

Woodland Grange
Pre-School
Parent Handbook



Open 7:45am to 6:00pm

www.woodlandwideweb.org.uk

Tel: 07728236413

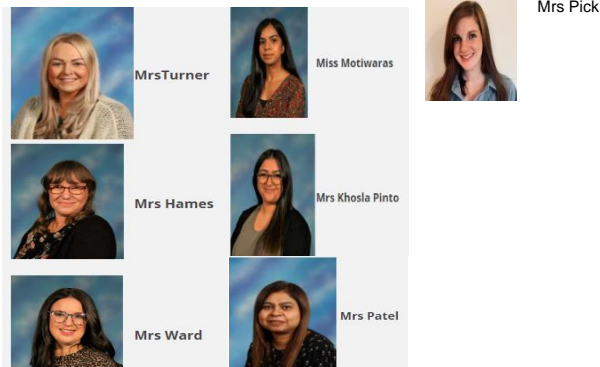
Email:

preschool@woodlandgrange.leics.sch.uk

Welcome to Woodland Grange Pre-School

Through the exciting learning experiences we provide, children will develop a love of learning and will enjoy coming to school. We are committed to giving our children and families the best possible opportunities. Our setting is a unique place; it has an individual identity where a child centred learning approach is combined with a rich range of learning and creative educational experiences. We look forward to being part of your child's exciting learning journey!

Staffing



Mrs Turner is the Pre-school Leader and is also the Early Years SENDco and Miss Motiwaras is the Room Lead.

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. In school Tapestry will be used to inform next steps and to record 'wow' moments. It will not be a daily record of your child's day.

Opening Times

Monday-Friday 7:45am to 6:00pm

The pre-school will be closed on all public holidays, inset days, Christmas and any other closure days will be notified by the pre-school. We also offer holiday provision throughout the year. Please see our Holiday Club Session Request Form.

Fees

Woodland Grange Pre-School supports the FEEE (Free Early Education Entitlement) entitlement to 15 hours early years provision for 3-year-olds. FEEE hours are available in the **term following a child's third birthday**.

Uniform

Children will be expected to wear a uniform sweatshirt (emerald green with gold logo) and yellow polo shirt or polo shirt (gold with emerald green logo) These items can be purchased from the pre-school website.

In addition, children will need:

- A named draw string bag (No backpacks allowed)
- Black jogging bottoms
- Indoor (plimsoles) and outdoor shoes
- Wellington boots and waterproofs
- A warm, outdoor jacket.
- One spare pair of clothes, socks and underwear in case of accidents

(PLEASE ENSURE ALL ITEMS ARE NAMED)

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 do not 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 encourage parents to work alongside the pre-school staff to help their child/children become fully toilet trained before starting the pre-school.

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 website.

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.

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 to collect. 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 we are unable to make contact, the police or local authority social services may need to be contacted.

Early Drop off and Late Collection of Children

The pre-school closes promptly at 6:00pm. 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.

Early Drop Off

It is 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 10:00am. If no contact has been made by the parent/carer after five days pre-school 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.

Amendments to Sessions

If you would like to make any changes to your child sessions/ days then a letter needs to be emailed prior, with a two-month notice period. If there is availability then these changes can be made for you.

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. It 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.

The Special Needs Co-ordinator is Mrs Turner and she is available for consultation and advice.