



Parents' Admission Pack

Oakfield Lane
Dartford

01322 629 443

Bright Beginnings Nursery
at
North Kent College

Dering Way
Gravesend

01322 629 641

**Bright Beginnings Admission Form
About Your Child**

Full Name	
Nickname	
Date of Birth	
Full address (Including postcode)	
Home telephone number	
Who has legal responsibility for the child?	
Who does the child live with?	
Nationality	
Language spoken at home	
Doctor's Name	
Doctor's Full Address (including post code)	
Doctor's telephone number	
Health Visitor's name	
Health Visitor's full address	
Health Visitors telephone number	

Please circle if your child has been immunized against the following:

Diphtheria Whooping Cough Tetanus Polio Measles

Mumps Rubella Hib meningitis Meningitis C

Does your child have any allergies or special dietary needs? If yes, please give full details below.

Is your child on any regular medicine? If yes could you list the name of the medicine, dosage and time it is to be administered at nursery.

Does your child have any special cultural needs? If so could you give full details below.

Does your child have any special comforters, likes or dislikes (including food) we may need to know about? If yes then please give full details below.

Parent or main carer details:

First Contact Details

Full Name	
Relationship to child	
Full Address including post code	
Telephone Number	
Work Number	
Mobile Number	
Email address	

Emergency Contact Details

Full Name	
Relationship to child	
Full Address including post code	
Telephone Number	
Work Number	
Mobile Number	
Email address	

Other carers of the child, or people who may pick your child up from the Nursery

Name of Carer	Relationship to child	Contact telephone number	Collection password

Please note we will only allow people named above to collect your child from nursery/Out of School, if circumstances change then please let us know.

General Information

	Parent or Carers' Signature
In the event of emergency, I hereby authorize the nursery/Out of School to arrange for my child to receive medical treatment.	
I give my permission for photographs, observations and assessments to be made as a way of recording my child's achievements. I understand the records will remain confidential and will be made available for me to look at when requested.	
<p>I have read and understood the following policies:</p> <p>Medicine policy;</p> <p>Accidents and Incidents;</p> <p>Behaviour Management;</p> <p>Collection and Non-Collection of children;</p> <p>Child protection;</p> <p>Our complaints policy; and</p> <p>Exclusion policy.</p> <p>I understand that there is a full and comprehensive policies and procedures folder outside the office for me to read.</p>	

Times and days attending nursery.

I wish my child/children to start at Bright Beginnings Nursery on:

I am planning to attend college: YES NO *

I am on the "Free for 2 Year Old" funding scheme: YES NO *

I will be claiming funding for 3-4 funding: YES NO *

The course I am on/intend to start is called: _____

At the following days and times.

Monday	Tuesday	Wednesday	Thursday	Friday

If any of the above information changes then please inform a member of management, this will ensure that we provide effectively for their care and meet their individual needs.

Parents/Carers Signature: _____

Date: _____

* Please delete as appropriate.

Working in Partnership with Parents/Carers

1. The Nursery/Out of School has a relaxed and welcoming atmosphere. The staff should positively encourage parents to stay and observe the daily routine, particularly when the child first starts at Bright Beginnings. There is a notice board for parents/carers, which is kept up to date. A welcome poster is also displayed in different languages if appropriate.
2. Always pay close attention to parents/carers. Remember they are the experts on their own individual children. Listen carefully to what they tell you about their children. At the end of the session, try to communicate to the parent/carer the important aspects of the child's day, sharing negative and positive situations alike.
3. Respect all parents/carers as individuals and learn from them different ways of child rearing. Their practice may be different from yours, but no less valid. Be open to discussion of differences.
4. Be professional at all times and never discuss parents to other parents/carers or within the team. Refuse to listen to other people's views on other parents/carers. If you should become aware of something which might affect the welfare of the child, go to your Manager. Be careful not to jump to conclusions.
5. The Nursery/Out of School may be near to where you live and you may be familiar with some of the parents/carers. You should be aware that this may have a bearing on confidential matters.
6. A parent/carer may wish to become very friendly with you and see you socially outside Bright Beginnings, although very flattering it is probably better to avoid this situation developing as this might lead to ethical dilemmas and perhaps resentment from other members of the team.
7. When working with parents/carers from other cultures who do not have English as a first language, try to learn a few words of their language.
8. Parent/carers should not be asked to help in the Nursery/Out of School with tidying or cleaning as unpaid cleaning staff. The involvement should be positive for parents/carers, staff and children, and needs careful thought and planning to make it worthwhile. Parents/carers need to be clear about their role and understand the curriculum and ethos of the childcare facility. Make sure that all parents who want to be involved in the day to day activities are given the chance to do so, but realise this is the choice of the parent/carer and some may not have the time or the inclination to take part.
9. You may be involved in having to deal with an angry parent/carer. Listen to what is being said and keep calm. Do not respond angrily yourself. Seek the help of the Manager to assist with the situation.

Late Collection

Bright Beginnings actively encourages parents/carers to collect their child on time, but sometimes things happen beyond your control to delay you.

In this case we ask that you contact the Nursery/Out of School as soon as possible. That way we can reassure your child that you will be arriving soon.

If the Nursery/Out of School staff have not heard from you within 15 minutes of collection time, they will try to contact you or an emergency contact. If we are unable to contact you or the emergency contact we will try for a further 15 minutes.

In cases where we have not received contact from you or the emergency contact, the staff will have the right to contact County Duty Office recording that the child has been abandoned.

There will be a charge for late collection.

The charge will be £5 for each five minutes late for collection of a child for the first half an hour, when the manager will have the right to contact County Duty Office recording that the child has been abandoned.

If another person is then arranged to collect the child, a password and clear description of that person will be needed by the nursery staff.

A letter will be issued to parents/carers who are persistently late.

If persistently late, we have the right to cancel the contract.

Complaints Procedure

If a parent/carers has an issue involving their individual child or Bright Beginnings as a whole, they should raise this issue with either the Nursery Manager or the deputy.

In the first instance every effort will be made to resolve any matters within the setting, within 24 hours.

Should the matter not be resolved, the issue will be brought to the attention of the Executive Director of Facilities and Resources within 24 hours.

If the parent/carers feels unable, or unwilling to raise the matter in this way, they can approach the Deputy Chief Executive.

If the matter concerns a general or policy issue it should first be raised with the Nursery Manager who will report it to the Deputy Chief Executive for consideration. Written records will be made, however these are confidential and will not be shared.

We will make every effort to resolve the matter internally however, at any time during these situations parents/carers are welcome to discuss or take the matter further with Ofsted. You can contact them at:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone Number: 08456 40 40 40/0300123 1231

We always welcome your feedback as we are always striving to provide the best possible childcare provision.

Behaviour Management Policy [Title differs from behaviour and sanctions policy]

In accordance with The Children Act 1989, corporal punishment has no place at Bright Beginnings under any circumstances, even if the parent/carer gives you permission.

Children respond more to praise and encouragement than to punishment, therefore, every effort will be taken to foster a sense of self-esteem and self-discipline in all the children attending the Nursery/Out of School.

Much unacceptable behaviour, including bullying can be avoided by good observation and anticipation and appropriate action can be taken to defuse potentially difficult situations by diverting the child's attention elsewhere.

Any sanctions that need to be applied should be made at the time of the incident, be as low key as possible and take into account the child's age and stage of development. They must be applied fairly and be relevant to the action or actions.

The child should always be told why his/her behaviour is unacceptable and the reasons for applying a particular sanction.

An allocated member of staff who has undergone appropriate training will take on the responsibility of behaviour management and will be available to offer support and advice to other members of staff.

If inappropriate behaviour persists parent/carers should be informed by the supervisor or person in charge and be given the opportunity to discuss and agree strategies in the child's best interest. Strategies to encourage acceptable behaviour will be agreed, reviewed and practised by all staff. These will include ensuring that the children know the rules and what is expected of them. These rules will be reasonable and within the child's comprehension and ability. Acceptable behaviour will be encouraged by praise and positive reinforcement. Children will not be labelled 'bad' or 'naughty' etc.

All incidents must be recorded and an incident form will be provided.

Staff will, at all times act, as good role models and react to situations in a calm and reasonable manner, being pro-active rather than reactive.

Ref. The Children Act 1989 Guidance and regulations. Vol 2. HMSO 1991.

Safeguarding Children Policy

Bright Beginnings has a duty to be aware that abuse does occur in our society. This policy sets out the procedures that will be taken if we have a reason to believe that a child in our care is subject to either emotional, physical, sexual abuse or neglect.

Our prime responsibility is the welfare and well-being of all the children in our care. As such, we have a duty of care to the children, parents/carers and staff to act quickly and responsibly in any instance that may come to our attention.

Bright Beginnings will allocate a member of staff who is trained in child protection issues and procedures. This person will be available to offer support and advice to other members of staff whilst maintaining confidentiality.

To allow us to voice our concerns and seek out any explanations, a meeting would be arranged with the relevant parents/carers before deciding on what action to take, if appropriate. However, a meeting may not be arranged if a child could sustain significant harm.

Bright Beginnings has a duty to make a referral of any suspicions around abuse or needs of the child to the County Duty Office. This will be the responsibility of the Nursery Manager who will contact the County Duty Officer. Any written documents will be kept, however, confidentiality will be respected at all times

The Children Act 1989 (section 47(1)) places a duty on the Local Authority/Local Safeguarding Children Board to investigate such matters.

Bright Beginnings will follow the procedures set out in the Local Safeguarding Children Board Documents and, as such, will seek their advice on all steps taken subsequently. They may also have to inform Ofsted and/or the Police.

For advice call Claire Ray, Area Children's Officer (Early Years) West Kent on:

01732 525 381; or
07920 108 828
Children's Safeguards Unit

Major Accident

Staff must wear protective clothing (disposable apron and gloves) at all times when dealing with body fluids.

If a major accident occurs the procedure is: -

1. The supervisor will assess the situation and follow the first aid procedures.
2. If the child needs to go straight to hospital an ambulance will be called. The parent/carer will be contacted and arrangements will be made to meet them at the hospital. A member of staff will accompany the child at all times but will not sign any consent forms for treatment to be carried out.
 - 2.1. If it is possible for the child to wait for their parent/carer then he/she will be made as comfortable as possible and a member of staff will stay with the child until the parent/carer arrives.

It will then be for the parent/carer to decide whether to go to the hospital or not.
3. The incident will be recorded in the accident book.
4. Ofsted will be informed if appropriate within 48 hours in line with the EYFS Statutory Framework, using the Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local protection agencies for guidance.

Minor Accident

If a minor accident occurs the procedure is as follows: -

At all times the staff must wear protective clothing (disposable gloves and aprons).

1. The injury is assessed and if necessary the Manager or Deputy is called.
2. The child is taken into a quiet area, if appropriate.
3. The injury is then treated.
4. The child is then re-settled back into the Nursery/Out of School and observed.

The incident is recorded on to an accident form and a copy given to parents/carers

Children Becoming Ill during Nursery Time

1. If a child becomes ill during their time at Bright Beginnings the parent/carer will be informed as soon as possible. The child will be comforted appropriately.
2. The child may not return to Bright Beginnings for at least 48 hours after the last bout of vomiting or diarrhoea.
3. If antibiotics are prescribed then the child must have taken them at home for the first 24 hours before coming back to Bright Beginnings, if appropriate.

Giving of Medication

1. Staff must not administer unprescribed medicines unless attending the baby units and for the purpose of teething or at the Manager's discretion.
2. Medication/antibiotics will only be given to a child if the child has taken them for a minimum of 24 hours at home before returning to Bright Beginnings, if appropriate.
3. Children on medication for controlling conditions such as epilepsy or diabetes may only be given medication with the written consent of the parent/carer and this medication can only be administered by a NVQ Level 3 or equivalent member of staff. Staff will be trained to the same level that parents/carers receive.
4. Health Care Plans will be completed with parents and reviewed on a regular basis for all child who may have ongoing health concerns or required in line with doctors and specialists.
5. Nursery/Out of School staff must ensure that a witness is present when administering medication and that the dosage and time of application is recorded immediately. Both members of staff must sign the relevant form with all entries countersigned by parent/carer at the end of each day.

Medication must be kept in a locked cupboard or fridge.

6. The medication must be clearly labelled with the child's name, dosage and instructions.

Warm Weather Policy

During spells of warm weather we will require a child to have sun cream applied 20 minutes prior to going into the garden. Sun hats to be worn at all times.

Sun cream needs to be Factor 15 or above and have suitable UVB protection.

Children are not to be taken out into the garden between the hours of 11am and 3pm due to the sun's rays at that time being at their highest strength.

If children do not have the correct sun protection then they will need to be kept in the shade, occupied by suitable activities, or inside the building with a member of staff.

Cold Weather Policy

During spells of cold weather we will require a child to have the appropriate outdoor clothing and footwear to allow them to play outside during the day at Bright Beginnings.

Appropriate clothing should consist of a coat, hat, gloves and scarf. Suitable footwear must also be provided which could include a pair of wellingtons or sturdy shoes.

Emergency Closure and Evacuation Procedures

Due to unforeseen circumstances e.g.: **flooding, loss of power, heating, bad weather, fire, damage to building or staff sickness** an emergency closure or evacuation may be required and the following procedures must be followed. (This will link into the existing fire drill).

Emergency Closure

1. Once a decision has been made by the Manager or Deputy, parent/carers will be contacted by the Manager/Deputy as soon as possible and informed of the impending closure, via 'Text Tool'. Notification will also be posted on the College Website.
2. Every effort by staff should be made to contact parents/carers before leaving home, therefore giving them the opportunity to make alternative arrangements.
3. If safe to do so Manager/ Deputy will remain on the premises, so that they are available to answer any queries etc.

Evacuation Procedures

1. If Bright Beginnings is unsafe the Manager will find a safe and secure area/room to be used as a waiting/collection area for the children.

2. Children will be escorted by staff led by the Deputy Manager with the register to the chosen area/room in an orderly manner.
3. The Manager will check the Nursery building is empty, collect the children's admission forms and join the other staff members.
4. On arrival the Manager will take the register and complete a head count.
5. The Manager will arrange collection of the children by contacting and informing parent/carers of the situation.
6. If a parent/carer cannot be contacted the second emergency person provided by the parent/carer will be contacted.
7. The staff will supervise the children until collected by the relevant person.

Incubation and Exclusion Periods of Common Infectious Diseases

Disease	Signs and Symptoms	Usual Incubation Period (Days)	Interval between onset of illness and appearance of rash (Days)	Minimum of Exclusion provided child appears well
Chicken Pox	Slight fever, irritating rash	10 - 21	0-2	Seven days from appearance of rash: all the scabs have dried up
Diarrhoea and Vomiting		1-7	-	Until 48 hours after cessation of diarrhoea/ vomiting
Food Poisoning	Vomiting, diarrhoea, abdominal pain	0 - 2	-	Until declared fit
German Measles	Slight cold, sore throat, slight fever, enlarged glands behind ears, pains in small joints	14 - 21	0 - 2	Six days from onset of rash
Measles	Misery, high temperature, heavy cold with discharging nose and eyes, <u>later</u> , harsh cough, conjunctivitis	7 - 21	3 - 5	Four days from onset of rash
Meningitis	Headache, fever, vomiting, neck stiffness, joint pains, drowsiness or confusion, dislike of bright lights, rash of red purple spots	2 - 10	-	Until clinical recovery and bacteriological examination is clear
Mumps	Fever, headache, swelling of jaw in front of ears, difficulty opening mouth	12 - 28		Five days from onset of swelling
Scarlet Fever	Sudden onset of fever, sore throat, vomiting, "strawberry" tongue, flushed cheeks, pallor around mouth	2 – 5	1 - 2	24 hours after commencing antibiotics
Whooping Cough	Acute respiratory catarrh, paroxysms of coughing	5 - 14	-	Five days after antibiotic treatment or 21 days if not given antibiotics
Hand/Foot Mouth Disease	Small blister in these areas – very contagious	7 – 10 days to end of attack	-	None - at manager's discretion

Exclusion Periods of the Common Infections

Disease	Signs and Symptoms	Minimum Period of Exclusion
Impetigo	Yellow, oozing sores with scab on top; itching; usually around nose and mouth	Until spots have healed and 48 hours after antibiotics given.
Pediculosis (Head Lice)	Head scratching; presence of nits (eggs) – white specks which are stuck to hair, presence of lice – small insects which move along hair	None
Verrucae (Plantar Warts)	Small solid growths on feet	Exclusion from barefoot activities until certified free from infection
Ringworm of Scalp or Body	Circular red, raised area with white scaly centre; itching; if on scalp hair breaks off	Until adequate treatment instituted,
Threadworm	Presence of threadworms in stool (white cotton-like pieces; sore anus; itchy bottom; sleeplessness; lack of appetite	Until adequate treatment instituted
Scabies	Burrows visible as red raised spots especially between fingers; intense irritation, sleeplessness	Until adequate treatment instituted
Conjunctivitis	Red swollen eyes, yellow discharge from eyes, very itchy	24 Hours with treatment
Slap Cheek	Red marks across cheeks	None, but vulnerable children and pregnant people need to be warned of a case of slap cheek

CALPOL – will not be given to a child unless it has been prescribed by a GP. The manager will make an informed judgement if CALPOL is to be given to a child, to prevent further distress and discomfort. Babies under two will only be given one dose of CALPOL for teething in any 24 hour period.

Advice must be sought at all times from a General Practitioner or Health Visitor especially where there is any doubt.