

# Bewbush Community Nursery C.I.C.



Laying foundations for children and families to build a stronger community

# Parent Handbook



2022



## At Bewbush Community Nursery CIC, we believe in...

...providing a safe and stimulating environment for children to learn and develop through play

...celebrating each child's home language

...children having the opportunity to learn indoors and outdoors, without restriction from the weather

...a working partnership with Parents /Carers who know their child best

...Parents / Carers being part of the 3 way process between the child, the Parent/Carer and Family Key Person, in supporting their child to achieve their full potential

...enabling children to build safe and secure relationships with other children and trusted adults

...supporting every child in the way they need, and enabling them to develop in their own unique learning styles

...supporting children's independence to enable them to learn skills for life

We value

**Fun** – Our sessions are filled with love and laughter

**Inclusivity** – everyone gets the same opportunities

**Integrity** – we teach about doing the right thing and making the right choice

If you require this booklet in larger print or translated please see a member of staff

"Laying foundations for children and families to build a stronger community"

# Bewbush Community Nursery C.I.C.



## Welcome

*"Children flourish in this welcoming and happy Nursery"* Ofsted (2014)

*"Children develop confidence and an enthusiasm for learning that lays strong foundations for their future learning at school."* Ofsted (2017)

On behalf of the Bewbush Community Nursery C.I.C. team I would like to welcome you and your Family to our Nursery.

As a Nursery team we are fully committed to providing an enjoyable and educational experience for you and your Child / Children. We recognise that Parents are the first and most important educators of their young Children. Therefore, we aim to work in partnership with Parents to ensure that each Child reaches their full potential whilst having a fun time and becoming sociable and confident in their surroundings.

Our vision is

***"Laying foundations for Children and families to build a stronger community"***.

## About Us

Bewbush Community Nursery C.I.C. is a 57-place full day care Nursery, offering places for Children from 3 months. We are registered with Ofsted and therefore adhere to the regulations set down in the Early Years Foundation Stage, a copy of our last inspection is available to on our website or we can give you a copy on request.

### **Our adult to child ratios is:**

| <b>Age</b>                       | <b>Adult to Child ratio</b> |
|----------------------------------|-----------------------------|
| Rainbow Room (Under 2s)          | 1 to 3                      |
| The Inbetweeners (2-3s)          | 1 to 4                      |
| Preschool (Over 3s)              | 1 to 8                      |
| Wrap Around Care (Reception age) | 1 to 8                      |

## Wrap Around Care

We offer a limited number of places for school pick up and drop off service for children moving on to The Bewbush Academy Reception Class either during term time, and for full day and sessional care for INSET days, half terms and school holidays.

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**Ofsted URN. EY462035**

**Company No. 8290836**

Revised June 2022

## Opening times and session information

We are open from 8:00 till 18:00, Monday to Friday, for 51 weeks a year. We are closed on Bank Holidays, between Christmas and New Year and for inset days in the year for staff training.

Nursery places are offered in sessions throughout the day to offer flexibility to families. We offer the following sessions:

- 08:00 to 11:00
- 11:00 to 13:00 - available as an extension only \*additional charges if booked as funded session
- 13:00 to 16:00
- 16:00 to 17:00 - available as an extension only \*additional charges if booked as funded session
- 17:00 to 18:00 - available as an extension only \*additional charges if booked as funded session

## The Nursery Environment

*"Children show high levels of confidence, behave well and are motivated to learn because they feel safe and secure"* Ofsted (2014)

The Nursery has an open plan interior, which is bright and spacious. The room is arranged into workshop areas where a variety of experiences are set up for Children to move around and investigate at their own stage of development. This encourages independence and allows Children to develop their social skills, make decisions and explore through first-hand experience and through play.

By bringing your child to Bewbush Community Nursery C.I.C. you are giving your child the opportunity to explore and investigate a variety of experiences, thereby teaching them to take risks and challenge themselves in our safe environment.

## Our Community / Outings

As a Community Nursery we want our Children to have an awareness and knowledge of their local community and strive to support this in a positive way. We take every opportunity to engage with our community through visiting the local environment; such as shopping in co-op, buying stamps from the post office, posting letters in the post box, and taking regular walks around the community seeing how the seasons affect the environment. We also engage with the Community by inviting the Community to visit our environment; the library bus visits us termly, we have visits from the local dentist, and PCSOs. We engage in fundraising events for the benefit of our Children and support local and national charities in awareness days.

## Bewbush Family Hub

The Bewbush Family Hub has a team of Family Outreach Workers and Family Support Workers who are able to offer support and advice and access a range of other services you may need, for example financial matters such as benefits, and housing.

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## Staff

Nursery Staff are selected for their experience, knowledge and enthusiasm in working with Children. All staff have a Disclosure and Barring check and undergo an intense induction program.

Our team consists of an Early Years Professional, qualified Childcare Practitioners, Apprentice Childcare Practitioners, and Childcare Assistants. Staff work on a shift basis to cover the hours the Nursery is open.

Nursery staff are qualified in Paediatric First Aid and re-train every three years.

All the staff have access to regular training opportunities and are encouraged to develop their skills and share good practice.

The staff in the Nursery work hard to make sure that your Child has an enjoyable time in the Nursery.

We ask that the staff are respected and spoken to in an appropriate manner. If you have any cause to complain please speak to a Senior Member of staff who will look into your complaint.

If it cannot be dealt with in a satisfactory manner, we do have a 'Compliments and Complaints Policy' which you will find in our 'Policy and Procedures File' found in the Parents waiting area.

## Students / Volunteers

Students undertaking further education come for work experience at the Nursery when they are studying for Childcare qualifications. They are never left alone with the Children but do take part in all the experiences offered by the Nursery.

We also welcome volunteers into the Nursery. All Volunteers have a DBS check carried out.

## Family Key Person

Each Child has a designated Family Key Person, although the care of your Child is the responsibility of all staff on a daily basis. The Family Key Person make an extra effort to really get to know your child, their interests, their skills, and their areas for improvement. The Family Key Person is responsible for maintaining your Child's Learning and Development and ensuring that interests and individual needs are met. We encourage regular liaison with your Family's Key Person on an informal basis and also a formal basis through parent progress meetings.

It may be necessary to change your Family's Key Person during your Child's time in the Nursery. Your child's Family Key Person will change when moving from The Rainbow Room into the Main Nursery.

## Working with Parents

Parents are the most important people in a young Child's life. We want to work in partnership with you to enhance and support your Child at this significant stage of their life. In order to do so we expect you to become actively involved in your Child's learning.

We are now able to track your child's progress using an online system called Tapestry Journal. When your child starts with the nursery you will receive an email to activate your account. Please complete the About Me section on Tapestry before your child's settling session. Tapestry gives you access to information, observations of your child's progress and next steps your child is being supported with to further develop their skills. You will be expected to keep your child's About Me section up to date, upload observations of experiences, new skills or challenges your child has had outside of nursery, whether a big event such as attending a wedding or going on holiday, special events such as a trip to the park, or visiting grandparents, or learning a new skill such as attempting to put their own coat on, building a tower, saying their first words to name but a few.

We encourage you to take an active part in your child's time at Nursery by encouraging and supporting your child in their next steps at home, and reflecting on their progress. We ask you to upload observations you have made of their new skills, or challenges they are facing, acknowledging their My Learning Observations and adding comments to these, and their observations

Through working together, we aim to enable each Child to achieve their full potential.

In addition to this, we use Mailchimp to work with you in the following ways, please ensure you remain subscribed to receive emails to:

- Inform you of up coming events in the nursery
- Share Updates – This will include letters, flyers etc
- Share our Monthly Newsletter
- Invite you to become involved in activities / experiences with the Nursery either regularly, or for specific events

The Tapestry Journal will be available for you to download as a PDF file when your child leaves Bewbush Community Nursery C.I.C.

## Is Bewbush Community Nursery C.I.C. for me?

By bringing your child to Bewbush Community Nursery C.I.C. you are consenting to your child exploring and joining in with all the experiences on offer and allowing them to take risks and challenge themselves in our safe environment, both indoors and out, whatever the weather. You are consenting to work with us in Partnership by interacting with Tapestry to support your child's learning and development.

## Rainbow Room

To recognise the importance of supporting Children's learning and development needs from birth we have a separate environment which has been created to match the needs and experiences of our youngest Children.

You will be asked to complete a Daily Routine Sheet for your baby in advance of them starting to support us in meeting your baby's needs and continuing you and your baby's routine whilst they are in our care. You must inform you child's Family Key Person when changes occur to your child's routine so your form can be updated.

The Rainbow Room strive to enable your child to

- Respond to their name
- Approach an adult when needed
- Attempt to feed themselves
- Follow a simple instruction
- Begin to build bonds with others

Before transitioning onto the Main Nursery

## Bottles

Empty bottles should be supplied from home. If your baby is having formula milk, you must provide the Nursery with adequate in-date cartons of ready-to-feed liquid formula for your baby, with your baby's name clearly written on each. Cartons will be stored in accordance with the instructions until needed, and used according to your baby's routine.

## Comfort Objects

If your Child has a comforter or comfort object we encourage your Child to bring it with them to their Settling Session to support a smoother transition from home to the Nursery.

It is your responsibility to ensure you have the comforter when you collect your Child to avoid distress if the item is left at the Nursery e.g. their favourite teddy.

We ask however, that toys are not brought into the Nursery as we cannot accept any responsibility for them getting lost or broken.

## Nappies

If your Child wears a nappy we ask you to provide an adequate supply of nappies (named please). When your child's nappies are running low a member of staff will advise you, failure to supply nappies will mean an added charge to your invoice.

## Potty Training

Potty training will be continued at Nursery when you decide to start, so please discuss with your Family Key Person how we can work together. This is often between the ages of 2 and 3 years old.

You can support your child by encouraging your child to sit on the potty at nappy change times from around 2 years.

The three stages to being ready are your child letting you know they are wet/dirty, then they will tell you they need to go but often not get to the potty in time, then will be able to tell you they need to go and be able to get to the potty. We don't advise beginning potty training until your child is able to meet the first stage. Once you decide to go ahead, put your child in pants/knickers and ensure you carry plenty of spare clothes for 'accidents'-there may be many to begin with. Putting them back into nappies during the day for any reason once you begin potty training can be confusing for your child.

## Clothing

We recommend that Children wear old clothes in the Nursery, they have access to water play, a mud kitchen, paint and glue. We use our outdoor area throughout the year so Children will need to be appropriately dressed. All coats, jumpers, hats etc must be named. Please could you also provide a full set of spare clothes for your Child in case of any toilet accidents, messy play, outdoor play etc.

The Nursery cannot be held responsible for lost items. Please check the Lost Property Box outside the Nursery door for any lost items. Due to a high level of un-named clothing, the Lost Property Box will be emptied on the 1<sup>st</sup> of each month and donated.

## Routines

In the Nursery we adopt a Child-centred approach to learning, where learning is focused on the Child's needs, abilities, interests and learning styles with the staff as facilitators of learning. For this reason, the routines to the day need to be flexible to adapt to the Child's needs and interests.

|              |                 |
|--------------|-----------------|
| <b>08:00</b> | Breakfast       |
| <b>11:45</b> | Lunchtime       |
| <b>14:00</b> | Snack bar opens |
| <b>17:15</b> | Teatime         |

(These routine times may vary)

## Free Entitlement

The term after your Child's third birthday s/he is eligible for the Universal Free Entitlement provided by the Government. This is to ensure that all Children between the ages of 3 and 5 have access to good quality Childcare. The scheme covers 570 hours per academic year. We offer this as Monday to Friday 8am to 11am or 1pm to 4pm Term Time Only. Please see one of the Business Managers for terms and conditions.

| If your child is born between:     | They are eligible for Free Entitlement:   |
|------------------------------------|---|
| <b>1 April and 31 August</b>       | 1 September following their third birthday or the beginning of the autumn school term |
| <b>1 September and 31 December</b> | 1 January following their third birthday or the beginning of the spring school term   |
| <b>1 January and 31 March</b>      | 1 April following their third birthday or the beginning of the summer school term     |

### **Universal Free Entitlement (15 hrs Universal FE including 2 Year Funding) & Extended Entitlement (additional 15 hrs)**

As a full day-care Nursery and being open for 51 weeks of the year we only offer the Extended Entitlement of 30 Hours Childcare as stretched hours throughout the year, between 8am and 4pm, and have to limit our available places.

If your child attends over the lunchtime you will be charged a supplement and will be invoiced for meals. Failure to pay in advance will result in sessions being changed to 15 hours free entitlement sessions only of 8am to 11am and 1pm to 4pm term time only. Your child's place will be withdrawn for the following term if regular payments are not made to clear outstanding debt.

Any child accessing Universal Free Entitlement or Extended Entitlement and not in attendance for 2 weeks or more without prior consent will have their place terminated.

There is a £50.00 charge to cover the administration costs for starting your Child into the Nursery.

If your funding is denied at any time, for any reason, or cost not covered by Local Authority, you will be reinviced and be responsible for the cost of the full session price booked, whether attended or not as sessions are booked and staffed for in advance, until one month's notice in writing has been received.

**2 Years Funding**- One months' notice in writing of eligibility is required, with your 2 Year Funding code, and requested sessions.

**Extended Entitlement (30 Hours Childcare)**- One month's notice in writing of eligibility is required, with your 30 Hours Childcare code, and requested sessions is required for Extended Entitlement. It is your responsibility to reconfirm your eligibility every 3 months before the deadline. Failure to do so may cause your eligibility to lapse. You will retain your Universal FE hours however will be reinviced, and responsible for the cost of additional hours booked, until one month's notice in writing has been received.

## Starting School

Unfortunately, it is not as simple as turning up at your chosen School at the start of term. There is a process you must go through in order to apply for your Child's place in school. The school year always starts in September. Your Child will be due to start school in the September **after** their 4<sup>th</sup> birthday.

In the October before your Child starts school, you will receive a letter in the post explaining the process of applying for a school place for your Child. It will give you the website to visit to apply online, and the telephone number to request a paper application form. This letter will tell you the date you can apply from, and the last date you can apply. You **MUST** apply before the deadline in order to secure your Child a place at School. We will also remind you of the dates and details on posters in the Nursery, and via our Facebook page. Please ask your Family Key Person if you need any help or support in filling in your application, or require access to a computer.

- Name your first preference of School for your Child, and give 2 more preferences. You will be asked to give a reason for your preference.
- After the deadline, every application across the county will be looked at. You don't automatically get your first school of preference, a decision is made using set criteria to which school each Child will attend.
- You will receive an email at the email address you used to make the application around April, telling you the decision of which school your Child will attend in September, and asking you to confirm acceptance of the place.
- The School will write to you in June to invite you to an evening where you will be told all the information you need to support you in your Child starting at their new School.

If you have still not received your letter about your Child starting school in the November, please see your Family Key Person who will support you in contacting the relevant people.

## Transitions

Please inform us when you receive confirmation from the Local Authority of which school your Child has a place at. We will then make contact with the school and invite the relevant teacher to visit your Child in the Nursery. This will allow your Child's Family Key Person to pass on information regarding your Child's development, including their Tapestry Journal.

If your Child will attend The Bewbush Academy, may we take this opportunity to remind you that we offer a Drop Off and Pick Up Service, and childcare in the holidays whilst they are in Reception.

Should you require childcare from the end of your child's funding until their school start date, these can be booked using an Extra Session Form. You will be responsible for the cost of these sessions.

## Fees

Please refer to the current Session Fee Leaflet for our current charges. Nursery fees will be reviewed on an annual basis, and changes take effect in September, these can be found on our website.

Your Child's sessions can be changed or increased, dependent on availability, and one month's written notice. The same applies to changes to Free Entitlement sessions, however sessions cannot be altered until the start of the following term and are subject to availability. An administration fee applies to changes of sessions.

You will receive your invoice for your fees in advance by email. Please retain **all** invoices for your records as there is a charge for duplicates, and these are often required by Tax Credits.

Payments must be made by 1<sup>st</sup> of the month payable directly into the Nursery Bank account, and can be made via Tax Free Childcare. We do not accept cheques. A Late Payment Fee will be added each month to accounts not paid in full by close of day on 1<sup>st</sup> of the month.

If you have difficulty paying the invoice at any time, please speak to the Finance Director as soon as possible.

Outstanding debt will be passed on to a debt collection agent, along with details required to recover the debt.

You may be able to make additional savings if you sign up to Tax Free Childcare. <https://www.gov.uk/tax-free-childcare>

## Financial Assistance

The government is introducing **new** ways to help parents with childcare costs. Whether you have toddlers or teens, you could get support. Visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out.

## Notice

We require one month's written notice to cancel your contract with us, this applies once Terms and Conditions have been signed. This is important as you will be charged one month's notice whether your Child has/is attending or not.

Any child who is absent for two weeks or more without notifying the nursery shall be deemed to have withdrawn from the setting and you will be sent a final invoice for the Notice Period.

\*Unpaid debts will be passed on, with your details, to a debt collector or small claims court.

## Arrivals and Collections

It is important for the running of the Nursery that you do not arrive with your Children earlier than the allotted start time for the session and that they are collected before the end of their session. This is to comply with Ofsted Regulations and Insurance conditions. We charge a fee for late pick-ups.

If someone different is picking up your child it is important that you inform a member of staff. Failure to do so will result in us telephoning you for permission. If we are unable to gain permission from you we will not allow the person to collect your Child, you will incur charges for late collection and it could result in us contacting Social Services.

Please do not be offended if a member of staff refuses you access to the Nursery if they do not recognise you, this is to safeguard you and the children in Nursery.

## Unplanned closure of the Nursery

The Nursery reserves the right to close the Nursery at short notice in the event of extreme severe weather conditions, flood, fire or any other critical incidents which affects the successful running of the Nursery or has an impact on the health and safety of Children and Staff. An alteration to your next month's Nursery invoice will be made in the event of a Nursery closure.

## Holidays

We are open for 51 weeks of the year, as we close for a week between Christmas and New Year. We are closed on Bank Holidays, and have INSET days for Staff Training where the Nursery is closed for Children, you will not be charged for these days.

There will be no reimbursement of fees in the event of your Child being absent for **any** reason when we are open as the Nursery still has operational costs. This also applies to extra sessions booked.

## Safeguarding

Our Safeguarding Policy is available in the Parents Area for you to access. We have a legal duty to inform the appropriate authorities if we have any concerns about the welfare of your Child. We aim to raise our concerns with you as a Parent in the first instance, where we will decide whether further intervention is necessary. All conversations are kept confidential, and information only shared with the relevant professionals.

## Accidents and Incidents

The Nursery regularly carries out risk assessments in every area of the nursery to reduce any hazards, however accidents will still happen.

All such accidents/incidents are recorded, monitored and reported back to you in person, and later added to Tapestry for your future reference/record. You will be asked to sign an Accident Form, or comment on the Tapestry notice to acknowledge notification. All accidents are monitored on a monthly basis to further reduce risks.

In the event of an accident of a serious nature you or an emergency contact will be telephoned and informed of what has happened and what action is being taken. In extreme circumstances we will contact the emergency services. We also telephone you when your child has sustained a head bump.

Please be aware we do not complete an Accident Form for minor scrapes and knocks that do not require treatment, however we will endeavor to inform you at collection time.

We will complete an Incident Form for any significant injury that your child has sustained before they come into the Nursery environment. This ensures there is no misunderstanding of who was responsible for caring for the child when the child received the injury (For example we would complete and ask you to sign an Incident Form if your Child arrived with sunburn). These will be retained as a record to safeguard your Child.

Please note that when you are present in the nursery you are responsible for your child.

## Sickness

If your Child is ill and unable to attend the Nursery please telephone to let us know before your Child is due in. It may be important for us to know what your Child is suffering from as it may be infectious, for example chicken pox. For infectious illnesses we will need to warn other Parents so they can watch out for symptoms in their own Children (confidentiality will be maintained and your Child's name will not be mentioned in connection to the illness). Your Child may need to be absent from Nursery for a specified amount of time and the Nursery staff will be able to advise you on incubation periods and necessary absence times.

We adhere to the guidance from the Health Protection Agency (HPA) for your information, please go to: -

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

Please remember that when staff become unwell, they have to stay home too!

## Food

Breakfast will be on offer at 8:00am every morning. This will normally be cereal, toast, fruit and milk or water.

During the afternoon session your Child will have the opportunity to select a snack at the snack bar. The menu includes a suitable drink, fruit and biscuit. Children are encouraged to take an active part in the preparation of snacks and will benefit from the social interaction with staff and other Children.

A hot lunch will be provided for all Children, which is reflected in our prices. For Children who are with us at teatime we will provide a high tea. The food is supplied by *Care Catering Ltd*. Their menus are designed to meet current Government legislation from the Department for Children, Schools and Families. The menus give a varied and balanced diet, with plenty of fruit and vegetables as a way of protecting health and promoting proper growth and development. For further information and a full menu breakdown please follow the link on our website [www.carecatering.co.uk](http://www.carecatering.co.uk).

For Children who attend over lunchtime or teatime and are having the session as part of their funded hours, there will be supplement charged, and a charge to cover the cost of the meal.

Children have access to water at all times.

**PLEASE NOTE:** We aim to be a nut free facility, so many foods containing nuts or traces of, will not be given to ensure the safety of all Children. Due to the varied allergies suffered by children in the Nursery, you must **NOT** bring food **or** drinks into the Nursery, even in your child's bag.

## Celebrations

To celebrate your Child's birthday, why not book a Birthday Celebration with us. We organise a cake, display balloons and banners, play a party game and share photos for your Child on Tapestry of their celebration with their friends.

These must be booked no later than 2 weeks in advance and must be paid at time of booking. (See **PLEASE NOTE** section above). Short notice may mean a delay to the date we can celebrate their birthday.

Sometimes families like to share treats on their Child's birthday. To promote healthy eating and due to allergies, we ask that sweets are **not** brought in to give out to friends, instead we ask that you donate a book, game or puzzle to the Nursery.

## Registration

The registration process helps your Child make the transition from home to the Nursery. We want to work with you consistently to offer stability to each and every Child.

Your Registration Fee is due once Approval of your Application and a place is offered to you. You will be sent Registration Documents to complete and sign online through SigniFlow Ltd. This will state a start date and a date for your Child to attend a Settling-In Session near to your child's start date.

Once Registration Fee is paid, and Registration Forms and Terms and Conditions are completed, your child's place is secure. Should you decide you no longer require this place, any time after signing the Terms and Conditions, you must give one month's notice in writing. You will be charged for any sessions booked in the one month's notice period, regardless of whether your Child attended.

You will then be sent a Registration Meeting appointment. At the Registration Meeting you and your Child will meet a member of staff who will be able to answer any further questions, and demonstrate to you how Tapestry Journal works.

## Settling-In Session

At the Settling-In Session your Child will be introduced to their Family Key Person, who will take them around the Nursery and make them feel at ease, meeting other members of the team and Children.

You will be required to wait in the corridor during this visit, you can use this time to register with the Bewbush Family Hub, and find out about the Groups, Support Networks the Family Hub offers.

After the Settling-In Session your Child should feel more at ease with the Nursery environment and be more familiar with the Nursery staff.

However, all Children react differently when starting at Nursery and each Parent/Carer has their own way of coping with this. We can offer guidance on what to do, and work on an appropriate Settling-In procedure for you and your Child. If you are at all worried please ask about how to deal with this often-difficult time.

We would encourage all Parents not to prolong saying goodbye and to leave with as little fuss as possible.

If you wish to find out how your Child is when at Nursery, please feel free to telephone the Nursery during the session to speak to a member of staff.

A Settling-In Policy is available for all Parents/Carers to read, in the Policies and Procedures file.

## Parking

The only car park available to use when dropping off or collecting your Child, is the car park in front of the shopping parade. Please park in a designated parking space, not blocking the pavement or other vehicles in, ensuring no child is left unattended in the vehicle whilst you drop off or collect.

## Social Media Policy

Although the Nursery appreciates that Facebook and other forms of media such as Twitter are an excellent way for people to keep in touch and communicate, the Nursery does not see this as good practice between staff and parents/carers. Please do not request staff as 'friends', or be offended if a member of staff declines to accept your request to become 'friends'.

We ask that no comments about the Nursery are posted on social networking sites such as Facebook or Twitter.

Bewbush Community Nursery C.I.C. does however have its own Facebook Page which we ask that you 'like' and follow, and a private Bewbush Community Nursery C.I.C. Parents Group we ask you to request access to, as we will use this to keep you up-to-date with any Nursery News.

## Public Liability Insurance

A copy is displayed on the Parent Notice Board.

## Policies and Procedures

The Nursery has many policies and procedures ranging from Admissions to Transitions, and everything in between. A Policy File is kept in the Parents' Area. If you have any further questions, concerns or would like to add any procedures, please speak to a member of staff. We appreciate your input.

## General Data Protection Regulations

Bewbush Community Nursery C.I.C. is registered under the data protection act 1998 (Reg.no Z3599775) to protect personal information pursuant of childcare. The Nursery will comply with all requirements of the General Data Protection Regulations, GDPR 2018. Information from Registration Forms will be held on Parenta Group Ltd database, SigniFlow Ltd, will be shared with the local authority to claim for Universal Free Entitlement, 2 Year Funding and 30 Hours Childcare, and be shared with debt collecting agencies to reclaim any outstanding debt.

Please contact Amanda Webb, the Data Protection Officer,  
if you have any further GDPR questions.

[mandy@bewbushcommunitynursery.co.uk](mailto:mandy@bewbushcommunitynursery.co.uk)

## Useful Telephone Numbers and Information

|   |              |
|---|--------------|
| Bewbush Community Nursery C.I.C.  | 01293 522030 |
| Bewbush Community Nursery C.I.C. Mobile   | 07885 912800 |
| Finance Queries<br><a href="mailto:accounts@bewbushcommunitynursery.co.uk">accounts@bewbushcommunitynursery.co.uk</a> | 01293 901984 |
| Session Queries   | 01293 901983 |
| Bewbush Family Hub  | 01293 651760 |
| Family Information Service  | 01243 777807 |
| Ofsted  | 08456 404040 |

**Ofsted Registration Number - EY462035**

**Website: [www.bewbushcommunitynursery.co.uk](http://www.bewbushcommunitynursery.co.uk)**

**Email: [info@bewbushcommunitynursery.co.uk](mailto:info@bewbushcommunitynursery.co.uk)**

**Bewbush Community Nursery C.I.C.  
Inside Bewbush Family Hub  
Dorsten Square  
Bewbush  
Crawley  
West Sussex  
RH11 8XW**



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