



Paulerspury Pre-school

Parent Pack 2016

The Village Hall, High Street, Paulerspury,
Northants, NN12 7NA

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Paulerspury Pre-school

All about us ...

"A space to play, a space to develop, a space to spread their wings."

Paulerspury Pre-school is located in Paulerspury village hall, just off the High Street, next to the park. We are just up the road from Paulerspury Primary School, enabling us to form good links for transition.

Opening hours:

Monday-Friday

Morning session - 9.00am-12.00pm

Lunch club - 12.00pm-12.30pm *(additional charge & own lunch required)*

Afternoon session - 12.30pm-3.30pm

We provide a healthy snack as part of every morning and afternoon session. If your child has any special dietary requirements please let us know at the time of registration. Please keep this information up-to-date so we can cater to your child's individual needs.



The pre-school is registered and inspected by Ofsted (www.ofsted.gov.uk).

We are registered to take childcare vouchers as payment. Please speak to Michelle or Angela to make these arrangements.



Paulerspury Pre-school



Our Staff:

Manager: Michelle Whitlock
Deputy Supervisor: Angela Partridge
Deputy Supervisor: Melanie Commons
Pre-school Practitioner: Vicky Ward
Pre-school Practitioner: Zoe Paton
SENCO: Melanie Commons/Michelle Whitlock



Our Aim ...

to involve you, the parents, in the education of your children.

- Paulerspury Pre-school encourages your child to learn through play in a safe and supervised environment.
- Children are provided with a range of stimulating and child centred activities.
- Our highly qualified, caring staff plan and deliver a structured programme of pre-school learning.
- We provide quality care for all of the children in our pre-school, regardless of age, race, religion, background or disability, and attention is paid to each child's specific needs and capabilities.
- We promote the Governments 'Every child matters' philosophy.



Paulerspury Pre-school

Staff

Staff	Position	Qualifications
Michelle Whitlock	Supervisor Health & Safety Officer SENCO Designated Child Protection Officer	Level 1, 2 & 3 Positive Behaviour Training Safeguarding Children Level 3 Line Management ADHD Awareness First Aid CAF training Safer recruitment SENCO I Can Practitioner training Prevent Duty
Angela Partridge	Deputy Supervisor/ Administrator	Level 1,2 & 3 Safeguarding Children First Aid CAF training Safer recruitment G for Growth I Can Practitioner training Positive Behaviour Training Prevent Duty
Mel Commons	Deputy Supervisor Designated Child Protection Officer	Early Years Teacher status Safeguarding Children Manual Handling First Aid I Can Practitioner training Positive Behaviour Training Prevent Duty
Vicky Ward	Pre-school Practitioner	Level 3 Safeguarding Children First Aid I Can Practitioner training Prevent Duty
Zoe Paton	Pre-school Assistant	Level 3 First Aid I Can Practitioner training Positive Behaviour Training Prevent Duty

“staff demonstrate a commitment to improving their knowledge and skills” OFSTED quote, July ‘09.

Ofsted

The Pre-school is a member of the Preschool Learning Alliance and is registered with Ofsted. We are inspected every three years and the report is available to all. Please use the link below to see our most recent inspection - December 2014, or please contact a member of staff for a paper copy of the report.

[http://www.ofsted.gov.uk/oxcare_reports/download/\(id\)/253926/\(as\)/219959_INSP.pdf](http://www.ofsted.gov.uk/oxcare_reports/download/(id)/253926/(as)/219959_INSP.pdf)



Paulerspury Pre-school

The Children

Activities in the pre-school are based around the EYFS (Early Years Foundation Stage) areas of learning. We encourage learning through play and cover all of the seven areas of learning identified within this framework.

Areas of learning:

- Personal, social and emotional development
- Communication and language
- Physical development
- Maths
- Literacy
- Understanding the world
- Expressive arts and design



Inside:

We have ample space for the children to explore and experience a variety of activities. These include home corner, dressing up and role play, sand/water play, craft and creative activities. We provide a physical area for burning of excess energy and honing spacial awareness and negotiation skills, and a book corner for those quieter moments.



Outside:



We have a well layed-out outside area, enabling free-flow play for the children, allowing them to choose where they play. We have a large permanent sand pit and a wooden 'fort' which the children can use in many ways, including role play or den



building. We have a small garden for the children to plant flowers and vegetables in. This helps them to understand the growing process and can lead to discussions about healthy food.

There is a key worker system in place and a carefully planned timetable of activities on offer.



Paulerspury Pre-school

Settling-in Process

Our aim is to provide a safe, happy and friendly environment for each child at the pre-school. The majority of children settle quickly but occasionally a child needs a little longer and a little more support to settle. We understand each child has individual needs.

When you receive your 'parent pack' there are a number of forms to complete, which give us valuable information about your child. If there is anything else you feel we should know about your child, that is not covered, please feel free to talk to a member of staff.

We encourage good manners and appropriate behaviour, as well as caring and sharing in a stimulating and enjoyable environment.



We operate an 'open door' policy and you are welcome to pop in at any time.





Paulerspury Pre-school

Special Needs

Paulerspury Pre-school has a firm commitment to all of the children that attend the setting, especially those with special needs. We have previous experience of all of the procedures associated with a variety of special needs and work in partnership with other Professionals to ensure that your child can reach their full potential. Our SENCO's are: Michelle Whitlock and Melanie Commons.

We encourage every child to take part in the activities, offering support tailored to each child's individual needs.

Equal Opportunities

We are committed to the principle of Equal Opportunities and our practices reflect a life in a multi-cultural society.

Health and Safety

We have a comprehensive Health and Safety policy, which is adhered to at all times, ensuring the safety of all at the setting.

Operational Plan

Our Operational Plan is available for viewing, by parents and visitors, at all times.

Nutrition

We aim to provide a healthy and well balanced snack for each child. Each snack is freshly prepared on the premises and there is a weekly menu on display in the hallway. Snack time is a special, social time where the children learn valuable life skills.



Paulerspury Pre-school

Schedule of Fees

Session	Hours	Price
Morning	9am - 12pm	£11.50
Lunch club	12 - 12.30pm	£2.00
Afternoon	12.30 - 3.30pm	£11.50
All day	9am - 3.30pm	£25.00

The billing procedure has recently been reviewed and we will now be producing invoices to cover a half term at a time, with flexible options for payment being weekly, monthly or pay for the whole half term in full.

The bills will be sent out at the beginning of each half term period; however preferred time scale would be within 2 weeks of receipt of the invoice, allowing us to adhere to our own payment commitments.

Extra sessions will be charged on your next bill, unless you instruct us otherwise, e.g you may wish to pay for extra sessions as you take them.

Bills come in paper or electronic form. If you would like to receive your bill via email please ensure we have your email address. If you have any queries do not hesitate to contact Angela or Michelle, who would be happy to help you.

To avoid any upset to your child, in the case of late collection, we kindly ask you to respect our sessional hours and contact us as soon as possible to advise us of your delay in picking them up.



Paulerspury Pre-school

Billing and Fees

How would you like your bill?

Paper bill in tray Electronic via email

Email address (electronic):

Your bills will be produced on a half-termly basis and we ask for prompt payment please.

How would you like to pay?

Cash Cheque Childcare Voucher

Direct Debit *(direct debit form can be collected from the setting)*

How often would you like to pay?

Weekly Monthly Half-termly

Please tick the relevant box and return to Michelle or Angela. Thank you.



Paulerspury Pre-school

If you would like to pay by direct debit please complete the mandate below and return it to the setting, where it will be copied for our records and forwarded to our bank.

Direct Debit Mandate

To Bank
Address
.....
.....

Please pay: CAF Bank
Sort code: 40-52-40
A/C No: 00013480
A/C Name: Paulerspury Pre-school
Payment Ref:
(Please use your child's name as the reference.)

Amount: £..... Amount in words

Date of first payment:

And thereafter on until further notice.

Name of account to be debited:
.....

Sort code A/C No:

Signature (s)

Date:



Terms and Conditions

By signing the registration form you are entering into a contract with us, that you agree to abide by the following terms and conditions:

1. To register your child we require one month's fees, in advance, together with a signed and completed registration form, which forms a contract between you and the setting. **Four weeks written notice MUST be given to withdraw a child from the setting.**
2. Fees are payable promptly and you will be issued with an invoice. Extra sessions will be indicated on your invoice.
3. Cash or cheques are accepted, fees may also be paid weekly, monthly or half-termly, in advance, by standing order (Standing Order mandate can be found in this pack) or via the childcare voucher scheme.
4. It is advised that children attend a minimum of **two** sessions per week.
5. **Please note there are NO reductions for any absences/holidays, etc taken during the year - fees are payable throughout the year. There are NO reductions for family holidays, under any circumstances.**
6. Please telephone the setting to inform us if your child is going to be absent.
7. All items of clothing and bags **MUST** be clearly named. Paulerspury Preschool (PPS) accepts no responsibility for damage or loss to any clothing, property, toys or other items brought into the setting. Precious/delicate items should be left at home.
8. PPS cannot accept responsibility for injury, loss or damage to a person, property or vehicles. Anyone using the car park does so at their own risk. Extreme caution should be exercised at all times, for the sake of our children and their families.
9. The setting will advise you of term times and will also be closed on Bank Holidays.
10. **Four weeks** written notice **MUST** be given to withdraw a child from the setting or payment for four weeks in lieu of notice. Notice must be given to the Supervisor when the setting is open or can be emailed when the setting is closed. Notice will be taken from receipt of the written notice.
11. **Four weeks** written notice must be given to reduce a child's sessions. Notice must be given to the Supervisor when the setting is open or can be emailed when the setting is closed.
12. The pre-school opens at 9am and closes at 3.30pm, Monday-Friday. PPS is not insured to accept children into the setting outside of these times. Extreme circumstances should be discussed with the Supervisor and will be at their discretion.
13. Prompt collection of your child at the end of the day is appreciated -the pre-school closes at 3.30pm. Please telephone if you are going to be late.



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14. PPS is registered to take children from 2years old until they enter full time education (5 years old).
15. All children are offered a healthy snack during morning and afternoon sessions. Please keep us up-to-date with your child's dietary requirements or allergies.
16. If a child is suffering from an infectious illness, that child should **NOT** be brought into pre-school until the infection has been cleared. If you are not sure what is classified as an infectious disease please contact the Supervisor.
17. In the case of vomiting and/or diarrhoea, 48 hours clear health from the end of the illness is expected before returning to the setting. If a child vomits or has diarrhoea during the previous evening that child cannot come to pre-school the following morning. In the event of illness while attending pre-school, the staff will contact the parents/carers via the emergency telephone numbers and ask for the child to be collected as soon as possible. If you have any queries regarding this point or need any further information please contact the Supervisor.
18. Parents/carers must notify staff of any known allergy, illness, disability or serious condition affecting their child.
19. **By law** PPS has to obtain a signature to show that we have informed parents/carers of accidents. Under the rules and regulations set out by **Ofsted** we are obliged to record details of accidents in a book and ask parents/carers to sign it whenever their child has been involved in an accident/incident whilst in the care of our staff.
20. PPS request that any concerns regarding staff, parent/carers or children are brought to the attention of the management immediately so that the issue can be addressed. Any concerns should be discussed in private, so as to respect the confidentiality of all those associated with the setting. Any issues should, where possible, be discussed in a separate room and not in the hall or the hallway.
21. Under no circumstances should offensive language be used by anyone within the confines of the setting or the grounds.
22. PPS has a 'No Smoking' policy throughout the building and grounds, in accordance with our insurance policy and the law.
23. The management and staff of PPS cannot be held responsible for accidents or incidents, however caused, off the pre-school premises.

Thank you for your co-operation and help in making Paulerspury Pre-school a safe and happy environment for all the children in our care. Our 'Open House' policy welcomes visits from friends and family at any time. Should you have any queries regarding any of the points covered in this document please do not hesitate to speak to the Supervisor.



Paulerspury Pre-school

Contract Form *(Your Copy)*

I/We the undersigned agree to the terms and conditions, contained in the prospectus, and understand that by signing this form I/we* am/are* entering into a contract with Paulerspury Pre-school for the care of:*

**Delete as applicable*

Parent/guardian (1)

Name

Signature

Parent/guardian (2)

Name

Signature

Please ensure that both parents/guardian sign this form.



Paulerspury Pre-school

Contract Form (File Copy)

I/We the undersigned agree to the terms and conditions, contained in the prospectus, and understand that by signing this form I/we* am/are* entering into a contract with Paulerspury Pre-school for the care of:*

**Delete as applicable*

Parent/guardian (1)

Name

Signature

Parent/guardian (2)

Name

Signature

Please ensure that both parents/guardian sign this form.