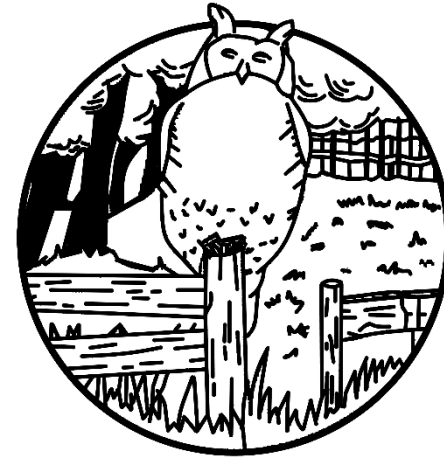


# Woodland Grange

## Pre-School



## Parent Handbook

High quality childcare for

3 year olds

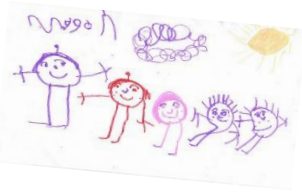
Available 7.45 a.m. to 6.00 p.m.

Tel: 07821629993

## Opening Times

**Monday—Friday 7.45 a.m.—6.00 p.m.**

The pre-school will be closed on all public holidays and Christmas Eve, other closure days will be notified by the pre-school. Parents can choose from term time or all year round provision. Please see our Session Request form.



## Fees

Woodland Grange Pre-School supports the FEEE (Free Early Education Entitlement) entitlement to 30 hours early years provision for 3 year olds. FEEE hours are available in the **term following a child's third birthday**.

Additional sessions may be purchased subject to availability. Please see Session Request Form for costs and to book.

Our charging policy covers children accessing day care additional to children attending pre-school during the normal school day and also during school holidays.



## Admissions Procedure

We actively encourage parents to visit the setting whilst sessions are in progress so that they can see how we operate and the interaction between the staff and children. We request that parents make an appointment for these visits in order that they do not impact on the running of the setting.

All children are welcome to attend our setting; we demonstrate a commitment to working with parents to provide an environment that is suitable for their child's individual needs.

## Registration of interest in a place at Woodland Grange Pre-School

Please complete the application form available on the web site and forward it to the school office. Once a place has been allocated, parents will be required to complete a pre-school contract and data collection.

## Special Educational Needs Policy

A child is considered to have special educational needs (SEN) if they have significant learning difficulties in comparison to their peers or if a child has a disability that hinders or prevents the child from using educational facilities generally provided for pupils of the same age range.

Woodland Grange Pre-School recognises the right of each individual child, including those with special needs, to a high quality learning experience, which combines care and learning through play and education.

The Pre-School is sensitive to the needs and feelings of children and their families and will ensure that individual needs are recognised and addressed. Parents/carers will be involved at every stage in any plans that are made to meet a child's individual special needs.

If your child has special needs of any kind, we will discuss:

- How the child and parent/carer can be helped
- How pre-school staff can be helped
- What advice and practical help we can get from outside agencies
- What behavioural or educational plan needs to be devised, tailored to each individual child.

Woodland Grange Pre-School has a Special Needs Co-ordinator who is available for consultation and advice. Please contact the main school office for more information.



## Settling In

We aim to ensure your child's introduction to our setting is as stress free as possible. Once a place has been offered, we aim to achieve this by inviting you and your child to visit the Pre-School prior to your child's official start date. This helps to familiarise your child with the Pre-School, staff and the other children, and provides the opportunity for you to see the Pre-School at work.. If children require the security of a comforter, this can be discussed with your child's key worker, however, we don't allow dummies in the Pre-School.



## Toileting

We promote independent toileting for all children who are 3 years old and over. Children are encouraged to tell a member of staff if they need to use the toilet. This arrangement enables toileting to be more closely monitored by staff who are then on hand to supervise hand washing afterwards.

It is an expectation of the Pre-School that all children are toilet trained before they start with us.

We expect parents to work alongside the Pre-School staff to help their child/children become fully toilet trained.

## Pre-School Documents and Policies

Where policies are unique to the Pre-School they will be posted on the Pre-School website. All other policies are available on the main school web-site. This enables us to collect valuable information regarding your child including emergency contact details, essential medical information and dietary requirements.

Lunches will be provided by the School Food Support Service who devise a balanced diet. Our philosophy is that eating should be a relaxed, happy and

social occasion. The children will eat together so that we can use mealtimes as an opportunity to develop and encourage children's eating and social skills.

We request that parents do not send in food/sweets with their children as we must safeguard all the children in our care with allergies.

Once admitted, parents electing for year-round care will be invoiced for the year, payable on a monthly basis, term-time only places will be invoiced termly. Payments will be collected on-line, using the School Comms system or paid directly into the school bank account.

## Illness

At the Pre-School we realise that all children from time to time have minor illnesses, such as coughs and colds that do not prevent them from attending. However, infectious illnesses, can spread very quickly and we ask parents/carers to work with us to contain such outbreaks.

Children with the following signs or symptoms will not be expected to attend.

- Diarrhoea and/or vomiting
- Infectious illness e.g. chickenpox,
- mumps or measles
- Fever or temperature



Parents/carers should be advised that in the case of diarrhoea or vomiting their child may not return to the setting until 48 hours after they have been symptom free.

## Collection Procedure

- The child's key worker must know who is collecting the child each day and where appropriate, who is not allowed contact.
- If another adult is to collect the child, the setting should be informed in advance and the password system used.
- All children must be signed out by a staff member before they leave.
- We will ensure that no child leaves unsupervised.

- If you are unavoidably detained and are unable to arrive on time to collect your child, please telephone to inform us.
- If your child remains uncollected, we will phone all contact numbers. If ultimately we are unable to make contact, the police or local authority social services will be contacted.



## Early Drop off and Late Collection of Children

The Pre-School closes promptly at 6.00 p.m.. If your child is not collected on time, our legal liability relating to the staff/child ratio will be infringed as two members of staff must remain at the Pre-School until the last child has been collected. Any parent/carer who is late collecting a child will have to pay a charge to cover the additional staffing costs. The charge is £5.00 for the first five minutes, with an additional £5.00 for every 5 minutes thereafter. **Early Drop Off** - It is really important that you adhere to your child's session start time. Early arrivals will also incur the above charges

## Notice of Absence/Punctuality

If a child is not attending the Pre-School on a day when he/she would normally attend, parents/carers must inform the staff of the reason for absence by 10.00 a.m. If no contact has been made by the parent/carer after five days we reserve the right to deregister the child and offer the place to someone else. If for any reason (e.g. illness) the child cannot attend Pre-School when he/she would normally be present, parents/carers are required to pay the normal fees. Parents may take up to five days holidays at no cost, in one block, if at least four weeks notice is given.



## Termination of Registration

This may occur when:

- Your child reaches the age limit
- A child does not attend for five days without prior notification
- If, despite best efforts, a child fails to settle, the contract may be terminated with immediate effect at the discretion of the Headteacher/Pre-School leader.

Parents/carers wishing to terminate their registration or change their hours must give a terms notice in writing (email is acceptable) to the main school office.

## Uniform

Children will be expected to wear a uniform sweatshirt (emerald green with gold logo) and yellow polo shirt. These items can be purchased from the Pre-School website. In addition, children will need black jogging bottoms, indoor and outdoor shoes, wellington boots and a warm, waterproof jacket.

It is an essential component of educative play that children are able to enjoy art, craft and outdoor activities. However, it is inevitable that clothing will get dirty; wherever possible we will ensure that glue, paint etc. is 'washable' but in practice not all resources will wash off clothing. Pre-School will accept no responsibility for any damaged clothing.

## Parent/Carer Involvement

The importance of continuity between home and Pre-School cannot be overstressed. Our aim is to develop an honest, open and supportive relationship with you which complements life in your home. We are very aware of our influence as a role model for children and look forward to working closely with you. We actively encourage all parents to make use of the Tapestry home/school communication tool.