed Key Worker and the Nursery Teacher through observation, assessment, planning and involvement, based on each individual child's needs. All observations and records are available for parents to discuss with their child's Key Worker and parents are invited into the nursery regularly to discuss their child's progress. Transition reports and the child's individual profile are forwarded onto the school that your child will attend when he/she leaves.

Swindon EYFS Consent Form – Two Year Progress Check

Name of early years setting:
Name of child:
Date of birth:
<u>Details of person(s) with parental responsibility</u>
Name:
Relationship to child:
Contact telephone number:
Address:
I give my permission for staff within Liden Academy to contact appropriate outside agencies in order to seek further support and advice and to enable them to meet the needs of my child.
I understand that the setting will inform me before any visits from outside professional take place and of the outcomes of any discussions held.
I agree to information about my child being shared with either: Any Professional <input type="checkbox"/> (please tick)
OR List here any specific professionals:
Signed Parent/Guardian:..... Date:
Parent/Guardian Name (please print):

Liden Nursery Medical and Outside Agencies Form

Child's Name:		Child's Date of Birth:	
Parent/Guardian Name (1)		Relationship to child:	
Parent Guardian Name (2)		Relationship to child:	
Immunisations / Vaccinations your child has had (please tick as appropriate) Mumps <input type="checkbox"/> Rubella <input type="checkbox"/> Polio <input type="checkbox"/> Measles <input type="checkbox"/> Tetanus <input type="checkbox"/> Diphtheria <input type="checkbox"/> Whooping Cough <input type="checkbox"/> HIB Meningitis <input type="checkbox"/>			
Any Other Immunisations/Vaccinations your child has had (please give details)			

Name and Address of Child's Doctor:
Telephone Number:
Name and Contact Details of Child's Health Visitor:
Telephone Number:

Is your child allergic to plasters?	YES / NO
Are we allowed to use a plaster on your child if needed?	YES / NO

Does your child have any Food Allergies?	YES / NO
Details are:	

Does your child have any special Dietary requirements?	YES / NO
Details are:	

Does your child have any other Allergies?	YES / NO
Details are:	

Does your child have any Health Problems?	YES / NO
Details are:	

Does your child take any regular medication?	YES / NO
Details are:	

Does your child have any Development delays that you are aware of? Or do you have any concerns?	YES / NO
Details are:	

Does your child have any special needs or requirements?	YES / NO
Details are:	

Does your child have any special requirements to move around nursery safely?	YES / NO
Details are:	

Any Additional Information relating to your child's health?	YES / NO
Details are:	

Are there any other professional/s presently involved with your child or family? Has there been any previous involvement eg, speech and language therapist, social worker, family support, mental health.	YES / NO
Details are:	

First Aid – refer to *Excalibur Academy's First Aid Policy*, and *Liden Academy's First Aid and Medical Needs Policy*

- In the event of a medical event, a trained 1st aider will administer first aid to your child
- In a severe medical emergency our first contact will be 999, we will then contact you.
- In the event of an ambulance arriving before you and your child needing to be taken to hospital immediately a member of staff will accompany your child in the ambulance.
- Only medicines prescribed by doctors can be administered within nursery, in line with our policies above.

Signed Parent/Guardian.....**Date**.....

STATEMENT ON THE SETTING'S CHILD PROTECTION RESPONSIBILITIES

Dear Parent / Carer

As a provider of nursery care registered with OFSTED, I am required to follow the child protection procedures agreed with the Local Safeguarding Children’s Board (LSCB).

As a provider of childcare involved in the care/education of your child, I will endeavour to share with you any concerns I may have regarding injury or specific issues of concern at all times. I will keep a record of such incidents and share this with you. I do have a duty to refer to social services if I suspect your child is at risk of child abuse. I will inform you if I make a referral to social services, unless to do so would place your child at increased risk of significant harm. My first concern will always be the welfare of your child.

We abide by South West Child Protection Procedures (SWCPP) and use written guidance on a day to day basis. A copy of this is available for you to see if you wish.

Liden Academy Nursery

I(name of person with parental responsibility) have read and understood the above statement and agree with procedures outlined to safeguard my child.

Signed Parent/Guardian: _____ Date: _____

Parent/Guardian Name: (please print)_____

Parental Contract

The Role of the Parent

- I/We will ensure that my child will arrive and be collected on time for every session they attend at Liden Academy Nursery
- I/We will support/encourage my child to follow the Liden Academy Nursery behaviour guidelines.
- I/We will read and support the Nursery’s policies (provided on the school website)
- For health and safety reasons I/we will ensure that our child is in our care until I/we leave the premises.
- I/We will adhere to the Fees and Funding policy.

The Role of the Nursery

- We will put your child’s care and welfare first.
- We will inform Parents if we have any concerns or problems that affect their child.
- When the child is due to move onto primary school we will pass on the child’s records to your chosen school.
- We will keep parents informed of any events that may take place at nursery via email through newsletters or notices.
- We will work with your child to help them to develop and progress their development through the Early Years Foundation Stage curriculum.
- We will provide progress meetings for parents with their child’s key worker.
- We will use positive strategies to support your child with their personal and social development.

This contract is between:

Parent/Guardian of(Child’s Name) and Liden Academy Nursery.

Signed Parent /Guardian.....Date:.....

Parent/Guardian Name (please print)

Signed on behalf of Liden Academy Nursery

Name of Staff Member (please print):Date:

Fees and Funding Policy

Funded Sessions You may be eligible to Government funding available from the term following your child's 2nd or 3rd birthday (as appropriate). You must apply for and have funding confirmation prior to your child starting at Nursery. Visit <https://www.childcarechoices.gov.uk> to check eligibility and to apply. Further information is also available in our Nursery Prospectus, Nursery Admissions Form and school website www.liden.excalibur.org.uk.

Session Fees

2-3 Year old child not eligible for 2 year Government funding - £15.00 (3 hours session/£5 per hour)

3-4 Year old child attending additional hours over their universal 15 hour Government funding - £15.00 (3 hour session/£5 per hour).

- At the beginning of each term an invoice will be issued to all families of children attending paid nursery sessions. The invoice will detail the total amount due for that term.
- You have the option to pay invoices in monthly instalments or a single lump sum, electronically by BACs transfer, Childcare Tax Vouchers, or the Government Tax Free Childcare scheme – see www.gov.uk/tax-free-childcare to check if you are eligible. **NOTE:** Late fees are charged where children are collected 10 minutes after usual session finish time.
- Fees are due for the whole term, any days off due to sickness or holiday still require payment.
- In the event of the nursery having to cancel sessions the nursery will give as much notice as possible and any adjustments to fees due will be made.

Late fees / Non-payment of fees

If payment has not been received after two weeks of an invoice being issued a reminder will be sent detailing the amount due and asking for prompt payment.

- If payment still has not been received 7 days after the invoice reminder has been issued then a second reminder will be issued.
- If payment is still not received 7 days after the second reminder then we will write to you to let you know your child has lost their place at the nursery. (If a child is in receipt of the Government funding and their fees are for additional sessions then the additional sessions will be cancelled).

Nursery relies on prompt payment in order to be able to operate; if a parent continually makes late payments then they will be asked to pay in advance. We appreciate that sometimes families may be having difficulties paying their child's fees. Please come and discuss this with the School Office to avoid your child's place being cancelled.

Snack Fees

We offer a varied healthy snack daily at nursery. In order for us to be able to continue to offer this, we ask all parents whose child attends to pay a small contribution towards snack each term which is 25p per session. This can be paid via MyChildAtSchool (MCAS). A reminder will be sent out through the term if payment has not been received. Without this contribution from parents we would not be able to offer the variety of snacks that we currently offer. Parents who supply an alternative healthy snack due to allergies will not be charged.

Breakfast Club

Liden Academy run a breakfast club from 7:30 to 9:00am with breakfast provided. This costs £5.00 per day and is bookable in advance on MCAS and is shown as Wraparound Care.

Late Collection of Child

We understand that there may be times when, through no fault of your own, your child is collected late from the nursery. Please phone the school office to let us know so that we can ensure your child and staff are advised and arrangements made. However, if late collection becomes frequent or there is no explanation for the late collection, we reserve the right to charge for each ten minutes your child is not collected.

Cancellation of Sessions

Parents are required to give four weeks' written notice to nursery to cancel any of their child's sessions; this relates to both self-funded and Government funded sessions. If insufficient notice is given, you are liable to cover any shortfall in fees either by payment or, if Government funded, through our continued claim of funds until the notice period ends. You will be unable to claim this funding at any another setting until notice has been served at Liden.

I / We the Parent/Guardian of:

have read the Fees and Funding Policy and agree to adhere to it.

Signed: **Date:**

Parent/Guardian Name (please print)