



# Wootton & Dry Sandford Pre-School

Learning is fun!

## PROSPECTUS

We are a small Pre-School serving Wootton, Dry Sandford and surrounding villages, providing a safe, caring and stimulating environment for young children aged between two and school age. The Pre-School has a long history serving our villages and surrounding areas, we are proud to have celebrated our 50<sup>th</sup> birthday recently, having opened in 1966. Our staff are friendly and caring and are NVO3 qualified. We can take up to a maximum of 26 children in our central location at the Wootton and Dry Sandford Community Centre (Room 4).

### ABOUT OUR CURRICULUM

We are a group where children will have the opportunity to learn and develop at their own pace, where equal chances are given to all in a safe, stimulating and happy environment with a minimum of three trained staff. We actively encourage parents to become valued members of the group and welcome new ideas and skills that you may bring with you.

We have on sale our own logo printed sweatshirts that we like the children to wear. We encourage all children to have at least one as **we can't guarantee that materials used at Pre-School are stain proof**. We offer the children several messy activities per session which we actively encourage them to try. It is important that they are able to freely explore and develop creative skills.

### WHAT CHILDREN MAY LEARN AT PRE-SCHOOL

At Pre-School we work to a 6 term 'various theme curriculum'. This covers the EYFS learning areas. This means we have specific themes for each term to give your child the greatest opportunity to achieve all the skills necessary in later life. The children are encouraged to explore and learn from different materials, bring things of interest from home and to discover things for themselves. This will be discussed in more detail when you visit.

### SESSIONS AND FEES

WE ARE OPEN **MONDAY - FRIDAY 9AM – 3PM** DURING SCHOOL TERM.

We accept government-funded children as well as fee-paying children:

WOOTTON & DRY SANDFORD COMMUNITY CENTRE, WOOTTON, ABINGDON, OX13 6DA  
TEL 01865 806288 · EMAIL [wdspreschool@yahoo.co.uk](mailto:wdspreschool@yahoo.co.uk) · WEBSITE [www.wdspreschool.org.uk](http://www.wdspreschool.org.uk)

## FEES FOR THE 2018-19 ACADEMIC YEAR

SESSION	TIME	FEE
Morning	9am-12pm	£14.00
Afternoon (bring packed lunch)	12pm-3pm	£14.00
Paying Lunch Club (bring packed lunch)	12pm-1pm	£5.00
All day	9am-3pm	£27.00

15 hours government funding is currently available for all children in the term after they are three years old. From September 2017, the government introduced an additional 15 hours a week of funding (30 hour funding) for working parents of three and four-year-olds. Children in families where both parents are working (or the sole parent in a lone parent family), and each parent earns approx. £125.00 per week (a weekly minimum equivalent to 16 hours at national minimum wage); and less than £100,000 per year are eligible. If your child does not qualify for this, they can attend extra sessions by paying the required fee in advance. 40% of children are entitled to 2 year old funding (15 hours a week). We accept childcare vouchers, contact your employer to see if they run this scheme. To find out your options, visit this website: <https://www.childcarechoices.gov.uk/> or speak to a member of staff.

Fees are payable termly (6 terms per year) – prompt payment at the start of every term is expected. Your child's place may be at risk if you fall behind with payments.

## A TYPICAL SESSION AT OUR PRE-SCHOOL

### MORNINGS

9.00	Doors open and children arrive
9.15	Registration
9.30	Free play and adult-led play on activity tables/areas and outside. Children are encouraged to choose their own craft and play activities
10.00	Snack
10.15	Free play and adult-led play
11.00	Split into small key worker groups for learning activities
11.45	Circle time – all come together for story time, singing, dancing and learning activities
12.00	Lunch for those staying all day / lunch club. Home time for morning children. Arrival time for afternoon children.

### LUNCH (12PM-1PM)

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## AFTERNOONS (1PM-3PM)

Afternoon sessions we run more involved craft, play and learning activities, and we also use the longer session to explore our local area. Forest School will take place weekly in one of the afternoon sessions.

## OUR STAFF

GROUP LEADER Ann Lockett (Equal Opportunities Coordinator & Forest School)

DEPUTY Susan Bennett (Child Protection Coordinator & SEN Coordinator)

ASSISTANTS Diane Welsh (Health & Safety Coordinator), Helen Prior and Courtney Reed

All staff members are qualified in Early Years Development to Level 3, are first aid certification holders and up to date with safeguarding training. The committee ensures they attend refresher first aid training and safeguarding every 3 years. All staff attends courses, seminars and workshops, as necessary, to ensure their knowledge and skills are kept up to date. All staff are DBS Checked.

Any staff member will be happy to answer questions about their qualifications!

## COMMITTEE

The voluntary committee of parents is responsible for the running of the Pre-School – including the hiring of staff. It is very important that parents get involved in the general organisation of the Pre-School.

## OFFICERS

CHAIRPERSON: Megan West  
SECRETARY: Courtney Reed  
TREASURER: Lisa Toomey

## GENERAL MEMBERS

All parents who accept a place for their child are automatically on the committee and are responsible for the running of the Pre-School. How involved you want to be is up to you.

All the main named members are DBS checked by law. Part of the committee's duties is to set fees, decide days & hours the Pre-School is open, make the Pre-School's policies, implement and enforce them if necessary, deal with staff pay and provide adequate insurance. They also undertake to organise several fundraising events during the academic year, this money being spent for the benefit of the children of the group.

They are also responsible, with the staff, to comply with the Children Act, Social Services Regulations, including Registration and Inspection. Notices for meetings and events about the Pre-School and its function are posted on the doors, on our notice board. Everyone is welcome to attend these meetings and events and we find the more you are involved the more your child achieves.

Please get involved – **IF THERE IS NO COMMITTEE – THERE IS NO PRE-SCHOOL BY LAW**

## INFORMATION FOR PARENTS AND CARERS

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Please also visit our website for more information – [www.wdspreschool.org.uk](http://www.wdspreschool.org.uk)

## KEYPERSON - WHAT IS IT?

Each family is appointed a keyperson. She will take a special interest in your child, assisting them in socialising with the other members of the group and learning to adapt to their new environment. If you have any concerns about your child then you can talk to your keyworker in confidence, or any other member of staff. Each member of staff will be making observations (including photos) of their keyperson children. They will be keeping an electronic record of the child's achievements and required needs. You will be able to access this secure information once an account has been set up for you.

## WHY KEEP RECORDS?

For the benefit of you and your child. To know if they are actually learning and to discover which areas need to be extended, and to keep as a personal log of your child's progress. Your input is welcomed and valuable. Some schools ask for evidence of achievements and this is an ideal way to pass on that information. These records are confidential to the staff and the parents of the child - no one else has access to them.

## ILLNESS

It is important to tell a member of staff if your child has any of the childhood infections or ailments. It may be that another person, child or adult, need to be kept away from some illnesses. If a child hasn't been feeling well it is better to stay at home, mum/dad usually knows if they feel ready for pre-school, but remember the staff look after a maximum of 25 other children as well. A phone call (01865 806288) to the pre-school to let us know if a child will be away for a period of illness or has an infectious ailment would be appreciated.

## JEWELLERY/WATCHES

Please do not send children to pre-school wearing jewellery, earrings, necklaces, rings and watches. They could all get caught on clothes or equipment. The staff may take it off and keep it safe until the end of the session. Our insurance will not cover any injury or damage caused by jewellery.

## TOYS

The children are welcome to bring toys to show the teachers and their friends at Pre-School, however we do request that confrontational toys stay at home, i.e., guns, swords, bows and arrows etc. also expensive electronic toys such as tablets.

## PARENTS RESOURCE BOX

We have a resource box available for parents to view. This box contains our most recent Ofsted report, items on special needs and a variety of information on the six learning outcomes.

## SETTLING IN

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All children are different and you know your child best, so we don't have a set rule for settling in a child. We offer voluntary home visits to help settle and get to know your child. The term before your child starts we encourage you and your child to have 2 – 3 visits on days of your choice (we can guide you for quieter days). We suggest you come after register around 10.00am so they can just join in with the fun and play and get used to playing in a group.

## POLICIES INCLUDING PRIVACY POLICY

Policies set out the procedures for aspects of the management of the pre-school. They are set by the committee, in consultation with staff and parents, and are reviewed at regular intervals. All of the policies are available for you to read – ask a member of staff.

### *CHILD PROTECTION*

Under the Children Act we have a responsibility to protect children in our care, and we must report any incidents or suspected incidents of abuse to the Social Services Department. (See the safe-guarding children and child protection policy). Please note: All accidents/incidents regarding your child are recorded and kept, you will be asked to sign and date this.

### *EQUAL OPPORTUNITIES*

The Pre-School Learning Alliance is committed to helping pre-schools provide quality of opportunity for all children and their families.

As a member of the Pre-School Learning Alliance, Wootton and Dry Sandford Pre-school believes that no child, individual or family should be excluded from the pre-school activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so. For more information see our Equal Opportunities Policy.

## ADMISSIONS

We arrange our waiting list on date of receipt of application. In addition, our policy may take into account the vicinity of the home to the setting, age of child, and siblings already attending the setting (see admissions policy).



Address (if different): .....

Home telephone:.....Mobile: .....

Email: ..... Work email: .....

Work telephone: .....

Other children at home (names and ages): .....

.....

Other under 5's groups attended .....

Special requirements, allergies, dietary needs, special names, phobias etc.....

.....

.....

Preferred school: .....

Doctor's name: ..... Telephone: .....

Address: .....

.....

Health visitor: ..... Telephone: .....

Please state any recent serious medical conditions/ treatment: .....

.....

Immunisations received: .....

.....

Other contact (an adult who can collect your child if necessary)

Name: .....

Address (if different): .....

.....

Relationship to child: ..... Telephone: .....

To make sure that no one else can collect your child, please devise a secret password. Please make sure that this password is only divulged to those who you wish to collect your child in your absence.

Child Collection Secret Password:.....

# CONSENT FORM

PARENT/ MAIN GUARDIAN:

Please PRINT your name clearly and sign each section below: .....

Consent given for (please PRINT your child's name): .....

Bills are distributed at the beginning of each term and need to be paid within 2 weeks. There will be a charge for late payment. If payment is still not made, I understand that my child will not be allowed back into the pre-school the following term, until all arrears are paid. I understand that Pre-School will seek to recover any unpaid fees. If my child does not attend for whatever reason (illness, holiday, etc) then I understand payment is still required. Notice of half a term is required when leaving otherwise fees are still liable for payment. This does not apply to children leaving to start school.

**I/we have read and agreed with the above.**

Signed: .....Date: .....

I give my consent for my child to participate in all outside (play-ground, playing-field, Forest School) activities connected with Wootton and Dry Sandford Pre-School.

Signed: .....Date: .....

I give my consent for my child to have photographs / recordings taken as evidence of my child's achievements for their Tapestry online learning journal and as a record of some activities during a Wootton and Dry Sandford Pre-School session. My child's image may be included in other children's journals. I understand that I must not publish any of these photos or observations on any social media site. Photos for special events (eg sports day) will be taken and may be displayed on wall of Pre-School premises. (Any variation from above, further consent would be requested). Any concerns, speak to a member of staff.

Signed: .....Date: .....

In order for you to access your child's online journal, we need an email address to link to the account:

Preferred email address to link to Tapestry .....

I give permission for photos of my child to be displayed on the Pre-School website.

Signed: .....Date: .....

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One member of staff may take a maximum of 2 children to local places (shops, post office etc.) I give my consent for my child to participate in such outside activities. Parents will be informed of such visits further than the immediate village itself and will be asked to complete an additional consent. You may also be asked to stay and help.

Signed: .....Date: .....

In the event of an emergency, the Wootton and Dry Sandford Pre-School can seek emergency medical treatment for my child. I understand that every endeavour will be made to contact me.

**IMPORTANT – IT IS YOUR RESPONSIBILITY TO ENSURE STAFF HAS YOUR CURRENT TELEPHONE NUMBERS AND CURRENT EMERGENCY CONTACT NUMBERS AT ALL TIMES.**

Signed: .....Date: .....

I am happy for the Preschool to use my email address to keep me in touch with Pre-School related news and committee updates.

Signed: .....Date: .....

Preferred email address for receiving Pre-School news: .....

Please contact me about helping out on the Pre-School committee. I am interested in:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Chair     | <input type="checkbox"/> Fundraising              |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> General committee member |
| <input type="checkbox"/> Secretary |   |

I would like to be added to the Pre-School Facebook group (please tick). The group is for parents/guardians of children currently at the Pre-School and staff members to share news, keep in touch with events and ask questions. The group is closed to the public.

Facebook name/s to be invited (ie exact name used for Facebook profile): .....

.....

# ABOUT YOUR CHILD

Please help us to get to know ..... and enable him / her to settle into the group in a happy and confident manner.

My name is:	
I like to be called:	
My Mummy & Daddy are called:	
Brothers and/or sisters:	
My favourite friend is:	
These people are special to me:(friends, relatives)	
What I like to do at home:	
What I like when I go out:(parents & tots, music, swimming, football, ballet, etc)	
My pets are:	
I feel happy when:	
I feel sad/worried when:	
My favourite stories, songs, rhymes are:	
My favourite toy is:	
My favourite thing to cuddle is:(e.g. toy, blanket)	
My favourite DVD / TV programme is:	

Things I can do on my own: (put on shoes, coat, go to the toilet, wash hands, say my name, use scissors, pencil, crayon, etc)

Communicating: (Does your child need help communicating? Any additional languages spoken?)

Social Skills: (Do they like to interact with other children, on their own, with siblings and parents?)

Physical Development: (Any additional mobility needs or medical needs?)

Things I like to eat

Any further relevant comments/information from parents/carers:

Here is a picture of me that I have drawn / a photograph of me:

