

Welcome to the Parent/Carer Brochure of



Pre-School

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Website: www.worlinghampreschool.co.uk

Registered Charity No. 1027941

Worlingham Pre-School

This Agreement

This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement, except to the extent that we may vary terms from time to time. We reserve the right to vary the terms and conditions contained in this Agreement at any time.

Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Welcome to Worlingham Pre-school

Dear Parents/Carers,

We are a fully inclusive setting, where every child is unique and valued.

This booklet contains the information you need to know and the terms of use of the Pre-School. The Pre-school's policies are in written form and are available for viewing at any time via our website/in the pre-school lobby or they can be emailed to you, however if you need someone to interpret these for you, please see the Pre-School Manager.

Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

If you have any queries/suggestions please speak to the Pre-school Manager or a Committee Member.
We hope your child will be very happy with us.

About Worlingham Pre-school

Worlingham Pre-school (Playgroup) was started in 1977 with the aim of providing pre-school activities for children in the area. We are a Charity Pre-school which is committee-run; the committee is made up of elected parents/carers and other elected representatives. The Pre-school moved to its present location in August 2011 and continues to provide the children of Worlingham and surrounding areas with high quality care and education. We operate within the standards set by Ofsted and all staff are DBS checked and have relevant early years qualifications.

Aim of the Pre-school

The aim of the Pre-school is to provide a happy, secure and stimulating atmosphere in which we can provide pre-school education and care in a learning through play environment. The Pre-school aims to be fully inclusive of all children and adults regardless of age, gender, colour, culture and linguistic background, ethnic or national origins, religion or additional needs (disabilities).

Within the group, all children are supported in developing their potential at their own pace. By means of developmentally appropriate activities and a high level of individual adult input, we offer a curriculum which enables children to progress through the developmental stages towards the Early Learning Goals within the Early Years Foundation Stage.

When and Where

Worlingham Pre-school is held in a classroom at the back of the Worlingham Primary School site, which is accessed to the right-hand side of the school building.

The Pre-school runs five morning and five afternoon sessions from Monday to Friday during term-time.

Morning session: 8.55 am - 11.55 am

Lunch Club: 11.55am - 12.30pm at an additional cost

Afternoon session: 12.30 pm - 3.30 pm

Our term-time runs for 38 weeks of the year usually within standard local school times (subject to variation). Children are required to attend on a minimum of two days a week. This is to help the child settle into Pre-school. E.g. a minimum two half-days a week or 2 full-days a week.

Starting Pre-school

Children can start our Pre-school from the age of 2. Children aged 2-years old may attend for an afternoon session(s) only. Afternoon sessions begin at 12.30pm and finish at 3.30pm. Children may begin attending morning sessions (including lunch club if desired) or full days from the term after they turn 3 years old. For example, if a child turns 3 in October, November or December, they may begin morning or full day sessions from the start of the January term.

We will speak with parents/carers about how many sessions their child can attend taking into account the child's needs and subject to our availability.

We want children to feel safe and happy in the absence of their parents/carers. Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedure aims to help parent/carers and children feel comfortable in the Pre-school. We also want parent/carers to feel welcome and involved from the beginning. In order to accomplish this, we invite parents/carers and children to visit Pre-school during our open days and "stay-and-play" sessions. A home visit is also offered if preferred. We will reassure and support parents/carers whose children are taking a long time settling into Pre-school. Parents/carers are welcome to telephone the Pre-school for reassurance at any time.

Fees

Government funding:

The Pre-school is able to offer morning and afternoon sessions for funded 3 and 4-year-olds (and afternoons only for funded 2-year-olds) **who are entitled to 15 hours or 30 hours of funding per week** the term after they are 2 or 3 years old (depending on eligibility).

Autumn Term - born between 1st Sept and 31st Dec - funded in the following January

Spring Term - born between 1st Jan and 31st Mar - funded in the following April

Summer Term - born between 1st April and 31st Aug - funded in the following September

For more information on funded childcare please visit www.childcarechoices.gov.uk or speak with the Pre-School Manager. **Please note that 2-year-old funding and 30-hour funding for 3-year-olds needs to be applied for. You will be provided with a funding form (PAF) to complete.**

More information about 2-year-old funding and how to apply can be found at:

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-2-year-olds>

More information about 30-hour funding for 3-year-olds and how to apply can be found at:

https://www.gov.uk/30-hours-free-childcare?utm_source=childcarechoices&utm_medium=microsite

Lunch club:

Lunch club runs from 11.55am-12.30pm and there is a £2 charge per lunch club session to cover staff supervision of the children during that time. Lunch club is not usually included within the funded hours of

the Pre-school, however if you have excess funded hours per week that you are not using for the morning or afternoon sessions, we may speak to you on an individual basis about using these excess hours for lunch club.

Packed lunches are required to be brought in from home to be eaten during lunch club. Please make sure your child's packed lunch box is named and that their packed lunch contains only cold food items (nothing to be cooked or re-heated). A guidance sheet with suggestions on what to include in a packed lunch has been provided with this brochure. Please note that we are a nut-free setting – please see separate note below. If you have concerns about providing a packed lunch for lunch club please speak to the Pre-school Manager.

Consumables:

We request a small consumables fee for each session to cover the cost of the snack that is provided and other consumables such as wipes. The consumables fee is voluntary. The consumables fee will be charged by invoice on the 1st of each month along with any other fees due. Please email the Pre-school if you would like to opt out of the consumables fee. The consumables fee is not payable if your child will be in receipt of means-tested Early Years Pupil Premium (EYPP).

The consumables fees are currently:

- 25p per 3hr (half-day) session
- 50p per 6hr (full-day) session

Non-funded hours:

If your child will be attending for sessions that are not paid for through government funding, these are charged at £17.50 per 3hr session.

Invoicing:

Invoices will be sent around the 1st of each month in advance (although will be slightly later in September). Fees are payable from your child's first session and all fees including session fees, lunch club and consumables fees continue to be payable if a child is absent, is on holiday, or if the Pre-school has to close due to bad weather conditions.

Fees are to be paid within 7 days of receiving your invoice. If you experience any difficulty with paying your invoice on time please speak to the Pre-school Manager in confidence. Invoices will have the information about what sessions you are being charged for and how to pay. Each child's attendance at Pre-school is conditional upon continued payment of any necessary fees. Late payment will result in a reminder being sent by email, and then a hard-copy of the invoice being provided in person by the Pre-school Manager requesting payment at the earliest opportunity. If invoices remain unpaid for two consecutive months, we reserve the right to refuse entry to the setting. We reserve the right to terminate this Agreement entirely if fees remain unpaid.

Parents/carers **must give Pre-school four weeks' notice** if their child will be leaving the provision. A charge for those sessions may be made if not notified.

Food and Drink

Snacks are served during each session (morning and afternoon). In the morning the snack will consist of 2 or 3 choices of fruit or raisins. In the afternoon the snack will consist of 2 or 3 choices of fruit plus a carbohydrate-based option such as crackers or breadsticks. Milk is also provided during snack breaks.

The Pre-school is a nut-free zone. We do not allow any items/products into our Pre-school which contain nuts on the list of ingredients. This includes shop-bought products and homemade items such as cakes etc. There are many products currently that are labelled 'may contain nuts' or 'made in a factory with products that contain nuts'. At present we do not exclude these items from Pre-school, only those which

explicitly contain nuts. **Should your child have a severe nut allergy please alert the Pre-school Manager immediately and we will revise our policy to exclude these items also.**

If you would like to review our policy on food allergens and intolerance or enquire about the ingredients in any of the snacks provided, please speak to the Pre-school Manager.

Children may bring a bottle filled with water to Pre-school to have available throughout the session and to use a lunch time. Water and cups are also available for the children to use throughout the session if they haven't brought a drinks bottle with them.

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children to Pre-school dressed in clothes that you do not mind them getting messy.

We do have branded uniform available but it is not compulsory for children to attend wearing uniform.

It is good for children to practice the skills which will make them independent, so simple clothing like training bottoms or something without buttons/zips, which they can handle themselves will enable them to go to the toilet when they need to without being too dependent on other people's help. It is also advisable to leave a spare set of clothes in their bag, (see 'What to Bring' below) just in case of "accidents".

Sensible footwear is also advisable; please provide trainers or soft shoes for your child to wear indoors. If they come in wearing wellies or heavy outside shoes, please also bring trainers or soft shoes for them to wear indoors. **We have a strict policy of no crocs, flip flops, or opened toe sandals for safety reasons. Please also avoid laced trainers or shoes in order that children can practice taking off and putting on their own shoes.**

The benefits of outdoor play are enormous and therefore we endeavour to let the children outside every day, so please ensure they are dressed appropriately for the weather each day.

Please ensure that all items of clothing and shoes (including spare sets!) are named.

Uniform:

Our uniform consists of a red polo shirt, sweatshirt, or cardigan with our logo on. These are currently priced at: polo shirts £9.50, sweatshirts £11.50, and cardigans £13.00. These are available in sizes 2-3yrs, 3-4yrs, 4-5yrs, and 5-6yrs. If you would like to place an order please contact the Pre-school Manager. We also have a huge selection of second-hand uniform available. This will be available at the stay-and-play session at the start of each September term, or can be viewed in the Pre-school office by appointment.

What to bring

During the first week of your child attending Pre-school, please supply the following items:

- A named bag/rucksack – this can be left at pre-school and re-stocked as necessary
- A spare set (or 2) of clothes, underwear, and socks
- Nappies and wipes if your child requires them
- A pair of named wellies to be left at Pre-school

We do have some spare clean clothes on the premises if we need to change your child and they have run out of clothes in their bag. We kindly ask for these to be washed and returned to pre-school as quickly as possible.

Pre-school provides outdoor coats and winter/summer hats for children to wear during session times. You can leave your child's named own coat/hat from home on the coat rack in the main entrance lobby.

We provide each child with a red bookbag that any of their pictures, paintings, letters and party invitations will go in. Could you please bring this red bag to Pre-school each session. This will help your

child to get into the routine of having a school bag in the same way they will at primary school. At the end of your child's time in Pre-school these bags are to be returned to the Pre-school as these are the property of the group. If your bag is lost/damaged and a new one needs to be given, you will be charged the full purchase price of £7.00 so that it can be replaced.

Bringing in toys

Please do not bring toys from home into Pre-school wherever possible. During the settling in phase your child may wish to bring in their comfort toy/blanket as they may need this to help them to settle in quicker. However, once they have settled, we ask for all toys/comforters to be placed in their red bookbag or left at home/in the car to avoid them getting lost or damaged while at Pre-school.

Dropping off and collecting

When dropping off your child please bring them into the entrance lobby, help them put their coat on the coat hooks, and then help them find their name on the board. They will drop their bookbag off in the reception area and take their name label and drink into the playroom with them. Allow approximately 10 minutes extra time for bringing/collecting your child as we have up to 30 children to see safely see in/out of Pre-school and parents/carers may need to share information with staff during this time.

IMPORTANT Please ensure that you inform the Pre-school Manager in writing if someone other than your child's named contacts are collecting your child. We cannot allow children to leave without this written confirmation.

Children should not be dropped off or collected early without prior arrangement with the Pre-school Manager. If there are unforeseen circumstances and there is a problem collecting your child, please notify the Pre-school immediately.

A charge of £8.00 will be made after 10 minutes for unnotified late collection to cover staff wages.

Please wait outside the main entrance gate until it is opened by a member of staff when dropping off/collecting your child (unless you are collecting by agreement outside of normal opening hours – in which case please ensure you close the gate when you leave).

Please walk/bike/scoot to Pre-school if you are able to as parking is not available at the Primary School and the roads surrounding the school site become extremely busy at drop-off and collecting time.

Please do not let your children run around the school grounds for their own safety!

Key Person System

We have a key person system in place at the Pre-school where your child will be allocated a key worker who will support them during their time at Pre-school and keep track of their progress and well-being. They will also be responsible for completing your child's learning log using the 'Tapestry' system. We will observe your child as they settle in and find which members of staff they naturally gravitate to. Where possible we will link children with the key person they settle best with in order to foster a strong relationship.

Pre-School staff are as follows:

Pre-school Manager & SENCO	Katie Woodard	Primary Education (QTS) & CACHE Level 3
Deputy Manager	Lauren Wyatt	Bachelor's degree Early Childhood Studies (First Class)
Pre-school Assistant	Gail Reynolds	Diploma in Pre-school Practice Level 3
Pre-school Assistant	Georgia Bonner	Diploma in Children's learning Level 3
Pre-school Assistant	Emma Gregson-Cross	Level 2 in Child's Learning & Development
Pre-school Assistant	Marie Garner	NVQ Level 3
Pre-school Assistant	Abigail Prentice	CACHE Level 3 Childcare and Education

All staff receive training in Safeguarding Children, Paediatric First Aid and Food Safety. In addition, staff complete regular training through staff meetings, courses and workshops through Suffolk County Council and the National College.

The Early Years Foundation Stage

The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the needs of children aged from birth to the end of the reception year in primary school. It comprises of prime and specific areas of learning and development.

Prime areas

- Communication and language
- Physical development
- Personal, social and emotional development

Specific areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

For more information about the EYFS please visit www.gov.uk/early-years-foundation-stage

Valuing diversity & promoting inclusion & equality

Our setting is open to all members of the community. We are committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all. We provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with additional needs. We make inclusion a thread that runs through all of the activities of the setting.

For more information, please see our Valuing Diversity and Promoting Inclusion and Equality Policy.

Supporting with special educational needs & disability (SEND)

We aim to provide equality of opportunity for all members of our Pre-school and this includes children with special needs. The number of adults present at Pre-school enables us to aim to provide individual attention for each child. This enables them to progress at their own rate in all areas of development and this is true for both children with and without additional needs or learning difficulties. We work closely with speech & language therapists, the children's centre and other professionals. We operate in accordance with the Governments Code of Practice for Special Educational Needs. Our Special Educational Needs Co-ordinator (SENCo) is Katie Woodard. Please speak to Katie if you have any concerns or would like advice about SEND. For more information, please see our Supporting children with special educational needs policy.

How can you help our Charity run Pre-school

Parent/carers helpers:

Research shows that children learn better when their parent/carers are involved. We welcome parents/carers to attend at Pre-school as helpers and take an active part in their children's learning. Parents, Grandparents, Aunts/Uncle, Carers etc. are all welcome to help. If you have any special skills you are willing to share with the children, e.g. if you play an instrument, sing, etc., or if you work in a profession where you can share knowledge or skills with us, e.g., police offer, fire officers, nurse, doctor etc. we would love to invite you into Pre-school to share this with the children.

Even if you don't have any of these skills or work within any of the professions named above but want to help the Pre-School and make a difference to the children of Worlingham then come and help. If you would like to be a parent/carers helper then please speak with the Pre-School Manager for this to be arranged.

A DBS may be required before helping.

Fundraising:

As a charity-run Pre-school we rely on fundraising to keep our fees at an affordable level and also to enable us to buy additional resources and equipment for our playroom to provide valuable learning

opportunities for our children. This is where we rely on the help and support of parent/carers. We advertise our fundraising events through our termly newsletters.

Our Pre-school Committee

As a charity-run Pre-school we are led by a Committee who are responsible for the running of the Pre-school. The committee is made up of elected parent/carers and other elected representatives who usually stand for a couple of years. Our committee must have at least five members, three of which must hold the post of Chairperson, Secretary and Treasurer. You do not need to have a profession to become a member, just have a general interest and enthusiasm to get involved.

PRE-SCHOOL CANNOT LEGALLY RUN WITHOUT A COMMITTEE.

Please see our parent/carer notice board to find out who are present Committee Members are and for the dates of the next meeting.

New Committee Members are welcome!

Promoting Positive Behaviour

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without the fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. All adults will try to provide a positive role model for the children with regard to friendliness, care and courtesy and to offer strategies for handling any conflict. All adults in the Pre-school will ensure that the boundaries are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour. Any behavioural problems will be handled in a developmentally appropriate fashion, respecting individual children's level of maturity and understanding. When children behave in an unacceptable manner, they will be given one to one adult support in seeing what was wrong and how to cope with it more appropriately. This might be accomplished by the child being moved away from the situation. If inappropriate behaviour becomes an issue, parent/carers will be invited to discuss matters confidentially by the Manager, so a unified course of action can be agreed. For more information, please see our Promoting Positive Behaviour Policy.

Health Care Plans and Medication

A Health Care Plan is essential for any child with allergies or ongoing medical conditions. A Plan may be needed from your **doctor or health care professional** and we will require you to complete paperwork at Pre-school to record this. If your child is on prescribed medication i.e. inhalers etc, please place them in a container with the child's name and dosage attached, we will require you to complete a medication form and health care plan.

If your child requires or may require administration of life saving medication such as insulin/adrenalin injections we may need you to arrange for a qualified health professional to train our staff in the procedure and administration of such medication. To safeguard your child and ourselves this course of action must be applied.

Illness

Parents/carers are asked to keep their children at home if they have any infection and to inform the Pre-school as to the nature of the infection. This will allow the Pre-school to alert other parents as necessary. Please notify the Pre-school of any absences before their session or as soon as possible so we can amend our registers. Written notification is preferable. Please do not send into Pre-school, any child who has suffered sickness and /or diarrhoea until they are well and free from any symptoms for **48 hours**. If your child has needed Calpol / Nurofen before coming to Pre-school then they are not well enough to attend and should remain at home. If your child is sent home from Pre-school with a temperature then they should not return to Pre-school within 24 hours. Occasionally we have an outbreak of head lice, please

advise the Manager in confidence as soon as possible, so we can inform other parent/carers to check their child's hair. For more information, please see our Managing children who are sick, infectious, or with allergies policy.

Accident/Incidents

In the event that an accident or incident occurs at Pre-school which involves your child, details of the accident/incident will be recorded on a form for you to review when you come to collect your child. If you feel that the form does not provide you with enough information, please feel free to wait until the end to speak to the Manager or the person who dealt with/witnessed the accident/incident. Or if you decide later that you would like more information, please phone the pre-school on 01502 712115 up to 4.30pm or email and we will respond as soon as we are able to.

Safeguarding Children, young people & vulnerable adults

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. All staff have been cleared by the 'Disclosure and Barring Service' (DBS) and it is made clear to applicants for posts within the Pre-school that any position is exempt from the provision of the Rehabilitation of Offenders Act 1974. **Adults who do not hold an enhanced DBS certificate will not be left alone with any child/ren or be able to take any child/ren to the toilet.** The Pre-school will take every step in its power to build up a trusting and supporting relationship between families, staff, volunteers and supporters in the group. Where abuse is suspected, it is our legal obligation to report our concern to the authorities; however, the Pre-school will continue to welcome the child and family while investigations proceed. With the proviso that an investigation is held, **the care and the safety of the child must always be paramount** and the Pre-school will aim to do all in its power to support and work with the child's family. For more information, please see our Safeguarding Children, young people & vulnerable adults policy.

Attendance and absence

Our setting is committed to safeguarding children and promoting their Wellbeing. If your child is sick or unable to attend for whatever reason you must notify the Manager of non-attendance before 8.45am or as soon as possible by phoning 01502 712115 or via email at worlinghampreschool@hotmail.com If you have arranged a **holiday during term time** please notify us in writing of the days your child will be absent. For more information, please see our Attendance and absence Policy.

Making a Complaint Procedure

Any person who is concerned with **any** aspect of the Pre-school is invited to talk with the Pre-school Manager or their Deputy on 01502 712115, or to a member of the Committee. Many concerns can be resolved quickly with an informal approach. If your concerns are not addressed or if the problem reoccurs, then the concern/complaint should be put into writing to the Manager or Chairperson of the Committee. For more information, please see our Making a Complaint Policy.

Bad Weather Conditions

If there are severe weather conditions e.g. heavy snow, strong winds etc. then the Pre-school may be closed. Please check your emails and look at our Facebook page for updates before making your journey to Pre-school. If you are concerned or unsure please telephone the Pre-school office.

Suncream

You must apply sun cream to your child before they come to Pre-school for their morning or afternoon session. Even if the weather is overcast, UV levels can still be high, so it is advisable to apply suncream regardless of the forecast once we reach the spring/summer months. If your child will be attending all day a sun cream permission form must be completed so that staff can re-apply their suncream for the afternoon session. Suncream for this purpose is provided by the Pre-school.

If you have any questions about any of the information within this brochure/terms and conditions please do not hesitate to contact the Pre-school Manager.

The Pre-school's policies and procedures, risk assessments, your own child's learning journey (Tapestry), and our Ofsted Report are always available for you. Please ask your child's Key person or the Manager if you would like to see any of these documents or would like them photocopied or emailed to you.

We look forward to helping your child/ren learn and development through play and providing them with a happy, secure and stimulating environment.

Please find below the agreement of childcare terms and conditions for you to sign.

Termination of the Agreement

You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.

We may immediately end this Agreement if:

- You have failed to pay your fees;
- You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;
- You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;
- We take the decision to close. We will give you as much notice as possible in the event of such a decision.
- It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs.

In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

Agreement of Childcare Terms and Conditions

If you are in agreement with all the childcare terms and conditions enclosed in the Worlingham Pre-school Brochure and all of our policies and procedures, please sign below and return this slip to the Manager.

We reserve the right to vary the terms and conditions contained in the Childcare Agreement.

Your Child's Name _____ **(Please Print)**

I am the person with Legal Parental Responsibility of a child who attends this named group. Yes / No

I have read, understood and agree the enclosed terms and conditions, brochure, policies/procedures and privacy notice supplied by Worlingham Pre-school at registration.

Parent/Guardian (1) Please print your name _____

Signed _____ **Date** _____

Parent/Guardian (2) Please print your name _____

Signed _____ **Date** _____

Useful Telephone Numbers

Family Information Services (FIS) 03456 080033 -

Information on childcare e.g. Early Years funding for 2/3/4-year-olds, breakfast/afterschool/holiday clubs.

Safeguarding:

Are you concerned about a child?

Customer First 0800 917 1109 (Freephone 24-hour line)

MASH 0345 606 1499

Suffolk Police 01473 613500 (main switchboard) IN AN EMERGENCY DIAL 999

Beccles Children Centre 01502 718750

Local childcare information & support for under 5's. e.g. parent classes, family support, advice

OFSTED 0300 1231231 (General Helpline)

Registers & inspects childcare. Providers must meet requirements that relate to safety.

The Information Commissioner's Office (ICO Helpline) 0303 123 1113 - General Data Protection Regulations (GDPR) (2018)