

**Bright Sparks**

**Childcare**

# 

**71 Stott Close,**

**Efford,**

**Plymouth**

# PL3 6HA.

## Telephone: (01752) 225115

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Updated Jan 2020

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284

**Mission Statement**

Bright Sparks believes all children should be treated with respect and have the best possible care because they develop and learn best when they are happy and secure.

That is why we at Bright Sparks are: **Always putting your child first.**

At Bright Sparks we are aware of how important family life is to children and the pressures that modern society can have upon this. Therefore we aim to be as flexible as we can to be able to accommodate for most childcare needs.

**All About Us**

**Mandy Coath**

##### Managing Director

Foundation Degree in Early Years Studies

**Katie Luke**

**Director**

**Sarah Owen**

**Manager**

NNEB & level 4 Early years Care and Education

**Natasha Adams**

**Deputy Manager**

NVQ level 3 Early years care and Education

**Practitioners**

**Lisa Owen**

Early years Degree in care and education

**Kerry Higgins**

NVQ level 3 Early years care and education

**Ria Palmer**

#### NVQ level 3 Early years care and education

Special Educational Needs Co-ordinator (S.E.N.C.O)

**Porsha Codner**

NVQ level 2 Early years care and education

**Also**

All our staff have an enhanced CRB disclosure & safer recruitment checks made to ensure they are suitable to work with children.

**On Going Training**

All our staff have or are working towards the following:

Paediatric First Aid Food & Hygiene

Health & Safety Child Protection

Early years Foundation stage

**April 2019 Prices**

**Prices include lunch for children doing 5 or more hours in a day.**

**We also offer 25% discount for siblings** (conditions apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Per** | **Cost** | | **Sibling discount (25%)** |  |
| ***Babies***  ***(3 months – 2 years)*** | Hour    Full Day | | £5.50    £44.00 | £4.12  £33.00 |  |
| ***Toddlers*** | Hour | | £5.25 | £3.94 |  |
| ***(2-3 years)*** |  | |  |  |  |
|  | Full Day | | £43.00 | £32.25 |  |
| **Pre-school** | Hour | | £5.00 | £3.75 |  |
| ***(3-5 years)*** |  | |  |  |  |
|  | Full Day | | £42.00 | £31.50 |  |
| **Out of school**  ***(4-12 years)*** | Hour  Full Day | | £4.75        £41.00 | £3.56  £30.75 |  |

**There is also a £1.50 charge per funded child per day for lunch.**

**Vouchers & Government funded sessions**

We accept government funding for 3 & 4 yr olds, (which all children are entitled to for 15 hours and many working parents are eligible for 30 hours) and Me2 funding for eligible two year olds. We also accept childcare vouchers supplied by various companies, which save you money on your childcare fees.

**Please feel free to ask for more information on any funding, we are happy to assist or advise.**

**Aims & Objectives**

* To provide a safe, happy environment with at least the appropriate adult to child ratio in accordance to OFSTED and the Early Years Foundation Stage guidance (we generally have a much better ratio than needed).
* For children to reach their full potential through activities with meaning and purpose encouraging individuality.
* To encourage parental/carer involvement by keeping them informed in their child’s progress, group plan and activities.
* To enhance the children’s confidence and self-esteem by praise and encouragement.
* To plan and provide a wide range of equipment and activities with appropriate adult interaction where the children can succeed.
* To follow a structured termly plan creating progression in the children’s learning abilities, linking their skills and understanding.
* To provide a well balanced curriculum which will encourage the children to use their ideas and imagination to further their understanding of the world.
* To encourage the staff to update and further their training to ensure quality care for the children.
* To provide a Childcare Centre in which children are treated and respected equally regardless of gender, race, disability or religion.

**Principles**

**Children**

* To be kept safe at all times
* To come first at all times
* To be shown respect and their views heard
* To be given choices whenever possible
* To feel valued and important
* To have fun within sensible boundaries
* To be given the environment to learn naturally and at their own pace
* To learn important life skills: independence, respect of themselves and respect of others
* To be given positive encouragement and their self-esteem boosted

**Parents**

* To know that their children are kept safe at all times
* To know that they are important
* To know that we care about their children
* To know that they are the most important person in their child’s life
* To feel that they can talk to us about anything
* To know that their child is safe, happy, valued and doing well

**Staff**

* To be accommodating with parents requirements where possible and within reason
* To feel valued & happy & they can discuss issues/concerns with senior management
* To be flexible with their colleagues
* To be professional at all times & undertake continual professional development.

**Key Workers**

Our key worker system gives each member of staff responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into the group much easier. The key worker maintains links with your child’s home setting, working with you the parent/carer through shared record keeping to ensure that all children are supported in reaching their full potential. The system we use for monitoring and recording each child’s development is a secure online learning journey that you will be able to access (for your child alone) to see and comment on your child’s progress.

We welcome you to discuss your child’s progress verbally as well and this can be arranged within session times, before or afterwards, whatever is more convenient for you.

**Parental Involvement**

We recognize parents as the first and most important educators of their children. Our provision aims to support parents by providing a safe and stimulating environment for each child.

Parents are encouraged to become active members of the setting by informing us of activities or outings that their child particularly enjoyed and by involving them in fun days, stay & play sessions, home learning , parents evenings and Tapestry.

**Wraparound**

We operate wraparound care for the 3-4 year olds that attend a local nursery or pre-school, if that’s required. This involves collecting your child from another nursery and bringing them to Bright Sparks for the next session. We can also have the child in the morning and take them to nursery. For more information or clarity please feel free to speak to a member of staff.

**Security**

Bright Sparks operate within a secure area; entry can only be accessed by authorised persons who will be admitted by senior nursery staff. We have on file a list of the parent/carers or designated collector/s authorised by the parent (see forms at the end of the prospectus) to ensure that no unauthorised person/s can collect a child from the nursery. In addition, when a permitted collector is collecting your child from the nursery, they will need to confirm a password chosen by you and given to us and show some identification.

**Admissions**

We operate an open door policy so an appointment is not necessary. Parents/Carers and all interested persons are welcome to visit the nursery at anytime between 7.30am and 6.00pm. For the safety of the children, all visitors will need to show some identification and will be accompanied by a member of staff at all times, however we reserve the right to refuse admission if we feel there may be a risk to the children or staff.

**Activities**

All the activities are carefully planned to ensure that the children are having every opportunity to develop the skills that they need. They are planned in line with the revised EYFS guidelines (you can download a copy of the EYFS guidelines at: <https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf>).

We also do forest school style activities with the children, this is where we use the natural outdoor environment we have in the top garden for activities that help the children to explore and learn about nature. There are also lots of other activities planned to ensure that the children have lots of fun and new experiences during their time at Bright Sparks.

|  |  |
| --- | --- |
|  | **Daily Routine**  This is evaluated regularly and adapted slightly to allow for children’s individual needs and influences out of our control like the weather. We do appreciate that continuity is very important for children so we stick to the following routine in the main. |
| 7.30- 8.00  9.00 | **Breakfast –** Children can have breakfast when they are hungry. There are also lots of free-choice activities available and usually one adult planned activity.  **Arrival -** Children arrive and hang their bags and coats etc. on their named peg, whilst their carers discuss any requirements for them with the staff. |
| 9.30 am +  12.45 pm  9.45 am +  1.00 pm | **Registration –** Group/carpet time session. The children greet each other with the ‘hello’ song, and then the day’s activities are discussed along with things like the weather and the day for the older ones.  **Free play –** Children can choose from a wide selection of activities, both inside and outside. There are also activities that are planned to enhance the children’s learning and enjoyment. |
| 10.30am  + 2.30 pm  10.45 am  + 2.15 pm | **Snack-** Healthy varied snack offered for those children who wish some (drinking water is available all day).  **Language Development or other Activity –** BLAST language development or other activity for the older children, younger children often start having their naps about now. |
| 11.45 am  + 3.45 pm | **Story & singing –** Children are read a story and then they sing songs together (or individually if they wish). |
| 12.00  4.30 pm | **Lunch-** Lunch is served, a hot meal is provided that is prepared on site by our cook.  **Tea/After school snack –** Children who are in all day can have tea if required whilst the after school club have snack. |
| 3.45 pm – 6.00 pm | **Free play –** Children of all ages can play together if they wish (siblings often particularly enjoy this). There are also fresh planned activities for the children to do if they want. |
|  |  |
|  |  |
|  |  |
| 16.00 – 17.30 | **Free-play –** Children can play together with siblings if they choose or different ages can play separately both inside and outside**.** |
|  |  |
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|  |  |
| 1730 | **Wind Down Activities** |
| 1800 | **Home time** |
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**Absence**

In order to fulfil our legal requirements for government funded sessions, if you know that your child will be absent from a session (e.g. a doctors appointment, family holiday etc) you must inform us in writing prior to the event. In the case of illness a telephone call to the nursery on 225115 will be adequate. Should you require to cancel a session for a holiday for example, provided we have a month’s notice you will not be charged for them (all other absences will be still be charged for)

**Health & Hygiene**

Parents are asked to keep their children at home if they have any infection and to inform the nursery as to the nature of the infection. This will allow the staff to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring in a child that has been vomiting or had diarrhoea until at least 48 hours after the last bout of diarrhoea/sickness.

**Snack Time**

Each day your child will be offered a healthy food and a drink during snack times. We aim to introduce children to new foods and at the same time promote healthy eating as part of our continued effort to provide quality nursery care and education.

**Lunch**

This is an excellent opportunity for children to learn social skills and get into good eating habits, essential for a healthy life. We offer a nutritionally balanced cooked meal that has been prepared by our cook on site, the menu is displayed within the nursery for you to see and we will let you know how well your child enjoyed the meal each day, we welcome any feedback from you. Lunches are at a cost of just £1.50 per day for funded children and free to none funded children who attend for 5 hours or more. During the holiday periods we ask that you provide a packed lunch for you child as cooked meals are only provided within term time. We will then store the lunch in the fridge until required and return uneaten food so that you can monitor how much your child has eaten and what they do not like (please persevere a few times with new healthy foods as it often takes a while for a child to acquire a new taste).

**What to Provide**

You will need to provide the following:

|  |  |
| --- | --- |
| * A spare set of clothes (or 2) * An outdoor coat (and shoes/wellies in the winter) * Sun hat, sunglasses & sun cream in the summer | * Nappies, Wipes, Cream & Nappy Sacks (if applicable) * Made up bottles/food (if applicable) |

**What to Wear**

Nursery learning can often be messy and clothes will inevitably occasionally get stained! So please be mindful of this when choosing what to send your child to nursery in. Bright Sparks jumpers and polo shirts can be purchased at a reasonable price for anyone who is interested. We also encourage and teach independence: therefore simple clothing which they can manage themselves will enable them to learn these new skills more easily (avoid things like straps, belts and laces). It is useful if you can provide your child with a bag of spare clothes (pair of socks, pants, trousers and a T-Shirt) just in case of accidents! It is quite normal for a young child to become so absorbed in an activity that they forget to visit the toilet. All items of clothing, including shoes, should be clearly labelled with your child’s name to avoid any mix-ups and anxiety.

For safety reasons we request that no jewellery should be worn in the nursery. For pierced ears small studs or sleepers are acceptable, however we accept no responsibility for any loss or damage.

**Settling In**

We want your child to feel safe and happy in our nursery as soon as possible. To help with this we offer two free 3 hour settling-in sessions to start off with. During the first of these sessions after you have had some time to settle you child a member of staff will sit with you to fill out the relevant paperwork, gather information about your child and sign you and your child up to our online learning journey programme Tapestry. Our settling-in procedures aim to help parents and children feel comfortable and to ensure that they can benefit from what we have to offer with confidence.

You and your child are invited to come and have a look around the nursery prior to starting. This is an opportunity to meet the staff and see what we do. Any special needs or requirements can then be discussed, our Equal Opportunities Policy and Inclusion Policy, which are in a folder in the entrance area, go into more detail and copies are available from any member of staff at your request.

It is not uncommon for a young child to be upset about being away from you when starting at a nursery. To minimise any distress we can be as flexible as your child needs whilst settling into the new routine. We encourage parents to stay with their child initially while they are familiarising themselves with the new surroundings, as this helps the child develop a sense of security before they are left with us. This can take longer for some children than others and we will help you to settle your child the best way for them.

**Registration Form & Consent Forms**

There are a few details and permissions that we require from you and the forms you need to complete for this are located at the back of this prospectus each of them is explained below:

**Registration form**

If you wish to apply for a place in the nursery you need to complete the registration form with the information we need and return it to us, prior to your child starting.

You need to provide at least one contact number other than the main carer’s home or mobile number in case of emergencies, if your child becomes ill during a session and needs to leave before the end it will reduce their distress if we can assure them that we have contacted a relative or friend. Please notify a member of staff promptly if there are any changes of address or telephone numbers.

**Emergency Treatment Form**

This form needs to be completed for every child in order for us to be able to deal with an emergency should it arise. If you do not wish for emergency treatment to be given to your child, you need to specify this on the form and notify us what your wishes are.

**Collection Arrangements Form**

It is important that we are informed of anyone else, besides named parents/guardians, who are authorised to collect your child. Children will only be released into the care of authorised adults.

**Permission Forms**

In order for your child to be included in all activities within the nursery, you need to complete and sign these forms.

**Quality Assurance**

* Highly Qualified Staff who are committed to continuous professional development.
* All Staff are DBS checked and vetted using safer recruitment guidelines.
* Ofsted Registered and regularly inspected.
* All Activities both on and of Site are carefully planned to ensure the safety of the children.
* Commitment to on-going improvements, feedback gratefully received.

**Special Educational Needs**

Bright sparks understands that every child has the opportunity to learn in an environment free from prejudice and without discrimination. Bright sparks recognises that integrating the child as fully as possible into the group will provide appropriate learning opportunities. We are an inclusive setting and the staff are SEN trained. We also have access to a range of professionals to support children with additional needs.

Our named SENCO is Lisa Owen.

**Policies and Procedures**

Parents and carers can find a written copy of Bright Sparks Policies and procedures in the reception area of the nursery. Alternatively you can ask in the office for an emailed copy to be sent out to you.

**Contact Details**

Bright Sparks

71 Stott close,

Efford,

Plymouth.

PL3 6HA

Telephone: 01752 225115

Mobile: 07955944557

Email: brightsparks2004@yahoo.com

Website: [www.brightsparkschildcare.co.uk](http://www.brightsparkschildcare.co.uk)

Find us on Facebook and Twitter

**Registered Details**

Bright Sparks Child Care Ltd. Registered in England, Company No. 5002284.

154 Churchway, Weston Mill, Plymouth PL5 1AJ

# Bright Sparks Confirmation of Booking



**Bright Sparks**

**Childcare**

Child’s Name: D.O.B:

**Sessions Required:**

| **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** |
| --- | --- | --- | --- | --- |
| **From** | **From** | **From** | **From** | **From** |
| **To** | **To** | **To** | **To** | **To** |

Date Childcare to begin: Date Childcare to end:

(Or put ongoing)

Variations agreed by Nursery Manager:

**Fees Payable in Advance**: £ Weekly/Monthly (delete as applicable)

Terms and Conditions:

1. Fees are payable for all sessions whether they are used or not.
2. One month’s notice is required for permanent cancellations.
3. Non-payment of fees may result in the loss of your child’s place. If an account falls into arrears of one calendar month or more we will no longer accept bookings for your child.
4. Any changes in your child’s sessions must be given in writing.
5. Bright Sparks will only be closed for two weeks at Christmas, bank holidays and four staff training days a year.
6. Due to company costs, parents/carers late to collect their children will incur a charge of £10.00.

Signed: Date:

(Parent’s signature)

**At Bright Sparks we make every effort to be flexible and accommodating so please come to see us if you require any changes to your booking.**



**Bright Sparks**

**Childcare**

### Parent/carer contract

**While your child is with us we at Bright-sparks will ensure to:**

* Keep your child safe and happy.
* Only feed your child varied, healthy (but enjoyable) snacks & meals.
* Put children first at all times.
* Use positive reinforcement to combat undesirable behavior and NEVER use physical punishment or humiliation to punish your child.
* Treat all children and parents respectfully.
* Adhere to confidentiality policies at all times.
* Make ourselves available to listen and advise if and when needed.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of Bright-sparks.

**While our child is registered with Bright-sparks we agree to:**

* Book our child/children in at least a week in advance.
* Pay the full fees at least a week in advance & the 10% surcharge for any fees not paid in advance.
* Allow Bright Sparks (after requesting additional consent) to collect fees due by me using card details previously given by me.
* Pick my child up on time, or arrange for another suitable adult to pick them up and notify the nursery of the arrangement and password. If not be prepared to pay £25.00 per 15 minutes I am late to cover staff wages for that extra time.
* Give one month’s notice in writing before withdrawing our child from the Nursery.
* Treat other users of the centre and staff with respect.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration Form**

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Child’s Details** | | |
| Full Name: | |  | |
| Address | |  | |
|  | |  | |
| Post Code:\_\_\_\_\_\_\_\_\_\_\_\_Home phone number: | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth: |  | Verified By: |  |

(We are required by law to see your child’s birth certificate and red book)

|  |  |
| --- | --- |
| Child’s Preferred Name/Known As.: |  |

|  |  |
| --- | --- |
|  | **Parent/Carers Details** |

**Parent/Carer 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Relationship To Child: | |  | |
| Mobile no: | DOB: | | |
| Email: |  | | |
| Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer: | | |  |

**NI number (for funding purposes)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work phone numbers 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hours of work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | | |
| Relationship To Child: | |  | |
| Address |  | | |
|  |  | | |
| Post Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_home phone: | | |  |

Mobile number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NI number (for funding purposes)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone numbers 1:\_\_\_\_\_\_\_\_\_\_\_\_\_ 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Legal Guardians** | | | | | | | |
| Is parent 1 a legal guardian of this child? | | | Yes | |  | No | |  |
| Signed (parent/guardian 1): | |  | | Date: | | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is parent 2 a legal guardian of this child? | | Yes | |  | No | |  |
| Signed (parent/guardian 2): |  | | Date: | | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Somebody else? Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
|  | | Emergency Contact Details (should parent/carer(s) be unavailable) | | | | |
| Name | | | |  | | |
| Relationship To Child: | | | | |  | |
| Address | | |  | | | |
|  | | |  | | | |
| Post code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | |  | **Other Adults Authorised To Collect My Child** |   **Authorised Collector 1:**   |  |  | | --- | --- | | Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   Contact numbers 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Authorised Collector 2:**   |  |  |  | | --- | --- | --- | | Full Name |  | | | Relationship to child: | |  | | Contact numbers 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Security password for anyone collecting your child other than those listed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | |   **Medical/Dietary Details**  Any known special dietary  requirements/food allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |
| Any known medical conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |
| Any known Allergies to medication:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |
| Any known special educational needs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  | |
| Any other important information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Continue overleaf if needed and indicate here) | | | | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | GP Details | | | |
| Doctor’s Name | |  | | |
| Surgery Address: | | |  | |
|  | | |  | |
| Surgery Telephone Number: | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Health Visitor Details (if applicable)** | | |
| Health Visitor’s Name | |  | |
| Health Visitor’s Contact No.: | | |  |

**Social worker details (if applicable)**

Social workers name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | |  | **Immunisations Information** | | | Are your child’s immunisations up to date? Yes/No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |   **Specific Information (if applicable)** | | |
| Favourite Toy: | |  | |
| Favourite Activity: | |  | |
| Preferences (eg comforter/sleeping position): | | |  |
| Religious/ethnic requirements: | |  | |

Emergency Treatment Consent Form



**Bright Sparks**

**Childcare**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Full Name |  | | |
| Date of Birth | |  |

I agree to the registered person in the provision (or deputy in charge) taking the necessary steps to ensure that my child

(Name of child) receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the registered person (or deputy in charge) will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may have to accompany my child (name of child) to hospital in the case of a serious accident in my absence.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (parent/guardian 1): |  | Date: |  |
| Signed (parent/guardian 2): |  | Date: |  |

|  |
| --- |
| **Parental Permission Form** |

|  |  |
| --- | --- |
| Child’s Full Name |  |

In order to make full use of the facilities for young children in the local community the children may be taken on short walks and trips to venues such as the park, shops, or library accompanied by a responsible adult from Bright Sparks Child Care.

**I give permission for visits to venues in the local community with a responsible adult from Bright Sparks Child Care as part of the day – to – day activities.**

**Signed (parent/guardian):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

Where vehicles are being used, adequate insurance of vehicle and driver, and sufficient child restraints (car seats) for every child will be arranged.

**I agree for my child to travel in the vehicle being used on the understanding that the vehicle and the driver are fully insured, and that my child will use the appropriate child restraints (seatbelt/car seat) fitted in the vehicle.**

**Signed (parent/guardian):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

In order to show the children and yourselves that we value what they do at nursery we need to photograph the children for their learning journeys and for display.

**I agree to photographs of my child being used within the nursery, on their online learning journey and appearing in other children’s learning journeys.**

**Signed (parent/guardian):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

For protection from the sun we will always apply sun cream to children on sunny days.

**I give consent for a member of Bright Sparks staff to apply sun cream & in the event that there is no sun cream provided by me available I am happy for Bright Sparks to apply their own which will be a factor 50 for sensitive skin.**

**Signed (parent/guardian):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_**

Bright Sparks Childcare has a Face Book account used for sharing information, celebrating achievements and advertisement. We regularly post photos of the setting and of children.

Please deleted as required.

**I give/do no give consent for photos of my child/children to be used on the Bright Sparks Face Book account.**

**Signed (Parent/guardian)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_**