

Laying Foundations for Life's Journey



EARLY YEARS Admissions Pack

Including Admission, Permission & Information Forms
Plus Privacy Notice and 'All About Me' Sections

Welcome to Carmel Christian School – Early Years

Please read through this document and complete all sections to the best of your ability.
It is important that we have up-to-date information about your child and contact details for you.

Registered Address: Carmel Centre, 817a Bath Road, Brislington, Bristol, BS4 5NL

F: www.facebook.com/CCSEarlyYears **T:** 0117 977 5678 **M:** 07434 395662

E: earlyyears@carmelchristianschool.org **W:** www.carmelchristianschool.org

Any health issues, e.g., allergies, asthma, hearing, speech: ----- ----- -----	Any mental health issues or learning disabilities: ----- ----- -----
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Dietary requirements, e.g., vegetarian, vegan:

Ethnic Origin [Please tick]:

<input type="radio"/> Bangladeshi	<input type="radio"/> Irish	<input type="radio"/> White Caribbean	<input type="radio"/> White – Other
<input type="radio"/> Black African	<input type="radio"/> Pakistani	<input type="radio"/> White Gypsy/Traveller	<input type="radio"/> Other ethnic group
<input type="radio"/> Black Caribbean	<input type="radio"/> White African	<input type="radio"/> White Irish	<input type="radio"/> Other mixed background
<input type="radio"/> Chinese	<input type="radio"/> White Asian	<input type="radio"/> Asian – Other	<input type="radio"/> Other (please specify)
<input type="radio"/> Indian	<input type="radio"/> White British	<input type="radio"/> Black – Other	

Religion:

First language:	Second language:
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Disabilities [if your child suffers from a disability, please specify here]:

Permission Form

Medical Consent

We need your consent to provide medical care to your child at any time during our care, whether they are on-site or off-site.

I give my permission for:

My child to be given first aid by a trained member of staff during any on-site or off-site activity Yes / No

My child to receive urgent dental, medical or surgical treatment, including anaesthetics, *after I have been informed*, and as may be considered necessary by the medical authorities present, during any on-site or off-site activity Yes / No

My child's information to be shared with the NHS and other relevant health professionals Yes / No

A member of the school staff to sign on my behalf any medical consent forms, if my child should require emergency treatment and I cannot be contacted Yes / No

Plasters to be applied to my child Yes / No

My child to use anti-bacterial hand gel Yes / No

My child to be assisted in applying sunscreen if necessary Yes / No

I give my consent, as indicated above, for the trained First Aid members of staff to provide medical care for my child when it required:

<input type="radio"/> Yes	Parent/carer signature:
<input type="radio"/> No	Print name:
	Date:

Class Visits

There may be occasions when we wish to take the children to places near the school such as the library, shops, museum, harbour, etc. in connection with a class project (you will be notified of class visits). These visits will be closely supervised.

I give my consent for my child to take part in visits to places near the school throughout their time at Carmel Christian School Early Years:

<input type="radio"/> Yes	Parent/carer signature:
<input type="radio"/> No	Print name:
	Date:

Photography and Image Use

I give permission for image[s] taken of my child to be used for publication by the school for:

- | | |
|--|----------|
| • Classroom use, such as displays | Yes / No |
| • Learning journals/records | Yes / No |
| • School publications, such as newsletters | Yes / No |
| • School website | Yes / No |
| • Local press/media | Yes / No |
| • Facebook (CCSEarlyYears) | Yes / No |
| • Annual school photograph | Yes / No |

Image[s] will be kept in accordance with the Data Protection Act 2018. They will not be published with full names or contact details. In some but not all instances, the child's first name will be printed with their photo. On no occasion will their full name be used without separate prior consent.

Group or class photographs or footage will include general labels, such as 'a science lesson' or 'making Christmas decorations'.

We are mindful of the fact that, for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now or at any time in the future that affect or change your consent on this issue, please inform the Early Year's Manager as soon as possible.

Please note that we cannot be responsible for images taken by other people during public performances.

I have read the above and give permission for images of my named child, as indicated above, to be used by Carmel Christian School:

Yes

No

Parent/carer signature:

Print name:

Date:

Financial Information

Please take note of the costs and procedures involved if you require extended hours for your child.

Fee Structure

Class	15 hours free	Cost for additional hours
Nursery 3-year-old	✓	£4.00 per hour
Nursery 4-year-old	✓	£4.00 per hour
Reception 4-year-old	✓ Until the term after the child turns 5	£4.00 per hour
Reception 5-year-old	✗	£300 per month From the term after the child turns 5

Extra Information

- You will be required to discuss and agree with the Finance Office/Early Years Manager to the number of hours your child will be attending school.
- Please note that payment will be required monthly in advance for the hours that each child attends over and above the first 15 hours that are free.
- There will be no refund if your child is ill and unable to attend school.
- We request you to give at least one term's notice should you decide to withdraw your child/children from the setting.
- Our bank details are as follows:
Bank of Scotland, 34 St Andrews Square, Edinburgh
Sort Code: 80-11-00 Account No: 06085204
- If fees are not paid timeously, we reserve the right to deny your child to access additional hours until they are paid.
- Your contact for your school fees account and/or queries is the Finance Office or the Early Years Manager on 0117 977 5678.
- Some parents are eligible to claim 30 hours of government funding. Please consult the government website: <https://www.gov.uk/30-hours-free-childcare>

Please sign and date to conform that you have read and understood all the information listed about the financial costs and procedures

Name:

Signature:

Date:

Additional Information

Policies and procedures: We review and update policies and procedures annually. In addition, amendments to these are updated as and when necessary.

Child Protection: This is paramount and, as a setting, we have a duty of care to your child. We follow strict guidelines in our child protection procedures.

Administering medicine: As a setting, we are happy to administer medicine in accordance with our policy. Information regarding administration of medicines is available on request.

Inclusion: Our setting prides itself on our inclusive provision for children of all abilities, cultures, EAL and SEND (arrangements will be made on an individual need basis for children with EAL & SEND). As such, we seek to provide a curriculum accessible for all, with a wide range of opportunities for all children to excel.

Start and finish times: Our day starts at 8.30am – the gate and door will be opened at this time. We finish at 11.30am for part-time children and 3.00pm for full-time children.

Routines: We have a daily routine, which includes:

- A morning activity at 8.30am
- Registration/talk time at 8.45am
- Indoor discovery time
- Snack time
- Outdoor discovery time
- Phonics
- Worship
- Literacy
- Lunch (Packed lunch will be provided by parent/carer)
- Maths
- PE

A more detailed routine can be viewed in the classroom on our visual daily timetables and weekly plans.

We recommend a balanced and healthy lunch. Therefore, please do not give children chocolate or sweets in their lunch box. We celebrate everyone's birthday, and if you wish to bring in something for the children to share, that would be lovely. However, this must be shop bought and in sealed packaging, as per our health and safety guidelines.

A copy of relevant Early Years policies are on our website: www.carmelchristianschool.org. All other policies are available from the Early Years office upon request.

Privacy Notice

Your privacy is important to us, and we want to communicate with parents in a way that has gained their consent and is in line with UK law on data protection. As a result of a change in UK law, we need your consent regarding how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name:	
Address:	
Post code:	
Email address:	
Phone number:	
Alternative phone number:	

The data controller for Carmel Christian School is Carmel Ministries International. By signing this form, you are confirming that you consent to Carmel Ministries International holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

I consent to the school contacting me by: post phone or email.

To keep me informed about news, events, activities and services at Carmel Christian School (*note you can unsubscribe from the school communications at any time*);

To including my details in the 'School Directory'.

To share my contact details with the departments in Carmel Ministries International so they can keep me informed about news, events, activities and services that will be occurring in the school and which are directly relevant to me as parent;

Signed: _____

Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so, for example, we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as when required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our *Privacy Notice*, which is available from CMI's website: <https://www.carmelcitychurch.org/privacy-policy> or from CMI's Assets Team.

You can withdraw or change your consent at any time by contacting Andrew Smallridge at Carmel Ministries International, 817A Bath Road, Brislington, Bristol BS4 5NL or andrews@carmelcentre.org. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Carmel Ministries International is a Registered Charity, No 1094052

All About Me at Home and Out and About



Dear Parent/Carer

Many of your child's important learning experiences occur away from school. For example, we do not see your child join in with family celebrations or visit a museum. Therefore, we would appreciate it if you could complete this 'All About Me at Home and Out and About' section as fully as possible. Completing it will give us important information about your child's interests, experiences and developmental progress. This information will be used alongside our observation of your child to plan the next steps in his/her learning.

'All About Me at Home and Out and About' is divided into three parts:

My Week: Please write about anything your child has enjoyed and/or is really interested in at the moment.

What Have I Learned/Said/Done?: This section covers the seven areas of learning in the Early Years Foundation Stage (EYFS). The examples provided are for your reference, but please feel free to write anything you feel is relevant. There are no right or wrong answers, and anything is better than nothing!

Next Steps in my Learning: Please write about any activities you might be planning to do at home to help with your child's learning and any activities/topics your child would like us to do at school.

We will discuss the contents of this section and your child's learning journal during your tour of the setting.

If you have any queries, please feel free to speak to one of the Early Years team after school.

Thank you for your continued support.

The Early Years Team

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My Week

This week I have enjoyed:

(Note to parent/carer: Where has your child been? What has your child done that he or she has enjoyed?)

At the moment I am really interested in:

(Note to parent/carer: Is there anything that your child is really interested in? E.g., animals/vehicles/places/objects)

What Have I Learned/Said/Done?

Personal, Social and Emotional

E.g., family experiences (special occasions), getting along with others, caring for others, self-care (brushing teeth, getting dressed without help).

Communication and Language

E.g., talking, asking questions, listening to stories, learning new words, knowing letter sounds, reading words, looking at books, talking about books, writing letters, pretend writing, writing words

Physical Development

E.g., physical activities: handling objects with control, talking about healthy foods.

Literacy

E.g., responding to stories, knowledge of rhyme, recognising letters/words, reading sentences, talking about what they read.

Mathematics

E.g., counting objects by touching them, counting fingers, recognising numerals, ordering numerals, learning shape names (2D and 3D), adding objects, doubling, halving.

Understanding the world

E.g., interest in living things, how things work, talking about seasons, past events and the environment, talking about cultures, using a computer.

Expressive Arts and Design

E.g., Painting, collages, making models, using tools, drawing, music, singing, dancing and using imagination.

Next Steps in my Learning

At home I will be:

(Note to parent/carer: Things you might do at home with your child in the future to help with their learning)

At school I would like to learn:

(Note to parent/carer: Things your child is interested in and would like to learn more about)

Details to **Keep**

Please keep this page for your own records.

Bank Account

Bank of Scotland

34 St Andrews Square

Edinburgh

Sort Code: 80-11-00

Account No: 06085204

Facebook Pages

We have two Facebook pages; one is a private parent group and the other is a public page. Please join both.

Parent Group: **[Carmel Christian School Parents Group](#)**

<https://www.facebook.com/groups/1524260277866424>

Our parent group is one of the ways we will share information and it's a way for you to connect with other parents and ask questions.

Public Page: **[Carmel Christian School Early Years](#)**

<https://www.facebook.com/CCSEarlyYears>

Our public page is used to promote the setting. Please like and share our posts so that we can spread the message.