

# **Sunshine Preschool Welcome Book**

***St Martin's, Knowle***



# **Sunshine Pre-School**

**'Your Child's Start to a Brighter Future'**

**Thank you for choosing Sunshine Preschool, we look forward to welcoming you and working with you and your child during their preschool years.**

**This booklet contains useful information that you will need to refer to during the year.**

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# How to Contact us

**Important** - Please make sure you have the pre-school contact number to hand in case of an emergency, or in case you wish to inform us that someone, other than yourself, will be collecting your child.

## Setting Telephone Number: 07716890545

To inform us of sickness or absence, or to speak to a member of staff, please use the pre-school number which will be given to you at your key person meeting.

**Setting address:**  
**St Martin's Hall**  
**St. Martin's Road**  
**Knowle BS4 2ND**

## Term Dates (2025 - 2026)

	Start Date	Finish Date
Key Meetings	Weds 3rd & Thurs 4th Sept	
Transition period	Friday 5th - Friday 12th Sept	
Term 1	Fri 5th Sept	Wed 22nd Oct
Term 2	Mon 3rd Nov	Fri 19 <sup>th</sup> Dec (Morning only)
Term 3	Mon 5th Jan	Fri 13th Feb
Term 4	Mon 23rd Feb	Thursday 2nd April
Term 5	Mon 20th April	Fri 22nd May
Term 6	Mon 1st June	Fri 17th July (Morning only)

**Term 1:** Pre-school is open for key person meetings on Weds 3rd and Thurs 4th September. Parents will be sent individual appointment times in their Welcome Packs.

During our transition period, all new starters will only attend for half day sessions while they settle into our busy and exciting preschool environment. Full fees will still apply. After this date, staff and parents will work together to assess how the child is settling in and decide if they are ready to attend for a full day.

**In-service training** - Pre-school may be closed for up to 3 days during the year. Parents will be given plenty of notice, but we regret we need to charge parents the normal fee. We hope you will support us as we update our knowledge and skills.

**Snow** – We will endeavour to run normal pre-school sessions during bad weather but should excessive weather prevent us from opening we regret we may have to close. Please check emails and Facebook for information on the day.

## **Arriving and departing: pre-school session times**

### **Full Day Sessions**

Arrive anytime between 8.30 and 9.15

Collect anytime between 3.30 and 3.55 (ensuring all children have left the premises by 4.00)

### **Morning Session:**

Arrive anytime between 8.30 and 9.15

Collect anytime between 11.45 and 12.00

### **Afternoon Session:**

Arrive at 12.30

Collect anytime between 3.30 and 3.55 (ensuring all children have left the premises by 4.00)

It is important to make sure you collect your child **promptly** at the end of each session, as they may become anxious if you are late; and after the morning session we need to ensure that staff have a reasonable break before the start of the afternoon session.

### **Important**

You need to inform us if anyone different is collecting your child as we will not allow children to leave with anyone else unless we have been informed - **this includes parents of other pre-school children.**

Please note that parents who arrive after the allotted pick up time will be charged £2.00 per minute with a minimum charge of £10.00. Please see our Fee Paying Policy for more details.

## **Pre-school session fees**

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Half-day Morning or Afternoon Sessions  
(up to 3.5 hrs)

**£25.20 per session**

Full day Sessions (up to 7.5 hrs)

**£55.20 per day**

(this includes £4.80 for lunch time cover)

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Pre-school fees are payable monthly in advance and need to be paid **at the beginning of each month.** Absence due to child's sickness or holiday has to be paid for at the normal rate

*All places are subject to an enrichment fee (£1.50 per session, paid termly\*) to support us to continue to provide high quality and exciting learning and development opportunities for our children, along with covering the costs of snacks, suncream and other miscellaneous costs.*

*\*1st September, 1st January, 1st April*

*Please see separate [Enrichment Fee Paying Policy](#) if you wish to choose to opt out of the enrichment fee*

## **How to pay fees**

Parents are emailed a bill at the beginning of each month for the number of sessions their child will be attending during that month. **Bills need to be paid during the first week of the month.** We accept cash, cheque (payable to K Nichol) or BACS payments and can arrange to accept childcare vouchers (please ring Karon for more information).

## **Cancellation of sessions**

If you wish to cancel any of your allocated sessions or give up your pre-school place you need to give **one month's notice in writing.**

## **Early Years Entitlement (EYE)**

- All children are entitled to claim 15 hours of free funding via the Early Years Entitlement (EYE) in the term after their third birthday.
- Certain families will be eligible to claim an additional 15 hours of funding per week (up to 30 hours)

**To determine your eligibility for the 30 hours of funding please go to [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)**

We strongly advise parents to call or email our finance manager, Don, if you would like further information on funding on mobile: 07905791950 or email: [finance@sunshinepreschool.org.uk](mailto:finance@sunshinepreschool.org.uk)

# Who are we?

Sunshine Preschool is a family run business specialising in the care and education of preschool children.



Karon began Sunshine Preschool in 1995 and has since qualified with a degree in Early Years securing her Early Years Teacher Status. She is the owner/manager of all three settings. Laura joined Sunshines in 2019 and holds Qualified Teacher Status. Laura is responsible for Teaching and Learning across all three sites. Both Laura and Karon continue direct face to face teaching on a weekly basis at all three sites, as well as covering all administration in the office.

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## Administration Enquiries

If you wish to speak to the office team regarding fees or any other issues you can reach Karon/Laura in the office between 9:00 and 6:00 on 0117-9774170, or you can use the following email address:

**Email:** [office@sunshinepreschool.org.uk](mailto:office@sunshinepreschool.org.uk)

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## **Pre-school staff**

Sunshine Pre-schools are owned by Karon Nichol and are now jointly managed by Karon and Laura. We are fortunate to have a team of very experienced and fully qualified staff, that will endeavour to work effectively with you and your child to provide high quality care and education. Staff details are also displayed on the parents' board. Further details of staff, including photographs and current level of qualification, can be found on the parents' notice board.

## **Key persons**

We operate a "key person" system at Sunshines, whereby one member of staff will be responsible for monitoring how your child settles into the group and progresses throughout their stay. The key person system helps staff to build firm relationships with children and their parents and ensures that all children are closely monitored, but the whole staff team will support your child on a day to day basis and will contribute to the observation and assessment process.

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**Our Staff To Child Ratio is 1:6**

**(National Levels are 1:13 for qualified teachers and 1:8 for other qualified staff)**

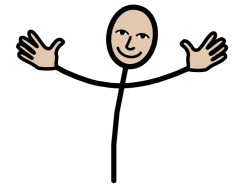
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## **Childcare Students**

Work placements are sometimes offered to local students on relevant childcare courses. Students always work under the supervision of qualified staff members and are not counted as part of the staffing ratio.



# You've had your place confirmed - what next?



More information about our admissions process can be found [here](#). However, you and your child should have already attended an open day to get a flavour of what Sunshines can offer your little one, and there are plenty of photos on our website and on our Facebook page of the different spaces and activities we have on offer.

If, for any reason, you have not had the chance to look around yet - don't worry! At the beginning of the year we hold key meetings between yourselves and your key person. This will be an opportunity for your child to visit the setting again before they start as well as a chance to tell us about your child, and find out more information about preschool routines and policies. Please feel free to bring a list of questions with you if this would be helpful.

Details of this meeting are found in your welcome pack, along with all the forms you need for your child to start. You **MUST** bring the completed forms sent in your welcome pack or the meeting cannot go ahead, and your child will not be able to start.

## Key Person Meeting

What you will need to bring:

- the 'All About Me' form
- a **copy** of your child's birth certificate
- information regarding any medical conditions
- a photograph of your child (approx. 4 x 6)
- Nursery Education Grant form

After we have received all of the above documents, we will be ready to welcome your child!

# Settling-in ethos and procedure

Sunshines has been operational since 1995, and, as such, we have a wealth of experience at settling new children into our settings. We recognise that starting preschool is a big transition for any child, even if they have attended a setting before. We ask that all new children only attend a morning or afternoon session for the first week of term, and after this that someone is available to collect your child earlier than the usual collection time, should they need it. In our experience, for most children, they are settled within the first three weeks, and your key person and the staff will work with you to ensure that your child has all the support they need to transition into preschool as smoothly as possible. Although you cannot accompany their child into the setting, as this is too disruptive for the children managing without their parents, our staff will use a child led approach to gauge how best to settle your child into preschool, and will always keep you informed as to how they are managing. Please discuss any queries you have about settling in with either your key person at your key meeting, or Laura or Karon in the office. During this transition period full fees still need to be paid to cover preschool costs, but for any lengthy transition periods of more than three weeks this may be reviewed.

## First few weeks

Even if your child has settled well, we would still advise the following:

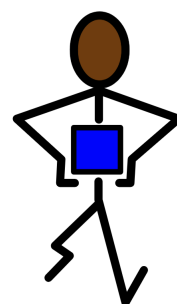
- Arriving as early as possible to collect them at the end of the session to avoid them becoming anxious.
- During the settling in period think about whether your child can cope with all their allocated sessions, especially if they are staying for a full day. We regret we are unable to refund you for sessions not used, but urge you to put your child's needs first and settle them in at a gentle pace that is right for them. Please discuss with your key person or Karon or Laura if needed.

# When not to attend preschool

Preschool is a busy, fun and exciting environment aimed at unlocking all your child's learning potential through play. As such, it is not a space for poorly children. We kindly ask that if your child has ANY contagious disease that you notify us (including conjunctivitis) and children are not allowed to attend preschool until they are no longer contagious. For any sickness bug there is a hard and fast 48 hour rule from the last bout of D&V. This is to protect all children and families and keep contagious outbreaks to a minimum. More information can be found in our [Sickness and Medication policy](#).

## What to bring?

Children need to wear suitable clothes for pre-school which are easy for them to take on and off and do not have to be kept clean. Children **will** get dirty during normal play routines. We do have a uniform which consists of a navy polo shirt and sweatshirt if parents wish to purchase these. There is an order form in your welcome pack, or you can send your order by email.



Every day your child will need:

- Your child needs to bring three **full changes of spare clothes**, even if they are fully toilet trained.
- Spare clothes need to be brought in a bag which is **clearly marked with the child's name** on the **outside of the bag**. This bag stays at preschool and wet clothes will be sent home with a request for replacement clothes
- Suitable footwear for running & climbing must be worn at all times. Please do not wear 'crocs' or open toed shoes as they cause accidents and are not suitable for garden play.
- **All clothes should be clearly labelled with your child's name, especially Sunshine Uniform!** We cannot be held liable for any missing personal belongings.

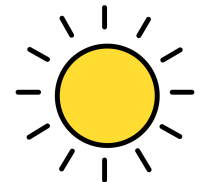
- Please **do not allow your child to bring in toys from home.** Children are given opportunities to bring in things for our topic tables, but personal belongings present us with a range of problems, so please support us with this issue. If your child **NEEDS** their comforter, please discuss this with your key person at your key meeting

### During the winter months / cold weather



- Please make sure your child has warm outdoor clothing at every session as outdoor play is an important part of pre-school routines.

### During the summer months



- Do not bring your own sunhat as we have these at pre-school. If children wear a hat to pre-school please leave it with their bag.
- Children need to have sun cream applied **at home before coming to the session.** Children staying all day can use pre-school sun lotion or bring a bottle of sun tan lotion, clearly marked with their name to leave at pre-school.

## What do we do in a typical day?

It is important for young children to have a routine to help them feel secure and confident. Pre-school sessions are structured so that children can quickly become familiar with routines, but the timetable is very flexible so we can accommodate the needs of individual children, and the group as a whole. All activities to promote the routines of the session are varied and engaging to capture children's interest and enjoyment.

### During a typical session your child will...

- Be individually welcomed by a member of staff
- Experience a range of enjoyable learning activities
- Be encouraged to help tidy away equipment
- Join in circle time games and activities



- Have time to independently handle books
- Be encouraged to go to the toilet & wash their hands
- Sit with friends to eat a snack
- Participate in a small group key person session
- Be able to participate in physical activities (both indoors and outdoors)
- Be supported by staff until collected by parent/carer

During every session there will be opportunities for children to practise key skills as they experience activities that support all areas of the curriculum.

Children will experience a balance of self-chosen and adult directed activities during the course of a normal session.

## Keeping in touch



### *Day to day:*

- To report an absence or holiday please contact the SETTING using the setting mobile number (found at the beginning of the booklet)
- If your child has any problems during the session staff will ring parents, or staff will talk to parents when they collect.
- Due to restrictions on time please be aware that we can only give brief feedback, as necessary, at the end of the session. If you wish to speak to your key person you need to arrange a convenient time to meet.
- Please keep the pre-school number on you **at all times** in case of emergencies and ensure you or any other nominated persons are **always contactable**.
- If your child sustains a head injury at pre-school we will contact you and ask you to take them home so they can be closely monitored.
- **Most important** - Please make sure that you inform us of any change in family circumstances so we can give your child any additional support they need. All matters will be treated in the strictest confidence.

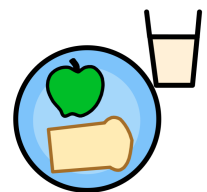
### *More generally:*

- Please make sure you read our termly newsletters as they will contain important information about up and coming events and

look out for additional information which may be displayed in the front entrance. Newsletters will be emailed to you using the email address you applied using. If you would like the newsletter sent to additional family members or to a different email address please let the office know

- Each setting has an online calendar which can be synced to your phone calendar. This includes any special events and reminders. Please see the [website](#) for more details
- In your welcome pack there will be an invite to join Tapestry, our online learning journal where you will be able to see photos and descriptions of the learning that your child has been up to whilst at Sunshines. On average, Tapestry is updated weekly. Tapestry is also your opportunity to show us what your child has been doing, and we often sit in small groups and share children's news and photos, so please do consider uploading events that your child may wish to share with their friends.
- "Wow stickers" - These are available so parents can tell us about children's achievements outside of pre-school. 'Wow' stickers are read out to the group so children's achievements can be celebrated and are then displayed at pre-school.
- There will be more formal opportunities to meet with your key person three times per year and these meetings will be arranged nearer the time.
- You can also find useful information on our website [www.sunshinepreschool.org.uk](http://www.sunshinepreschool.org.uk)

## Food / Lunchtimes



Children will be offered a snack in both the morning and afternoon sessions which is provided by us and children staying all day need to bring their own packed lunch box. Other things to note include:

- Snacks and cooking activities are provided so **it is very important to notify us of any food allergies or cultural requirements on your child's profile sheet so we may discuss this at your key person meeting.**

- We operate a “seed to fork” curriculum, so where possible children will be sampling food they have grown and prepared themselves.
- We use snack time and food to help us to explore different cultures and traditions
- In line with our policy on promoting healthy eating mid-session snacks provide an opportunity for children to eat one portion of fresh fruit or vegetables, with a choice of milk or water to drink.
- We use a variety of seasonal fruit & vegetables, and children are encouraged to try new foods and learn to make healthy choices.
- Fresh drinking water is also available throughout the session.
- **Birthdays** – Children often enjoy sharing treats with their friends to celebrate birthdays or special occasions. If you want to bring in a large cake or small individual cakes, we will share them at snack time, or children may give out small chocolate bars at the end of the session. Please support our healthy eating policy and **do not bring sweets or lollipops** as we will be unable to give these out.

## Staying for lunch

Children staying for a full day need to bring their own packed lunch which will be stored in our refrigerator. We ask that parents support our healthy eating policy by providing suitable lunch foods with no sweets.

### Suggestions for a healthy lunch box

- Sandwiches, crackers & cheese, pasta,
- Portion of salad, vegetable sticks - please note tomatoes need to be cut up lengthways
- Portion of fruit – which needs to be washed and chopped ready to eat (except apples)
- Yoghurt - please no tube yoghurts as these are a health and safety risk
- A small cake or biscuit
- Please do not send drinks or sweets





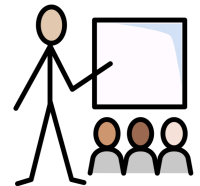
**Please ensure that grapes/tomatoes/blueberries and sausages are all cut lengthways to avoid them becoming a choking hazard.**

For children of this age small portions of a variety of foods are far more appetising than one large portion.

Lunch time staff will always encourage children to eat savoury foods first and will put all uneaten food back into the child's lunch box so you can monitor how much they eat and what their favourite lunchtime foods are.

We can provide further advice on suitable foods on request.

## The early years curriculum



The Early Years Foundation Stage Curriculum (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. The framework recognises that **'in play children learn at their highest level'**, and Sunshine Pre-school is committed to providing quality **play based learning** that meets the needs of all children.

Our practice is underpinned by the four overriding principles of the EYFS which are:

A Unique  
Child

**A Unique Child** – recognising that all children are competent learners from birth who can be resilient, capable, confident and self-assured.

Positive  
Relationships

**Positive Relationships** – understanding that children learn to be strong and independent from a base of loving and secure relationships.

Enabling  
Environments

**Enabling Environments** – recognising that the environment plays a key role in supporting and extending children's learning and development.





**Learning & Development** – recognising that children develop and learn in different ways and at different rates, and all areas of learning are equally important and interconnected.

At Sunshine's children's learning and development will be supported through the seven areas of learning set out in the EYFS which are:-

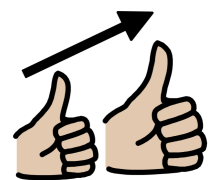
- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

In practice this means that:

- We will provide well-planned learning experiences based around children's interests and spontaneous play.
- We will offer learning opportunities in a well-planned environment both indoors & outdoors.
- Each session will offer a balance of child-initiated and adult-led play-based activities.
- Through observing and documenting children's individual learning preferences, we will endeavour to deliver personalised learning, development and care, that is relevant and meaningful for each child.
- We will provide parents with details of topics and themes that we are exploring and ways you can support learning at home.

## Monitoring Progress

An on-line 'learning journal' is kept on each child, based around the EYFS seven areas of learning. Your child's key person will collect observations and photographs made by the whole staff team, and use them to monitor their progress. At the end of each term your key person will set a 'next



step' in an area of learning they feel would most benefit your child. This will be shared with you through the journal.

The most important aspect of the journal is to allow the key person, child and parents to celebrate the child's individual learning and development. It is most valuable when all parties contribute to the journal and experiences are shared with the child. Therefore, we would like you to make regular contributions and share entries with your child at home.

**Carers and childminders** are also welcome to meet with key persons and contribute to learning journals with parent's permission. Key persons will endeavour to work in partnership with childminder's and other settings that a child may attend to provide continuity of care, and this will be discussed in more detail at your initial key worker meeting.

## **Policies and Procedures**

An overview of our main policies and procedures and what they mean in practice can be found on our [website](#). All our policies and procedures are available to read on request.

## **Active Travel**

At Sunshine Pre-School, we strongly encourage parents to find sustainable ways to travel to school with their children, whether that's using public transport, walking, wheeling, cycling or riding scooters. There are many benefits to doing this. Depending on how you're travelling, they could include: health improvements; improved academic attainment linked to physical fitness; more time to talk properly to your child, and reduced stress. Choosing to walk, wheel, scoot or cycle are all easy ways to increase daily physical activity and help maintain a healthy lifestyle. Changing the way we travel is important because as well as caring for our own health we care about our environment and the wellbeing of others. We work with the Schools Active Travel Team at Bristol City Council to promote active travel to and from each of our sites and are currently working towards our 'Good' Modeshift STARS award! Please see below for

our “Five Minute Walking Bubble”, showing how far a five minute walk would be from Sunshines.

# 5-MINUTE WALKING BUBBLE

## #StaySafeGetActive on your journey to school

#Stay Safe

Get Active

Sunshine  
Preschool -  
St Martins

Protect  
our  
children

If possible,  
walk, cycle  
or scoot  
to school

If you have  
to drive,  
park at least  
5-minutes  
away

Supported by the

Department  
for Transport

For more hints, tips and information please visit [www.modeshiftstars.org/staysafegetactive](http://www.modeshiftstars.org/staysafegetactive)

This 5-minute walking zone represents a distance of 400m measured as a straight line, based upon an average walking speed of 3-miles per hour

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(2025-26)

# Our Parent/Preschool Contract

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## Sunshine Pre-school Parent – Preschool Contract and Permission Form

In order to provide quality care and education for your child we need to ensure that you are fully aware of the points stated below. Please **tick** each statement to state that you agree to it, and sign the form at the bottom. By signing this form you are acknowledging that you have read and understood the information and give permission for your child to be included (unless otherwise stated).

*A separate copy of this form will be given to you to sign prior to your initial key meeting.*

### Safeguarding

- ☐ I understand that Sunshine Pre-school has a duty of care to all children and have a responsibility to report any concerns to outside agencies, as appropriate.
- ☐ I understand that, if they feel it would be detrimental to the safety of my child, that I may not be informed that they are reporting a concern.
- ☐ I am aware that the full safeguarding policy and procedures are available for me to read at any time and a shortened version is available in the 'Welcome Book' section of the website ([www.sunshinepreschool.org.uk](http://www.sunshinepreschool.org.uk)).

### Sharing information

- ☐ In order to provide continuity of care and successful transitions I give permission for staff to share information with other childcare settings, childminders, schools or other professionals involved with my child.
- ☐ I give permission for my email address to be added to Sunshine Pre-School's database to be kept informed about events happening at pre-school

### Positive Relationships

- ☐ I understand that in order for my child to be fully supported I need to share any information with staff regarding changes in family circumstances, or any matters that may adversely affect my child.
- ☐ I understand that, in order to build effective working relationships, parents and staff are expected to deal professionally and courteously with each other at all times, and that any rude or aggressive behaviour towards staff may result in my child's place being withdrawn.
- ☐ I understand that I am **not** permitted to **make comment on any aspects of Sunshine Pre-school on social media, or share any posts or images from Tapestry on social media.**

## Policies and procedures

- ☐ I understand that a shortened version of Sunshine's policies and procedures are available in the 'Welcome Book' section of their website and that I may ask to view any policies or procedures in full at any time.

## Readiness for preschool

- I understand that my child needs to be developmentally ready to enjoy the full and varied curriculum on offer at Sunshines. This includes being fully toilet trained, drinking from an open cup and not requiring a midday sleep. I understand that if my child is not developmentally ready I need to inform the office via phone or email as soon as possible and that this may have implications for the sessions they can attend.

## Fees

- ☐ I understand that pre-school fees are due monthly in advance and **need to be paid during the first week of every month**. Failure to pay fees on time may result in a child's place being suspended or cancelled. If I wish to cancel any sessions at any time I agree to give one month's notice or payment in lieu of notice.
- ☐ I understand that the enrichment fee is billed three times per year and that I can request a payment plan if needed.
- ☐ I understand that if I wish to opt out of the Enrichment Fee, that I must follow the "opting out of the enrichment fee" procedure; giving a minimum of six weeks' notice, attending an "opting out of the enrichment fee meeting" and that the responsibility of providing my child the full and varied curriculum offered by Sunshines falls to me in this instance.
- ☐ I understand that opting out of the enrichment fee places the responsibility of providing a variety of resources, foods, suncream, baby wipes and other miscellaneous items, onto me, on a termly, weekly and sometimes daily basis and that if my child does not have the equipment/ snacks/resources needed for that session that I will be required to take them home and attend a different session at the manager's discretion.

## Face Paints

- ☐ I give permission for my child to take part in face painting activities.

## Local Outings

- ☐ In order to enrich our curriculum activities, we regularly take children off pre-school premises to visit local places of interest, I understand that by signing this letter I am giving permission for my child to be taken off site, on foot, at any time during the pre-school year. (Separate permission forms will be issued for trips that involve travelling by coach or public transport).

## First Aid

- ☐ I give permission for my child to be given emergency treatment as necessary and / or contact to be made with the appropriate medical services in the event of a serious accident or emergency.
- ☐ I understand that I will be contacted at the earliest possible time should a serious accident or emergency take place.
- ☐ I understand that in the event of a head injury I may be asked to collect my child from preschool to ensure they are monitored closely for the rest of the day.
- ☐ I give my permission for staff to administer Piriton Antihistamine if they believe my child is having a significant allergic reaction

## Assessment and record keeping (Tapestry)

- ☐ I understand that staff will monitor and keep records of my child's learning and development via the online learning journal Tapestry.
- ☐ I confirm I have read and understand the implications of an online journal and agree to my child's first name and photograph to appear in other children's journals OR.
- ☐ I do not want my child's name / photograph to appear in other children's journals and I understand this will limit the amount of information I receive.
- ☐ I agree to keep the login details within my trusted family
- ☐ I give permission for my child's photograph to be printed and displayed in the setting. (This will never be accompanied by their name)

## Facebook and Website

- ☐ I understand that from time to time images of pre-school activities may be shared on the Sunshine website or social media site. I understand that any photographs taken with my child in will be emailed to me for my approval, stating where the photo will be uploaded, before any action is taken. I agree that an affirmative email reply gives my permission for these photographs to be used and that I am able to decline if I so wish.

**Parental Responsibility** – I confirm I have parental responsibility for the child named below and give permission for the above points unless otherwise stated.

Child's Name.....

Signed.....(Parent)

I confirm I have explained all the above points to parents:

Signed.....(Child's Key Person)

Date.....

We hope you have found this Welcome Book useful; please do not hesitate to get in touch with us if you have any further questions.

We look forward to welcoming you in September!