

STOMPERS CHILDCARE SERVICES LTD

REGISTRATION CONTRACT

Date:

Dear:

NURSERY CONTRACT from (dates) to ...4 week's notice period

Welcome to Stompers Nursery and Thank You for choosing us to provide your child care needs.

Your son/daughter has been allocated the following sessions: starting on

.....

The fees for these sessions are: per week and are inclusive of meals and snacks. Fees are payable 1 week in advance and we also require a deposit of to secure the placement.

The deposit will be deducted from your child's last months with us. Four weeks notice is required if you no longer need our service. If you fail to give notice the deposit will be retained.

Fees may be paid weekly or monthly and we accept all childcare vouchers. Invoices are produced and emailed to include fees to the last Friday of every month, which may result in the occasional 5 week month of fees being due. All fees must be paid in advance in full or you will receive a 15% administration charge on all outstanding fees. For example if your balance is £100, you will receive a bill for £115. If you are finding it difficult to keep up with payments please come and talk with a member of the management team to arrange a payment plan. Please read the payments policy within the Information booklet before signing and agreeing to our terms. If you are happy with these arrangements and would like to secure your child's placement please sign the declaration at the foot of this letter. If you have any concerns or enquiries, please do not hesitate to contact a senior member of staff.

Yours sincerely

Freda Forbes
Manager

Parents Name.....

Parents Signature.....

Senior Staff Name.....

Senior Staff Signature.....

Date.....

Child Protection and Well Being

Stompers Nursery is committed to ensuring that all children get the best start in life and are safe from harm. In order to achieve this, we create an ethos where wellbeing and safeguarding is prioritised by making adaptations to universal and targeted supports by working with multi-agency partners in keeping with the GIRFEC Operational Guidance. In addition, we have well known processes to take action if a risk of significant harm is suspected.

There are several ways Stompers Nursery proactively supports children's wellbeing, safeguarding and child protection responsibilities including:

- empowering children to understand and claim their rights including the right to have a say in decisions which directly or indirectly impact on them.
- establishing a positive ethos which is inclusive and builds on strengths and resilience as well as addressing risk and vulnerabilities.
- being alert to wellbeing, safeguarding and child protection concerns.
- taking decisive action according to established procedures to address wellbeing, safeguarding and child protection concerns.
- being alert to and proactive in addressing signs of compromised wellbeing in the adults who care for children.
- working in unison with partner agencies by seeking a shared understanding.

Stompers Nursery recognises the important role we play in limiting the escalation of risk that would require statutory measures through the careful design of the curriculum, the strength of universal and targeted support in nursery and our proactive approach to working with multi-agency partners.

Child Protection processes are reactive and are followed when there is a concern that harm has already occurred or may occur. When there are concerns that a child may have experienced or may experience significant harm, and these concerns relate to the possibility of abuse or neglect, then police or social work must be notified. Along with other relevant services they will form a view as to whether the harm is or is likely to be significant. Professionals must also consider what harm might come to a child from failing to share relevant information, within the terms of their respective duties.

Child Protection is the collective responsibility of all services, professional bodies and agencies. Stompers Nursery has an allocated Child Protection Lead and Child Protection Deputy who oversees and actively supports the implementation of it.

Who is Responsible?

It is the responsibility of all staff to share any information on concerns they may have for a child's safety or wellbeing.

Child Protection concerns should be reported to the Child Protection Lead:

Name: Ms Gemma Henderson

Phone Number: 01224 478997

Email: gemma@stomperschildcare.co.uk

Child Protection Deputy

Ms Freda Forbes

Phone Number 01224 478997

freda@stomperschildcare.co.uk

Section 1:**What nursery times do you require?**

	7:30am – 12:30pm	1:00pm – 6.00pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Details of your child's immunisations:

Date	Name of Immunisation

I hereby consent to the submission of the named child to emergency medical or surgical treatment including the administration, where necessary, of local, general or other anaesthetic.

Parent's Name:

.....

Relationship to Child:

.....

Signature:

.....

...

Date:

Individual Child Profile

Child's Full Name:	Date of Birth:
Gender:	1 st Language:
Date of initial completion:	
Parent/carer 1.	
Name: Relationship: Address: Home Tel No: Work Tel: Mobile: Email:	
Parent/carer 2.	
Name: Relationship: Address: Home Tel No: Work Tel: Mobile: Email:	
Emergency Contact Person	
Name: Relationship: Address: Home Tel No: Work Tel: Mobile: Email:	
Additional Contact Person	
Name: Relationship: Address: Home Tel No: Work Tel: Mobile:	

Other Adults Supporting the Child

Child's Name:	Date of Birth:
Gender:	1 st Language:

Adult	Name	Address	Tel/Mobile/Email
Key Person			
Room Supervisor			
Pre-school Support Staff			
Health Visitor			
Doctor			
Social Worker			

Any Other Professional			
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Medical/Health Information

Child's Name:	Date of Birth:
Gender:	1 st Language:
Doctor:	
Name:	
Address:	
Tel Number:	
Health Visitor:	
Name:	
Tel Number	
Does the child have any medical needs? If Yes please specify	
Does the child have a disability? If Yes please specify	
Does the child have any additional support needs? If Yes please specify	
Does the child take any regular medication? If Yes please specify	

Does the child have any allergies? If Yes please specify what type of reaction your child will experience. Do they require any medication to counteract this reaction.	

Details of My Care Arrangements

Child's Name:	Date of Birth:
Gender:	1 st Language:

Start Date at Nursery:	Review Date:		
Aim of placement(if applicable)			
Care arrangement details (days/sessions/drop off/collection times etc. and by whom)			
Date of second review:			
List/detail any changes to the child's care arrangements			
Date of review.	Any changes.	Initials.	Any action needed.

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Child's Individual Needs

Child's Name:

Date of Birth:

Name of main carer:

Date of completion:	Review of needs: Date of completion: Carried out by:	Parent confirmation: Please date & sign:
Food Does the child have any food allergies? Is the child given food choices? Is the child expected to finish a meal? What happens if the child refuses food?		
Dressing Can the child dress self? Can the child fasten own clothes/shoes?		
Toileting How often is the nappy changed? What is used to clean the child during toilet training? How does the child indicate the need to go to the toilet? Will the child say s/he needs to use potty/toilet? Are there special words or signals we should know? Is a nappy used when sleeping?		
Separation		

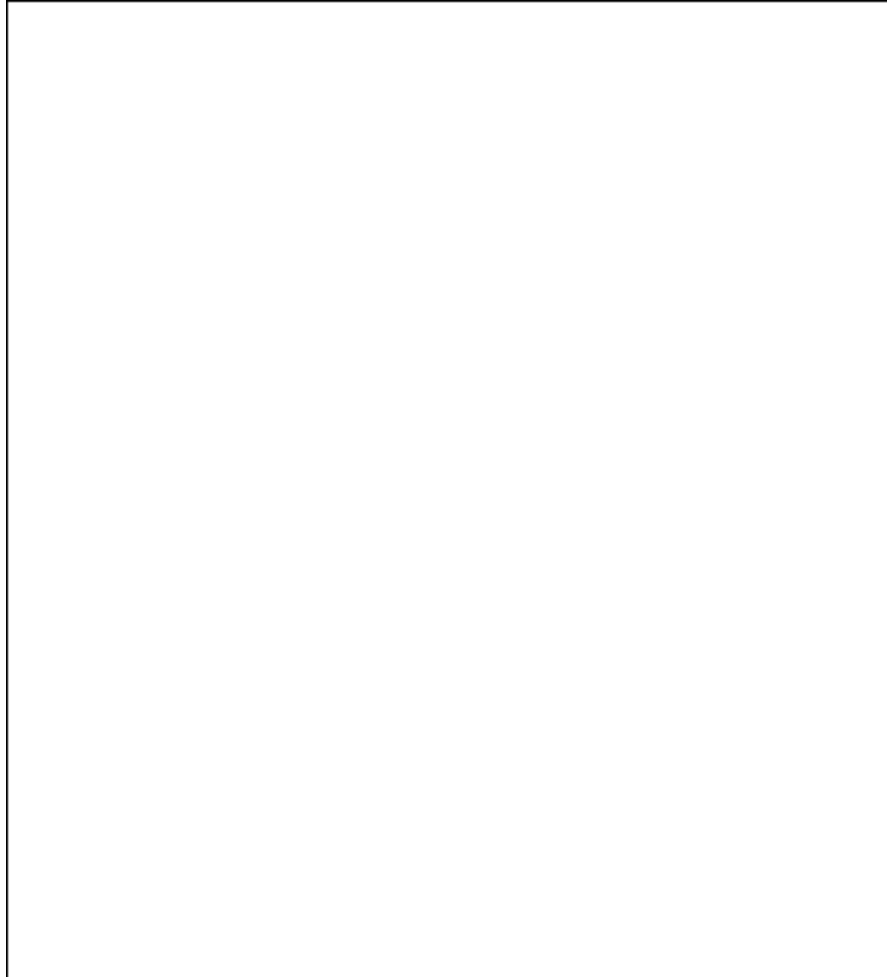
<p>How does the child handle separation from a parent?</p> <p>How is the child distracted?</p> <p>How does the child like to be comforted when distressed?</p>		
<p>Rituals</p> <p>Is there a special way of doing things:</p> <p>at rest time</p> <p>at mealtimes</p> <p>at other times?</p>		
<p>Preferences</p> <p>What preference does your child have for:</p> <p>food/drink</p> <p>Stories/toys/books/games/songs/activities?</p>		
<p>Medical Concerns</p> <p>What past illnesses has the child had?</p> <p>Does the child have any allergies other than food?</p> <p>Is there any other information you feel is relevant?</p>		

Please use this space to advise us of any additional information you feel may be important to your child's care.

Section 2:

Personal plans

To be completed during pre- visit sessions with your child's key worker



My Name is:

My Date of Birth is:

I have additional needs in:

Key Person/Childminder:

Date of completion:

All About Me



Child's Name:	Date of Birth:
Gender:	Key Person:

Details about my ethnic background and the language spoken in my home (include main home language/national identity/ cultural celebrations that may be important

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I must avoid some foods or activities they include:

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What I like to eat and drink during the day and at what times...

--

Information about my family that is useful to know...

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Parent/carers comments or additional information....

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Permission Statement

Stompers Childcare Services Ltd is required to have the permission of each parent/guardian to take their child/ren on outdoor trips and activities. To meet these requirements, we would appreciate it if you could complete the statement below and return this to the setting with your registration documents.

This statement will be valid from: _____. If your decision to allow Stompers to take your child on outdoor trips and outings changes during this time, please inform the Manager who will amend your records to reflect the new information.

Thank You

Manager _____

I hereby give my permission for Stompers Nursery to involve my child/ren In supervised outdoor trips and activities organised and advertised by the manager or member of staff in charge.

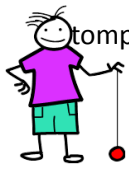
Signed

Date

Authorisation Signature By

Manager/Supervisor.....

Updated: 25/04/16, 21.2.19



STOMPERS CHILDCARE SERVICES LTD

PHOTOGRAPH / VIDEO POLICY

Stompers Childcare Services Ltd

Purpose of Policy

Staff at Stompers wish to take photographs or videos of the children for display and publicity purposes. This policy states the circumstances when photographs and videos will be taken, who will take the images/videos and who will have access to these.

Who is Responsible?

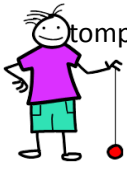
It is the responsibility of the Manager and Room Leaders to ensure that permission is granted for Stompers to take photos and videos of the children. All parents are required to grant permission for this and permission forms are available in all registration packs.

It is the responsibility of all members of staff to ensure that photographs and or videos are taken only of children who have permission from their parents.

How will the policy be implemented?

- Stompers will only take photographs and/or videos of children whose parents have given permission
- Staff will only be permitted to use company cameras and mobile phones
- Company cameras and company mobile phones are available within the nursery and only company cameras/mobile phones will be used when taking photographs/live images of children. Members of staff will not be allowed to take photographs of children using their own cameras/mobile phones.
- Live images will only be taken for training purposes
- Digital photography will be developed and printed using the computer at Stompers
- Photographs will be posted on Stompers Interactive Facebook page which can only be viewed by current parents and staff
- Only staff members or children within the class will take photographs.
- On occasion, a photograph of your child may be in another child's Learning Journey, when they are taking part in a group activity.
- Photographs will only be available for viewing in the confines of the nursery or for publicity purposes.

Updated & reviewed 25/04/16, 21.2.19, 30/08/22



STOMPERS CHILDCARE SERVICES LTD

PHOTOGRAPHS AND VIDEO

Permission Statement

Due to legislation Stompers Childcare Services Ltd are required to have the permission of each parent/guardian to take photographs and videos of their children. To enable us to take photographs for display purposes and videos for training purposes please complete the statement below.

- Only a member of staff or another child will take photographs.
- On occasion, a photograph of your child may be in another child's Learning Journey, when they are taking part in a group activity.
- Photographs will be posted daily onto Stompers Interactive Facebook page for viewing of current parents/guardians
- Photographs will only be available for viewing in the confines of the nursery or for publicity purposes.
- Videos will only be used for training purposes unless parental consent is given for publicity uses

If you have any queries about this, please do not hesitate to contact the Manager or Room Leader.

Thank You

Nursery Manager

I hereby give my permission for
Stompers Childcare Services Ltd to take photographs of my child/ren.

Child's Name:

Parent's Signature: Date

Stomper's Authorisation: Date

Stompers Childcare Services Ltd: Observation of Children: Permission Form**Purpose of Policy**

To assist and record the development of your child/ren in our care and to protect children from harm or risk and to ensure that where information is stored, or processed steps are taken to ensure that this information is stored or processed in accordance with the Data Protection Act 1998. Stompers Childcare Services Ltd is committed to keeping personal information about children, parents and carers and staff as secure as possible.

Who is Responsible?

It is the responsibility of all members of staff to observe and make written reference to your child's development. Any member of staff who is undertaking training will be required to observe children in play situations and record your child's behaviour and interaction. There will also be times when external verifiers and other agency representatives are present in the facilities of Stompers Nursery.

How is Personal Information Stored?

Any observations undertaken will be recorded and stored in your child's file.

If you require access to any information held on your child's, you should ask a senior member of staff who will arrange a suitable time for viewing.

Staff will provide an annual summery report of how your child is developing. You can access your child's learning journey and care plan at any time.

Permission

Please sign the declaration to consent to your child being observed by Stompers Staff and any other bona fide childcare representative.

Name of Child.....

Name of parent/carer.....

Date.....

Signature.....

If you have any questions about this policy please do not hesitate to contact a senior member of staff who will be happy to advise you.

Policy Date: 29.11.11, reviewed 24.8.16, 21.2.19 Reviewed 07.02.2023

Advisory Group

We strongly believe that parents should be involved in shaping and developing the service. In the future, we are intending on holding meetings with staff and parents so they can put forward any suggestions or ideas. If you are interested, please let us know.

Insurance Information

Stompers Childcare Services Ltd. is insured with Albany Insurance; however, we are not insured for loss or theft of personal items or belongings.

Complaints

Any complaint about the running of the nursery or staff should be made in writing to the Manager who will respond within 7 days. If your complaint is about the Manager, you can contact the Care Inspectorate at the following address:

Johnstone House
Rose Street
ABERDEEN
Tel: 01224 793870

General Data Protection Regulation the Act 2018:

Stompers will seek, hold and use personal information about you and your children in line with the Act 2018. This is to ensure that quality care is provided. The data collector is Stompers Childcare Services Ltd. No information will be passed on to third parties unless it has been deemed appropriate and in the best interest of your child's wellbeing needs. Information is shared with other professional agencies such as SSSC, Care Inspectorate, Early Years Aberdeen and other health care professionals. Once you left Stompers your information will be kept for 12 months, after this time all personal information will be shredded. You do have the right to be 'forgotten', your information will be changed to statistical information for the company's records.