



Dear Parents and carers,

We would like to warmly welcome you and your child to our Pre-school. We are a relatively small community preschool based in the Ancells Farm area of Fleet in Hampshire. We provide early years childcare for children aged 2 years and above until the end of the summer term before they start school.

Ancells Farm preschool is situated in the Ancells Farm Community Centre allowing us to build strong links to the local community. Working in partnership with our parents and carers, the preschool aims to provide the best in early years education.

We aim to provide a welcoming, happy, stimulating environment that is both safe and secure, so that your child will enjoy their time with us. We believe that children have a right to enjoy an environment that facilitates their development, and which offer opportunities for their learning and fun

We look forward to getting to know you and your child and hope that they have a fun and happy time with us. Please do not hesitate to contact us if you have any worries or questions.

The Ancells Farm Preschool Team

**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, your child will have two settling in sessions (min 2 hours) these will help with transition, meeting their key person and exploring our environment. Children are more confident when they see friendly interactions between important people in their lives and key people at preschool. Good communication between a key person and parents/carers also helps them to share relevant information, which helps us to meet the needs and best respond to them. We will arrange a suitable time and day for a home visit which will only be a short time so that we can find out your child’s likes/dislikes and look at where their starting points are so we can plan our activities accordingly.

**Special Information regarding your child**

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

**Key Persons**

We have a Key Person System at our preschool. A Key Person who is a member of staff who 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 into the pre-school as comfortably and as stress free as possible.

**Pre school Sessions**

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| --- | --- | --- | --- | --- | --- | --- |
| ***Opening Times and Fees*** | | | | | | |
| ***Age*** | ***Fees*** | ***Day*** | ***Sessions*** | | | |
| ***Breakfast Club*** | ***Morning*** | ***Lunch*** | ***Afternoon ends*** |
| 2 year olds  3 year olds | £5.50 per hour  £4.80 per hour (additional hours)  Government funded up to 15 hours per week  (Starts the term following child’s 3rd birthday) | Monday | 08.30/08.45 | 9.15 - 11.45/  12.15pm | 12.15 – 1.15pm | 2.45pm |
| Tuesday | 08.30/08.45 | 9.15 - 11.45/ 12.15pm | 12.15 – 1.15pm | 2.45pm |
| Wednesday | 08.30/08.45 | 9.15 - 11.45/  12.15pm | 12.15 – 1.15pm | 2.45pm |
| Thursday | 08.30/08.45 | 9.15 - 11.45/  12.15pm | 12.15 – 1.15pm | 2.45pm |
| Friday | 08.30/08.45 | 9.15 - 11.45/  12.15pm | 12.15 – 1.15pm | 2.45pm |
| All day sessions – 9.15am – 2.45pm | | | | |

**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 by the due date. *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 Victoria Clarke or Joanne Serrano the Treasurer.

**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.

**30 hour Funding**

You will be eligible for the 30 hour funded childcare offer if:

* You earn more than the equivalent of 16 hours at the national living wage or minimum wage: for example, £120 per week if you are 25 or older
* You earn less than £100,000 per year.
* This applies if you are self-employed or on a zero hours contract and expect to meet the earning criteria on average over the three months after you have applied for the 30 hours. HMRC will look at data such as your previous earnings to consider whether you are likely to meet the criteria and may contact you for further information if they are unsure.
* You can access more information at this website [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
* Once you have done this you will receive a unique funding code, please contact the preschool as soon as you receive this code.

**Tax Free Childcare**

* For working families, including the self-employed, in the uk with children under 12 (or under 17 if disabled).
* For every £8 you pay in the government will add an extra £2, up to £2000 per child per year – that’s up to £500 every three months.
* Parents of children born on or after 1st April 2013 and parents of disabled children can apply now.
* You and any partner, must each expect to earn ( on average) at least £120 per week (equal to 16 hours at the National Minimum or Living wage)

**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.

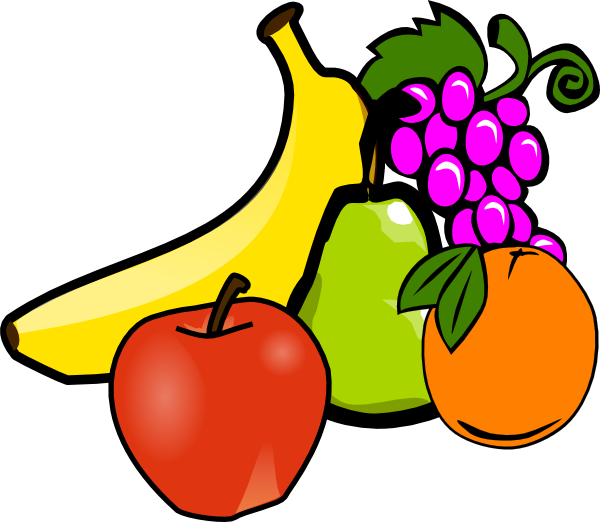
**Lunch Club**

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

**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, wipes and nappy bags. Waterproofs are provided by the setting for outdoor play and remain within the setting. As we like to get outside as much as possible its important to ensure on those sunnier days that your child is protected from the sun.

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.

**Accidents and first aid**

If your child is injured at pre-school an accident form will be filled out, which staff will ask you to read through and sign before taking the child away from the premises. These are kept confidential and have to be kept on site by law.

**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

**Operational Plan and Policies**

All Policies and the Operational Plan are available to view within the setting. The Operational Plan provides more in depth details of the pre school. Please ask the pre-school Supervisor if you wish to view them. All of the policies are also available to view on the website.

**Safety and Well being**

We have a responsibility to safeguard children that have been intrusted in our care. Our safe guarding policies and procedures are embedded into everyday practices to ensure that we promote the well being of children through everything that we do. We have a nominated person within the preschool who is responsible for any safeguarding issues. Safeguarding and promoting children’s welfare is also a large part of our statutory responsibilities, which cover the requirements of our OFSTED registration.

**Inspiring Potential**

Through playful guided teaching and learning, we encourage children to think for themselves, learn about their responsibilities, solve problems, work with others, communicate, and begin to understand the world around us. Our aim is to nurture each child’s potential so they are happy, confident and eager to learn when they leave us ready for their school journey.

**Promoting Good Behaviour**

Children have a lot to learn about behaving and coping with different environments in their first five years. We are sensitive to the individual needs of each child, taking into account the varying stages of development, their cultural and family backgrounds. Children benefit most when adults adopt a consistent and positive approach to the management of behaviour, by establishing clear boundaries children become aware of routines and what is expected of them.

**Baby days**

We use an online system for your child’s learning journey with us. Your child’s key person will record observations, photos in line with the Statutory Early Years Foundation stage curriculum to build up a record of your child’s achievements and developmental progress during their time with us. We encourage parents/carers to comment and add photos of their child’s ‘wow’ moments at home.

**Learn Through Play**

We follow the Early Years Foundation Stage framework (EYFS) as set by the Department for Education. Our governing body OFSTED use the framework to grade all early years settings and grade us according to how well we have applied this into our everyday practice. Using the EYFS as a guideline to ensure we are offering a play based curriculum which supports all aspects of children’s learning and development and that the needs of each individual child’s are met including children with Special Educational Needs ( SEN) and English as an additional language (EAL). We will work closely with parents to ensure all needs are met.

Under the framework, learning is grouped into the following areas:

The prime areas are :

* Communication and Language
* Physical Development
* Personal, Social and Emotional Development.

The specific areas are:

* Literacy
* Mathematics
* Understanding the World
* Expressive Arts and Design

We use Early Years Outcomes document as part of our daily observations, assessments and planning for children. We will record this information on our online learning journal , Babysday and keep parents informed of their child’s progress through babysdays alerts and parents evenings.

**Registration**

If you wish to register your child, please contact us either via telephone 07923 477904 or email 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 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.

**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.

**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.

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

**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. This establishes a mutually-beneficial relationship between parents, children and staff, who all work together towards a collective objective of a successful, happy and well-run pre-school. Without the support of the committee, the pre-school could not exist, so we are constantly striving to encourage new committee members. There are several roles that can be undertaken by a committee member and all are equally valued and important.

Committee meetings are held in the evenings, usually once a month. Anyone is welcome to attend, and we are always looking for fresh, new ideas, so please do come along and get involved.

We look forward to seeing you and your children at Ancells Farm Community Pre-School. If you have any further questions, please do not hesitate to contact us.

Many thanks

The Ancells Farm Community Preschool Team