



Whitchurch Pre-School



Registered Charity Number 1029623

Ofsted Registration Number 139372

The Village Hall, Whitchurch Canonorum, Bridport

Dorset, DT6 6RF

Telephone Number 01297 480884 / 07717514053

www.whitchurchpreschool@btck.co.uk

whitchurchplaygroup@hotmail.co.uk

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. The Pre-School is run by a volunteer parents and friends committee. 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, however the main concern has to be to the Pre-School children.

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

Parents are invited to take an active role in the Pre-School activities and the Committee welcome new volunteers. We have events through out the year including Halloween Party, Christmas Party, Easter Egg Hunt, Summer Outings and Sports Day. Parents are encouraged to take part in fundraising activities and there is a parent/carer Rota where you have the opportunity to join in a Pre-School session.

In order to protect your child we have a few safeguarding rules; The Pre-School is a mobile phone and camera free zone. If you are staying for any reason, please leave your phone in the box provided and collect at the end of the session.

We request that parents do not enter the children's toilet.

We require all parents to read the Pre-Schools policies and procedures found on our website whitchurchpreschool@btck.co.uk. We will ask you to sign to say you have read and are happy to abide by them. A hard copy is also available please ask the Manager or Supervisor for a copy.

Please inform staff if somebody else is collecting your child or if you will be late collecting.

Please complete the registration and 'All about your child' documents, found at the end of this pack, and return to the Pre-School Manager when 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 book 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 Pre-School 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.

Remember 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!

Toddler Sleeping

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

We charge an hourly rate of £3.50 per hour.

Please Note! We are extending our opening hours on two days a week as of September 2014 in the new academic year!

Opening Times and Session Times / Options

Tuesdays	8.30 am – 1.30 pm
Wednesdays	8.30 am – 1.30 pm
Thursdays	8.30 am – 4.00 pm (open until 1.30 pm until end of Summer 2014)
Fridays	8.30 am – 4.00 pm (open until 1.30 pm until end of Summer 2014)

Session Start Time

Morning only / all day Sessions - Start time at Pre-School is according to your need. We offer an 8.30 am, 9.00 am or 9.30 am start time for morning and all day sessions.

Afternoon sessions - on Thursdays and Fridays as of September 2014 start at 1.30 pm and finish at 4.00 pm.

Breakfast Club

If your child arrives at Pre-School at 8.30 am they can be offered breakfast consisting of cereals or toast. **There is an added charge of 50p per day to give your child breakfast.**

Lunch Club

Lunch club is included in all morning and all day sessions. (Please see welcome pack download for lunch recommendations)

Snack

We offer a snack mid morning and mid afternoon, which we provide. This consists of a selection of fruits (which we buy from the local farm shop) and savory snacks such as crackers and breadsticks etc. **There is an additional charge of 25p per day for snack which we will invoice you for.**

Pre-School Tariffs - Session Options

Morning Session Charges

Option 1 - Morning session (8.30-1.30)

5hrs @ £3.50 = £17.50 (plus 25p snack/optional 50p breakfast)

Option 2 - Morning session (9.00-1.30)

4.5hrs @ £3.50 = £15.75 (plus 25p snack)

Option 3 - Morning session (9.30-1.30)

4hrs @ £3.50 = £14.00 (plus 25p snack)

Afternoon Session Charges

Afternoon Session (1.30 – 4.00pm)

2.5hrs @ £3.50 = £8.75 (plus 25p snack)

All Day Session Charges

Option 1 – All Day (8.30am-4.00pm)

7.5hrs @ £3.50 = £26.25 (plus 25p snack / optional 50p breakfast)

Option 2 – All Day (9.00am-4.00pm)

7hrs @ £3.50 = £24.50 (plus 25p snack)

Option 3 – All Day (9.30am-4.00pm)

6.5hrs @ £3.50 = @22.75 (Plus 25p snack)

Uniform Prices

We do sell uniform, which is optional. Our uniform consists of red t-shirts and fleeces with our Pre-School Logo on to match that of the staffs.

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

Please ask our Manager 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 [introduction, 'All about your child' and a letter home] When ever 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.

At Whitchurch we operate a key person buddy system. The buddy is another member of staff that your child has formed an attachment to. The buddy will be responsible for the care of your child in the key person's absence.

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.

Each term your child's key person will request a meeting to discuss your child's progress. The key person is also responsible for writing your child's termly progress report.

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 . A hard copy is available on request.

Once you have read the policies please ask the Manager or Supervisor for the document to sign.

Policy Documents.

Mobile Phone and Camera

Admissions

Confidentiality

Complaints

Missing Child

Safety and Security

Uncollected Child

Looked after child

Valuing Diversity/ Equal Opportunities

E- Safety

Allergies, Sick or Infectious

Food and Drink

Parental Involvement

Health and Safety

Safeguarding

Fees

If you have any comments please share with the Pre-School Manager or Supervisor.

Our Pre-School

Our Pre-School is very peaceful
When we are reading books
Our Pre-School's very noisy
Because the children scream too much
We have lots of fun when we play
on a sunny day.
Lunchtime is very yummy and scrummy
The park is very nice when it's sunny
But not if it's raining.
We sit in a circle and sing lots of songs
The instruments go bong.
Mummies and Daddies and Grandmas and Granddads
Pick their children up at the end of the day.

By Hannah Forsey
Age 4

Two Year Old Funding

Can You Apply?

Whitchurch Pre-school can now accept Two Year Old Funding.

To find out if you qualify, please contact:

Penny Thomson
Development Officer, Two Year Old Free Entitlement.
Dorset County Council
West Court
County Hall
Colliton Park
Dorchester DT1 1XJ

Telephone Number: 01305 228437

www.dorsetforyou.com/childcare

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, wherever possible [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.

We would suggest that you consider the number of items in your child's lunch boxes as we are finding that some of the children are struggling to finish all their lunch. Small portions of several different foods are easier to manage than larger portions of many different foods.

May we request the use of 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, which allows the children to continue their play and have a snack when they are ready. The snack consists of fruit, supplied by a local farm shop, a drink of milk or water and a light snack, for example a cracker and marmite.

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. Uniform is available. Please ask the Manager for details.

Please provide a change of clothing and a pair of wellington boots. If your child is in nappies we ask you to supply nappies and wipes.

Put your child's name in their clothes and on their belongings. This really helps us especially when getting dressed to go outside.

Provide appropriate clothes for the weather. Think about fastenings especially while your child is newly toilet trained.

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?

Keep to prompt start and finish times to help your child with routine.

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 drink. The children can help themselves to this.

The more we know about your child the better. Good communication with the child's key person is essential. Please approach, ask and share information with staff.

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.

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.

Your child has a drawer. Please look in it daily as you will find; your child's work, Learning Journey and communication from ourselves i.e. invoices and Newsletters.

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.

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 state of the end product.

Pre-School Daily Routine

9.00 Breakfast Club

9.30 Children Arrive

9.45 Self-registration and welcome circle [Adult led]

Free play including free flow from indoor to outdoor activities

10.15 Café style snack time

11.40 Tidy Up Time / Nappy changing

11.45 Group Activities
The children are split into age and ability groups for sounds and Maths activities, this part of the session is adult led.

12.00 Hand washing ready for lunch

12.15 Lunch

After lunch there is free choice inside / outdoor play followed by play time in the park [weather permitting]

1.20 Story/ song/ sharing box time

1.30 Home Time

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

Pre-School Committee

CHAIR PERSON

Shelley Strawbridge
shallstraw@hotmail.co.uk

SECRETARY

Ann-Marie Chapman
coweyehawkins@yahoo.co.uk

TREASURER

Sarah Forsey
bettsbuck@aol.com

COMMITTEE SAFEGUARDING OFFICER

Tara Ballam

COMMITTEE MEMBERS

Gemma Chapman, Vicky Whatmore, Katie Ward, Kerry Talbot

A 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.

