

A child in overalls jumping on a wire

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Enjoy, Explore, Excel

Information Pack for Starters

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# Our Aims

* To provide opportunities for children of two years to five years to play and learn together in a suitable, caring environment.
* To provide such activities and equipment as will meet all children’s needs, within the framework of the Early Years Foundation Stage.
* To provide such care, guidance, teaching and supervision, as necessary.
* To be welcoming and establish good relationships with parents to enable children to develop to their full potential and leave Preschool confident little learners who are motivated to learn at their school or new setting.

Preschool is staffed by an enthusiastic and dedicated team of childcare workers consisting of Preschool managers, Early Years Educators, Forest School Leaders and Special Educational Needs Co-coordinator (SENCO), all of whom have had experience in bringing up their own children and have various qualifications in teaching and childcare.

Should you have any questions or require further details please do not hesitate to call in during one of our sessions, when we shall be happy to see you. Alternatively, telephone the manager on the Preschool number below.

## Contact details

Preschool mobile:   
0759 3254049, on during term time and session hours, voice mail or text can be left outside these times.

Preschool email: [Woodmancote.preschool@gmail.com](mailto:Woodmancote.preschool@gmail.com)

Managers: Anita Robertson and Joanne Smith

SENCO: Anita Robertson

Forest School Leader: Anita Robertson, Tracy Barrell and Caroline Anderson

Early Years Practitioners: Tracy Barrell, Caroline Anderson and Sally Blakemore

Preschool Assistant Angie Strive

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## Rules for Admissions

A copy of our admissions policy is available. An application form must be completed and given to the manager. Children may attend Preschool from their 2nd birthday. Parents or carers are welcome to accompany their children when they first attend and continue to do so until staff agree that the child has settled happily.

**Collection of Children**

We only release children into the care of individuals named by the parent. If someone other than a parent is going to collect your child, please ask for and complete a “Collection of Children” form. If an emergency occurs during a session and a parent is not able to collect their child, it is essential that parents call the Preschool mobile number to notify staff as to who will be collecting the child on their behalf.

# Fees

## Billing and payment arrangements

Invoices are issued monthly in advance by email, unless printed copies requested. Fees are payable regardless of absence. 6 weeks written notice will be required if your child no longer requires their place or fees are payable in lieu. Please make yourself familiar with the Debt Recovery Policy which is included in this document.

We take children who are eligible for the free for 3 and 4 funding, and the 2-year-old funding for those eligible. Funding for eligible children is the term after their 2nd or 3rd birthday, up to a total of 570 hours in one year. We also have spaces for those children eligible for the additional 15 hours (total of 1140 hours in one year Parents will be asked to pay any fees not covered by the shared grant funding.

From September 2024 fees are £5.25 per hour for 3 and 4 year olds and £6.00 for 2 year olds. The difference reflects the different amount of staffing and care requirements.

Please ask the Managers if you need any more information or visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

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## How to pay

Payments can be made by BACS, childcare vouchers or cash. Please hand any cash payments to the Managers.

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## Refreshments

We provide water, milk and sometimes milkshake and hot chocolate. Preschool can provide snack for your child at a cost of 40p per session. Snack invoices are issued termly or annually. This snack includes fresh fruit and a variety of snacks which include toast, crumpets, toasted teacakes, toasted muffins, waffles etc. Parents can choose to provide daily snack for your child, please send in a named plastic box. All snacks must be healthy, please refer to our food and drink policy and the food list.

Drinking water is available at all times is available at all times.

PLEASE MAKE SURE YOU INFORM US OF FOOD ALLERGIES OR DIETARY/RELIGIOUS NEEDS.

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# Optional Uniform

Uniform is not compulsory. However we recommend that children wear clothing where it does not matter if it gets dirty. Our tee shirts can help solve the dilemma of what to wear each time.

## 

## 

Child’s name: …………………………………………………..

|  |  |  |
| --- | --- | --- |
| ITEM | SIZE | QUANTITY |
| Logo round neck t-shirt  £7.50 |  |  |

Sizes offered:

Age 2-3, 3-4, and 4-5

# Sessions

## We over a variety of drop off and collection times. Our term times are shown on a separate calendar. We close at Christmas, Easter and for the summer holidays.

## Opening Times

|  |  |  |
| --- | --- | --- |
| Monday | From 8.15 am - 12 pm  From 8.15am – 12.45pm  From 8.15am – 3.30pm | Waterproofs for Muddy Monday  Packed lunch  Packed lunch |
| Tuesday | From 8.15am – 12.45pm  From 8.15am - 3.30pm | Packed Lunch and Forest School (Waterproofs) |
| Wednesday | From 8.15 am - 12.00 pm  From 8.15am – 12.45pm  From 8.15am -3.30pm | Packed Lunch  Packed Lunch |
| Thursday | From 8.15 am - 12.00pm  From 8.15 am –12.45pm  From 8.15 am - 3.30 pm | Packed lunch  Packed lunch |
| Friday | From 8.15 am - 12.00 pm  From 8.15 am – 12.45 pm  From 8.15 am - 3.30 pm | Packed lunch  Packed lunch |

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## Absences

As a childcare provider, we have to keep records of your child’s attendance. If your child is in receipt of funding we have to be able to explain why a child is absent from Preschool. In order to be able to do this, each time your child is absent, please could you let us know, verbally or by text, why your child is not at Preschool.

## 

## Ratios and Session Start Procedure

We follow the Early Years Foundation Stage Statutory Framework. Ratios are 1:4 for 2 year olds and 1:8 for 3 and 4 year olds. If an Early Years Teacher is working with the children there may be rare occasions when the ratio for 3 and 4 year olds is 1:13.

For arrivals before 8.55am you may come into the hall to drop off your child. After 8.55am children will be collected by a staff member at the entrance.

**Any medication must be handed to the Head Practitioners. Parents MUST sign their children in and out on the form provided.**

For security reasons the outside door is locked during Preschool times, though fire exits are accessible for the children in the case of an emergency.

Pickups: Due to the variety of pick up times we will bring your child to you when it’s time for you to collect your child. Please wait on the other side of the patio gate on Wednesday, Thursday and Friday.

All Preschool sessions begin with the children arriving and settling in. Following this the sessions include free play time, tidy up and snack time and a change of activities. We have outdoor activities every day. A visual timetable is used so that the children are aware of what is happening during the sessions.

Children staying for lunch bring a packed lunch from home and eat them together in a very social setting with staff.

NB. If you include milk, meat products or foods which deteriorate quickly in your child’s lunchbox, please include an icepack!

On Monday and Tuesday’s, we are in the small hall and visit our Forest School area for part of the morning session. Children on Monday’s have a “Muddy Monday” session, Tuesday Sessions include Forest School.

# A young child from a rope Description automatically generated

# Forest School

In 2009 we introduced Forest School sessions at Woodmancote. During our Tuesday sessions, a group of up to 16 older children are able to experience the great outdoors throughout the seasons in our own Forest School area. Our specially trained Forest School Leader and staff help the children to explore and understand in their own individual way, boosting self-esteem and enjoyment. Whether they are measuring daffodils, building dens or making mud pies, the children have lots of fun learning and exploring nature.

If you want to know more, please speak to Anita, our Forest School Leader.

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# Your Child’s progress

## **School**

Preschool staff liaise with local primary schools and attend meetings with other local Preschool settings. During the summer term reception teachers and/or classroom assistants may visit Preschool to meet the children that will be going to school in September.

## 

## **Keyworker System**

Each child has a Keyworker. A list of keyworkers and their children is displayed on the Noticeboard.

Keyworkers are responsible for:

1. Getting to know and understand their children very well

2. Liaising with parents and other settings.

3. Discussing any problems with other staff.

4. Monitoring & assessing progress & planning next steps (with other staff)

5. Ensuring provision of extra help for areas of need (e.g., settling in, speech delay).

6. Completing Transition Records when moving to Primary School, or another setting, and maintaining Learning Journals.

## 

## **Progress reports to parents**

We use Tapestry, an Online Learning Journal, which parents access using an app. Records are updated during the term.

With your permission we also share progress with your child’s primary school when that time comes.. If we are the main provision for a 2 year old child, we complete a 2 year progress check before your child’s 3rd birthday.

We hold “Keyworker” meetings during the first term when you can make an appointment to have a chat with your keyworker. You will receive a brief, narrative report during the Spring Term and a more detailed report in the Summer Term.

We encourage all parents to feel able to chat to either your keyworker or the managers at any point throughout the year. This could be about progress or a concern you may have. We have all had our own children so you may just want a “listening ear” or advice. If you need to speak confidentially to a member of staff please ask.

# Preschool Policies

|  |
| --- |
| **All our policies are available for inspection in the hall, on our website and on Tapestry. We encourage you to read them so that you are familiar with them,** |

We operate a strict NO SMOKING or Vaping policy in all areas of the building and patio. The use of all mobile phones during sessions is limited to emergency calls only, which must be made away from the children (further information is in our mobile phone policy).

Copies of our Food and Drink Policy, Debt Collection, and infection control are included in this document.

## 

## **Communication with Parents/Corers**

Preschool endeavors to keep parents/carers up to date at all times and does so in a variety of ways:

**Preschool’s website** – [www.woodmancotepreschool.org.uk](http://www.woodmancotepreschool.org.uk)

**Facebook, WhatsApp and by e-mail** (for those that do not have internet or e-mail, letters and handouts will be provided)

Staff are generally available at morning drop off to talk to parents. If you would like to speak to a member of staff outside this, an appointment can be made. In addition to this, we also hold termly ‘stay and play’ sessions where parents/carers may join us for all or part of the session to see what their child does at Preschool and to talk to their child’s keyworker. Term dates are listed on the Preschool website and in the Newsletters.

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## **Footwear/Clothes**

Please make sure that your child wears suitable footwear at all times, such as trainers/doodles with velcro fastenings (**NOT** flip-flops, crocs or open toed sandals) and that they bring a pair of wellies with them every day in case we go onto the field.

PLEASE NOTE THAT LACE UP SHOES ARE NOT SUITABLE FOOTWEAR AT PRESCHOOL. WE ENCOURAGE CHILDREN TO BE INDEPENDENT AND THEY ARE NOT ABLE TO TIE LACES AT THIS AGE. THEY ARE A TRIP HAZZARD IF THEY BECOME UNDONE DURING PLAY.

Please also bring a change of clothes, even if toilet trained plus nappies and wipes if needed. Sunscreen should be applied at home during the warmer months and a sunhat provided.

**\*\*\*To enable us to reunite lost property with you, please name your child’s property\*\***

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**Illness and Medicines**

If your child is unable to come to Preschool due to being unwell, please call or text the Preschool mobile number and leave a message. Please do not use the parents group chat. Please do not bring to Preschool, children who have been sick or ill during the preceding 48 hours. Please do not bring children with other infectious conditions. See the ‘Infection Control’ handout in your pack. Please let staff know if your child is absent with a contagious/infectious illness e.g. whooping cough, measles, chicken pox, meningitis, diarrhea, impetigo or conjunctivitis.

Preschool staff will only give out PRESCRIBED medicines to children. Written consent and instructions will be required from the parent/guardian, and medication will only be given by a trained member of staff. Please tell staff if there are any ongoing medical conditions concerning your child.

Nits attack us all from time to time and are nothing to be ashamed of. Please inform us if your child contracts nits so that we can prevent the problem from spreading.

**Equal Opportunities**

All children irrespective of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability, may attend the Preschool. All children will have the opportunity to experience a challenging and enjoyable programme of learning and development.

# How we run

## 

## **Staff qualifications**

All staff are qualified in childcare or in education, and regularly attend training courses. An up-to-date list of staff qualifications can be found on the notice board. All staff have pediatric First Aid, Food Hygiene and Safeguarding qualifications.

Anita Robertson – Manager/ owner Early Years Professional Status (level 6).. Designated Safeguarding Lead, Forest School Leader and Level 3 Senco

Joanne Smith – Manager/ owner. Level 3 Diploma in Preschool Practice. Designated Safeguarding Lead.

Tracey Barrell – Level 3 Diploma for the Children and Yong Persons Workforce, Forest School Leader

Caroline Anderson – Level 3 Award in Supporting Teaching and Learning in Schools and Forest School Leader.

Sally Blakemore – NVQ level 3 for teaching assistants

Angie Shrive - NVQ Level 2 in Children’s Care, Learning and Development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A person smiling for the camera  Description automatically generated with low confidence | A person smiling in front of a bush  Description automatically generated with low confidence |  | A person standing in a park  Description automatically generated | A person in a pink shirt  Description automatically generated |

**Anita Jo Tracy Caroline Sally Angie**

## 

## **Curriculum Activities**

We all know that children are individuals, interested in different things and developing at different rates. In order to help all children achieve their full potential and spot any difficulties early, there is a curriculum which serves as a guide. All Preschool activities are planned using the Early Years Foundation Stage Curriculum and Birth to 5 Matters. Our emphasis is on the needs and interests of the individual child, so they can have the best experience and have a great start to their education.

**PRIME AREAS:** These are the foundation areas for learning.

**Personal, Social and Emotional**

Children learn to share, co-operate and to form good relationships with both adults and peers enabling them to learn to understand their own feelings and those of others. We support our children to learn how to manage their emotions and develop their self-confidence. They learn to play in a group, take turns and to accept adult direction. They become sensitive to the needs, views and feelings of others. They learn what is right and wrong, and why, and to value other people, their cultures and beliefs. Through daily activities they become aware of practices that support healthy living.

Children are supported to concentrate, sit quietly when appropriate, complete tasks and follow instructions.

**Communication and Language**

Children are encouraged to listen and respond to stories, poems, songs and rhymes. They extend their vocabulary and enjoy turning spoken language into play and learning. They learn to interact with others, negotiating plans and activities. They become confident to share their experiences and show interest when others speak. By providing a communication friendly environment our children become comfortable using a rich range of vocabulary and language structures.

**Physical development**

Children learn to move with control, co-ordination, confidence, imagination and safely. By using a variety of activities our children develop core strength, stability, spatial awareness and balance. They use a wide range of large and small equipment to develop gross and fine motor skills. By regular practice with a varied selection of resources, children begin to develop the hand eye co-ordination and control needed for effective pencil control, essential for the preparation of future writing.

**SPECIFIC AREAS:**

**Literacy**

Stories are at the centre of what we do at Preschool, we encourage all our children to develop a love of stories, poems, rhymes songs and non-fiction books. During story time we ask the children to talk about the story we have just read, using appropriate questioning to help them to talk about characters and events in the story. Children are able to use the new vocabulary they have learnt in their play. They begin to recognise print in the environment and to ascribe meanings to the print they see and the marks they make themselves. When appropriate, they begin to recognise the letters of the alphabet and match the sounds to the letters. Mark making skills are practiced in a variety of ways, depending on the child.

**Mathematics**

Maths is incorporated into everything we do at Preschool, we make maths fun, so children have a positive attitude and interest in mathematics. The focus is on developing a deep understanding of numbers to 10 and recognising patterns in numbers. Children develop a secure knowledge base including the vocabulary used in maths. They choose resources, building and constructing with a wide range of objects using a selection of tools and techniques. Resources we provide enable children to become familiar with shapes and develop their spatial reasoning skills.

**Understanding of the World**

Children investigate objects and materials using their senses - smell, touch, taste, sound and sight. They find out and identify some features of living thing, including life cycles. They explore the properties of different materials, promoting investigation and discussion. They discover why things happen, how things work, explore and talk about different forces they can feel.. They study the natural world (e.g. animal habitats) and respect and care for the environment is actively promoted by all staff. They look at other countries and cultures. They understand they belong to a family, have similarities or differences to others and develop a positive attitude to differences between people.

**Expressive Arts and Design**

Children explore colour, texture, shape, form and space in a variety of different ways, including using their own body. Children explore sound using musical instruments, singing, clapping hands, and moving to music. They look at how sound can be changed (e.g. loud/soft, high/low, fast/slow). They participate in action songs and rhymes. They use their senses to respond in a variety of ways. They learn to express emotions and communicate their ideas through materials, music and role play.

A Typical Session

**Arrival and Settling In**

**Registration**

**Free Play, adult led activities and Café style Snack Time**

**Outdoor Play if free flow to outside not appropriate.**

**Story time/ Carpet time**

**Free Play**

**Tidy up time**

**Home Time or Lunch time**

**Free Play and Adult led activities**

**Story or Carpet time**

**Outdoor Play if free flow outside play not appropriate or Group activity e.g. Sticky Kids, phonics, rhyming games, parachute, singing.**

**Tidy Up time**

**Home Time.**

More information on the EYFS can be found at:

[www.foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf](http://www.foundationyears.org.uk/wp-content/uploads/2021/09/What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf)

**Enjoy, Explore, Excel**

With trained, enthusiastic staff and a wide variety of activities and resources at Woodmancote Preschool, all the children are given the opportunity to achieve their potential.

**Foods Not Allowed at Preschool**

If a child with a serious allergy attends Preschool we will notify parents of additional items which will be prohibited.

**These items will be removed from the lunchbox and returned at the end of the session. These are prohibited due to high sugar and/ or salt content which is seriously detrimental to children’s health.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sweets** | **Lollipops** | **Squash** | **Fizzy Drinks** |
| **Fruit Shoots.** | **Large sausage rolls** | **Large pork pies** | **Bars of Chocolate** |
| **More than 1 cake or biscuit** | **Packets of crisps** | **Lunchables** | **Corner yoghurts and chocolate mousse** |

This list may be subject to change.

**Suggestions for lunches**

To avoid waste please do not send in more than your child normally eats.

Many children do not eat crusts on bread, if this is the case, cut the crusts off. We have found that most children take only 1 bite of the quarter and discard the rest.

Sandwiches, wraps, pitta bread, crackers, naan bread, flat bread with fillings.

Pasta, rice, couscous, noodles or tabbouleh.

Dips with vegetables or bread sticks.

Falafels

Cold Pizza, tortillas (Spanish omelette), frittatas

Savoury muffins

Salad

Vegetables e.g. carrot sticks, cucumber sticks, pepper strips

Fruit, please ensure cherry tomatoes and grapes are halved.

Fruit yoghurt, rice pudding, sugar free jelly.

**Debt Collection Policy**

To enable Woodmancote Preschool to remain sustainable, the managers have a business requirement to recover all sums efficiently and effectively. Our Collection and Debt Recovery Policy ensures that collection methods are fair to everyone, taking into consideration those on low incomes.

It is recognised that people do not pay their debts for a variety of reasons. Some people, because of financial hardship, will have difficulty in paying. We will endeavour to help and minimise the impact of debt on them. Some people may be able to pay but do not pay because of an oversight or personal difficulties, and not because of a deliberate decision to avoid or delay payment. We will seek to help by developing a culture of payment, encouraging them to get in contact and discuss any difficulties.

Some people may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment.

The need to make contact is central to the policy. Circumstances will then be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where people fail to make contact or maintain agreed arrangements, recovery action will continue.

**Aims**

* Take positive action to prevent arrears occurring, for example by offering different payment methods according to need.
* Encourage people to make early contact to avoid the build-up of debt.
* Ensure that by being more approachable, people will be more willing to make contact when they first face difficulties.
* Ensure prompt billing and to remind people promptly if they do not pay.
* Help to identify deliberate non-payers and, where appropriate, take enforcement action.
* Ensure that when we do act it is appropriate and likely to be effective.

**Procedures**

* Accounts are issued monthly and are payable by the date on the invoice, unless by prior arrangement.
* Fees are not charged for public holidays, or days when the setting is closed e.g., Inset days, election days.
* Full fees are payable if your child is absent from Pre-school, including family holidays and sickness.
* One month’s **written** notice is required, by either party, if you wish to permanently decrease hours, otherwise fees in lieu will be payable. Six weeks written notice of withdrawal of a child, unless special circumstances agreed by the manager is necessary, or fees in lieu will be charged.
* Payment of fees is necessary to retain your child’s place at the setting, including when your child receives the free for 2, 3 and 4 year olds funding.
* If the local authority do not pay Preschool the expected level of funding, as shown on the grant form, then parents are responsible for paying the hours not covered by funding..
* We accept payment by childcare vouchers, cash, or via direct deposit into our bank account:

Any parent experiencing difficulties should immediately contact either: -

Anita Robertson or Joanne Smith 07593 254049

If you have fallen, or are likely to fall into arrears, we will endeavour to work with you to set reasonable payment levels that you can maintain.

If your account falls into arrears, reminders will be issued as follows:

If unpaid by date on the invoice, the outstanding balance will be added to the next invoice.

If the arrears are unpaid within 7 days of receipt of this invoice, a further reminder will be issued and a charge of 20% of the arrears will be added.

Should your account remain in arrears for 2 months, and you have not contacted Pre-school, hours over the free entitlement will be cut until the account is settled. If your child does not qualify for funding and the account remains in arrears for longer than two months, their place will be withdrawn.

In cases of deliberate non-payment further action will be taken, including recourse to the Small Claims Court.

Infections Exclusion Table

[www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources)