

# Little Friends Nursery



## Welcome Booklet 2023

This welcome pack includes all you need to know about how our setting is run, who by and what we are about. It also includes some important information regarding who we are, our statement of purpose, how we operate, what to bring, medications, illness and consent on social media.

Throughout the various chapters of this booklet, you will find information regarding our policies on healthy eating, potty training, absence, fees, daily routines and so much more so please read carefully.

# Welcome Letter

Welcome to Little Friends Nursery! Throughout this booklet you will find all you need to know about Little Friends and how we plan to care for your child.

We are a privately-run childcare setting, early years education provider and non-maintained flying start setting; we are situated in the old infants block of Ffynnon Taf Primary School in Taffs Well. We are a part of both RCT, and Cardiff's childcare offers and also offer educational 15 hour funded spaces for qualifying parents of 3-year olds. Our setting is structured in line with all educational curriculum and resources to ensure your child's best preschool experience.

We aim to provide high quality childcare and education that enhances the development, care and educational needs of children in a safe and stimulating environment, through which they learn through play in partnership with parents/carers. We are English speaking, but we do teach and encourage basic Welsh.

At Little Friends Nursery we pride ourselves on offering parents affordable, adaptable childcare and education where we allow you to build your own day to suit your personal needs. This means you do not get charged for extra hours that you may not use outside of our standard session times!

We offer wrap around service that is inclusive for all local schools and have established positive working relationships through this service with their teachers ensuring your child's needs are always met connectively.

Our statement of purpose, the first chapter of this booklet, highlights everything you need to know about Little Friends. Information covered includes our commitments, services available, and information regarding illness, staff qualifications and much more! Our operational plan supports our statement of purpose and describes staff to child ratio and how we operate on a daily basis.

Please take the time to read these as they offer lots of information regarding the welfare of your child and can answer lots of your questions!

There are many things we at Little Friends can do to ensure a stable environment for your child. We observe the children in their learning process and aim to provide individual care in areas we feel a boost is needed, for example focusing on counting to ten, the alphabet and various areas of play.

We take in your requests as parents/guardians and can aid potty training (please ensure spare clothes are packed), aim to help with distancing from dummies, focus on helping your child learn in areas you may feel need more attention, and so on. Please feel free to discuss anything you feel your child personally needs with Alison Jones or their individual key worker. We will be happy to meet these requirements.

I hope you find the information in this booklet useful and enjoy the read.

# Statement of Purpose

Little Friends Childcare Ltd is a limited company registered with companies' house. It is privately owned by Alison Jones and is legally registered with Care Inspectorate Wales (CIW) under the Children and Families (Wales) Measure 2010.

Little Friends Nursery is a privately-run childcare setting, early years education provider and non-maintained flying start setting; we are situated in Ffynnon Taf Primary School, Taff's Well, Cardiff. We aim to provide high quality childcare and education that enhances the development, care and educational needs of children in a safe and stimulating environment, through which they learn through play in partnership with parents/carers.

Our setting is for all children from 18 months to 5 years old at all times. We also offer after school wrap around from approx. 3pm until 6pm, and a holiday club for children up to 12 years of age.

At any given time, we are registered to have 30 children in setting. We are English speaking, but we do teach and encourage basic Welsh.

Little Friends is covered by public liability and employer's liability insurance. The certificate is displayed on the welcome board inside.

As an Early Years Educational setting registered with Estyn and CIW, Little Friends Childcare Ltd legally need to gather information regarding parent's and children's names, addresses, telephone numbers, emergency contacts, email addresses, date of births, GP details and children's birth certificate details. For those parents who are claiming their entitlement to the current 15 hours free funding for their 3-year-old, information will also need to be given to the local authority, again this applies to children who receive placement via Flying Start and Resilient Families, this will be done via a secure email contact and conversation. All information gathered is kept within a securely locked filing cabinet and will only be used, when necessary, by appropriate authorities i.e., staff.

## Little Friends commitment is:

- For all children to develop at their own pace and to reach their full potentials.
- To forge a strong link with the local school in order for children to feel confident, happy and at ease when transitioning to school.
- To encourage and integrate children with additional needs into the group, providing them with help and support so they can undertake all the group activities.
- To provide opportunities for the parents/carers to be actively involved in the activities and provisions of their children.

- To work in partnership with Parents/Carers to assist and support them in meeting their children's needs.

At Little Friends we embrace the ethos and principles of Wales Pre-school Providers Association. Little Friends Childcare Ltd follows the Welsh Governments initiatives by implementing the 'Early Years Foundation Phase' and 'Healthy Eating'.

Legal status:

Alison Jones is the responsible individual for Little Friends Nursery.

**Little Friends Childcare Ltd is a limited company registered with companies' house and is legally registered with Care Inspectorate Wales (CIW) under the Children and Families (Wales) Measure 2010**

Main contact:

Alison Jones,  
Little Friends Nursery,  
Ffynnon Taf Primary School,  
Cardiff Road,  
CF157PR

Telephone: Alison: 07825163605

E-Mail: [Littlefriends123@hotmail.com](mailto:Littlefriends123@hotmail.com)

Please contact this person for all enquiries.

Opening times

We offer all day care, sessional care, school wrap around and lunch club. We also offer an expansion on our opening times.

Breakfast Club:	8.00am – 9.00am (Breakfast is offered)
Morning session:	9.00am - 12.00noon (Snack Provided with paid fee)
Lunch/wrap around care:	12.00noon - 1.00p.m (A packed lunch is required).
Afternoon session:	1.00pm- 4.00pm (Snack Provided with paid fee)
All Day Session:	9.00am -4.00pm
After school club:	3.00/4.00-6.00pm (Snack Provided with paid fee)

Lunch Club

We provide two options for lunch. Lunch is either provided from home by parents as a healthy packed lunch or we offer hot dinners charged at £3 per day. At Little Friends we promote a healthy eating lifestyle and would be grateful if you would support us by reflecting this in the lunches that are sent in with the children. As parents preparing your child's packed lunch, it is your responsibility to ensure that the food packed is of the correct temperature (ice pack).

The children will be encouraged to eat food from their plates/lunch box. If you have any concerns please speak to responsible individual Alison Jones.

**No nuts or nut products of any kind can be brought into setting. Please check your child's packaged foods. This is due to severe allergies of both children in setting and staff members.**

Staff and Qualifications:

**Alison Jones** responsible individual/ manager- CCLD NVQ Level 5 (management) and Playworks Diploma.

**Lauren Forward** – Deputy Manager – CCLD NVQ Level 5 (management) and Playwork.

**Aleema Irshad**- Early Years Practitioner- CCLD Level 3

**Heidi Richards**- Assistant Early Years Practitioner- Studying CCLD Level 3

**Hannah Marshall**- Apprentice Early Years Practitioner- Studying CCLD Level 2

**Jenna Jones**- Early Years Practitioner- CACHE Diploma in childcare and education Level 3

**Harleigh Wilcox**- Early Years Practitioner- CCLD NVQ Level 3

**Holly Pollard**- Early Years Practitioner- CLD Early Years Educator Level 3- Additional All Wales Foundation Framework

Little Friends also employs bank staff who work on a relief needed basis.

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times.

Little Friends welcomes students on placement, volunteers and visitors who improve and enhance the experience of the children. Policies and Procedures that ensure the safety and wellbeing of the children must be paramount at all times.

Facilities Available:

Little Friends has one large spacious room and a small external teaching area where a full range of activities are available throughout the day. Within the playroom there is a prep area to prepare snack and hand washing facilities. There are also separate washing and toilet facilities nearby with access to 5 toilets and 5 sinks. There are two enclosed outside playing areas. There is a large outdoor classroom which provides adequate rain and sun shelter.

Services offered:

Children's individual needs and preferences are noted as they register to join the provision, our provision is wheelchair friendly and staff are trained to work with all children's needs. Parents/carers are encouraged to use the settling in sessions to help with child's transition to our care.

A healthy snack will be provided on a 2-week snack rota. Water + milk will be offered throughout the morning and afternoon sessions and after school club in line with our healthy eating policy.

Extended Afterschool club: Children are offered a larger snack such as make your own wrap, beans/cheese/avocado on toast, fruits and salad options, served with a choice of milk and water. They also always have independent access to water.

Activities Available:

A variety of activities are available throughout each day based on the interests of the children. These are planned and developed to meet the individual needs and age suitability of the children attending, some will be adult led and others child led. Some of the activities available are planting, exploring nature, messy play, sand and water, role play/home life, singing and dancing, yoga, aswell as a well-being area and huge array of outdoor equipment. We have lots of extra fun activities to bring out the best in each child and to help develop their education along the way. We are flexible with activities to support children with additional needs.

Activities are risk assessed and children encouraged to contribute to review and evaluate their experiences, as they are willing and able. The routine of the nursery is flexible due to the individual needs of the children and their interests that day. For example; small groups are taken on visits to the local school or perhaps we welcome visitors into the group and we may have to adjust timings to relate to these activities.

An Example of our timetable:

<b>Time</b>	<b>Activity</b>
08.00-09.00	Breakfast club- children will be offered a choice of cereals, croissants, and milk/water.
08.00 - 09.20 + 13.00-13.15	Self-registration, welcome in, free play, dance and settle down.
09.20- 09.30+ 13.15- 13.30	Registration, story time.
09.30 - 10.15 + 13.30- 14.00	Activities set up, free flow.
10.15 - 10.30 + 14.00 - 14.25	Physical interactive session i.e. soft play, yoga, dancing, topical movements, busy feet.
10.30 - 11.00 + 14.25 - 15.00	Wash hands and snack
11.00 - 11.40 + 15.00 - 15.40	Outdoor (main garden) activities and free play
11.40 - 12.00 + 15.40 - 16.00	Singing, settle down and home time
12.00 - 13.15	Lunch Club- Wash hands + Eating lunch followed by free flow play.
16.00-18.00	After school club and extended session, snack, free play, physical play and set activities.

Parental involvement:

Parents are the experts of their children and as such are encouraged to work closely with the staff to provide the best possible care and education. As a member of Early years Wales, Little Friends welcomes parents/carers to become involved in the provision in any way- this can be done through fundraising, sharing a special skill or interest such as music, animals and assisting in the management side of the provision.

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parent/carers and their children.

### Training:

Little Friends is a member of Early Years Wales, we ensure that we are kept up to date with current developments and initiatives in the field of childcare and education. We receive small talk and Early years magazine, which offers practical advice and up to date information, which we are happy to share with parents/carers.

Little Friends works with the support of the Early years Wales to invest in our staff's commitment to their continuous professional development through reliably endorsed courses and training, Parents and Carers are kept informed about these.

### Policies and Procedures:

Little Friends has produced a range of Policies and Procedures, available as a pack, that describe arrangements for dealing with routine operational practices, complaints, concerns and any emergency that may occur during the opening hours of the setting. These are designed to ensure the safe and effective management of the setting, and to offer the best possible environment and experience to all families and children who use it.

The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations.

Both CIW and parents are informed of any changes to the policies and procedures within 28 days of change. Policies will be reviewed annually or as a result of a change in operational practice.

The policy and procedures pack is available for all who visit, work for or use Little Friends to see.

### Fees:

At Little Friends we pride ourselves on offering parents affordable, adaptable childcare and education where we allow you to build your own day to suit your personal needs. This means you do not get charged for extra hours that you may not use outside of our standard session times (9-12 & 1-4). A minimum of 2 sessions (at least 3 hours each) are required per week.

Fees are to be paid two weeks after you have received your months invoice. Failure to comply will result in a £10 late fee per week.

Fees are payable if a child is absent without notice or for short periods of sickness /family holiday.

Parents are advised to speak to responsible individual Alison Jones about payment of fees in cases of prolonged absence.

A child's continued place at Little Friends is dependent on continued payment of fees. Leaving – Four weeks written notice is required, otherwise fees in lieu of notice will be charged.

Please contact us to find out about our most up to date fees.

#### Starting in the provision:

Little Friends understands the importance of working together with parents/carers to help children settle into a new setting and develop confidence to explore and participate in all activities that are offered. Some children take a little longer than others to settle. The treatment of each child as an individual is important parents and carers may stay for all or part of the session depending on the needs of their child.

To register a place at Little Friends, parent's need to complete an application form and submit it to a senior member of staff.

#### Observations, assessments, and record keeping:

At Little Friends we work with the parents and children to plan and observe. We use observations as a tool to plan activities and ensure children's needs are met. The progress of the children is assessed by observations and recorded into their file. Little Friends has a duty to share some of information with the local authority, CIW and in the case of the child development assessment profile, the Welsh government. Our records are kept in line with our confidentiality policy and are available for discussion with parents/carers at any time.

#### Pets/Insects:



At Little Friends we have topical live species to aid the learning and discovering of the children. This includes, watching and caring for a variety of insects and animals such as (but not limited to) observing and caring for eggs hatching to chicks, caterpillars to butterflies and stick insects from eggs to fully grown. We believe that having these in setting helps the children understand life cycles and how to care for living things.

We also have a resident Tortoise called Bertie-Tarquin in which (with parental consent) the children have regular interaction with to promote and sustain their learning about care and development of living things.

### Terms and Conditions:

The *Terms and Conditions* are set out in the contract between parents /cares and implicit with our Policies and Procedures.

The contract must be signed, and registration form completed, before the child can attend.

Samples of the contract, registration form and full set of policies are available to view on request.

CIW and parents are informed of any changes to this statement of purpose within 28 days of change. This statement will be reviewed annually or as a result of a change in operational practice.

### Emergencies:

Illness: It is our policy to encourage and promote good health and hygiene for all the children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chicken pox, meningitis, diarrhoea, vomiting and fevers of 38 degrees Celsius or over. Children with the above signs and symptoms will not be able to attend nursery, in order to prevent the possible infection to other children and staff at the setting.

In order to do what is best for the child, us and other children in our care, if in our opinion the child is ill whilst in our care, then the parent/carer will be contacted and asked to collect the child as soon as possible.

In the case of a serious accident or illness occurring whilst the child is in our care, then the parent/carer will be contacted immediately along with the medical profession and appropriate action taken. In the unlikely event of the parent not being available, we will, if necessary, call an ambulance and or arrange for the child to be taken to hospital. If an ambulance is necessary, we will accompany the child to hospital with the relevant details (provided by the parent with the admission personal details document) and with parental permission for emergency treatment.

If Little Friends is unable to open or must close for any reason, all the parents will be contacted as soon as possible as the health and safety of all the children is paramount.

### Complaints:

Any complaint will be given attention by the responsible individual Alison Jones and will meet the requirements of the: National Minimum Standards for The Regulated Day Care and Child Minding and Day Care (Wales) Regulations 2010.

An accurate and detailed record will be kept of all complaints, which include the following information:

1. Name of complainant
2. Nature of complaint
3. Date and time of complaint
4. Action taken in response to complaint
5. Result of complaint
6. Information given to complainant

Complaints should be made constructively and resolved as an early stage. In the best interests of the parents/carers, children and the group, complaints must be taken seriously, and dealt with fairly and confidentially.

An appointed person will notify the complaint outcome.

At Little Friends we welcome any comments/suggestions about our service, these can be given either verbally or in writing to Alison Jones. The complaints procedure gives full information on this process.

In the event of a parent/carer feeling there is a serious case of non-compliance with regulations at Little Friends then they can contact CIW directly at:

Care Inspectorate Wales.  
Welsh Government office  
Rhydycar Business Park  
Merthyr Tydfil  
CF48 1UZ

Telephone- 0300 7900126

Email- [ciw@gov.uk](mailto:ciw@gov.uk)

CIW are not a complaints agency and complaints about Little Friends Nursery are best dealt with by responsible individual Alison Jones.

## Review

This statement of purpose will be reviewed whenever a change is required but at least once a year. Both CIW and parents are informed of any changes to the policies and procedures within 28 days of change.

Updated- January 2022

Reviewed February 2022- No changes

Reviewed March 2022- Updated Staff Changes

Reviewed April 2022- Updated Fees/Staffing

Reviewed May 2022- Updated Staffing

Reviewed October 2022- Updated Staffing- Update to hot dinners

Reviewed March 2023- Updated Staffing

# Operational Plan

Little Friends Nursery operational plan supports and reflects our statement of purpose. It describes how we organise our resources to operate flexibly and effectively and describes our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the statement of purpose.

Security of the premises is maintained by operating a system of locking the main entrance and exit points and ensuring that entry/exist points are always visible to a member of staff during opening/closing of sessions.

Little Friends aims and objectives are described in our statement of purpose.

Little Friends Nursery, Ffynnon Taf Primary School, Cardiff Road, Taffs Well, CF157PR
<u>Telephone:</u> Alison: 07825163605
<u>Email:</u> Littlefriends123@hotmail.com
Correspondence address and details (if different from above): 13 Garth Street, Taffs Well, Cardiff, CF15 7PJ.
<u>Legal status:</u> Little Friends Childcare Ltd is a limited company registered with companies' house. It is privately owned by Alison Jones and is legally registered with Care Inspectorate Wales (CIW) under the Children and Families (Wales) Measure 2010.
<u>Children cared for and type of care:</u>  Little Friends Nursery is registered to care for up to 30 children at any given time. Little Friends Nursery provides all day care, wrap around care and afterschool care to children aged from 18 months old – 5 years old (12 years old during afterschool club and holidays).
<u>Operational times:</u>  We are open Monday-Friday offering a morning session, lunch club/ wrap around, afternoon session, all day care, afterschool care and additional add on sessions.  Breakfast Club: 8.00 – 9.00 All day session: 9.00 - 4.00 Morning Session: 9.00 - 12.00 noon Lunch club/Wrap around: 12.00noon - 13.00 Afternoon Session: 13.00 – 16.00. Afterschool/extended Sessions: 16.00-18.00*

### Organisational structure:

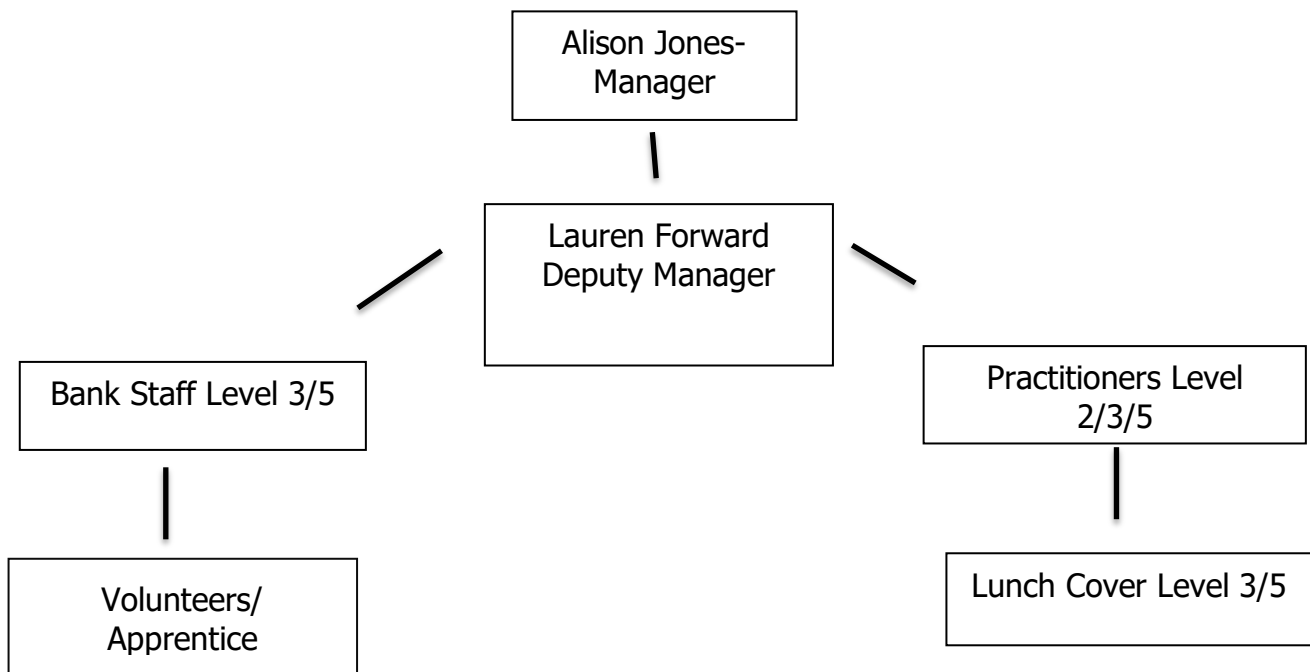
Little Friends Nursery implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Little Friends Nursery.

### Staffing roles and responsibilities:

Little Friends:

- Recruits, vets and employs staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.
- Please refer to our recruitment policy and procedure
- Staff meetings are held half termly and records are kept of decisions made, which contribute to our on-going improvement plans.
- Maintains or exceeds legal staff: children ratios at all times.
- Arranges care for children in age groups
- Children aged under 2 years old in a ratio of 1:3
- Children aged 2-3 years in a ratio of 1:4
- Children aged 3-12 years in a ratio of 1:8
- Maintains a 'key worker' system where each child is allocated to a member of staff.
- Keeps a consistent but flexible staffing routine, to enable positive relationships between staff and children to develop.
- Ensures relevant information is shared routinely with parents/carers about their child. (See also: confidentiality policy.)

## Organisational structure



### Those with specific roles:

- Alison Jones is the responsible individual
- Alison Jones is responsible for - complaints, behaviour management and safety.
- Alison Jones - primary child protection officer
- Lauren Forward & Rosie Meyrick - Deputy child protection officers
- All staff are responsible in their own right for Child Protection.
- Lauren Forward & Alison Jones – ALN coordinators.
- Alison Jones, Lauren Forward, Heidi Richards, Jenna Jones, and Hannah Marshall – Named First Aiders.
- RCT is responsible for maintenance of premises.

### Quality of care review and action plans:

Little Friends Nursery is committed to making improvements to the quality of care we provide. We do this by:

- Undertaking an annual review of our operational practice and management systems.
- Involving staff, parents/carers and children in the review as appropriate.
- Reporting on the outcomes of the review.
- Sharing the report of the outcomes with those who contributed to the review.
- Developing action plans from the reports that are monitored for timely implementation.
- Undertaking a quality assurance scheme with Early Years Wales.
- Applying a reflective approach to all our work and including what we learn in our staff team meetings, which in turn contributes to the overall review of care.

Updated July 2021

Updated February 2022- Changes made- Staffing structure and qualifications under specific roles.

Updated September- 2022- Under 2 ratio added.

Updated January 2023

# Settling IN

and

# What to Bring

We at Little Friends want your child to be able to settle with ease and confidence in us as a team. We understand the importance of working together with yourselves to help children settle into a new setting and develop confidence to explore and participate in all activities that are offered. Even though we all do our bit as members of staff, your child's key worker will be the person responsible for observing their development and creating their learning journey file. They will discuss your child's personal targets and achievements with you throughout their time with us.

Some children take a little longer than others to settle and this is perfectly fine! The treatment of each child as an individual is important, but also your happiness as a parent/guardian is important to us and for this reason you may stay for all or part of the session depending on what your child needs.

We can then help with the transition away from the parents or guardians and leave you feeling confident that your child is happy with us.

Your child may also bring in a comforter if needed i.e. a dummy, blanket or toy to help them feel at ease.

## What to bring

Active learning and outdoor play is encouraged at Little Friends so it is important your child comes to playgroup prepared and equipped for this. What you'll need to pack in your child's bag will be dependent on the weather!

Always- We do like to encourage parents to **always** pack a spare set of clothes just in case of any accidents, slips through aprons during messy play or falls outside in wet weather.

Cold or wet weather- Can you please ensure your child has a suitable coat and shoes on ready for outdoors play. It would also be useful if you could pack wellies, a hat and gloves as well.

Hot weather- Can you please supply a sun hat for your child as well as applying sun cream to your child before attending. We would like to encourage you to supply a bottle of sun cream with their name marked clearly on, either in their bag or to be stored with us. If forgotten, we have setting bottle, which we can apply with your consent. We will apply this when necessary during the session.

If there are ever any special requirements from home for certain tasks or trips then we will inform you with plenty of notice.

Please read our settling in policy below for further details.



## **Settling in policy of Little Friends Nursery**

Little Friends Nursery acknowledges the importance of parents/carers and staff working together to help children settle in the provision and develop confidence to participate in all the activities offered. Some children take longer than others to do this and Little Friends Nursery responds to their needs on an individual basis.

To help children settle quickly and feel comfortable and confident in their new surroundings parents/carers are advised to dress their child in clothes that are suitable for messy play and help their child towards independence (for example, toileting).

- Parents/carers must supply a change of clothes for their own child, however we do have a limited supply of spare clothing for use in emergency situations which must be washed and returned by parents.
- Parents/carers and their child are invited to meet staff before registering so that their needs and requirements can be discussed.
- Parents/carers are welcome to stay with their child for the whole or part of sessions until they and their child feel confident.
- Children may bring their comfort objects with them until they feel confident about being without them.
- Parents/carers are encouraged to discuss the settling in process for their child with staff at any time.

# Daily Activities

At Little Friends Nursery we provide opportunities that enhance the development, emotional and educational needs of children in a safe and stimulating environment, through which they learn through play in partnership with parents/carers. We are English speaking, but we do teach and encourage basic Welsh. Throughout each day a variety of activities are available for the children to engage with and explore that are based on their current interests. We follow the New Non-maintained Curriculum for Wales to ensure that children have enriching activities based on 5 developmental pathways and four purposes of learning for life. For more information on the curriculum you can download it here- <https://hwb.gov.wales/api/storage/3e89a21c-60fb-416c-99dd-6e1af3982409/a-curriculum-for-funded-non-maintained-nursery-settings2.pdf>

We have various display boards around the setting that will showcase your child's work. These boards are fantastic ways to encourage the children to be proud of their achievements throughout our topics (of course some will be available for you to take home to!).

We are adopting an outdoors first approach to our learning and our garden area is being developed further to reflect this.

For more information on the types of activities and play your child may be engaged with, please see our Facebook page where you will find lots of photographs and information over time of different events and days at nursery.

# CONSENT FORMS

There are certain times during your child's place with us at Little Friends, where we will need written consent from a parent/guardian. Situations included but not limited to are:

- When prescribed medication needs to be administered.

Prescribed medicines will be administered only with the written agreement of the parent/carer, when provided in their original container and with all possible side effects listed.

In order for your child to receive prescribed medication while in Little Friends care you must give your written consent by completing and signing the medication authorisation form and the record of medication administered form on each day the medication needs to be administered.

- When we take the children out on trips.

We will ask for your written consent before taking the children out of setting. All children will be placed in suitable car seats and will be in high visibility vest with our name and phone number printed on them for safety purposes. If necessary, your child will also be giving an elastic wrist band so that we have hold of them at necessary times.

- Photographs

Throughout each day we would like to take photographs of all the children. Photographs will be taken of them participating in activities as well as of general play. We will use these photographs as visual aid in their file and for you to see what they get up to at!

- For social media purposes.

At Little Friends we like to post photographs of certain daily, weekly and termly activities so that parents can follow their child's progress and keep up to date with what we are doing via social media through Little Friends Facebook page, as well as our newsletter.

Before uploading photographs of your child or their work, we would firstly like to ask your permission.

**The above consent forms are included in your registration contract pack.**

# See You Soon!

Thank you for taking the time to read through our Welcome booklet.

We are really looking forward to caring for your child and being a part of their development. I hope that both them and you enjoy the time you spend here at Little Friends Childcare Ltd.

If you have any questions please don't hesitate to ask. You can contact Alison on 07825163505/ Nursery: 07956736962 or through email at [littlefriends123@hotmail.com](mailto:littlefriends123@hotmail.com)