



Welcome Pack/Contract

**Marford
“Little Explorers Ltd”
Community Centre
Pant Lane
Marford
LL12 8SH
TEL:- 07947473857
01978447745**

REVIEWED AND UPDATED September 2019

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1 AN INTRODUCTION TO MARFORD LITTLE EXPLORERS Ltd

Marford Little Explorers is owned by Tracey Nevitt and Victoria Davies. We are also a member of Early Years Wales. It was accredited by Early Years Wales Quality Assured scheme in July 2009. Marford Little Explorers Ltd is also registered with the Care Inspectorate Wales (C.I.W.). We hold 4 Playgroup of the year awards, Learner of the year and a national award 'Highly Commended' Innovators of the year with Early Years Wales.

1.1 Statement of Purpose:

The aims of the Setting is to:

- Encourage parents/carers to understand and provide for the needs of their children
- Provide safe and stimulating group play in which parents/carers are also encouraged to participate
- Encourage other charitable activities through which parents/carers may help their children
- Support the Wales PPA in its aims (details available from the Settings Manager Tracey)
- Welcome parents/carers and their children from all cultural, ethnic, religious and social groups, with and without disabilities.

Children are offered:

- A planned curriculum involving a wide variety of activities in accordance with the Wales PPA's guidelines for Good Practice
- Individual care and attention with a ratio of 1 adult to 4 children for children under 3 and 1 adult to 6 children for children over 3. This ratio of care exceeds Welsh Assembly guidelines that suggest a ratio of 1:4 for under 3's and 1:8 for ages 3 years and over.
- Fun and friendship with other children and adults

1.2 Statement of Activities

The following activities are provided in English following the Foundation Phase seven areas of learning:-

- Personal and Social Development, Well-Being and Cultural Diversity.
- Language, Literacy and Communication Skills
- Mathematical Development
- Welsh Language Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

This is provided through

WATER PLAY, PAINTING, DOUGH, SMALL WORLD, CONSTRUCTION, HOME CORNER, TABLE TOP, SAND PLAY, MARK MAKING, MAKE IT TABLE, BOOK CORNER, FINDING OUT, MATHEMATICS, MUSIC, MOVEMENT AND OUTDOOR PLAY INCLUDING DEN BUILDING AND ENVIRONMENTAL EDUCATION. ICT AND PROBLEM SOLVING.

An introduction to Basic Welsh is taught throughout the sessions.

2 STARTING AT MARFORD LITTLE EXPLORERS Ltd

- 2.1 Prior to your child starting,** you will be given an opportunity to discuss their admission with the manager Tracey. Parents are also welcome to make an informal visit to the group before the child starts attending. It is important that parents/carers and staff work together to settle the child in to the group and develop their confidence to participate in all the activities offered. Some children take longer to settle and parents/carers may wish to stay for part, or all, of a session depending on the needs of the child. The treatment of each child as an individual is paramount. The setting has a Settling In Policy, which is available to all parents / carers. If you would like a copy of this, please ask the Manager.
- 2.2 What your child should wear.** There will be messy and physical play in the group and in order to feel free to explore and experiment with all kinds of materials and equipment, clothes should be easily washable and not restrict the child's movement. The outside area will be used during a session. Please send your child with suitable clothing (wellies, waterproof, sun hat, sun lotion etc) and a change of clothes.
- 2.3 Collecting your child.** If someone other than the usual parent or carer is collecting your child from any session please ensure you inform the Supervisor/manager for that session. Your child will NOT be given over into the care of someone not known to our staff. We will keep the main doors locked until the end of the session and you may collect your child from the outer door, where a member of our staff will hand over him or her to you or your representative.

If a child is not collected, the 2 emergency telephone numbers from your application form will be called and they will be asked to collect their child. A charge WILL be enforced. This is due to staff having to vacate the building. Should there be no response from all contact and emergency numbers, and the child has not been collected after ½ hour, then the Duty Social Worker at Wrexham Social Services Department will be contacted. The advice of the duty social worker will be followed.

Marford Little Explorers Ltd OPENING TIMES

1. Early Education **Preschool** will open on Mondays from 9am to 11.30am, Tuesday 9am-11.30am, Wednesdays 9am to 11.30am, Thursday 9am-11.30am and Fridays from 9am to 11.30am. The group offers places to pre-school children from the age of two years old. We can also accommodate Breakfast club, charged at an hourly rate from 8am-9am. Staff can walk your children to The Rofft school if necessary.
2. Full day care will run daily from 8.00am - 5.30pm. Aged 2 and above.
3. **Playgroup Plus.** The Rofft C.P. School in Marford and All Saints Gresford currently provides nursery education to all children aged three for five mornings or afternoons per week. Playgroup Plus provides five afternoon sessions for these and other children on Mondays, Tuesday, Wednesdays, Thursdays and Fridays from 11.30am to 5.30pm. These children will require a packed lunch and a drink.
4. A pick up service is available upon request.

4 **FEES**

The fees are £4.50 per hr, £1 for morning snack per week to be handed to Tracey in an envelope and for Nursery school children an extra £1 per day for pick up at either The Rofft School Marford or All Saints Gresford.

We bill and receive payment for sessions in advance, for recurring sessions. A bill will be issued via e-mail 2 weeks prior to the start of each month. Each bill must be paid in full by the beginning of the month to enable your child to attend the setting. Late payment will incur a 5% administration fee and result in your child not being able to attend the group.

2 weeks holidays are allowed if one months notice is provided at half price.

Fees must be paid for all other holidays taken during term time and during holidays fees must be paid if your child is a no show.

Charges for any long term sickness would be at the discretion of Tracey and Vicky. Payment of fees is by bank transfer or vouchers.

Marford Little Explorers Ltd has registered with a number vouchers scheme and in limited circumstances we will accept cheques. Cash is NOT taken for payment of fees.(only for morning snack)

A child's attendance at Marford Little Explorers is dependent upon continued timely payment of fees.

If your child is aged 3 before January (spring term) or Easter (summer term) they will be entitled to 10 hours Early Education per week and if both parents work more than 16 hours per week you will be eligible to claim another 20 hours free childcare. If your child attends school nursery then 12.5 hrs will be deducted from the 30 hours free childcare and the remaining 17.5 hours can be used for childcare. Two providers can be utilised for this offer at one time but you must inform us at the time of booking and commit to the hours given "I".to ensure we can claim the correct fees on your behalf.

5 **WHO RUNS THE SETTING?**

Tracey Nevitt and Victoria Davies own and run Marford Little Explorers Ltd. This is a new venture for both of us from September 2019 however we will continue to deliver best practice and full time day care for the local children and from surrounding areas.

Tracey has been involved with the setting under a charity for 15 years now and Victoria for 2 years.

Tracey Nevitt will continue as manager and holds an NVQ Level 5 in Management and Legislation of children services along with many other child care related qualifications. We also employ 2 supervisors, (NVQ 3) an assistant supervisor (working towards NVQ 3) and 2 assistants. (one working towards Level 3 and one towards Level 2). They hold up-to-date first aid qualifications, Safeguarding and food hygiene.

The setting has won Runner up Playgroup of the year 2014/15/16, Won Best Playgroup in 2017 as well as Tracey picking up Learner of the Year the same year and a National award with Early Years Wales 2019 for Innovator of the year.

Our Team consists of ;

Tracey Nevitt	Manager
Georgina Cain.	Full time Supervisor
Lauren Addison	Childcare Assistant
Darcy Goodwin	Childcare Assistant
Kassia Allman	Apprentice

6 ROLES OF PARENTS / CARERS .

General: The lasting benefit of parental involvement in a child's development and pre-school education is now clearly acknowledged by academic research. Parents are the prime carers and educators of their children and, as such, are invited to be involved in all aspects of the group, for example:

Fun Days, Outings, Mothers Day Coffee morning, Graduation Ceremony etc

This is your child's setting! Helping with events is a vital part of your involvement in the group and benefits you, your child and the setting itself. We trust that you will find being a part of this group an enjoyable and rewarding experience.

Please also see section 15.4 below of our Equal Opportunities Policy.

7 BEHAVIOUR AND DISCIPLINE

Good behaviour and discipline are essential to ensure the smooth and safe running of the group. The foundation is provided for the development of morals and values whilst advocating acceptable behaviour in children. Deliberate bad behaviour is never acceptable.

Adults involved in the group are aware of their own role in promoting acceptable behaviour and MUST:-

- Act as a good role model by showing consideration, respect and good manners to, and for, others, particularly the children.
- Provide a social environment where activities are stimulating and appropriate for the development stage of children.
- Provide situations where each individual can enjoy freedom without threatening the enjoyment of others.
- Understand age/stage appropriate behaviour.
- Encourage children to develop self-discipline.
- Be positive, constructive and fair, rewarding and praising acceptable behaviour.
- Be able to differentiate between deliberate and accidental occurrences.
- Be aware there may be underlying problems when unacceptable behaviour occurs.
- Use appropriate language and establish eye contact when talking to the children.
- Work with parents/carers to promote and encourage acceptable behaviour
- Always respect confidentiality

CHILDREN WILL NEVER BE SMACKED, SHAKEN, HUMILIATED, RIDICULED, THREATENED, LEFT IN ISOLATION OR MADE TO FEEL UNWANTED OR UNDERVALUED.

BULLYING. Bullying will not be tolerated at Marford Little Explorers Ltd. Parents may be asked to discuss any problems with staff.

BEHAVIOUR AND DISCIPLINE

- Bullying is defined as a deliberate action that is violent, humiliating, intimidating, shaming, ridiculing, threatening or leaves a child feeling undervalued
- Children who appear to be bullying other children will be dealt with appropriately.

SANCTIONS. When responding to difficult and disruptive behaviour it must be the primary concern to be positive and helpful with the child's welfare paramount.

At each session there are clear and consistent boundaries giving the children security and reducing anxiety. The staff respond to the children in a calm, firm and consistent manner, using a number of strategies to manage behaviour:-

- Re-direct the children's attention to another activity.
- Provide the child with choices; stay and play nicely with or move to.....
- Giving positive praise, with a smile or a word, 'catching them being good.'
- Providing activities to raise their self-esteem.
- Provide opportunities for the children to talk about their feelings.

If a child's behaviour is consistently inappropriate for their stage of development, or if there is any indication of bullying, the following procedure will take place:-

- The staff will make detailed observations, which will take place during a session (This may well require an extra member of staff).
- The observations will take note of the setting; staff, activities and the child, with particular note to antecedents, the behaviour itself and the consequences.

Parents will be informed in a confidential manner of any concerns so that they may work in partnership with the Staff.

If the behaviour persists or is likely to cause physical harm to other children the manager or supervisor may withdraw the child to a quiet area. This 'time out' provides an opportunity for the supervisor to establish eye-to-eye contact with the child and to encourage the child to talk about how they are feeling.

If the child is continuing to display inappropriate behaviour and is not responding to the tactics outlined, the parents will be encouraged to share the concerns with the Health Visitor and/or other specialist.

8 TRAINING

Membership of the Early Years Wales ensures that the group is kept up to date with new thinking in the field of childcare and education. The group receives the magazine Small Talk, which offers practical advice and information. The group also has access to other publications from Early Years Wales. On-going training is available through Early Years Wales and Wrexham Early Years Foundation Phase. Other training is available through local meetings, conferences and events. Details are posted on the notice board as appropriate.

9 RECORD KEEPING

The progress of children is assessed by observation. The management and staff can be contacted should you have any queries or concerns. All accidents or incidents are recorded in our accident and incident books, which parents / carers are expected to sign. If you have any queries or concerns we ask that you wait until all the children have been collected and then approach the staff.

10 SETTING OUTINGS

If the setting is planning any trips for the children, a specific consent form will be sent out prior to the trip so parents / carers may opt out if they so wish. Otherwise all sessions are held at Marford Community Centre and the children are not taken off site without prior consent.

11 HEALTH AND SAFETY

11.1 Safety. Both the premises and Marford Little Explorers Ltd are fully insured, and the certificates are displayed on our notice-board in the community centre. Staff are qualified first aiders. We also have a Health and Safety representative on the committee and policy which is available for all to see in the policy and procedure file held at the Community Centre.

11.2 Health. You are asked to keep your child at home if they have any infection. If your child has had sickness or diarrhoea you are asked not to bring him/her until for 48 hours has elapsed since the last episode.

When the cause is unknown, any child with a rash, diarrhoea or who is generally unwell should be excluded until medical advice has been obtained, or until the child has recovered. Family or other contacts should not be excluded as a routine.

Head Teachers and preschool/nursery supervisors should notify the Consultant in Public Health Medicine or the relevant Consultant Community Paediatrician of any outbreak of disease from whom further advice may be obtained.

If your child is still in nappies you must provide staff with enough to cover the sessions along with baby wipes and nappy sacks. We will assist with toilet training as and when a mutual time has been agreed.

Department of Public Health Medicine: Mold 01352 700227
Consultant Community Paediatricians: Wrexham 01978 356551.

Information regarding exclusion periods for the commoner communicable diseases is below:

**INCUBATION AND EXCLUSION PERIODS OF THE COMMONER INFECTIOUS DISEASES
DEPARTMENT OF PUBLIC HEALTH**

DISEASE	INCUBATION PERIOD	SYMPTOMS	RECOMMENDED EXCLUSION PERIOD
CHICKENPOX	14 – 21 DAYS	Rash, sometimes preceded by a slight fever. Crops of small pimples which soon turn to blisters. Mostly on back and chest – few on face, arms and hands.	5 days from onset of rash. Pregnant women in contact should seek medical advice.
DYSENTERY* FOOD POISONING AND GASTROENTERITIS	1 HOUR – 11 DAYS	Diarrhoea and/or vomiting, sometimes with tummy pain, fever and headache.	Age 5 and over until symptom-free, age under 5 for 48 hours after diarrhoea or vomiting has stopped.
FIFTH DISEASE (SLAPPED CHECK SYNDROME)	4 – 20 DAYS	Bright red rash on cheeks and may spread. May come and go for 10-60 days. Joint pain in adults. Children often remain well.	None. Not infectious once rash is present. Pregnant women in contact should seek advice.
DISEASE	INCUBATION PERIOD	SYMPTOMS	RECOMMENDED EXCLUSION PERIOD
HAND, FOOT AND MOUTH DISEASE	3 – 5 DAYS	Fever, diarrhoea and nausea, followed within 5 days by blisters/ulcers on tongue, inside of cheeks, hands and feet.	Until blisters have crusted over and any diarrhoea has resolved.
HEAD LICE	EGGS HATCH IN 7 – 10 DAYS	Detection of early infestation is difficult as the eggs are laid on hair very close to the scalp, and use of a detection comb is recommended. Most cases do not itch.	Until adequately treated.
HEPATITIS A*	2 – 6 WEEKS (COMMONLY 4)	Fever, malaise, nausea for a few days before jaundice appears. Children usually have no symptoms.	7 days from onset of jaundice.
IMPETIGO	4 – 10 DAYS	Blisters containing clear fluid becoming pus-filled or with yellow crusts, surrounded by redness, usually on face. No constitutional upset.	If lesions are extensive, exclude until treatment has been started. Avoid sharing towels.
MEASLES*	7 – 18 DAYS	Fever, headache, runny nose, red eyes, sore throat, cough. 3 to 4 days, rash appears as dusky red spots first on neck and face spreading to trunk & limbs.	4 days from appearance of rash.

MENINGOCOCCAL MENINGITIS AND SEPTICAEMIA*	2 – 7 DAYS, SOMETIMES LONGER	Fever, rash (red-purple spots) anywhere on body which does CONTINUED not fade under pressure, severe headache, vomiting, drowsiness, discomfort in bright lights and stiff neck.	None: antibiotics eradicate carriage.
MUMPS*	12 – 25 DAYS	Fever, painful swelling above angle of lower jaw. No rash.	5 days from appearance of swelling.
RUBELLA* (GERMAN MEASLES)	14 – 23 DAYS	Often no symptoms but perhaps slight fever, headache, sore throat. Rash usually on first day – small, pink spots on face and neck rapidly spreading all over, lasting 24 to 48 hours.	5 days from onset of rash. Pregnant women in contact with a case should seek advice.
RINGWORM	4-10 DAYS	Flat, spreading, ring-shaped lesions.	None, but appropriate treatment required.
DISEASE	INCUBATION PERIOD	SYMPTOMS	RECOMMENDED EXCLUSION PERIOD
SCABIES	ITCH USUALLY STARTS AFTER 3-4 WEEKS	Slightly elevated burrows on skin, usually between fingers and front of wrist. Causes intense itching. Symmetrical rash on trunk, legs and arms.	Until treated.
SCARLET FEVER	1-3 DAYS	Fever, sore throat, rash on neck and chest.	5 days after starting antibiotic treatment.
THREADWORMS	2-6 WEEKS	Severe itching around anus, particularly bad at night	None, but appropriate treatment required.
WHOOPING COUGH (PERTUSSIS)	6-20 DAYS	Symptoms of common cold with some cough for 1-2 weeks. Then cough changes to repeated spasms with inspiratory “whoop”. May last up to 3 months.	5 days after starting antibiotic treatment.

11.3 Exclusion Policy: Parents will be telephoned if their child / children becomes unwell during any of the preschool sessions. It is important that your contact numbers are kept up to date. If any of these numbers change it is your responsibility as the parent / carers to let the staff at Marford Little Explorers Ltd know.

Any child who becomes unwell will be made comfortable and encouraged to rest. If the child appears to have a raised temperature, the staff will reassure the child and offer plenty of water to drink. The staff are not able to take all clothing off children, but the clothing can be reduced if the child appears hot, ie jumpers and cardigans.

If a child is causing considerable concern and their parents or the named emergency contact cannot be contacted, then he / she will be taken to Wrexham Maelor's Accident and Emergency Department by Ambulance with a member of Little Explorers staff.

Parents are requested not to bring their child / children to any session if the child appears unwell or is showing signs of an infectious disease (as listed on pages 9, 10 and 11 above).

12 COMPLAINTS PROCEDURE

If you have a complaint about Little Explorers, its policies or staff please speak to the manager if possible. If the complaint is not resolved please put the complaint into writing and a complaints procedure will begin. For further details of this please see policy and procedures file available to all parents at the community centre. This includes details on how to contact the CIW (Care Inspectorate Wales). The address for your information is:- CIW, Government Offices, Sam Mynach, Llandudno Junction, Conwy, LL31 9RZ. Tel 0300 062 5609.

13 DBS: (Disclosure and Barring Service)

The DBS replaces the old CRB disclosure. All staff will hold a current Enhanced DBS prior to employment.

14. CHILD PROTECTION

- 14.1 General.** The welfare of all children is paramount and as a Registered setting we have a duty to protect children in our care at all times. All accidents and incidents are recorded in our accident and incident book, which parents are expected to sign. Anything that cannot be satisfactorily explained or that gives us cause for concern, we have a duty to and we will report to the Child Protection Officer. We do not approach parents if we suspect any form of sexual abuse. We may seek advice from a CIW inspector or an NCMA Co-ordinator.

LOCAL NUMBERS

SPOA	01978 291422
CIW INSPECTOR (CHILDREN'S DAY CARE)	01352 707900
NCMA CO-ORDINATOR	01978 314433
NSPCC	01978 362383

2. An Allegation of abuse being made against staff or volunteers. Allegations and suspicions of professional abuse (abuse by a staff member or volunteer) will be referred to the social services department or the police.

The member of staff / volunteer will only be informed of the allegation of abuse after permission has been given for the Registered Persons to do so by either the police or the child protection co-ordinator. The procedure followed will then be in accordance with section 4.5.2 of the All Wales Child Protection Procedures.

Advertisements will be in the language/s appropriate to the community, when possible. Advertisements will be placed externally in the local paper and Job Centre, and internally on the notice board.

The existence of an Equal Opportunity Policy will be highlighted. It will be ensured at interview that the candidate agrees with the policy and will do their best to uphold it, by treating every child and parent/carer as individuals.

Only questions relevant to the job will be asked. Each candidate will be asked, broadly the same questions. A welcome and professional approach to interviews will be ensured.

All applicants will have copies of any relevant information.

Each candidate will be treated as an individual in compliance with current employment legislation.

- 15.4 Parent's role in the group:** The group will encourage the involvement of parents/carers by making them welcome and by respecting the differences in families, their language and culture and by encouraging them to contribute in whatever way they can. The group will ensure all families have an equal opportunity to be involved in the running of the group. The time and place of meetings will be considered to suit the members involved. Any information written or spoken will be clearly communicated as appropriate. All parents/carers and staff will be encouraged to understand the effects of stereotyping and discrimination, and any discriminatory remarks will be challenged.

5. Children in the Group.

The group will ensure that all children are respected and their individuality and potential recognised, valued and nurtured. The needs of children in the community will be provided for with special needs wherever possible.

The children will be given the opportunity to learn to respect cultures, languages and celebrations other than their own. Children growing up in all white areas need the opportunity to see they are part of a multi-racial society.

The children will be offered activities to give them the opportunity to explore acknowledge and value similarities and differences between themselves and others. Children with special needs will be included in the group. Any discriminatory remarks or behaviour will be challenged and children will be encouraged to understand the effect of any such remarks or behaviour

6. Resources.

Books, posters and all resources will be checked regularly to ensure they positively and accurately reflect a multi-racial society.

Boys and girls will have the opportunity, and be encouraged, to use all activities.

- 15.7** A full list of our policies and procedures are available to parents/carers at the Community Centre.

Please do not place nuts into your children's lunch box due to children potentially sharing food and the dangers of nut allergies which some children may have.

Also all grapes MUST be cut lengthways.

We do not encourage food sharing

Reviewed September 2019.



Little Explorers

**Please complete the following pages
and return them to the Playgroup Staff A.S.A.P.**

THANK YOU

Telephone Tracey between 8am-6.30pm

07947473857

01978447745

Child's Details

Child's full name

Sex: Male/Female

Date of Birth

Address:
.....
.....

Postcode

Telephone

First Language

Ethnic Origin

Religion

Your Contact Details

Parent(s)/Guardian(s)name(s)

Parent 1

Parent 2

Address (if different from above)

.....

.....

Home telephone number

.....

Work telephone number

.....

Mobile telephone number

Email Address

.....

.....

Name of 2 Alternative emergency contacts:

.....

Relationship to child

Tel. No

Your Child's Family

Other children in the family with respective ages and dates of birth:

.....
.....
.....
.....

Starting Playgroup, Playgroup Plus or Full Day care

Are you applying for a place for your child at Marford Little Explorers Ltd Playgroup? Playgroup Plus? or Full Day child care?

9am-11.30am 11.30am-3pm 11.30am-5.30pm 8.30am-5.30pm
8am-9am (Breakfast club)

Playgroup Playgroup Plus..... Full Day care.....

Date on which your child is expected to start school

Month: Year:

Date I would like my child to start Playgroup/Playgroup Plus/Full Day Care

Day Month: Year:

In compliance with the GDPR, I am happy for you to store our personal data and receive communication via

e-mail.....

text

Days preferred - (Please insert times and days.)

Monday

Tuesday

Wednesday

Thursday

Friday

Please advise if you will receive 30 Hrs free Childcare. We MUST input allocated hrs at the beginning of each month to receive funding.

.....

Your Child's Health

Please complete the following information relating to your child's immunisation and health record.

Name of Doctor.....

Address.....

.....

Telephone number

Has your child been immunised?

Age due	Immunisation	Yes / No
2 months	Dpt./Tetanus/Whooping Cough/Polio	Yes/No
	Hib/Meningococcal Group C	Yes/No
3 months	Dpt./Tetanus/Whooping Cough/Polio	Yes/No
	Hib/Meningococcal Group C	Yes/No
4 months	Dpt./Tetanus/Whooping Cough/Polio	Yes/No
	Hib/Meningococcal Group C	Yes/No
12-18 months	MMR	Yes/No
Other		

Any known allergies

Yes No

If yes, please give details

.....
.....

.....
Does your child have any special Food requirements, for either dietary or religious reasons?

Yes No

If yes, please give details

.....
.....
.....

Please include below any further information about your child that you feel Playgroup staff should know e.g. Asthma/inhalers, other medical conditions, etc.

NOTE: If you give your child medication on a playgroup day you must inform staff and complete and sign a medication form (Available from playgroup Manager).

.....
.....
.....
.....

WE NOW OPERATE A PICK UP AND DROP OFF SERVICE TO ALL SAINTS SCHOOL IN GRESFORD.

Do you require this service?.....

Do you agree to a staff member picking up your child in our car?

.....

Marford Little Explorers Ltd POLICIES & PROCEDURES

A full booklet of Policies and Procedures are available for your information on request from the manager. It is the parent's responsibility to ensure that they have read and understood these policies.

SIGNATURES:

- 1) As parent/guardian of the child named above I hereby authorise an appropriately qualified member of staff to administer emergency first aid and to act on my behalf should he/she require hospital treatment.

Yes

No

- 2) I give consent to the use of plasters on my child.

Yes No

Please state any known allergies

.....

- 3) I do consent to staff applying sunscreen to my child if the weather is hot and outdoor play is planned.

Yes No

4) I give my consent for my child to be in any photograph taken.

I understand that these photographs may be included on Facebook, in a scrap book of events, Early Years Wales and Wrexham Early Years publications and articles about the setting which may occasionally appear in the local newspaper.

Yes No

5) I have read the Exclusion Policy (Section 11.3) and agree to abide by it.

Yes No

6) I understand the fees payable (as explained in section 4) and agree to follow these guidelines.

Yes No

7) I have read the Behaviour and Discipline policy (section 7) and agree to abide by it.

Yes No

8) I give consent for my child to be walked over from The Rofft School Marford for wrap around care.

Yes No

9) I give consent for my child to visit Marford Quarry, weather permitting for Educational walks, the local Co op and Marford park.

Yes No

AND FINALLY

Please update your child's personal details as and when required.
Thank you for registering with Marford Little Explorers Ltd.

Learning with friends is fun when introduced through meaningful and planned play.

Signature of Parent

Date

Signature of Playgroup Manager.....

Date

PLEASE USE THIS SPACE TO ADVISE ON LIKES, NEEDS,
FAMILY, FAVOURITE'S, PICTURES OR ANY USEFUL
INFORMATION WE MAY NEED TO KNOW.

Many thanks. Tracey Nevitt Manager.