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**Ancells Farm Community Pre-School**

**Starter Information Pack**

Your child may enter our pre-school as soon as they reach 2 years old subject to two trial visits and you as the parent agreeing that they are ready.

A Key Person who is a member of staff will be allocated to your child. This is to promote a liaison between the child, the parent and the pre-school and to ensure that your child settles in to the pre-school as comfortably and as stress free as possible. Further details regarding a key person are available within the policies folder which is located at the setting.

**Pre-School Sessions**

**Opening Times**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day Of Week** | **Each Session** | **Lunch Club** | **Afternoons session ends** |
| Monday | 09.15 – 11.45,12.15 | 12.15 – 13.15 | 14.45 |
| Tuesday | 09.15 – 11.45,12.15 | 12.15 – 13.15 | 14.45 |
| Wednesday | 09.15 – 11.45,12.15 | 12.15 – 13.15 | 14.45 |
| Thursday | 09.15 – 11.45,12.15 | 12.15 – 13.15 |  |
| Friday | 09.15 – 11.45,12.15 | 12.15 – 13.15 | 14.45 |

**Fees as of 2017 – Please do check our Fees Policy for up-to-date figures**

**3 year olds and above**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day Of Week** | **09.15-14.45** | **09.15-11.45** | **09.15-12.15** | **Lunch Club**  **12.15-13.15** | **11.45-14.45** | **12.15-14.45** |
| Monday | £26.40 | £12.00 | £14.40 | £4.80 | £14.40 | £12.00 |
| Tuesday | £26.40 | £12.00 | £14.40 | £4.80 | £14.40 | £12.00 |
| Wednesday | £26.40 | £12.00 | £14.40 | £4.80 | £14.40 | £12.00 |
| Thursday |  | £12.00 | £14.40 | £4.80 |  |  |
| Friday | £26.40 | £12.00 | £14.40 | £4.80 | £14.40 | £12.00 |

**2 year olds**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day Of Week** | **09.15-14.45** | **09.15-11.45** | **09.15-12.15** | **Lunch Club**  **12.15-13.00** | **11.45-14.45** | **12.15-14.45** |
| Monday | £30.25 | £13.75 | £16.50 | £5.50 | £16.50 | £13.75 |
| Tuesday | £30.25 | £13.75 | £16.50 | £5.50 | £16.50 | £13.75 |
| Wednesday | £30.25 | £13.75 | £16.50 | £5.50 | £16.50 | £13.75 |
| Thursday |  | £13.75 | £16.50 | £5.50 |  |  |
| Friday | £30.25 | £13.75 | £16.50 | £5.50 | £16.50 | £13.75 |

**Pre-School Fees**

Fees will be invoiced each month in advance. Fees should be paid by the 10th of each month following receipt of invoice**.**

(Every child over 3 is entitled to 15 hours free government funding per week for 38 weeks).

You will be given an invoice a few weeks following the start of each term which must be paid within **ONE** week. *It is pre-school policy that we will not accept a child to school if the fees are outstanding.* If you have any problems with payment, please speak to the pre-school Supervisor and she will direct you to a member of the committee who will discuss the issue with you and try to arrange a convenient agreement. Special arrangements can be made at the discretion of the Chairperson Liane Frydland or Ellen Thomason the Treasurer.

**Lunch Club**

If you would like your child to stay for lunch club, please provide a healthy packed lunch (further details can be found within our Food and Drink policy). We provide milk and water during the day school sessions.

If you do not wish your child to stay for lunch club, please drop your child off at 09.15am and collect at 12.15pm. We would ask that you enter the pre-school by the crèche area (where the children’s coats are) and exit by the door next to the kitchen.

**Allocation of Sessions**

Once we have advised you that there is space at our pre-school for your child and that you wish to take the place, you will be encouraged to make at least two preliminary visits with them. The pre-school Supervisor will contact you to make arrangements with you for convenient visits. If your child is under 3 years, these visits will be discussed with parents to reach an agreement on the child’s readiness to start pre-school. We also offer an optional home visit which is carried out by the supervisor and key worker. This is so that your child can meet the staff and to help your child settle into the pre-school.

**Sickness and In Term Holidays**

If your child is unwell, please notify the pre-school as soon as possible. If you are taking your child on holiday during the school term, please notify us in advance.

Holiday Leave taken by your child during the school term is not refundable.

Sickness Leave taken by your child during the school term is not refundable.

We would also ask that if your child/children have suffered with diarrhoea and/or vomiting they should stay away from the pre-school for at least 48 hours after the last event.

**Government Funding for Children from Two Years**

Government funding can be obtained once your child turns two, if certain criteria are met. Please ask our pre-school manager for further details.

After your child has turned three, you will be eligible for Government Funding, this commences at the start of the next full term e.g. if your child is born on the 2nd January, your child will be eligible for funding at the start of the Spring Term after Easter.

This means that your child will be given up to a maximum of 15 hours per week. If your child attends alternative childcare that supports this funding such as another pre-school or nursery, you may only claim 15 hours in total.

**Visiting the Pre-School**

If you wish to make a visit to see the pre-school in action with or without your child, please contact us on 07923 477904 and we can arrange a convenient time, or else please feel free to drop in at any time whilst the school is in session.

**Special Information regarding your child**

We try to ensure that all children are given the best start in life. If your child has special needs, allergies, educational or other special requirements (i.e. serious illness, stress at home etc), please contact the pre-school Supervisor (Sue Way) to ensure that your needs are catered for and remain in contact with the pre-school should it be necessary

**Equal Opportunities**

Ancells Farm Community Pre-School is an Equal Opportunities Employer and all staff members are required to abide by the pre-schools Equal Opportunities Policy

**Policies**

All Policies are available to view within the setting. Please ask the pre-school Supervisor if you wish to view them. All of the policies are also available to view on the website.

**Operational Plan**

Please read our Operational Plan available within the setting which provides more in-depth details of Ancells Pre-School

**Registration**

If you wish to register your child, please contact us either via telephone 07923 477904 or email [info@ancellspreschool.co.uk](mailto:info@ancellspreschool.co.uk) or come in to the school. We will require that you complete the following documents:

1. Application Form

2. Registration Form

3. Parents View Form

If you decide at a later date that you no longer require the position you have requested, please do notify us as soon as possible. We usually have a long waiting list for places and would like to be able to offer this place to someone else as soon as possible.

Please also note that we require a non-refundable administration fee of £25 per child for children that are not in receipt of government funding. This is included within the first invoice and will cover the initial cost of your child starting.

**Name Tags**

When your child starts with us, please ensure that **ALL** clothing, shoes, wellington boots, waterproofs, lunch boxes, drinks bottles etc are named.

**Uniform**

At present we don’t require all children wear a uniform however we do encourage it and would like to suggest that to save damage by paint and other products used by your child at pre-school that you purchase our branded T-shirts and/or Sweatshirts with the pre-school logo.

A uniform promotes a sense of well being and belonging to most children and can aid the settling in process but is not yet compulsory.

Uniform is available for sale within the setting, please ask any member of staff for details.

**Bags & Drinks / Snacks**

Staff will explain more in detail once your child is due to start, however children bring their own bags to school containing wellingtons, gloves, etc. and a coat hook is provided to store bags and coats. Please provide spare clothes in case of any spillages or incidents and if your child attends school wearing wellington boots, please provide indoor shoes. If your child is not toilet trained please include spare nappies / pull-ups and wipes. Waterproofs are provided by the setting for outdoor play and remain within the setting.

Children have snack time and we recommend fruit or carbohydrates such as bread sticks, crackers, pitta bread to be brought in each session for your child. There is a fruit bowl allocated by the exit door for fruit to be placed in. All other snacks can be left on the table next to the fruit bowl, thank you in advance for this. Please also provide a water bottle labelled with your child’s name and filled with water so that it can be available throughout the session for your child to drink. Please place this in the drinks tray which can be located on top of the children’s drawers in the crèche area (where the children hang their coats.)

**Committee Membership**

Ancells Farm Community Pre-School has a voluntary committee that sees to the general running of the business side of our pre-school, this is staffed by parents of the children who attend the pre-school and is entirely voluntary. We do ask all parents to take into consideration that the pre-school wishes all parents/guardians to be as involved with the pre-school as possible with visits and helping out, however, without the committee volunteers we **can not** open the pre-school. If you feel you may be able to offer some spare time each week to work at home and attend occasional meetings, please do let us know. Details can be supplied on request. The positions that we have on the committee are:

• Chair Person –Vicky Elliott

• Treasurer – Joanne Serrano

• Wages - Holly Pawley

• Secretary – Jennie Rodwell/ Vickie Rich

• General Members – Maddie Watts, Victoria Clarke

We look forward to seeing you and your children at Ancells Farm Community Pre-School. Please visit our website for further details or contact the pre-school Supervisor, Sue Way.

If you wish to speak to a member of the Committee please leave your details with Sue Way at the setting and we will be in contact as soon as possible.

Ancells Farm Community Pre-School

1 Falkner's Close, Fleet, Hants, GU51 2XF

Telephone: 07923 477904

Email: info@ancellspreschool.co.uk

Website: www.ancellspreschool.co.uk