

# Information and Records

## Policy & Procedures

| Page | Content                        |
|------|--------------------------------|
| 2    | Children's Records             |
| 2    | Setting Records                |
| 3    | Parental Involvement Procedure |
| 4    | Admissions Policy              |
| 5    | Early Education Funding        |
|      |                                |
|      |                                |

### Version Control

| Number | Summary of Change   | Date Implemented |
|--------|---|------------------|
| 1.0    | Minor updates and typos - separation into individual policy docs. | 30/09/16         |
| 1.1    | Minor updates from annual review                                  | 25/07/2017       |
| 1.2    | Updates following Audit re universal/extended funding             | 22/02/2018       |
| 1.3    | Update following review and addition of clause for space holding  | 25/07/2019       |
| 1.4    | Minor wording changes following annual review                     | 24/07/2020       |
|        |   |                  |

Signed:

Dated:

# Information and Records Policy & Procedures

## Children's Records

1. Data in relation to the child will be collected upon either their home/paperwork visit or their first morning in the setting.
2. Data will include: Child's full name, date of birth, name and address of parent/carers, who the child normally lives with, emergency contact details of the parent/carer. The emergency contact details will be recorded on a separate form which will be kept in the main pre-school room with the registers so contacts are easily accessible in the case of an emergency.
3. The setting will submit to the local authority for the Early Years Census details of the child's name, date of birth, address, gender, ethnicity (where this has been provided by the parents), special educational needs status, the number of funded hours taken up during the census week and the number of hours (funded and unfunded) during the census week.

## Setting Records

We will keep the following information and documentation:

- \*The name, home address and telephone number of the provider and all other staff employed or volunteering at the setting
- \*A daily record of the names of the children looked after on the premises and their hours of attendance.
- \*We will display our Certificate of Registration and provide the same to parents upon request.
- \*A risk assessment clearly stating when it was carried out, by whom, date of review and any action taken following a review or incident.
- \*Inspection reports will be provided to all existing parents via the Website.
- \*We will keep records in relation to all children who have attended the provision for a period of at least 3 years.
- \*Records kept on children and staff will be locked in the Pre-school Office and made accessible to those who have a right or a professional need to see them.

\*Learning Journeys are available in the setting each day or online for parents to look at and contribute to.

### **Parental Involvement Procedure**

We believe that close working between early years practitioners and parents or carers is vital for the identification of children's learning needs and to ensure a quick response to any area of particular well-being and that practitioners should support this important relationship by sharing information and offering support to learning in the home.

Parents are the first educators of young children. We aim to support and encourage them in their essential role by:

1. Where able welcoming parents/carers to the group at any time.
2. Building up good relationships with parents/carers when their child starts the group and maintaining this throughout the child's time in pre-school.
3. Listening to what parents/carers say about their child.
4. Ensuring parents/carers have the opportunity to regularly review their child's progress. Learning journeys for each child are available at each session for parents to peruse.
5. As far as is possible, being available to discuss parents/carers concerns about their child, or being willing to make an appointment for a meeting.
6. Encouraging parents/carers to take an active role in the group by being a Parent or Library Helper.
7. Listening to parents/carers views about policy and practice and if appropriate reviewing such policies.
8. Making all Policies and Procedure Statements available to parents/carers and placing them on the website.
9. Sending out termly newsletters giving information and dates in a way which is suitable to parents e.g. email rather than a hard copy letter or letters translated using Google translate.
10. Inviting parents/carers in to special Pre-school Events e.g. Coffee Mornings/Open Mornings. At these events parents are actively encouraged to

look at their child's records and share in the same.

11. Invite parents/carers to Church Events e.g. Messy Church etc.
12. We provide opportunities for parents or carers to contribute their own skills, knowledge and interests to the activities of the setting.
13. We will provide information to parents on the activities their child will undertake whilst in the setting, together with the daily routine their child will follow. Parents will also receive information in relation to the staffing in the pre-school together with details of food and drinks provided for the children.

### **Admissions Policy**

1. We operate an open waiting list divided into Spring, Summer and Autumn intakes. All children's names will be accepted onto the waiting list at any stage, they will be entered along with other children whose birthdays fall in the same term.
2. We are open to all families, whatever their background, race or religion and will include children with Specific Needs or a complex or long-term medical condition.
3. We accept children who are eligible for 2 year old funded education (up to 15 hours per week free government funding where the family meets the criteria), Universal Funded Education (up to 15 hours free government funding per week for 3 & 4 year olds) and Extended Funded Education (up to 30 hours free government funding per week for 3 & 4 year olds where the family meets criteria and non-funded fee paying families).
4. A place at Pre-school will be offered to commence the term following becoming 2 years old, or as soon as a place becomes available after that date.
5. In the case of limited space being available priority will be given to three year olds, with the exception of people moving into the area. All children on the list will be offered a place prior to children whose birthdays fall in the next term. When a child of 3 years plus is put on the waiting list a place will be offered as soon as it is available.
6. If shortage of space means all children of eligible age cannot be offered a place, those who have been offered a place first and then fail to accept the place within two weeks of the offer will mean the place will be forfeited, as stated in the offer letter. A new place will then be offered

as soon as it becomes available.

7. If a place is accepted for your child and they do not attend within two weeks of the start date, parents will be charged for these sessions if pre-school has not been informed of the absence. This is enforced where children are not in receipt of free Early Education Funding.
8. If a child starts pre-school and then does not attend for a period of more than a week we will initially phone to discuss any issues. If a child fails to attend after this they will be removed from the register. Fees will be charged in any event, where a child is not funded.
9. If a child starts pre-school and a family removes them for an extended holiday where the parent requires the space to remain open for when they return a weekly fee will be required to be paid to hold the place.
10. If a parent wishes to withdraw their child from the group a notice period of six weeks is required.

### **Early Education Funding**

Early Education Funding where your child is eligible is completely free of charge at the point of delivery. If your child attends for more than 15 hours per week and you are not eligible for 30 hours funded education, you will be invoiced for any additional hours over and above the 15 hours and the invoice will refer also to the 15 or 30 hours of Free Early Education Funding.

- If your child is 3 or 4 they will be entitled to either 15 hours per week (universal) (or 30 hours per week where criteria is met(extended)) of free early education government funding from the term following their 3<sup>rd</sup> birthday.
- If a child is 2 they may be eligible for up to 15 hours per week of free government early education funding from the term following their 2<sup>nd</sup> Birthday.
- Any child whether accessing free government early education funding or not will not be required to pay any deposit or registration fee.