



# Busy Bees Ledbury

The Hive (Ledbury Youth Centre)

Bye Street

Ledbury

Herefordshire

HR8 2AG

[www.busybeesledbury.co.uk](http://www.busybeesledbury.co.uk)

admin@busybeesledbury.com

01531 634556 or 07584 514 147

Ofsted: EY559310 Registered Charity Number: 1139070

Please find enclosed:

Registration Form

Permissions

'All About Me' – Personal Information Form

Terms and Conditions

# Registration Form

## **Child's Details:**

Child's Full Name.....

Child's known name (if different to above)..... Date of Birth.....

Child's Nationality..... Child's Gender.....

Child's First Language..... Child's Religion.....

Name(s) of Parent(s)/Carer(s) with whom the child normally lives.....

.....

Names of those with parental responsibility.....

Name & Address of previous childcare provider (Preschool/Nursery/Childminder) .....

.....

.....

## **Parents/Carers Information:**

Parent's Name.....

Address.....

.....

..... Postcode.....

Home phone number..... Mobile number.....

Workplace.....

Work phone number.....

Email address.....

Parent's Name.....

Address (if different from above).....

.....

..... Postcode.....

Home phone number..... Mobile number.....

Workplace.....

Work phone number.....

**Emergency Contacts (to be used in the event of us being unable to contact parents/carers)**

First Contact

Name..... Relationship to child.....

Day time number..... Mobile.....

Second Contact

Name..... Relationship to child.....

Day time number..... Mobile.....

Third Contact

Name..... Relationship to child.....

Day time number..... Mobile.....

In the event that no one can be contacted in an emergency, the Manager will allow other trained professionals to make decisions in the best interests of your child (e.g. Medical Staff)

\*\*\*\* Children will only be released in to the care of an adult. Our responsibility ends when children are collected. \*\*\*\*

**Alternative Adults Authorised to pick up Child:**

It is assumed that any of the above named persons will be permitted to collect your child unless stated. Names of any other people authorised to collect your child from Busy Bees are:

.....

**Session Details:**

Please tick your preferred sessions. If you require all day, please tick all boxes.

<b>Day/Session</b>	<b>Morning: 9am – 12pm</b>	<b>Afternoon: 12pm – 3pm</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

**Preferred Start Date:**

**Medical Information:**

Child's Doctor:.....

Surgery Name and Address.....

.....

..... Postcode.....

Phone Number.....

Child's Health Visitor..... Child's Dentist.....

Has your child had any of the following childhood illnesses? (Please tick as appropriate)

Chickenpox	Measles	Mumps	Rubella	Whooping Cough	Convulsions/ Fits	Scarlet Fever

Has your child had any of the following immunisations? (Please tick as appropriate)

Measles	Mumps	Rubella	MMR	HIB	Polio	Tetanus	Diphtheria	Men C	Whooping Cough

Does your child have any known medical problems that we should know about? (E.g., Asthma, Eczema)

.....

.....

Does your child have any allergies, food intolerances etc?

.....

If yes, how does your child react to these? (So that we know symptoms to look for in cases of emergency.)

.....

.....

Are there any special dietary needs or preferences?.....

.....

Does your child have any additional needs and/or require any additional support?.....

.....

Is anyone else involved in your child's learning & development eg Speech Therapist, Family Support, Portage etc?.....

.....

Have Social Services previously had any involvement with your family? .....

Are Social Services currently involved with your family?.....

<b>Permissions:</b>	Yes	No
Do you give permission for First Aid (including plasters) to be administered to your child?		
Do you give permission for medical treatment to be sought and administered in case of an accident or emergency?		
Do you give permission for your child to be taken on short outings eg the park, library etc?		
Do you agree to be responsible for informing Busy Bees of changes to contact names, addresses, phone numbers etc?		
Do you give permission for staff to apply sun cream to your child if they stay all day?		
Do you give permission for face painting?		

<b>USE OF YOU/YOUR CHILD'S IMAGE AND DATA – <u>sign</u> where you <u>do</u> consent and <u>leave blank</u> where you <u>do not</u> consent</b>	<b>Signature</b>
I consent to images of my child being used for official purposes including promoting or publicising Busy Bees Ledbury and events in accordance with our policies, such as posters, notice boards etc.	
I consent to images of me being used for official purposes including promoting or publicising Busy Bees Ledbury such as our Stay and Play sessions. I understand that these images may be shared on the website or the official Busy Bees social networking accounts which are publicly accessible.	
I consent to images of my child being used on the Busy Bees website and I understand that these images will be available publicly on the internet	
I consent to images being used with my child's full name in news media.	
I consent to my child being included in any images taken by other parents/carers who wish to photograph or record school events for their own personal use.	
I agree that any images I might take at events will not be used inappropriately or shared publicly without suitable consent from all others involved. <b>NB:</b> If you do not agree to this, the Management team reserve the right to take steps to prevent you from taking your own images or using/sharing any images that others have taken at events.	
I consent to images of my child being used on our public Facebook page.	
I consent to images of my child being used on our open Twitter account.	
I consent to images of my child being used on our open Instagram page	
Do you give permission for staff and other Agencies such as Ofsted, our Early Years Consultant and Health Visitor to carry out and record observations on your child for the purpose of developmental assessment?	
Do you agree to us sharing information about your child with their Health Visitor and the local Children's Centre in regard to their learning and development?	
Do you agree to allowing us to share information on your child for the purpose of transitions when they move on to school or the LEA Nursery? This may include access to the child's Learning Journey, progress reports, two year check and tracking information	
Parent's Signature	Date

<b>Child's Name</b>		<b>Date of Birth</b>	
Names and ages of siblings:			
Names of pets:			
<i>My favourite things</i> <i>Please tell us about your child's favourite things.....</i>			
Toys	Stories	Comfort objects (if any)	Foods
<i>I can.....</i> <i>Please circle the answer which best fits the stage your child is currently at. This information will enable us to better support your child when they start with us.</i>			
Make marks using crayons or pencils	Use the toilet independently	Complete an inset puzzle	Kick and throw a ball
Not yet	Not yet	Not yet	Not yet
Sometimes	Sometimes	Sometimes	Sometimes
With confidence	With confidence	With confidence	With confidence
Communicate verbally, putting two words together	Follow instructions eg. "Get your shoes"	Use a spoon to eat	Stack blocks to build a tower
Not yet	Not yet	Not yet	Not yet
Sometimes	Sometimes	Sometimes	Sometimes
With confidence	With confidence	With confidence	With confidence
Wash my own hands	Pedal a trike	Use my imagination (eg feeding teddy)	Sit and look at a book
Not yet	Not yet	Not yet	Not yet
Sometimes	Sometimes	Sometimes	Sometimes
With confidence	With confidence	With confidence	With confidence
Any other comments...			
Is there anything your child does particularly well which you would like to share with us?			
Do you have any concerns over an aspect of your child's development which you would like us to know?			
Parent's Name:		Date:	

### Online Learning Journey Permission

I give permission for Busy Bees to create an online Tapestry Learning Journey for  
..... (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is ..... (provide your e-mail address) OR If you do not have access to e-mail please tick this box  and you will be able to view your child's learning Journey using Busy Bees equipment.

I understand that because the children participate in group activities, photographs which may include my child may be uploaded to other children's Learning Journeys as part of a whole group/small group observation. Please tick to acknowledge this

#### Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent/carer I will...

\* **Not** publish any of my child's observations, photographs or videos on any social media site or share via any messaging system or email. Should we become aware that photographs have been shared by a parent/carer, access to the child's online Learning Journey will be suspended and alternative means of communicating children's progress will be used.

\* Keep the login details within my trusted family. Busy Bees will not be held responsible should you give access to others.

\* Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Parent's name: \_\_\_\_\_

Name of child: \_\_\_\_\_ Date of Birth of Child \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return with your child's registration form. Your log in details plus a user guide will be emailed to you shortly after your child starts with us.



## Busy Bees Ledbury Terms & Conditions

### Who are We?

Busy Bees Ledbury is a parent Committee run childcare provision and has been existence for more than thirty years. We are members of the Preschool Learning Alliance and are a registered charity. In April 2018, we moved into our new premises in the building previously known as Ledbury Youth Centre. We offer: Preschool Sessions full day 9am-3pm or half day 9am-12pm and 12pm-3pm Monday to Friday, term time only for children aged 2 – 5 years.

Name	Position	Main Qualifications
Elle Crossland	Manager	Certificate of Higher Education in Early Childhood Studies Level 3 Children & Young People's Workforce
Jodie Smith	Deputy Manager	NVQ3 Childcare; Level 2 Team Leading
Julie Elvins	Preschool Assistant	NVQ 3 Childcare
Michelle Bullock	Preschool Assistant	Level 3 Diploma in Home-Based Childcare
Zara Davies	Preschool Assistant	Level 3 Children & Young People's Workforce
Mollie Jones	Preschool Assistant	Working towards BA Hons Early Childhood
Piper Meek	Apprentice	Working towards Level 3 Early Years Educator
Katie Trigg	Forest School Lead	NVQ 3 Early Years Care & Education Level 3 Forest School Leader

### What can we offer your child?

We recognise that parents are the first and most important educators of their young children. Busy Bees Ledbury aims to work in partnership with parents to ensure that each child reaches their full potential, whilst having a fun time and becoming sociable and confident in their surroundings.

Our aim is that every child:

- is in a safe and stimulating environment;
- is given generous care and attention and because of our ratio of qualified staff to children has the chance to join with other children and adults to play, work, learn and be together
- is encouraged to take forward their learning and development, by being helped to build on what they already know and can do;
- has a personal key person who makes sure each child makes satisfying progress and all of their needs are met.
- in a setting that sees parents as partners in helping each child to learn and develop
- is in a setting in which parents help to shape the service it offers.
- can develop physically, intellectually, emotionally, socially and spiritually at their own pace and with the support of caring and enthusiastic staff

### How do children at Busy Bees Ledbury learn?

Play helps young children to learn and develop through doing and talking, which research has shown to be how young children learn to think. Our setting is required to follow the Early Years Foundation Stage and we plan and provide a range of play experiences which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor environment.

Our Butterfly Group is for children due to start school the coming September. Children in this group participate in daily phonics sessions, separate story times more suitable for their age and have opportunity to join our weekly Forest School sessions. Once a week, children in the Butterfly group participate in fun, stimulating PE sessions. You will be given more information on the Butterfly Group, once your child becomes eligible.



### **Session Times and Fees:**

	<b>Preschool Morning Session</b>	<b>Preschool Afternoon Session</b>	<b>Full day session</b>
<b>Monday – Friday (2 year olds)</b>	9am – 12pm £22.50	12pm – 3pm £22.50	9am-3pm £45
<b>Monday – Friday (3 &amp; 4 year olds)</b>	9am – 12pm £21	12pm – 3pm £21	9am – 3pm £42

Preschool Fees: Fees are invoiced monthly, in advance and must be paid by 1<sup>st</sup> day of each month. Payments are made by bank card using the link with the invoice which you will receive by email or a Tax Free Childcare account – we do not accept cash or cheques. We advise you to read our Late Payment policy to ensure you understand procedures should payment not have been received within 7 days of receipt of invoice. If your child is ill or absent from Busy Bees, no refunds can be given. Should the preschool have to close due to unforeseen circumstances such as an infectious disease or adverse weather, refunds will not be given. Once you have signed to accept these Terms and Conditions, 4 weeks written notice is required to change or cancel sessions. Should parents fail to provide us with 4 weeks notice, they will be invoiced for the booked sessions for a period of 4 weeks. Should you remove your child mid-term, you will also be required to pay 4 weeks notice. This also applies to Nursery Education Funded (NEF) children. Failure to give 4 weeks notice will result in you being invoiced for the sessions you have booked for a 4 week period.

### **Mealtimes at Preschool:**

A healthy snack is available for your child during morning and afternoon sessions, including a drink of milk or water. Parents pay the consumable charge of £1 per snack time. Alternatively, parents can bring in their own healthy snacks that are in line with our packed lunch policy. Children who receive EYPP funding or 2 year old funding do not have to pay the consumable charge and these children will be provided with a snack by Busy Bees. Children attending the afternoon or full day session at preschool will sit down for lunch at 12:30pm. Parents are required to provide healthy packed lunches in named lunchboxes. All packed lunches must contain an ice pack to keep the food fresh. In accordance with our Packed Lunch policy, fizzy drinks, chocolate bars and sweets are not permitted.

**Should your child have any allergies, intolerances, or specific dietary requirements, then please complete the appropriate section on the Registration form and inform a member of staff.**

### **Outside Activities:**

At Busy Bees, the children can access the outdoor areas in all weathers, throughout the session. We value the benefits of outdoor play and learning so would appreciate it if you could send your child in wearing clothes which you don't mind getting muddy. In the warmer Summer months, all children will need to have sun cream applied by you prior to arriving at Busy Bees. If your child is with us for a full day, we will apply a second application of sun cream at lunchtime after you have previously applied sun cream prior to your child arriving at 9am. They **must** have a sunhat in order to fully enjoy outdoor play activities. In the colder, wetter weather, children must have wellies and a warm, waterproof coat.

### **Collection:**

In case of emergency, Busy Bees phone numbers are 01531 634556 or 07584 514 147. Prompt collection is essential at 12pm and 3pm. Should children be collected late, the conditions set out in our Late Collection policy will apply.

**Attendance:**

We appreciate all children being in on time at the start of every session. We expect you to notify us should your child not be in for a session. Should we not hear from you, then we will make contact by telephone or text. We have an attendance policy in place to manage concerns about attendance. We reserve the right to terminate a child's funded sessions in accordance with our Attendance policy should there be persistent concerns about attendance.

**Dress code at Busy Bees:**

There is no compulsory uniform at Busy Bees. We would suggest that your preschool child wears comfortable, old clothing that is clean. It is preferable to avoid jeans with a button and zip, dungarees and any clothes that prevent your child being able to use the toilet independently. Aprons are provided for messy play and whilst washable products are used (pens and paints) there is no guarantee staining will not result from spills. All clothing must be labelled please. All children will need a change of clothes in a named bag. Children must wear appropriate footwear; flip flops or sliders are not acceptable. Sandals must be robust, safe and have straps. Wellies are only to be worn outside and you must ensure your child has other shoes available to wear inside.

**Behaviour:**

At Busy Bees, all children are free to develop without fear of being hurt or hindered. Our staff praise and encourage good behaviour and, where there is unacceptable behaviour, offer children one-to-one adult support to help them see what is wrong and how to cope more appropriately in the future. It is our aim to work with the children so they can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Behaviour is managed in accordance with our Behaviour policy. We aim to promote positive behaviour at all times at Busy Bees. Children are encouraged to be kind and caring towards each other and adults. Should problems arise, we will also be firm but fair. Adults will never shout or raise their voices in a threatening way. No child will be physically chastised or punished.

**Illness:**

We will refuse to accept children at a session who present symptoms for any contagious illness. If your child has been sick and/or had diarrhoea, even if only once, they will not be accepted back at Busy Bees until 48 hours have passed since the last episode of diarrhoea or vomiting. This is to prevent the illness passing to other children and/or staff. We also consider children to be too unwell to attend if they have had Capol or Nurofen for Children prior to a session. Please note that we are unable to give Calpol or Nurofen to a child during a session.

**Head Lice:**

We will not actively check your child's hair for signs of head lice; however, should we notice any infestation you will be advised and asked to treat promptly. Should you require any information or guidance on how to treat the problem, the staff will be pleased to advise you.

**Accidents:**

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts provided. The child's own Doctor may also be contacted. Should a child need to receive emergency treatment away from Busy Bees, a member of staff will accompany the child to either a surgery or hospital until a parent/carer arrived. All major and minor accidents are recorded in the 'Accident File'. We are required to keep a record of all accidents if and you approached by a member of staff to complete an accident record, we would appreciate your co-operation. If your child has had an accident prior to a pre-school session, you must inform a member of staff. This will then be recorded in our 'Existing Injuries' record. This is very important as a previous injury may impact on the child's behaviour and health during a session.

**Medicines:**

Busy Bees must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a Doctor so we are unable to administer medicines such as Calpol or Nurofen for Children. If your child requires prescribed medication during a session, we will require you to fill out a page in our 'Medication Record' detailing the medication, dosage and times of dosages. We will also require you to provide a signature of consent. Staff will complete a record detailing the times and dosages when the medication has been administered and you will be required to countersign this record when you collect your child.

**Leaving your child:**

We will work with parents to make the transition into life at Busy Bees smooth as possible, especially preschool children. It may take some children longer than others to settle and this is nothing to worry about. Parents may be requested to go, stay or come back in a short time span, whichever is deemed appropriate for that child. Our aim is for each child to make the break with home as confidently and happily as possible. The only exception to this is when coming for your free settling in session when a parent/carer must remain with the child.

Your child can only be collected by people named by you. If you arrange for someone else to collect your child, please ensure that you inform a staff member. If it is someone we do not know, we will agree a password with you, which the person collecting will have to give us, before we release your child.

**The role of Parents/Guardians:**

Busy Bees is run under a constitution set out by the Preschool Learning Alliance. The PLA recognises parents as the first and most important educators of their children and Busy Bees aims to support parents. Parents are welcomed:

- To work in the group with the children
- To assist with fund-raising
- To have input in and join us at special events such as our Christmas Production and Sports Day
- Join us on short outings such as trips to the library and the park

We also require you to assist us in the completion of your child's Learning Journey by adding your own notes, observations and photos.

**Safeguarding:**

Safeguarding means protecting children from maltreatment and preventing the impairment of children's health or development. Safeguarding procedures ensure children are growing up in circumstances consistent with the provision of safe and effective care. At Busy Bees, we take our responsibility very seriously and have an effective Safeguarding policy in place as well as a Whistleblowing policy.

We follow Safer Recruitment procedures when employing staff members. No one without a DBS will ever have unsupervised access to any of the children. We have risk assessment procedures in place to ensure the environment is safe and secure.

We always have at least 2 staff with Paediatric First Aid should children require treatment. If at any time you have any concerns about the welfare of any children within the setting, you should speak to the Manager in the first instance.

Please read our Safeguarding policy to ensure you understand procedures. Please be aware that we have a duty to ensure all children are safe from harm. Should we have any concerns about a child's welfare in their home environment, we have a duty to report this to MASH (Multi-Agency Safeguarding Hub).

### **Tapestry Learning Journeys:**

Busy Bees keeps an online Learning Journey for each child, detailing information about your child's needs, activities, interests and achievements. Observations are carried out by your child's key person where they will remark on the remarkable. For example when your child achieves one of their targets. We ask that you contribute to your child's Learning Journey by commenting on our observations and uploading your own observations, photos and videos. The Learning Journeys are used as a basis for assessment, particularly when we track your child's progress each term and write their report in the Summer. It helps if the Learning Journeys contain information on what your child has been doing at home so we really appreciate your cooperation with this aspect of your child's time with us.

### **Child Observations:**

We occasionally have staff and/or students at Busy Bees completing course work. If the staff member or student would like to observe your child as part of their studies, they are required to write to you to request permission. You are not obliged to give permission and you have the right to withdraw permission at any time.

### **Change to Family circumstances:**

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of recent or imminent events that may be on your child's mind (e.g., a new baby or moving house.)

### **What do you need to bring for your child?**

Your preschool child will need the following: Nappies, Wipes, Spare clothes in a named bag, Wellingtons, Coat, Gloves, Hat, Sun cream and hat in warm weather, medication if applicable, lunch in a named lunch bag. Please ensure all clothing is named.

### **Routine:**

<b>Time</b>	<b>Activity</b>
09:00	Preschool children arrive and marked in the register. Free play
9.30	Circle time
9.45	Snack time
10.00	Free flow and free play. Children are free to play with a variety of resources and activities indoors or outdoors.
11:30	Tidy up time
11:45	Story and song time for Caterpillars – Phonics for the Butterflies
12:00	End of morning session. Doors open for parents to collect and drop off.
12:30	Hand washing and sitting down for lunch.
12.40	Circle Time
12:55	Snack time
1.10	Free flow and free play. Children are free to play with a variety of resources and activities indoors or outdoors.
2:45	Story time and Song time.
2.45-3:00	Children are collected by parents/carers

**Please note that it is important that children are collected on time.**

**Late charges are applied at a rate of £1 per minute.**

**Social Networking:**

We understand that many parents whose children will be attending Busy Bees will be using social networking sites including Facebook and Twitter.

We ask you to respect the privacy of the setting including children, parents, staff and Directors when using social networking sites. Children, parents, staff and committee members must not be identified when discussing the setting in order to maintain confidentiality and privacy. In addition to this, we would appreciate it if, photos from any event such as our Christmas Nativity, Sports Day etc were NOT uploaded to social networking sites to respect the privacy of other families. We appreciate your cooperation with this matter.

You can find us on Facebook (Busy Bees Ledbury), Instagram (@BusyBeesLedbury)

**Concerns or complaints:**

We work towards achieving positive parent partnerships at Busy Bees Ledbury and encourage parents to raise any concerns they may have with their child’s Key Person as soon as possible so that it can be acted on accordingly.

Where this is not possible or not appropriate Parents are advised to speak to the Manager, Elle.

If a parent needs to make a complaint this should be discussed with Jodie, Deputy Manager or Elle, Manager. Following our Complaints Procedure, we will request to have a meeting with parents where the complaint can be discussed.

If you would like to put your complaint in writing please email this to admin@busybeesledbury.com

Confirmation of sessions: You will receive a confirmation email from us, including new starter information, once we have received the following information from you:

- A completed registration form
- A copy of your child’s birth certificate
- A £30 deposit (for non-funded children only)
- A completed funding form – you will receive this to complete once you have returned the registration form.

**Acceptance:**

I wish to apply for my child..... (insert child’s name) to attend sessions at Busy Bees Ledbury. I agree to comply with the Terms and Conditions, the permissions above, the policies plus any updated information when necessary.

I understand that failure to comply may result in my child’s space at Busy Bees being withdrawn.

\*\* Spaces are confirmed on receipt of a completed registration form, deposit (if applicable), a copy of the child’s birth certificate and a completed funding form \*\*

Name of Parent(s)/Carer(s).....

Signature of Parent(s)/Carer(s)..... Date.....

We charge a £30 non refundable deposit for preschool children (NEF children exempt)

Busy Bees Ledbury Signature ..... Date.....