

NEW STARTER BOOKLET



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Seer Green Pre-School is a registered charity. Registered Charity No. 1026054



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I. WELCOME

I.1. WELCOME FROM KIRSTEN POLE, PRE-SCHOOL MANAGER

Dear Parents,

Welcome to Seer Green Pre-School. We are really proud of our Pre-School. It is a happy, lively and dynamic place.

We pride ourselves on ensuring all the children have an excellent foundation to their education encouraging an enjoyment of learning through play in a culture of high expectation. All children are respected, included and nurtured in all they do. I greatly value our partnerships and will continue to work hard to foster very good relationships and communication between home, Pre-School and the community. Whatever your circumstances we want you to be involved in our Pre-School, it will not only benefit your children but it's also a great way of getting to know people.

I hope the information in this booklet will answer many of the questions you may have and help prepare you and your child for their start at Pre-School. If you would like any further information or have any specific concerns, then please either call me on 01494 730060 or feel free to talk to one of the Committee. We operate an open-door policy here at Seer Green Pre-School, which means that you are welcome to visit at any time. I hope you will feel free to raise any questions or concerns you may have with either me or the staff at any time.

On behalf of all the staff at the Pre-School, may I take this opportunity to say how much we look forward to meeting you all and we wish you and your children a very positive and memorable time with us here at Seer Green Pre-School.

Looking forward to creating our future.

Kirsten

Kirsten Pole

Pre-School Manager





2. INTRODUCTION

2.1 BACKGROUND

We are a community-based charity Pre-School run by local parents and staffed by experienced, long-standing, qualified personnel. More information about the Pre-School can be found on our website, <http://seergreenpreschool.co.uk/> including information on the following (relevant **webpage** is provided for ease of reference):

- Our mission statement (**homepage**)
- Our aims (**about us**)
- How we support the children's learning, through the Early Years Foundation Stage (EYFS), a statutory framework that all Ofsted registered Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe (**about us/curriculum and activities**)

Important information for parents can also be found on the **parents** page of the website.

2.2 RIGHTS RESPECTING SETTING

We are delighted to have been a rights respecting setting since receiving the Rights Respecting Settings Award from UNICEF in 2013. This is more than just an award to us; it is something that we want to embed into our ethos and everyday life at Seer Green Pre-School.

We have shown our commitment to advocating the rights of children, listening to the children's voice and becoming global citizens.

Schools and settings who have taken part in this initiative have reported a wide range of benefits for the children. These include an increase in self-esteem and increased global awareness. It also contributes towards the development of positive behaviour and enables the development of a culture of respect. In addition, children's right to express their views in matters that affect them are respected and children become advocates for other children.

We include in our policies where relevant the UN Convention on the Rights of the Child (the basis of all UNICEF's work) reference.

2.3 RELATIONSHIP WITH SEER GREEN CE COMBINED SCHOOL

The Pre-School benefits from the close links it has established with Seer Green CE Combined School. Fridays are reserved for our older children only (those starting school the following September), and on these days we phase in the children attending school's morning breaktime, having their lunch in the school hall and visiting the school library. This helps prepare children for the transition to school life.

Entry to the school is by application to Buckinghamshire County Council and is not automatic from the Pre-School. Buckinghamshire County Council will automatically send a request to you to apply for your child's school place.

The following websites have further information on school applications:

- www.buckscc.gov.uk/schools/admissions
- www.seergreen.bucks.sch.uk

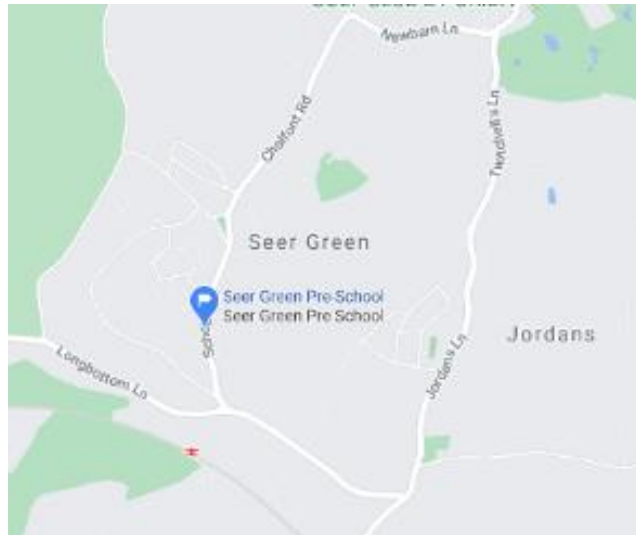
3. LOCATION AND TRAVEL

3.1 LOCATION AND SETTING

Seer Green Pre-School is adjacent to Seer Green CE Combined School.

It is located in the Jubilee Hall (John Orme and Nicholls rooms) along with a generous outdoor space. We also use the Jubilee Hall on a regular basis for music and movement and PE.

The location details are on the front of this booklet and on the website ([contact us](#) webpage).



3.2 TRAVELLING TO PRE-SCHOOL AND PARKING

As the Pre-School's aim is to serve the local community, we support and encourage our parents who choose to walk, cycle or scooter to Pre-School. This is a great way for the children to start the day. There is a small scooter and bike park to the right of the building for use during the day.

Please note:

- No responsibility is taken by the Pre-School for items left in the bike and scooter park.
- No scooting or biking should be undertaken from the top of the drive down towards the Pre-School due to the risk of injury.

Unless there are extenuating circumstances, it is NOT possible to use the school drive or park outside the Pre-School. This is for the safety of all the children. Please use School Lane for drop offs and pick-ups if you need to drive. Alternatively, if you have time, please use the Baptist Church to park and walk the last part with your child. Please, please, please be considerate and safe when parking. The Highway code clearly states that:

1. You must not park near a school entrance.
2. You must not park on the yellow zig zags outside the school.
3. You must not park opposite or within the 10 metres (32 feet) of a junction except in an authorised parking space. This includes the junction of Stable Lane and School Lane. Parking on the corner severely limits the visibility of both pedestrians and drivers at the junction.

If you happen to be parked outside Pre-School, particularly in the afternoon, you will need to wait until the older children are out of school and have left the area before attempting to reverse/drive out.

If parking is essential, please REVERSE into parking spaces. As drivers we must all appreciate how hard it is to see toddlers when reversing and they are around cars.



4. LOOKING AFTER YOUR CHILD

4.1 STAFF OVERVIEW

We exceed the legal requirements for ratios of adults to children at the Pre-School, as set by the Statutory Framework for the EYFS (DFE 2012). This helps us to:

- give time and attention to each child,
- talk with the children about their interests and activities,
- help children to experience and benefit from the activities we provide, and
- allow the children to explore and be adventurous in safety.

We are also fortunate that our staff are not only highly experienced and qualified, the senior staff have also been together for a significant number of years, ensuring a seamless team working together to support your child.

4.2 KEY PERSON SYSTEM AND COMMUNICATING WITH STAFF

On starting at the Pre-School, your child will have a lead key person and another named key person, to ensure continuity of relationship regardless of their days attended, staff illness or other situations where one member of staff cannot be present (staff training for instance).

Whilst your child will get to know all the staff well, they will have a special relationship with their key person who particularly looks out for them ensuring they are happy and secure at Pre-School. They will help your child settle in and throughout your child's time at the Pre-School they will keep you informed of your child's progress and help them benefit from the offered activities. This key person therefore becomes a parent's best point of contact for any aspect to do with your child, and they will speak to you at the annual parents evening (for older children this is in February and for younger children it is in July).

We welcome open communication with parents as this helps us support your child to the best of our abilities. However, with 20 children to welcome and say goodbye to each day, it can often be a challenge to speak in detail. We would therefore encourage you to speak to us outside drop off and collection for anything urgent or detailed. This can be via email, call or an arranged appointment – although if you wish to call please do so between 9.30am and 11.30am or 1.00pm and 2.30pm.

Additionally, you will be given access to Tapestry, an online learning journal, to see your child's progress (and to add observations of your own if you wish), as well as a Communication Book, which you can use to communicate with your child's key person. You and your child's key person will be able to have an ongoing dialogue on your child's progress, concerns, important events and achievements. This enables your key person to see into the life of your child and use this to assist with their ongoing assessments and to help their development whilst at Pre-School.

4.3 ASSESSMENT, PARENT EVENINGS AND REPORTS

We assess how your child is learning and developing by observing them frequently. This information is used to document their progress and we ask you support this by using Tapestry and the Communication books, as well as providing verbal updates.



We do assess the children periodically, as well as formally twice a year, and these reports are available on Tapestry in February and July.

Additionally, a detailed age two report for each child is completed according to their development in the three prime areas six weeks after your child has started at pre-school. This is written in compliance with the requirements of the revised EYFS 2021 and is shared with parents.



5. DROPPING AND COLLECTING YOUR CHILD

5.1 TIMING

Morning only	8.50am to 11.50am
Afternoon only	12.10pm to 3.10pm (with a packed lunch)
All day	8.50am to 3.10pm (with a packed lunch)

5.2 DROP OFF

After your child has settled in, a regular drop-off is as follows:

- Doors open at 8.50am or 12.10pm and will remain open for 10 minutes.
- A member of staff will welcome you and also prevent any escapes! This member of staff should also be informed of any matters we need to know of and also has the Daily Record Book where you can authorise another person to pick up your child (see below for more details).
- Please follow your child through to their coat peg and help them hang up their coat and any other items (scarf, hat, bag etc). For older children, please encourage them to do as much of this themselves as they can. The pegs are in alphabetical order, state your child's full name, and have a picture beginning with the first letter of your child's name on them.
- Follow your child into the John Orme room, encourage them to find their name on the table and post it in the post box. Kiss your child goodbye and leave through the Nicholls Room unless your child requires more time.

Matters it is helpful to mention to staff at drop off include any that may affect your child and their usual routine, such as: home changes, change of carer, bereavement, recent bumps, scrapes or tiredness. Please be aware that we are required to record any injuries which occur outside the Pre-School. This will be done as your child arrives and you will be asked to sign, confirming the details.

5.3 PICK UP

For pick up:

- Please wait outside of Pre-School until a member of staff opens the door at 11.50am or 3.10pm.
- Please collect your child's personal possessions (e.g. coats) from their peg and then proceed into the John Orme Room. A member of staff will call out your child's name when they can see you and your child will come to you. Once you are reunited with your child please leave the Pre-School through the main Jubilee Hall entrance.

5.4 ARRANGEMENTS FOR COLLECTION OF CHILDREN

Parents/carers must inform staff verbally if their child is being collected by someone other than themselves and this will be recorded in the Daily Record Book.

If the person collecting the child is not known to the Pre-School staff, it may be appropriate to use a 'password', given to the staff in advance either verbally or in writing, and used by the person when they arrive to collect the child. We would advise you to change the password for each new occasion.



If parents/carers have a regular arrangement with someone to collect the child e.g. a child-minder, a form giving permission for this type of arrangement is available.

Parents/carers can ring the Pre-School to inform us of an unexpected change in the arrangements for the collection of their child. Staff will note this in the Daily Record Book. A note from parent/carer is acceptable but a telephone call is preferred. A verbal message from anyone other than the child's parents or carers will not be accepted.

If a parent does not turn up to collect a child the staff will try:

1. Home telephone/mobile number of parent or carer
2. Business numbers of parents
3. Emergency numbers given by parents

The child will be cared for by two members of Pre-School staff for an hour after the end of the session. Should the parent/carer not contact the Pre-School or arrive by then, subsequent procedures, as outlined in our policy 'collection and non-collection of children' (policy 23, available on our website) will be followed.



6. YOUR CHILD'S DAY

6.1 DAILY ROUTINE

We believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the sessions are provided in ways that:

- help each child to feel that they are a valued member of the Pre-School,
- ensure the safety of each child,
- help children to gain from the social experience of being part of a group, and
- provide children with opportunities to learn and help them to value learning.

Each session follows a planned but flexible routine. This starts with registration where children learn to recognise their names by posting them in a post box.

The children then choose from and work at a range of activities offered, and, in doing so, build their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

We take advantage of our outside space as much as possible and encourage 'free flow' so that children can move between activities indoors and outdoors as they choose. Being outdoors has many emotional and physical positive benefits for the children, as well as giving them the freedom to explore the world around them.

The session usually ends with group story time and Pre-School rhymes/songs.

6.2 WEEKLY/TERMLY THEMES

Each week a letter, a number, a colour and a shape are chosen and activities are planned to involve these.

Each half term also has a theme, eg. Transport, and again this theme is incorporated into the activities.

Details of these are emailed to all parents and posted on our facebook page.

6.3 ACTIVITY WEEK

The first week of each term is Activity week. The activities during this week do not follow a theme and the children have the opportunity to use our large indoor play equipment.

6.4 SNACK TIME

The children are offered a snack during the session; playing is hard work! A snack table is provided during the middle hour of the morning session and children can choose when to take a break. On a Friday, and on certain other occasions, all the children will have their snack together. During the afternoon session children have a small snack in their small groups just before they leave at the end of the day.

We offer the children a variety of fresh fruit, vegetables, rice cakes and bread sticks and milk or water. Please provide a beaker with a lid if this is necessary for your child, as the Pre-School only provides cups.

The afternoon sessions also include the children eating packed lunches together.



6.5 LUNCH

For afternoon or all day sessions children will require a packed lunch and drink.

There is a 'Lunchbox Leaflet' with more information on what a packed lunch should and should not include on our website. Please ensure grapes are cut lengthways to reduce the risk of choking, and any allergy advice provided by staff is adhered to. We operate a strict no nuts policy in lunch boxes, which includes certain hummus and pesto products. Please do be vigilant on this.

6.6 SHOW AND TELL – OLDER CHILDREN ONLY

Show and tell is on a Friday.

A rota is emailed to parents at the beginning of each half term to indicate when their child can bring in something from home to share and talk about.

It is great if the item links in with the week's theme, however most importantly it should be something your child is keen to share and talk about.



7. ADMIN

7.1 DAILY RECORD BOOK

We have a Daily Record Book which is used to record a variety of information, for example:

- If someone other than usual parent or carer is collecting your child
- If a child is required to leave early
- Your holiday dates
- Reports of absence due to illness

Please do inform the staff when you drop your child at Pre-School if there is anything that should be noted.

7.2 PIGEON POCKETS, NOTICEBOARDS AND EMAILS

Pigeon pockets with children's names are located within the Pre-School office. Party invitations and some Pre-School and Committee correspondence are posted in here, so please check them frequently. They are in alphabetical order based on surnames.

Most of the communication is sent via email, please let us know if you do not have email access.

If you have correspondence for staff or committee members, please pass them to the person on the door and they will put them in the relevant place.

The notice board outside the Pre-School has a 'comments book'. Please feel free to write any comments or thoughts you have that you would like to share with the staff.

A calendar of events and term dates are also displayed near the entrance to the Pre-School, as well as on the website.

Indoors we also have a staff notice board which indicates which members of staff are in the Pre-School on a particular day alongside the main Committee members (chair, treasurer and secretary).

7.3 DRESS CODE

Whilst the children can wear their own clothes, we do ask all parents to read the dress code on the website to ensure your child can get the most out of their day. The dress code includes no fancy dress, appropriate clothing, spare (named) clothes and items your child can easily put on/take off themselves.

7.4 SICKNESS

If your child is unwell please let the Pre-School know by 9.15am/12.30pm. You can telephone from 8.30 am. Please do not email that information to us as we do not constantly monitor this.

Please advise staff as soon as possible if a child is suffering from any infectious disease such as chicken pox.

Please allow a 48-hour period after any sickness and/or diarrhoea before your child returns to Pre-School.

Our full sickness procedure can be found on the website.



7.5 HOLIDAYS IN TERM TIME

Holidays in term time or other 'time off' should be notified to the Pre-School Manager in advance. There are holiday forms in a pocket attached to the notice board outside the Pre-School which can be completed and handed in to the Pre-School Manager.

7.6 DIETARY REQUIREMENTS AND ALLERGIES

IMPORTANT: Please notify staff of any dietary requirement or allergy with regards to your child. This should ideally be prior to/on their start date.

You are required to fill out a form before your child starts at Pre-School which asks about any allergies or dietary requirements.

We are also very happy to meet with you at any time in advance of your child starting Pre-School to discuss any areas of concern.

Please telephone Kirsten Pole on 01494 730060 to arrange this.

7.7 PHOTOGRAPHS

During your child's time at Pre-School they are likely to be photographed by staff, our photographer, and other parents (for example in the Nativity play). We also take photographs for record keeping purposes on Tapestry and for our display boards. It is possible that your child's image may appear in other children's photographs and be published on another child's Tapestry account. You will be asked to sign a GDPR consent form enabling us to take photographs of your child whilst at Pre-School.

If you are unhappy with this arrangement, then please speak to the Pre-School Manager.

7.8 COMPLAINTS AND PRAISE

We trust that your child will have a happy stay at Seer Green Pre-School. Letters of thanks should be addressed to the Pre-School Manager or Chairperson.

Should you have any concerns at all, please speak to your child's key person or the Pre-School Manager /Deputy. However, if at any time during your child's stay you wish to file a complaint, we would ask you to follow the simple procedure outlined in our policies, which can be found in hard copy in the Pre-School or on the website.

7.9 DEFERRAL TO PRIMARY SCHOOL

Should you wish to defer a primary school place for your child to a later term in the school year or to defer a full year, a case by case review will take place to evaluate if we have the resource to offer an extended place at Pre-School. Please refer to our deferrals procedure for detailed information, which can be found in our Admissions policy (policy 2).

We ask that if you are considering deferring your child that you discuss this with us as soon as possible.

7.10 CHANGES IN DETAILS

Please notify the Operations Manager by email (seer.green.preschool@gmail.com) of any changes in details (e.g. new telephone number, new address etc).



8. PREPARING YOUR CHILD TO START

8.1 FIRST DAY

The first day is a big day for any child, and often for the parents too! We aim to settle your child into Pre-School as quickly as possible and ensure that he/she and you feel happy in the Pre-School environment.

We stagger new children's start dates so that we only have one new child per session. This allows us to spend sufficient time with both them and you. The date of your child's first day will be sent to you well in advance of them starting.

You will be invited to a New Starter Parents Evening where you will have a series of meetings and talks with members of the Pre-School team.

On the first day we ask you, parent or carer, to come along 20 minutes after the usual session start time. This enables us to have the rest of the children settled in already. Your child will then be introduced to the Pre-School setting and the other children.

8.2 SETTLING IN

The first few days or even weeks can be hard for some children, and whilst some children can settle in with no problems, others may need a bit of extra help.

To those parents whose children find it difficult to say goodbye (they are only little after all), your child's key person will help make this as smooth as possible. We will provide you with a book to create a Comfort Book for your child. In this you can include photos or pictures which your child can enjoy sharing with us. A special teddy or 'blanket' can be helpful at this time for some children, although we ask your child to refrain from bringing in other toys where possible.

8.3 WHAT TO WEAR

Please do look at our dress code information on the website.

Ultimately, we do get messy, so please do not send your child in their best outfit! Think about how easily your child can manage with their clothing too – for toilet trips, putting on coats or taking them off!

Sun hats and sun cream are essential for the summer. Please apply suncream before your child comes in however, should your child be attending a full day session, please ensure there is a bottle of suncream in their bag as staff will re-apply it at lunchtime (or use a longer protection cream).

We have found that boots and open-toed sandals are not safe in the Pre-School so please provide normal shoes. Sensible open-toed sandals such as Clarks are acceptable however.

8.4 WHAT TO BRING

All children are required to have a spare set of labelled (with pen is fine) clothes – even the older children sometimes spill milk or get their sleeves wet whilst at water play, so please make sure these are available. These should be kept on your child's peg in a named bag. If you can also supply a wet bag for dirty clothes, this would further help us reduce plastic usage in the Pre-School.



8.5 TOILET TRAINING

Some children will be in trainer pants and occasionally nappies when attending Pre-School. We are very flexible in our approach to this, however we do ask that toilet training begins at home. We can then supplement this at the Pre-School as and when you and your child feel ready.

Accidents do happen though, so please make sure that your child has a spare set of clothes, plus nappies or trainer pants and wipes if relevant, in their bag at all times. During toilet training, please supply several sets of spare clothes.



9. FRIDAY SESSIONS

9.1 ATTENDANCE

Friday's session is aimed specifically for those children approaching school age, so only the older Pre-School year group attends.

The session is full day starting at 8.50am until 3:10pm.

If you receive funding and wish to limit sessions to your funded hours only, we will retain Fridays for our older children and reduce hours elsewhere.

9.2 STRUCTURE OF SESSIONS

Friday sessions are more structured as we help prepare the children for a smooth transition to school.

Pre-School children join the school children at Seer Green CE Combined School for their morning break time in the Summer term.

They have their own PE session in the main hall where they we build upon their self-dressing skills.

Pre-School children and staff have lunch in the school hall with the children from reception and Key Stage 1 classes during the second half of the spring term.

9.3 WHAT TO BRING

Children will require shorts and T-shirt (named) in a named bag – please mark this bag 'PE' to distinguish it from the bag containing your child's spare clothes. Plimsols are not necessary as children have bare feet for P.E sessions. The bag should be hung up with their coat on Friday when you arrive. It will be sent home again at the end of the session.

9.4 ACTIVITIES

On Friday's we run additional activities to provide further learning of skills and prepare your child for venturing into the world.

We typically run cookery classes, forest school and are looking to introduce balanceability (bike skills) to help these children progress their learning. Many of these additional activities are scheduled with external providers and we provide information to parents on these activities as appropriate.



10. EVENTS AND SPECIAL OCCASIONS

10.1 CALENDAR OF EVENTS

We have many regular events a year, as well as some special occasions. A full list can be found on our website ([parents/term dates & events](#)), including downloadable pdfs and an iCal link. We recommend adding these dates to your calendar before your child starts.

10.2 EVENTS AND OUTINGS

We like to celebrate special times of the year with appropriate events and activities.

- In the build up to Christmas the children stage a Nativity performance to which parents, grandparents and younger siblings are invited.
- The children also have a separate Christmas Party, usually on the last day of the autumn term, and a summer picnic, usually on the last day of the summer term.
- A photographer comes into Pre-School once a year to take pictures of the children individually as well as a group shot. If parents wish, younger siblings can also be included in this too.
- We usually take the children for at least one outing a year to a local place of interest. When we take children outside the school grounds we have a ratio of 1 adult to 2 children (the numbers being made up by parent volunteers) and for each outing you will be asked for your written permission for your child to attend.

10.3 BIRTHDAYS

We celebrate the children's birthdays by singing Happy Birthday to them, they blow out the candles on our fake birthday cake. Children have a birthday bear to hold during the session and they share pom bears with their friends and blow bubbles.

As per our healthy eating policy please do not bring in birthday treats.

10.4 PARENTS' SOCIAL EVENTS

We have an active social life at our Pre-School. There are nights out for the mums and dads as well as the regular events listed above.



11. PARENTAL INVOLVEMENT

11.1 THE COMMITTEE

We are a registered charity and, under our constitution, we are required to have a Committee, which manages the Pre-School and allows us to fundraise in the community.

Information on the Committee can be found on our website.

If you would like to support the Committee, or become a member, please reach out to the Chair – chair.seer.green.preschool@gmail.com.

11.2 PARENTAL INVOLVEMENT

Parents are regarded as members of our Pre-School who have full participatory rights. These include a right to be valued and respected, kept informed, consulted, involved and included at all levels.

We recognise that parents are the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child.

As Seer Green Pre-School is a community-based Pre-School run by a parent-led Committee, we are heavily reliant on the skills and time of our parents, carers and other volunteers. Membership of the Pre-School therefore carries expectations on parents for their support and commitment. We welcome parents' contributions to making the Pre-School a welcoming and stimulating place and there are many ways to get involved, all of which are greatly valued by our children and the staff.

In particular, we need volunteers to carry out some of our important regular 'housekeeping' tasks. This includes washing tea towels and aprons.

We also use parent volunteers to go into Pre-School sessions and help with activities such as cooking, computers and gardening.

At our main events, we also ask for contributions of your time and goods, such as some time to help make teas and coffees at the Nativity play, and donations of raffle prizes and help to man stalls at the Pre-School Fete. Volunteer and donation requests are usually via email.

Experience has shown that the more involved parents get, the more our children benefit and the more fun we have as we work together.

11.3 WASHING UP ROTA

To help the Pre-School Staff spend their time with the children, rather than in the kitchen, the Pre-School runs a washing up rota. Parents/carers are expected to wash up two or three times per half term. The staff greatly appreciate this, and it benefits the children to have the staff spend longer with them.

Whilst every effort is made to accommodate requests as to which days are most suitable for your washing up duty, inevitably there will be some times that don't work for you. In these cases, please find another parent to swap with and change your session.

If you or your child's carer are not able to do this, then please email us so that we can make a note for future reference: seer.green.preschool@gmail.com.



11.4 WORKING PARENTS

We recognise that some of our children's parents are at work during the day and therefore helping out and staying in touch with what is going on can be more difficult.

Your child's childminder, nanny or carer will pass on the letters and requests to you, plus you will receive emails from the Pre-School. However, if you feel that you would like more contact with the staff please contact the Pre-School Manager or your child's key person who will be happy to arrange for you to meet them or come in to Pre-School to visit.

There are several evening or weekend events in the year where you will be able to meet and get to know other parents. If you have some time to spare, then joining the Committee who meet in the evenings can be a great way to get more involved.

There are still many ways in which you can get involved and help with Pre-School activities, even if sparing your time in the day is difficult. There are often requests for donations that can be shop bought and dropped off very easily, the Committee meets in the evenings so taking part in that is possible, plus helping with ad hoc requests that do not need to be done in the daytime such as producing flyers for events.

With regards to the washing up rota, your carer may be happy to carry this out on your behalf. Otherwise if you work part time then we will schedule your duty days to fit with this. Please contact the Operations Manager who co-ordinates the rota. If neither of these alternatives is possible then please speak to the Pre-School Manager.



12. FEES AND FUNDING

12.1 FEES

Our charges for the year ahead are sent to parents just before Easter to enable you to plan for September.

For more information on fees, please refer to our 'fees and funding' policy (policy 13, available on our website).

Fees can be paid by bank transfer or childcare vouchers at present, and any funded hours will be offset against those attended.

12.2 FUNDING

All 3 and 4 year olds are entitled to 15 hours per week of funding (Universal Entitlement) for 38 weeks per year through the Free Entitlement scheme. Your child may also be eligible, if certain criteria are met, for 30 hours per week funding (called the Extended Entitlement), or for funding from the age of 2 years old.

This free entitlement can be used at Seer Green Pre-School, and may be used jointly between us and another setting if required (this needs to be noted on the form).

Your child will qualify for funding the term after their third birthday. For funding purposes there are set dates to define term times:

Three years old born between:	Eligible for full funding from:
1 April – 31 August inclusive	Start of autumn term following their 3rd birthday
1 September – 31 December inclusive	Start of spring term following their 3rd birthday
1 January – 31 March inclusive	Start of summer term following their third birthday

Claim forms are sent to the parents of eligible children before the end of the previous term. Whilst we support all parents in completing these, please note it is your responsibility to complete these forms if you wish to receive the funding.

12.5 FUNDRAISING

Please see our website ([parents/news & links](#)) for ways you can, without any cost to you, support our fundraising.

Donations are also gratefully received – time, skill and financial.

We have a deficit of around £2.50 for each hour of government funding we support, which for a 15hour a week funded child (offered to all children over 3 years) means we lose around £1,500 a year. Therefore all financial support is much appreciated.



13. SUMMARY

13.1 CHECKLIST

The below provides a checklist for you to refer to before and during the early days of your child's time at Pre-School. We have provided tick boxes so you can print and manage your progress through the steps.

Before your child starts, and in to your time at Pre-School, you will go through the following process, assuming they were registered in sufficient time and start at the beginning of the year. If your child is starting outside this routine, the steps remain the same but the timescales are likely to alter.

Initial registration

- Complete the registration form to put your child's name on the Pre-School intake list. This can be done as early as you'd like, including before your child is born if you know their rough birth date!

A term or so before they start

- You will be asked to confirm you wish to send your child.
- You will be asked to confirm what days you wish them to attend.
- You will be asked to pay the deposit.
- Confirmation of the days your child will be attending, and a final chance to add to these if you wish, will be sent out.
- You will be asked to complete a series of forms including a data protection form and gift aid form. Please do complete these promptly and carefully.
- Consider joining the Committee – an email is usually sent from the current Committee inviting you to join.

The holidays before your child begins

- Your child's unique start date will then be sent to you – please note this typically won't be the first day of term, as we phase all new starters in, only having one on each day.

My child's start date:

- Your child will receive a letter with key information enclosed to help you and them on their first day.

The few weeks before my child begins

- Check the term dates on the website and put those and all other useful dates on the website ([parents/term dates & events](#)) in your calendar.
- Check you have the appropriate clothing, shoes, bag, lunchbox etc and that everything is clearly named.
- Check you have received instructions for the creation of a Tapestry account for your child. Log on and set up your password.
- For older children, check you have PE clothes too.



After my child has started

- Remember to regularly use the Communication book and to check/add items to Tapestry.
- Complete the required form to claim your funded entitlement. See 1.2.2 for when you will need to do this.

My child's funding will start:
I therefore should complete the form (prior term):

13.2 USEFUL LINKS AND INFORMATION

The website (<http://seergreenpreschool.co.uk/>) provides a host of useful information including:

- Homepage – provides our mission statement along with links to other pages providing a wealth of information.
- About Us – shows our aims and objectives as well as more information on staff, the Committee and the Pre-School.
- Parents page – provides links to term dates and events, news and outside links, policies and data, and preparing your child for school. It also provides information and helpful hints are at the bottom of the page including our dress code, lunchbox leaflet, sickness procedure, holiday procedure, and collection procedure.

Our policies can all be found on the website (under the parents tab, policies & data), as well as in hard copy on request from the Pre-School office. These cover in detail all aspects of how we manage the Pre-School and they are very comprehensive. If you have any questions on these policies, please contact chair.seer.green.preschool@gmail.com.