



Registered Charity Number 1029623
Ofsted Registration Number 139372

The Village Hall, Whitchurch Canonorum,

Bridport, Dorset, DT6 6RF

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WELCOME PACK

Welcome

A very warm welcome to Whitchurch Canonorum Pre-School. Our Pre-School opened in 1974 and since then many families have passed through our doors. Our Pre-School is run by a volunteer committee of parents and friends, and we always welcome new members. We are Ofsted registered, number 139372

We fully appreciate that starting Pre-School can be a difficult time for children and parents, we aim to provide as much support as required to make it a happy experience for everyone. We offer one free taster session. After this we recommend that you leave your child with us, although we understand that every child is a unique individual and some will settle quicker than others. Younger siblings are welcome to these sessions, under the supervision of their parent/carer.

We are always available to discuss your child's progress, whether it is about settling in, adjustments or particular areas of learning.

You are invited to take an active role in the Pre-School. We have events throughout the year including a Christmas Party, Easter Egg Hunt, Summer Outings and Sports Day. Parents and carer's are encouraged to take part in fundraising activities and there is a rota should you have the opportunity to join in a Pre-School session.

In order to protect your child we have a few safeguarding rules;

- The preschool is a mobile phone and camera free zone. If you are staying for any reason, please leave your phone in your car, or in the box provided and collect at the end of the session.
- Parents are not allowed to enter the children's toilet area FOR ANY REASON, unless accompanied by a member of staff.
- Please read the Pre-Schools policies and procedures found on our website www.whitchurchpreschool.com, or if you prefer, a hard copy is in our welcome area.
- Please inform staff if somebody else is collecting your child, or if you will be late collecting.

Please complete the registration form and 'All About Me' documents, found at the end of this pack, and return to the Pre-School before your child starts.

We hope you and your child enjoy your time at Whitchurch Pre-School. If there is anything we can do to add to your child's enjoyment please let us know. We welcome ALL comments. We have a parents comment and suggestion box, and you are welcome to approach staff at all times. We have an open door policy.

Opening times and prices

We are open Tuesday-Friday term time only.

Our term dates correspond with local West Dorset Primary schools.

The academic term after a child turns age three is when they are entitled to receive 15 hours of funded Pre-School education. These funding vouchers can be used across our opening hours as you wish. If your child attends Pre-School for more than 15 hours per week then you will be invoiced for the extra hours they attend and all snack/breakfast club charges will be invoiced.

Invoices are sent out half termly.

Before your child is eligible for 15 hours of Early Years Education funding vouchers you will be invoiced for the whole cost of their Pre-School education for the amount of hours/sessions they attend.

We also accept two year old funding vouchers for those that are eligible –find out if you qualify for them. Please ask or read our Two Year Old Funding information in our Welcome Pack in the Downloads tab!

We charge an hourly rate of £4.50 per hour.

Toddler Sleeping

We have Toddler bed mats / cushions within a quiet area / section for those little ones who need a morning or afternoon nap.

Opening Times and Session Times / Options

Tuesdays & Wednesdays 9.00am – 1.30pm

Thursdays & Fridays 9.00am – 3.00pm

Session Start Time

Morning only / all day Sessions - Start time at Pre-School is at 9.00am, however we are happy to be flexible to accommodate school drop off etc.

Afternoon sessions - on Thursdays and Fridays we will be able to offer limited places for an afternoon session, start at 12.00 pm (please bring lunch!) and finish at 3.00 pm. These are by arrangement only with the Leader.

Lunch Club

Lunch club is included in all morning and all day sessions. We respectfully request a healthy lunch is provided and have a Healthy Eating Policy at pre-school in accordance with the Early Years Foundation Stage requirements.

Snack

We offer a snack mid morning and mid afternoon, which we provide. More information can be found on page 7.

There is an additional charge of 25p per session for snack which we will invoice you for.

Uniform Prices

We do sell uniform, which is optional. Our uniform consists of red polo shirts and fleece jackets with our Pre-School Logo on to match that of the staff.

Uniform is not compulsory but is advised in order to stop your child's home clothes getting messy and grubby during play! We recommend old clothes to be worn to Pre-School.

A red polo shirt costs £8.00

A red fleece jacket costs £12.00

'School' Book Bag £5.00

Please ask about ordering uniform if you are interested.

Key Person

A key person is the member of staff assigned to your child. They are responsible for your child's emotional and educational development whilst the child is at Pre-School.

The key person will be made known to parents by introduction, 'All About Me' and a letter home within the first few weeks of your child's attendance. Whenever possible, your child's key person will liaise with you at the start or finish of each session to keep you up to date with your child's progress.

Please address any concerns to your child's key person, as they will know your child best. Ensure that your child's key worker knows all about your child as this will help them to plan activities that interest the child and get to know the child's likes and dislikes. The more the key person knows the better he/she can support your child.

We record your child's progress on our online learning journeys, called Tapestry. Tapestry is an interactive program that will allow you to instantly view our observations of your child's progress as soon as it is recorded. Please record your own observations and 'WOW' moments so that we can share in your child's successes, and also ensure we work together in your child's learning and development.

We aim to record 1 – 2 observations a week on your child, either in an individual or group format. Please remember sometimes children seem to develop at a rate of knots, but not at all times. The most important things about observations is that they are relevant, specific and inform us about your child's development and progress. ***Please, please add your own observations and share with us.*** This could be as simple as a photo, something they said that made you chuckle or think wow, or a comment about what they did today.

At certain points during the academic year, your child's key person will request a meeting to discuss your child's progress. We aim to issue full progress reports, just like a school report, on a termly basis.

Policy and Procedures

Our policies and procedures are in place to protect your child. We would ask that you read these and sign to say you agree with them. A copy of policies can be found on our website www.whitchurchpreschool.com and a hard copy is available in our welcome area.

All policies and procedures are reviewed annually or as required.

Policy Documents

Early Years Prospectus

Safeguarding

Uncollected Child

Looked After Child

Missing Child

Confidentiality and client access to records

Online Safety and Social Networking including mobile phones and cameras

Whistleblowing Policy

Data Protection and Lost Information

The Role of the Key Person and Settling In

Promoting Health and Hygiene; Administering Medicines, Food and Drink

Managing Children with allergies, or who are sick or infectious

Intimate Care

Equality of Opportunity; Achieving Positive Behaviour and Valuing Diversity and

Promoting Equality

Special Educational Needs and Disability

Health and Safety; General Standards and Fire Safety and Emergency Evacuation

No Smoking

Outings

Poor Weather and Emergency Closure

Suitable People; Employment and Staffing, Student Placements

Staff; Staff Code of Conduct, Staff Supervision Policy, Staff Sickness and Absence and

Staff Training

If you have any comments please share with the Pre-School Leader or email info@whitchurchpreschool.com

Healthy Lunch Boxes

The Early Years Foundation Stage section 3.45 requires us to make children aware of a healthy diet and provide snacks that are healthy, balanced and nutritious. We would like to encourage this in the children's lunch boxes and, unless there is a special dietary need, would request that there is no chocolate, crisps, sweets fizzy or sugary drinks in the children's lunches. Please discuss further with staff if you have any questions.

Please consider the number of items in your child's lunch boxes as we find some children struggle to finish all their lunch. Small portions of several different foods are easier to manage than larger portions of many different foods.

Please use a cool pack in lunch boxes, especially in the summer months and when lunch boxes contain meat and dairy products.

Please make us aware if there is a reason why there is food marked with an out of date sell by / use by date in your child's lunch box. We understand that some items are frozen at home, however, if we are unaware of this, we will assume the item is out of date and has been placed in the lunch box in error.

The children always wash their hands before lunch snack and lunch times.

Snack Time

Snack time is a daily event. We offer a café style snack time that allows the children to continue their play and have a snack when they are ready. Children will be encouraged by staff to have a snack but it is their decision, actively encouraging their free choice and independence.

The snack consists of a choice of fruit, supplied by the local farm shop, and a drink of milk or water. On occasions, we may offer a light snack, for example a cracker or toast, and often enjoy hot chocolate with the children if we've been outside or on a walk.

The children are encouraged to help with the preparation of the fruit and snacks under the supervision of an adult. The scraps from snack time are recycled in our compost bin.

Helpful Hints

We like to get messy so would advise old clothing for Pre-School. Please supply a spare set of clothing and wellington boots. Pre-School uniform, is available to purchase. Please ask a member of the team.

Please put your child's name in their clothes on their belongings as this really helps us, especially when getting dressed to go outside.

Please provide weather appropriate clothing; and consider fastenings as we encourage the children's independence, and also when your child is toilet training, or is newly toilet trained. If your child is in nappies we ask you to supply nappies and wipes.

We request healthy lunch boxes; no sugary or fizzy drinks, no crisps or chocolate and please can grapes, cherry tomatoes and berries be cut in half to avoid choking. Consider the packaging in your child's lunch box; can it be opened easily or is the child going to struggle?

Please keep to start and finish times agreed, to help your child with routine, and to help us stay within ratio.

Please provide a beaker of water for your child to drink during sessions as well as in their lunch boxes. We do supply a jug of water and cups should your child forget to bring their own drink. The children can help themselves to this.

The best way to see how your child is progressing in Pre-School is to see it for yourself – put your name down on the rota and spend a session with us. If you have any concerns please talk to your child's key person, room supervisor or the Pre-School Manager. We are all here to help.

*** Join the Committee and have a say in the running of the Pre-School.**

*** Borrow a book and take it home to share.**

Look at your child's Learning Journey and add things from home, for example photographs of family events and outings. Share the Learning Journey with your child and their key person.

Please remember that if your child comes home empty handed it does not mean they have had a quiet day. Not all activities have an end product, it's the process that the child learns from and this is more important than the end product.

Pre-School Daily Routine

MORNING SESSION

9.00 Children arrive, choice of activities for independent and adult led play available

9.45 Self-registration and welcome circle (adult led)

Free play including free flow from indoor to outdoor activities

10.00 Café style snack time

Free play including free flow from indoor to outdoor activities, and in the garden.

11.30 Tidy Up Time / Nappy changing

11.45 Group Activities; children can be split for particular activities for example, for sounds or math activities, or take part in a whole group activity. This part of the session is usually adult led.

12.00 /12.15 Hand washing ready for lunch, followed by Lunch!

After lunch there is free choice inside / outdoor play followed by play time in the park or garden (weather permitting).

1.20 Story/song/sharing box time

1.30 Home Time (Tuesdays and Wednesdays)

AFTERNOON SESSION

1.30 Group Activities; children can be split for particular activities for example, for sounds or maths activities, or take part in a whole group activity such as cooking. This session is usually adult led.

Free play including free flow from indoor to outdoor activities

2.15 Café style snack time

Free play including free flow from indoor to outdoor activities, and in the garden.

3.00 Home Time (Thursdays and Fridays)

The daily routine may vary depending on the weather and certain activities.

Pre-School Committee

CHAIR PERSON

Sarah Churchill
sarah.bailey43@live.co.uk

SECRETARY

Natasha Symonds
tash.kaci@hotmail.co.uk

TREASURER

Ann-Marie Chapman
coweyehawkins@yahoo.co.uk

COMMITTEE SAFEGUARDING OFFICER

Helen Van Der Plank
At Symondsburry School

COMMITTEE MEMBERS

Sam Churchill, Lizzie Blott

Very Quick Play Dough

Recipe

¼ cup of salt
1 cup of plain flour
1 tablespoon cooking oil
¼ cup of water

Have your child mix the flour and the salt in a bowl then add the cooking oil and water a little at a time. You may need to add more water. Note: this dough doesn't last as long as the cooked recipe. To extend the life of the dough keep in an airtight container in the fridge.

Ideas: Divide into sections, and then knead in food coloring [liquid or paste]. Kids love making the white play dough change colour. Add food flavourings to scent the dough or glitter for sparkly dough.