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| REGISTRATION FORM Date…………………………...  Charity No. 1034100  Ofsted Registration No. EY366991  “If you have any problems filling in this form, the pre-school staff will be glad to help you” | |
| Child’s Full Name…………………………………………………………………… Preferred Name…………………………............... **Date of Birth…………………………………………………. Birth Certificate? Yes/No**  (If possible, please provide your child’s original birth certificate or other  proof of birth with two photocopies for Early Years Education Funding.  **Language most commonly spoken at home.......................................** Ethnicity…………………………………………… | |
| Name of parent/s or guardian/s with which the child lives **Parent 1………………………………………………**  **Home Address:**  POSTCODE:  Telephone No……………………………………………………………..  Mobile No …………………………………………………………………  **Work Address:**  Telephone No………………………………………  **Do you have Parental Responsibility?** Yes/No  **Date of Birth** (for funding application)  ………………………  **National insurance Number** (for funding application)  ……………………………………………………………………… | **Parent 2 …………………………………………………**  **Home Address (if different)**  POSTCODE:  Telephone No………………………………………………………  Mobile No  ………………………………………….  **Work Address:**  Telephone No………………………………………  **Do you have Parental Responsibility?** Yes/No  **Date of Birth** (for funding application) ………………………  **National insurance Number** (for funding application)  ……………………………………………………………….. |
| **Can we send newsletters and billing by email? Yes/No Yes/No**  Email Address: …………………………………………………………… Email ………………………………………… | |



**Updated Jan 2022**

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| Emergency Medical Intervention Consent I give permission for my child…………………………………………..……………….....(name) to receive emergency medical treatment (This enables medical staff to start treatment as soon as an ambulance arrives/ a child arrives in hospital which might otherwise be delayed until a parent is contactable – e.g. as a result of an allergic reaction etc.)  **Signed……………………………………….........………... Date……………………............**  Please be assured that the staff of The Kennford Playbox would make every effort to contact you as soon as possible if this situation arose. A staff member would also accompany your child. |

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| **Consent Forms** Sunscreen Permission Young children’s skin is very vulnerable to burning. During hotter weather, we encourage children to be sun aware (slip/slap/slop) – dress in clothes that cover shoulders – wear a sun hat or cap, AND apply a high factor sun-cream to any bare skin **BEFORE** coming to preschool  The Preschool provides a high factor sun-cream lotion that we can with your permission **REAPPLY** ahead of the afternoon hours **f**or your child’s protection…  I give permission to the staff members of The Kennford Playbox to apply a Child’s Sun cream Formulation Factor 30+ on  my child…………………………………….………………………………………………….…(name) as and when appropriate.  **Signed…………………………………….............…………. Date………………………** |

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| Children’s Records – Sharing Information This registration form is part of your child’s records.  We collect pieces of work that your child completes; observe and take photographic evidence of your child’s attainment that are collated in their personal learning journal – both online though an app. called Tapestry; and as a hardcopy kept in the office.  From time to time, it is necessary to allow suitably vetted educational and healthcare officials to access to your child’s records.  This may happen during OfSTED Inspections; when officials come to advise us on a particular matter pertaining to a child; between The Kenn Primary School and The Kennford Playbox Playleader as part of the transition process of children leaving the Playbox to attend school; health-care professionals; and to aid children’s progress toward the Early Years Foundation Stage by sharing information with your child’s other settings e.g. childminder or nursery in order to further your child’s developmental needs.  The Early Years Foundations lays down an expectation that we will share information with other settings and practitioners that your child attends. We may produce summative reports that can be shared or need to contact them in order to resolved shared funding issues; or share information in order to help understand a learning difficulty or behavioural trait.  As a matter of courtesy, we would like to ask you for your permission for these processes to happen.  **Signed……………………………………………….......... Date………………………………** |

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| General Data Protection Regulation (GDPR, May 2018) *We record, process and keep personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): “the rights of the data subjects”.*  95% of the information that we gather about you and your family we use in accordance with the statutory duty that all settings must adhere to as set out in the statutory framework of the Early Years Foundation Stage. Your data is used for the efficient operation of the preschool; to meet our statutory duties as an early years childcare setting and in meeting our contractual duties regarding accessing appropriate early years funding for your child  Further details can be found in our privacy notice supplied in every admissions pack  Please sign below to say that you have received a privacy notice and that you understand how your information will be processed in the setting  **Signed………………………………………………. Dated………………………………………….** |
| Face Painting From time to time, we make learning fun by including face painting activities e.g. to change our facial appearances during dressing up; painting whiskers on; or, during party times – as we are unable to apply anything to your child’s skin without your prior permission, and to avoid a situation where your child might not be able to participate, we now ask for your permission to apply face paints when the occasion arises.  **Signed………………………………………………. Dated……………………….........** |

## Doctor’s Name: Health Visitor’s Name:

Surgery Address:

Has your child had any infectious diseases, e.g. Chicken Pox? YES/NO

Has your child been immunised against the following diseases? (Please Tick)

## Diphtheria Polio Tetanus Whooping Cough MMR HIB Meningitis C

Does your child have any ongoing health problems which Playbox ought to be aware of, e.g. asthma, epilepsy, glue ear?

YES/NO .............If yes, please specify:

Does your child have ANY allergies e.g. milk, eggs, nuts, rubber etc?

*Can we use band-aids (non-hypoallergenic) to cover “small-hurts” as a comfort aid?* **YES/NO**

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| Parent Photograph & Video Permission Form Child’s Name:.......................................................................................................  Please indicate below by circling Yes or No if you are happy for your child’s photograph to be used in the following ways  Are you happy for The Kennford Playbox to take photographs of your child when participating in preschool activities?  Yes/No   * **As a valuable tool for observation: Photographs are taken of your child to put in your child’s records documenting and celebrating their achievements; as a tool for your child’s transition to another setting and in the preschool’s newsletter; prospectus (welcome booklet); displays and bulletin board.** (Photographs are only kept and used on setting-owned systems. The un-named photographs are held on the office computer on a password protected system and file. Any photograph taken that inadvertently shows a child in a compromising light will immediately be deleted. Photographs will not be kept any longer than is necessary and deleted 5 years after being taken (latest date). Care will be taken that only photographs’ that show children in a positive light will be shown. At no time will information accompany a picture that would enable a child to be identified by any unknown adult. As from September 2015, we propose to use an online assessment vehicle supplied by “Tapestry” – further details and permissions will be sought prior to use. * **As a record of a preschool trip outside of the setting and other public events e.g. nativity play or sports day** (Parent’s and friends often wish to take images of their children at the nativity play, sports day or other celebratory activities. Courtesy and good manners require that those doing so ask for permission; use their cameras with consideration and confine their photography to the relevant event; that they understand that whilst is it permissible under the Data Protection Act 1998 to take photographs and hold them for personal use, publication of such images may be unlawful. Photographs SHOULD NOT be uploaded and shared on public networking sites such as “Facebook”. That it may be necessary to restrict the use of cameras as some plays or concerts are subject to copyright and performing rights restrictions)   Yes/No   * **Kennford Playbox Advertising (website & local news sheets – Haldon Views; Fisherman’s Friend); celebrations of achievements (e.g. Ofsted Outstanding; Preschool of the Year) and as a slideshow on the IWB for events like parent’s evening or for children’s interest** (only un-named photographs will be used. Photographs will be deleted from temporary folders on IWB computer, after use)   Yes/No   * **In the media (TV or Newspaper). This may mean that your child’s Photograph and Name may appear in print.** (The Kennford Playbox staff will usually ask you for your permission for each event, ESPECIALLY IF YOUR CHILD’S NAME IS TO APPEAR IN PRINT – although these events aren’t always foreseeable!)   Yes/No   * **Outside Photographers taking photographs of your child/ren, within the setting, for you to purchase.** (The photographer will be asked to sign a declaration stating that they will take measures to safeguard any photographs of your child in their possession; that they will only be used for the purposes envisaged & stated; that they will re-seek additional permission should they like to use a photograph for any other purpose)   Yes/No   * **Recorded on video equipment** – (The Kennford Playbox has been given especially child-designed videoing equipment for the children’s use. Any images taken by children will be viewed ONLY by setting staff, children and possibly other childcare early years’ professionals for educational purposes, and deleted as soon as they are no longer required)   Yes/No   * **On the preschool website** (we would endeavour that the child’s identity would be protected. We rarely publish a child’s name on the website and only use photographs carefully chosen that illustrate children playing WITHIN activities (example: back of head/partial facial shots)   Yes/No   * **Fundraising - images of individual or groups of children may be published by The Kennford Playbox and sold to parents as a fundraising activity** (any photograph that is purchased should only be used as above (for personal, family use only) This may mean that your child’s picture may appear in other children’s pictures.   Yes/No  **I understand that my decision on whether to give consent will remain valid throughout my child’s time at The Kennford Playbox and for three year after they leave (depending on the document) unless I have notified the preschool to the contrary. The consent will automatically expire after this time.**  I promise that if I, or members of my family take photographs or video recordings of any school event that these will be kept for family use only; that any pictures showing an individual or group in an unfavourable light will be deleted immediately and not used in any way; that I will not upload images of any child (including my own) taken whilst on preschool property (by myself, another person, or setting) onto the internet (includes public networking sites like Facebook) without prior permission from The Kennford Playbox; I will NOT profit from a photograph taken in any way  **Signed (parent/carer)......................................................... Date.................................................** |

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| Short Outings: Child’s Name  Short Outings: As part of the Early Years Foundation State we occasionally take children for short outings to The Kenn Centre and/or its surroundings. Examples: We occasionally attend events like the Kenn School Nativity at the Kenn Centre; or walk around the Kenn Centre on a leaf or bug hunt; Walking in the meadow adjacent to the Playbox and Kenn centre We occasionally use the empty car park for parachute activities. An individual risk assessment is carried out for these eventualities.  I give my consent to my child participating in short outings  **Signed (parent/carer)......................................................... Date.................................................** |

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| Toileting Requirements We recognise that some children may not be completely “dry” when they start at The Kennford Playbox. Please let us know what your child toileting requirements are – and talk over any concerns that you may have with a staff member. |

## Further Information:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sessions **Please indicate which session(s) you would prefer your child to attend the Kennford Playbox** Minimum of 2 sessions required  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **DAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | | **BREAKFAST**  **8.30-9.15** |  |  |  |  |  | | **AM**  **9.15-12.45** |  |  |  |  |  | | **PM**  **12.45-3.15** |  |  |  |  |  | |  |  |  |  |  |  | |

|  |  |  |
| --- | --- | --- |
| Does your child have any contact with other professionals? Please tell us if your child has any behaviour, healthcare, special educational needs or disability, or other reason that other professionals are involved with your child?  Please tell us about ANY professionals currently involved with your child (you can speak confidentially to the preschool manager)   |  |  | | --- | --- | | Agency:  Name of contact:  Phone Number  Mobile Number | Agency:  Name of contact:  Phone Number  Mobile Number | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Other Care Settings?**  Please give details of any other early year’s settings that your child has attended in the past.  Is your child currently attending another setting Yes/No?  Will your child be attending this setting in conjunction with The Kennford Playbox? (you are able to split your child’s 15-hours early years educational funding/2gether funding between two settings) YES/NO  Please give us the other settings details here: this is to aid us in contacting them for sharing information (explained previously)   |  |  | | --- | --- | | **Name of Setting/Childminder or setting** |  | | **Name of Manager/Group Leader** |  | | **Address:** |  | | **Telephone Contact Number** |  | | **Key Person/Worker** |  |  |  |  | | --- | --- | | **Name of Setting/Childminder or setting** |  | | **Name of Manager/Group Leader** |  | | **Address:** |  | | **Telephone Contact Number** |  | | **Key Person/Worker** |  | |

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| **Kennford Playbox Committee**  The Kennford Playbox is a registered charity run by parents and carers for the benefit of the children attending the group. It is a community pre-school.  The Kennford Playbox can ONLY continue its’ operation if a valid committee is elected each year in October.  The parents and carers of the children attending the Kennford Playbox are automatically members of the group and have a right to attend the annual AGM and vote. YOU CAN ATTEND THE AGM WHETHER OR NOT YOU THEN DECIDE TO BECOME A COMMITTEE MEMBER  Committee members serve 1 year at a time. Meetings are held approximately 4-6 times a year. Members can serve as committee members or more proactively as an officer. The committee help with the operations of the preschool & make decisions on how best to spend our funds.  All committee members are DBS checked.  Would you be willing to consider becoming a committee member and help run The Playbox? Yes/No |

## C:\Users\Michele\Dropbox\committee\logo\newlogo2016white.jpgRegister Emergency Contact Form

## for (Child’s Name)......................................................................D.O.B.....................

Completed......................................

NB: Please remember to keep your contact details up to date.

|  |  |
| --- | --- |
| Name of parent/s or guardian/s with which the child lives (Please give your daytime details)  **Name Parent 1……………………………………………......**  **Home** Telephone No………………………………………....  Mobile No………………………………………….................  Email.............................................................................  Emergency Numbers  **Work** Telephone No………………………………………  Other.......................................................................... | **Name Parent 2 ………………………………………**  Home Telephone No………………………………...  Mobile No…………………………………………….  Email...............................................................  Emergency Numbers  **Work** Telephone No……………………………..  Other............................................................... |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Regular Carers’ & Emergency Contacts Please tell us if someone, other than yourself will be collecting your child on a regular basis e.g. child minder, grandparent etc.  **PLEASE NOTE: No child will be released to an unauthorized person. Please notify us of any changes.**   |  |  | | --- | --- | | Emergency & Regular Carer Contact 1  Name  Relationship to child  Phone Number  Mobile Number | Emergency & Regular Carer Contact 2  Name  Relationship to child  Phone Number  Mobile Number | | Emergency Contact 3  Name  Relationship to child  Phone Number  Mobile Number | Emergency Contact 4  Name  Relationship to child  Phone Number  Mobile Number | |

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| Emergency Medical Intervention Consent I give permission for my child…………………………………………..……………….....(name) to receive emergency medical treatment (This enables medical staff to start treatment as soon as an ambulance arrives/ a child arrives in hospital which might otherwise be delayed until a parent is contactable – e.g. as a result of an allergic reaction etc.)  **Signed………………………………………..............………... Date…………………………............**  Please be assured that the staff of The Kennford Playbox would make every effort to contact you as soon as possible if this situation arose. A staff member would also accompany your child. |

|  |
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| **Further Allergy Information**  Type of allergy?  What are the symptoms i.e. hives, sickness?  What needs to be done?  **Signed (parent/carer)............................................................ Date.................................................** |

**Uniform**

**Suitable clothing for daily preschool wear.**

Whilst the wearing of The Kennford Playbox’s uniform is optional, we do recommend that your child wear something similar, that is both robust and washes well.

Your child will have access to a lot of really messy activities whilst at the preschool, including gardening; splatter painting; printing; clay; gloop; cooking; water etc. which inevitably means that your child will get covered in something in spite of wearing protective aprons and coveralls.

(Children will be children) Whilst the materials the children use are chosen carefully and shouldn’t mark or permanently stain, that’s not guaranteed....so if your child has clothing that you want to keep nice, then don’t send them to preschool in it.

The uniform that we provide has been chosen carefully to meet the following criteria:

* ****Comfort
  + Easy to wear
* Safety
  + T-shirt has capped sleeves to protect children’s shoulders from sunburn.
  + Legionnaires cap has a long flap of material to protect your child’s neck from sunburn.
  + Sweatshirt is warm enough for spring-autumn outside wear
* Close Fitting
  + Minimises children’s clothing impeding movement whilst climbing or balancing.
* Robust
  + Hard wearing
  + Book bag has been chosen to withstand the rigors of young children!
* Wash ability
  + Easy Care
  + Stain resistant

Please order without delay...as only limited bigger sizes are being held.

**SUITABLE FOOTWEAR FOR PRESCHOOL**

Wearing **well fitted,** **new** canvas or leather shoes is best. If your child is wearing hand-me-downs, please ensure that those shoes have plenty of wear left in them (e.g. the heel isn’t showing signs of wear) and that they are the right size to fit your child’s feet (not too big or too small)

**Boots, Flip-flops and crocs are a health and safety risk...they are not designed to run around, climb or balance in. So many accidents have been caused as a direct result of wearing these that we ask you to avoid sending your child to preschool in these types of footwear.**

Anna and Dawn



**UNIFORM ORDER FORM**

**2021**

NAME.............................................................................

DATE...........................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number Required** | **Item** | **Colour Options** | **Price (correct as of February 2019)**  **TICK** | **Some 2nd Hand uniform available**  **Mainly**  **3-4 years old.** |
|  | **T-shirt**  (please circle requirement)  Size 2-3  Size 3-4  Size5-6 (limited supply) | Royal Blue | £7.00 | £2.00 |
|  | **Sweatshirt**  (please circle requirement)  Size 2-3  Size 3-4  Size 5-6 (limited supply) | Royal Blue  Some Burgundy  (please circle requirement) | £11.00 | £2.00 |
|  | **Sun Hat** (one size)  (Legionnaire Style) | Royal Blue | £2 | £2.00 |
|  | **Book Bag** | Royal Blue | £7.50 | £2.00 |
|  | **TOTAL** |  |  |  |

Payment by cash or cheque made payable to The Kennford Playbox. Alternatively, you can transfer directly into our bank account: Barclays Bank: Account Number: 83890074: Sort Code: 20-30-47

Cheque/Cash enclosed

Bank Transfer....................................date of transfer................................................................

Signed........................................................................................

**KENNFORD PLAYBOX FEES POLICY**

as from January 2016

(updated April 2017)

Kennford Playbox is a charity providing early years education for the local community. We rely upon the co-operation of you, parents and carers, in the prompt payment of fees as we are self-financing and are not able to run on a loss-making basis. Fees cover staff wages, rent, insurance, food and drink for snack time, OFSTED registration fees and other subscriptions, materials and resources.

1. **FUNDING AVAILABLE**

**EARLY YEARS ENTITLEMENT (EYE)**

**The Government currently provides ALL children with 15 hours of funded hours for 38 weeks for every child from the term starting after their third birthday until they enter full time education.**

**As from September 2017, SOME children may be eligible for up to 30-hours of government funding. This entitlement is aimed at working families who will regularly be required to prove their eligibility.**

This funding can be split between settings, however currently you cannot claim less than 3 hours at anyone setting. If your child attends more than one setting, please notify Anna Knapton.

Claims are submitted to Devon County Council each term following Headcount week and cannot be amended during that term. Refunds are not given by Devon County Council.

When you sign the Children’s, Information Form you enter a legally binding contract with Devon County Council to send your child to Kennford Playbox for the hours specified and in accordance with minimum attendance criteria (excluding authorised absence). If you do not, Devon County Council will seek repayment of the government funding from Kennford Playbox, who in turn will seek reimbursement from you.

**2-Year Old Funding.**

Please speak to Anna Knapton to see if you qualify for **15 hours of funded care,** as the criteria are always changing.

**CHILD CARE VOUCHERS**

Working parents can benefit from Tax and National Insurance savings by using Childcare Vouchers. Please speak to Anna Knapton to see if Kennford Playbox can register for your Employer’s choice of scheme.

**TAX CREDITS**

If you are in receipt of Child Tax Credits or Working Tax Credits you may be able to reclaim some of your childcare. Please speak to Anna Knapton who will advise you of the current government contact details.

1. **CHANGES TO A CHILD’S SESSION**

All sessions should be booked in advance. Kennford Playbox require a minimum notice period of 6 weeks (half a term) for any changes (increase, decrease, change in days) to weekly sessions you have booked for your child.

We will try to accommodate any requests for additional sessions or changes to days if operationally possible.

We are unable to offer either refunds or substitute sessions in lieu of illness or holiday, as operational costs still need to be met. Absence Forms must be completed for all periods of absence.

Kennford Playbox does not accept liability or provide replacement hours lost by closures e.g. weather or illness. Any decision to do so is made by the Kennford Playbox Committee on a case-by-case basis.

**3. INVOICING AND FEES COLLECTION**

**Fees are payable each term in advance.** An invoice will be raised at the beginning of each term showing how many unfunded hours your child will be attending and the total payable. Invoices are based on the Information given to Kennford Playbox during Headcount week and/or on the Booking Form.

**Payment can be made by cash, cheque (payable to ‘Kennford Playbox’) or by BACS (Barclays Bank – Account No: 83890074 – Sort Code: 20-30-47).**

Payment must be made by date specified on the Invoice, which will be the end of the half term following issue of the invoice. If fees are not paid by this date, a £5 administrative fee may be levied, and future sessions may be restricted to those covered by Early Years Entitlement or 2gether Funding.

You are liable for any bank charges incurred by Kennford Playbox as a result of any dishonoured payments.

If fees are not paid by the end of the term in which the invoice was issued, this may result in your child losing their place at Kennford Playbox. The Management Committee reserves the right to suspend or withdraw a child’s place over non-payment of fees.

Please contact us if there are any funding issues with your invoice as the Early Years Funding System is complex.

Please contact us if you are interested in paying monthly or would like a Payment Plan.

Please contact us as soon as possible if you are struggling financially to settle your invoice. We are understanding and we can help you find ways to make your childcare more manageable.

**OUR FEES FROM 1st September 2021**

|  |  |
| --- | --- |
| **Deposit** | **£20 repaid on last invoice** |
| **Funded 2-Year-Old** | **15/30 Hours Free - £5.04 p/h paid by Devon CC** |
| **Non-Funded 2-Year-Old** | **£5.10 per hour (from September 2021)** |
| **Funded 3 & 4-Year-Old** | **15/30 Hours Free - £4.14 p/h paid by Devon CC** |
| **Additional Hours for 3 & 4-Year-Old (above funding hours)** | **£4.50 per hour (from September 2021)** |
| **Breakfast Club** | **£6.00 per session** |
| **Extra Sessions** | **Charged at above rate plus £1/occasion**  **In advance** |
| **Other Charges**  **Emergency Lunch - £2**  **Nappy Charge - £2**  **Late Fee Collection - £5/occasion or reminder**  **All extras incur a £1 admin charge.** | |

Note: We reserve the right to increase the fees levied. We endeavour to provide 4 weeks’ notice of any increase. With the increases in pay as a result of the Living Wage being implemented it is very likely that we will have no option but to levy further increases over the next two years.

**Kennford Playbox, The Kenn Centre, Kennford, Exeter, Devon, EX6 7UE Tel: 01392 833484**

[**info@kennfordplaybox.co.uk**](mailto:info@kennfordplaybox.co.uk)[**www.kennfordplaybox.co.uk**](http://www.kennfordplaybox.co.uk)

**Charity No: 1034100 OFSTED No: EY366991**

**Terms and Conditions**

**Registration Agreement**

**I understand and agree to the terms and conditions:**

* **Fees are payable on demand either monthly or termly payments are accepted** (weekly payments can be arranged)
* **That my child needs to be picked up on time.** If you have been delayed, please notify us as soon as possible as there may not be staff to look after your child (please see Non-collection of children policy) Also if your child is not picked up on time, a late fee will be incurred of £7 every 15 minutes or part thereof.
* **If your child becomes sick while at pre-school the preschool will contact YOU**, **OR ONE of the other emergency contact numbers, so arrangements can be made for your child to be collected.**
* **That the preschool will make observations, assessments and uses photographs to record children’s progress in learning, using a system called “Tapestry”.** We regularly print out a hard copy for your child’s learning journal alongside originals of your child’s creative work.
* **I understand that if I spend time at the setting that my mobile phone device will need to be left in the office, ensuring the safety of all.**
* **That the pre-school has a range of policies** that ensure our service is high quality and complies with our legal requirements. These include policies relating to Safeguarding: health & safety & child protection. Digital copies are available on request.

**Signed.......................................................... Dated....................................**

If you have any further queries, please ask to speak to Anna Knapton or Dawn Westcott

Thank you for choosing The Kennford Playbox as your child’s early years’ provider.

The Kennford Playbox

The Kenn Centre

Kennford

EXETER

Devon

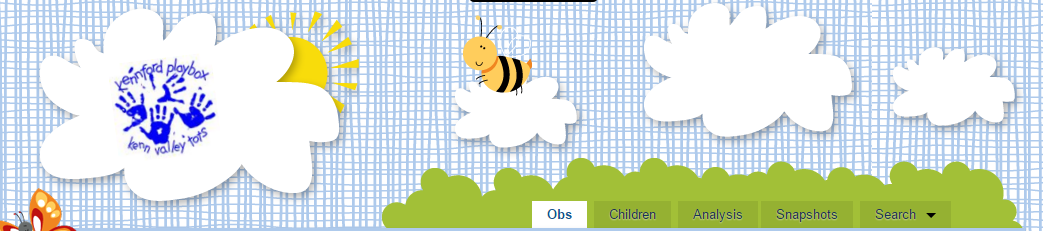
EX6 7UE

Telephone: (01392) 833484

Mobile: 07745 116486



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**Online Learning Journey**

**Parents’ Guide**

**Introduction**

All children attending The Kennford Playbox have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, which will help us to build up a record of your child’s experiences during their time with us.

Tapestry (0ur online children’s journal system) is extremely popular with parents as the application enables you to keep “in touch” with your child’s learning. We are able to work with you towards your child’s next steps – they next area of learning your child might need a little help towards achieving.

We have moved toward using a digitalized observation system in order to

* as a tool to help us identify next steps in children’s learning.
* to provide statistical evidence for our setting development & for inspection purposes.
* to enable a better flow of information between home and preschool.
* improve access for parents to their child’s individual learning journey
  + you will be able to (and we would encourage you to) add comments; your own observations & “Wow” moments

It is very important to us that your family’s information is kept very safe, so, we have chosen to use Tapestry, an intuitive system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child’s Learning Journey.

We have a plethora of policies in place governing how we gather and use information in a respectful way and keep children safe. We assure you that we will protect the identity of other children and will not share a photograph that identifies another child within them.

**Where do I start?**

* Once we have received your completed form (attached) we will set up an account for you.
* You will receive a confirmation email from either Tapestry or from ourselves which will contain a password.

There are 3 ways by which you can access your child’s learning journey:

**Mobile Devices (iPhone; iPad; and some other android tablets – preferred option)**

* Visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile) free of charge.
* Login using your email address and the password that Tapestry provide in your welcome email. (PREFERRABLE)

**Personal Computers**

* Go to https:// Tapestryjournal.com
* Login using your email and password that you are sent once your account has been set up

**No Internet Access**

* If you don’t have access to internet facilities, please let us know and we will make alternate arrangements for you to view your child’s records.

**Problems**

* If you have any problems, please contact us at [info@kennfordplaybox.co.uk](mailto:info@kennfordplaybox.co.uk).
* Please keep a look out for your welcome email. Sometimes these have been appearing in SPAM folders. You may need to make changes to your device so that the Tapestry notifications appear in your email folder.

**We strongly recommend that you change your password on your first visit. Depending on the devise you use you may also be given the opportunity to choose a pin number.**

**Changing your settings**

**On the computer**

At the top right of your screen you will see your name and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or untick the relevant box if you would like to change this setting.

**On iphone/ipad**

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right-hand side of the application. This enables you to change password/set a pin number and/or email address.

**Viewing my child’s Learning Journey**

* + Once logged in, you will see your child’s observations on your home screen in a list – selecting any one of these will open the observation for you to look at.
  + We would encourage you to add comments in the box at the bottom of the observation to which we will endeavour to reply, and, USE this observation method to capture those “WOW” moments which we can include in your child’s learning journey.

**Adding an entry to my child’s Learning Journey**

* + Choose the ‘Add Observation’ option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen.
  + Photos and videos may be uploaded by choosing the ‘add media’ option.
  + When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

This is a new service that we are offering to you our parents, so we will be grateful for your evaluation – please let us know how you get on.

**Agreed guidelines for accessing and using Tapestry ‘Online Learning Journeys’**

PLEASE PROVIDE A SEPARATE AGREEMENT FOR EACH PERSON REQUIRING LOG IN.

As a parent/carer I will…

* Not publish any of my child’s observations, photographs or videos on any social media site – this includes internet sites similar to Facebook.
* Keep my personal login details confidential. (We are able to set up additional logins for other family members & regular carers if requested after parent-permission).
* Understand that, by returning this form on behalf of other friends & relations that I’m giving my consent for my child’s information to be shared with them.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey
* The details below will be used specifically to provide access to my child’s tapestry online learning journey

**PLEASE WRITE CLEARLY**

**…………………………………………………………………………………………………………………………………………………………………Person ONE**

Child’s Name……………………………………………………………………………………………………………………………………………….

I agree to the guidelines:

First Name……………………………………………………………………………………………………………………………………………….

Last Name…………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………..

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**………………………………………………………………………………………………………………………………………………………………..Person TWO**

Child’s Name……………………………………………………………………………………………………………………………………………….

I agree to the guidelines:

First Name……………………………………………………………………………………………………………………………………………….

Last Name…………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………..

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE WRITE CLEARLY**

**…………………………………………………………………….………………………………………………………………………………………Person THREE**

Child’s Name……………………………………………………………………………………………………………………………………………….

I agree to the guidelines:

First Name……………………………………………………………………………………………………………………………………………….

Last Name…………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………..

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**………………………………………………………………………..……………………………………………………………………………………..Person FOUR**

Child’s Name……………………………………………………………………………………………………………………………………………….

I agree to the guidelines:

First Name……………………………………………………………………………………………………………………………………………….

Last Name…………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………..

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**……………………………………………………………………….………………………………………………………………………………………Person FIVE**

Child’s Name……………………………………………………………………………………………………………………………………………….

I agree to the guidelines:

First Name……………………………………………………………………………………………………………………………………………….

Last Name…………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………..

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to The Kennford Playbox and we will set up your account and tapestry will send you an email detailing how to access your child’s learning journey