



Parents Handbook

Bath Road
Cricklade
SN6 6AT

Our telephone number is 01793 750817

Our e-mail address is playgroupcricklade@btinternet.com

Our web site is www.crickladepreschoolplaygroup.co.uk

A limited liability company registered in England & Wales
Registered office: The Old Library, Bath Road, Cricklade, SN6 6AT
Registered Company Number: 7261971

Registered Charity Number: 1136706
Pre-School Alliance Number: 17136

Last update: June 2023

Welcome to Cricklade Pre-School Playgroup

Thank you for selecting Cricklade Pre-School Playgroup for your child.

Here at Pre-School we aim to help your child develop and learn at a pace that suits them. We want your child and you to be happy and settled with us.

This booklet is for your reference and information, but if you have any questions or queries please speak to a member of staff we are all happy to help you.

We are an independent Pre-School and have been supporting and teaching children within Cricklade and surrounding areas since 1967.

Our Ethos

‘Our experienced, well qualified friendly staff offer play experiences to meet children’s individual learning needs. Cricklade Pre-School Playgroup believes that children flourish best when their personal, social and emotional needs are met.

Our Pre-School ensures that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability.

We provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued.

Our Pre-School works with parents to build their understanding of, and commitment to, the principles of safeguarding all our children.’

We safeguard all the children and staff in our setting to ensure that they are safe and well looked after. It is important that children are able to grow in a safe and stable environment.

We have the following safeguards in the setting:

- A senior member of staff who is responsible for child protection – this is called a Designated Safeguarding Lead.
- A Deputy Safeguarding Lead.
- Child protection and safeguarding policies which comply with legislation.

- A Whistleblowing Policy in place and follow guidelines for reporting all allegations.
- All of our staff are trained regularly on Safeguarding; they all have a duty to report any concerns.
- A legal duty to work with other agencies such as The Rise Trust, The Children's Centre, Health Visitors, Social Services and the Police should we feel a child is at risk.

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Our Pre-School Playgroup

We are a registered limited company and a registered charity. We also belong to the Pre-School Alliance. Our building comprises of one main indoor environment which is divided into two areas if required as we believe children learn from each other. We cover all areas of learning in accordance with the Early Years Foundation Stage.

All outside areas are shared environments and we ensure everywhere is staffed with the necessary adult to child ratio.

The Pre-School is overseen by a Management Committee of parents and carers of those children who attend and staff. They are responsible for fundraising, policy decisions, hiring of staff and the general direction of the Pre-School's future.

The day-to-day sessions at Pre-School are run by the Manager and Deputy(s).

They are responsible for the planning of the children's activities, the curriculum, safeguarding and the running of the building. All members of staff are experienced Practitioners and an Administrator who is responsible for the office work associated with running a small business.

We are regularly inspected by Ofsted and our most recent report is available in the lobby.

Staff

The Pre-School currently employs the following members of staff (five are highly qualified practitioners in Early Years):

Manager	Ann Uzzell
Deputy Managers	Katie Pike/Emily Halstead
Assistants	Hayley Wood Hayley Standrin Sophie Buchanan
Administrator	Diana Barton

The Pre-School also employs Bank Staff who work when required over our busy periods. We are committed to the provision of high quality childcare and the Pre-School provides continuous training and development in our staff. All staff (including Bank Staff) and Committee hold current DBS (police) checks.

Parent Representatives and Volunteers

We have a group of Committee Members who meet regularly to discuss fundraising and other aspects that keep the Pre-School running. A Committee noticeboard is displayed in the lobby.

The Pre-School is always evolving, and parents are always encouraged to participate in any way to help the Pre-School run effectively. If you feel that you would like to help or have a skill that you feel could be used, please come and have a chat or contact us at

chair.playgroupcricklade@btinternet.com.

Any parent or carer may stand to be on the Committee. Members are formally elected each year at our AGM held early October and all parents and carers are invited to attend. However, a member can be co-opted onto the Committee at any time should they be willing to help.

At Pre-School we rely on the fundraising of our Committee and parents to help provide the 'extras' for us. We ask that those parents who can help us by either helping to organise events, or by attending those that the Committee have organised.

If you have a skill that you think could be used at Pre-School (include working with the children or general maintenance) please do let us know. It is always nice to know how parents would like to help us improve our facilities or to give the children new opportunities. We appreciate and are very grateful to all those who give up their time to be a part of this essential group.

Our Day at Pre-School

Upon arrival at Pre-School you will be welcomed into the playroom by a member of staff. Children are encouraged to place coats and their bags on pegs and parents are asked to sign their child into the setting. Children are then free to play and settle into their Pre-School session.

A typical day in Pre-School is a mixture of spontaneous child led experiences and focused planned activities, all designed for your child's individual learning development.

Every child will be able and are encouraged to access the outside play areas during each of the sessions that they attend. We ask that children are clothed appropriately for the weather that day.

At lunchtimes children are encouraged to sit together and enjoy their own lunchboxes.

The afternoon continues with a mixture of child initiated activities where staff support and scaffold the children's learning and focused planned activities to support their next steps.

Snack time is offered mid-morning and mid-afternoon.

Children self register with photos.

At the end of their session, you will be asked to sign out your child.

We encourage the children to collect their belongings off their peg, from their named draw and (if applicable) take their lunchboxes.

We recognise that every child is an individual with their own character, abilities, sense of humour and needs. We encourage them to reach their potential through a variety of

opportunities which include; craft activities, carpet toys as well as maths activities, an area focused on developing children's mark making and early literacy skills, a changing role play corner and a cosy book corner to allow for a quiet area for reflection.

Session Times

The Pre-School is open between 7.30am to 4pm Monday to Friday.

We offer the following flexible session start and collection times:

Drop off: 7.30am – 8am - 9am – 12pm – 1pm

Collection: 12pm – 1pm – 2pm – 3pm – 3.30pm – 4pm

If your child is in over the period of 12pm – 1pm then you will be required to provide a healthy lunchbox for them.

Education For Your Child

If you decide to place your child in our care, the Pre-School Manager will provide visit sessions for your child to settle in. During your visit, we will discuss with you what sessions and times would suit you and your child the best, depending on the spaces available. You can either decide then what you would like to book or you can get back to us to confirm sessions.

Key Person

On settling into the Pre-School your child will be linked to a Key Person who will build a relationship with your child and create a Learning Journey of planning and development for the duration of your child's stay with us. They are responsible for the emotional well-being and educational needs of your child. They will update your child's Learning Journey and will maintain a relationship with you to allow for sharing information to ensure that your child is being supported in reaching their full potential.

Children's Records and Photos

The Pre-School holds two types of records for your child.

The first is their confidential details including registration and permission forms.

These are kept in a lockable cabinet and are not for general use.

The second record is on Tapestry our online learning journey provider. Tapestry allows us to make observations for your children where we can attach photos, as well as include assessments which we can use to track your child's development and progress

On Tapestry, parents/guardians and other relatives can view, like and comment on the observations we make for your child/ren. You can also add your own observations of what your child does outside of the setting.

We do take photos of your child within Pre-School. These are used for displays and for your child's records. We will ask for additional permission if we wish to use a photo in any publicity material.

Early Years Foundation Stage (EYFS)

By law every Early Years setting needs to follow the EYFS government guidance.

They are split up into 7 areas of learning:

- Personal Social and Emotional Development
- Communication, Language
- Physical Development
- Literacy
- Problem solving reasoning and numeracy
- Knowledge and understanding of the world
- Expressive arts and design

All areas of learning and development are important and inter-connected.

These skills are not taught as formal lessons but form the basis of the planning of our activities, so that children may develop their all-round skills. Subjects are not covered

in isolation and an activity might cover several learning areas.

Every child who joins the setting will have an individual learning plan that is designed to encourage their development in all areas. If your child has a developmental or behavioural need then this will be discussed and planned with you to ensure we give the best support we can, to you and your child.

Special Education Needs (SEN)

Every child who comes to Pre-School has an individual learning plan that is designed to encourage their development in all areas. However, some children may need additional help in one or more learning areas.

If a child does need more help our Special Educational Needs Co-ordinator (SENCO), will liaise with the relevant children's services to provide any additional help or support your child needs. This help and support will then be incorporated into their individual learning plan. Everything that is arranged for your child will be discussed and planned with you to ensure we give the best support we can to you and your child.

Outside Agencies

From time to time, Pre-School need to talk to outside agencies such as the speech and language specialists and the Children's Centre. When you register your child you will be asked for permission for us to speak to outside agencies, and any information or help given by these agencies will be shared with you.

Outside Agencies are there to assist the Pre-School and help us in giving the best possible support for your child.

Parents Evening

Pre-School offer two Parent Evenings during the course of the year when all parents are invited to come in to discuss their child's progress. Staff are also available for informal chats each day.

Communication

The relationship between parents/carers and the Pre-School is very important to us.

We use many channels of communication to keep you informed of everything concerning your child's development and the running of the Pre-School:

- Noticeboards within the lobby and within our main room.
- A Newsletter which is sent out on a regular basis.
- Cricklade Pre-School Facebook page – any notices or fundraising events are placed on our page. Like/Follow us to automatically receive these.
- Our website www.crickladepreschoolplaygroup.co.uk
- Parent/Carers evenings.

Registration and Admin

The 'Confidential Registration Form' tells us about your child's personal details, medical history, family and emergency contact details. It is legal requirement that we hold these details, and they will not be passed on to any other person or organisation. The permission form allows us to:

- See to any emergency medical needs

- Take and hold photos for display for their records.
- Apply sun cream
- Go on local outings such as to St Sampson's Primary School or the local library.

The 'Parental Permissions and Consents' form shows which permissions you consent to, that you agree to be a member of the Pre-School, that you are aware of our full Pre-School Policies and agree to pay fees on time.

The 'All About Me!' booklet is for you to tell us more about your child. What they know, what they enjoy, who looks after them and any special requirements they may have. This booklet is a starting place for us to get to know your child and plan for their individual needs.

The 'Consent for Liaison with Outside Agencies' form allows us to work with you and other agencies, such as speech and language, to provide for your child's needs.

The 'Privacy Notice' form provides your consent to Cricklade Pre-School Playgroup to holding and processing your data in accordance with the Data Protection laws.

Emergency Contact Details

If you move house or change your phone number, especially your mobile number, please inform us as soon as possible. These are the details we need if we have to contact you, so please help us keep them up-to-date.

If you wish to change your additional emergency contact people at any time, for any reason, just drop in and tell us so these details are also current.

Medical Conditions and Medication

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to ONLY administer medication that has been described by a GP or Specialist which is named and dated for that child.

We have the facilities to store medication safely and our Administering Medicine Policy allows staff to administer it should it be necessary. Written permission and clear instruction will be required prior to any medicines being administered by staff. If medicine has been administered, parents will be notified and asked to sign the Medication Book.

Please tell us, either using the registration form or as soon as you know of any medical conditions that affect your child.

If your child requires an inhaler or any medicine this must be handed to a member of staff and its administration discussed with them, which will be documented so that all staff are aware.

Allergies

If your child has an allergy to anything we would ask you to record this on the registration forms when your child joins Pre-School. If you learn of a new allergy whilst your child is here please notify us as soon as possible.

If there are any food groups that your child is not allowed to eat due to religious or other reasons please let us know.

Collecting Your Child

Please can you let us know at the start of the session if you, or the usual person, are not collecting your child at the end of the session.

If you wish an older sibling, aged 16 – 18, to collect your child we will ask you to sign a disclaimer to allow this. We cannot allow anyone under the age of 16 to collect your child.

In the unlikely event of a child not being collected, staff will try to contact the main contacts from the registration document. If we have no success we will then try to call the emergency contacts as indicated.

If no-one collects the child and the premises are closing, we will contact our local social services office on 01380 826200.

Booking Sessions

If you wish to book additional or amend your sessions then this is usually done at the start of a new term. To record your wishes please speak to the Pre-School Manager or Deputy and they will check availability and arrange the start date of the new times.

If session times need to be changed mid-term please speak to the Pre-School Manager who will try and accommodate any changes you require.

Hours are offered on a flexible basis, but children are encouraged to attend on at least two days to help them settle and mix.

Term Dates

We operate to the school term dates issued by Wiltshire County Council.

Full lists of our opening dates are displayed.

Pre-School Unscheduled Closure

If the Playgroup needs to close at short notice due to extreme weather or a building fault we will notify the local radio stations and place a notice up on our Facebook page. We will aim to contact all the parents with children who are due to be in on that day.

Fees and Funding

Wiltshire County Council provide 15 hours free, part-time, nursery education places for all three and four year olds. Free nursery education can be used during the flexible start and collection times listed and for up to thirty eight weeks of the year (term time only). Parents do not contribute towards

this minimum entitlement but are charged for childcare that is additional to the free entitlement place. Since September 2017, eligible parents are able to apply for 30 hours free nursery education, for up to thirty eight weeks of the year.

Children become eligible for a funded place from the start of the term after their third birthday – details are below:

01/09 – 31/12 – funding starts in January

01/01 – 31/03 – funding starts after Easter

01/04 – 31/08 – funding starts in September

For extra hours and children not eligible for free funding, Pre-School provision is currently charged at:

£5.25 per hour

All our fees are in line with current government funding rates and include a snack and drink.

If you would like more information on the sessions, please contact us.

You will be invoiced at the start of each term for that terms sessions. This invoice should then be paid during the first two weeks of term. Details of how to pay will be placed on the bill and if you experience any difficulties paying your fees, please talk to our Manager.

Children that are hospitalised overnight for any period of time, will not incur any fees. However, proof of overnight hospitalisation will be required. All other absences, such as short-term illnesses and holiday will still be payable.

We also offer childcare to those eligible for 2-year old funding.

Please see the Wiltshire Borough Council website for more information on how to apply.

Funding for 2 year olds

<http://www.wiltshire.gov.uk/child-care-free-early-education-funding-for-2-year-olds>

30-hour funding for 3 and 4-year olds

<http://www.wiltshire.gov.uk/child-care-free-early-education-for-3-and-4-year-olds>

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

Other useful links

<http://www.gov.uk/tax-free-childcare>

<https://www.childcarechoices.gov.uk>

Parent Declaration Census Information

Towards the start of September, January and April you will be asked to sign a 'Parent Declaration' form if your child is in receipt of free entitlement funding.

This form originates from Wiltshire Council and confirms to them that your child attends this Pre-School. This form must be signed by a parent to insure funding for your child.

What we provide and what you provide

Snack Provision

We provide a snack each day for the children every mid-session. We offer a range of snacks including fresh fruit, vegetables, biscuits, bread and crackers. Each week we display the weekly range on offer on our noticeboards and on our Facebook page.

Every child is also offered a choice of water or milk to drink. We encourage children to drink plenty of fluids during their session. The children bring in their own bottles of water for access throughout the day.

Meal Times

Please bring a packed lunch for your child if you wish them to stay for the lunch period. Please provide a healthy lunch for your child, lunch should consist of food that you know your child will eat and will satisfy them for the day.

We ask that you do not provide fizzy drinks or chocolate bars/sweets, these are not a part of a healthy diet for the children and it is not something we encourage. Any grapes and cocktail sausages must be cut into quarters to minimise the risk of choking. We would also like to ask that you do not pack anything that contains nuts to ensure we adhere to our allergy policy.

Uniform and Clothing

Pre-School has a voluntary uniform of a red polo shirt, a t-shirt and sweatshirt – these are available to order on line at https://pmsgschoolwear.co.uk/school/cricklade_pre_school.

We recommend that your child has suitable footwear and clothing for play. Heels and toes should be covered to

ensure that they do not hurt themselves. Please provide your children with wellies and coats for muddy and rainy days as we do ensure the children go outside in all weathers.

Please ensure that all items of uniforms, coats, spare clothing, footwear, lunch boxes, hats, drink bottles and bags are labelled with your child's name.

Sun Safety

Please ensure that in hot weather your child has a hat and that sun cream has been applied before they arrive at Pre-School. This is something we supervise and support the children to apply themselves as it prepares them for school.

Could you provide a named sun cream, we will ensure that your child reapplies this during the day as and when needed.

Nappies and Toilet Training

If your child wears a nappy, could you please ensure that they have a good supply when they attend Pre-School as we do not hold a supply. It would also be useful if you can provide a spare set of clothes (within a named bag) for accidents, or messy play.

When it is time for your child to toilet train, please speak to your child's Key Person to make any arrangements. Lots of spare clothes will be needed!

A special item or comfort to help with transition can be brought in and kept in their drawer.

Health and Safety

Accident Book

Although we do our best to prevent accident from happening within Pre-School sometimes a child will suffer a knock or an accident.

Any injury, however minor will be recorded in our Accident Book and you are asked to sign on collection. This shows exactly what happened, when and what treatment was given to your child.

We do ask that parents inform us of any accidents or injuries that have happened at home and that any existing injuries are shown, this helps us to monitor your child's wellbeing and put support in place at Pre-School. If a member of staff notices a bruise/mark not notified, it is our policy for that staff member to fill in an 'Existing Injury' form and you will be asked to sign it.

Illness and Exclusion Periods

If your child becomes ill at Pre-School or they are feeling unwell, we will contact you by phone asking you to come and collect your child as soon as possible. If you are unavailable, we will leave you a message and contact the next person on the emergency contact list supplied upon registration.

Exclusion periods for the Pre-School apply and we follow the guidelines set out by the NHS. This is to ensure that other children and staff do not fall ill.

- Coronavirus - as per current Covid policy
- Sickness and diarrhoea – 48 hours after the LAST episode
- Chicken Pox – until ALL scabs have dried up

- Conjunctivitis – 24 hours after treatment has started
- Impetigo – until the lesions have healed or 48 hours after starting antibiotic treatment.
- Head lice – To be treated before your child comes back into Pre-School, there is no exclusion period, however we ask that you inform us if your child has a case of lice.

We ask that you inform us if your child is poorly, or unable to attend Pre-School for any reason so we will know not to expect them.

First Aid

Due to current the regulations there are strong limits to what we can do a First Aid for your child. We can clean a scrape or cut, but we cannot put on any cream or plasters. If your child requires any further treatment we would contact you and ask you to come in.

Kind Requests

Informing us of Absence

We ask that if your child cannot attend Pre-School for any reason that you let us know.

If they are ill; please call us as early as possible after we open at 9am so we know not to expect them.

If it is a planned absence for an appointment or holidays please tell us as early as you can.

General requests whilst on Pre-School grounds

Please do not bring your pets with you when you bring your child to Pre-School.

We have no facilities for them to be located off public paths whilst you bring your child in.

Pre-School is a non-smoking/vaping facility and this includes the outside area.

We ask you not to smoke/vape when you are waiting to drop off or collect your child from Pre-School.

We ask you not to use mobile phones when you are at Pre-School.

Mobiles are a child protection concern so we ask that they are not used here.

Transition to a Primary School

Applying for a place at School

Each child/parent must make an individual application for a place at a Primary school of their choice. This application is normally made on-line and completed by the 15th January of the year your child is due to start. If application is made after this date, it will be considered as a late application and can only be made in paper form (visit www.wiltshire.gov.uk/schools-learning-admissions-applying for more guidance).

Notices are put in the Pre-School lobby to remind parents to apply.

If an application cannot be made online, paper copies of the application form can be requested from the Primary School

office. Pre-School is not given any application forms to give out.

Children are due to start school in the September following their 4th Birthday.

Transition to School

During the year, teachers from St Sampson's Primary School visit the Pre-School to start to get to know the children. In the summer the Pre-School take the children who are going to St Sampson's for visits and story time.

These visits are called 'Transition Days' and help the children to feel comfortable at the school and with the staff ready for when they start.

For your Information

Pre-School Policies

Cricklade Pre-School Playgroup operate within the guidelines provided by our policies; these are designed to promote a safe and secure learning environment for your child and our staff.

Our policies can be found on our website or within a folder located in the Pre-School lobby. Alternatively, if you wish you can have them emailed directly to you please ask our Pre-School Manager.

Concerns

If you have any concerns about the Pre-School we ask that you first speak to a member of the Management Team regarding the issues you have, and we will do our best to correct these.

In the unlikely event that these issues are not resolved, then please contact the Committee Chair. Alternatively, contact the OFSTED helpline 0300 123 1231 and our reference number is EY426355.

Our formal complaints procedure is in the lobby.

Positive Behaviour Management

Cricklade Pre-school Playgroup believes that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

The Pre-School is a friendly and welcoming environment and we encourage positive behaviour. If behaviour is inappropriate then it is our policy to reason with the child to evaluate their actions. Staff will seek help from the parents should a child present challenging behaviour within the setting. We will work together to create an individual plan to resolve the situation.

Equality of Opportunity

Cricklade ensures that our service is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability.

Our Pre-School is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Child Protection

The partnership between parents' carers and the local authority is an important part of protecting your child and promoting their welfare. We have a duty to inform the local authority of any concerns regarding the children in our care.