



# Pinvin Community Pre-school

## Registration and Welcome pack

Registered Charity 700766

OFSTED registered 205324

Memorial Hall

Main Street

Pinvin

Worcestershire

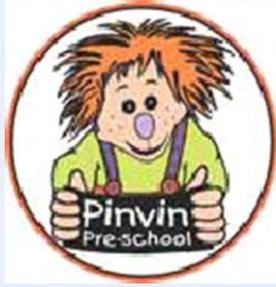
WR10 2ER

Telephone – 01386 553600

Mobile – 07510 608774

Email – [zoekirbycorfield@hotmail.co.uk](mailto:zoekirbycorfield@hotmail.co.uk)

Website – [www.pinvinpreschool.org](http://www.pinvinpreschool.org)



### *Our Aim*

*At Pinvin Community Pre-school we aim to provide a safe, caring environment which builds every child's confidence and allows them to explore their curiosities and fascinations of the world around them. We value and respect the uniqueness of each child and nurture these individuals by providing enriching opportunities for them to learn and discover. By meeting the individual's needs and interests we are putting the foundations in place for them to become life-long learners and to blossom into creative, independent, confident children with high self-esteem and a sense of belonging and self-belief."*

## **WELCOME TO PINVIN COMMUNITY PRE-SCHOOL**

Firstly, welcome to our Pre-school. We know that starting Pre-school is a very important milestone in your child's (and your) life. We at Pinvin aim to make this transition as smooth as possible for your child and family.

This welcome pack has been designed to welcome you into our setting, give you important information about how we operate and hopefully answer any questions that you may have.

## **ABOUT US**

Pinvin Community Pre-school is a registered charity, overseen by a committee of elected parents who help to run the setting by fundraising, financial budgeting and supporting the manager in her long-term goals for the Pre-school.

The committee often changes each year as children start or leave the pre-school. In order for the committee to be effective we need as many parents as possible to get involved and help with its running, by either standing on the committee or helping in other ways such as fundraising.

There are regular meetings that are advertised in advance on the notice board, please come along and meet us we would be excited to hear your ideas!

### **Current Committee Members**

Registered person – Julia Hinchliff

Joint fundraising Chairpersons – Ruth and Richard Smith

Treasurer – Heather Ross McGuire

Secretary – Victoria Nickerson

## OPENING TIMES & COSTS

Pinvin Community Pre-school accepts children the term after they are 2 years old. We are open during school term times and generally we try to coincide our dates with Pinvin First School to help those families who may have children at both settings.

We are flexible in the hours that we offer and are open from 8am to 6pm.

Government funded hours will be available to your child the term after they turn 3 years old and for some 2 year olds dependant on personal circumstances. Funded hours for 3 & 4 year olds currently stand at 15hrs per week for 38 weeks of the year. We arrange the funding for all eligible children and so just require you to complete a form detailing the hours you would prefer, we are fully flexible in how you use your funding.

If you wish your child to do more hours than the 15 hours you can top up at a cost of £4.00 per hour for 3 year olds and £4.20 for 2 year olds.

## EXTRAS

As we are a charity run pre-school our funds can be limited. We aim to provide your children with some fabulous activities and so regrettably cannot fund these ourselves. Please find below our current costs for additional activities which you can opt in or opt out of.

Activity	Cost	Frequency
<b>Snack</b>	50p donation per morning session attended	Invoiced each half term
<b>Dance/PE classes</b>	£2.50 per session	Invoiced each half term
<b>Forest School waterproofs</b>	£1 hire fee per forest school session	Invoiced each half term
<b>Breakfast club</b>	£5.00 per session 8-9am	Invoiced monthly
<b>After School Club 3.15 – 6pm Monday to Friday with home cooked meal Fridays – 3.15 – 5pm with substantial snack.</b>	One off sessions 3.15 – 5pm £6.00 (no tea) 3.15pm – 5pm (no tea) £5 3.15pm – 6pm with tea £10.00	Invoiced monthly

**Pre-school Invoices** - Bills will be issued each half term, usually the second week of term.

**After School club Invoices** - these will be invoiced monthly.

We appreciate prompt payments and so offer different ways of payment, cheques payable to Pinvin Community Pre-school, cash, bacs and childcare vouchers – please see Heather for further details.

## MEET THE TEAM

For all the new parents and children here is an introduction to the wonderful team at Pinvin Community Pre-school. We are very lucky to have a wide range of skills amongst us which enhances the service we provide. Many of us also have families of our own so understand first-hand the pressures of family life!

<b>Zoe</b> <b>Manager Level 3 Qualified</b> <b>SENCO</b> <b>Behaviour Support</b> <b>Starting Early Years Foundation Degree September 2015</b>					
<b>Teresa</b> Deputy Manager After school Manager Forest School Leader Deputy DSL Safeguarding <b>Level 3 Qualified</b>		<b>Heather</b> HR & Office manager DSL Deputy <b>Level 3 Qualified</b>		<b>Bobby</b> Deputy Manager ASC team <b>Early years foundation degree</b>	
<b>Elaine</b> Room IC Early years practitioner ASC Team <b>Level 3 Qualified</b>	<b>Liz J</b> Early years practitioner Visuals co-ordinator 2 year old support <b>Level 2 qualified</b>	<b>Tracey</b> Early years practitioner Speech & language support SEN interventions <b>Level 3 qualified</b>	<b>Ruth</b> Early years practitioner ASC Team Plus fours co-ordinator <b>Level 3 Qualified</b>	<b>Liz B</b> Early years practitioner ASC Team <b>Level 3 Qualified</b>	
<b>Chloe</b> Pre-school Assistant 2 year old support <b>Training for Level 2</b>	<b>Jake</b> Early years practitioner ASC Team Forest School support <b>Level 2 Qualified</b>		<b>Vacancy</b>		<b>Kath</b> Kitchen Assistant ASC Team <b>Food Hygiene</b>
<b>Debbie Hammond</b> Pre-school assistant volunteer	<b>Greg</b> ASC Team	<b>Helena</b> ASC Team	<b>Jane</b> ASC Team Transport <b>Level 3 Qualified</b>	<b>Mandy</b> Admin support Volunteer	

## AN INSIGHT INTO OUR DAY

### Daily Routine

8am – 9am – Breakfast Club

9am – Pre-school session starts and children are settled into their respective rooms.

9.35 – Wake and shake followed by register and mat time in separate rooms

9.50 – Café opens for snack

10.00 – Children come together and free-flowing outdoor area is open for all

10.00 to 11.00 Free play

(10.30 – Café closes)

11.00 – Tidy up time and outdoor play at park or playground

11.30 – Group time with keyworkers

12.00 – Session ends

12.10 – Lunch time

1.00 – Session ends

1.00 – Register and mat time

2pm – Afternoon activity

2.30 – Outdoor play

2.45 – Snack time and quiet story

3pm – Session ends

3 – 6pm – After school club

(Until 5pm on a Friday)



The lion cubs are the youngest of our children here at Pinvin and they have their very own room called the 'den'. This room is used to initially settle the children in the morning and provides a cosy, nurturing start to their day. The lion cubs then have full access to the whole setting from 10am onwards. The lion den has been a huge success as the room can also be used for those children who may enjoy a quieter less busy environment throughout the day and is also where they would have nap time should they require it.



The older children in the setting are known as the 'Eager Elephants'. These children will settle in the main room but will also have the opportunity to enjoy the 'Den' and free flowing area once the children come together at 10am. If an older child prefers a smaller, quieter mat time then they would join the lion cubs if they wish to.

**Key Person** – Your child on starting with us would be allocated a Key-person who has special responsibility for a set amount of children. A key person will ensure that your child's needs are recognised and met at each session.

**A Key-person will** Help your child settle into the setting smoothly, helping them to integrate into the group. Be a point of contact so we are able to discuss and support both the child and family. Provide emotional needs to your child and to ensure the child's race, culture, religion, language and family values are being met. Observe, keep records and monitor the child's progress and talk and encourage parents to participate in their child's development. Work in conjunction with the parents in a statutory and professional manner.

### IT IS IMPORTANT TO NOTE THAT A KEY PERSON DOES NOT...

Shadow your child throughout the session

Only work with the key children they have been given.

Prevent other adults from developing a relationship with the key children they have been given.

*Sometimes it may be that your child's Key Person has changed, this may be due to a change in staff or your child's days, or that we have identified that your child needs support in a specific area that another person may be more equipped to help and support.*

## IMPORTANT INFORMATION

At Pinvin Community Pre-school we do follow a simple routine to offer your child consistency, this is backed up by our visual timetables around the setting. However the routine is not set in stone and we do put into practice child led play so can sometimes change routine to accommodate this.

Pinvin Community Pre-school encourages parents into the setting at any time, particularly if your child struggles to settle, although it is well known that sometimes your children play parents up more than us! We would also encourage you to ring into the setting to enquire about your child's progress during the morning, should you have any concerns.

### **IMPORTANT THINGS TO REMEMBER**

On arrival you must sign your child in, state whether or not they are staying for lunch, fill in the collection book if it is not yourself collecting your child, and if your child has had an incident in the home for example – bump to the head, please can you fill in the incident book so we are aware of it.

When your child comes into pre-school, they hang up their coat on their individual peg and put their name label on the Who's here board, just through the door on the left. If your child has brought lunch please place on the shelving available.

Your child will have a drawer with their name on it, as they create their masterpieces throughout the day they can place their work safely here along with their book bag. We encourage the children to select a book from out our library daily and encourage parents/carers to help them select this book at pick up time and then share it with them in the evening.

We feel it is of great importance to encourage independence within the setting so please bear this in mind when dressing your children in the morning, providing them with easy to remove clothing and shoes. We ask that if you have supplied us with hats or gloves that these are placed in your child's tray rather than in their bag as this again allows them the chance to independently select their own belongings.

Please remember when packing your child's lunch to include a small ice pack to keep their lunch fresh and cool.

We encourage a healthy lunch box with small portions. Children will not be permitted to eat sweets or have fizzy drinks during their time at pre-school.

We ask for your child to bring in a named drinks bottle which is placed in their tray so they may use this throughout the day as they wish. A separate disposable drink may be placed in their lunchbox to have at lunchtime only.

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## Frequently Asked Questions

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We understand what a big step it is for you and your child in starting their time at pre-school, therefore we have included in this section just a few of the questions you may want to ask. If there is anything not on this list that you are wishing to ask please do come and see us, we really are a friendly bunch!

*My child still isn't potty trained is this a problem?* – Not at all, we are happy to help with potty training. We will ask for you to bring in spare clothes, nappies and wipes during the process. We generally find children once in the setting will follow their friends and so potty training can be relatively easy. We also have books for your children to share to do with many topics, one of which is potty training.

*My daughter won't share, I'm embarrassed to send her* – Please don't be, we deal with behavioural issues on a daily basis and the staff are very clear on how to promote positive behaviours. In the case of a sharing issue we would use timers, visual clues, and reward and model good behaviours. We have a library of information in the setting for all kinds of issues and we encourage parents to come and have a look and borrow resources from us to use in the home. Don't forget we are all mums and so understand better than you think! For more information please see our behavioural policy which can be found on our website [www.pinvinpreschool.org](http://www.pinvinpreschool.org)

*I'm worried that I will lose touch with what she gets up to in the day* – We welcome parents into the setting at all times however understand that working parents find this much more difficult. We pass on information to you in many different forms:

**Home link** – A weekly document, detailing the topic, activities and forthcoming events. This is emailed to you over the weekend but we also have hard copies available in the foyer.

**Liaison book** – If you wish we will provide you with a book which can be used to share information on how your child's day went. We also have resources such as the Marvellous me box and Jofli which will encourage your child to share their home experiences with us.

**Tapestry** – Pinvin Community Pre-schools on-line learning journal where you can access securely what your child has been up to each day. More information later in this pack.

*What should they wear?* Simple clothing which your child can fasten and unfasten themselves is the best idea to encourage independence. Easy washable clothing is most suitable as some of the activities can be messy! If your child attends forest school you have the option to hire waterproofs at a small cost, we ask you to provide wellies. If your child attends on a session where we do P.E they will require a pair of shorts, t-shirt and pumps kept at the setting for the term. Pre-school uniform is available from The School shop in Evesham.

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## Frequently Asked Questions

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*Can they bring in toys?* Initially your child may need a comforter when starting; however we will encourage the child to put this in their drawer once settled. We encourage children to bring items in from home on our show and tell days, where we allocate them the time to share their special items with us. Generally on other days we would discourage bringing in items from home for the reason that that the children can get upset if their special items are lost or another child picks them up!

*How are you going to get them ready for school?* – We are so lucky at Pre-school to have such excellent connections with Pinvin First School. Mrs Groves & Mrs Bennett join us for activities on a regular basis and we also visit them in reception at least once during each half term. This allows the children to become familiar with the staff and the surroundings making school life far less daunting. We also run plus four sessions in their final year with us which again is done purely through play but focuses on the skills that will help the transition into school much easier.

*My son won't like forest school, he hates getting muddy* – Come along and try it! We can provide waterproofs so mud isn't a problem! The great outdoors is really a wonderful place to learn and the experience is completely child led. At forest school we have a fire pit where we cook a snack, a shelter for drawing and making, mud pit, bug area, den area, balancing tyres, willow tunnel and much more. Forest school runs all day on a Friday but you can choose to join us in the morning, afternoon or all day! Speak to Teresa for the location and further information.

*How can I be involved?* –We believe parents are children's first and most important educators and we aim to support and work with them by encouraging involvement in their child's education and in the running of the setting. You can become involved in many ways: joining the committee, become a parent helper, joining us on trips, behind the scenes, fundraising, helping out at the allotment or providing feedback for us.

*How are you going to protect my child?* Safeguarding is our main priority here at Pinvin Community Pre-school and our responsibility is towards the children in our care, it is our duty to safeguard and promote the welfare of the children. Pinvin Community Pre-school works with children, their parents and the wider community to ensure the safety of children and to give them the very best start in life. We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.



## TAPESTRY

All pre-school children attending Pinvin Community Pre-school have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. These servers confirm to very high environmental standards and are proactively managed 24 hours a day.

Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded, videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Pinvin Community Pre-school have their own secure Tapestry website, which once you have provided the pre-school with an e-mail address we will be able to set you up with an account. We will also give you detailed information on how to view/use your child's Learning Journey. If you do not have access to e-mail your child is still able to have an online Learning Journey which you can access through the use of pre-school computer equipment during specific dates throughout the year. It is also possible to provide print outs of the Learning Journeys, each child will receive a CD with their Learning Journey on at the end of their time with us.

### **POLICIES AND PROCEDURES**

Pinvin Community Pre-school has a detailed set of policies and procedures covering many areas.

Copies of these are available at all times in the pre-school for your information. Please do take the time to look through them. Please also feel free to refer to our website where all these documents can be found.

[www.pinvinpreschool.org](http://www.pinvinpreschool.org)

## THE EARLY YEARS FOUNDATION STAGE

At Pinvin Community Pre-school we are committed to delivering the EYFS Curriculum and work towards the four overarching principles;

**A Unique Child** - Every child is unique who is constantly learning and can be resilient, capable and self-assured.

**Positive Relationships** - Children learn to be strong and independent, through positive relationships.

**Enabling Environments** - Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and carers.

**Learning and Development** - Children learn and develop in different ways.

### Characteristics of Learning

All children are unique and learn in different ways. At Pinvin Community Pre-school we ensure we provide many different activities and opportunities for all the children so they can play to learn and learn to play.

The Characteristics are;

**Playing and Exploring** - Finding out and exploring, playing with what they know, and being willing to have a go.

**Active Learning** - Being involved and concentrating, keep on trying and enjoying and achieving what they set out to do.

**Creating and Thinking Critically** - Having their own ideas. Making links and choosing their own way to do things.

## Areas of Learning and Development

### PRIME AREAS

Personal, Social and Emotional Development

Physical Development

Communication and Language

### SPECIFIC AREAS

Literacy

Maths

Understanding the World

Expressive Arts and Design

### Why are the years from birth to five so special?

The year's from birth to five see the greatest growth and learning for all children.

- Good health
- To be happy
- To feel safe
- To be successful

Early learning is the key to your child's future and families make the greatest difference at this developmental stage.

# SAFEGUARDING

Early years providers have a duty under section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage.

At Pinvin Community Pre-school we ensure:

- All staff complete safeguarding training that enables them to recognise signs of potential abuse and neglect.
- We have a practitioner who is designated to take lead responsibility for safeguarding children within the setting and who liaises with local statutory children's services agencies as appropriate. This lead has also completed child protection training.

**At Pinvin Community Pre-school our  
Designated Senior Lead is Zoe Corfield  
Deputy Senior lead is Heather Ross McGuire  
Please see notice in foyer for further details.**

We constantly review our Safeguarding training and knowledge and take our duties seriously. Please see Pinvin Community Pre-schools full Policies and Procedures for further information. These can be accessed via our website at;

[www.pinvinpreschool.org](http://www.pinvinpreschool.org)

Or you can request to see our hard copy which is always in the setting.

## Early Help Hub – Contact 01905 822666

Help is there when parents, children and young people need it 'nipping in the bud' we can help you with;

- ✓ Children and young person's behaviour and emotions
- ✓ Family relationships and parenting
- ✓ Feeling isolated and alone as a parent
- ✓ Having a new baby

The Early help hub can identify the most appropriate support for you - we could provide you with some information and advice, or find the right person to contact you to discuss your concerns and find the right way forward for you and your family.

We will keep your information confidential – we will only find you support with your permission; unless we believe you, a child or young person is at risk of significant harm.

Together we will find a way forward that is right for everyone – there is a choice of help and it will be easy to access.

**Call us now on 01905 822666**



# Pinvin Community Pre-school Admission Form

Information contained in this form will be treated as confidential.

Please complete this form for your child in BLOCK CAPITALS and return to us as soon as possible. If you have any queries in relation to filling in the required information please telephone us on 01386 553600 or email [zoekirbycorfield@hotmail.co.uk](mailto:zoekirbycorfield@hotmail.co.uk)

Please tick your requested hours

Childs name
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	8 -9am	9 – 12noon	12 – 1pm	12 – 3pm	3 – 6pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

***Office use only***

Date received:

Birth certificate seen:

# Pinvin Community Pre-school Admission Form

**Please complete the following information in BLOCK CAPITALS**

<b>Legal Forename</b>		
<b>Middle name(s)</b>		
<b>Legal Surname</b>		
<b>Preferred Surname</b>		
<b>Date of Birth</b>		<b>Age in months</b>
<b>Gender (please tick)</b>	<b>Male</b>	<b>Female</b>
<b>Home Address</b>		
<b>Postcode</b>		
<b>Home Telephone Number</b>		
<b>Contact Mobile Number</b>		
<b>Home Email Address</b>		
<b>FAMILY HOME</b>		
<b>Full name(s) of person(s) with whom the child is currently living</b> (please state relationship to child e.g. mother, father, step-parent, legal guardian, foster parents)		
<b>(1)</b>		
<b>(2)</b>		

**After Family Home/Contact 1 please place contacts in the order you want those people contacted in the event of an emergency**

<b>Family Home/Contact 1</b>	<b>Relationship to child</b>
<b>Mr/Mrs/Miss</b>	<b>Forename</b>
<b>Surname</b>	
<b>Home Number</b>	<b>Mobile</b>
<b>Work number</b>	<b>Place of work</b>
<b>Which number should we try first?</b>	

<b>Family Home/Contact 2</b>	<b>Relationship to child</b>
<b>Mr/Mrs/Miss</b>	<b>Forename</b>
<b>Surname</b>	
<b>Home Number</b>	<b>Mobile</b>
<b>Work number</b>	<b>Place of work</b>
<b>Which number should we try first?</b>	

<b>Family Home/Contact 3</b>	<b>Relationship to child</b>
<b>Mr/Mrs/Miss</b>	<b>Forename</b>
<b>Surname</b>	
<b>Home Number</b>	<b>Mobile</b>
<b>Work number</b>	<b>Place of work</b>
<b>Which number should we try first?</b>	

***Please remember it is your responsibility to update any information on this registration form should there be any changes.***

<b>Family Home/Contact 4</b>	<b>Relationship to child</b>
<b>Mr/Mrs/Miss</b>	<b>Forename</b>
<b>Surname</b>	
<b>Home Number</b>	<b>Mobile</b>
<b>Work number</b>	<b>Place of work</b>
<b>Which number should we try first?</b>	

<b><i>IMPORTANT INFORMATION</i></b>	
<b>Siblings</b> If your child has any brothers or sisters, please give their names and birth dates	
<b>Child's Current School or Pre-school</b>	
<b>Child's start date for school</b>	
<b>Child's Religion (if any)</b>	
<b>Child's first language</b>	
<b>Other languages spoken</b>	
<b>Background Information</b> Any information which may help us settle your child i.e. favourite story, comforter, special words etc.	
<b>Special requests or requirements you wish us to follow/observe?</b>	

**HEALTH**

<b>Doctors name</b>	
<b>Health Visitors name</b>	
<b>Name and Address of Medical Practice</b>	
<b>Telephone Number</b>	
<b>Is there an existing Healthcare Plan</b>	<b>YES/NO</b>
<b>Does your child have a medical condition (e.g. asthma, diabetes, eczema, epilepsy, hay fever, nut allergy? Please give details</b>	
<b>What is your child's normal temperature when they are well</b>	
<b>Has your child had all of their recommended immunisations</b>	<b>Please circle if they have had these;</b> 5 in 1 (2,3 & 4 months)    Meningitis C (12m) MMR (12m)
<b>Are you aware of any allergies your child may have</b>	

**CONSENT**

<b>Do you give us consent to administer first aid to your child should they require it?</b>	<b>Please sign and print your name</b>
<b>Are you willing for us to access emergency medical treatment from a doctor or emergency services if your child requires it?</b>	<b>Please sign and print your name</b>

**PLEASE PROVIDE DETAILS OF ANY OTHER PERSON WITH WHOM THE CHILD DOES NOT CURRENTLY LIVE BUT WHO HAS PARENTAL RESPONSIBILITY AND THEREFORE THE RIGHT TO RECEIVE REPORTS AND INFORMATION**

<b>Relationship to Child</b>	
<b>Mr/Mrs/Miss</b>	<b>Forename</b>
<b>Surname</b>	
<b>Home Number</b>	<b>Mobile Number</b>
<b>Work Number</b>	<b>Place of Work</b>
<b>Address</b>	
<b>Post Code</b>	

**We have a duty to provide information to both parents in cases of separation and divorce. In practice it can be difficult to keep up to date records in this respect and it is also difficult for us to ask about such information without causing embarrassment. We therefore ask parents to do their best to keep us informed of any change of circumstances or address.**

**DECLARATION**

**I/We certify that the information given on this form is correct**

**Signature(s)**

**Date**

**Date**

# COLLECTION AUTHORISATION

If a child is to be collected by someone other than a parent or guardian, we ask for you to complete the following authorisation form, providing a photograph of that person so we are able to identify them.

We have a collections book available in the main foyer and we ask that you fill this in daily should somebody other than yourself be collecting.

<b>Child name</b>		
<b>Name and Address of authorised person</b>		<b>Place photo ID here</b>
<b>Relationship to child</b>		
<b>Contact number</b>		

<b>Name and Address of authorised person</b>		<b>Place photo ID here</b>
<b>Relationship to child</b>		
<b>Contact number</b>		

<b>Name and Address of authorised person</b>		<b>Place photo ID here</b>
<b>Relationship to child</b>		
<b>Contact number</b>		

<b>Name and Address of authorised person</b>		<b>Place photo ID here</b>
<b>Relationship to child</b>		
<b>Contact number</b>		

**Please remember to keep this information up to date and inform us in writing of any changes.**



## **Tapestry On-line Learning Journal**

All pre-school children attending Pinvin Community Pre-school have a personal on-line Learning Journey called Tapestry, which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of the children's experiences during their time with us.

## **Tapestry Security**

We use Tapestry, a system, which is hosted in the UK on secure servers. These servers confirm to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded, videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits to parents from Tapestry being on-line means they will have secure access (via a website which they login to using their email address and a password) to their child's Learning Journey and, in addition to viewing our contributions, we encourage parents to add to it by uploading photos and comments, or commenting on observations made by us.

Pinvin Community Pre-school have their own secure Tapestry website, which once parents have provided the pre-school with an e-mail address we will be able to set them up with an account. We will also give them detailed information on how to view/use their child's Learning Journey. If they do not have access to e-mail their child is still able to have an online Learning Journey which they can access through the use of pre-school computer equipment during specific dates throughout the year. It is also possible to provide print outs of the Learning Journeys, each child will receive a CD with their Learning Journey on at the end of their time with us.

### **CONSENT**

**I give permission for Pinvin Community Pre-school to create an on-line Tapestry Learning Journey for my child.**

**Child's name**

**The email address I would like to have linked to my account is;**

# PINVIN COMMUNITY PRE-SCHOOL

## OFFSITE VISITS

We believe that all children benefit from being taken out of the setting to explore their local surroundings or go on visits/outings to other suitable venues. These activities enhance children's learning experiences.

### Our Aim

- ✓ To enhance curricular and recreational opportunities for children in our care.
- ✓ Provide a wider range of experiences for our children than could be provided in the setting.
- ✓ Promote the independence of our children and enable them to grow and develop in new learning environments.
- ✓ To ensure we keep our children safe and secure whilst exploring outside of the setting.

### Recent outings have included;

- ✓ Visit to local church
- ✓ Visit to local farm
- ✓ Trip to Tesco Farm to Fork program
- ✓ Visits to Pinvin First School
- ✓ Nature works in the village
- ✓ Weekly visits to Pre-school forest school and allotment

All trips are fully risk assessed and you will be given full information beforehand of any such outings. Some trips may involve walking to venues or taking a coach/minibus to our destination. We use reputable companies who provide age appropriate seating, meeting statutory health and safety requirements.

Specific consent forms will be available for outings outside of the village, however the consent form below is for those parents who are happy for us to go on shorter offsite visits such as to First school, the local church, forest school and nature walks in the immediate vicinity.

<b>CONSENT</b>	
<b>I give consent for my child to participate in offsite visits around the local village of Pinvin</b>	
<b>Child name</b>	<b>Sign and print here</b>

# PINVIN COMMUNITY PRESCHOOL

## SUN POLICY

Pinvin Community Pre-school will make every effort to ensure that both staff and children are able to enjoy the sun safely by taking the following steps:

All parents are asked to provide their child with suitable dress, headwear and sun cream to ensure their child's safety in the sun. We would recommend that as a minimum, children wear a hat, cover their shoulders and wear enclosed shoes during periods of hot weather.

Parents are requested to apply sun cream to their child BEFORE their child arrives at pre-school.

Parents will be asked to bring in a named bottle of sun cream, which is kept in the sun cream box in the foyer. The below consent form will authorise pre-school staff to apply sun cream, staff will help children re-apply their own sun cream after lunchtime if staying for a whole day. Children will not be allowed outside after lunch unless pre-school have received the parental consent slip below.

Wherever possible, staff and children will avoid going outside to play in direct sunlight and will provide shaded areas in hot weather.

A jug of water and cups will be placed outside on hot days and the children encouraged to access this to keep them hydrated.

All children will be requested to wear sun hats and we have a supply should your child forget their own.

Staff will plan experiences to help children understand the dangers of playing out in the sun and how they can avoid sun burn through wearing appropriate clothing and sun cream.

<b>Child Name</b>	
I the parent/guardian of the child named above, hereby give permission for sun cream to be applied to my child as and when necessary. I understand the above policy and will comply with the above requirements.	
<b>Please sign and PRINT your name here</b>	

# PINVIN COMMUNITY PRESCHOOL

## CONSENT FORM FOR USE OF IMAGES

### (Photographs, videos, DVDS & digital images)

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and as a memory of your child's experience here with us. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

Photographs and/or video recordings of children may be taken whilst they attend the setting to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. welcome pack, newsletters) and /or on our pre-school website. They may also be used to promote the good practice of the setting to other Early year's providers. Children's names will never be published alongside their photograph external to the pre-school. Names may be used internally, for example on a display. Electronic images, whether photographs or videos, will be stored securely on our pre-school computer which is only accessible to authorised users.

**Before using any photographs/videos of your child we need your permission. Please answer the questions below, then sign and date the form where indicated.**

May we use your child's photograph in printed publications?	Yes/No
May we use your child's photograph on our website?	Yes/No
May we allow your child's photograph (e.g. as a record of an event) to be used for publication in a newspaper?	Yes/No
May we use any photograph or video of your child internally as part of regular activities and work in the setting?	Yes/No
May we use any photographs or video containing your child to share good practice with staff from other settings?	Yes/No
We like to upload photographic evidence of activities and successes to Tapestry, sometimes there will be other children in these. Are you happy for other parents to see your child in such group photos/videos?	Yes/No
This form is valid from the date of signing until your child leaves the setting. On your child leaving the setting photographs will be securely archived however photographs used for publicity purposes may continue to remain in circulation after your child has left the setting. We understand that parents will wish to record events by taking photos/videos, we are happy to allow this on the understanding that such images are used for purely personal family uses and not placed on social media sites.	
<b>Sign and PRINT here</b>	<b>Date</b>

**Parent Declaration Form for Free Early Education Places for 2, 3 and 4 year olds**

To receive your child's free 15 hour place, this form must be completed accurately at each of the settings your child attends.

Full Name of Child:.....Date of Birth of Child:.....

Address of Child: .....

.....Postcode: .....

If your child attends more than one setting, the funding will be **split proportionately between a maximum of two settings\***, please indicate which **settings** you would like the funding to be split between.

Name of 1<sup>st</sup> Setting: .....

Total number of days attended per week: .....

Total number of hours attended per week: .....

Name of 2<sup>nd</sup> Setting: .....

Total number of days attended per week: .....

Total number of hours attended per week: .....

**Please sign to agree that:**

- I certify that the details above are correct and that only settings attended by my child in Worcestershire, or any other local authority area, have been included.
- The setting(s) named above will claim for additional funding as appropriate (which may include funding to support inclusive practice for children with additional needs), to support them to provide the free Early Education Place for my child.
- \*I understand that if my child attends a specialist setting (such as a Nursery Plus, Speech and Language Unit or Special School Nursery), the specialist setting will be allocated the funding as a priority.
- I understand that I will have to pay a bill to my setting(s), even after my child has stopped attending, if the information I provide is incorrect.
- My child's details will be forwarded to Worcestershire County Council.
- My child's details may be used by Worcestershire County Council for functions other than funding, such as to support School Admissions and Children's Centres.
- I understand that my child's details will be securely retained for audit purposes.
- **I understand that funding will not be moved to another childcare provider in the middle of a term.**

Name of Parent/Carer (please print):..... Date: .....

Signed .....

# **EARLY YEARS PUPIL PREMIUM FUNDING**

## **How to support your child**

From April 2015, all childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We are writing to you to explain what the Early Years Pupil Premium is, who is eligible for this funding and, importantly, to ask you to please fill out the enclosed form so that we as a provider can claim the extra funding.

The Early Years Pupil Premium provides an extra 53 pence per hour for childcare providers, for three and four year old children whose parents are in receipt of certain benefits or children who have been in care or adopted from care. This means an extra £300 a year for each child taking up the full 15 hours per week entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early year's education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

High quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Therefore we ask that if you are claiming one of the listed benefits, you also fill in the Early Years Pupil Premium section of the Parent Declaration Form. This will allow us to claim the additional Early Years Pupil Premium.

If you have any questions, please contact Heather.

Thank you.

**Early Years Pupil Premium (EYPP)** is additional funding for Pinvin Community Pre-school to improve the quality of early education for your child(ren) aged 3 and 4 years. Childcare providers can claim this funding if you are in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Or for 3 & 4 year olds who:

- have been in local-authority care for 1 day or more in England or Wales
- have been adopted from care in England or Wales
- have left care under a special guardianship order or residence order in England or Wales

**Please complete the information below to support your childcare provider claim this funding.**

**Parent/Carer Details:** (please complete all fields indicated with an \*)

First Name *:									
Surname *:									
Date of birth of parent / carer*(DD / MM / YYYY):									
National Insurance Number * :OR									
National Asylum Support Service Number:									

The information you provide in this form will be used by Worcestershire County Council (WCC) to confirm receipt of one of the listed benefits by checking data provided by HMRC, DWP and the VSH. We need your consent to make this check. Once this is confirmed, we can decide how much money your child’s nursery, childminder or pre-school will receive. Whether you use this scheme or not, it will not affect any of the benefits you may be entitled to. The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for WCC purposes. I agree to WCC using this information to enable my child’s childcare provider, Pinvin Community Pre-school to claim the Early Years Pupil Premium.

Name of Parent/Carer (please print):..... Date: .....

Signed: .....



# Pinvin Community Pre-school

## Terms and Conditions

Registered Charity 700766

OFSTED registered 205324

Memorial Hall

Main Street

Pinvin

Worcestershire

WR10 2ER

Telephone – 01386 553600

Mobile – 07510 608774

Email – [zoekirbycorfield@hotmail.co.uk](mailto:zoekirbycorfield@hotmail.co.uk)

Website – [www.pinvinpreschool.org](http://www.pinvinpreschool.org)

**PINVIN COMMUNITY PRE-SCHOOL TERMS AND CONDITIONS**

## **Admissions**

It is the intention of Pinvin Community Pre-school to make our provision accessible to children and families from all sections of the community. Children may attend Pinvin Community Pre-school the term after they reach 2 years of age.

## **Registration**

Once you have decided to send your child to Pinvin Community Pre-school, you will be required to complete an admission form and agree and sign the Terms and Conditions. Applications must be accompanied by a £5 registration fee, which will be used to provide your child with a book bag and set up their personal name tags etc.

In the event that a pre-school place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the Pre-school and the length of time a child has been on the waiting list.

## **Attendance**

We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends, or change days you must complete a change of sessions form which is available from Heather, we will then contact you to confirm a place. If your child is attending an extra day as a one off we ask for payment for this on the day.

## **Opening hours**

Our opening hours are as follows: Breakfast club runs from 8am – 9am every day. Morning sessions run daily from 9am – 12 noon. Lunch club is from 12noon to 1pm and then afternoon sessions run from 12noon to 3pm, to include lunchtime. The pre-school is open for 38 weeks of the year, term time only. This means that the pre-school is closed for all bank holidays and school holidays.

## **Snacks and drinks**

Children have access to water throughout our sessions. Milk is available at snack time. We provide a well-balanced healthy snack each day and ask for a donation of 50p per session your child attends, this will be payable if you wish to contribute on your half term invoice.

## **Lunch**

Your child should bring in a pre-packed lunch in a marked container. Food hygiene best practice advises that all lunchboxes should have an 'ice-pack' in the box to keep the lunch to the correct temperature. In line with our healthy eating ethos we ask that you refrain from bringing in sweets, chocolate and fizzy drinks. If your child has any specific dietary requirements please inform us.

## **Fees and Payments**

Fees are billed in advance half termly and we will request payment within 14 days of this invoice being received. Accounts may be settled through BACS payments, cash or cheque, however we will charge a £1 processing fee for cheque payments. A standard rate of £4.00 per hour will be charged for children aged 3 years and above who attend for sessions above the Early Years Free Entitlement. We will charge £4.20 for 2 year olds due to the additional staffing required to care for this age group.

Our fee structure is reviewed in April and where possible we set our fees at a competitive level in order to maintain a sustainable and well equipped pre-school setting.

## **Childcare Vouchers**

Pinvin Community Pre-school administer a Childcare voucher scheme using a variety of providers. If you would like to opt into your companies voucher scheme please speak to either Heather or Zoe who can sort this for you.

## **Absence**

All fees are payable for all sessions booked and no refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays or other such reason. Any absences for whatever reason must be notified to the Manager by telephone or email.

## **Non-Payment of Fees**

If fees are not paid as agreed, we will contact you by writing, stating the child's place may be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, Pinvin Community Pre-school reserves the right to terminate and/or amend this contract with immediate effect and withdraw your child's place.

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations and on a case by case basis we may negotiate payment in alternative instalments.

## **Late Collection Charge**

You are required to inform the pre-school as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged. If a child is not collected on time then the pre-school reserves the right to charge a late collection fee of £5.00 per hour or part thereof until the child is collected. Late collection charges are due for payment immediately upon collection.

## **Local Authority Funding**

The Pre-school is approved to provide government Free Early Years Education Places for children aged two, three and four years old. This funding entitles a child to have up to 15 hours of free early years provision a week, for 38 weeks of the year. The first term your child becomes eligible you will be asked to fill in a form, we will need to see your child's birth certificate or passport as proof of identify and eligibility.

Where a parental contract has been signed agreeing to take the free entitlement, the pre-school will get secure funding for a full term. Once you have signed the contract, you will not be able to transfer the free entitlement payment to another provider during the same term.

## **Child Illness**

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the manager calls the parents and asks them to collect the child, or send an emergency contact (as stated on the registration form) to collect the child on their behalf.

The pre-school requires all parents to inform us if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the pre-school if your child has any illness such as measles or chicken pox, so the other parents can be informed.

If your child has suffered from vomiting or diarrhoea we require that they be kept away from pre-school for at least 48 hours and until they have had a meal.

You may also be required to withdraw your child if we have a reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who may have communicable diseases for the recommended time required. The pre-school holds a list of communicable diseases and the incubation periods/exclusion times and will advise parents accordingly. The pre-school reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

If a child requires prescribed medication in our care a consent form will need to be completed; however the first dose must be given at home and medicines must not be left on the pre-school premises overnight unless exceptional circumstances. The medication must be in its original container with clear instructions on dosage and times.

Parents will be informed of all accidents and required to sign the accident book when collecting your child. If your child has had an incident in the home before arriving at the setting, please complete the incident book so all staff are aware of this and we can care for your child appropriately.

## **Medical Treatment**

We reserve the right to administer basic first aid and treatment where necessary. For more serious conditions, we will call for an ambulance and expert help. Every effort will be made by pre-school staff to contact parents and emergency contacts listed, but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

If your child has a medical condition that requires a high level of support on a day to day basis we can accommodate this with adequate training. We would request meetings with the parents/guardians and medical professionals, to develop a health care plan before the child is admitted into our care.

## **Liability**

Pinvin Community Pre-school accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the pre-school being temporarily closed or the non-admittance of a child to the pre-school for any reason.

## **Property and Belongings**

We cannot be held responsible for the loss or damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

## **Pre-School Closure**

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the pre-school. If the pre-school is obliged on these occasions to pay the staff, then the pre-school reserves the right to charge for any session which your child would have attended if the pre-school had not been closed due to circumstances beyond its control.

## **Disclosures**

We need to be informed about any medical and non-medical condition, health problem, and allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care. In addition, you are required to inform the pre-school in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies or medical conditions).

## **Security**

Under no circumstances will a child be allowed to leave the pre-school with anyone unknown to staff, unless previously arranged by you. If you make prior arrangements by telephone, the pre-school will require the name, address and telephone number of the chosen person, as well as proof of identity on their arrival. All children should be signed in and out of the pre-school by an adult every time they attend.

## **Behaviour**

At Pinvin Community Pre-school we have a limited number of rules which we expect every child to adhere to. They are developed to protect not only your child but also the development and health of children. Emphasis is placed on feelings of others and children are encouraged to respect one another and the adults with whom they come into contact. Details on how we manage behaviour in the setting can be found in our Policies and Procedures document accessible on our website [www.pinvinpreschool.org](http://www.pinvinpreschool.org) or alternatively ask to see the copy in the setting.

The pre-school will not tolerate staff being spoken to in an abusive or threatening manner, such behaviour will result in an immediate termination of your child's place.

## **Equal Opportunities**

At Pinvin Community Pre-school we work diligently to ensure the equality of opportunity for every child. We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural and religious traditions of every individual.

## **Complaints Procedure**

Any complaint or concern should be directed immediately to the Pre-school Manager. We take every concern very seriously, however, should you not be entirely happy with the outcome please discuss the situation with Julia Hinchliff (Pre-school Chair person).

## **Termination or Cancellation**

If you wish to remove a child from our setting or want to reduce the number of sessions attended, you must give 4 weeks' notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the pre-school or not.

## **The Agreement**

The Admission form and these Terms and Conditions represent the understanding between Pinvin Community Pre-school and the parent(s)/guardian(s).

Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn.

Please ensure the Admission form, a signed copy of these Terms and Conditions and a registration fee of £5 is brought into the setting before your child starts with us.

Child's name	
--------------	--

**I accept the terms and conditions of Pinvin Community Pre-school.**

**I enclose a cheque for £5 made payable to Pinvin Community Pre-school.**

**Signed .....**

**PRINT .....**

**Signed .....**

**PRINT .....**

**Date .....**

**Thank you for completing this document. If you have any questions please do contact us on;**

**01386 553600**

**Or**

**07510 608774**

**Or email Zoe – [zoekirbycorfield@hotmail.co.uk](mailto:zoekirbycorfield@hotmail.co.uk)**