



Cullingworth Pre-School, Lodge
Street, Cullingworth, Bradford, West
Yorkshire. BD13 5HB
Tel. no 07989 220324
admin@cullingworthpreschool.org.uk
Charity No. 1114082
Pre-School Learning Alliance No. A942G



Thank you for requesting our application pack. If you would like to go on our waiting list would you please complete the Application Form, Data Sharing Privacy Notice and our Fee Payment Agreement and return them to us at your earliest convenience.

Cullingworth Pre-School is an Ofsted registered setting. We offer both care and education to children between the ages of 2 and 5 years. There is an annual fee structure payable termly for 2 year olds. We are registered to take the Nursery Education Funding (NEF) for 2, 3 & 4 year olds and are able to offer up to 5 funded sessions per week, however, we cannot guarantee all 15 hours of NEF in a child's first year. We are also registered for the extended entitlement (up to 30 hours). This entitlement is an extension of the current education entitlement for 3 and 4 year olds and provides an additional 15 hours of free childcare for children that are eligible. Requests for year 1 children to increase sessions when eligible for the NEF will be dependent upon availability and managed at the discretion of the manager and committee. Please note that for the children who use their NEF elsewhere fees will be charged at the same amount as the NEF. The funding becomes available for the children from the start of the term following their 3rd birthday. Please note that the funding terms are:

Autumn 1st September – 31st December
Spring 1st January – 31st March
Summer 1st April – 31st August

e.g. for a child who turns 3 years on the 2nd September funding would become available from 1st January. To receive this funding we need evidence of your child's date of birth i.e. birth certificate. **Please provide this evidence when returning the application form**

The delivery of care and learning is informed by the Early Years Foundation Stage. All written records and information regarding each child and family will be treated confidentially and stored securely in locked cupboards/filing cabinets. These records are kept to support the ongoing work with the children and to ensure the Pre-School is fully informed of relevant information, eg. dietary.

Pre-School runs every morning for the 2 to 3 year olds and every afternoon for the children preparing to go to school. Our opening hours are:

Monday to Friday

7.30 - 9.00	Breakfast club
9.00 – 12.00	Year 1 sessions
12.00 - 12.30	Lunch club
12.30 - 3.30	Year 2 session
3.30 - 5.30pm	After school club

We are registered for full day care and there are a limited number of places available to attend from 9.00am – 3.00pm.

Pre-School is a registered charity run by a management committee made up of past and present parents. Working alongside the Manager, they make and approve all business and financial decisions and ensure the group acts within the law, e.g. health and safety and employment etc. The committee is a friendly group which meets about twice a term, and would welcome any new parents who might like to join them. There are other ways you could become involved in pre-school e.g. maybe you have a special talent or interest that you could share with the setting.

Please do not send children in their best clothes (although aprons are provided for painting, gluing etc.) as lots of Pre-School activities are messy. Please name your child's clothing.

A wide variety of food is provided during each session along with fruit, milk and water.

Please feel free to visit before the term your child is due to start preschool. You will be most welcome.

Would you like to see how Pre-School sessions work? Do you want to know more about what your child does at Pre-School? Then come and visit us! We welcome all parents and carers to join us at Pre-School for as long as you would like, whether that's for an hour or a full session.

We hope this information is of use to you and look forward to seeing you at Cullingworth Pre-School.

Admissions, Place Allocations & Fees

General Legal Requirement

- *Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.*

POLICY

Our setting aims to make welcome all children and their families. We strive to accommodate as many families as we can. We welcome applications for disabled children and children from diverse backgrounds. In our setting we want children and families to enjoy being involved, children need to know that other adults care about them; parents need to feel confident in the ability of the adults in our setting to look after and encourage their children to benefit from time spent in our setting. Upset children cannot relax and enjoy the activities available.

ADMISSIONS

Admission to Pre-School will usually be at the beginning of each half-term. Children will usually be eligible the half-term after they become 2.

When an application form is received, the child's name will be entered on to the waiting list for the appropriate half-term. Admissions will be in order of age and application date. If there are insufficient places, any outstanding names will be placed at the top of the list for the next admission date. Should a child who is approaching school age require a place all efforts will be made to accommodate him/her. We strive to be as flexible as possible to meet the requirements of all families.

Please note that we cannot guarantee places for families choosing to defer their offered start date until later in that academic year as places cannot be left unoccupied whilst other families are keen to take up these places.

ALLOCATIONS

Once you attend Cullingworth Pre-school should you wish to increase your sessions priority will be given to year 2 children up to their full entitlement

Requests for year 1 children to increase sessions when eligible for the Nursery Education Funding will be dependant upon availability and managed at the discretion of the manager and committee.

Our allocations system operates as follows:-

Priority will be given to:-

- Working parents who will require pre-school to be their primary childcare provider.
- Parents who are studying to return to work who will require pre-school to be their primary childcare provider.
- A request from other agencies for a childcare place e.g. family support services.

Year 1 children will be offered mornings and Year 2 children will be offered afternoons. Requests for sessions outside of the usual year groups or in addition to the usual sessions will be considered on an individual basis where there is availability and priority will be given to working families.

FEES

Fees are calculated over the 38 weeks of service delivery and divided into 3 equal payments.

Fees continue to be payable if a child is absent for any reason including illness or holidays taken within term time. Fees also remain payable if pre-school closes due to situations beyond our control, e.g. power failure or snow.

- Families choosing to use their nursery education funding (NEF) entitlement at another setting should note that hours accessed here will be charged at the equivalent rate to the NEF.
- Families wishing to take up extra hours in addition to the 15/30 hours entitlement should note that hours accessed here will be charged at the equivalent rate to the NEF.
- Pre-school termly fees can be paid in a number of ways
 1. In full
 2. Half termly
 3. Weekly over 10 weeks
 4. Monthly at the beginning of each month

NON PAYMENT OF FEES

If payment has not been received or a payment plan agreed 4 weeks after an invoice has been sent out the following process will be actioned.

- A reminder will be sent out requesting that full payment be made in seven days
- Any bank charges that the pre-school incur due to uncleared cheques will be passed on to the bill payer
- Should the fees remain in arrears Cullingworth Pre-school reserve the right to suspend or withdraw a child's place.
- Should your child leave pre-school with unpaid fees actions will be taken to recover the outstanding amount.

The Pre-school manager and executive committee members are available to discuss any aspect of the Admissions, place allocation and fees and will treat all information in the strictest confidence.

SETTLING IN

General Legal Requirement

- *Each child must be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.*

POLICY

We welcome applications for all children and children from diverse backgrounds.

In our setting we want children and families to enjoy being involved, children need to know that other adults care about them; parents need to feel confident in the ability of the adults in our setting to look after and encourage their children to benefit from time spent in our setting.

Upset children cannot relax and enjoy the activities available.

PROCEDURE

Our setting welcomes all families from the local area and wider community, in order for families to know this we-

- Have our own website and a committee run Facebook page
- Advertise our service in local publications
- We operate our waiting list on an age and application date system.
- Ensure our information makes it clear that all families are welcome.
- Provide information verbally and written in the form of a booklet/leaflet for new families and as regular newsletters throughout the year.

When children are ready to start attending we will:-

- Offer a home visit and encourage parents, with their child, to visit our setting as many times as they wish before their child is due to start attending.
- Agree how we will introduce and settle a child into our setting with the parents to ensure the individual needs of the child/family are met.
- Allocate a key person for each child, and staff will always be available to discuss any concerns or other issues with parent/carers regarding their child and attendance at the setting
- Welcome parents at our sessions until they feel confident their child has settled and no longer needs them to stay.
- Reassure parents who are anxious about their child by giving them information about their child's activities and welfare while attending our setting.
- Introduce new starters into our setting in small numbers over a planned period of time to allow each child the time and support needed to settle.

Cullingworth Pre-school

Data Protection Policy

At Cullingworth Pre-school we respect the privacy of the children attending the Pre-school and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Cullingworth Pre-school can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Barbara Knowles. The lead person ensures that the Pre-school meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the Pre-school we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Pre-school staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Pre-school, except with the designated Child Protection Officer and the manager.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable filing cabinet.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

The items of personal data that we keep about individuals are documented on our personal data audit. The personal data audit is reviewed annually to ensure that any new data types are included.

Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68 -3.71]*.

Cullingworth Preschool Data Sharing Privacy Notice

We collect and use personal data relating to children and their families under the principles of General Data Protection Regulations (GDPR).

Cullingworth Pre-school management committee is the data controller of the personal information you provide to us, although they don't see it, which means they decide how any personal data is to be processed.

In some cases your data will be shared to a third party however this will only be done with your consent, unless the law or our policies require the pre-school to share your data.

The type of information we are collecting on your child

- Date of birth, Contact details, contact preferences
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs, including care plans.
- Children's development records
- Details of any medical conditions, including physical and mental health and children's wellbeing and accident information
- Information about Attendance (such as sessions attended/number of absences and absence reason)
- Safeguarding/special educational needs information
- Photographs including electronic observations

We may also hold data about children that we have received from other organisations , including other settings, local authorities or outside agencies.

Who is collecting your Children's Information and how

Your child's information will be collected primarily on the application form either in paper or electronic form. When your child is eligible for funding you will be asked to complete and sign further forms. All this information is collected by the admin staff at the Pre-school.

Most of the information you provide to us about your child is mandatory however some is on a voluntary basis and we will inform you whether or not you are required to provide it to us.

How is your Personal information collected

Information regarding your child's development will be collected verbally, by paper form or electronically by your child's keyperson.

Why is the Information being Collected and used

This information is being collected under the GDPR and UK law . The data is being used to

- safeguard children
- comply with the law regarding data sharing
- access funding from the local authority and submit data for headcounts
- Provide a safe and quality provision
- support their learning and monitor and assess their progress
- provide appropriate support

We routinely share child's information with

- Parents/carers and representatives of the pre-school children
- Pre-school staff
- Settings that the child attends after leaving us
- Our local authority, (to access funding, submitting data for headcount)
- Outside agencies e.g area Senco, health agencies
- Ofsted

Requesting access to your personal data

Under data protection legislation you have the right to request access to information that we hold about your child. To make a request for your personal information or be given access to your child's records please contact the manager.

You also have the right to

- Prevent processing for the purpose of direct marketing
- Have inaccurate personal data corrected, blocked, removed or destroyed in certain circumstances
- Object to the processing of personal data that is likely to cause distress or upset
- Request the transfer of your personal information to another party
- Claim compensation for damages caused by a breach of the Data Protection Regulations

Concerns and complaints

If you would like to discuss anything on this privacy notice or you think your data has been misused or not held securely please contact the manager in the first instance.

Storing Children's Data

In accordance with the GDPR, the pre-school does not store personal data indefinitely – data is only stored for as long as is necessary to complete the task for which it was originally collected.

If you have a concern about the way Pre-school and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Declaration

I, _____, declare that I understand:

- **Cullingworth Pre-school** has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- **Cullingworth Pre-school** may share my data with the DfE, and subsequently the LA.
- **Cullingworth Pre-school** will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- **Cullingworth Pre-school** will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's **GDPR Data Protection Policy**.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____

CULLINGWORTH PRE-SCHOOL APPLICATION FORM

CHILD'S NAMEDATE OF BIRTH.....

NAME & ADDRESS of PARENTS/CARERS/LEGAL GUARDIAN (please delete as appropriate)

.....
.....

.....POSTCODE.....
(mandatory)

WHO HAS LEGAL RESPONSIBILITY FOR THE CHILD.....

TEL NO.....3 EMERGENCY NOs.....

.....
.....

Email Address.....

GENDER...Male/Female.....ETHNIC CODE.....LANGUAGE.....
(please circle) (please see below)

DOCTOR'S NAME/ADDRESS/PHONE NO.....

.....

DOES YOUR CHILD HAVE ANY MEDICAL CONDITION/DIETARY NEEDS THAT THE PRE-SCHOOL SHOULD KNOW ABOUT?

DOES THIS CONDITION REQUIRE ANY ACTION BY THE PRE-SCHOOL.....

.....

IS THERE ANY OTHER INFORMATION TO SUPPORT YOUR CHILD SETTLING IN YOU THINK WE SHOULD KNOW.....

.....

WHO IS REGULARLY GOING TO PICK YOUR CHILD UP?

.....

WHAT DAYS WOULD YOU LIKE YOUR CHILD TO ATTEND?

PLEASE CIRCLE

MONDAY	AM	PM
TUESDAY	AM	PM
WEDNESDAY	AM	PM
THURSDAY	AM	PM
FRIDAY	AM	PM

*MY CHILD WILL/WILLNOT ACCESS NURSERY EDUCATION FUNDING (NEF) AT THIS SETTING

*I DO/DO NOT REQUIRE A HOME VISIT PRIOR TO MY CHILD STARTING

*DOES YOUR CHILD DRINK MILK? YES/NO (IF NO, WATER WILL BE OFFERED)

*MY CHILD WILL/WILL NOT ATTEND PRE-SCHOOL UNTIL SCHOOL AGE?

* I DO/DO NOT GIVE PERMISSION FOR STAFF TO KEEP MY CHILD IN THEIR CARE IF THERE IS A DELAY IN THEM BEING COLLECTED FROM PRESCHOOL. PLEASE NOTE THEY WILL NOT BE COVERED BY PRESCHOOL INSURANCE.

*I AM/AM NOT HAPPY FOR MY CHILD TO BE VIDEOED/PHOTOGRAPHED AND THEIR PICTURES USED FOR PUBLICITY, E.G PRE-SCHOOL WEBSITE.

I AM AWARE THAT MY CHILD WILL BE PHOTOGRAPHED FOR THEIR PERSONAL PROFILE AND MAY APPEAR IN PHOTOGRAPHS WHICH COULD BE INCLUDED IN OTHER CHILDREN'S PROFILES AND ON OCCASIONS SOME PHOTOGRAPHS MAY BE USED AT PRESCHOOL PRESENTATIONS IN SLIDE SHOWS.

* I DO/DO NOT GIVE PERMISSION FOR MY CHILD TO BE GIVEN EMERGENCY MEDICAL ADVICE AND TREATMENT IN THE EVENT THAT I CAN NOT BE CONTACTED

*I DO/DO NOT GIVE PERMISSION FOR PLASTERS AND SUNCREAM TO BE APPLIED

* I AM/AM NOT HAPPY FOR MY CHILD TO BE TAKEN ON ESCORTED WALKS, OUTINGS AND VISITS DURING PRESCHOOL SESSIONS

*Please delete as appropriate

I AGREE TO GIVE 1 MONTHS NOTICE IF I INTEND TO REMOVE MY CHILD FROM THE SETTING OR PAY THE RELEVANT FEES FOR THAT PERIOD

I AGREE TO CULLINGWORTH PRESCHOOL SHARING AND RECEIVING INFORMATION WITH OTHER SETTINGS AND TO ALSO PASS ON INFORMATION TO SCHOOL WHEN APPROPRIATE

SIGNED.....DATE.....

Confirmation of date of birth seen:Birth certificate
(signature of staff member)

.Ethnicity Codes and descriptions

CODE DESCRIPTION

ABA	Asian or Asian British, Bangladeshi
AIN	Asian or Asian British, Indian
AMI	Asian or Asian British, Mirpuri Pakistani
AOP	Asian or Asian British, Other Pakistani
AAO	Asian or Asian British – other (any other Asian or British Asian background)
BLB	Black or Black British, Caribbean
BLF	Black or Black British, African
BLG	Black or Black British, other (any other Black background)
CHE	Chinese or British Chinese
MBA	Mixed – White/Black African or White/Black British African
MWB	Mixed – White/Black Caribbean or White Black British Caribbean
MWA	Mixed – White/Asian or White/British Asian
MOT	Other Mixed ethnicity
WHB	White – British
WHR	White Irish
WHA	White – any other
WHT	Traveller – Irish Heritage
WRO	Roma/Roma Gypsy
OEO	Other – any other ethnic group

PLEASE COMPLETE AND RETURN TO PRE-SCHOOL

Cullingworth Pre-school
Fee Payment Agreement

Child's Details:

Name:	
Date of Birth:	
M/F:	
Address:	
Postcode:	
Start Date at Group:	
Sessions to be attended(Number, days and times):	
Parent/Carer's name and relationship to child:	
Parent/Carer's signature: Date form completed:	

I hereby confirm that I have been offered and have accepted a place for my child at Cullingworth Pre-school and agree to the conditions as stated below.

- That payment will be made in one of the following ways:

In full
Half termly
Monthly
Weekly (over 10 weeks)

- That all fees are paid in full 2 weeks before the end of term.
- 1 Months notice is given if you intend to remove your child from the setting, otherwise the relevant fees for the period will become payable.

Please complete and return this form with the application.

If you have any queries regarding this issue, please do not hesitate to contact the Pre-school Manager (Barbara Knowles) or Administrator (Sue Wood).

Cullingworth Pre-school Management Committee