



The
Willows
Day Care Nursery

Out of School Club
For 4-11 year Olds

Burwell

HELD IN:
The Phoenix Room
Burwell Village College
The Causeway
Burwell
Cambs
CB25 0DU

BASED AT:
The Willows
Mereside
Soham
Cambridgeshire
CB7 5EE

info@willowschildcare.co.uk

01353 624 821

Welcome to The Willows

The Willows began offering high quality before and after school care for primary aged children in 1995. It originated due to the demand from parents whose children were at our nursery and then moved onto school. Since 1995 our after school club has grown in leaps and bounds (due to local demand) to the size it is today - we currently operate three after school clubs, accommodating up to 84 children each day, and three breakfast clubs covering both Burwell and Soham primary schools.

The Sunshine club at Burwell opened at a similar time giving working parents an alternative option in the childcare field at the beginning and end of the school day.

The out of school club came under the management of The Willows in September 1998 and the breakfast club opened in 2001.

The Willows provides a welcoming, caring and friendly atmosphere. We value every child's individual needs and we aim to give support to every child and their parents in our setting. The Willows provides a home environment before and afterschool, with fun, free and flexible play, while parents pursue work, study or other activities.

Our Service

The Willows out of school care is designed to be as flexible as possible in order to meet the needs of our children and parents/carers.

We offer clubs throughout the year both before and after school and during holiday periods.

The before and out of school club is offered during the school year and the holiday club is available during the holiday period.

At the beginning of the day

The Willows **breakfast club** opens at **7.45am** within the Phoenix Room which is attached to the School. The children are offered a variety of breakfast options from white and wholemeal toast, croissants and cereals. The session finishes at 8.45am when the staff escort the children to their classrooms for the start of the school day.

At the end of the day

We offer an **Out of School club** in the Phoenix room which is attached to the school. The children are collected at the end of the school day (3.15pm). Children in reception to year 2 are collected by two members of staff from their classrooms. Year 3 to year 6 assemble in the servery area within the school. Then all the children escorted to the Phoenix room after 15 minutes of outdoor play in the tennis courts.

All children have the opportunity to have a snack of fruit, vegetables and fresh water. At 5.15pm the children have a light snack eg: fruit and yogurt and pancakes. (Snack menu located at the end of prospectus)

During the school holidays

We operate a holiday club that functions separately in the portacabin at The Willows Day Care Nursery site in Soham from 7.30am-6.00pm daily. The holiday club is registered with Ofsted for 18 children aged 4-11 years, and children who use the club come from local School's in the area.

The Willows have a fun, free play environment in which children to make their own choices in what they play with. Children have a wide range of activities to choose from including arts, craft, cooking, messy play, construction toys, hama beads, playdough and dressing up plus many more. There is a quiet area for the children to relax with a book or watch a dvd.

The holiday club share the nursery playground and the children have access to bikes, balls, hoops and a climbing frame. The holiday club is also within walking distance of a play park which we regularly visit.

During the holidays the children have the opportunity to go on organised visit and outings. Previous visits include bowling, High Lodge, Colchester Zoo and Ely Museum.

Meals and snack times at the holiday club

We ask that you provide a healthy packed lunch for your child if they are attending the lunch time period. The lunch hour is 12.15pm to 1.15pm. Please refrain from supplying your child with fizzy drinks and sweets.

The Willows provides mid morning and afternoon snack's which consist of fruit, vegetables, milk and fresh water. Fresh water is also provided throughout the day. The Willows provides a light snack at 5pm which include pancakes, croissants, toast, fruit loaf, milk and fruit juice. We also cater for children's individual allergies/dietary requirements.

Booking for the holiday club is on a first come first served basis due to limited spaces. Holiday forms will be sent out 3-4 weeks prior to each holiday for booking and emphasis is put on returning them as soon as possible to avoid disappointment.

Our mission is to:

- Provide a happy, warm, and stimulating inclusive environment where all children are able to play, learn and develop at their own pace.
- Help children to develop responsibility for themselves and their actions in order to become competent, confident, independent and co-operative individuals.
- Work along side parents/carers and any other agencies involved with the child and their family. We work collaboratively with them in the interests of the individual child.
- Encourage children to have a positive attitude and respect for both themselves and others.

We aim to achieve this by:

- Offering a wide range of play opportunities and activities that are appropriate to individual children's interests and developmental stages.
- Ensuring our playwork team who work in the club are both **highly** and **appropriately qualified**, and has a wealth of experience to draw upon.
- **Valuing each child's opinion**, encouraging their participation in all areas of decision-making, both daily and long term.
- Communicating with parents/carers at the beginning or end of the session, and at other times as needed. The Willows aims to ensure consistency of care throughout the day in the interests of the child.

The Staff

The Willows has a consistent staff team who work within the out of school settings. All members of staff are DBS (Disclosure and Barring Service) checked and have undergone training suitable to their role and responsibilities; this includes both short training courses and long term formal training which is recognised by the Children's Workforce Development Council (CWDC) and Ofsted.

Sally Garfitt is the Out of School Co-ordinator covering all the out of school clubs. Each setting has a Playleader, whose role it is to co-ordinate and lead their designated site. If you have any concerns please speak to your appropriate Playleader on site or Sally at The Willows nursery (01353) 624821

A Guide to our sessions

Breakfast Club

7.45am Breakfast Club opens; the children have toast with a variety of toppings and/or cereal to eat, with milk and water to drink. The children choose what activities they would like to do i.e. colouring, reading, dancing, playing with a variety of resources.

8.35am The breakfast club is tidied away by staff and the children begin to get ready to go to school.

8.45am The children are escorted to their classrooms by two staff members.

8.50am The school opens and the children's day begins.

After School Club

3.15pm At Burwell, Reception to year 2 children are collected by two members of staff from their classrooms. Year 3 to year 6 assemble in the servery area within the school. All the children are escorted to the Phoenix room.

3.30pm Outdoor play in the tennis courts

3.45pm Children wash their hands and have the option of a healthy snack and a drink. Fresh water is available throughout the session. At this time the staff and children discuss the activities taking place that afternoon. The emphasis in the club is one of a free flow environment where different activities are available to the children throughout the session (self-chosen).

4.50pm Children are encouraged to tidy away their activities as they prepare for the light snack (which is only offered to the children that are booked in till 6pm).

5.15pm Children help to prepare the light snack by setting the table during the snack they have access to fresh fruit and drinks.

Once the snack is complete the children are encouraged to help with the packing away and tidying up and then continue with an activity until they are collected by their parents/carers

6pm The Out of School club closes.

Our Activities

The activities are child led and supported by the play workers whose role is to enhance learning opportunities through play as they arise. The children choose activities they would like to do and the staff will provide the equipment and resources necessary for the opportunity to take place.

Within the environment the children often take part in art and craft activities (such painting and model making) cookery, free play with toys and equipment, drawing, colouring and have to access to the outdoor area. There is an area where the children can sit and relax or read a book and occasionally the children watch a dvd.

The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) starts from birth and lasts until the end of the Reception Year. Both the school and The Willows work towards the principles of the Early Years Foundation Stage for each child's first year at school. The Early Years Foundation Stage is a play-based curriculum that links all areas of development and which centres on the importance of treating each child as an individual.

Differences to after school provision for children in their Reception year in accordance with the Early Years Foundation Stage will include

- Each child will be given a named key person for their first year when they start at the club
- Individual communication books for parents, staff and teachers that contain observations, photo's and notes to ensure all adults work together.

Further information regarding the Early Years Foundation Stage can be found by visiting www.direct.gov.uk/eyfs or ask a member of staff at the setting.

Important information

Safeguarding

The Willows believe that children have the right to be completely secure from both the fear and reality of abuse and are committed to protecting all the children in our care from harm. The setting has duty to act upon any causes and may liaise with Social Care, Ofsted and/or the police if necessary.

Absence at the after-school club

If your child will not be attending a booked session for any reason, please ensure you ring **The Willows** main number **01353 624821** before **2.30pm** or text the mobile on 07879437692. The Willows **is not part** of the school so we will not be alerted if your child is off on a particular day. ***Please ensure you are vigilant in this matter as it is in the interests of your child's safety.***

There will be an additional charge of £5 if the staff are required to make emergency phone calls to find out the whereabouts of your child.

Medication

The Willows has a strict policy on the administration of medication that is in line with the welfare requirements of the Early Years Foundation Stage. Please be aware that when your child/children have been prescribed medication from a doctor in any form ie liquid, cream, tablets etc, we advise you must give them the medication for twenty-four at home prior to returning to the out of school club.

The Willows staff will only administer one daily dose and Medication forms must be signed. Parental permission is required everyday before a dose can be given by staff, in accordance with the legal requirement of the Early Years Foundation stage statutory framework.

All prescribed medication must be correctly labelled and in the original packaging and will be safely stored during the session.

Please note The Willows will not give Calpol or any medication that has not been prescribed by a doctor.

In the case of long-term medication, such as a child having an inhaler for asthma, a care plan will be put into place in order to meet the child's individual needs.

If you have any concerns...

...The staff will be happy to discuss any concerns with you, either during the session or at a more convenient time. Please be aware that the staff have a duty to safeguard all children so in the event of a child protection issue it may be necessary to disclose information to the Designated Child Protection Officer and in certain instances Social Care may be contacted.

Bookings and registration

The Willows out of school clubs operate on a regular bookings basis, registration forms can be found at the back of the prospectus. Registration forms must be completed before joining The Willows out of school club. Full rates will always be charged, regardless of any notice given.

Contacting us

If you would like to contact the out of school club during a session, please call the staff on the mobile telephone number. Outside of these hours please telephone The Willows on 01353 624821

The Mobile Number for contacting staff during the session is **Burwell 07879437692**

Terms and Conditions

Full rates will always be charged. All hours that your child is booked in will be charged for, regardless of any notice given.

Fees are payable weekly or monthly on receipt of invoices and should be paid by the date printed on invoice, or a 10% charge will be added to your invoice. Payment can be made with cash, cheques or vouchers.

A fee for collecting your child after 6.00pm will be incurred. This is currently £1.00 per minute per family.

Places may be withdrawn due to non-payment of fees.

Fees are reviewed annually.

Registration forms must be completed and returned to the setting before the child/children can join The Willows out of school club.

Please inform The Willows on 01353 624 821 before 2.30pm if your child is unable to attend on the arranged days.

Please inform staff of holiday arrangements and change of days/personal information.

Two weeks' notice is required in writing for cancellation of your child/children's space.

For further details please contact Sally at The Willows.

Registration Form

Child's first name:	Surname:	What they like to be called:
Date of birth and current age:	School they attend:	First language:
	Teacher's name:	Other language/s spoken:
EYFS (reception children only tick box)	Name and date of birth of any siblings:	

Parents/Guardian/Carers details (please inform us if either parent does not have legal parental responsibility)

Please state who we contact first.....

	First name:	Surname:		First name:	Surname:
Relationship to child:			Relationship to child:		
Home address:			Home address:		
Work address:			Work address:		
Home no.			Home no.		
Mobile no.			Mobile no.		
Work no. Email:			Work no. Email:		

Alternative Emergency Contact details (please provide the details of at least one person we can contact if we not able to get hold of you and please put first point of contact top followed by second)

Name	Telephone number:	Mobile number:
Address:		Relationship to child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to child:

I give permission for the named person/s above to collect my child in an emergency or at any time when I am unable to attend..Yes/No (please circle)

Details of child's Doctor

Name of Doctor:	Telephone number:
Address:	
Nhs number:	

About your child

<p>Please detail any additional/educational needs your child has (please provide full details)</p> <p>Early Support</p> <p>EHCP</p> <p>Speech & Language</p>
<p>Does your child have an EHA (Early Help Assessment)?</p>
<p>Please detail any medical needs your child has: (please provide full details, if medication is needed an additional medication/care plan will need to be completed)</p>

Please detail any allergies your child has: (please provide full details)

Please detail any dietary requirements for your child: (please provide full details)

What are your child's favourite activities?

Is there anything your child doesn't like (food, games etc) or is scared of?

Any additional information:

Ethnicity -please circle					
White British	WHB	White/Black Caribbean	MWB	Indian	AIN
White Irish	WHR	White/Black African	MBA	Pakistani	APK
Traveller of Irish Heritage	WHT	White and Asian	MWA	Bangladeshi	ABA
Gypsy/Roma	WRO	Any other mixed background	MOT	Any other Asian background	AAO
Any other white background	WHA	Black Caribbean	BLB	Chinese	CHE
Decline to provide	REF	Black African	BLF	Any other background	OEO
Info not obtained	NOT	Any other Black background	BLG	Black British	BLB

Please delete as appropriate, date and sign

I give permission for the Willows to share any relevant information with school relating to my Early Years Foundation Stage child (reception year only). I understand that the information share will be confidential. **YES/NO**

I give permission for my child to be taken off the premises, for walks to the recreation ground etc. **YES/NO**

I give permission to use Micropore tape and dressing and Plasters on my child. **YES/NO**

We occasionally watch DVD's/Videos which are rated PG. I give permission for my child to watch DVD'S/Videos. **YES/NO**

We occasionally do face painting during sessions at the Willows. I give permission for my child to have face paints applied by an adult. **YES/NO**

We occasionally use photographs to record our activities and share with the other children in albums. I give permission for my child to be photographed during the session. **YES/NO**

I give permission for my child to be transported in The Willows vehicles for outings and visits. **YES/NO**

Signed Parent/Guardian/Carer

Date

May 2018

GENERAL DATA PROTECTION REGULATION

(GDPR)

PRIVACY NOTICE

FOR PARENTS/CARERS & CHILDREN

AT

THE WILLOWS DAY CARE NURSERY

&

OUT OF SCHOOL CLUBS

Compiled by

working
with you,
for you | **Stephensons**

Northgate Close, Bolton, BL6 6PQ

Stephensons
Solicitors LLP,
1st Floor Sefton
House,

For NDNA



National Day Nurseries Association

WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Willows Day Care Nursery & Out of School Clubs (“the Nursery” or “we”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how the Nursery & Out of School Clubs collect and use personal information about children attending the Nursery & Out of School Clubs (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), in accordance with the General Data Protection Regulation (GDPR).

The Nursery & Out of School Club **Proprietor - David Seal** and their **Management team** is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about You. We are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Children and Parents. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide You with an updated copy of this notice as soon as reasonably practical.

It is important that Children and Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about You, so that You are aware of how and why we are using such information and what Your rights are under the data protection legislation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about You must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told You about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told You about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health or sexual orientation.

Children:

We will collect, store, and use the following categories of personal information about Children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
- Emergency contacts should Parents be unavailable and the emergency contact's contact details
- Record book for each Child containing the work of the Child whilst at the Nursery, observations about the Child's development (EYFS) whilst at the Nursery from Employees of the Nursery, specific examples of the Child's progress, photographs demonstrating the Child's development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) ("Progress Report")
- Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms
- Accidents/incidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a Child's race or ethnicity, spoken language and nationality.
- Information about a Child's health, including any medical condition, health and sickness records.
- Information about a Child's accident or incident reports including reports of pre-existing injuries.
- Information about a Child's incident forms / child protection referral forms / child protection case details / reports.

Parents:

We will collect, store, and use the following categories of personal information about Parents:

- Name
- Home address
- Telephone numbers, and personal email addresses.
- National Insurance number.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Parent’s race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

Children

and

Parents:

We collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children stop using the Nursery’s and/or Out of School Club services.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use Your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with You.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.

We may also use Your personal information in the following situations, which are likely to be rare:

1. Where we need to protect Your interests (or someone else’s interests).
2. Where it is needed in the public interest or for official purposes.

Situations in which the Nursery/Out of School Clubs will use personal information of Children

We need all the categories of information in the list above (see Children section within the Paragraph entitled ‘The Kind of Information We Hold About You’) primarily to allow us to perform our obligations (including our legal obligations to Children. The situations in which we will process personal information of Children are listed below.

- Upon consent from the Parents, Personal Data of Children will be shared with schools for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where Safeguarding/Child Protection is necessary.
- Ofsted will be allowed access to the Nursery’s & Out of School Clubs systems to review Safeguarding/Child Protection records.

- To ensure we meet the needs of the Children
- To enable the appropriate funding to be received
- Report on a Child's progress whilst with the Nursery/Out of School Club
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded
- When a Child's Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

Situations in which the Nursery/Out of School Clubs will use personal information of Parents

We need all the categories of information in the list above (see Parents section within the Paragraph entitled 'The Kind of Information we Hold About You') primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child
- To ensure Nursery/Out of School Club fees are paid

If Parents fail to provide personal information

If Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Parents, or we may be prevented from complying with our respective legal obligations to Children and Parents.

Change of purpose

We will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we will notify the Child or Parent, as is appropriate in the circumstances, and we will explain the legal basis which allows us to do so.

Please note that we may process a Child's or a Parent's personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards

which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with Parents explicit written consent.
2. Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect a Child or a Parents' interests (or someone else's interests) and the Child or Parent is not capable of giving consent, or where the Parent has already made the information public.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect the interests of You (or someone else's interests) and You are not capable of giving your consent, or where an Employee or a Parent, as is relevant to the circumstances, has already made the information public.

DATA SHARING

We may have to share Child or Parent data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of Your data and to treat it in accordance with the law.

Why might the Nursery/Out of School Club share Child or Parent personal information with third parties?

We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities within our group. The following third-party service providers process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children

- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect Your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?

We will share Your personal information with other entities in our group as part of the Nursery Education Funding scheme for children aged 2/3 and 4 years of age. Information is obtained in paper form from parents/carers and is stored in a locked filing cabinet. The data is shared with Cambridgeshire County Council through a password secure portal which is accessed via a laptop that is also password protected and stored in a locked cabinet at the close of business.

Cambridgeshire County Council request that parents include their national insurance numbers on all funding forms to see if your child is entitled to Early Years Pupil Premium. This is a sum of money that can be used to buy resources specifically for your child to support their learning. (please note these resources remain the property of **The Willows** when your child leaves).

To support the NEF funding, the parent declaration form requests the proof of your child's identity, this information is collected by The Willows taking a photocopy of either your child's birth certificate and/or passport. This information is retained for a period of 7 years, which is a Statutory requirement by the Local Authority. After this period of time documents in paper form will be shredded.

To meet the statutory guidance for the Early Years Foundation Stage we will keep developmental records of your child throughout their time at The Willows and when they move onto school at aged 3/4/5 years of age, we share this data with the school that your child will be moving onto next. All developmental records are in paper form and stored in a locked filing cabinet and retained for a period of 6 years, after this time, documents will be shredded.

Children with SEND (special educational needs and/or disability), any data collected on your child is shared with the Local Authority (Cambridgeshire County Council) in order for us to provide your child with the best learning experiences available. This information is stored in paper form in a locked filing cabinet and also on a computer that is password protected and stored in a locked cabinet at the close of business.

What about other third parties?

We may share Your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation

we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share Your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share Your personal information with a regulator or to otherwise comply with the law.

DATA RETENTION

How long will you use my information for?

We will only retain Your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the manager. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of Your personal data, the purposes for which we process Your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Any accident/incident form that your child may have whilst in attendance at The Willows Day Care Nursery/Out of School Club, is shared with You on the day in which the accident/incident occurred and is in paper form and stored in a locked filing cabinet and will be kept at The Willows Day Care Nursery until Your child reaches 21 years and 3 months of age. After this period, documents will be shredded.

In some circumstances we may anonymise Your personal information so that it can no longer be associated with You, in which case we may use such information without further notice to You. Once you are no longer a parent or a Child benefiting from the Nursery's/Out of School Club's services as is appropriate, we will retain and securely destroy your personal information in accordance with our data retention policy **OR** applicable laws and regulations.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about You is accurate and current. Please keep us informed if Your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law You have the right to:

- **Request access** to Your personal information (commonly known as a "data subject access request"). This enables You to receive a copy of the personal information we hold about You and to check that we are lawfully processing it.

- **Request correction** of the personal information that we hold about You. This enables You to have any incomplete or inaccurate information we hold about You corrected.
- **Request erasure** of your personal information. This enables Employees or Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove Your personal information where You have exercised Your right to object to processing (see below).
- **Object to processing** of Your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about Your particular situation which makes You want to object to processing on this ground. You also have the right to object where we are processing Your personal information for direct marketing purposes.
- **Request the restriction of processing** of Your personal information. This enables Parents, to ask us to suspend the processing of personal information about You for example if You want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of Your personal information to another party.

If You want to review, verify, correct or request erasure of Your personal information, object to the processing of Your personal data, or request that we transfer a copy of Your personal information to another party, please contact the manager in writing.

No fee usually required

You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

What we may need from You

We may need to request specific information from You to help us confirm your identity and ensure Your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where You may have provided Your consent to the collection, processing and transfer of Your personal information for a specific purpose, You have the right to withdraw Your consent for that specific processing at any time. To withdraw Your consent, please contact **the manager** (in writing). Once we have received notification that You have withdrawn Your consent, we will no longer process Your information for the purpose or purposes You originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide You with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your

personal information.

If you have any questions about this privacy notice, please contact Lisa Mowatt (Nursery Manager) or Sally Garfitt (Out of Schools Manager) on 01353 624 821 or by email info@willowschildcare.co.uk



General Data Protection Regulation (GDPR)

I _____ (Parent/Carer) of.....(child's name) acknowledge that I have received a copy of the Nursery's privacy notice for Children and Parents and that I have read and understood it.

Signature

.....

Date.....

Consent

Please delete as appropriate, date and sign:

I give permission for The Willows Day Care Nursery/Out of School Clubs to use the information I have provided on the registration forms when necessary, eg: if my child becomes ill whilst at nursery/out of school club and I give permission for this information (parent/s name, address, contact telephone number, emergency contact name and telephone numbers) to be retained.

Without your permission to retain this information your child cannot attend.

YES/NO

I give permission for The Willows Day Care Nursery/Out of School Clubs to share any relevant information regarding my child with other settings they attend, relating to the Early Years Foundation Stage. I understand that the information shared will be confidential.

YES/NO

During sessions, staff use photographs as a way of recording children's development, these photographs are printed and stored in children's individual files. These images are then deleted from the camera. I give permission for my child to be photographed during sessions.

YES/NO

I give permission for my child's first name and/or photograph to be used as part of wall displays for art work and/or activities carried out in the nursery/out of school clubs.

YES/NO

I give permission for my child to be taken off the premises for walks in the local environment (ducks, park or other areas of interest eg – library).

YES/NO

I give permission for micro pore tape, dressings and/or plasters to be used on my child in the event of first aid treatment.

YES/NO

I give permission for staff to administer prescription medication that has been administered by the Doctor. (Medication is to be in the original container and labelled with the child's name, date medication prescribed & dosage as administered by the Doctor).

YES/NO

I give permission for staff to administer temperature reducing medication such as Calpol. (Nursery only)

YES/NO

I give permission for the named emergency contacts to collect my child in an emergency or at any time when I'm unavailable to attend.

YES/NO

I give permission for my child to be transported in the Willows vehicles for transportation to and from the local part time nursery schools (when applicable) and for visits/outings with The Willows.

YES/NO

We occasionally do face painting during sessions. I give permission for my child to have face paints applied by an adult.

YES/NO

We occasionally watch dvd's, (pre-school & out of school clubs), that are age appropriate to the children. Please note: holiday club occasionally watch dvd's that are PG rated. I give permission for my child to watch dvd's.

YES/NO

Name of parent.....Date..... Signature.....

Terms and Conditions

I consent for my child to attend The Willows out of school/holiday club; I understand that the club has policies and procedures and that there are expectations and obligations relating to both the club and myself and my child and agree to abide by them.

I give permission for a trained member of staff to administer First aid if required.

I give permission for The Willows to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the telephone numbers given.

I agreed to give two week's notice in writing if my child leaves the setting.

Late collection of my child will result in a charge of £1.00 per minute per family after 6pm.

I understand that persistent late or non-payment of fees may jeopardise my child's place.

I confirm that the information given on all forms is correct and agree to notify The Willows staff of any changes in details.

I understand that the information given on this registration form is confidential. However, the staff have a duty to safeguard all children, so in the event of a Child Protection issue it may be necessary to disclose information to the Designated Child protection officer and in certain instances Social care may be contacted.

I understand that 10% will be added to my child's fee if I have not paid by the date stated on the invoice.

I agree that full fees will always be charged as clearly stated in the terms and conditions of The Willows.

Absence at the After School Club

If your child **will not** be attending a booked session for any reason, please ensure you ring the Willows On 01353 624821 before 2.30pm. **The Willows is not part of the school**, so we will not be alerted if your child is off on a particular day. Please ensure you are vigilant in this matter as it is in the interest of your child's safety. **There will be an additional charge of £5 if staff are required to make emergency phone calls to find out the whereabouts of your child.**

I have read, understood and agree to the above terms and conditions for my child attending The Willows out of school/holiday club.

Signed Parent/Guardian/Carer..... Date

The Willows Out of School Club

Booking form

Child's Full Name

Known asD.O.B

Date Placement to Start

Name of School

Year Class Class Teacher

Breakfast club - Days and times required

	Mon	Tues	Wed	Thurs	Fri
From					
To	START OF SCHOOL	START OF SCHOOL	START OF SCHOOL	START OF SCHOOL	START OF SCHOOL

After School Club - Days and times required

	Mon	Tues	Wed	Thurs	Fri
From	END OF SCHOOL				
To					

Signed Parent/Guardian/Carer

Date