



Churchill Close
Ettington
Warwickshire
CV37 7SP

01789 740919

info@ettingtonpreschool.co.uk

& BASE Club

June 2024

Dear Parents/Carers

As part of your Ettington Pre-School induction pack, we are including information on the Before and After School Ettington Club (BASE) which is run by Pre-School in association with Ettington C of E Primary School. Places at BASE are booked via Ettington Pre-School and a Registration Form is necessary.

Allocation of Sessions for BASE: See below for sessions. We must say from the outset that BASE is very popular and places are limited, we apply criteria when places are oversubscribed. To be as fair as possible to everyone, Registration Forms are dated on receipt and a 'first come first served' policy adopted. We can assure you that we do our level best to accommodate the sessions you require. If you would like your child to attend BASE we advise you to complete and return the BASE Registration Form provided with this letter as soon as possible.

Fees for BASE: A one off administration fee of £50 will be payable to Ettington Pre-School, once you have been offered a place. Fees are invoiced at the beginning of each term and should be settled by the end of each term by BACS. There is an option to pay monthly which suits many parents/carers. We accept childcare vouchers, tax free childcare and payment by BACS. Fees for 2024 are at the bottom of this letter.

It should be noted that we reserve the right to increase fees again in January 2025 should costs continue to rise.

Adhoc places and Waiting List: Adhoc places are sometimes available on the day but only if an existing BASE child is not in school on that day. We will hold a waiting list for sessions, but last year we were unable to provide any places from the waiting list.

Continued/...

If your application is successful we will ask you to sign a copy of our Terms and Conditions as part of the registration process, together with other forms relating to your child.

If you have any queries, please do not hesitate to contact us by email:

info@ettingtonpreschool.co.uk

and we will do our best to answer these.

We look forward to welcoming you to BASE!

Yours sincerely,

Clare Galsworthy
Ettington Preschool Manager

B.A.S.E Opening Times and Price List

September 2024

B.A.S.E	Days	Times	Price	Meal included
Breakfast Club	Monday, Tuesday, Wednesday, Thursday and Friday	7:45am-8:45am	7.80	Breakfast
After School Club (Session 1)	Monday, Tuesday, Wednesday, Thursday and Friday	3:20pm-4:30pm	7.70	No
After School Club (Session 2)	Monday, Tuesday, Wednesday and Thursday	3:20pm-5:30pm	16.90	Snack Tea

Before and After School Ettington (BASE)

Registration Form

(All data collected will be held in confidence and will only be used for reasons relating to your child's attendance)

Office use only: Received by:

Start Date:

Child's Full Name:

Date of Birth:

Child's Gender

Address

Name of Parent/Carer

Address of Parent/Carer
if different from above
(or "As above")

Parent/Carer 1

Mobile

Work

Email

Parent/Carer 2

Mobile

Work

Email

Who has legal contact
with this child?

(Eg. Parents, Step-parent, previous partner)

Please give any further details on a separate sheet and discuss with the Manager.

Who has Parental responsibility?

Please see www.direct.gov.uk for definition of Parental Responsibility.

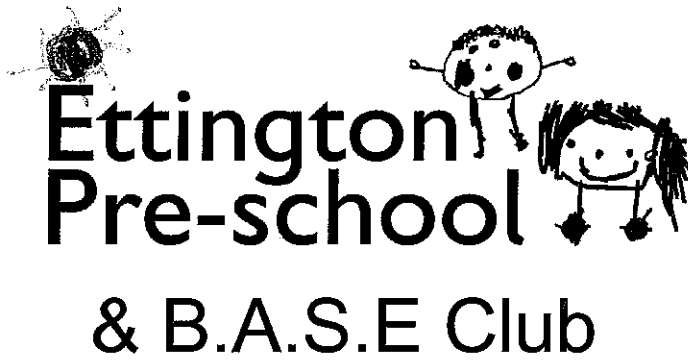
Mother

Father

Emergency contact: (e.g. friend, relation)	Name:	Telephone no:
Is anybody else likely to collect this child from the Club?	Name:	Telephone no:
Details of any disabilities/special needs:		
Details of any other agencies or professionals working with your child:		
Ethnic, religious and cultural observations:		
Please give a password to be used if this child is collected by a person who doesn't usually pick them up.		
I give my permission for staff at the Club organised by Ettington Pre-school to seek any necessary emergency medical advice or treatment for my child in my absence.	YES NO	

Signature of Primary Carer:	Date of application:
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£50 Registration Fee paid []



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BASE Booking Form

Child's Name:

BASE Sessions (Please tick box for required session)					
	Breakfast 7.45 - 8.45		Session 1 3.20 - 4.30		Session 2 3.20 - 5.30
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					NO SESSION

Privacy Notice For BASE Club

We take your privacy seriously, and in accordance with the General Data Protection Regulation, we will commit to the following:

We will be asking you for personal data about you and your child/children in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

(a) Consent: The individual has given clear consent for you to process their personal data for a specific purpose.

(b) Contract: The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: The processing is necessary for you to comply with the law (not including contractual obligations).

(d) Vital interests: The processing is necessary to protect someone's life.

(e) Public task: The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

(f) Legitimate interests: The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by Ettington Preschool as part of the child's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it on paper forms/digitally. I/We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to complete and return a form.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Child's Birth Certificate Number
- Parents' names, addresses, contact numbers, email address
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number
- Health clinic/health visitor

- Any allergies/medical history/ requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language
- Child and/or parents' National Insurance number

We are required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and the local authority early years team and safeguarding board. This data will be used to:

- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional
- the local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
- The local safeguarding children's board or Early Help Single Assessment Team if there are ever any concerns about the safety of your child.
- Ofsted
- 2Simple/Tapestry Learning Journals and Optimum O'Track (Develop Matters progress and attainment data)

Please note that if we believe a child is at risk of harm we have the legal right to contact the local safeguarding without the permission from parents.

If you want to see a copy of the information we hold and share about you or your child then please contact the Preschool Manager.

We are required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.