

Welcome

Information Pack

Plymtree Parish Hall

Plymtree

Nr Cullompton

Devon

EX15 2LE

Tel. No: 07928 786673

**Opening Times**

Our pre-school is open during term time only

Mondays 9.15am-3.15pm

Wednesdays 9.15am-3.15pm

Fridays 9.15am-12.15am

**Welcome to Plymtree Pre-school.**

Plymtree Playgroup was started in 1975 by a small group of parents in the village. Today it is still run by a committee of parents, who with the staff, aim to provide a safe and stimulating environment for children aged 2 ½ to 5 years.

The emphasis is on learning through play and having fun. Children learn to socialise, share, exchange ideas and co-operate with each other and with adults. There is a high ratio of adults to children which enables a high level of individual care and attention. Every child is assigned a key person who will focus on your child’s individual development and wellbeing.

The Pre-school offers equal opportunities for all children and families. We practise anti-discriminatory and anti-bias behaviour. It is registered with OFSTED and we are members of the Pre-School Learning Alliance which ensures that we are constantly in touch with current views and recommendations in the field of child education and care. Our aim is to support you and your child by providing a safe, happy and caring environment where your child will grow in confidence and knowledge.

Enclosed are some forms for you to complete and send back as soon as you can, and some information about us.

If you have any questions please do not hesitate to call Clare Livingstone (Setting Manager) on 07928 786673.

**Settling In**

This can be an emotional time for both parents and children. We encourage you to visit pre-school with your child before they start to help familiarise them with the setting. We can assure you that your child will be extremely well cared for and comforted. You are welcome to phone or text us after leaving to see how your child has settled in 07928786673

**What does my child need at Pre-school?**

Your child needs a change of clothes in a named bag, wellies during the wetter months and a coat. A packed lunch and drink should be provided for lunchtime. We provide milk and fruit for snack times and water is readily available throughout the day. Please provide any nappies and baby wipes that your child requires.

Plymtree Pre-school sweatshirts and polo shirts are available to buy. Although not compulsory, they are useful and the children are proud to wear them. Please ask a member of staff if you wish to purchase.

**Healthy Eating**

Children receive a healthy snack at snack time that is sourced locally plus milk or water. We ask that you provide a healthy packed lunch for your child attending lunch club and do not include sweets. Please note that staff cannot heat or cook food for any child. Fruit should be ready prepared for eating; oranges ready peeled and grapes must be cut in half lengthways. Please ensure you advise staff of any allergies.

**School Visits**

We regularly walk to Plymtree Primary School to mix with Ash Class (Reception/ Yr1) and share a story and song. This is excellent for familiarisation of the school and teachers.

**Outdoor play**

The Pre-school benefits from a covered outdoor play area which the children can freely access. There is sand and water play plus a natural barked area for the children to explore and dig in. We also use the tennis courts, providing lots of space for bikes, scooters and other outdoor physical activity.

We go outside in all weathers so please ensure your child has adequate clothing and a coat at each session.

**Policies and Procedures**

There is a folder containing copies of the pre-schools policies and procedures available at every session that you are welcome to view. There is also an electronic copy available that can be emailed to you.

***It is a requirement by OFSTED that you take the time to read the policies and sign to confirm that you accept them.***

**What to do if your child is unwell**

In the event that your child is unwell please adhere to the following procedures: 1) the Pre-school is not permitted to admit children whilst they are contagious in order to prevent cross contamination with other children. 2) Should your child develop symptoms of illness (rash, high temperature, vomiting, diarrhoea etc) while at pre-school, parents will be advised and asked to collect their child. 3) ONLY prescriptive medicine can be given to your child at a session by staff and prior written consent is essential. 4) Following illness your child must be clear of sickness/ diarrhoea for 48 hours prior to a session. If in doubt please call the Pre-school Setting Manager on 07928 786673.

**Late to pick up your child**

In the event of an emergency please call the pre-school leader as soon as possible on 07928 786673 so that provision can be made until you or your emergency contacts can collect your child. There are strict procedures in the event of EMERGENCY / UNCOLLECTED CHILD PROCEDURES so please take the time to read the policies.

**Fees and Payment Terms**

Our fees can be found on our website and notice board. The sessions are made up of a morning, lunch and afternoon (all day is 6 hours). The pre-school also accepts vouchers and is registered with the Government Tax-Free Childcare scheme. All children aged 3-4 years are entitled to 15 hours of funded sessions. If you are eligible and wish to claim the 30 hours funded, you must register online and give us your code.

You will be given an invoice within the first few weeks of a term and then requested to pay within two weeks of receiving it. Please note fees are susceptible to change. Fees are still payable if your child is off sick or you chose to take your child out during term time for a holiday.

If you wish to cancel your child’s placement you are required to give four weeks notice, whether funded or non funded.

Flexi sessions are available subject to correct staff ratios. A flexi session is one that is not your child’s usual session and is charged at £5.20 per hour.

**Complaints & Concerns**

If you have any concerns please speak to a member of staff who will document it in the complaints book. If you feel your issues have not been dealt with (giving reasonable time to address), please put the concerns in writing to the Setting Manager and the chair person. For further information on this please see the policies folder.

**Observation & Assessment**

We observe and assess the children during play and more formally planned activities. We use evaluation sheets to track the child’s progress against the Areas of Learning and Development in the Early Years Foundation Stage (EYFS) framework. Individual learning needs, whether that is a requirement for extra support or further challenge, can be ascertained and incorporated into the planning for the daily activities. Parents are encouraged to view their own child’s documents and make any comments if they would like to. Parent chats are held in the spring and summer terms but please speak to your child’s key person at any time to discuss concerns or achievements.

When your child starts Primary School, transition documents are completed and shared with parents before being passed on to the school ensuring good continuity between the settings

**Staff & Helpers**

Clare Livingstone Elaine Gubb

Setting Manager Pre-school Leader

PGCE Primary Education BTEC National Diploma Childhood Studies

(3-11yrs)

Elaina Nicholas Angela Rogers

Pre-school Assistant Pre-school Assistant

Early Years Care & Education L2 & L3 Children & Young People’s Workforce L2

Ruth Clark

Volunteer

All staff have paediatric first aid training and safeguarding qualifications.

**Photograph Permission Form**

I give permission for my child to have his/her photograph taken during pre-school sessions and used within the setting, for the duration of the time he/she is at Plymtree Pre-school or until further notice.

Signed ………………………………………… Date……………………….

Name of Child.......................................................................................

I give permission for my child to have his/her photograph taken and used outside of the pre-school setting, such as for newspaper articles, website pages, Facebook closed group and promotional leaflets, for the duration of the time he/she is at Plymtree Pre-school or until further notice.

Signed ………………………………………… Date……………………….

Name of child........................................................................................

**PERMISSION FOR SHORT TRIPS WITHIN THE VILLAGE**

We occasionally leave the Parish Hall to make short visits within the village of Plymtree.

We would appreciate it if you could sign this form, consenting to your child accompanying us on these outings.

For trips outside the village, a separate consent form will be issued just before the outing takes place.

I/We consent to ……………………….(child’s name) participating in pre-school trips within Plymtree village.

Signed ……………………………………. Parent/Guardian Dated ............................

**PERMISSION TO ADMINISTER FIRST AID**

There is a qualified paediatric first aider present at every pre-school session and from time to time it may be necessary to administer first aid to your child in your absence. You will be informed at the end of the session about such treatment and asked to sign the accident form.

If the first aid person feels it is necessary for your child to see a doctor or to be admitted to hospital for treatment, you will be contacted straight away. In the event of us being unable to contact you for your permission at the time of the incident, we need to know that you would consent to such a course of action. Your contact numbers will be rung once before action is taken, so please make sure that our files are updated if the numbers given on the Admission Form change.

If you cannot consent to the above for any reason or your child has any medical condition that needs to be taken into consideration during emergency treatment (rare blood group, HIV, heart or other organ disease, etc.) please speak to a member of staff and give written details.

I/We consent to first aid being administered to my child.

I/We consent to my child receiving appropriate emergency treatment in the event of a serious incident.

Signed ……………………………………. Parent/Guardian Dated .......................