

# **Bright Sparks**

## **Child Care Ltd.**

### **Prospectus and Parent Registration Pack**

71 Stott Close, Efford, Plymouth PL3 6HA  
Telephone: 01752 225115 | Mobile: 07955 944557  
Email: [brightsparks2004@yahoo.com](mailto:brightsparks2004@yahoo.com)  
Website: [www.brightsparkschildcare.co.uk](http://www.brightsparkschildcare.co.uk)

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

## Mission Statement

Bright Sparks believes that every child should be treated with respect and given the best possible care. Children learn and develop best when they feel happy, secure, valued and understood. Our aim is simple: to put your child first.

We understand how important family life is and how much pressure modern families can experience. We therefore aim to be as flexible and supportive as possible, while always keeping children's safety, wellbeing and learning at the centre of everything we do.

## About Bright Sparks

Bright Sparks is an Ofsted-registered childcare provision based in Efford, Plymouth. We provide a safe, caring and stimulating environment where children can learn through play, build confidence and develop at their own pace.

All staff are subject to safer recruitment checks, including enhanced DBS checks. Staff receive ongoing training in areas such as paediatric first aid, safeguarding, food hygiene, health and safety and the Early Years Foundation Stage.

## Our Team

Manager: Mandy Coath, Foundation Degree in Early Years Studies.

Deputy Business Manager: Katie Luke, NVQ Level 2/3 in Business and Administration.

Pre-School Leader and SENCO: Lisa Owen, Early Years Degree in Care and Education.

Baby Room Practitioner: Stephanie Lawrence, NVQ Level 3 Early Years Care and Education.

Toddler Room Practitioner: Paige Stewart, NVQ Level 3 Early Years Care and Education.

Apprentices: working towards NVQ Level 2/3 Early Years Care and Education.

## Fees and Funding

Current prices from April 2026 are shown below. We also offer a 25% sibling discount, subject to conditions.

We accept government funded childcare for eligible children, including funded places for three- and four-year-olds, 30-hour funding for eligible working families, and Me2 funding for eligible two-year-olds. We can also accept childcare vouchers and Tax-Free Childcare payments where applicable. Please ask if you would like help or guidance with funding.

| Age group                             | Charged by | Standard rate | Sibling discount rate |
|---------------------------------------|------------|---------------|-----------------------|
| Babies (3 months - 2 years)           | Hour       | £9.00         | £6.75                 |
| Toddlers (2-3 years)                  | Hour       | £8.25         | £6.20                 |
| Pre-school / Out of School (3+ years) | Hour       | £8.00         | £6.00                 |

## Aims and Objectives

- To provide a safe, happy environment with appropriate adult-to-child ratios in line with Ofsted and Early Years Foundation Stage requirements.
- To help children reach their full potential through purposeful activities, encouragement and positive adult interaction.
- To involve parents and carers by sharing information about their child's progress, interests and next steps.
- To build confidence, self-esteem and independence through praise, encouragement and respectful relationships.
- To provide a broad, balanced and engaging curriculum that supports imagination, communication, physical development and understanding of the world.
- To treat all children and families equally and respectfully, regardless of gender, race, disability, religion, culture, language or family background.
- To support staff to continue developing their knowledge and skills so that children receive high-quality care and education.

## Our Principles

- Children should be safe, happy, respected, listened to and given choices wherever possible.
- Children should feel valued and important, have fun within sensible boundaries and learn at their own pace.
- Parents and carers should feel welcome, informed and able to talk to us about their child's care, learning and wellbeing.
- Staff should be professional, flexible, valued and supported to continue developing their practice.

## Key Person System

Each child is allocated a key person who will build a close relationship with them and their family. The key person helps children settle, observes their learning and development, and works with parents and carers to support progress. We use a secure online learning journey system, Tapestry, so that parents and carers can view and comment on their child's development record.

## Working with Parents and Carers

Parents and carers are children's first and most important educators. We value close working relationships and encourage families to share information about their child's interests, routines, achievements and any concerns. Parents are invited to take part in stay-and-play sessions, home learning, parents' evenings and Tapestry updates.

## Security and Collection Arrangements

Bright Sparks operates within a secure setting. Children will only be released to parents, carers or authorised collectors listed on the child's records. When someone else collects a child, they must know the agreed password and may be asked to show identification. Parents and carers must tell us immediately if collection arrangements change or if anyone should not collect their child.

## Admissions and Settling In

Families are welcome to visit the nursery between 7.30am and 4.00pm. For safety, all visitors must show identification and be accompanied by a member of staff. We reserve the right to refuse entry if we believe there may be a risk to children, staff or the setting.

We offer two free three-hour settling-in sessions. During these sessions we gather information about your child, complete paperwork and help them become familiar with the setting at a pace that suits them. Some children settle quickly; others need more time. We will work with you to make the transition as calm and positive as possible.

## Activities and Learning

Activities are carefully planned in line with the Early Years Foundation Stage. Children also have opportunities to choose their own play from a range of resources that support communication, physical development, creativity, independence and social skills. Outdoor learning is an important part of our day and includes forest-school-style activities using our outdoor environment.

## Daily Routine

Our routine is reviewed regularly and adapted where needed for children's needs, weather and other circumstances. A typical day includes breakfast, registration, snack, circle time, planned activities, outdoor play, tooth brushing, lunch, mindfulness, free play, further group activities and tea or after-school snack.

## Absence and Illness

For government funded sessions, parents and carers must tell us about planned absences in advance, preferably in writing. For illness, please telephone the nursery on 01752 225115 or the nursery mobile 07955944557. Children who have vomited or had diarrhoea must not return until at least 48 hours after the last episode. Please also tell us about infectious illnesses so that we can take appropriate precautions and inform other families where needed.

## Food, Snacks and Meals

Children are offered healthy snacks and drinks each day. We aim to introduce children to a variety of foods and promote healthy eating. During term time and holidays, unless otherwise discussed, we provide a healthy home-cooked lunch prepared on the premises at a cost of £2.50 per day. Please tell us about all allergies, dietary requirements and cultural or religious food requirements before your child starts.

## What to Provide

Please provide spare clothes, an outdoor coat, wellies and shoes, sun hat, sunglasses and sun cream in summer, and nappies, wipes, cream, nappy sacks, bottles or food where applicable. Please label all items clearly.

## Clothing and Jewellery

Nursery learning can be messy, so please send children in practical clothes that can get stained. Simple clothing helps children build independence with toileting and dressing. For safety, jewellery should not be worn at nursery, except small studs or sleepers for pierced ears. Bright Sparks cannot accept responsibility for loss or damage to jewellery.

## Special Educational Needs and Disabilities

Bright Sparks is an inclusive setting. We aim to provide an environment free from prejudice and discrimination and to support each child's individual needs. Our named SENCO is Lisa Owen. We work with parents, carers and other professionals where appropriate to help children access the provision and make progress.

## Policies and Procedures

Our policies and procedures are available on our website. Paper or emailed copies of specific policies can also be requested from any member of staff.

## Confirmation of Booking and Parent Agreement

This section should be completed once sessions have been agreed with the nursery manager.

### Childcare Booking

|                                                                        |                                               |
|------------------------------------------------------------------------|-----------------------------------------------|
| Child's full name:                                                     | Date of birth:                                |
| Date childcare to begin:                                               | Date childcare to end, or write ongoing:      |
| Sessions required - Monday:<br>From:<br>To:                            | Sessions required - Tuesday:<br>From:<br>To:  |
| Sessions required - Wednesday:<br>From:<br>To:                         | Sessions required - Thursday:<br>From:<br>To: |
| Sessions required - Friday:<br>From:<br>To:                            | Variations agreed by nursery manager:         |
| Fees payable in advance:<br><br>To be completed by the Nursery Manager | Weekly / Monthly:                             |

## Terms and Conditions

- Fees are payable for all booked sessions whether they are used or not, unless a different arrangement has been agreed in writing.
- One month's notice is required for uncharged cancellations, holidays or withdrawal from the nursery.
- Non-payment of fees may result in the loss of your child's place. If an account falls one calendar month or more into arrears, we may no longer accept bookings for your child.
- Any changes to your child's sessions must be given in writing. Email or text message is acceptable.
- Bright Sparks will close for two weeks at Christmas, on bank holidays and occasionally for staff training or other agreed closure dates. Sufficient notice will be given wherever possible.
- Late collection may incur a charge of £10.00 per 15 minutes, or part of 15 minutes, to cover staffing costs.
- Parents and carers agree to treat staff, children, families and other users of the centre with respect.

Signed on behalf of Bright Sparks: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Registration Form

Please complete all sections. If a question does not apply, please write "N/A". Please tell us immediately if any information changes.

## Child's Details

|                         |                                                                                |
|-------------------------|--------------------------------------------------------------------------------|
| Full legal name:        | Preferred name / known as:                                                     |
| Date of birth:          | Birth certificate / ID seen by:                                                |
| Address:                | Postcode:                                                                      |
| Home language(s):       | Religion, culture or ethnic requirements:                                      |
| Child's first language: | Interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| NHS number, if known:   | Red book / health record seen, if applicable:                                  |

## Parent / Carer 1

|                                                                      |                                                                                   |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Full name:                                                           | Relationship to child:                                                            |
| Address, if different:                                               | Mobile number:                                                                    |
| Other phone number:                                                  | Email address:                                                                    |
| National Insurance number and DOB for funding checks, if applicable: | Occupation / employer:                                                            |
| Work address:                                                        | Work telephone number:                                                            |
| Hours of work:                                                       | Parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Parent / Carer 2

|                        |                        |
|------------------------|------------------------|
| Full name:             | Relationship to child: |
| Address, if different: | Mobile number:         |

|                                                                      |                                                                                   |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Other phone number:                                                  | Email address:                                                                    |
| National Insurance number and DOB for funding checks, if applicable: | Occupation / employer:                                                            |
| Work address:                                                        | Work telephone number:                                                            |
| Hours of work:                                                       | Parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Legal Responsibility and Safeguarding Information

|                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does anyone else have parental responsibility? Please give details:                                                                                                       |
| Are there any court orders, restrictions or people who must not collect or have contact? Please give details and provide copies where applicable:                         |
| Is the child subject to a Child in Need, Child Protection, Early Help, EHCP or other professional plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Details: |
| Social worker / family support worker / other professional details, if applicable:                                                                                        |
| Any other information we should know to keep your child safe:                                                                                                             |

## Emergency Contacts

|                                  |                                  |
|----------------------------------|----------------------------------|
| Emergency contact 1 - full name: | Relationship to child:           |
| Address:                         | Contact number 1:                |
| Contact number 2:                | Emergency contact 2 - full name: |
| Relationship to child:           | Address:                         |
| Contact number 1:                | Contact number 2:                |

## Authorised Collectors

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| <b>Authorised collector 1</b> - full name: | Relationship to child:                     |
| Contact number:                            | <b>Authorised collector 2</b> - full name: |

|                                                       |                                                                                                                  |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Relationship to child:                                | Contact number:                                                                                                  |
| <b>Authorised collector 3</b> - full name:            | Relationship to child:                                                                                           |
| Contact number:                                       | Collection password:                                                                                             |
| People who are not allowed to collect, if applicable: | Identification may be requested for any collector. <input type="checkbox"/> Parent/carer has read and understood |

## Medical, Health and Dietary Information

|                                                                                                                                   |                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| GP name:                                                                                                                          | GP surgery address:                                                                                                              |
| GP telephone number:                                                                                                              | Health visitor name and contact number, if applicable:                                                                           |
| Are immunisations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say | Known allergies, including food, medication, plasters or latex:                                                                  |
| Dietary requirements, including religious, cultural or vegetarian/vegan requirements:                                             | Medical conditions, including asthma, seizures, eczema or anaphylaxis:                                                           |
| Medication required during nursery hours? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:                       | Care plan required? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:                                            |
| Special educational needs, disability or developmental concerns:                                                                  | Any professionals involved, including SENCO, speech and language, paediatrician, physiotherapy, occupational therapy or portage: |

## About Your Child

|                                                 |                                                                              |
|-------------------------------------------------|------------------------------------------------------------------------------|
| Favourite toy or comforter:                     | Favourite activities:                                                        |
| Things your child finds difficult or upsetting: | How your child is best comforted:                                            |
| Sleep routine, position and comfort items:      | Toileting stage and support needed:                                          |
| Eating and drinking preferences:                | Any words, signs, visual supports or communication strategies we should use: |
| Behaviour support strategies that work well:    | Any other important information:                                             |



Funding and Attendance

|                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Funding type, if known: <input type="checkbox"/> 2-year funding <input type="checkbox"/> 3/4-year universal <input type="checkbox"/> 30 hours <input type="checkbox"/> Tax-Free Childcare <input type="checkbox"/> Paid place |
| 30-hour / eligibility code, if applicable:                                                                                                                                                                                    |
| Preferred start date:                                                                                                                                                                                                         |
| Preferred sessions / days:                                                                                                                                                                                                    |
| Is your child attending another provider? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:                                                                                                                   |
| Total funded hours claimed elsewhere, if applicable:                                                                                                                                                                          |
| I consent to Bright Sparks using the information provided to check childcare funding eligibility where applicable. Parent/guardian signature and date:                                                                        |

# Emergency Treatment Consent

## Child Details

|                    |                |
|--------------------|----------------|
| Child's full name: | Date of birth: |
|--------------------|----------------|

I agree to the registered person, manager or deputy in charge taking the necessary steps to ensure that my child receives appropriate care, attention and treatment should there be an emergency or accident at the provision or while my child is on an authorised outing.

I understand that every effort will be made to contact me as soon as possible, but that staff may need to accompany my child to hospital or seek emergency medical advice in my absence.

Parent/guardian 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parental Permissions

Please complete each permission. Some information sharing, particularly for safeguarding, may be required by law or statutory guidance and is not dependent on consent.

### Local walks and outings

I give permission for my child to take part in short local walks and outings, such as visits to the park, shops, library or local community venues, accompanied by Bright Sparks staff and within appropriate ratios.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contact by telephone, text message and email

I give permission for Bright Sparks to contact me by telephone, text message and email about my child, nursery matters, bookings, invoices and urgent information.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Tapestry online learning journey

I give permission for Bright Sparks to create and maintain a secure Tapestry online learning journey for my child. I understand this is used to share observations, photographs and progress information with me.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photographs for learning journeys and nursery displays

I give permission for photographs and observations of my child to be used for their learning journey, nursery assessment records and displays within the setting. I understand my child may occasionally appear in group photographs in another child's learning journey.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photographs for website, social media and publicity

I give permission for photographs of my child to be used on Bright Sparks social media, website or publicity materials. Children's full names will not be used alongside public photographs.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photographs for funded programmes or local authority evidence

I give permission for photographs of my child to be shared with the local authority, funding provider or programme organiser where this is required as evidence of attendance, activities or funded provision.

☐ I give consent   ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Sun cream

I give permission for Bright Sparks staff to apply sun cream to my child on sunny days. If I have not provided sun cream, I give permission for Bright Sparks to apply its own factor 50 sensitive-skin sun cream.

☐ I give consent    ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Nappy cream and basic personal care products

I give permission for Bright Sparks staff to apply nappy cream or basic personal care products that I provide for my child, following nursery procedures.

☐ I give consent    ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Information sharing with other professionals

I understand that Bright Sparks may need to share relevant information with other professionals, such as health visitors, social workers, early years advisers, SEND professionals, schools or the local authority, where this supports my child's welfare, learning, safeguarding or legal requirements.

☐ I give consent    ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Plasters and basic first aid

I give permission for Bright Sparks staff to administer basic first aid, including applying plasters where appropriate. I will tell the nursery if my child has an allergy to plasters or first-aid products.

☐ I give consent    ☐ I do not give consent

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Notice Summary

Bright Sparks collects and stores personal information about children and families so that we can provide childcare, meet legal requirements, claim funding, keep children safe, communicate with parents and support children's learning and development.

## Information we may hold includes

- Child and parent/carer contact details, emergency contacts and authorised collectors.
- Health, dietary, allergy, medical and SEND information.
- Attendance, accident, incident, medication and safeguarding records.
- Funding eligibility information where applicable.
- Observations, assessments and photographs used for learning and development.

Information is stored securely and only shared when there is a lawful reason to do so, for example with the local authority, Ofsted, health professionals, safeguarding partners, schools or funding bodies. Full policies and procedures are available on request or via our website.