

Welcome Pack

Thank you for choosing Longwick Pre-school. We do hope your time with us will be enjoyable and rewarding. We are a community-based setting that operates daily out of Longwick Village Hall, 38 weeks a year and we usually follow Buckinghamshire County Council's terms/holidays.

Longwick Pre-school strives to provide a happy and safe environment that enables children to be independent in their own learning and where everyone is included, respected and valued.

We aim to:-

- Maintain a safe, caring, happy community where every child matters, individual needs are met and each child feels safe, loved and nurtured.
- Encourage children to feel good about themselves and show kindness to others and respect their surroundings.
- Provide a stimulating and secure environment where children can follow their own interests, become independent learners with adults sensitively supporting their learning.
- Foster a spirit of curiosity and enquiring minds.
- Work in partnership with families, valuing their knowledge and respecting their opinions.
- Actively promote the universal values of democracy, the rules of law, individual liberty and mutual respect and tolerance of those with different faiths or beliefs. We believe, for very young children this means learning right from wrong, learning to take turns and share and challenging negative views and stereotypes.

We hope you find the following information useful.

Sessions

The pre-school runs daily from the Village Hall in Longwick and is registered for a maximum of 36 children per session. The pre-school is open:-

Monday	8.00am – 3.00pm
Tuesday	8.00am – 3.00pm
Wednesday	8.00am – 3.00pm
Thursday	8.00am – 3.00pm
Friday	8.00am – 3.00pm

- We have introduced a Breakfast Club which runs 8am-9am every day for those parents that require the extra childcare hour.
- All children can access Lunch Club between 12pm-1.00pm as part of their funding or additional sessions.
- We offer an Early-Drop off at 8.45am for £2.50 daily charge. This can be block-booked or ad-hoc.
- Sessions run 9.00am-12 noon/9.00am until 1.00pm/9.00am-3.00pm. Please discuss your requirements with a member of staff.
- When your child becomes more settled, or becomes eligible for government funding, staff will suggest increasing hours, subject to availability.

Daily Routine

Example morning sessions Monday to Friday (*this format can change*)

8.00am	Breakfast Club
9.00am	Pre-school opens and children self-register (find their names)
9.05am	Children are free to explore and learn, supported by staff
9.30am – 10.30am	Snack bar opens so children can have refreshments when they are hungry
10.30am – 12.00noon	Tidy up time and outside exploration (if not out earlier) and reflection time
12.00noon–12.35pm	Lunchtime. Once children have finished eating, they experience books/puzzles
12.45pm-3.00pm	Afternoon Activities

Each child has a named peg and tray in which to place any objects from home, art work they create during the session, fostering a sense of belonging.

Funding

This is based on the current funding regulations set by the government that all children aged three or four receive 15 hours of funded pre-school sessions per week. Funding commences the term **after** the child's third birthday. A child must be 3 before the 31st March, 31st August or 31st December to qualify for funding for the following term. Some families may be eligible for extended funding (the pre-school claims up to 30 hours per week).

Please go to <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/30-hours-childcare/> to see if you are eligible.

Funding is also available for some 2 year olds the term after their 2nd birthday). Please visit <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/> to see if you may be eligible. Children under the age of 3, who are not funded, will be charged fees.

All funded hours will start from the beginning of the week and any hours over and above this will be charged as fee paying hours on the session after the funded hours expire.

Fees

All fees are due every half term in advance. We request payment to be made within 14 days of the invoice date. Payment is accepted by cash, bank transfer or Childcare Vouchers. We are currently registered to accept Childcare Vouchers from Computershare, Sodexo, Tax Free Childcare and Edenred. Fees are expected to be paid for sessions missed by your child.

We do charge fees for inset days (three times a year at the beginning of each term) as these days provide a valuable time for all staff to get together and discuss plans for the term and share important issues/cascade information from training courses.

Fees are charged at:-

£6.00 per hour for 3 and 4 year olds
(for hours over and above the funded 15 hours (or 30 hours where eligible))

£6.25 per hour for 2 year olds

Summer Term Fee Increase

Please note that our fees will be increasing to the following rates commencing Monday 17 April 2023:-

Our fee per hour for 3 and 4 year olds will increase to £6.50; for 2 year olds it will increase to £6.75.

We charge a non-refundable £30.00 registration fee (with the exception of 2 year funded children). This fee includes a Longwick Pre-school logoed polo shirt in an appropriate size for your child.

In the event of late payment, a written letter will be issued and the pre-school will charge a late payment administration fee of £10.00 requesting that payment be made within 10 days. Non-payment of fees will result in your child's pre-school place being offered to another child. We are very sympathetic to problems with payment and will endeavour to help where possible. If you encounter financial problems, please speak to the Manager as soon as possible. All financial discussions will remain strictly confidential.

Staff

The pre-school is run by an enthusiastic team of well qualified early years practitioners who have a wealth of experience. We currently have four members of staff all having their level three in Pre-school Practice.

We adhere strictly to the government's statutory requirements regarding ratios:-

- The ratio of staff to children for the two year olds is **one to four**
- The ratio of staff to children for the three and four year olds it is **one to eight**

We endeavour to 'better' these ratios, often having a spare member of staff which ensures a well supervised environment with plenty of opportunities for adult to child interaction. The day to day running of the pre-school is the responsibility of the Manager, Lisa Lowles, who organises the overall curriculum and experiences undertaken by the children.

There are currently 7 members of staff:-

Role	Name	Qualifications
Manager	Lisa Lowles	Level 3 in Pre-school Practice (Working towards Level 5 in Pre-school Practice) Designated Safeguarding Officer SENDCO Officer Health & Safety Officer / Fire Marshall First Aid Trained
Deputy Manager	Julia Lineham	Level 3 in Pre-school Practice Deputy Designated Safeguarding Officer Designated Prevent Duty Officer First Aid Trained
Practitioner	Francesca Brown	Level 3 in Pre-school Practice First Aid Trained
Practitioner	Summer Coles	Level 3 in Pre-school Practice
Practitioner	Sarah Harris	Unqualified (Working towards Level 3 in Pre-school Practice) First Aid Trained
Practitioner	Louise Fenton	Unqualified
Business Manager	Sarah Harvey	n/a

- All staff attend core training courses throughout the academic year in person or online where applicable and certificates are all kept up to date. These are courses in first aid, safeguarding children and also any additional relevant courses.
- Special Educational Needs – Our Special Educational Needs Co-ordinator (SENDCO) is Lisa Lowles. This role involves special training to ensure each child's particular needs are met. Please refer to our Supporting Children with Special Educational Needs (SEND) & Disabilities policy and feel free to discuss this further with Lisa Lowles.

Starting Pre-school

Starting at pre-school is one of the biggest steps a child has to take. We feel that it is important that parents and staff work together to make the children to feel happy, confident and secure within the group. We offer the opportunity for each child, together with their parents, to visit the setting prior to the term in which they start. This gives the child the opportunity to become familiar with the setting and staff alongside their parent. This is a good time for parents to ask any questions they may have and for us to find out more about your child before they start, ensuring that on their first day with us we have lots of activities out that we know they will enjoy! Please contact Lisa Lowles to arrange a visit.

On starting pre-school each child is allocated a member of staff known as the Key Person who has individual responsibility for the child whilst they are settling in and throughout their time with us. For some children this period can take longer than others and parents are encouraged to stay for as long as it is necessary for the child to adjust. Your designated key person will also be responsible for keeping your child's online learning journal up to date alongside ongoing observations and photographs of their learning journey with us.

1. The Practicalities

Each day: On arrival, staff will welcome you and your child outside the hall and escort your child inside. Please provide your child with a named bag containing a complete set of clothing in case they get wet, muddy or have an accident. If they are in nappies, please also provide spare nappies and wipes. This bag will need to go home each day with your child. Children who access the sand pit and mud kitchen outside must wear wellies (as we cannot bring sand/mud back into the village hall) so please provide a named pair of wellies that fit your child. Wellies will also need to go home and come back each day as we have nowhere to store them all at pre-school.

- a. **Clothing** - Please bring your child in suitable clothes as we do expect they will get a bit messy and it's good if they feel comfortable. We also take the children out into the garden every day, so during the summer we will require sun hats, and they must already be wearing sun cream. In cold weather warm coats, hats and gloves are required. Please ensure all clothing and accessories are clearly labelled. Please bear in mind when you are dressing your child for pre-school that we try to encourage independent skills so we would ask you not to dress them in clothes with belts or difficult buttons or in dungarees. Lace up shoes are also very hard to deal with at this age! No jewellery (necklaces or bracelets/bangles are not allowed as these are a health and safety risk, only small studded earrings).
- b. **Allergy Awareness** - Due to the increasing numbers of children suffering from allergies (e.g., hay fever, wasp/bee stings and nuts), we have a strict nut free policy. Please make your key person aware of any allergies your child might have.
- c. **Healthy Eating Policy** - We employ a healthy eating policy at snack time to ensure the food is healthy and free of elements liable to cause an allergic reaction. The children have a choice of either milk or water to drink. We would be very grateful if you are able to donate a piece of fruit/salad item/vegetable that your child enjoys eating (or other healthy snack) on the first day of their week that they can then share with their pre-school friends (e.g., an apple or pack of pitta bread). Please note this is an entirely voluntary contribution.
- d. **Lunchboxes** - If your child is staying for lunch, please provide a healthy option of cold food for your child to eat in small portions. If you are sending grapes, tomatoes or cocktail sausages, please cut them in half to avoid choking. We generally return uneaten food with packaging, so you can see how much your child has eaten. We respectfully ask you to provide water for your child to drink, not juice and the staff can provide water if your child does not have a drink bottle. We have no chilling facilities so you should provide a small **freezer block** (Ofsted requirement) to keep the lunch cool. Please do not include any item of food that contains nuts because of any allergies. No sweets or chocolate are allowed.
- e. **Toilet Training** - In accordance with current legislation, toilet training is not a pre-requisite to starting pre-school. We will support all parents/carers when they feel their child is ready to begin the process of toilet training and the staff have a wealth of experience and practical advice to reassure and help both parents and the child during this time. Please discuss your child's needs with your key person.

- f. **Emergency Password** - Your child's safety is paramount. Parents are asked to provide a password known only to themselves (the password can be anything – a name, a rhyme, a telephone number etc.) which is noted on the child's profile on the Family app. If someone other than yourself will be collecting your child, please give your emergency password to the person concerned, who can then identify themselves to the staff using the password.
- g. **Policies and Procedures** - We are regulated by Ofsted and are required to ensure the health and safety is central to the way we operate. We have a range of policies and procedures in place to keep your child safe and secure. The policies and procedures are available on the Longwick Pre-school website www.longwickpreschool.co.uk. Please take time to read these policies as they contain lots of important information about how our pre-school operates.
- h. **Raising Concerns** – It is our intention to work in partnership with parents and we welcome suggestions on how to improve our pre-school. We believe that children and parents are entitled to expect courtesy and prompt attention to their needs and wishes. We also feel that it is in the best interest of the parents and pre-school that any complaint is taken seriously and dealt with fairly and in a way that respects mutual confidentiality. In the unlikely event that a complaint cannot be resolved at an early stage, then we have a complaints procedure in place to aid resolution.
- i. **Sickness** - Please help us try to stop viruses being passed around the pre-school. Do not bring children to pre-school who have been sick or are feeling unwell. Please note that our policy states that children are not permitted to return to the setting after a bout of sickness and/or diarrhoea until **48 hours after the last episode**. Please contact the pre-school using either the mobile phone number (07564 819666) or village hall number (01844 342562) as soon as possible to advise them that your child is sick and let them know if the illness is infectious. Our duty of care states that a member of staff will contact parents/carers if a child does not attend on their designated day and if we have not already heard from them.
- j. **Accidents at home**- If your child has an injury sustained at home which leaves a mark, we will ask you to complete an "Existing Injury Form." We are required to do this in order that we have a record so please inform a member of staff if the need arises. Forms can be found on the pre-school notice board displayed outside the pre-school.
- k. **Birthdays** - The staff like to acknowledge the children's birthdays and parents are welcome to bring in special biscuits and cakes for the children (and staff!) to share at snack time, providing that they comply with our strict nut free policy.
- l. **Sun Cream** – We are a member of The Safe Sun Nurseries Scheme due to our promotion of sun safety for all children in our care. Please 'Slip, Slap, Slop' your child each day by 'slipping' on a t-shirt covering shoulders, 'slapping' on a hat and 'slopping' on sun cream when we are experiencing hot weather. If your child is with us all day then a member of staff will re-apply sun cream after lunchtime.

2. **Communication**

We believe that communication is really important and should be a two- way flow. Key routes for communicating are:-

- Verbal feedback and chats at drop off and collection time. We operate an open-door policy.
- We have a software package for improved communication, management and admin for our pre-school called Family. You can communicate directly with staff members and view photographed observations and comments of your child/ren throughout their day at pre-school.
- 'A frame' displayed outside pre-school;
- Half-termly newsletters sent via Family;
- Ad-hoc notices sent via Family/email each term;

- A closed Facebook page with updates, reminders and information (also used in emergencies for snow closures etc) and also a public Facebook page for general updates;
- Fundraising events are held at least once a term which is also an opportunity to get to know other parents and carers;
- Twice yearly parent surveys to gain feedback and new incentives;
- See below how parents/carers can provide information and current interest of their child.

3. **Learning**

The pre-school follows the Early Years Foundation Stage and we observe each child to ensure that they are making progress against the 'Development Matters'. Profile. The pre-school follows a child-initiated approach so that staff plan activities, experiences and provocations based on children's individual interests.

These are gleaned from:-

- Regular observations that the key person makes
- Parents/carers contributing to their child/ren's learning by sharing their current interest at home and completing focus week information.

4. **Confidentiality**

The pre-school's work with children and their families sometimes brings us into contact with sensitive information. It is the pre-school's aim to ensure that all such information be kept strictly confidential and will only be shared in accordance with our GDPR Policies (please see on our website). All parents are given a copy of Longwick Pre-school's Child Privacy Notice.

5. **Woodland Trust-Green Tree Trust Award**

The pre-school has been involved with the Woodland Trust for four years. The award involves children completing different challenges whilst getting close to nature and being inspired by their natural surroundings. We have achieved our gold award.

6. **We Need Your Help**

- **Donations** - For health reasons we use disposable kitchen roll. We therefore ask each parent to donate a couple of rolls each term. Antibacterial handwash and antibacterial surface spray are also very welcome, thank you. Snack items too are gratefully received.
- Watch out for the 'pop up' wish list which details specific items we need donating.
- Share a skill - Please don't be shy to tell us if you (or a family member) can share a skill with us or have a job that the children may enjoy learning more about.

7. **Management Committee**

Longwick Pre-school is a charity that is run by an elected parent committee. This ensures that major policy decisions are in the hands of the parents who use the group. A new committee is elected each October at the Annual General Meeting, at which we need a minimum of a Chair, Secretary and Treasurer roles filled to keep the pre-school open, plus additional members to assist with activities like fundraising, school events and trips. The committee is also responsible for employing appropriate qualified staff. A current list of committee members is always on display on the pre-school notice board situated at the village hall. Fundraising is essential to ensure the pre-school has the appropriate equipment to support the children's educational needs. We are always looking for enthusiastic committee members who are interested in getting involved with the operation of the pre-school and of course it can be a good opportunity to make new friends.

8. **Contact Information**

Village Hall	01844 342562	During session times only
Manager	01844 342562/07564 819666	Lisa Lowles
Admissions	01844 342562/07564 819666	Sarah Harvey
Management Committee	See pre-school notice board	Alex Barter