



HARTWELL PRE-SCHOOL

Welcome to Hartwell Pre-School

HARTWELL PRE-SCHOOL GENERAL POLICY

The main responsibility of the Staff and Committee is the welfare of the child and helping them to have the absolute best start in life.

Hartwell Pre-School aims to aid the personal, social, physical, creative, emotional, mathematical, moral and cultural development of each individual child. This is gained through planned and co-ordinated play and activities both within the preschool and through arranged outings. With careful supervision our aim is to stimulate and encourage each child to express, explore and discover old and new skills, experiences, interests and achievements at their own pace carried out in a safe, happy and stable environment.

Parental involvement is encouraged, and we will endeavour to keep parents updated on planned activities/outings well in advance to enable feedback and suggestions. Aside from involvement in the activities/outings we welcome any constructive criticism/ideas on ways to improve the preschool generally. We send regular newsletters giving details of forthcoming events/activities and the outcome of past events as well as any other relevant and interesting information.

It is through the continual assessment and improvement of the management of the preschool that the development and quality of future pre-school care for our children is assured.

We are able to offer access and prior arrangements to children with special needs.

Pre School works within an equal opportunities policy.

WHO ARE WE?

We are a community Pre School with charitable status, owned and run by the parents of the children attending the group. We can offer a place for 24 children for each session we hold, accepting children from 2 years 6 months.

An Annual General Meeting is held each autumn term where a committee is elected from all the parents. This Committee is responsible for the day-to-day management and running of the playgroup. The Committee consists of a Chairperson, Secretary, and Treasurer and up to 7 general members

All members of our Staff are registered with OFSTED and must undergo strict clearances before being employed. We follow all the relevant laws and regulations, including full insurance and fire arrangements. OFSTED conduct regular inspections to ensure we comply with their rules and regulations; the resulting report is available to all parents upon request or online via www.ofsted.gov.uk/find-ofsted-inspectors-report.

We have a number of strict policies under which Pre School runs. These include Child Protection, Admissions, Equal Opportunities. Discipline, Health and Safety, Complaints procedure. All policies are available in the setting

All Pre School Staff attend relevant training courses and hold current Safeguarding qualifications. Safeguarding is our priority to ensure we are working to current legislation, and so that Staff can identify signs and indicators where a child is at risk of significant harm and the action to take. All Staff hold current First Aid Certificates to enable us to give sick or injured children the best course of action.

WHERE IS PRE SCHOOL HELD?

Hartwell Preschool is held in the Hartwell Community Centre, Monday to Friday, session times are:

Morning 9:15–12:00 Lunch 12:00–12:45 Afternoon 12:45–3:15

Children can attend for a full day or a combination of morning/afternoon sessions with or without lunch with a minimum of two sessions per week.

The Monday sessions are reserved specifically for the children who will be going to school the following September as the children focus on activities in preparation for the move to primary school

Wednesday afternoon sessions are our Outdoor Learning sessions 'MINI Explorers' and are reserved for children over 3.

AREAS OF LEARNING AND DEVELOPMENT

During your child's time with us we aim to offer a wide and varied curriculum which covers the seven areas of Learning and Development as laid down by the government. These learning goals are an important part of your child's education. By providing you with the activities of what your child will be doing at Pre School and the aims behind them it enables you, the parent to continue the learning experience within the home environment.

The early learning goals are:

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT - Learning to live with others, co-operating and functioning in both the family and outside groups. Developing confidence and respect for others.

COMUNICATION & LANGUAGE - Good communication skills and developing confidence and skills to express themselves

LITERACY – encouraging the first stages of reading and writing

MATHEMATICS - Sorting, counting, matching and recognising shapes, mathematical understanding and numeracy.

UNDERSTANDING THE WORLD - Awareness of the environment. Understanding history, geography, science and technology.

PHYSICAL - Mobility, agility, physical control and co-ordination, health and self-care.

EXPRESSIVE ARTS & DESIGN - Learning to use imagination and express ideas and feelings through role play, art, music and movement.

We assess your child's development by continual observation and record keeping and build up a development file that we encourage you, the child's carer to add to.

KEYPERSON SCHEME

We operate a Keyperson Scheme where each child is allocated a member of staff as their Keyperson. This occurs when the child initially joins Pre School.

The allocation of Keyperson allows the Keyperson to learn the child's individual needs and interests, which in turn enables them to develop any specific learning/development projects whilst the child is at Pre School and to consult with the child's family to encourage that development to continue at home. The parent can discuss with the Keyperson any projects/experiences developing at home to enable them to be expanded while the child attends Pre School.

These special 'projects' may involve one to one involvement between the child and their Keyperson, or it could be expanded to include other children and other members of the Pre School Staff.

As well as a medium to encourage individual development of a child the Keyperson Scheme is also an excellent way to help in overcoming the day-to-day problems often experienced as a child grows and develops. The close contact encouraged between the family/child/Keyperson enable these matters to be discussed/observed and a way of overcoming the situation developed which can be used both during the time spent at home and during Pre School. This offers the child the stability/consistency of care they require during these turbulent times of growing up.

MONDAY SESSIONS

Our Monday sessions are specifically for those children that are due to start school the following September, these sessions have a slightly different emphasis in preparing the children to be 'school ready'.

We hold a weekly P.E. session during the summer term, starting after Easter, children are encouraged to line up before they go home, and the activities are geared towards the more academic side of Pre School. These are all invaluable skills the children will need to practice before starting school.

We have close links with the local primary school and visits are made during the summer term to their library to look at their range of books and listen to stories. On these visits we also take our lunch and sit and eat in the school hall with the school children. For children not going up to Hartwell Primary we create links with other schools by having photographs in folders to look at and talk about, along with examples of their uniform.

WEDNESDAY AFTERNOON SESSIONS

Wednesday afternoon are our exciting 'Mini Explorer' sessions reserved for all children over 3. During these sessions we visit the Pocket Park, School Pond, local fields and spinney, this is a great session allowing the children to extend their learning through outside play and exploring our local environment.

SETTLING CHILDREN IN AT PRE SCHOOL

Children will be invited into Pre School for a visit before their start date, this allows your child to become familiar with the setting and meet the Staff, particularly their Keyperson, and the other children. It also allows you to complete any paperwork and discuss any individual needs/care so that on your child's first day you and your child's Keyperson can focus on settling your child into Pre School. Please call Katy, setting manager, on 07522 924 733 to arrange a visit. We offer a home visit prior to your child starting at Pre School if you would like one. You can arrange this through Katy or email Carole Young at hartwellplaygroup@live.co.uk who can schedule an appointment time.

When your child first starts at Pre School it is a new experience and requires you to settle them into a new routine reassuringly. Be patient, it may take time before your child is happily settled. This is the first big step to independence that your child will make - it may take longer than you expect to become a happy event.

Your keyperson will discuss with you how you wish to manage the leaving of your child during your settling in period.

HOW MUCH DOES IT COST?

Sessions are £5.50 per hour for 3 and 4 year olds (for hours not covered by Government Funding) and £6.00 per hour for under 3's. (This drops to £5.50 per hour on the term following their third birthday).

We ask for a £15 voluntary donation along with your registration form to help cover administration costs.

When your child turns three, they will qualify for the government funded entitlement of 15 hours of free childcare per week. depending on your circumstances this can be extended to 30 hours, information for funding can be found using the link below

Fees are invoice termly and can be paid weekly, monthly, half-termly, termly.

Our preferred method of payment is via bank transfer using your child's name as the reference.

We are part of many childcare voucher schemes including the government tax free childcare scheme, cash is acceptable however we no longer accept cheques

If your child is unable to attend a session, the cost of the session will still need to be paid, this applies if your child is sick, on holiday or for any other reason that your child is absent.

***GOVERNMENT FUNDING**

All children qualify for 15 hours per week (for the 38 week academic year) from the term following their 3rd birthday. At Pre School we apply for the funding on your behalf. All you need to do is complete the relevant funding form which we will provide at the beginning of the term. The total amount of funding available equals 570 hours (15 hours x 38 weeks) of childcare over a 12 month period, this can be split between two settings, any hours over entitlement hours will be invoiced and charged at the normal session rate.

Follow the link below to check if you qualify for the extended 30 hours funding:
<https://childcarechoices.gov.uk>

2 year old funding is available, please use the Online Eligibility Checker (OEC) below to check eligibility

<http://www.northamptonshire.gov.uk/en/councilservices/children/early-learning-childcare/pages/free-childcare-for-2-year-olds.aspx>

If your child qualifies, please tell us as soon as possible as claims cannot be backdated so you may have to pay fees until the claim is approved.

Early Birds / Breakfast Club

Pre School runs an Early Birds club for up to 8 children from 8:45am – 9:15am. charged at £3.00 without breakfast or £3.50 with breakfast which consists of a drink of milk or water, cereal or toast.

15 or 30 hour funded hours can be used for these sessions, unfortunately it does not cover breakfast.

Snack and lunch

We run a “running café” system, whereby any child may visit the café when they feel hungry. Snack is available for both morning and afternoon sessions. Snacks are limited to one per child and water is available throughout the session. Please ensure any food or drink allergies/preferences are noted to the manager or keyworker we will collaborate with you to accommodate your child’s needs.

If your child is attending lunch you need to provide your child with a packed lunch in a cool bag, please ensure there are no fizzy drinks, sweets or glass containers. We promote healthy eating within the preschool and ask that you limit the amount of crisps & chocolate

OVERDUE FEES

Fees will only be allowed to go one week into arrears. It is embarrassing for the Treasurer to be in the situation to chase fees and we ask that you try and prevent this from occurring by paying promptly. If fees are still unpaid your child will not be accepted back until arrears are paid in full. (Unless an agreement is in place, fees will accrue for any sessions the child is not able to attend due to unpaid fees.) Families experiencing difficulty in paying fees can talk to the Committee to support their individual needs.

We hope that you have found this Information Pack informative and find the details enclosed useful. If you have any queries, please do not hesitate to contact a member of Staff or Committee who will be pleased to help.t.

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