

Little Dormice (Pre-school)

Governor led Early Years Provision
At Woodside Primary School



Welcome!

We would like to warmly welcome you and your child to Little Dormice Pre School. We hope that you will find the information in this pack useful. If you have any questions please do not hesitate to contact a member of staff. We have children in the preschool from 2 to 5 years old.

Our Provision

Our term-time provision caters for 2, 3 and 4 year olds and we have plenty of opportunities for pre-school children to mix with the full time reception children. Little Dormice children have use of the pre-school room (the hut), outdoor area, garden and play ground. We provide a safe, stimulating and caring environment that promotes learning through play. We use a wide range of resources, and support children to develop their social skills as they play with children.

At Woodside we carefully create a curriculum that meets the needs of every child through 'Planning in the Moment.' This ensures that we identify what your child can do, what interests them and how we can further their learning through planned interactions and play to ensure that they thrive in our care.

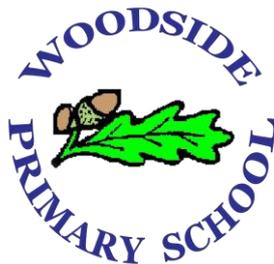
We ensure that we always have the correct ratios for our 2, 3 and 4 year olds and check this weekly as our pre-school continues to grow.

2 year olds 1:4
3 year olds 1:8
4 year olds 1:8

Good Links with Woodside School

Some of the benefits of being part of Woodside school include:

- Smoother transitions for preschool children going into reception class.
- Children become more familiar with the school grounds and staff.
- Access to the school library.
- Preschool being included in school celebrations.
- Access to the school hall for 'wake and shake' and other physical activities.
- Preschool and reception linking up, sharing planning ideas and resources.
- Access to school fields, playground and all other areas
- Easier arrangements for parents who have older siblings in the school.



Our Staff

The most important people in school as far as your children are concerned are our Early Years staff, who are all dedicated and caring, with a wealth of experience.

Our EYFS leader, Mrs Fawkes, is an experienced qualified teacher, so has all the necessary up to date knowledge regarding the Early Years curriculum; Health and Safety and school policies; training regarding Child Protection and paediatric First Aid. Mrs Fawkes monitors the planning and provision for EYFS.

Miss James is full time and leads the pre-school sessions, with Mrs Freeman-Price. During lunchtime sessions the children are cared for by teaching assistants Mrs Hoare, Mrs Ingled

As required by Ofsted, at least half of our staff hold a level 3 (or equivalent or higher) qualification, appropriate for the care and development of children. We provide more than the recommended adult to child ratios. Additional training is available for all staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise. New members of staff would receive induction training, which includes our Health and Safety and Safeguarding Children policies and procedures.

Key Person:

At Little Dormice Pre-school we have a key person system. Each child is assigned a key person when they join our setting. This member of staff will act as your key contact and will work with you and your child to plan and deliver your child's learning journey. We greatly value the strong, positive relationships we build with the children and their families. We believe that children settle best when they have a key person to relate to, who knows them and their parents/carers well.

We believe that your child will feel settled at the preschool when they have formed a good relationship with their key person. They are beneficial to act as a comfort and security for your child.

Session Times

Morning Session :	8.50am -11.50am
Afternoon Session :	11.50am (includes lunch) –2.50pm
Full Day :	8.50am (includes lunch) –2.50pm

Settling in

Every child who is offered a place at Little Dormice Pre School is invited to join in with a session before they officially start. This is an opportunity for the parent and child to familiarise themselves with the environment, routines and get to know the adults who will be caring for them.

Nappies

We are happy to change your child's nappy if this is necessary. We will also help and support your child through the toilet training process. Please note that all our staff have had First Aid training.

Your child's first day

On your child's first day, you will be greeted by your child's Key Person. They will guide you through the routine of signing your child in and will show you where your child's peg can be found. Please help your child to hang up their coats on the designated pegs and guide them to our name board where they will look for their names and place into the 'nest' to let us know that they are in preschool. As our session starts from 8.50 am you will need to stay with and be responsible for your child up until this time. If your child is finding their new experience of starting preschool stressful, please inform a member of staff who will be happy to help in any way. This is not uncommon and is a new experience for both the child and parents/carers. You can contact us by phone as often as you need to during the session if you need reassurance and we will always call you if your child is finding settling in difficult.

Safeguarding Children

We create an environment which promotes and safeguards the welfare of children. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Gloucestershire Safeguarding Children's Board, for advice. A copy of our Child Protection Policy and Procedures can be found on our web site or if you would like a copy please ask at the office. Ofsted has always recognised our robust safety practises here at Woodside.

Contact Information

It is vital that we have accurate telephone numbers for you in case we need to contact you. Please make sure that we have these and that you update us with any changes as necessary.

Dropping off your child

When dropping your child off at Little Dormice pre-school please use the green gate on the playground and walk towards the hut. Please make sure you sign your child in using the signing in/out sheet which is located inside the hut. During wet days, use the main school gate and follow the path past the conservatory towards the hut.

Picking your child up.

We ask all parents to make sure that they are prompt in collecting their children at both 11.50am and 2.50pm. Please enter through the main green gate and wait in the playground next to the conservatory where your child will be brought out to you. During Pre-School hours the responsibility for your child's safety lies with the staff. Under the terms of our insurance, that responsibility has to be transferred at the end of each session to a responsible adult, aged 18 or above, who is known to the staff. Therefore, could you please ensure that the staff know if anyone other than yourself is going to collect your child, e.g. friend, grandparent, and that it is an adult that comes to collect your child. WE CANNOT hand over responsibility of your child to anyone under 18 years of age or who we haven't been notified will be collecting them.

What to bring to Pre-School

1. Fruit snack and bottle of water.
2. Bag/rucksack.
3. Coat.
4. Complete spare set of clothes.
5. Nappies and wipes if required.
6. Hat/sun cream (summer term).
7. Wellington boots (rainy days).

All items that are brought in must be CLEARLY NAMED. We can not be responsible for items that are lost or damaged.

Snack

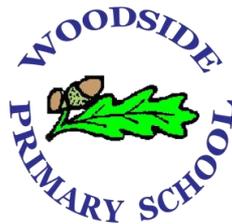
Preschool will provide your child with a healthy choice of snacks, milk and water. These will be offered mid-morning and in the afternoon after lunch. Drinking water is available for your child within preschool.

Lunch

Children who attend all day or an afternoon session will need to bring a healthy packed lunch or order a school dinner. No fizzy drinks or sweets. We are a nut free preschool, therefore please make sure that your child's lunch does not include nuts. This includes peanut butter, nutella and cereal bars that contain nuts. Please cut all small food in half as this can be a serious choking hazard. Foods like cherry tomatoes, grapes etc

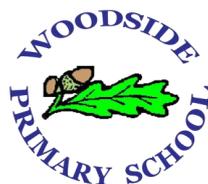
Illness/Absence

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear 48 hours after symptoms have stopped. We also request that if you or any other member of your family is suffering from an illness with these symptoms that you or they do not come into Pre-School, as these types of bugs can spread very easily and quickly in the setting. If your child is absent for any reason, please telephone on the day, before 10am. For holidays please inform the preschool in writing if you are going on holiday. Please note you will still be charged for holiday absences.



Admissions Policy for Early Years Provision

1. Children will be able to join when they turn two, at any point during the school year. The Funding for up to 15 hours a week begins the term **after** their second birthday. Parents can pay for sessions until funding starts if they want children to start as soon as they turn two. From Sept 2017, eligible parents will be able to claim up to 30 hours childcare (please see page 11 for details).
2. Children can join us on a part time basis or a full time basis, to the convenience of family life. This can be a mixture of part or full days.
3. **Admission to our Early Years places does NOT guarantee at a place in reception.** Applications for reception places are arranged by the Local Authority and are based on clear criteria such distance of home from school, siblings already in school etc. Further information can be found at <http://www.gloucestershire.gov.uk/index.cfm?articleid=1199>
4. We will admit no more than 16 children to each session. Children are admitted on a first come, first served basis. When the group is small, they often join Dornice children in the reception class.
5. Sessions need to be pre-booked and on a regular basis, so that we can plan for and ensure staff to children ratios. We are not able to offer a 'drop in' arrangement as we feel this would be disruptive to the other children.
6. Our provision is open on week days, term time only (38 weeks a year).
7. Parents/carers can choose to pay for pre-booked additional sessions beyond the 15 hours, if required. To enable us to staff these sessions, we request that non-refundable payment is made in advance. Booking forms are available from the office.
8. We will not discriminate against children in nappies, but will consult with parents/carers and staff if a child is not fully toilet-trained by the age of three.
9. An induction programme for settling children in will be offered, in consultation with parents/carers.



Woodside Primary School Early Years Booking Form

I would like my child _____

to attend for the following sessions. (Please tick your choices.)

	Morning 8:50 am -11:50	Lunch time 11:50 – 12:50pm	Afternoon 12:50 – 2:50 pm
<i>Mondays</i>			
<i>Tuesdays</i>			
<i>Wednesdays</i>			
<i>Thursdays</i>			
<i>Fridays</i>			

On confirmation that the sessions are available, you will receive full registration forms.

Name of parents/carers:

Child's date of birth:

Home address:

Postcode:

Home telephone number:

Preferred Start date (from three years +):

I understand that having a pre-school place does not guarantee a place in reception.

Signed:

Date:

Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

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