



# **Hendreds Pre-School**

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Web: [www.hendredspreschool.org.uk](http://www.hendredspreschool.org.uk) Registered Charity No: 1023329

## **Joining Information**

Thank you for enrolling your child at Hendreds Pre-School. We look forward to welcoming your family and hope you will enjoy sharing in pre-school life.

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## **Early Years Foundation Stage Framework**

All children are entitled to free part-time education from the term after they are three. *(see below)*

Children who turn three between 1 April – 31 August are eligible for free funding from September

Children who turn three between 1 September – 31 December are eligible for free funding from January

Children who turn three between 1 January – 31 March are eligible for free funding from April

We comply with the statutory requirements of the Early Years Foundation Stage (EYFS). The EYFS is a stage of children's development from birth to the end of their first (Reception) year in school. It describes how your child should be kept safe and cared for and how all concerned can make sure your child achieves the most. It is based on four important themes: A Unique Child, Positive Relationships, Enabling Environments and Learning and Development. The EYFS requirements include six key areas of children's learning and development. They are as follows:

1. **Personal, social and emotional development.** Your child will be helped to learn skills to enable their independence and self esteem through praise and encouragement. We will help your child begin to appreciate right from wrong, consideration for others, how to look after themselves and stay safe. An example of how we achieve this is by providing responsibilities and challenges such as being fruit monitor and serving one another.
2. **Communication, language and literacy.** Your child will learn through stories, songs and poems, hearing and saying sounds and linking this with the printed word.
3. **Problem solving, reasoning and numeracy.** Your child will develop an understanding of maths through stories, songs, games and imaginative play. He or she will explore the concepts of space, shape, size, weight and become comfortable with numbers. One way that we do this is by following a baking recipe and measuring ingredients - and the children love the end results as well!
4. **Knowledge and understanding of the world.** Your child will explore our environment, the world and other cultures. We often go for local walks around the village and visit our local farmer. They will also have opportunities to use the computer and even take their own photographs.
5. **Physical development.** Your child will learn to handle equipment and to move confidently, controlling his or her body. We make good use of our garden, playhouse and outside chalkboard as well as the playground next door.
6. **Creative development.** Your child will explore colours and shapes, try out dance, make things, tell stories and make music. There is always painting, messy crafts and junk modelling going on as well as opportunities to sing together.

Most of the time it won't feel like learning – children see it as fun and play. As they get to grips with speaking and listening, singing and dancing, stories and counting, they'll be gaining all the basic skills that will give them a flying start when they start primary school.

## ***Our Staff***

We currently have a core staff of four who all have a great deal of experience with children and are led by Fiona Brown, our supervisor. Fiona is assisted by Ros Tingley, Lindsey Denly and Claire White, we also have a number of bank staff that we call upon when needed.

## ***A Typical Day***

After arriving and saying goodbye to carers, we have registration. The children then have the opportunity to play either indoors or outdoors. They can use resources that are already out or choose something different. Staff are vigilant and where necessary may provide an extension for their play, a helping hand or simply a smile and a hug.

The children enjoy stories, songs and rhymes together, either in large or small groups. We aim to go outside every day, whatever the weather! We share our mid-morning snack together where we have the opportunity to tell our news, and reinforce the importance of good hygiene and manners.

It is hard for any day to be typical as each day has different exciting activities and visitors such as the firemen or policemen.

## ***Before Starting Pre-School***

For many children, starting pre-school is their first step towards independence and there are important lessons to be learned: that it is possible to feel safe and happy while parents are not present, that other adults can be a source of authority, help and friendship, and that new experiences can be enjoyed as part of a group and shared with parents afterwards.

You can help your child learn these positive lessons by working with the pre-school staff to make the settling-in period as easy as possible. Here are some tips to consider:

- Arrange to visit the pre-school before your child starts attending to make the place and people feel familiar. Contact the pre-school supervisor.
- Avoid starting at a time when there has been a disruption of routine at home.
- Talk to you child cheerfully and positively about the good things that will happen at pre-school.
- Be prepared to stay with your child in the group until he or she is ready to be left alone. All children are different and this might take anything from a few minutes to a few weeks.
- Don't worry. Children develop very quickly at this age, and a child who may seem unable to manage alone for a second can have a very different attitude in a week or two.

We recommend that your child attends no more than 2 or 3 sessions per week to begin with. Once your child has settled in you can increase the number of sessions he or she attends (subject to availability) by contacting the Membership Secretary.

## ***What to Wear and What to Bring***

- Old clothes are best for playing in. Aprons are supplied for more messy activities.
- Bring a full change of spare clothes (including underwear and socks) in case of accidents. Leave them at pre-school in a bag.
- Please bring slippers, pumps or soft trainers for your child to change into on arrival as hard outdoor shoes are not worn inside.
- Wellies and / or shoes suitable for walking are required.
- During the autumn and winter please provide a warm, waterproof coat for outside play.

- During the summer a hat is a must and please apply sun lotion if sunny weather is forecast.
  - We go out in ALL weathers so please ensure your child has appropriate clothes.
- Items do get mislaid so ensure that all your child's clothing or footwear is named.

A mid-morning snack of milk, fruit and a biscuit is provided. Please do not bring sweets, chocolate or crisps to pre-school unless they are part of a packed lunch.

### ***Your Arrival and Settling In***

Pre-school sessions begin at 9.00am and finish at 12 noon. Please try to be punctual as this is especially important when settling in your child. Wait in Snells Hall foyer until a member of staff opens the pre-school door indicating that the session is ready to begin. Your child will have been allocated a peg and a pigeonhole for their belongings. Please help your child get into the routine of hanging up their coat and changing their footwear before settling down for registration.

When you think that your child is ready to be left, say goodbye. Do not be tempted to creep away whilst the child is occupied. This might seem easier at the time but it can cause the child to feel let down and mistrustful.

If someone other than yourself is picking up your child, please inform a member of staff. You will be asked to record the details in the pre-school daily diary.

### ***Absence***

Please inform us if your child is unable to attend his or her sessions due to sickness, holidays or other events. You can contact the pre-school on 01235 831555 or 07956 911413.

If your child is feeling unwell, or has been in contact with someone who is suffering from an infectious disease, please do not bring him or her to pre-school.

### ***Your Child's Progress***

Each child is allocated a key person. This will be one of our permanent staff members. The key person's job is to build a warm, trusting relationship with both the child and their carers. They will be responsible for compiling the child's development records during their journey through pre-school and make regular observations of their key children. This enables staff to get a better understanding of children's individual needs and interests and will help us to decide how we can provide suitable resources and activities to help them reach their full potential. Your child's key person will work closely with you to ensure your child is settled and happy at pre-school. If you would like to discuss your child's progress with his or her Key Person or if you would like to give some feedback on the progress your child is making at home please don't hesitate to discuss the matter with the Key Person or the pre-school supervisor. In January and June of each year there is a Parent Open Evening where you can discuss your child's progress more formally.

Every term the activities for the coming term are put up on the notice board for all parents to see. Please read this and make a note of the subjects and activities that your child will be doing each term and each week. Talk to them about the subjects at home, and try to introduce your child to other sources of information on the same subject. i.e. a nature ramble in your garden or inspecting the local stream.

### ***Afternoon Sessions***

From September, the pre-school is open from 9:00am - 12:00 noon Monday to Friday. As the year progresses and if numbers increase, we add one or two afternoon sessions which run from 12:00 – 3:00pm. Children are able to do two sessions in a day and remain at pre-school from

9:00am – 3:00pm bringing their packed lunch. If your child only attends an afternoon session, please also bring a packed lunch.

### ***Lunch Club***

Depending on demand and number of children wishing to attend, we like to offer the children the opportunity to stay for lunch to get used to social eating before starting school. If lunch club falls within your 15 grant funded hours per week, it will be free. Otherwise the half-hour session costs £1.76 (Any hours over and above the 15 hours are £3.55 per hour.) It will be invoiced at the start of each term. You will need to provide your child with a healthy packed lunch. It is recommended that you provide your child with an insulated lunch box and ice pack to keep their lunch cool.

### ***Parents and Parents' Rota***

Parents are the most important educators of their children and the staff see themselves as partners with parents in providing care and education for their child. Please feel free to be involved with the pre-school in bringing any special skills you have, joining the committee, helping with sessions and being part of your child's pre-school routine. If you have a musical, artistic or any other talent, tell us as we would love to incorporate it into our day!

We have a parent rota, which provides the staff with extra help and allows you to join in with your child at pre-school and you are encouraged to help on a termly basis. You will typically be asked to supervise the children during free-play, help prepare the children's snacks, or wash-up etc. The rota is a permanent feature on the notice board in the foyer. Please look out for it and add your name. Unfortunately we are unable to allow siblings including babies to come along on parent help sessions for health and safety as well as insurance reasons.

### ***The Book Box***

To encourage reading at home we have a book box from which you may borrow books. Please help your child to choose a book at the end of each session and complete the details in the log. Please ensure that the books are returned regularly.

### ***Withdrawal from Pre-School***

Please note that one term's notice is required, in writing to the treasurer, when withdrawing your child from pre-school. Failure to provide adequate notice will incur the cost of one term's attendance in full unless LA funded.

### ***Health and Safety***

Please let us know if your child suffers any allergies, particularly to any foods. Members of staff are trained in first aid. The details of minor accidents that occur are logged in the Accident Book and will be brought to your attention when you collect your child. In the event of a serious accident a staff member will take your child to hospital and you will be informed as soon as possible.

We have a duty to help safeguard children against suspected or actual significant harm. Our 'Safeguarding Children policy' protects children against the likelihood of abuse in our pre-school and we have a procedure for managing complaints or allegations against members of staff. The Supervisor will co-ordinate any child protection issues.

We have a policy to ensure we meet the needs of each child, and to take account of any special needs a child may have. If this is something you would like to discuss, please speak to our Special Educational Needs Co-ordinator.

Please note that in completing and signing the application form to join pre-school your consent is given for village outings such as to the shop, the church, the playground etc. From time to time you may also receive an additional outings form for special trips outside of the village.

Please make sure that you are aware of the fire practice procedures. In the event of fire or bad weather the children may be transferred to the Hendreds C of E School on Ford Lane. Parents will be informed.

If children are not collected by an authorised adult within one hour after the pre-school has closed, we apply the procedures of the 'Uncollected child policy'. We reserve the right to charge parents for the additional hours that staff work in the event of a child not being collected.

**The pre-school's policies are in the red policy file in the pre-school cloakroom. If you want a copy of any policy, please contact the chairman. Policies include:**

- |  |  |
|--|--|
| Safeguarding children and child protection         | Maintaining children's safety and security on premises |
| Children's rights and entitlements                 | Missing child  |
| Uncollected child                                  | Making a complaint                                     |
| Confidentiality and client access                  | Information sharing                                    |
| Supervision of children on outings and visits      | Looked after children                                  |
| Supporting children with special educational needs | Valuing diversity and promoting equality               |
| Achieving positive behaviour (includes bullying)   | Food and Drink   |
| Personal care (nappy changing)                     | First Aid  |
| Managing children with allergies, or who are sick  | Administering medicines                                |
| Employment and Staffing                            | Student placements                                     |
| Induction of staff, volunteers and managers        | Disciplinary Procedure                                 |
| Grievance Procedure                                | Risk assessment  |
| Health and safety general standards                | Recording and reporting of accidents + incidents       |
| Fire safety and emergency evacuation               | Food hygiene   |
| Equipment and resources                            | Admissions   |
| The role of the key person and settling in         | Parental involvement                                   |
| Working in partnership with other agencies         | Children's records                                     |
| Provider records                                   | Transfer of records to school                          |

***Personal Care***

We welcome children who are still wearing nappies, having occasional 'accidents' or needing support with personal care. If you would like a copy of our 'personal care policy' ask the Chairman.

If your child is wearing nappies when they start pre-school please sign the agreement below to allow staff to change your child's nappy when required. Please detach the personal care section and return it to the Membership Secretary before your child's start date.

Parents need to provide nappies and barrier cream (if required) for their child.

I consent to pre-school staff changing my child's nappy as required.

Child's Name.....

Signed.....Name.....

Relationship to Child.....Date.....

## ***The Fees and LA funding***

A **registration fee of £10** is payable at enrolment. If you take up a place this is deducted from the first fees bill or refunded if your child received a nursery education grant straight away.

All 3 and 4 year old children nationally are entitled to 15 hours of funded early education per week. *(Please see page 1 for when your child is eligible)*. Funding is applied for on your behalf from the Local Authority in September, January and April. If your child is not yet eligible, you will be required to pay for the hours that he or she attends until free funding begins. **The cost is £3.55 per hour. A session (9:00 – 12:00) will thus cost £10.65.**

Your child may attend more than one pre-school or provider for more than 15 hours a week but you must not claim more than your allocated 15 hours. If you split your hours between two different pre-schools and use more than 15 hours, you will be charged for the extra hours over and above the 15 hours you receive funding for. Please contact the Membership Secretary for further information.

There is a voluntary contribution for biscuits, fruit and fruit juice - suggested amount **£3 per term**. When the optional lunch club is available it is free if within your 15 hours a week, otherwise it is **£1.76 (half hour)**.

Charges are made for any pre-school outings including the annual summer outing to which parents and younger siblings are invited. The pre-school committee endeavours to meet the cost of the coach.

An invoice listing any charges will be put in your child's book bag at the beginning of each term. Payment is normally per term, but you may pay weekly by arrangement with the Treasurer. Cheques are preferable to cash and should be made out to 'Hendreds Pre-School'. All payments should be placed in an envelope marked 'Treasurer' and put in the box provided at the pre-school. Please note that Hendreds Pre-School is a registered charity and fee payments and fund raising activities finance the running of it so it is important that fees are paid promptly.

We sometimes have funds available to help those with low incomes pay pre-school fees. Anyone in receipt of benefits or income supplements may be eligible for help. We may also be able to help those on low incomes who do not receive benefits, for example families with twins or triplets. The pre-school will normally meet the cost of one child attending one additional session per week where the parent(s) are meeting the cost of at least one other session. This will be considered if a child would not be able to attend pre-school at all without help. Assistance is also available from Social Services or the Pre-School Learning Alliance. Please note that assistance will not be given if the child is eligible for LA funded sessions. If you think you may be eligible please ask the Chair of the Committee for an application form. Applications are treated in strict confidence.

## ***The Pre-School Committee***

Hendreds Pre-School is managed by a voluntary parents' committee whose main functions are:

- Employing and supporting the pre-school supervisor and staff
- Managing the pre-school (financial, legal, policies, admissions procedure etc)
- Fund raising for essential maintenance and desirable extras

The committee meets approximately once a month to discuss the day-to-day running of the pre-school and fund raising for new equipment etc. If you would like to join the committee or would just like to come along to the meetings you are most welcome. Details of forthcoming meetings are posted on the notice board.

## ***Policies and Complaints***

If a parent or carer has a complaint, he or she should initially address it directly to the supervisor, unless it concerns the supervisor, in which case all complaints should be addressed to:

Tessa Case  
Chair of the Management Committee  
2 Hill Farm Cottages  
The Millham  
West Hendred  
Oxon  
OX12 8RN  
Tel: 01235 821276

More details of our procedure for dealing with complaints together with a copy of all our policies are in the red policy file in the pre-school cloakroom. We aim to investigate and respond to any complaints within 28 days. Ofsted have a publication which you can refer to '*Concerns and complaints about childcare providers*' ref: 080120.

Complaints may also be referred directly to the regulator:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Helpline: 0300 123 1231

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