

Fen Drayton Pre-School



Welcome Pack

www.fendraytonpreschool.org

How to use this booklet

This booklet has been designed for you to keep for reference.

To enrol your child at Fen Drayton Pre-School, an Application Form will need to be obtained, completed and returned to Diane Warboys (Pre-School Leader) before your child can start any sessions. This can be obtained from the documents section on our webpage or from Diane.

Please check that you have all the below forms and paperwork to ensure this is an informative and comprehensive booklet:

- Welcome to Fen Drayton Pre-School Letter (copy included in his pack)
- Pre-School Welcome Pack
- Registration Form. *To be completed and returned to Diane Warboys at the Village Hall during Pre-School hours or to Manor House, Church Street, Fen Drayton*
- Childcare Terms and Conditions. *To be signed and returned as above.*

All these documents should be given to you during the first sessions your child attends. They are also available on the Pre-School website in the 'Documents Section'.

We also advise parents to also review our '**Policies and Procedures**'. These are available on our website in the 'documents' section and can also be found in hard copy in a folder below the Pre-School noticeboard in the Village Hall. Our policies and procedures were fully reviewed by the staff and the Pre-School Committee in 2015 and were adopted in July of the same year.

Policies and procedures are essential to help us provide good quality provision that is compliant with the Statutory Framework for the Early Years Foundation Stage (EYFS). They do this by explaining to staff and parents about the type of childcare we offer and what actions we take in practice to achieve this.

Policies and procedures are grouped under the following sections:

- 1.0 Child protection
- 2.0 Suitable People
- 3.0 Staff Qualifications, Training, Support and Skills
- 4.0 Key Person
- 5.0 Staff:Child Ratios
- 6.0 Health
- 8.0 Safety and Suitability of Premises, Environment and Equipment
- 9.0 Equal Opportunities
- 10.0 Information and Records

This booklet reflects our policies and procedures and is written to highlight to parents and carers the main features of our Pre-School and how it is run. In doing so, we hope it will help you and your child settle smoothly into our Pre-School community.

Fen Drayton Pre-School
The Village Hall
Cootes Lane
Fen Drayton
Cambridgeshire
CB24 5SL

Dear Parent/Guardian,

Welcome to Fen Drayton Pre-School

We would like to welcome you to Fen Drayton Pre-School and hope that both you and your child will settle in well. We know that starting Pre-School is an important milestone in your child's life, and that to ensure a positive start you will both need all the support and encouragement a good Pre-School can provide. This may be the first time your child has been in a large group or apart from you on a regular basis. Some children adapt to this very quickly whereas others take a little longer – either situation is perfectly normal.

We realise that as a parent/guardian, you are entrusting us with the care of your child, and as a Pre-School, we too place their welfare, development and safety at the top of our priorities. Fen Drayton Pre-School offers a happy, stimulating and secure environment for your child where independence, self-confidence, consideration for others and good manners are always encouraged.

We hope that this introduction will guide you through how the Pre-School operates and answer some of the queries you may have – and that your child will experience a happy and friendly time here. Should you have any questions, suggestions or comments at anytime please speak to Diane, Anne or a committee member.

Yours sincerely

The Fen Drayton Pre-School Committee

Key Information

Current opening days and times

Monday 9.15am – 12.15pm

Wednesday 9.15am – 12.15pm + Rising 5's session after Easter 12.15-3.15 for children starting school in September

Thursday 9.15am – 12.15pm

Friday am 9.15am – 12.15pm

Friday lunch club 12.15-12.45pm

Friday pm 12.15pm – 3.15pm

Pre-School term dates correspond directly with that of Fen Drayton Primary School, and as such there are no Pre-School sessions on school staff training days. A copy of current term dates can be found on the website and at the end of this document.

Names and numbers

The Village Hall

Cootes Lane, Fen Drayton

Cambridge

CB24 4SL

Tel: 01954 230311

Pre-School Staff:

Diane Warboys (Pre-School Manager) – 01954 230394 or 07922 112646

Anne Hodson (Deputy Manager and Senior Assistant – 01954 231155

Website: www.fendraytonpreschool.org

E-mail: chairperson@fendraytonpreschool.org

About Us

Pre-School Management Structure

The Pre-School is a registered charity and is managed by a voluntary Committee.

- We are the 'Registered Person' with Ofsted and are required to meet the Welfare Requirements as set out in the 'Early Years Foundation Stage' (EYFS)
- We are the employers of our Pre-School staff
- We have a duty to safeguard children
- We are also the 'Charity Trustees'

A copy of our organisational structure can be found at the end of this document and on the Pre-School noticeboard. A list of the current committee can be found on the website and includes the following roles and positions:

- Chairperson
- Treasurer

- Secretary
- Safeguarding and Welfare Officer
- Fundraising Co-ordinator

All elected volunteer committee members are checked by the Disclosure and Barring Service (DBS – formerly the Criminal Records Bureau – CBR).

The Pre-School can only be viable and remain open if we are able to elect a Committee. As our Pre-School is small in terms of registered children, we ask all parents/carers (including dad's and grandad's!) to consider joining us either to an elected post or as a 'family member'. New members are elected annually at our AGM in September/October and meetings are held approximately once a quarter.

The Committee work to ensure the Pre-School remains financially viable which currently involves a considerable amount of fundraising (around £2000 per annum) to ensure we cover our costs. Parental support at our fundraising activities is really important to make sure our events are a success and raise as much money as we can.

Ofsted Report

Our current OFSTED inspection was completed in October 2014 and a copy of this can be accessed either online at: www.OFSTED.co.uk, on our Pre-School website or in the folder below the Pre-School Noticeboard.

Day to day information

Drop off and collection

All children must be delivered to and collected from Pre-School by an adult, and we ask you to please inform us if either someone different will be collecting your child, or if your child will be absent for a session, by speaking with Diane directly or by telephoning the Village Hall during Pre-School hours. All useful telephone numbers can be found at the start of this pack or on our website.

Upon arrival, please encourage your child to put their coat and bag on their named peg in the cloakroom. Please take all coats and bags with you after the end of each session as the Village Hall is used by others in between. Any forgotten items are usually kept by Diane and Anne in the Pre-School cupboard, so please ask if you are missing something!

The first days

Most children settle happily into Pre-School within a week or two, but if the staff or you feel that your child needs your support for a little longer, please do not worry as this is quite normal. Parents are welcome to stay during this settling-in period and your child will feel more confident if you do. However, if you do have any concerns, please discuss these matters with the Leaders (Diane or Anne).

Pre-School fees

Fen Drayton Pre-School has a Registration Fee of £10.00 for under 3's which will be included in your first invoice. We also request a voluntary donation of £10.00 for funded 3's, which can be paid either in cash in a named envelope or cheque to Diane at your child's first session. The fee/donation includes the cost of a Pre-School t-shirt and covers administration costs. Sessions for under 3's (unfunded children) cost £10.00.

We invoice fee-paying parents monthly in arrears and ask that you action a bank transfer using your surname as reference or by cash or cheque to the Committee Treasurer or Diane in an envelope with your **Name** and the **Month** the payment is relating to. **Cheques can be made payable to Fen Drayton Pre-School.** The Pre-School Committee kindly ask that payments are made promptly to assist in the management and record keeping of payments, but also to support the cash-flow of our finances.

Government funding becomes available the term after your child has turned 3, for up to 15 hours per week (this is currently equivalent to 5 three hour sessions). Pre-School will inform you about this and will issue a form which must be completed and returned before funding can start.

Charging policy for illness and absence

Where 'charges' are mentioned in the items below, this applies to parents/carers who pay fees and not those for whom we claim free Pre-School hours from the Council. As a small Pre-School we are able to offer a considerable level of flexibility in terms of swapping sessions when sessions are missed through illness / adhoc appointments etc. This is with the proviso that absence is always discussed and agreed with Diane in advance.

Illness

If your child is not able to attend their scheduled Pre-School session due to illness please notify Diane at your earliest opportunity via one of the contact numbers at the start of this document. Missed sessions will be charged. However please speak to Diane about your child attending an alternative session within the month to make up the missed session/s if you wish.

If your child is taken ill and is likely to miss more than 1 week's worth of sessions, please discuss this with Diane, whereby a course of action with regards to charging for missed sessions (if not claimed) will be agreed with the Committee.

Appointments and alternative sessions

Alternative sessions may be arranged with Diane if your child has a medical / dental appointment or another adhoc commitment that falls on your child's registered Pre-School session. If an alternative session cannot be arranged then the missed session will be charged.

Late arrival or early collection

We ask parents to arrive promptly for the start of sessions. If you need to collect your child early then please let Diane know. Late arrivals and early departures will still be charged for the full session.

Holiday

You are eligible to take your child out from their registered sessions at Pre-School during term time, within the context of 2 calendar weeks worth of your child's sessions without incurring a charge. For example if your child is registered to attend Pre-School on Monday and Wednesday they are able to miss these sessions for 2 weeks (either together or separately) when pre-arranged with Diane.

It is at your discretion if you choose to use this holiday entitlement. We do not offer any reimbursement if you decide not to use it.

Notes to fee-paying parents/carers

For a small number of fee-paying parents whose child is registered with us for all our Pre-School sessions we recognise that there is limited flexibility to make up missed sessions without incurring a charge. Our financial planning relies on the regular income from our registered children and the sessions they are confirmed on. We are always happy to discuss individual circumstances, but our overarching policy is to charge for missed sessions.

Additional activities

We like to be able to offer the children a varied and exciting time at Pre-school so they can experience new environments and learn in different ways. This can include visits from individuals to the Pre-School like animal experts and children's entertainers as well as external trips at Christmas to see Santa and our annual summer trip. If you wish your child to participate, we sometimes ask for a donation towards the costs which you will be advised of before the event. If you have any difficulties with this, please have a discreet word with Diane.

Friday lunch club and 'Rising Fives' sessions

Please provide a packed lunch for your child if they are attending Lunch Club and put this in the fridge in the kitchen upon arrival.

Historically during the Summer Term, Pre-School holds an extra session on Wednesday afternoons for those children moving up to Primary School only. This session is called Rising Fives. If your child attends the morning session then they can arrive with a packed lunch, or you can drop them off at 12.45pm after lunch. Pick-up time is at 3.15pm although the location varies between the Village Hall and Fen Drayton Primary School. If your child already attends all 5 funded sessions, unless you decide to drop one, this session will incur a fee of £10.00.

Clothing and weather

Simple clothing that your child can fasten and unfasten themselves is best, as this will enable them greater independence when putting on their coat for outdoor play or going to the loo. Easily washable clothing and a bag of spare clothes for each session is also advisable, as some activities your child will be involved in will include paint, glue and other potentially messy materials. To avoid clothing mix-ups, it is worthwhile discretely labelling bags and clothing.

We do encourage parents and carers to dress children in their Pre-School t-shirt where possible. This helps to give the children a sense of belonging to the setting. Additional t-shirts are £3 and are available on request.

Suitable attire on wet and cold days is a must (including wellies) as are sunhats on sunny days. If the weather is forecast to be particularly hot, please apply suncream to your child before they arrive and provide a bottle of sun cream in your child's bag (ideally labelled with your child's name on) for further top-ups during the session. We're sure you can appreciate the time it would take staff to put cream on all of the children before they are able to play outside!

Facilities

Pre-School has access to the Main Hall, Side Hall, Kitchen, Toilets and Outdoor Play Area, as well as a large storage cupboard and outside shed. The children themselves have a wide variety of toys available to them including crafts, dressing-up clothes, sound systems with headphones, a designated reading area with beanbags, toys to develop balance and coordination, and a desk top computer. Having access to the kitchen also allows the ever-popular activity of cooking and baking.

Learning Objectives

Pre-School learning objectives and activities are structured around the national Early Years Foundation Framework. Further information about this can be found on our website. Details of Pre-School activities are updated weekly on the Pre-School noticeboard and by email. If you have any further questions about Pre-School learning objectives then please ask the Leaders or a member of the committee.

Your child's progress

In order to keep you informed about Pre-School activities we aim to email all parents/carers on a weekly basis. Our website is also a useful source of information. On an individual basis, parent feedback sessions are held once or twice in the year, which allow you the opportunity to discuss your child's progress in more detail. If you wish to speak to a Leader about your child at any other time, please book an appointment with Diane. Ideally these appointment times should be after all children have left at the end of a session.

A regularly updated, confidential record of your child is also available for you to see upon request, and we encourage any additional information from home, such as new skills or achievements, to be added to these records. This can be done by way of our 'Leaves of achievement'. Details of these can be found on the Pre-School noticeboard.

Mid session snack-time

During each session the children break for milk/water and snacks. All drinks are provided but we do ask that each child brings a healthy snack with them each session which they can add to our 'fruit bowl' and share with a number others. Items may include one large piece of fruit, cheese, raw vegetable sticks, breadsticks etc

Drinking water

The children have access to water at all times throughout each session, clearly labelled as the 'Water Station'.

Parental involvement

We are a community Pre-School, which aside from our staff, relies wholly on parent volunteers to keep running. We encourage parents/carers to become involved in Pre-School life as much as possible and below, we outline some of the areas which you can help with. All assistance is greatly appreciated.

The Parent's Rota

We ask all parents/carers to assist in setting-up and putting away the activities for each Pre-School session where possible. The Pre-School Secretary who is responsible for the rota will ask all parents/carers which days of the week they are able to help and will base the rota on this. Rotas are distributed via email before the start of term and are also posted on the Pre-School noticeboard. If you are unable to do a particular session, please swap with another parent, and if this has not been possible, please give advanced notice to Diane or Anne who will then try and fill your place with someone else.

If it is your day to help please arrive at 9am in order to help set-up the Main Hall. Please then arrive 30-minutes before the end of the session to assist in clearing away, washing-up and drying the cups/plates, sweeping the floor, checking the outside area is tidy and that all loos have been flushed and taps have been turned off. In cases where a member of staff is ill or called away, then you may be asked to stay if possible.

Please remember that when helping set out or put away at a session you MUST sign-in and -out of the Visitor's Book. This is held in the snack-time box cupboard in the kitchen along with a comprehensive checklist of what needs to be done. **Please also leave your mobile phone in the kitchen for the duration of your stay.** We ask this in line with our mobile phone policy and the safeguarding of our children.

If due to work commitments, health issues or any other personal matter meaning you are unable to be involved in the parent/carer rota, please contact the Committee Secretary at your convenience.

Communication

The Pre-School notice board (in the reception area to the left-hand-side of the Main Hall doors) is the key area for up-to-date information. It will inform you of any 'up-and-coming' events, display a weekly timetable for the children, the Parent's Rota, recent Committee Meeting Minutes and Fire Exit drills. Requests for additional items that the children will need to bring in for various topics e.g. an object that corresponds with the week's chosen colour/letter, as well as requests for help with fundraising activities can also be found here. Please check the noticeboard as this is your means of notification on many things.

Our website lists terms dates, training days and up-and-coming events (www.fendraytonpreschool.org) and we also aim to e-mail parents and carers on a weekly basis about forthcoming events, requests for help or possible last minute changes.

If you don't think you are on our email list, please provide the Leaders or a committee member with your e-mail address or by e-mailing chairperson@fendraytonpreschool.org

Fundraising activities

Throughout the year we host a number of events to raise crucial funds for the Pre-School. Events include: The Pancake Race, Ploughman's Lunch, Easter and Christmas Activity Workshops, Bonfire Lunch, indoor market / table top sales and our Nativity followed by the Christmas Hamper Raffle. We would greatly appreciate any help you can give before or during these events.

Do you have a skill we can use?

Can you help? Do your talents lie in singing, playing a musical instrument, dancing, story telling, puppet shows, sport or any other skill our children can learn or experience? Please speak to a Diane or a committee member if you are willing to volunteer any services small or large – it would be greatly appreciated.

Your comments

The Committee conduct an annual survey of parents and carers in July, to help us evaluate how the Pre-School is performing and give the Committee and staff direction on how to improve. If you have any ideas or comments (positive or otherwise) at any other time please feel free to speak to Diane, Anne or any member of the committee and we will endeavour to act upon them.

The information on the next few pages highlights some of the key features of our policies in the following areas. Please refer to our Policy documents for full information.

Health & safety

Policy for safeguarding our children

Arrival: Due to insurance reasons we would like to inform parents/carers that under no circumstances should children be allowed into the Main Hall before the start of each session. The children of parents helping to set out equipment are the ONLY children allowed into the hall prior to the start. Please ensure you and your child remain in the foyer until you are invited in by the Leaders.

Departure: In order to prevent bumps, panic and missing children, the exit must remain clear at all times. If you need to talk to either Diane or Anne please wait until all the children have exited the Main Hall.

Fire Exits: It is everyone's responsibility to ensure they know where all fire exits are within the hall. Please check the map on the Pre-School notice board for this information.

Obstructions: To ensure all fire exits are clear, please park pushchairs, children's bikes and scooters to the left of the disabled toilet in the foyer rather than by the Main Hall doors.

Standards: All staff and Committee members are fully checked and cleared by the Disclosure and Barring Service (DBS checks have replaced Criminal Records Bureau – CRB checks), as are our committee members. You also have the peace of mind about the care of your child as Diane and Anne have over 30-years of experience between them.

Safety: The front door of the hall must be shut and locked throughout each session. If you need access to the hall whilst the session is in progress please use the doorbell. Have patience, as the Leaders may not be able to leave the children straightaway in order to answer the door.

The Village Hall telephone number in case of emergencies is: 01954 230311.

Medication: If your child needs medication administered during a session, for the purpose of our records, please put it in writing what, when and how much must be administered. The medication itself needs to be clearly labelled with your child's name and given to Diane or Anne. Please do not leave any medication in a bag on their name-peg in the cloakroom.

Pre-Existing Conditions: If you are aware of any injuries your child has sustained such as bruises, cuts etc. please inform one of the Pre-School leaders before the session starts. Please complete a Pre-Existing Injuries Form available from Diane. We also need to know whether your child has taken any medication before attending Pre-School and the same form can be completed.

Asthmatic children: If your child uses an asthma inhaler and may need this during Pre-School hours, again the Leaders must be informed in writing describing how and when to administer medication. This letter should also state that you are happy for staff to give this medication as and when it's needed, and whether your child is capable of using their inhaler independently.

Illness: If your child has had either sickness, Diarrhoea or both, they must NOT come to any session for at least 48-hours after the last bout. If your child has a suspicious rash please take them to your G.P. for diagnosis before bringing them back to Pre-School. We are required to let other parents and carers know if there is a contagious condition like Chicken Pox or Scarlet Fever within the Pre-School community, so please do let us know as soon as possible. Pre-School staff can ask you to collect your child early from a session if they suspect your child has a contagious condition.

If your child has head-lice please treat their hair with an effective treatment from the chemist e.g. shampoo before allowing them back to a session. Checking for head-lice regularly using a head-lice detection comb will help prevent infestation. These animals live in any type of hair, whether clean or dirty and not everyone will experience an itchy scalp. Please let the Leaders know if your child will be absent from Pre-School.

Allergies: If your child has an allergy Pre-School need to be made aware of, then once again, please inform Diane or Anne in writing of this allergy and its treatment; and should a new allergy occur, this information too must be passed on as above.

Potty Training:

Please inform the Leaders if your child is potty-training so that they can assist. If your child is still wearing nappies please place a clearly labelled bag containing a supply of spare nappies, wipes and nappy sacks on their name-peg. All dirty nappies must be disposed of at home as there are no suitable facilities in the Village Hall.

Photographs, images and social media

The Data Protection Act does not prevent parents from taking images at setting events, but these must be for your own personal use. Any other use would require the consent of the parents of other children in the image, for example if you wished to share the image on social media.

Valuing diversity and promoting equality

We aim to ensure that our Pre-School is fully inclusive in meeting the needs of all children. We recognise that children and their families come from diverse backgrounds. All families have needs and values that arise from their individual, social, economic, ethnic, cultural or religious backgrounds and situations. Our policies set out how we work to include everyone within our setting.

Safeguarding and Welfare

If you have any concerns about the safety or welfare of child or the relationship of staff to your child, please contact our Safeguarding and Welfare Officer in confidence. Contact details can be found on the Pre-School noticeboard.

Giving notice

You are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. You are not required to give notice when your child leaves Pre-School at the end of the summer term to start school the following September. A 'Notification to Leave' form can be found on our website.

Making a complaint

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly, by an informal approach with the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Pre-School term dates 2015/2016

Autumn Term 2015

Training Days: Tuesday 1st September, Wednesday 2nd September and Wednesday 4th November 2015

Start of Autumn term - Thursday 3rd September
Half term - Monday 26th October - Tuesday 3rd November
End of Autumn term - Friday 18th December

Spring Term 2016

Training Day: Monday 4th January 2016

Start of Spring Term - Tuesday 5th January
Half Term - Monday 15th - Friday 19th February
End of Spring Term - Thursday 24th March

Summer Term 2016

Training Day Friday 27th May 2016

Start of Summer Term - Monday 11th April
May Day - Monday 2nd May
Half Term - Monday 30th May - Friday 3rd June
End of Summer Term - Friday 22nd July