Friends Together

 **Hi Everyone,**

**Sending a huge Welcome to you all and of course to the new families joining the St. Dominic’s family. My team and I are so looking forward to getting to know our new Preschool class, we are going to have a wonderful year together!**

**We will ensure that every child has the opportunity to have lots of fun, play and be safe and happy!**

**Preschool will be held in the amazing Nursery classroom and have full use of the fantastic outside space. Pick up for Preschool will be in exactly the same place as Nursery at the time of 3.30pm (unless they are joining us at ASC!). There is also an option to pick up at 3.10 to co-ordinate with additional pick up times, if you wish to pick up at 3.10pm please let us know in advance.**

**At both Breakfast and After School Club the drop off and pick up point is the Dining Room fire exit (there will be a sign on the door!) we ask parents that you leave your children at the door with us in the morning and we will bring them to you at pick up. We use the Hall and the Dining Room and Link Room. We have a special Nursery and Reception ‘chill zone’ with an array of toys, books and cushions and we also have use of the wonderful outside spaces at the School.**

**I have attached the 2024/2025 Registration form to be filled in, the Information and Guidelines for you to keep, the Session form confirming your requirements for this half term, the Additional Permission form and the Parental Declaration for parents who are eligible for the 30 free hours childcare. All parents must check their eligibility and receive their 30 free hours code prior to the 31st of August for this code to be used in the Autumn term. Parents must confirm eligibility prior to the start of each term to continue to receive funding. If your child has any medical needs we will send you additional forms to be completed.**

**Please let us know about any changes to sessions. Class teachers will have a list of the pupils attending Preschool, BC and ASC each day. We would be very grateful if you could message the Friends Together number or email the address below with any changes (by 6pm Sunday evening for the following week would be most appreciated!) Last minute or same day cancellations can be sent by text.**

**Please save the number and email address on your phones!**

 **Club Mobile- 07933046834**

**Club Email- friendstogether1@hotmail.com**

**We ask for regular Preschool half termly bookings for BC and ASC to guarantee our ratios at club are correct. Any additional sessions will need to be booked by email or text by Sunday evening. We always try and accommodate emergency last minute same day bookings and will continue to do so, please message us on the number above and make sure you have received confirmation to guarantee the booking.**

**We ask all Preschool children to bring in a blanket in a drawstring bag on their first day to be kept on their pegs throughout the half term to be used at ‘chill time’. The children really enjoy their daily ‘chill’ after lunch and love having their own special blankets!**

**We are incredibly lucky to look after such wonderful children and be part of the very special and friendly community at St. Dominic School and we look forward to a brilliant School year. My team and I are looking forward to working in partnership with our Friends Together families to ensure your child has the best time with us. If you ever have any questions or queries or issues please do not hesitate in coming to speak to us either in person, by phone or send us an email.**

 **Kindest Regards**

 **Juliette and the rest of the Team x**

#  Friends Together

**Registration & Emergency Contact Sheet 2024/2025**

**Name of child**………………………………………………………………………………………………………………….. **Date of birth**……………………………………………….

**Home address including postcode** ……………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………………………………………………………………………………. **Home telephone number**……………………………………………………………………………….……..

**Mother/Guardian Name** ……………………………………..………………………………………

 **Work number**…………………………………………………………………. **Mobile**…………………………………………………………………

**Father/Guardian Name** ……………………………………..………………………………………..

 **Work number**…………………………………………………………………. **Mobile**…………………………………………..

## Email address

……………………………………..……………………………………………..…………………………………………………………………………………………………………………………

 **Name & Address of Family Doctor**……………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………………..

**Doctor’s telephone number**…………………………………………………………………………………………………….


## Allergies/Medication/Additional Needs Yes No

★ **If you have circled Yes, please provide additional details below- Juliette will phone or email you for more information if needed and there may be additional forms that need to be completed (we will email these to the address given above)**

………………………………………………………………………………………………………………………………….…………………………………………………………………

 **Additional Emergency Contacts (Must be in addition to parents/guardians included above)**

|  |  |  |
| --- | --- | --- |
|   |  |  |
| **Name** ……………………………………..………………………………………………….  |  | **Name** ……………………………..……………………………………………………..….  |
| **Address**………………………………………………………………………………………..  |  | **Address**……………………………………………………………………………………..  |
| ………………………………………………………………………………………………………………….   |   | ……………………………………………………………………………………………………………  |
| **Phone number**…………………………………………………………………………..  |  | **Phone number**…………………………………………………………….…………..  |
| **Relationship to child**……………………………………………………….    |  | **Relationship to child**……………………………………………………….   |

 **Emergency Password**…………………………………………..............… **(Password for pick up verification)**

##  Friends Together

### Information and Guidelines 2024/2025

 **Friends Together offers an ‘Outstanding’ happy, safe and secure environment for your child to play, make friends and have fun! To help us ensure the smooth running of Friends Together here is some important information and the guidelines of club.**

* **General Info-**

**Club Mobile- 07933046834**

**Club Email- friendstogether1@hotmail.com**

**Breakfast Club- 7.45am- Beginning of the school day (£6.50)**

**Pre-school- 12.30-3.30pm (£22.50)**

**After School Club- End of school day- 5pm (£11.00) or 6pm (£14.00)**

**A registration form must be completed prior to your child’s first session. A registration fee of £10 is charged per family per annum (BC & ASC).**

**Pre-school finishes at 3.30pm. After school sessions finish at either 5pm or 6pm, we ask parents arriving after 5.10pm to pay for the later session, if you continue to arrive later after a number of sessions you will need to book in for the 6pm slot, to ensure staff/child ratio continues to be correct throughout.**

 **Ratios at Friends Together-**

 **Under 8’s- 1 Playworker to 8 children Over 8’s- 1 Playworker to 15 children**

* **Cancellations can be made by phone or email, please leave a text message if the phone is not answered. Please inform us on any changes to sessions ASAP.**
* **Invoices will be sent half termly to the email address as provided on the registration form, we accept online payments, childcare vouchers and we are part of the Government Tax Free Childcare scheme.**

* **We ask for regular bookings in advance to guarantee our ratios at club are correct, Additional sessions can be booked by email or phone and again we ask for these ASAP. We always try and accommodate last minute emergency bookings so please contact us and we will do our best to help, please note the school office are unable to take bookings for club.**

* **All children must be signed out by an adult as it is against OFSTED regulations to release your child to a minor. If you ask someone else to pick your child up, please notify us in advance and give them your emergency password that you filled in on the registration form. Without notification your child will remain with us until we have contacted you or your emergency contacts.**

* **Club closes promptly at 6pm. If you are going to be late please let us know on the club mobile ASAP, school closes soon after 6pm and we will not have access to the school after this time. We are required to have 2 members of staff to wait with your child so unfortunately a £20 late fee will be added to cover the cost of this.**

* **All of our policies and procedures for club are on site at all times, including our risk assessments, if you wish to read any of them please do ask a member of staff for a copy.**

* **Club prices have been calculated according to the operating costs of the provision, to ensure viability of the club our fee structure will be reviewed on an annual basis.**

**Friends Together**

**Additional Preschool Permission Form 2024/2025**

 **Please tick the boxes that are appropriate and sign.**

* **Personal Care**

**I understand that when my child is in Nursery there may be times where staff have to support my child changing and tolieting.**

**I give permission for staff to do so.**

**I give permission for staff to use wet wipes on my child.**

**Signed ……………………………………………………………**

* **Photographs**

**I give permission for photographs of my child to be taken. Photographs will only be used in class activities, for observations to document their progress, achievements and important events and displays in the Nursery classroom.**

**Signed ……………………………………………………………**

**Name ……………………………………………………………**

**Parent/Guardian of …………………………………………………………… Date ………………………………………………**

**Friends Together**

**Session Form**

**Confirmation of sessions for the Autumn Term 2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Monday**   | **Tuesday**   | **Wednesday**   | **Thursday**   | **Friday**   |
| **Breakfast** **Club**   |   |   |   |   |   |
| **Afternoon** **Preschool** **12.30pm-****3.30pm**   |   |   |   |   |   |
| **After**  **School**  **Club 5pm**   |   |   |   |   |   |
| **After**  **School**  **Club 6pm**   |   |   |   |   |   |

★ **I understand that these hours are bookable in half-termly patterns.**

**Signed …………………………………………………………… Date ………………………………………………….**

 **Name ……………………………………………………………**

 **Parent/Guardian of ……………………………………………………………**

**Friends Together**

**ClassDojo**

This year we would like to invite your child to have their own Preschool ClassDoJo portfolio to document and share their play, learning and achievements. We will also use ClassDojo to communicate with our families and post announcements. It is an easy way for you to see what your child is doing on a regular basis at Preschool and celebrate their achievements.

With your child’s account, we will be able to share what they’re learning through photos, videos, and journal entries on their own digital portfolio. This portfolio can only be seen by your child, you, and my staff, and I will approve all posts. Your child will also be able to customise their ClassDojo monster.

**Learn more about ClassDojo**

ClassDojo is used by teachers to create amazing classroom communities. Find out more about why we’re excited to use ClassDojo student accounts for digital portfolios, and how it is safe and simple for everyone.

Learn more: classdojo.com/learnmore

Privacy Policy: classdojo.com/privacy

You can use ClassDoJo on any device. It is a simple free mobile app for iOS and Android and can be accessed from your computer on [www.classdojo.com](http://www.classdojo.com)

**We ask parents to send this permission slip back ASAP so we can start using ClassDoJo as a class. Once I have received your permission slip you will receive an invite from us to sign up for a parent account via your main correspondence email. If you would prefer an invite sent via your mobile please include your phone number below-**

…………………………………………………………………………………………………

Kindest Regards and Many Thanks

Juliette

**Friends Together**

**ClassDojo**

**Online Portfolio Permission Slip 2024/2025**

Child’s Name……………………………………………………………..  Class…………..

I / we understand that my child will have an electronic portfolio set up on Class Dojo.

I / we understand that images of my child will be uploaded to the portfolio as a way of documenting their learning, achievements and important events.

I / we would like to be able to view my child’s portfolio from home.

**Group Photo Permission**

I / we give permission for my child’s photo to appear in any group photos or video used in the ClassDoJo Preschool portfolios. I/we understand that my child’s image will be seen by all parents/carers of the pupils featured in the particular photo or video.

1.    Signed: ………………………………………………………..

       Name …………………………………………………………. (Please print)

       Date ……………………………

2.    Signed: ………………………………………………………...

       Name …………………………………………………………. (Please print)

       Date ……………………………

I / we agree not to electronically share, by social media or other platforms, any part of my child’s portfolio that feature other children’s images or video.

I/we agree to keep log in details safe and secure.

1.    Signed: …………………………………………………………….

       Name …………………………………………………………. (Please print)

       Date ……………………………

2.    Signed: …………………………………………………………….

       Name …………………………………………………………. (Please print)

       Date ……………………………

This information will be recorded on your child’s records and will continue to apply throughout your child’s time in Preschool. If you wish to make any amendments, please do not hesitate to complete a new form or to contact us in writing.

**Hertfordshire parent declaration form**

I confirm I have read the privacy statement in full and that a copy has been made available to me on request. This includes why we need your family information, what we will do with it, how long we will keep it, what are your rights, clarification on eligibility and using your Childcare Support hours.

By completing this parent declaration form, I am agreeing to the privacy notice.

**Child details**

**Boxes marked with a \* are mandatory**

First name\*

Middle name (s)

Surname\*

Date of birth\* (dd/mm/yyyy)

/

/

Sex\*

National health number\* (NHS)

Ethnicity\*

Address\* (with postcode)

**Early Years Pupil Premium (EYPP) extended criteria** (please only tick if applicable)

 Adopted Child arrangement order Child looked after

Special guardianship orderNone

**Parent/carer details**

This information is required to confirm eligibility for EYPP and Childcare Support. The Early Years Service may contact you by email to gather feedback on the Childcare Support entitlements.

Please ensure you enter the details of the parent who has applied for Childcare Support.

Email\*

First name\*

Surname\*

Date of birth (dd/mm/yyyy)\*

/

/

National Insurance Number\*

**For staff only**

Child’s passport/birth certificate number

Document number recorded by:

Date document number recorded (dd/mm/yyyy)

/

/

**Childcare Support entitlement**

* Autumn period (1 September – 31 December) – 14 weeks term time
* Spring period (1 January – 31 March) – 11 weeks term time
* Summer period (1 April – 31 August) – 13 weeks term time

**Is this a stretched offer?**  Yes No If yes, how many weeks across the year?

(If you spread your Childcare Support hours over more than 38 weeks, this is known as the stretched offer)

**Two year old reference code:** (families receiving additional government support) you will need to apply via the HCC website

/

**Childcare Support eligibility code:** (for working families entitlement)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Start date |  |  |  |
| No. days per week |  |  |  |
| Total hours per week |  |  |  |
| Total Childcare Support hours per week |  |  |  |
| No. of weeks |  |  |  |

**Please complete if child is in receipt of Disability Living Allowance (DLA)** DLA form reference number

 DLA form expiry date (dd/mm/yyyy)

/

/

DLA form start date (dd/mm/yyyy)

/

/

This allows the early years provider to claim Disability Access Fund (DAF) which supports your child to access their childcare. DAF can only be claimed by one provider.

**Splitting your Childcare Support**

Does your child attend another childminder/day nursery/pre-school/school nursery for their Childcare Support entitlement. If yes, name?

 Please note, all early years providers must agree on the Childcare Support hours offered.

**Parent declaration**

|  |
| --- |
|   |

I confirm that my child is attending the early years provider(s) for the Childcare Support entitlement.

I understand how the Childcare Support entitlement will be delivered for my child. If my child is receiving a stretched offer and reverts to the term time offer, the number of Childcare Support hours available each week may be affected.

I have been made aware of any additional charges, including those for meals, nappies or trips.

I will make every effort to ensure my child attends the Childcare Support hours agreed. I am aware that to continue receiving Childcare Support (for working families) that I need to recheck my eligibility code every 3 months as a minimum, in my government gateway childcare service account.

Name\* Date\* (dd/mm/yyyy)

/

/

Signature\*

Any changes to the declaration must be noted below and signed by the parent/carer during the year.