



Buxton Nursery Ltd

"Where every child matters"

Parent Pack

www.buxton-nursery.co.uk

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Overview

This pack is designed to give parents information about the services offered by Buxton Nursery Ltd, as well as setting out nursery practices.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

- Buxton Nursery Ltd is based at Buxton Infant School. We are a private nursery working in partnership with a state school.
- We have facilities for children aged three months to five years.
- We are open from 8am – 6pm all year (except over the Christmas and New Year period)
- Children can attend nursery on a term-time only basis, or all year round.
- Government funding is available for 15 or 30 hours depending on children's ages and families circumstances. More information is available on request. Funding can be stretched over 50 weeks a year or accessed term time (38 weeks per year – in line with the school term. One week of the year will be unfunded due to there being 39 week of the school year.
- Our philosophy is to provide a warm, friendly, and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff, and parents.

All information in this document is correct to the best of our knowledge in April 2024. Please consult our website www.buxton-nursery.co.uk for more up to date information.

Buxton Nursery Ltd Parent Pack

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About the nursery

1) Structure

Buxton Nursery was established by Jane Wallis in 2002 on the premises of Buxton Infant School, we became Buxton Nursery Ltd in October 2022. Laura Bowers, Deborah Connolly and Gemma Martin are company directors.

The nursery is split into two groups: one for children aged under about 2½ years old (the “Nursery” Room); and one for older children (the “Preschool” Room) with two sub-groups – the Rising Threes and the Over Threes. The groups are based in adjacent rooms, with a connecting door between. Each room has activities and routines suitable for the age group – although activities may also be undertaken with a smaller group of children, or sometimes with everybody. We also have a third room (“The Snug”) available to both groups of children, which is used for small group work or one-to-one additional support.

We are a private nursery working in partnership with a state school. We have access to all school facilities and encourage our children to take an interest in school activities, and to participate where appropriate. However, we have individual use of the facilities and schedule our day to fit around the school timetable – for example, nursery outside playtimes are different to the schools.

We run standard nursery sessions which coincide with the school day as much as possible. The morning session runs from 9am to 12pm, and the afternoon session runs from 1pm to 4pm. You must book your child in for a minimum of three hours. However, nursery is open from 8am until 6pm and we can accommodate children for any period between those times. Wrap around care is therefore 8-9am and 4-6pm. We can provide Breakfast, Lunch and Tea.

We are open for 50 weeks a year, the only closures being over the Christmas and New Year period, and bank holidays.

2) Philosophy

Our philosophy is to provide a warm, friendly, and secure environment where all children in our care - and their parents - feel welcome and happy. It is the aim of the nursery to provide the best for children, staff, and parents.

We use the principles of the Early Years Foundation Stage to underpin the care, development and learning of all the children in our nursery.

The four principles are:

A Unique Child - Every child is a competent learner from birth who can be resilient, capable, confident, and self-assured.

Positive Relationships - Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a Key Person.

Enabling Environments - The environment plays a key role in supporting children and extending children's development and learning.

Learning and Development - Children develop and learn in different ways and at different rates, and all areas of learning and development are equally important and inter-connected.

Our ethos is simple for the children in our care. We believe that attitudes cannot be taught they have to be learnt by example. Rules are simple and introduced at an early age. Enthusiasm, acceptance of change, persistence, sharing, caring for others, courtesy and respect are all positively encouraged.

- We offer high quality care and education for all.

- We provide a safe indoor & outdoor environment that delivers a broad, balanced curriculum.
- We have high standards and aim to surpass Ofsted requirements.
- We provide fun, excitement and adventure for our children.
- Our aim is for all children to develop to their full potential.

In order to meet the individual needs of a child the nursery may work with and seek advice from a number of external professionals such as a speech and language therapist or health colleagues to support the child. The nursery will use its knowledge of The Local Offer in order to find the best possible support for a child.

We take childcare very seriously and understand the trust parents place with us when we are asked to look after and educate their child.

Children in our nursery thrive in an atmosphere where they feel secure and happy and trust the adults that care for and educate them. Home and nursery work together to offer opportunities and life experiences, so the child can grow and develop as an individual.

3) Staff

Laura Bowers has been managing the nursery since 2019 and has worked within the nursery since 2003, having previously been in the role of Assistant Manager and Supervisor. She is qualified to a Level 5 Foundation Degree in Children and young people's services and has completed a Professional Development Program which was a government initiative aimed to improve outcomes in relation to Communication and Language and Math's for the most disadvantaged children.

We are very lucky to have a highly qualified and driven team of practitioners. Deborah Porter is the settings deputy manager, she has worked at the nursery since 2006 and holds a level 5 qualification. Deborah is also our SENCO and holds a full level 3 SENCO qualification. Remaining practitioners who hold key person roles are either trained to a minimum of level 2 or 3 or are working towards this qualification. In addition, we have support staff (non-qualified) who help over lunchtimes and provide cover as required. ALL staff have up to date paediatric first aid training and complete regular Safeguarding training.

We are committed to updating our training and ensure that practitioners refresh their knowledge and understanding of topics including First Aid, Safeguarding, Health and Safety and Food Hygiene to name a few.

Photographs of our staff are displayed outside the rooms and also within our A-Z of the nursery staff booklet and this is regularly shared on Famly.

4) Communication with parents

Each child has a wallet and peg on the wall at nursery. These can be used to send important information home however we tend to send most of our communication via Famly. Anything that needs to be sent home with children for example, party invitations, leaflets about school applications are distributed into children's wallets and then transferred into their bags to be sent home.

Famly is a one stop shop – we post messages on the news feed, we can message parents directly, invoices are produced each month. We even use Famly to record accidents, incidents and add any medication that children need to have administered.

Each child is allocated with a key person. Key people are responsible for supporting children throughout their nursery journey. The relationship is not fully exclusive, it is important that children develop good relationships with all staff but there is no denying that the bond between a child and their key person is very special. Key people will work closely with parents and carers to get to know everything they need to about their children and will help support them across all areas of development and most importantly ensure they are happy during their time at nursery. The key person role is particularly important when it comes to times of transition where they will support their children to be ready for their next adventure. Whether it's moving from the nursery room to pre-school, pre-school to starting school or transitioning to a new setting, they will support children and ensure that these next steps are successful and that children are confident, capable and ready for what lies ahead.

Key people are also responsible for compiling the learning journey records. We use Famly for our online learning journey where we add observations of your child carrying out different activities and we link them to the Early Years Foundation Stage and the Characteristics of Effective Learning. You can access this securely at home and add your own pictures, videos, and comments. We will also invite you to attend parents' evenings to chat to your child's Key Person. Buxton Nursery Ltd believes in providing the best service it can; we encourage feedback from both parents and staff because we recognise that this is the best way we can improve further. If you have any feedback, queries, or concerns then please speak to any member of staff at drop-off or pick-up times – or make an appointment to speak to them more privately.

5) The Curriculum at Buxton Nursery

Children are at the heart of everything we do, and our curriculum is tailored to meet individual children's needs. Key people work hard to get to know their children and plan varied and exciting activities which support their development and next steps. We use the development matters framework to compile observations and assessments on our Famly system, we also share the planning for the rooms on Famly weekly.

The Early Years Foundation Stage begins in nursery and continues into the first year of school. We aim to support all children to be school ready and transition into reception with confidence.

- **In the Nursery Room (3 months – 2½/3 years)**

The nursery room is a calm and tranquil environment where babies and toddlers thrive with the caring and loving approach provided by key people. The room has a maximum number of 12 children which gives a family friendly feel and is suitable for babies from 3 months to toddlers and children aged up to 2 ½ to 3 years. Snacks and meals take place around the table where everyone babies, toddlers and practitioners sit together to enjoy the routine together. The routines are flexible to allow staff to support all children's individual needs and we have safe and suitable areas for sleeping, nappy changing and playing and learning.

We provide a wide range of activities designed to interest and stimulate, including sticking, messy painting sessions, other creative activities, sand and water play, and story sessions. The song box sessions are delightful and even our youngest babies join in with these with fascination and interest. There is also lots of individual learning in the form of role play and free play, which staff support sensitively. We go outside every session, either to play in the school playground and/or for a walk around our beautiful Buxton town (see our outdoor and trip section for more information about this).

- **In the Preschool Room (2½/3 – 4 years)**

The pre-school room is a busy and vibrant environment for children aged between 2 1/2 – 5 years. The room has a maximum number of up to 28 children per session.

In the classroom, we provide a wide range of activities: there are lots of creative activities, exploratory and messy play opportunities, construction activities, storytelling, number games, and lots of opportunities to practise mark-making and pre-writing skills. We have an upstairs reading area where children can snuggle up and enjoy a book independently or with a small group of peers. We support children's imaginative play by providing a variety of different role play opportunities including home corners, shops, doctors, and hairdressers to name a few. Small group learning opportunities take place to allow differentiation between the different age groups. Circle time, song and story sessions take place every day. We sing songs about the day of the week; we count together to work out what the date is and learn about the 4 seasons. For example, when it is autumn time, we learn about why the leaves fall off the trees and how hedgehogs prepare for hibernation. We go outside every session whatever the weather to play in the school playground or go out and about on walks; trips and visits (see our outdoor and trip section for more information about this). In the final year before children are due to transition to school key people will refer to the Derbyshire 10 keys to unlocking school readiness. You can find out more information about these by following the link below;

<https://www.derbyshire.gov.uk/education/early-years-childcare/ready-for-school/ready-for-school-in-derbyshire.aspx>

Children are also able to start having their lunch in the school hall which further supports their transition.

- **Our outdoor areas**

We recognise the importance of children having regular access to the outdoors and ample opportunity to engage in physical play. Small groups go outdoors during the morning and afternoon play sessions in both rooms in addition to the whole group outdoor sessions which take place every day.

We have access to all areas of the school playground. In the foundation stage area, there is a small climbing frame with a slide. This provides our toddlers and children who are developmentally ready with the perfect climbing opportunity to support their physical development. Our wheeled toys are stored within this area, we have a selection of balance bikes and little tykes' cars which are very much enjoyed by the children.

The covered sports area is a favourite of ours and we use this area very regularly. Our shed is located close by, which makes it really easy for us to get out lots of equipment to play with. We set out blankets to provide areas for small world, construction or reading. We have a wide variety of equipment including space hoppers, hoops, quoits, balls, and doodle bug ride on toys. We have large duplo blocks for building, natural building materials and heuristic play resources. The list goes on and on, the shed is a real Aladdin's Cave! Some sessions we don't set out any toys or equipment at all and engage in races encouraging the children to move in different ways, sometimes we even play football or basketball!

In the main area of the playground there is a stage area, in front of this there is a large section of artificial grass which is decorated with a selection of colourful shapes. We sometimes use this area during play sessions – the stage is the perfect area to put on a show and sing songs and perform dances and shows. The school has a trampoline which we are allowed to access with small groups – this provides a really good physical and sensory play opportunity for our children. There is a climbing wall within this area and whilst our children are too little to use it for its main purpose it isn't an area that goes unused. Children will often be found hiding behind the low wall during games of hide and seek or

pretending to sell ice-creams through the gap! There is also a shelter with a fixed seating area.

At the front of the building there is a large section of playground which is completely covered in artificial grass. Amongst it there is a small boat and aeroplane which the children absolutely love playing on. Surrounding this there is a daily mile track, children can follow the trail that is set out and if they do this 26 times, they will achieve a mile! A small planter wall is positioned next to this which is filled with a variety of plants and small trees and shrubs. This provides wonderful learning opportunities throughout the year and each season brings a different topic which can be covered. Following on from this area there is a further section of playground which is covered with artificial grass. There is a small wooden house/hut in this area and a series of concrete and dry-stone planters which once again throughout the seasons provide the children with the opportunity to learn about growth.

A dry-stone wall separates this area from our gorgeous grassy garden. Children can either enter the garden through the gate or by climbing over the stile. This area is simply beautiful especially during the summer months when the willow tunnel is at it's fullest. Children travel through the tunnel giggling as they go. There is a paved amphitheatre seating area which children sit on whilst playing and they enjoy the physical challenge of taking the giant step up onto it. In the central area there are 3 obstacles which form our trim trail. Children can bounce across the wobbly bridge, balance along the beam and when our oldest children are ready, they take on the challenge of the wobbly steps. In the centre of the trails there is a wildflower garden which is usually in full bloom by summer. There is a large wooden covered sand pit as well as a pebble pit in the garden. Behind a small secure fence there is a garden space which has a safely covered pond which is known to be home to newts throughout the year and there is further planting space.

We treasure our outdoor areas and the opportunities they provide us throughout the seasons. Come sun, rain, or snow you will find children outdoors experiencing the awe and wonder of the world.

- **The Snug**

Our snug is a small room located within the foundation stage playground. It is a multi-function room and is used by the nursery room and pre-school room. One-to-one and small group work takes place in here throughout the morning and during the afternoon it provides the perfect cosy spot for the children who need to, to have a rest or sleep. The cupboards within our snug store all our treasured books and equipment and we also have draw string bags hanging from hooks which contain a variety of heuristic play resources.

- **Hall time**

We have daily access to the school hall which is a large indoor space. We use this for a variety of different activities. We dance, sing, and perform. The hall space gives us access to apparatus and a favoured activity for the children is an obstacle course where they travel across, under and over the different equipment. Children learn to throw and catch, kick balls, roll hoops and develop their coordination skills. Parachute games and other ring games are always enjoyed. The opportunities the hall space provides us with are endless.

- **Swimming lesson opportunities**

Swimming lessons take place on a Thursday morning and are for children aged 3 years +. They take place at Buxton swimming pool and are led by a qualified instructor. 3 pre-school staff members are in the water with the children to help support, guide, and model. Lessons are fun, play based and they guide children through the Duckling stages, each year we have children who have learnt to swim by the time they finish our lessons. Spaces are

limited to 20 children and come at an additional cost.

- **Trips out & about.**

We are perfectly positioned within beautiful Buxton and like to get out and about as much as we possibly can. We take walks to the park and regularly visit the library. Every week the children visit the marketplace or supermarket to purchase fruits and vegetables for their snacks. We make the most of every opportunity we can within the community such as visits to the Wells dressings during the summer or trips to the cenotaph around Remembrance Day. We have even been known to drive out in the minibus, to enjoy looking at countryside whilst dropping off old materials at the recycling centre. More organised trips out take place at least once a year to Tittesworth or Peak Wildlife Park for example – these are at an additional cost. We visit the sensory room at Fairfield Sure start Centre every week; children attend on a rota basis.

- **Visits & Visitors**

We love to welcome people into nursery, from, Teachers Doctors, Police Officers, Fire-fighters. We arrange different visits every year and would love to extend these visits across more professions to help the children learn about different vocations.

- **Woodland Adventures**

Every summer the children who are due to transition to school are invited to take part in our woodland adventure sessions. These sessions take place in the Grin low Woodland site and really are amazing! Learning takes place in the natural environment, we collect natural materials, explore the dragon's nest, slide down muddy banks, roll down hills, climb on the fallen tree, trek up to Solomon's temple and more! Sessions take place over 6 weeks, and they really bring some magical moments!

6) Record keeping & Confidentiality.

We compile development records for each child using Famly, these are updated weekly and are linked to the Early Years Foundation Stage (EYFS) curriculum. You can access these at any time by logging into Famly. Please note that at different points of the year key people have additional records to complete including 2-year checks, assessments and school leaver reports and so at times observations might not be updated as timely. It is also worth noting that during the holiday observations are added weekly as group observations to capture the fun had by all children who have attended. We hold parents' evenings at a minimum of 2 times per year, but you are welcome to book an appointment to see your child's key person, the SENCO, room supervisor, or the manager at any time.

Please see the privacy notice section on data protection for further information about the data held about your child.

Information on individual children will be stored appropriately and safely. The Key Person will share information with the parent and then appropriate information with childcare professionals and staff as necessary.

In an extreme case (e.g. child protection) the Key Person can share information with an appropriate agency or childcare professional. These matters will not be discussed outside nursery and only amongst staff if absolutely necessary. Private lives of parents and staff should be kept private. Please refer to our Confidentiality Policy and GDPR Policy on our website.

7) What you can expect from us

- We aim to provide you with a quality service.
- We aim to provide your child(ren) with a stimulating and caring environment.
- We will supply high-quality staff who are positive role models for children.

- We will provide a varied, exciting, and challenging activity programme/ curriculum to aid the development of your child(ren).
- We will keep you informed of your child's development.
- We will always treat you and your child(ren) with respect, fairly and without prejudice.
- We will always listen to your comments and concerns and deal with any issues promptly.
- Rules will be consistent and simple, helping to endorse a positive approach to children's behaviour.
- We will discuss any issues with parents to try and form a joint approach to any problem.
- We will treat information about your family confidentially.
- We will inform you of any childhood illnesses etc. that your child may have come into contact with at nursery.

8) What we ask of you

- Inform us of any change in circumstances, for example addresses and telephone numbers – this can be done by messaging on Family and editing your details on the system.
- Support us with regard to behavioural concerns, so that situations can be improved.
- Inform us in writing of the names of people who will be collecting your child.
- Do not smoke (including vaping) or swear whilst on our premises.
- Pick children up at the agreed times and try not to disturb activities that are taking place.
- Inform us of any changes in hours or cancellations as soon as possible. We will do our best to accommodate changes – please note the usual procedure is to provide 1 months' notice.
- Pay your bill on time.
- Always treat staff with respect and direct any comments/complaints to the appropriate people i.e., Supervisors or Managers.
- Inform us of any illnesses etc that your child contracts.
- Apply sun cream to your child before they come to nursery in sunny weather.

9) Admissions procedure

• Getting a feel for nursery

We will make an appointment for parents to meet with nursery staff, who will show them around the nursery premises and answer any questions they may have.

• Booking a place for your child

Parents need to complete the registration and booking form found at the back of this parent pack in order to book their child into nursery. The registration form lays down the terms of the agreement so that there are no misunderstandings. It is important that you read this carefully and ensure all consents are signed where applicable. We are happy to answer any questions you may have before you sign it.

We cannot accept a booking until we have a complete set of forms. We will confirm whether there is space available in the preferred sessions. If we are unable to offer your preferred sessions, we will offer alternatives or put your child's name on a waiting list until a place becomes available at the preferred time. Spaces usually become available in September, as this is when other children leave the nursery to go to school. Sometimes a space may become available if a child leaves mid-year, and this space will then be offered to the child at the top of the waiting list. Once sessions have been agreed we will send you confirmation forms to sign and return. At this point we will request a £50 booking fee to secure your place. This should be returned with your signed confirmation forms. £25 can be refunded against your first month's invoice – this is dependent on the number of settling in sessions you indicate as your preference (see registration form for more information).

- **Accompanied child visits.**

We offer some free settling-in sessions during the half-term before a child joins us. These can be in the morning or the afternoon for approximately two hours. The number of sessions and the times and days will depend on space in the nursery. We ask parents to accompany the child on the first visit (this is usually limited to one parent/carer due to space restrictions). This short timescale is often easier for a new child to deal with, but also means that the child leaves wanting to come back. A child may need more visits accompanied by parents, or families may prefer a “home link” visit from nursery staff. Both can be arranged.

- **Leaving your child for the first time**

This usually happens at a point when everyone feels that the child is happy to be left at nursery for a full session without a parent. The child will be familiar with the nursery, and we will allocate a specific member of staff to support the child during the session.

If the child becomes distressed, their Key Person will offer comfort and try to distract them and help them settle. If they remain distressed, parents will be contacted and asked to return and stay for the remainder of the visit. The process can then be taken at a slower pace until they are fully settled. We follow the child’s lead when settling children in as we want their start to be happy and positive.

10) Safety

Children are their parent’s responsibility when the parents are on the premises; staff only become responsible once the parents have left the building. We ask parents to be extremely cautious when dropping off and picking up their children. On arrival and departure, please ensure that you close all doors and gates behind you and do not let anyone you do not know into the building. Always ensure that the appropriate staff know when you are taking your child. **Please do not let any other children out of the building as you arrive or leave.**

Please inform us who will be collecting your child in advance; if the person who will be collecting your child is not named on the registration form, you will need to complete a child collection form. This can be completed by a staff member if you are giving consent over the telephone – you will be asked to provide a password to help identify the person named for collection.

11) Timekeeping

Spaces are booked on an on-going basis. We arrange staffing levels according to these booked times, so early drop-offs and late pick-ups mean that we will have to arrange emergency staffing cover. Please make all efforts to drop-off and pick-up your child at the arranged times. In an emergency, please let us know if you are going to be early or late so that we can arrange appropriate staffing. All early drop-offs and late pick-ups will be invoiced at full rate.

12) Term-time or all year care

You can opt for your child to attend nursery during term-time only, or you can choose all year care. Please indicate your choice on the booking form.

“Term-time only” means that your child will attend nursery for approximately 39 weeks a year, coinciding with the school terms of Buxton Infant School. You (or the government if your child is funded) will be charged for the whole term, whether your child attends or not (ie there is no provision for holiday entitlement). We will not expect your child at nursery during the school holidays, although you can book them in (at our normal hourly rates). Please note that there is a non-funded week that takes place every year during which any children in receipt of government funding who are term time only will not receive funding. Arrangements can be put into place so that children can either attend and be charged, sessions can be swapped, or parents can opt for children to not attend during this week.

“All year care” means that your child will attend nursery throughout the year, regardless of the school terms. The only exceptions are during the Christmas and New Year break (when we are closed for 2 weeks) and on bank holidays. Over the course of the year, you are allowed 2 weeks holiday (pro rata) when you do not pay for your child’s place. Funded children are expected to attend 50 weeks of the year. Holidays can be taken; these will need to be recorded for Derbyshire County Council auditing purposes.

13) Holidays & Absences

Any absences from the nursery for any reason need to be recorded on Famly – we ask parents to do this each day their child is absent. If absences are not recorded on Famly you will be asked to sign a paper copy. Derbyshire County Council require us to compile an absence log for children in receipt of funding and so it is particularly important that the steps outlined above are carried out. In addition, our safeguarding policy requires us to follow up with any unexplained absences and so we will make contact with you if your child has not arrived within 30 minutes of their expected arrival time. If there is no response to a message on Famly this will be followed up with a phone call. Please help us by logging absences and remember you can use Famly message to get in touch to let us know if you are running late etc.

Holidays should be scheduled on Famly in advance of them taking place – please do this with as much notice as you possibly can and this will enable any refunds that might need to be processed to be added to your accounts.

14) Sickness and Medicines

All of our Nursery Assistants, Supervisors and Managers are trained first-aiders. However, we do not have the facilities to nurse sick children. If your child becomes ill during the day, we will call you and request that you collect them. We can administer some non-prescription medicines and most prescription medicines (**please see our Medication Policy**) however we need consent to do this and this is arranged on Famly. If you receive a notification regarding your child’s medication, please ensure you acknowledge this as promptly as possible. Please note we can only administer medicines containing Aspirin if prescribed. Please do not send your child to nursery if they are already ill. Specifically, the Health Protection Agency requires us not to accept a child who has had sickness &/or diarrhoea for 48 hours after their last episode. We rigorously enforce this rule to protect other children and staff. If you are not sure about an illness, please phone the nursery or message on Famly in advance and discuss the condition with a member of staff. If a child is not attending nursery because of illness, we ask that parents contact us as soon as possible so that we can re-plan nursery activities. Please either report the absence on Famly as mentioned above or give us a call or drop us a message.

15) Accidents and incidents

Bumps and scrapes are an everyday part of nursery life and so accident reporting is a very regular occurrence. We report our accidents using Famly and there are 2 types of reports – accidents and incidents, an accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally typically resulting in an injury e.g., tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting in an injury for example being pushed over and hurting your knee.

Reports will include the date, time, location, nature of injury, any first aid administered, names of witnesses or any other staff present. It will also record when and how parents were notified. Further notes can be added and there will also be a body map which helps illustrate where the injuries are on the body.

We are legally required to report serious accidents to agencies such as RIDDOR, Ofsted, Social care, and LADO depending on the circumstances. Additional information would be provided to parents in such cases.

We are also required to document any pre-existing injuries that children might sustain away from the setting. These will also be reported on Family and will be noted as an incident and in addition to the information above it will also identify if the injury was noticed on arrival. We encourage all parents and carers to share information with us about injuries that have been sustained at home and recommend that information is shared face to face during hand over or via Family message. Please remember we will need to know lots of information to be able to be able to complete the report and so staff will be asking the following;

- Date and time of accident/incident
- Location
- Nature of accident/incident
- First Aid administered
- Any witnesses
- Any other notes

A body map will also be completed.

Just like bumps and scrapes are a part of everyday nursery life they are very much part and parcel of children growing up, we do-not want anyone to be concerned about the records we are required to keep.

It is extremely important that all accident and incident forms are acknowledged as soon as practically possible, this should be on the same day the accident/incident took place or on the day it was recorded with regards to pre-existing injuries.

16) Student placements

We provide placements for students enrolled on childcare-related courses at local colleges. Students will be involved in the care and education of the children but will be supervised at all times. The majority of students will also carry out observations on the children as part of their course-work.

17) Invoices

Invoices are sent out at the beginning of the month, and we request payment within the time frame specified on your invoice. Prompt payment allows us to pay the people that look after your child. **We accept bank transfers, cash, cheques (over £20 in value), childcare vouchers, which are a tax efficient payment method offered by many employers and payments made via the Tax-Free Childcare government initiative.** You can find out more information about the Tax-Free Childcare scheme by visiting the childcare choices website.

<https://www.childcarechoices.gov.uk/>

If you have any difficulty paying your invoice, please speak to us immediately so that we can arrange re-payments over a longer period of time. If we do not receive a payment within the time frame listed above and there is no explanation for this, parents will receive written communication from the management team. If a payment is still not received following this, then your child's space may be withdrawn, and your account will be passed onto a debt recovery agency who may add their fee onto the amount due.

18) Notice period

One month's notice in writing is required by parents of nursery children. Nursery can also give notice, usually one month. Failure to comply with certain aspects of the registration agreement (e.g., if payment has not been received) may result in immediate notice.

19) What to bring to nursery

- It is helpful to provide a change of clothes for nursery children, in case theirs get wet or dirty during our activities. Children who are potty-training may require more spare clothes – especially underwear. We have spare nursery clothes for emergencies, but children often prefer to wear their own. Parents usually bring a “nursery bag” and hang it on the child's peg in the hall.
- On sunny days, children should wear appropriate sun protection – e.g., a sunhat and sun cream. We expect sun cream to be applied to children at home before a nursery session. We will reapply sun cream in the afternoon only to those children who have been with us all day. We use Boots own-brand sun cream. On cold / wet days, children should have suitable outdoor clothes and footwear – including waterproof coat, hat, gloves, and wellies as necessary. This ensures that they are able to enjoy the outdoor activities fully.
- We also ask that parents supply their preferred brand of nappies and creams. Again, these can be left in the child's nursery bag, on the peg in the corridor.

Children may bring a packed lunch, rather than having a hot meal provided by nursery. In this case, we ask parents to bring the meal in an insulated bag with a freezer pack inside (to keep the contents cold). We also ask that packed lunches provide a balance of food groups so that all children have a healthy meal in the middle of the day. Also, because some children have a severe nut allergy, we ask that nuts are excluded from packed lunches. We can warm up your own baby food brought from home (for children under 12 months). Packed lunches need to be provided in the school holidays (although we can provide these at a cost).

20) Trips off-site

From time to time, we will take groups of children from nursery on trips – for example, we might take a group to swimming lessons or to the park. Children are transported in one of the following ways:

- In a minibus with a 3-point seat belt, with a suitable child seat or booster seat.
- In a staff car with 3-point seat belt, with a suitable child seat or booster seat.
- Public transport
- By foot

Some trips will incur an additional charge, which parents will be notified about in advance. Parents can inform us if they do not want their child to participate in a particular trip.

21) Nursery Inspections

Ofsted, Derbyshire County Council and The Health and Safety Executive - who collectively look at every aspect of the business - will inspect the nursery regularly. We have a positive outlook to these inspections and regard them as an opportunity to improve. We also try to set our day-to-day standards higher than necessary, not just when the inspectors come.

Ofsted reports are available for parents to read and print via the website at www.Ofsted.gov.uk/reports. Our registration number is 2702981 and our Department for Education number is 8346.

22) Contact details

Our website address is: www.buxton-nursery.co.uk

Our email address is: nursery@buxton-inf.derbyshire.sch.uk

We can be contacted by post at the following address:

Buxton Nursery Ltd
At Buxton Infant School
Hardwick Square
South Buxton
SK17 6QB

We can be contacted by phone on the following numbers: 01298 26660
07976 977 559

Nursery policies and other information

a) Equal Opportunity Policy

We believe that our nursery should be open to all children, and families and all adults committed to their welfare. We aim to ensure that all who wish to work in our nursery or help out on a voluntary basis have an equal chance to do so. (Please see child protection policy and procedures in section b). Government guidelines require us to take into account the Disabled Persons Act (1958, 1986), The Race Relations Act (1976), The Sex Discrimination Act (1986), The Children Act (2004) and The Disability Act (2003). All staff are required to complete equality and diversity training as part of their core training provision.

Our aim is to show respectful awareness of all the major events in the lives of the children, staff, and families in our care (and in our society as a whole) and to welcome the diversity of backgrounds from which people come. Without indoctrination of any specific faith children will be aware of the festivals that are being celebrated in their own families and others.

Children and staff will be encouraged to welcome a range of different festivals together with the stories, celebrations, food and clothing they involve, as part of the diversity of life.

All children and staff will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities between themselves and others.

Challenging discrimination

It is the policy of Buxton Nursery Ltd to challenge negative, abusive comments whether they are to do with Special Needs, race, gender, or other areas. Sometimes young children need support and guidance to accept those who are different from themselves as equal. It is our role as practitioners to challenge comments made and to offer the child positive views of all people. By ignoring comments that are made we are allowing discrimination to happen. If there is enough evidence of need we will speak to the parents of the child involved to find out whether what is being said is the reaction of a child faced with a new situation that they are not comfortable with and need support, or reflects views that the child has been exposed to.

Discriminatory comments or attitudes by staff will not be tolerated and are grounds for gross misconduct leading to dismissal.

- **Additional Needs Statement**

At Buxton Nursery Ltd we want to make all children and parents feel welcome and happy. All children will be respected and their individuality and potential recognised, valued and nurtured.

We aim to support children with additional needs and work with parents, health care professionals and other agencies. Our inclusion policy ensures that all children can develop and thrive in all areas within the nursery setting.

Children with additional needs will be fully integrated into the nursery setting and also the daily nursery routine. Contact with parents will be daily and discussion will take place at the end of each session.

b) Inclusion Policy

Buxton Nursery Ltd is registered with the Derbyshire Early Years And Childcare Partnership, the code of practice to ensure that all children with additional needs and disabilities are encouraged and supported to reach their full potential.

We aim wherever possible to include all children in all activities. We provide activities and experiences that are appropriate to the age and ability of the child so that individual needs are met. We aim to do all we can to access relevant resources and equipment and also adapt the environment so each child can have full access to all activities and learning experiences. We will work closely with parents/carers and also other professionals and agencies that support the child, parents and nursery.

There is a special educational needs co-ordinator (SENCO) at nursery who liaises with staff, parents, carers and other agencies and organisations.

We ensure the policy is co-ordinated and implemented. The policy will be reviewed and updated when necessary. Having an inclusion policy and SENCO ensures that we are up to date with current guidelines and legislation and that we have regard for the Code of Practice.

c) Safe Sleeping Policy

The safety of babies sleeping is paramount. Our policy follows the advice provided by the Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death.

We make sure that....

- Babies are placed on their backs to sleep, if a baby has rolled onto their tummy, you should turn them onto their back again, however once a baby can roll from back to front and back again, on their own, they can be left to find their own position
- Babies/toddlers are never put down to sleep with a bottle to self-feed
- Babies/toddlers are monitored visually when sleeping. Checks are recorded every 15 minutes and babies are never left in a separate room without staff supervision at all times
- When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed.
- As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families

We provide a safe sleeping environment by:

- Monitoring the room temperature
- Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating
- Only using safety approved cots or other suitable sleeping equipment (mats) that are compliant with British Standards regulations, and mattress covers are used in conjunction with a clean fitted sheet

- Only letting babies sleep in pram/pushchair if they lie flat and we have parent's written permission
- Not using cot bumpers or cluttering cots with soft toys, although comforters will be given where required
- Keeping all spaces around cots and beds clear from hanging objects – hanging cords, blind chords, draw string bags
- Ensuring every baby/toddler is provided with clean bedding.
- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest
- Having a no smoking policy
- Blankets are not placed over cots or prams to ensure that we can see the child at all times and to ensure the blanket cannot fall on the child

We ask parents to share details on their child's sleeping routines with the child's key person when the child starts at nursery and these are reviewed and updated at timely intervals. If a baby has an unusual sleeping routine or a position that we do not use in nursery (babies sleeping on their tummies, we will explain our policy to parents and not usually offer this unless the baby's doctor has advised the parent of a medical reason to do so. In which case we would ask them to sign to say they have requested we adopt a different position or pattern.

We recognise parents' knowledge of their child with regard to sleep routine and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep. Staff will discuss any change in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Sleeping twins

We follow the advice from The Lullaby Trust regarding sleeping twins and will not put them together in the same cot to sleep. Further information can be found at: www.lullabytrust.org.uk

d) Medication Procedure

1. Medicine (both prescription and non-prescription) will only administer where permission has been obtained from parents and carers.
2. Medicines can be prescribed by;
 - Doctor, Dentist, Nurse Prescriber, Pharmacist Prescriber
3. **Antibiotics** – if a child is given a new prescription for antibiotics, they will need to stay at home for 24 hours after the first dose in case they have a reaction.
4. **Non-Prescription Medicine (e.g Infant paracetamol such as Calpol, or infant pain reliever (ibuprofen) such as nurofen)** – Nursery will only administer one non-prescription medicine in response to a child having symptoms. We will not administer it at regular intervals. If a child needs multiple doses of non-prescription medication the likely hood is that they are not well enough to attend nursery. Nursery will only administer one non-prescribed medication per day (either infant paracetamol or pain reliever). Medication must not be given to a child for more than 3 consecutive days.

5. **Piriton** – this may be administered in an emergency (with verbal parental consent before administration when possible). Staff will monitor the child and contact parents accordingly.
6. Medicines **MUST** be in original containers with instructions so that they can be administered correctly.
7. Medicines will be stored in the medication cupboard or the fridge away from children.
8. If a syringe is supplied with a child's medication the syringe must be used. If a syringe is not provided and the dosage is not 2.5mls or 5mls then nursery will not administer the medication.
9. Ask parents if it is possible to give medicines before or after sessions.
10. **NEVER** force a child to take medicines if they refuse. Inform parents on the day that you have been unable to administer the medicine.
11. Staff must fill in the medication record using Famly and input the following information.
 - Name of medication
 - Whether it is unscheduled or scheduled (if scheduled a time will need to be given)
 - Dose (amount)
 - Dose (unit)
 - Reason for the medication
 - The final day the medication is required.
 - Medication expiry date
 - Once opened do-not use after date.
 - Any known side effects.
 - Any other notes

Parents will need to acknowledge this form and should do so as promptly as possible.

12. Staff should also set an alarm on the nursery mobile to act as a reminder and ensure that the medication is stored appropriately (in the fridge or medication cupboard depending on the medication specifications).
13. When it is time for the medication to be administered staff need to check the medication record on Famly and complete this in line with the medication being administered.

Parents will need to acknowledge that the medication has been administered and should again do so as promptly as possible.

14. Cream e.g., nappy cream, can be administered without filling in a consent form if it is in the child's changing bag.
15. Teething – with the exception of Ashtons or Nelsons powders which contain no drugs, all teething gels must be prescribed or accompanied with a letter from the GP.
16. Children under 16 should never be given aspirin unless prescribed.

ALL MEDICATION MUST BE WITHIN IT'S ORIGINAL PACKAGING – THIS IS PARTICULARLY IMPORTANT WITH REGARDS TO PRESCRIBED MEDICATION.

Long term medical needs. A HEALTH CARE PLAN will be drawn up for those children with a long-term medical need, if we have information about the child's condition and a consent form has been filled in by the parent any medicines can then be administered. Training will be accessed for staff where the administration of medicine requires medical or technical knowledge.

A child who has a temperature of 38 C or above will need to be collected immediately.

e) Child Protection & Safeguarding Policy

Working with Derby and Derbyshire Safeguarding Children Partnership, we have created an environment where children are safe. Our full policy is available to view on our website and is updated annually. We will take every step to build trusting and supportive relationships between families and staff, including:

- All staff and volunteers have an enhanced Disclosure and Barring check (DBS). No-one is left alone / unsupervised with children until their DBS check has returned clear.
- All qualified staff have completed a child protection module as part of their training.
- Social Care and Ofsted have strict guidelines, which we follow.
- Changes in children's behaviour and appearance will be monitored, with parents normally being the first point of reference.

• Child collection

It is a requirement that a parent gives permission (verbal or written) if anyone other than either parent is going to collect a child; we can only release a child to a named adult.

Buxton Nursery Ltd keeps a record of all adults who will be collecting each child on a regular basis. This information can be given initially on your registration form. If someone other than a named person is collecting your child, a child collection form needs to be completed. It is the responsibility of parents to keep staff informed of all adults who will be collecting their child.

In the event of unforeseen circumstances or an emergency (you require someone to collect your child who isn't named, and you haven't informed us in writing) you must speak to a supervisor or manager who can authorise a collection.

Collection passwords are used, and these are recorded on Family message, child collection forms or recorded in the diary or message book for the specific day/collection.

Parents living apart.

Sometimes parents do not live together, or relationships change whilst children attend nursery. Buxton Nursery Ltd will try its best to support both parents to amicably arrange drop offs and pick-ups for the child(ren).

When the relationship between parents is not amicable, one parent may want to request that only they can pick the child up. However, we have no legal right to prevent either parent from collecting their child unless there is a court order in place, or the child is the subject of child protection procedures. In these two specific circumstances, if the parent who is not allowed to collect the child attempts to do so, we are required to phone the responsible parent and the police before releasing the child from our care.

If there is no court order or child protection proceedings, we must advise the parent making the restrictive request that we cannot prevent the child being collected by either parent but that we

can inform them immediately should the situation arise. If there is an abusive/dangerous situation or confrontation, we will call the police.

- **Child protection**

The Designated Lead for child protection is Laura Bowers, who ensures that the guidelines and procedures set out by the Derby and Derbyshire Safeguarding Children Partnership are followed. Advice may be sort from the Advice line for professionals at Derbyshire Starting Point on 01629 535353. Urgent cases should be reported on 01629 533190.

All staff have a responsibility for the children in their care. If they have any concerns about a child, they will raise them with a nursery Supervisor and record them on Edukey. Examples of concerns include:

- Any significant changes in a child's behaviour or development - for example if a child who is usually confident and eager becomes withdrawn and does not appear to be progressing.
- Any unexplained marks. These must also be noted on an incident sheet.
- Any comments made by a child, which gives cause for concern.
- Any deterioration of a child's general well-being.

Please note: Any bruises to the child caused non-accidentally must be reported to Starting Point.

Most issues can be sorted out at the initial stage between Supervisor and parent. If there are still concerns a meeting will take place where the Supervisor, Manager and the parent can discuss concerns and issues. The outcome of the meeting will be recorded on Edukey. If the concern is of a serious nature, then a second member of staff will be present as witness.

Parents will always be the first point of reference, unless it is considered the child is at serious risk, the protection of the child is our first priority. If the parent does not agree to discuss the issue, then the nursery will report the matter to starting point.

- **Staff responsibilities**

Staff are responsible for ensuring that they keep their child protection training up to date by reading the information that Buxton Nursery Ltd provides from sources including: Ofsted; the local Child Protection Unit and Social Care; support groups e.g. NSPCC.

Staff will carry out the policies and procedures of Buxton Nursery Ltd and take the opportunity to go on the courses that are made available to them. All staff have a duty of care to report any concerns to the setting's designated safeguarding lead who will refer to the Derbyshire thresholds. All staff know and understand they can escalate the safeguarding procedure by reporting to starting point directly. The safety of children is always our main priority.

It is important that staff avoid putting themselves in situations that may lead to allegations being made against them. They will ensure that there is a witness if they have to deal with a sensitive situation (e.g., if they have to restrain a child to avoid injury to the child, other children or themselves) and will document any incident or accident.

- **Allegations against staff**

If an allegation is made against a member of staff, then the matter will be investigated fully by the Supervisor. Confidentiality will be respected at all times. Most situations can be cleared up at the initial stage. If a situation is not resolved after an initial investigation by the Supervisor, then a meeting will take place between the member of staff and Laura Bowers.

A plan of action will be put in place. Buxton Nursery Ltd will consult with the Local Authority Designated Officer, Starting Point and Ofsted, and a joint procedure will be agreed. The member of staff will be informed of the procedure. Buxton Nursery Ltd may also follow with disciplinary procedure if necessary. The procedure will be documented fully from the initial investigation to the conclusion and copies will be kept confidentially in the staff folder and will be made available to social care, Ofsted and, in extreme cases, to the police

- **Parental responsibilities**

We ask that parents support our child protection policy by informing the staff of any accidents (cuts, bruises, grazes etc), incidents or events which have happened outside nursery that may affect the child whilst at nursery or may lead to unexplained behaviour or comments. The member of staff will then log these as a pre-existing injury on Famly (see section 15 for more information).

f) Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everybody knows what is expected of them and we ask the parents support us in this. Children are then free to develop their play and learning, feeling that they are secure and safe. We will work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Ways of encouraging positive behaviour include:

- Praising and reinforcing good behaviour.
- Encouraging sharing and negotiation.
- Setting a good example.
- Consulting with children about rules.
- Helping children to understand the effects of their behaviour on others.
- Helping children to challenge bullying, harassment, and name-calling.
- Encouraging responsibility, for example, help with tidying up and helping to care for pets.
- Reassuring children that they are always valued as individuals even if their behaviour may sometimes be unacceptable.

Our staff consistently show good examples of behaviour and self-discipline. They are aware that they are positive role models for the children and that they must set the standards at all times. No form of physical punishment will be used or threatened towards children. We expect the same from parents whilst on nursery property.

Any behavioural issues will be discussed with parents and a joint approach to tackling any problem will be developed.

g) Complaints Procedure

It is important that parents know how to make a complaint should they ever need to.

There are three procedures, depending on the nature of the complaint:

- A general complaint against the nursery.
- A complaint of a serious nature or a written complaint.
- A complaint regarding a child protection issue.

General complaints

- Discuss your complaint with the immediate Room Supervisor or Nursery Manager.
- Through discussion, investigation, and an understanding of the problem most issues can be resolved at this stage and appropriate action will be taken.
- Complaints will be taken seriously and will be dealt with fairly, thoroughly, and effectively; therefore results will not be immediate.

- You will be informed of the outcomes of the complaint.
- If you are still not happy the complaint should be put in writing to nursery.
- **Complaints of a serious nature and written complaints**
 - Go directly to the Nursery Manager, who will arrange a private meeting.
 - Your complaint may need to be put into writing.
 - Nursery will investigate the complaint fully within 28 days and will arrange another meeting with you to discuss outcomes.
 - If your complaint was in writing, you will be given a written report.
 - If you are still not happy then you should write to Ofsted at Early Years Ofsted
Piccadilly Gate
Store Street
Manchester, M1 2WD
 - You can also phone them on 0300 123 1231 or go to their website at www.ofsted.gov.uk/early-years-and-childcare to view their complaints procedure.
 - Ofsted will refer back to nursery and ask for any evidence e.g., records.
 - If Ofsted are not happy with the way the complaint has been handled, they will then carry out their own investigation.
 - Ofsted will inform parents and nursery of their outcomes.
 - All written complaints will be logged confidentially and kept on file for parents or Ofsted to see at any time.
- **Complaints regarding a child protection issue**
 - If you are concerned about the safety of children looked after by nursery - that they may be at risk or neglected - you should report your concerns immediately to Ofsted on 0300 1231231
 - You should also inform Starting Point on 01629533190

h) Anti-bullying policy

Bullying is deliberately unkind behaviour that is repeated, deliberate and unequal, in that it involves one person or group having some sort of power over the person experiencing the bullying. It can be:

- Physical- hurting, kicking, punching etc.
- Indirect- e.g., persistently being excluded from friendships and games.
- Verbal- threatening words, name calling etc.
- Bullying can also take place online

Bullying in any form is unacceptable and will be taken seriously and will be challenged. We ask parents to listen to their child and report any repeated instances to the Room Supervisor and/or the Nursery Manager.

• Procedures

1. We will listen to whoever is reporting the bullying: child, parent, or staff.
2. Each child/person involved should be allowed to give an account of the incident and should be interviewed separately.
3. We will use circle/group learning time to share children's worries and fears.
4. Staff should communicate any concerns with each other and the Nursery Manager

5. Victim and bully (or their parents if relevant) should be informed of outcome.
6. Written reports will be made and kept.

What to do if you think your child is being bullied:

- Listen to them, let them take their time using their own words. Try not to prompt and put feelings or words there that weren't there initially.
- Reassure them that it is not their fault; they have been brave to tell you.
- Talk to the staff at nursery giving as much information as possible. There will not be an instant solution - staff will talk to each other, to other children and try to establish a full picture.
- Your child will instantly be protected by staff and the situation will be very closely observed.
- Usually at this age the appropriate response is to talk to all children and then the perpetrator; let them know what effect their behaviour is having on other children; to see how they feel; and to explain that it is unacceptable to hurt anybody else or to make them feel sad. We would then monitor the child and give them lots of praise and encouragement for kind, acceptable behaviours.

For further information, please see the following websites:

www.bullying.co.uk

www.kidscape.org.uk

www.childline.org.uk

Government Funding Information

The Government has extended their funding offer, and this is being rolled out gradually from April 2024 onwards.

From April 2024 working families of children aged over 2 years old will be eligible for 15 hours of funding from the term after their second birthday.

The current 2-year funding which some families are entitled to will continue to be offered and families should apply via Derbyshire County Councils website.

The 15 hours of funding continues to be available for all children aged 3 years and up, with all additional 15 hours being available for families of 3- and 4-year-olds who are working. This needs to be applied for using the Childcare Choices website (see link below).

From September 2024 the Government plans will enter the next phase and working families with babies aged 12 months and up will be entitled to 15 hours of funding from the term after they turn 9 months.

An FE1 form needs to be completed for any babies and children in receipt of funding.

Funding can be allocated on a term time or annual basis, where it is accessed term time, up to 15 hours (or 30 hours for those entitled) can be allocated per week for 38 weeks of the year. Please note there are 39 weeks of the academic school year so one week is unfunded during which there is no obligation for term time children to attend.

When funding is stretched across the year the amount allocated per week reduces to a maximum of 11.4 hours per week (or 22.8 for those entitled to additional hours).

Funding is claimed for each month -adjustments can be made at specific points of the year. A parent/carer signature is required to authorise any changes. Buxton Nursery requires 1 months' notice to reduce children's hours.

We are also required to verify your child's entitlement by seeing proof of age – this can be their birth certificate, passport, or red book. We are now asking to see this on registration.

Please note there are charges for meals and additional services. A quality premium charge applies to children in receipt of 3- and 4-year funding.

The childcare choices website is really useful for any funding queries and Laura Bowers is happy to help with any questions you may have.

<https://www.childcarechoices.gov.uk/>

- **Term-time funding**

Derbyshire County Council contributes towards a maximum of 15 hours a week of nursery care. These hours can be arranged to suit you but must be spread over a minimum of 2 days per week. The minimum length of time a child can attend is 3 hours. Children on term-time only funding are not entitled to a refund of government funding for days missed through illness or holiday.

During the year there are 38 funded weeks, matching the Derbyshire County Council school terms. We match our dates as much as possible to those of Buxton Infant School. Please see our

“term dates” for detailed information. No funding is available during school holidays or during the planned non funded week which takes place each year. During these times, you may book your child in to nursery, but you will have to pay for nursery care at our standard rates.

- **Pupil Premium**

We can claim extra funding through the Early Years Pupil Premium to support children’s development, learning and care. We can use this extra funding in any way we choose to improve the quality of early years education that we provide for the child. For example, additional training for our staff in early language, investing in partnership working with our colleagues in the area and additional staff for 1-1 support. To ensure that your child receives the correct amount of funding please ensure you tick the pupil premium box on your child’s FE1 form.

- **Quality Premium**

The quality premium charge only applies to children who are 3 & 4 years old and in receipt of universal (15 hours) or extended (30 hours) funding (the charge does not apply to any children on 2-year funding). The cost is £3 per session (am or pm) therefore £6 per day. These charges were first introduced in September 2017 in line with the government introducing the 30-hour childcare incentive. Prior to this we were already severely underfunded and so the difficult decision had to be made to introduce a charge for funded children which would enable us to remain financially stable. Thankfully we have been fully supported by parents and carers since it was introduced and for this, we remain very grateful. We are always striving for improvement as a setting and aim to provide children with the best possible start to their early years learning. There are videos and other resources available online through groups such as ‘Champagne Nurseries on Lemonade Funding’ who have a page on Facebook. They provide a forum of support for early years settings. If you google ‘Champagne Nurseries on Lemonade Funding’ you will find a video that really helps to illustrate the plight that the early years sector faces. Our quality premium charge is voluntary however it has become essential in order to help us survive.

Here is a link to the video for your convenience.

<https://www.youtube.com/watch?v=0Zm-mYA6XpQ>

j) Government funding for Eligible two-year-olds

Derbyshire County Council will fund some children from the term following their 2nd birthday. Families are required to meet one or more of the following eligibility criteria;

- 1) In receipt of one or more of the following:
 - Income support
 - Income based Job Seekers Allowance
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Guarantee element of the State Pension Credit
 - Child Tax Credit and/or Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190
- 2) Children in Care
- 3) Children with a current Statement of Special Educational Needs or an Education, Health & Care Plan
- 3) Children who have Left Care through Special Guardianship or an Adoption or Residence Order
- 4) Children in receipt of Disability Living Allowance
- 5) Children of Care Leavers
- 6) Children from Traveller Communities
- 7) Teenage Parents
- 8) Children who are the subject of a Child Protection Plan (“Section 47”)

9) Children in Need ("Section 17")

If you think your child may be eligible, please contact the Childcare Improvement Service on 01629 539319 for the initial eligibility check. We cannot allocate places until you have received an eligibility confirmation letter from DCC.

k) Tax credits

As part of Working Tax Credit, you may qualify for extra help towards the costs of childcare. If you do qualify, the total amount of help you receive will depend on your income.

Working Tax Credit is for people who are employed or self-employed, who:

- usually work 16 hours or more a week
- are paid for that work, and
- expect to work for at least 4

weeks. and who are:

- aged 16 or over and responsible for at least one child, or
- aged 16 or over and disabled, or
- aged 25 or over and usually work at least 30 hours a week.

Log onto www.taxcredits.inlandrevenue.gov.uk for more details. Buxton Nursery Ltd may be contacted to give details of your child's hours and costs to the Inland Revenue. You receive the childcare element of the payment which you use to part pay your fees.

l) Tax-Free Childcare

- For **working families**, including the self-employed, **in the UK**
- Earning **under £100k** and **at least £152** per week (equal to 16 hours at the National Minimum or Living Wage) each
- Who **aren't** receiving Tax Credits, Universal Credit or childcare vouchers
- With children aged 0-11 (or 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, **up to £2,000 per child per year**.

You can receive **up to £2,000 per child per year** - that's up to £500 every three months. If you have a disabled child, you can receive up to £4,000 per child - that's up to £1,000 every three months.

You, and any partner, must be over 16 and each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage).

If you, or your partner, are on maternity, paternity, or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You **can't** get Tax-Free Childcare if either you, or your partner, each individually expect to earn £100,000 or more.

m) Childcare Choices

The childcare choices website really is a one stop shop and can help with all types of funding, tax free childcare, tax credits, universal credit, and support while you study. There is a link to the websi

Privacy Notice



Funded Children in Early Years Settings

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection and including the UK General Data Protection Regulation and the Data Protection Act 2018.

Who are we?

Buxton Nursery Ltd collects, processes and is responsible for certain personal information about you in accordance with the above legislation and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category data (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as eligibility codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Derbyshire County Council, SEN, Health Visitors

How we use your personal information

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing
- Safeguard children

How long your personal data will be kept

We will hold financial information securely and retain it for 7 years (6 years, plus the current financial year), after which the information is securely destroyed.

We will hold your personal information securely and retain it from the child /young

person's date of birth until they reach the age of 25, after which the information is securely destroyed.

Reasons we can collect and use your personal information

We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Under the UK GDPR the lawful bases we rely on for processing this information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)

- Article 6(c) - Compliance and Legal Obligation

(Children Act 1989, the Childcare Act 2006, Children and Families Act 2014 and Education Act 1996.

- Article 6(e) - Public Interest

Our legal basis for processing special category data is:

- Article 9(2g) - Processing is necessary for reasons of substantial public interest

and Data Protection Act 2018, part 2 schedule 1

- 8 - Equality of Opportunity or Treatment
- 18 - Safeguarding Children and Individuals at Risk

Who we share your personal information with

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Derbyshire County Council Finance Team (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Derbyshire County Council services working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance
- Schools that you attend after leaving us
- Partner organisations signed up to the Derbyshire Partnership Forum Information Sharing Protocol, where necessary, which may include, school nurses, doctors and mental health workers and hospital trusts
- Contracted providers of services (such as external photographers and catering providers) where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of

statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation

- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the Information Commissioners Office (ICO) on individuals' rights under the UK General Data Protection Regulation.

If you would like to exercise a right, please contact Laura Bowers - 01298 26660

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Laura Bowers (Nursery Manager) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

For more information about services for young children, please go to Derbyshire County Council's website at www.derbyshire.gov.uk or visit the website www.derbyshiresendlocaloffer.org to find the support available for children with special educational needs or disabilities.

The UK General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information on how Derbyshire County Council uses your information visit www.derbyshire.gov.uk/privacynotices

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

All about me

My name is:

My date of birth is:

Dates that are important to me

January	February	March	April
May	June	July	August
September	October	November	December

Please remind us throughout the year of any other important dates

My home language is:

My cultural identity:

Who lives in my house?

Please include people, pets etc (as they are referred to by the child)

Comforting your child

How can we comfort your child? Is your child comforted by a special dummy, blanket or cuddly toy? Does he/she have a special person, pet, friend or toy we could talk about if your child feels sad? Is there a rhyme or song your child likes? Does your child have any special words that he/she uses?

Your child's individual needs

Does your child have additional needs that might affect his/her play and learning? For example, does s/he dislike getting his/her hands dirty? Does s/he find it difficult to concentrate on an activity for more than a few moments? Does s/he sometimes find it difficult to communicate clearly?

Your child's interests.

Tell us some of your child's interests. Favourite toys, TV programme, books. Does s/he like to be outside or inside? Is s/he fascinated by buttons, batteries, trains or water for example

**Thank you for this information. It will help us to look after your child well.
Please make an appointment to talk to your child's key person if you wish to
discuss your child individually.**



Buxton Nursery Ltd Price List

With effect from 1st April 2024

Rates	
Hourly rate: £7.70 per hour	
30 minutes: £3.85	
15 minutes: £1.93	
Meals	
Breakfast: 50p	Lunch: £3.50
Nursery Packed lunch (during school holidays) £2	Tea: £2
Late fees	
Buxton Nursery Ltd is only registered to provide care between the hours of 8:00am and 18:00pm. Children should not be dropped off before 8:00am and must be collected by 18:00pm Late collection (after 18:00pm) will be charged at £15 per 15 minutes – this will be used to pay for the staff members who are required to stay.	
Funding	
Option 1: Annual/stretched funding. 11.4 or 22.8 hours Available between: 09:00-16:00pm Funding is not available for wrap around care between 8:00-9:00am and 16:00-18:00pm priced at the hourly rate of £7.00.	Option 2: Term time only funding 15 or 30 hours Available between: 09:00-16:00pm Funding is not available for wrap around care between 8:00-9:00am and 16:00-18:00pm priced at the hourly rate of £7.00.
Annual administration fee	
We charge an annual administration fee of £15 per family. This will be included on your September invoices every 12 months.	
Quality Premium Charge	
This charge only applies to children who are 3 & 4 years old in receipt of 15- or 30-hours funding. The charge is £3 per half day session therefore £6 per day. This is charged monthly on your invoice. Please see the quality premium section of the parent pack for more information about this.	
Other costs that may arise	
Trips/visits out, swimming, and woodland adventures – these costs are provided at the time of the trips and are added to invoices as applicable. Nappies – parents are asked to supply nappies but if have forgotten the cost is £0.50 per nappy.	
Registration fee	

A registration fee of £50 reverses a place for your child. This is for items including, but not exclusively, administration costs and settling a family and child into the nursery (6 settling in sessions). £25 is refunded on your first invoice. If you are fully funded and not using any additional hours, the whole registration fee can be refunded however you will only be entitled to 3 settling in sessions.

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Office Use Only ON FAMILY	
START DATE	

Buxton Nursery Ltd Registration Form

Please read carefully and ensure all consents are signed where applicable

CHILD INFORMATION			
Child's Name:	Birth date: / /	Male / Female	
Address:	Nationality		
Post Code:	Language		
Preferred Start Date;			
PARENT INFORMATION			
Parent/Guardian 1:			
Name:	Title:	The child refers to this person as:	
Home address (if different to your child)		Home phone no:	
		Work phone no:	
Mobile Number:		National Insurance Number:	
Email address:			
Occupation:			
Permission for us to set up a Famly account using this email address:		YES/NO	
Parental responsibility YES/NO	Collect child from	YES/NO	
Payment of fee YES/NO	Contact in emergency	YES/NO	
Parent/Guardian 2:			
Name:	Title	The child refers to this person as:	
Home address (if different to your child)		Home phone no:	
		Work phone no:	
Mobile phone no:		National Insurance Number:	
Email address:			
Occupation:			
Permission for us to set up a Famly account using this email address:		YES/NO	
Parental responsibility YES/NO	Collect child from	YES/NO	
Payment of fee YES/NO	Contact in emergency	YES/NO	

PEOPLE WHO CAN COLLECT YOUR CHILD

List the names of family and friends who have permission to collect your child

Names:	Known to child as:

ALTRNATIVE EMERGENCY CONTACT DETAILS

In an emergency, we will contact the parent/guardian you have already indicated. If we are unable to reach them, we will try to contact the other parent/guardian and/or the emergency contacts given below. We will contact the first one first.

Please note that these two contacts need to be different to the two parents/guardians indicated on page 1.

Emergency Contacts:

Name:	Relationship to child:	Contact Number:
Name:	Relationship to child:	Contact Number:

ATTENDING A DIFFERENT SETTING

If your child attends another setting in addition to Buxton Nursery we ask for your consent to share Information to ensure your child receives all the support they may require.

My child attends another setting YES / NO

I give you permission for you to contact them to share information on my child's development. YES / NO

Setting Name and Address:

Contact Number:

RELIGION

We like to plan our nursery activities to reflect different children's interests and cultural heritage. We would like to invite you to indicate below whether your child is being brought up in a religious faith, uses other languages at home, has other ethnic origins or celebrates any festivals at home.

MEDICAL INFORMATION	
GP Surgery name, address and telephone number:	Any other medical practitioners involved in the care of your child:
Does your child have any allergies?	YES / NO
If yes, please give details of the cause and reaction	
Does your child have any special dietary requirements? Is your child vegetarian or vegan? Are there any foods your child does not like/really love?	YES / NO
If yes, please give details;	
Details of any special conditions, disabilities;	
Please use this space to tell us about any relevant information regarding the welfare of your child:	
Please give details of any immunisations your child has been given:	
Health Visitor: My child has had their 2 Year Development Health Check YES / NO I/we give permission for you to contact my child's health visitor in order to undergo the two year old progress check YES / NO	
I/we agree to inform Buxton Nursery of any changes in family circumstances that may affect the safeguarding of my child. YES / NO	
MEDICAL CONDITIONS	

Was your child born prematurely? If so by how many weeks? Does your child have any conditions which require regular medication? Does he/she have any other medical conditions?	YES / NO YES / NO YES / NO	
If you have circled 'YES' to any of these questions, please give full details below of the condition(s), how they affect your child's daily life and of any medication. Please tell us what support your child will need at nursery.		
Please indicate below if your child has been or is due to be seen by any of the below services		
Service	Name (If Applicable)	Contact No. (If Applicable)
Adoption or Fostering		
Child Development Clinic		
Community Paediatrician		
Health Visitor		
Occupational Therapist		
Social Worker		
Speech and Language		
Details of other Agencies or Professionals working with your child;		
If your child has a care plan or medical issues that all staff need to be aware of we may need to display this within the classroom. (We will discuss this with you at the time)		
Please indicate your consent		YES / NO
MEDICAL TREATMENT		
I/we have read the Medication Procedure within the parent pack and give permission for Buxton Nursery to administer Calpol if we are unable to contact you and their temperature is high. We will always endeavor to contact you first. If you administer Calpol before your child arrives at nursery please let us know.		
		YES / NO
I/we give Buxton Nursery permission, in the event of an emergency, to authorize or carry out emergency medical treatment in my absence if I am unobtainable.		
		YES / NO
SICK CHILDREN		
I understand that I will adhere to the Medication Procedure as attached to the Parent Pack. Buxton Nursery cannot cater for sick children. I will not bring my child if they are ill and will collect them if they become ill whilst being cared for. If your child needs regular medicine or you think he/she may need Calpol I understand that I have to sign a consent form for the nursery to administer medicines.		
		YES / NO
FAMILY		

At Buxton Nursery we use an online learning journal called Famly to allow staff to create a complete record of your child's progress. It is like an online scrapbook with observations, recordings, assessments, pictures, comments and videos. You can add comments and pictures too and you can allow relatives to access the journal. It is safe and secure. On occasion we may upload a photograph that contains other children playing alongside yours. **Please do not share these on social networking sites.** Please see the information contained within the parent pack.

I/we consent to Buxton Nursery creating a Famly account using the information provided YES / NO

I/we give consent for Buxton Nursery Staff to use Famly YES / NO

I/we give consent for Buxton Nursery Staff to use Famly outside of normal working hours and off the premises on occasions. YES / NO

IMAGE CONSENT

We may take photographs for a number of reasons while your child is at nursery. To comply with GDPR we need your permission before we can photograph or make any recordings of your child. **Please circle your answer**

I/we give permission for my child's photograph to be used for internal display purposes YES/NO

I/we give my permission for my child's image to be used in Learning Journeys belonging to other children YES/NO

I/we give permission for my child's image to be used on our website

YES/NO

I/we give permission for my child's image to appear in the media. YES/NO

I/we give permission for my child's image to appear on our social media sites. YES/NO

I/we have read and understood the conditions above and understand that all photographs containing images of other children will not be shared and will be for personal use only

Signature.....

DATA PROTECTION/PRIVACY

We have a general data protection regulation policy and privacy notice included in the parent pack. Please sign below to give consent for us collecting and keeping data as per our policy.

Signature.....

OFF PREMISES/TRANSPORT

I/we give permission for my child to be taken off premises for walks and outings YES / NO

I/we give permission for my child to be transported in the following ways:

- Minibus with a 3 point seat belt and age suitable child seat
- In a staff car with a 3 point seat belt and age suitable child seat
- On public transport

YES / NO

SAFE SLEEP

I/we have read and understood the Nursery Safe Sleep Policy within the parent pack and give permission for my child to have a sleep in a nursery pram/pushchair.

YES / NO

INVOICES

- We invoice on the 1st of each month in advance.
- Invoices are emailed through our online system, Famly. Our preferred method of payment is an online transfer.
- Any extra hours during the month will be added to the following months invoice.
- Fees are due within 7 days of receipt of the invoice.
- There is a late payment fee of £20 for invoices paid after the 7 days.
- If I have any difficulty paying the invoice I will notify the nursery and arrange re-payments over a period of time.
- We may choose to invoice weekly to prevent further debt or instruct you to set up a weekly standing order.
- I/we understand that the nursery may refuse to provide childcare if I do not settle my account within a reasonable time.

Signed.....

OUTSTANDING DEBTS

- I understand that Buxton Nursery may (at the discretion of the manager) pass any debts which have been outstanding for more than 3 months to a debt collection agency. In this case I understand that an additional charge of 20% of the total debt will be added to the bill, to cover agency fees

Signed.....

QUALITY PREMIUM

- I agree to pay the quality premium charges (these will not be applied to your child's account until they are in receipt of 3-4 year old government funding).

Signed.....

INLAND REVENUE (tax credits)

- I/we agree to Buxton Nursery providing childcare cost information to the Inland Revenue for the purpose of tax credit checks.

Signed.....

I have read and understand all the terms and conditions outlined in this registration form. Please use this space to indicate anything you are NOT giving consent to ie photographs etc . Both parents/carers need to sign.

Name: Signature: Date:

Name: Signature: Date:

Signed by Laura Bowers (manager).....

Proof of Date of Birth Seen ; YES/NO Document
Type; Staff Signature; Date;

Buxton Nursery BOOKING FORM

Please fill in the exact times that you will need care for your children. Please remember if your child will be in receipt of funding it is only applied between 9:00-16:00pm – wrap around care is at an additional cost.

Name of Child _____ D.O.B _____

Start Date _____

I would like my child to attend Term time only

☐

Annually (all year)

☐

Term time only – attend 39 weeks of the year in line with Buxton Infant School term dates (please note we remain open for school inset days).

Annual (all year) – attend 50 weeks of the year (we are closed for 2 weeks at Christmas). Children not in receipt of funding can take 2 weeks holiday pro rata without being charged.

Funding Code (where applicable)

15 hours

☐

30 hours

☐

Day	Paid hours		Funded hours (Between 09:00-16:00)		Meals to be taken		
	Start	Finish	Start	Finish	Breakfast	Lunch	Tea
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Please note the minimum morning session times that can be booked are 9:00-12:00pm. The minimum afternoon session times that can be booked are 12:00-15:00pm or 13:00-16:00pm. The minimum full day session that can be booked is 09:00-15:00pm. Drop off and collections must be on the hour between the hours of 09:00-15:00pm however they can be within 15-minute intervals prior to 09:00pm and after 16:00pm hours.

Any other information :	
-----------------------------------	--

Please return this booking form with your child's registration form.

Parent/Guardian Name (print)

Signature _____

Date _____

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Early Years' Entitlement Funding

The Parent / Carer & Provider Contract

This form should be completed by the parent / carer and provider for the delivery of the early years' entitlement funding. The provider will claim the funding using the information contained within this form.

Provider Name	
Provider's Ofsted unique reference number (URN)	

Child's Legal Forename	
Child's Legal Middle Name	
Child's Legal Surname	
Child's Preferred Surname	
Child's Date of Birth	
<u>PROVIDER USE ONLY</u> Proof of DOB required. Note document type seen. Include signature of staff member having sight of document.	
Document type	
Staff signature	
Child's Gender (M / F)	

FAMILY DETAILS

Address Line 1	
Address Line 2	
Address Line 3	
Locality	
Town	

County	
Postcode	

If you have moved house within the last 12 months, please include your previous house number and postcode below:

House number	
Postcode	

Parent / Carer 1 Forename	
Parent / Carer 1 Surname	
Parent / Carer 1 DOB	
Parent / Carer 1 Email address	
Parent / Carer 1 Contact number	
National Insurance or NASS number	

Parent / Carer 2 Forename	
Parent / Carer 2 Surname	
Parent / Carer 2 DOB	
Parent / Carer 2 Email address	
Parent / Carer 2 Contact Number	
National Insurance or NASS Number	

Ethnicity

The Department for Education (DfE) ask local authorities to collect details on child ethnicity. This data is reported back to the DfE in the census collection.

Although this is optional for parents to answer, early years' providers **must** report this data back to the DfE on their early years' census return.

Please tick the relevant description in the ethnicity box below. This enables your chosen early years' provider to include this information when they apply for your child's funded hours.

☐ White – British	☐ White and Asian	☐ Black – African
☐ White – Irish	☐ Any other Mixed background	☐ Any other Black background
☐ Traveller of Irish heritage	☐ Indian	☐ Chinese
☐ Any other White background	☐ Pakistani	☐ Any other ethnic group
☐ Gypsy / Roma	☐ Bangladeshi	☐ Information not yet obtained
☐ White and Black Caribbean	☐ Any other Asian background	☐ Preferred not to say
☐ White and Black African	☐ Black Caribbean	

FUNDING DETAILS

Providing these details enables the provider and the local authority to check whether the child is eligible for funding.

Working Family Entitlement (HMRC) Codes

Please include in the box below, the 11 digit Working Family Entitlement code issued to you by HMRC. You will receive a reminder from HMRC to inform you that your details **MUST** be re-confirmed prior to the end date of your code. This will ensure you can continue to receive your child's funded hours.

Working Family Entitlement (HMRC) Code	
--	--

Working Family Entitlement HMRC Cut-Off Dates:

The Department for Education has cut-off dates for each term. Working Family Entitlement HMRC codes **must be valid on the following dates, to be eligible for the following term:**

31st August to be eligible for Autumn Term

31st December to be eligible for Spring Term

31st March to be eligible for Summer Term

Important note: Codes which are not valid by the cut off dates or issued with start dates after the cut off dates, cannot be used for the funded hours until the following term. Your chosen provider will verify your code prior to accepting your child's place at the setting.

Two-Year-Old Assessment-Based Eligibility Funding - code issued by the local authority (15 hours per week):

If your child is eligible to receive the two-year old assessment-based funding, please complete the boxes below. The code issues by Derbyshire County Council is a 6-digit code. (Codes issued by other local authorities may vary).

Two-year-old assessment-based eligibility code		Code start date	
Name of local authority code was issued by (e.g. Derbyshire County Council / Out of County):			

Disability Access Fund Declaration:

Children who are in receipt of child Disability Living Allowance and are receiving the Early Years' Entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's early years' provider as a fixed rate of £910.00 per year, per eligible child. This funding can only be paid to one provider which you must nominate.

If your child is in receipt of Disability Living Allowance (DLA), please provide your reference number displayed on the DLA award letter (9-digits):

If your child is splitting the Early Years' Entitlement across more than one provider, please specify which provider should receive the Disability Access Funding:

Provider name	
---------------	--

Evidence that the child is in receipt of Disability Living Allowance must be seen and a copy must be retained by the provider.

ATTENDANCE DETAILS

This section must be completed for each provider that your child attends for their funded hours. Completing these details helps each provider plan the hours of attendance, set staffing ratios accordingly and ensure children are not over-funded, therefore **ALL** providers, where the child is accessing funded hours, **MUST** be listed in the table below.

Children can access up to a **MAXIMUM** of 15 weekly funded hours (3 and 4-year-olds **ONLY**) per week and up to a **MAXIMUM** of 15 Working Family Entitlement (HMRC) funded hours per week (for **ALL** eligible children) over 38 weeks of the academic year. If you are unsure of how best to split the weekly funded or Working Family Entitlement (HMRC) funded hours, please speak to your provider(s). Please also speak to your provider(s) to enquire whether they deliver stretched funded hours over the holiday periods. If you choose for your child to access their funded hours on a stretched basis, the number of funded hours available to be accessed per week will be reduced. (Providers are under no obligation to offer extended entitlement hours or to offer a stretched funded delivery option).

My child is to access funded hours at the following provider(s):
(The first provider should be the provider you are completing this form for)

Provider 1

Name:

3 and 4-year-olds ONLY

How many of the 15 weekly hours would you like to use per week ?

ALL eligible children with an 11-digit code issued by HMRC

How many of the 15 Working Family Entitlement funded hours would you like to use per week?

2-year-olds ONLY with a 6-digit code issued by the local authority

How many of the 15 Two-year-old assessment-based funded hours would you like to use per week?

Provider 2

Name:

3 and 4-year-olds ONLY How many of the 15 weekly hours would you like to use per week ?	
ALL eligible children with an 11-digit code issued by HMRC How many of the 15 Working Family Entitlement funded hours would you like to use per week?	
2-year-olds ONLY with a 6-digit code issued by the local authority How many of the 15 Two-year-old assessment-based funded hours would you like to use per week?	

Please note: Funding cannot be claimed without providing the relevant information.

TERMS AND CONDITIONS:

I understand that the early years entitlement hours must be delivered completely free of charge at the point of delivery and that I cannot be charged for this in advance (this does not apply to a retainer to secure a place).

I will be responsible for payment of any hours exceeding 15 if my child is not eligible for the extra entitlement, or exceeding 30 hours if my child is eligible, taken either here or elsewhere.

I have seen a copy of the provider's pricing policy.

I have received information from the provider/s above and been advised of additional services available for my child and I understand I will be charged for these services should I wish to use them.

I fully understand that:

- I can be charged for my child's meals, snacks, trips and other items such as nappies or sun cream.
- my provider cannot insist that I purchase additional hours or services as a condition of my child accessing a funded only place.
- I cannot be charged for core business costs such as insurance, Ofsted registration, energy bills and training or for items required to deliver the Early Years' Foundation Stage (EYFS), such as craft materials, toys and equipment.

Also

I fully understand that:

- My provider cannot charge a "top-up" fee (the difference between my provider(s) normal charge and the funding they receive from the local authority to deliver funded places).

If my child only attends for an early years' entitlement place, I understand that there is not a required notice period and that should my child leave, the following will happen:

- my provider will be paid to the end of the funded week of my child's last day of attendance
- my child can access the early years entitlement with another provider at the start of the next funded week.

I will inform the provider of my child's last day of attendance in advance, if possible. If I am paying for additional childcare hours, I understand my provider may have a notice period that I will adhere to.

If multiple providers claim for more than the maximum number of hours my child is eligible for and I have given any misleading information on this declaration, I may be asked to reimburse one of the providers, or my child's place may be forfeited. I understand that checks on my claim will be made.

I confirm that the information on this contract is accurate, and I understand that anyone who knowingly makes a false declaration in an attempt to obtain a funded entitlement place fraudulently may be committing an offence. The local authority has a duty to protect the public funds it administers, and to this end will use the information I have provided on this form for the prevention and detection of fraud. The local authority will also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I am aware that the information I have provided will be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim Early Years Pupil Premium / Disability Access Fund and undertake validity checks for the Working Family Entitlement (HMRC code) on behalf of my child. I will provide a copy of the Disability Living Allowance letter and agree for this to be held securely by the provider as evidence for this funding.

I am aware that the information I have provided will be shared within the local authority and that I will be notified should any restrictions to funding be made to my provider following them receiving a less than 'Good' Ofsted judgement.

The personal data I supply will be kept securely by Derbyshire County Council (DCC) and this provider in accordance with the UK General Data Protection Regulations, DPA 2018 and any subsequent legislation. This information may be shared with other Local Authorities or Childcare providers in accordance with the Privacy Notice issued to you by this Early Years setting prior to you completing this form. I have a right to have inaccurate/incomplete information corrected. To ensure eligibility and for audit purposes, DCC requires providers to confirm they have seen evidence of DOB by recording the evidence from one of the following, birth certificate, passport or NHS Red Book for all funded children.

Providers must adhere to the retention periods recommended within the Companies Act, which states documents relating to income should be kept for 6 years, plus the current financial year (any provider acting as a sole trader e.g. child minders, must adhere to the retention periods recommended within the Public Records Act, of 5 years, plus the current financial year).

If the form has been completed and returned electronically then the corresponding emails should also be retained.

By signing this contract you agree with the above terms and conditions of the funded entitlement:

Signed Parent / Guardian		Print Name	
Relationship to Child		Date	

To be completed by the Provider:

Contract Start Date		Expected Contract Length	
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		(Terms)	
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FOR COMPLETION BY THE PROVIDER WHERE A CHILD IS
STRETCHING THEIR FUNDED HOURS OVER THE HOLIDAY PERIODS:

To be completed by the provider, ONLY when a parent has chosen to stretch their funded hours over the holiday periods (funded hours offered over 39 – 52 weeks):

Number of weeks the funded hours are to be stretched over:	
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Example of stretching funded hours, where a provider is open for 51 weeks:

570 hours stretched over 51 weeks, would equate to a total of 11.17 funded hours per week:
(570 ÷ 51 = 11.17)

Total number of funded hours, for children who become eligible from the start of the Spring or Summer terms will be on a pro-rotta basis* (please refer to the funding calendar for the number of weekly funded hours available during the Spring and Summer terms).

*For children starting:

Autumn Term 2024/2025: Total funded hours available **570 hours** for the full academic year (38 term time weeks or up to 52 stretched weeks)

Spring Term 2024/2025: Total funded hours available **360 hours** for the remainder of the academic year (24 term time weeks or up to 34 stretched weeks)

Summer Term 2024/2025: Total funded hours available **195 hours** for the remainder of the academic year (13 term time weeks or up to 19 stretched weeks)

Autumn Starter:

Funded Hours	Number of stretched hours per week
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	

Spring / Summer Starter:

Funded Hours	Number of stretched hours per week
Weekly funded hours (3- and 4-year-olds ONLY)	
Working Family Entitlement (HMRC) funded hours (for ALL eligible children with an 11-digit code issued by HMRC)	
Two-Year-Old Assessment-Based hours (6-digit code issued by the local authority)	
How many days will the funded hours be taken over per week?	

Contract Amendment Sheet

Please use this page to make amendments to the contract as and when they occur. Both the parent and a representative of the provider should sign the change. This replaces the need for the parent to sign the form each term.

Details of change:

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Date change to take effect:

Parent Signature:

Provider Signature:

Details of change:

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Date change to take effect:

Parent Signature:

Provider Signature:

Details of change:

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Date change to take effect:

Parent Signature:

Provider Signature:



BUXTON NURSERY LTD

Famly Policy

Learning journals and special books have been used in early years settings as a way to record the special moments children experience and to keep parents involved in a partnership as their children blossom and grow. They are also used in conjunction with the EYFS developmental stages to assess more formally how children are progressing.

Traditionally these individual records were collected in folders building up into a treasured memoir that children can take with them when they leave to go to school. After considerable discussion and research into the time and money it was taking to produce these journals we decided to use an online E-learning journal to record the development of each child in our setting. This system provides a quick and easy record that can be accessed by parents or relatives anywhere they have internet access and will be more current than the paper based record. This will also help to provide a strong partnership between the setting and home as the children develop.

What is Famly?

Famly is the electronic on/line system we use for registering children and families at nursery, invoicing parents for their child's nursery sessions and extra purchases, storing children's information such as emergency phone numbers and contact details, monitoring attendance, logging and storing accident and incidents, communicating with parents and staff about events through calendar tool, communicating with staff and parents about nursery news on the news feed, communicating privately with staff and parents in the message tool and providing parents with an up to date log of their child's day at nursery.

Parents are able to control who is able to access their account and grant either 'parental' or 'family' permission. Details of what these permissions include can be found on the app. It is the responsibility of parents to add or remove family members as appropriate.

Other than those granted permission by parents/ carers, the only other people with permission to view your child's details are the staff at Buxton Nursery.

The app will only be accessed by staff using the nursery tablets and computers.

The app will only be accessed whilst at the setting unless the children are on an outing or trip or under special circumstances, in which case these will be discussed and agreed by the manager. Tablets are password protected and so is the Famly app. Therefore, if the nursery tablet is lost or misplaced no one will be able to gain unauthorised access. We also have the ability to locate and disable any tablet if it was to get lost.

The app is only used to store information that is needed to provide quality care for your child. The information is stored securely, in line with UK regulations and complies with GDPR.

If a staff member leaves the setting, then we will remove their access to the app.

If a child leaves the setting the information can be downloaded and given to the parent/ carer by email or paper form. This can be kept as a keepsake for parents or parents can pass this to their child's next setting. For data compliance, the nursery is required to keep your child's records for a period of time after they leave. Therefore, your child will be saved as a leaver and stored securely until it is no longer required, after this time it will be deleted. Parents will no longer be able to have access to the app and their child's information once they are filed as a leaver.

Our responsibilities

As the Famly account holder Buxton Nursery has overall responsibility for complying with the Data Protection Agency requirements. We abide by the Famly's terms and conditions and will carry out the following:

- Train staff how to use Famly, explaining sensible precautions such as keeping all access details confidential and not permitting any material to be used without written permission from the parents/carers
- Delete staff from our account once they have left our employment
- Prevent access to Famly from staff who are involved in disciplinary procedures
- Prevent access to parents whose children have been made inactive or have been deleted, unless they have other children at the nursery
- Give parents instructions for keeping the data protected, eg by insisting no photos are uploaded to social media sites if there are other children in the photo, video or text

Policy adopted on _____

It will be reviewed on _____

Signed _____(Manager)