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Kaleidoscope Childcare



Learning Through Play for Preschool Children

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Kaleidoscope Childcare



PROSPECTUS

Welcome to KALEIDASCOPE CHILDCARE LTD and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to KALEIDASCOPE, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

Our Pedagogy

- To provide children with a high-quality environment and highly skilled staff that can support them to explore and learn about the world around them. Learning through play and being led by your child's current interests and fascinations will influence our planning.
- To create meaningful relationships with all our families ensuring that we work together to meet the individual needs of your child so that they may flourish.
- To provide children with a rich, inspiring learning environment and highly skilled staff who can help each child to develop their unique skills and talents. We will follow your child's interests and plan in the moment to extend their learning.
- To provide a learning community in which we encourage all our children to become independent learners, the children and adults also learn together, where children can explore and investigate the world around them in a safe environment that enables them to develop their knowledge, skills, curiosity, creativity, confidence, and resilience.

Parents

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

- valued and respected;
- kept informed;
- consulted; and
- involved;

Children's development and learning

We aim to ensure that each child:

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

The Early Years Foundation Stage

The 7 areas of learning and development within the EYFS are:

Communication and language
Physical development
Personal, social, and emotional development
Literacy
Mathematics
Understanding the world
Expressive arts and design

The prime areas of learning form the essential foundations for healthy development and future learning. Once a solid start has formed within the prime areas we continue to build upon these skills, opening to explore more learning opportunities within the specific areas of learning.

These 7 areas are the basis for our curriculum. Careful thought is given to inform our enabling environments (indoors and outdoors), to provide resources, activities and learning opportunities to meet each child's unique requirements. Ofsted call this 'curriculum'. Our curriculum is very flexible and responsive to follow children's interests and those totally unplanned learning opportunities that sometimes come out of the blue, such as it unexpectedly snowing, etc!

Young children learn through play. The EYFS refers to the Characteristics of Effective Learning. These are:

Playing and exploring
Active learning

Creating and thinking critically

Every EYFS provider (nursery, childminder, playgroup etc) has their own bespoke curriculum, to support each child's unique developmental pathway, following their interests and fascinations.

OUR CURRICULUM

Our ethos is a play-based approach, committed to a healthy balance of child-led learning and adult-led activities. We encourage children to develop as confident, capable, and independent learners, who enjoy exploring their own ideas and theories, whilst practitioners observe, support, discuss, challenge, and extend. We provide quality care and developmentally appropriate experiences so that every child may grow to their fullest potential as an individual.

We use 'In the Moment Planning' to seize teachable moments. This means we are constantly listening and looking out for occasions when a child shows an interest, so that we can build upon that spark to ignite their curiosity, deepen their knowledge, and extend their learning.

We encourage free play and independent choice is encouraged through the way our environment is set up. Toys and resources are easily accessible for children, and we encourage them to self-serve food and drinks at snack and lunch times.

Play is the fundamental building block of a child's intellectual, social, emotional, physical and language skills. Most of a child's day at Kaleidoscope Childcare is spent in free play, responding to the 'invitations to play' that are set up by practitioners.

We recognise the importance of providing a meaningful language-rich environment; we want our children to be able to express themselves and engage in conversations with their friends and adults. We share stories and sing songs regularly throughout the day, as well as using language to support vocabulary and thinking-skills. We use Makaton signs and place an emphasis on developing strong speech and language skills.

We use natural, reclaimed, and authentic resources, to promote exploration, discovery, creativity, imagination, curiosity, awe, and wonder. These resources are multifaceted, and include buttons and glass beads, pebbles, pinecones, corks, flowers, and shells, as well as real items such as kettles, pots and pan, crates, tyres, cable reels and real home items such as cups and plates. The items are used throughout the environment, both indoors and out, and can be used in the following ways:

- Art and craft
- Counting and weighing
- Sorting and categorising
- Imaginative role-play
- Fine motor skills
- Construction and building
- Water and sand play
- Messy and sensory play

We also encourage our children's contact with the natural world and their environment. Being outside allows them to be animated, excited, physical...and noisy! Our outdoor areas offer considerable opportunities for discovery, play and talk, whilst allowing the children to learn about, and from, the world around them.

<u>Our INTENT is for children to leave us confident in</u>	<u>IMPLEMENTATION - How we will support children</u>
<p>Being independent, knowing about themselves and others, and how to keep safe.</p> <p>PSED / CL / PD / UW</p>	<p>Observe children at play and plan activities that follow their interests and introduce them to new ideas and concepts.</p> <p>Being specific with our praise, noting how well children solve problems, have ideas, and negotiate.</p>
<p>Having the social skills and confidence to play alongside / with other children</p> <p>PSED / CL / UW</p>	<p>Use additional funding to support children as identified . EYPP.</p> <p>Work with parents to ensure they are able to support their child's learning at home.</p>
<p>Being able to make simple choices and voice their opinions and views.</p> <p>PSED/ CL</p>	<p>Share and discuss experiences</p> <p>Role model positive language and positive behaviour</p>
<p>Having a go and keep on trying.</p> <p>PSED / PD</p>	<p>Provide opportunities for turn taking.</p> <p>Provide real life experiences</p>
<p>Listening and taking turns</p> <p>CL/ PSED</p>	<p>Use signs, symbols, labels to support basic English language / for children to express their own wants and needs.</p>
	<p>Well planned learning environments indoors</p>

Following instructions and completing tasks.	and outdoors that promote the focus on learning through play.
CL/ PSED	
Knowing a number of songs and rhymes and enjoy joining in with stories and singing.	Know and understand the areas of learning and development
L / M / EAD / CL / PSED	
Being able to help prepare their own snack, pour drinks and sit with their friends and family for snack and mealtimes	By building a good relationship up with both key children and their immediate family.
PSED/ UW/ PD	
Communicate by signs or by talking to an adult	Well planned physical learning environments, with a variety of resources, indoors and outdoors that promote the focus on learning through play
CL / PSED / UW	
Using gross and fine motor skills to do things independently, navigate pathways and variety of small and large equipment indoors and outdoors.	Know how each child plays and learns. Ongoing staff training to promote mathematics in the learning environment which will include visual prompts and numbers, through loose parts and multi-faceted resources.
PD	
Using mathematical concepts and number language in play and everyday experiences.	
M	

Assessment

We will ensure:

- On starting our setting your child’s keyperson will complete an “all about me” form with you. We will also complete a 2-year-old progress check if this is needed.
- Each term we will complete a “celebration of your child’s achievements” this will be in relation to the Early Years Foundation Stage milestones and the characteristics of effective learning
- We will regularly monitor your child’s progress and annual progress checks will be completed using Kent County Council MAP’s programme.
- On leaving us and on entry to school an annual progress check will be completed and passed onto the new school.

Ongoing assessment helps with:

- the early identification of children who may need temporary additional support, and children who may have special educational needs.
- checking that individual children, and groups of children, are making progress and taking prompt action when needed.
- reporting formally and involving parents in the statutory 2-year-old progress check
- celebrating children's achievements with parents and sharing focus for learning
- discussions with other professionals who may be involved with a child and family. For example, a health visitor or social care worker
- sharing information with receiving schools in the summer so that children can continue their learning journey through the EYFS as seamlessly as possible

Our **Impact** will be measured through regular evaluation and reflective practice.

We will check that our curriculum is meeting the needs of our children by:

- gathering feedback from the children, parents/carers and other professionals.
- reviewing the progress children are making and how they are accessing the learning environment.
- regular team meetings and discussions of our observations of reviewing the educational programmes we offer.
- individual staff supervisions with the manager of the setting to discuss the effectiveness of our curriculum.

Working together for your children

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

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

Opening times

We are open for 38 weeks each year.

We are closed School holidays

We are open for Five days each week

The times we are open are 8am - 4pm

We provide care and education for young children between the ages of: Two and five years.

How parents take part in the setting

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

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- helping at sessions of the setting.
- sharing their own special interests with the children.
- helping to provide and look after the equipment and materials used in the children's play activities.
- taking part in events and informal discussions about the activities and curriculum provided by the setting.
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

Key person and your child

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

The Early Years Foundation Stage states that all children should be given a key person who will support and care for them and have close relationships with the family. At Kaleidoscope Childcare we ensure that your child's key person

- Introduces themselves and develops a relationship with your child and family
- Discusses with you, your child's likes/dislikes, routines, preferences, favourite things, current fascinations, and unique learning styles.
- Supports your child and the family during the settling in process

- Supports your child with their toileting, personal hygiene routines and oral health.
- Supports your child when he/she is unwell or upset.
- Arranges parent / carer meetings with you to discuss your child's progress.
- Is available to support your child and family when help is needed.
- Is a good role model and your child can learn from them.

Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to date with thinking about early years care and education. We also keep up to date with best practice, as a member of the Pre-school Learning Alliance, through *Under 5* magazine and other publications produced by the Alliance.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

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

The day

We organise our day so that the children can learn through play whilst choosing from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development, and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-led and adult prepared "invitations to play", as well as those provided in the indoor playroom.

Snacks and meals

We are committed to meeting the EYFS requirements and the individual needs of children attending in relation to Healthy Eating. We aim to do this by

- Ensuring there is always fresh water available

- Ensuring we discuss with you (parent/carer) any dietary requirements your child has due to medical reasons, any allergies or requirements surrounding religious beliefs.
- Ensuring that all requirements are recorded, and that staff are fully aware of the requirements for all children.

We ask that you provide your child with a healthy nutritious packed lunch. We ask that you follow our healthy eating policy and please take into consideration that some children may have allergies. We plan the menus for snacks so that we provide the children with healthy and nutritious food.

We make snacks and meals a social time at which children and adults eat together and this gives the staff opportunity to extend language development and social skills in addition to independence skills.

We implement a snack bar where children can make choices about which foods they would like for their snack. We provide various fruit, vegetables and cereals with milk and water to drink. The children are encouraged to cut their own fruit and pour their own drink, which in turn promotes their independence skills.

Clothing

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

We ask that you provide your child with the following items when they are attending the setting: -

ALL ITEMS MUST BE CLEARLY MARKED WITH CHILDS NAME

Welly boots for outdoor play

Slippers for indoor use

Raincoat/ all in one wet suit

Sun hat, warm hat and scarf, gloves etc

2 sets of spare clothes (weather appropriate)

Sun cream

Nappies and wipes if needed.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on the “Baby’s days system. Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Information we hold about you and your child

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

The data is we collect is

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

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

Administration of medicines

We recognise that there may be times when children require medication to be administered during their time in the setting. In order that this is regulated Kaleidoscope Childcare Ltd will ensure that

- Medication will only be administered if it has been prescribed for that individual child.
- Non prescribed medication such as pain and fever relief may be administered only on the prior written consent of the parent and only when there is a health reason to do so.
- A medication form must be completed for each session that the medication is to be administered and signed in and out of the setting by the parent.

- For long term medication a care plan will be written with the parent/carer recording clear explanations of procedures to be followed. The parent / carer must sign when medication has been administered on the reverse of the care plan.
- Regular updates are requested from parents / carer of children with a care plan.

Social networking and the use of mobile telephones and cameras in the setting

The setting has a Facebook page that is used for information sharing ONLY. Kaleidoscope Childcare will never post photographs or information about individual children on this site.

Please ask permission before you post any photos of staff or children that you have taken (from special events) whilst in our setting.

We ask that any complaints or grievances that you may have be dealt with in the correct procedure (see Complaints Procedure) and not posted on the Facebook page.

The use of mobile/camera telephones is not permitted whilst in the setting as this forms part of our Safeguarding Policy.

Smoking

Smoking is not permitted. Kaleidoscope Childcare is a non-smoking setting, and we ask that parents / carers do not smoke within the vicinity of the main entrance including the outside areas at any time.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. our employment practices ensure children against the likelihood of abuse in our setting, and we have a procedure for managing complaints or allegations against a member of staff.

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

Special needs

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

The management of our setting

The Setting is owned and governed by Catherine Johanson on behalf of Kaleidoscope Childcare Ltd

Our staff are fully qualified, well experienced, DBS checked, first aid trained.

Each setting has a supervisor and deputy, we have designated staff who have additional training in Safeguarding, SEN and Health and safety.

Please note the staff notice boards for the roles and responsibilities of staff in both settings.

Fee Structure

The manager or your child's key person will discuss your child's eligibility for funding and explain the processes for applying for any free entitlement/ nursery education funding. You will be asked to confirm and sign a parental declaration to ensure you are eligible for funding. **A birth certificate or passport must be seen to register your child.** We do not charge a deposit or registration fee to enrol at our settings, we ask that parents make a monthly voluntary contribution to cover the costs of snacks and consumable items that are used daily at the setting by each child.

It is important that all parents inform the setting manager immediately if your child is going to be absent for extended periods of time, we cannot continue to claim for funded spaces without a valid reason for absence.

All free entitlement i.e - Universal, extended, and free for 2 funding will only be offered between the hours of 9am – 3pm term time, free entitlement consists of 570 free hours over an academic year September – August. You can access funding over 5 mornings or afternoons a week or you can access funding over 2.5 days a week. Any days can be booked subject to availability.

30 free hours can be accessed between hours of 9am-3pm only. The hours of 8-9am and 3-4pm will be charged at hourly rate.

All and any additional hours booked on registration will be charged at the hourly rate. Fees must be paid in advance and 4 weeks notice must be given to alter or change any paid for sessions.

Term time will be in line with Kent County Council school term dates. Please ensure you have an up to date copy of **OUR** term dates.

Kent Term dates

<https://www.kent.gov.uk/education-and-children/schools/term-dates#tab-6>

Here is a link to provide more information with regards to your child eligibility for funding.

<https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare#tab-1>

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

Free entitlement for 3 and 4 year olds

In Kent, children become eligible to claim their free early education from:

A child born between:	
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays) until statutory school age.
1 September - 31 December (inclusive)	The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age.
1 January - 31 March (inclusive)	The start of term 5 following their third birthday (after April holiday) until statutory school age.

Extended hours (30 free hours funding)

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

Please use this link to gain further information with regards to 30 free hours funding

The national rollout of 30 Hours of Free Childcare commenced on the 1 September 2017.

Free for 2 (FF2) scheme

Your 2-year-old can get free early education and childcare if you live in England and get one of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit - if you and your partner have a combined income from work of £15,400 or less a year, after tax
- tax credits and you have an income of £16,190 or less a year, before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

A child can also get free early education and childcare if any of the following apply:

- they're looked after by a local council
- they have a current statement of special education needs (SEN) or an education, health, and care (EHC) plan
- they get Disability Living Allowance
- they've left care under a special guardianship order; child arrangements order or adoption order

If you're eligible the free early education and childcare:

- must be with an approved childcare provider
- starts from the term after your child's 2nd birthday

Child's 2nd birthday	When they can claim from
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

Setting times, fees and hourly rates.

(Subject to annual increases)

SESSION TIMES	Price- 2 year olds	3-4 year olds
8am - 9am (hourly rate)	£6.00	£5.75
9am - 12pm OR 12pm -3pm (Free if eligible) HALF DAY PRICE	£17.50	£16.50
9am -3pm (Free if eligible)	£34.00	£32.00
3pm - 4pm	£6.00	£5.75
ALL CHILDREN		
CONSUMABLES	Funded sessions	Funded sessions
FOOD, DRINK AND CONSUMABLES PROVIDED DURING MORNING AND FTERNOON SESSIONS	30 pence a session	30 pence a session

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting.

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

Settling in process

We will work with you and your child and feel the best way for your child to settle into the setting is for your them to have 2-3 “settling in” sessions before starting on their own. We will aim to start these sessions the week before their actual starting date.

The first session you will bring your child in for about an hour or two to familiarise them with the setting and staff. This will be an opportunity for the Setting Manager to introduce you to your child’s key person. It will also give us a chance to go through any questions you may have about the registration forms, the setting and to ensure all forms are correctly filled out.

The second session will be for you to bring you child to spend some more time in the setting and begin to build a relationship with their key person. We will also use this time for your key person to go through our Baby day’s system and complete the “all about me” form.

The third session will be used for your child’s key person to observe your child, start to get to know them, what they like and enable us to start to plan for your child’s learning and development. We will also use this session to enable you to leave the room/setting for a short period of time, so your child can get used to the process of you leaving and coming back. By doing this your child will learn that parents/carers always come back.

Once these sessions have been completed your child will be ready to start with us.

PLEASE ENSURE YOU READ AND SIGN OUR “TERMS AND CONDITIONS OF CHILDCARE”

We hope that you find this prospectus informative however if there are any subjects that have not been covered in this pack, please feel free to speak to any member of staff who will either answer your question or pass you onto a member of staff who will be able to assist you.

We hope your child’s journey is a happy one at Kaleidoscope.

KALEIDOSCOPE CHILDCARE REGISTRATION FORM

Please complete this form with as much detail as possible to aid faster registration.

YOUR CHILDS DETAILS:

First Name(s):		Surname:	
Name know as:			
Gender:		Date of Birth:	

Birth Certificate Number:		FOR STAFF USE ONLY: Birth Certificate Seen: Yes <input type="checkbox"/> / No <input type="checkbox"/>
		Staff Initial: Date:

Full Address:			
Post Code:			

FAMILY DETAILS:

Name(s) of Parent(s) / carer(s) with whom the child lives:			
Parent/Carer 1:		Parent / Carer 2:	

Contact Details for parent / carer 1 (including emergency details):					
Full Name:		Date of Birth:		Does this parent / carer have parental responsibility for the child?:	
NI Number:		Relationship to child:			
Home Phone No:		Mobile Phone No:		Are you in receipt of any benefits? If so please detail for purposes of EYPP, 30 hour free funding and free entitlement:	
Work Phone No:		Email Address:			
Work Address:					

Contact Details for parent / carer 2 (including emergency details):					
Full Name:		Date of Birth:		Does this parent / carer have parental	
NI Number:		Relationship to			



		child:		responsibility for the child?:	
Home Phone No:		Mobile Phone No:		Are you in receipt of any benefits? If so please detail for purposes of EYPP, 30 hour free funding and free entitlement:	
Work Phone No:		Email Address:			
Work Address:					

CHILD SECURITY:

PLEASE PROVIDE US WITH LABELLED PHOTOGRAPHS OF YOURSELF, PARTNER AND PERSONS AUTHORISED TO COLLECT YOUR CHILD INCLUDING EMERGENCY CONTACTS.	FOR STAFF USE ONLY: Has this been completed? Yes <input type="checkbox"/> / No <input type="checkbox"/> Staff Initial: _____ Date: _____
Please provide us with a password to be given by authorised persons upon collection of your child:	

EMERGENCY CONTACT DETAILS – FOR USE IF PARENT(S) / CARER(S) ARE NOT AVAILABLE: (Please note: Emergency contacts must be local and must be over the age of 16)

Emergency Contact 1 Full Name:		Emergency Contact 2 Full Name:	
Relationship to Child:		Relationship to Child:	
Address:		Address:	
Daytime / Work Telephone no:		Daytime / Work Telephone no:	
Home Phone No:		Home Phone No:	
Mobile Phone No:		Mobile Phone No:	

PERSONS OTHER THAN PARENT(S) / CARER(S) AUTHORISED TO COLLECT THE CHILD MUST BE OVER THE AGE OF 16. PLEASE NOTE IF THE AUTHORISED PERSON IS NOT THE PERSON INDICATED ON THIS REGISTRATION FORM THEN STAFF WILL REQUIRE VERBAL AUTHORISATION FROM THE PARENT(S) / CARER AND THE USE OF THE PASSWORD BY THE AUTHORISED PERSON BEFORE RELEASING THE CHILD.

ABOUT YOUR CHILD:

The following information will tell us a little more about your child. As your child settles with us we will

establish their starting points through observation and further conversation with you.

Names and ages of any siblings:

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

HEALTH AND DEVELOPMENT:

Has your child received the following immunisations? Please confirm and provide dates of when immunisations were give:

2 Months Old:	5-in-1 (DTaP/IPV/Hib) vaccine - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	Pneumococcal (PCV) vaccine.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	Rotavirus vaccine.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
3 Months Old:	5-in-1 (DTaP/IPV/Hib) vaccine, second dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	Meningitis C vaccine.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	Rotavirus, second dose.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
4 Months Old:	5-in-1 (DTaP/IPV/Hib) vaccine, third dose - diphtheria, tetanus, pertussis (whooping cough), polio and Haemophilus influenzae type b (Hib).	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	Pneumococcal (PCV) vaccine, second dose.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
Between 12 and 13 Months Old:	Hib/Men C booster - Haemophilus influenza type b (Hib), fourth dose and meningitis C, second dose.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	MMR vaccine – mumps, measles and rubella.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	

	Pneumococcal (PCV) vaccine, third dose.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
2 to 3 Years Old:	Flu vaccine.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
3 Years and 4 Months (or soon after):	MMR vaccine, second dose – mumps, measles and rubella.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	
	4-in-1 (DTaP/IPV) pre-school booster - diphtheria, tetanus, pertussis (whooping cough) and polio.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Date given:	

FOR STAFF USE ONLY:

Has the child's health record book been seen to confirm immunisation dates? Yes / No

Staff Initial:

Date:

Does your child have any ongoing medical conditions? If so please specify:

If yes please specify which external agencies are involved e.g. Paediatrician, Consultant, Dietician, Speech and Language Therapist etc:

Does your child require a health care plan?

Yes / No

Does your child have any allergies or food intolerances? If so please specify giving as much detail as possible:

Yes / No

A RISK ASSESSMENT WILL BE COMPLETED AND KEPT ON THE CHILD'S FILE FOR ANY KNOWN ALLERGIES OR FOOD INTOLERANCE AS MENTIONED ABOVE.

What are your child's dietary requirements?:

--

IF YOUR CHILD IS AGED 3 YEARS OR OVER, DOES HE OR SHE HAVE DIFFICULTY WITH ANY OF THE FOLLOWING:

Speaking and communicating:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Listening and attending:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Understanding simple instructions:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Eating and drinking:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Sitting and sharing a book:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Walking and climbing:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Rolling a ball:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Holding a crayon:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Socialising with adults and other children:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Using the toilet:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Putting on their shoes and socks:	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Any other concerns? If so please specify:

--

Does your child have any special needs or disabilities? If so please specify:

--

Are any of the following in place for the child?:

SEN Personalised or Targeted Plan:	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Education, Health and Care Plan:	Yes <input type="checkbox"/> / No <input type="checkbox"/>

What special support will he/she require in our setting?:

--

2 YEAR OLD PROGRESS CHECK (CHILDREN AGED 24 – 36 MONTHS):

--

If your child is aged between 24-36 months old has a 2 year old progress check already been completed for your child?		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Setting completing check:		Date completed:	
IN LINE WITH THE EARLY YEARS FOUNDATION STAGE REQUIREMENTS [WE/I] WILL COMPLETE A PROGRESS CHECK ON YOUR CHILD BETWEEN THE AGES OF 24-36 MONTHS. [WE/I] WILL ASK YOU TO BE INVOLVED IN COMPLETING THE CHECK AND WILL DISCUSS IT WITH YOU.			

CULTURAL BACKGROUND:

How would you describe your child's ethnicity or cultural background?:	
What is the main religion in your family (if applicable)?:	
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?:	

What language(s) is / are spoken at home?:			
If English is not the main language spoken at home; will this be your child's first experience of being in an English-speaking environment?			Yes <input type="checkbox"/> / No <input type="checkbox"/>
Does your child need bilingual support plan?:	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
If so please discuss and agree with your child's key person how we can work together to support your child when settling in:			

DETAILS OF PROFESSIONALS INVOLVED WITH YOUR CHILD:

GP			
Name:		Telephone:	
Address:			

Health Visitor (If applicable)			
Name:		Telephone:	
Address:			

Social Care Worker (If applicable)			
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Name:		Telephone:	
Address:			
<p>What is the reason for the involvement of the social care department with your family? NB If the child has a child protection plan, make a note here, but do not include details. We will ensure these details are obtained from the social care worker named above and keep these securely in the child's file.</p>			

DETAILS OF ANY OTHER PROFESSIONALS WHO HAVE REGULAR CONTACT WITH THE CHILD:

Name:		Name:	
Role		Role	
Agency:		Agency:	
Phone Number:		Phone Number:	
Address		Address	

GENERAL PARENTAL PERMISSIONS:

EMERGENCY TREATMENT DECLARATION:

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the Setting Supervisor or authorized Deputy Supervisor for emergency treatment and that health professionals are responsible for any decisions regarding medical treatment in my absence.

Signed:		Dated:	
Print Name:			

ADMINISTRATION OF INHALERS AND AUTO INJECTORS (I.E. EPIPENS) ONLY:

I give my permission for a named member of staff who has been appropriately trained to administer the inhaler / EpiPen or Anapen (supplied by me):

To (Child's Name):			
Signed:		Dated:	
Print Name:			

FOR STAFF USE ONLY:

Named Staff:

•

•

•

ADMINISTRATION OF SUN CREAM:

I give my permission for staff to administer hypoallergenic sun cream supplied by Kaleidoscope as and when necessary and to record its use:

To (Child's Name):

Signed:

Dated:

Print Name:

FACE PAINTING:

My child can cannot wear face paints which may be applied whilst at the setting:

Signed:

Dated:

Print Name:

ADMINISTRATION OF PLASTERS:

I give my permission for staff to administer plasters in the events of cuts and scrapes supplied by Kaleidoscope as and when necessary and to record their use:

Signed:

Dated:

Print Name:

SHORT TRIPS / GENERAL OUTINGS:

Your child will be taken out of our setting as part of the daily activities. The venues used are detailed below:

Local Parks / Walks to the shops / Library / places of interest in the local area

I give my permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each time of trip or outing taken and are available for me to see as required. For any planned outings I understand I will be informed and my specific consent obtained in advance:

Child's Name:

Signed:

Dated:

Print Name:

PHOTOGRAPHS:

As part of the on-going recording of our curriculum and for children's individual development records, staff regularly take photographs of the children during their play. Only cameras supplied by the setting are used for this purpose, photographs taken are used for display and for your child's records within the setting. Photos/videos are stored on the setting's computer only; we only store images during the period your child is with us. If we would like to use any image of your child for training, publicity, or marketing purposes, we will always seek your written consent for each image we intend to use.

I give permission for Child's Name:		to have his/her photograph taken, or to be videoed as per the above conditions.	
Signed:		Dated:	
Print Name:			

ANIMALS:

We may occasionally have supervised visits of animals to our setting. A risk assessment will be carried out for visiting animals and parents informed in advance

Please state below any know allergies or aversions Childs Name:		has to animals.	
Signed:		Dated:	
Print Name:			

PLEASE SIGN BELOW TO INDICATE THAT THE INFORMATION GIVEN ON THIS FORM IS ACCURATE AND UP TO DATE TO THE BEST OF YOUR KNOWLEDGE AND THAT YOU WILL NOTIFY US OF ANY CHANGES TO INFORMATION AS THEY ARISE:

Signed:		Dated:	
Print Name:			

Thank you for taking the time to complete this registration form.

Kind regards
 The Kaleidoscope Childcare Team

YOUR CHILDS KEY PERSON

To be completed by a member of Kaleidoscope staff

KEY PERSONS INFORMATION FOR PARENTS:

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. Your child's key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person is your first point of contact for anything you wish to discuss about your child.

Your child's key person will be:

Your child's key person buddy (back up person) will be:

Has the settling in process been agreed?:

Yes / No

If so please specify:

EQUALITIES MONITORING

Ethnicity - Gathered for monitoring purposes only. Parents are not obliged to complete this data.

Please ✓ as appropriate:

White British	
White Irish	
White other	
Black British	
Black African	
Black Caribbean	
Black Other	
Bangladeshi	

Pakistani	
Indian	
Asian other	
Chinese	
Chinese other	
White and Black Caribbean	
White and Black African	
White and Black Asian	

Other please state:

A child's learning difficulties and disabilities status should be recorded according to the following categories:

Please ✓ as appropriate:

No special educational need	
Personalised, targeted plan	
Education, Health and Care Plan	

Providers should refer to the SEND Code of Practice for the Early Years for an explanation of the terms above.

CHILDCARE TERMS AND CONDITIONS

Terms and Conditions

The document and the terms and conditions within it govern the basis on which KALEIDASCOPE CHILDCARE LTD (referred to here as 'we' / 'our' / 'us') agree to provide childcare services to parent(s)/guardian(s) referred to as 'you'.

Only a parent/guardian with parental responsibility for a child can register that child for a childcare place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Commencement date of agreement: _____

Expiry date of agreement: _____

Review Date: _____

Our details:

KALEIDASCOPE AYLESHAM KCC REGISTERED URN 543535 OFSTED REGISTERED EY283103	KALEIDASCOPE DOVER KCC REGISTERED URN 543611 OFSTED REGISTERED EY312272
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Your details:

Full Name of parent/carer 1:	
Address:	
Telephone:	
Email:	

Full Name of parent/carer 2:	
Address:	
Telephone:	
Email:	

Full name of child:	
Child's date of birth:	

Our offer for a childcare place for your child:

Childs expected start date:	
Settling in period:	

Agreed Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 38 weeks per year TERM TIME ONLY

We will offer your child a place consisting of _____ hours per week.

Term/holiday

dates: PROVIDED YES /NO

The first months fees (INVOICE) **MUST** BE PAID before or ON the agreed start date.

First payment

due £ PAID Yes No

Will the child receive nursery education
 funding Yes No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

Parental declaration completed for funding YES/NO

Terms and conditions

1.0 Our obligation to you

- 1.1 We will inform you as soon as possible whether your application for a place has been successful. You must confirm within one week of receiving notification that you still wish to take up a place. If you do not then the offer of a place may be withdrawn. Once you have confirmed the place, the first months fees (INVOICE) will be payable before or on the agreed start date.
- 1.2 We will provide the agreed childcare facilities for your child at the agreed times (subject to any days when we are closed). If we change the opening hours, we will give you as much notice of our decision as possible and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will adhere to the principles of the General Data Protection Regulations (2018) when collecting and processing information about you and your child. We explain how your data is processed, collected, kept up-to-date in our Privacy Notice which is given to you at the point of registration.
- 1.4 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare.
- 1.5 We will notify you as soon as possible of any days we will be closed.
- 1.6 We will treat your child with the utmost respect and dignity. We will never use or threaten any type of punishment that could adversely affect a child's wellbeing.
- 1.7 We will provide you with regular verbal updates as to your child's progress and we will agree times to discuss with you the progress of your child or any other aspects of our childcare services as and when required.
- 1.8 We will comply with the requirements of the Early Years Foundation Stage and our Ofsted registration in regards to the childcare services we provide for your child.

- 1.9 We will provide you with details of our policies and procedures, which outline how we satisfy the requirements of the EYFS in our everyday practice; and we will notify you as and when any changes are made to our policies and procedures. We will be available to discuss or explain our policies and procedures, and/or any relevant changes, at a mutually agreed time.
- 1.10 We will maintain appropriate insurance to cover our childcare activities.
- 1.11 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You will need to complete and return our *Registration Form* to us before your child can start with us.
- 2.2 You must notify us immediately of any changes to the information you have provided to us and keep us informed of any other necessary information that may affect the childcare that we provide for your child.
- 2.3 The *Registration Form* includes medicine consent and emergency treatment authorisations which you will need to complete prior to your child attending.
- 2.4 You will read and abide by our policies and procedures.
- 2.5 You will make yourself available as and when required to discuss the progress of your child or any factor relating to their childcare place with us at mutually agreed times.
- 2.6 You must immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. For the benefit of other children attending you must not allow your child to attend whilst they are contagious and pose a risk to other children during normal daily activities.
- 2.7 You must keep us informed of the identity of the persons who will be collecting your child. If the person who is due to collect your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied that the person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.
- 2.8 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as

possible. A late payment charge will be applied; please refer to the current fee schedule for details.

- 2.9 You will inform us as far in advance as possible of any dates on which your child will not be attending.
- 2.10 You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given by completing our *Notification of Leaving Date* form which is available on request.
- 2.11 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

- 3.1 Our fees are based on a monthly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our *Notification of Leaving Date* form which can be obtained from our setting manager.
- 3.2 Fees must be paid on a monthly basis, in advance.
- 3.3 All payments made under the Agreement should be by standing order (or direct debit where the facility is available) unless payment by cash, cheque or debit/credit card is agreed with us in advance. All payment, regardless of method, shall be made by you monthly, before the 10th day of each month (the due date). If payment is made by cash or debit/credit card, it is your responsibility to obtain a receipt as proof of payment. Late payments incur a late payment fee of £20.00. In addition, daily interest will be charged on all outstanding amounts at the rate of [3%] above the Bank of England base rate.
- 3.4 If the payment of fees referred to in 3.3 is outstanding for more than 14 days then we may terminate this Agreement by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.

- 3.5 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.
- 3.6 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 training days per year to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. we accept no liability for other costs which you incur if we are unable to provide childcare for any reason.
- 3.7 Where we offer a reduced fee rate after a child's birthday, that reduction will take effect from the first day of the following billing period.
- 3.8 In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

4.0 Suspension of a child

- 4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.
- 4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You have failed to pay your fees;
 - 5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
 - 5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff.
 - 5.2.4 We take the decision to close. we will give you as much notice as possible in the event of such a decision.
- 5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

- 6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. safety issues, extreme weather conditions, an epidemic, pandemic and closure due to notifiable diseases) the weekly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you.
- 6.2 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount and any concerns/complaints will be dealt with in line with our *Making a Complaint Policy*.
- 6.3 From time to time we will take photographs and video recordings of the children who attend. These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wished to

use any image of your child for training, publicity or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our *Registration Form*.

- 6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our *Managing Children who are Sick, Infectious or with Allergies Policy*.
- 6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained in the preparation and serving of food.
- 6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the **General Data Protection Regulations (GDPR) (2018)** and our *Confidentiality and Client Access to Records Policy*. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

7.0 This Agreement

- 7.1 We reserve the right to vary the terms and conditions contained in this Agreement
- 7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.
- 7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Acceptance of our offer of a childcare place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between [name of provider], you and the guarantor.

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

Parent name 1 _____

Signed _____ Date _____

Parent name 2 _____

Signed _____ Date _____

Guarantor name (where applicable) _____

Signed _____ Date _____

Relationship to the child _____

Home address _____

Daytime/work telephone _____ Mobile _____

Email _____

Signed on behalf of KALEIDASCOPE CHILDCARE LTD:

Signed _____ Date _____

Name _____

Role
(manager/supervisor/keyperson) _____