



### **Southmoor Pre-School**

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Oxon OX13 5DJ

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Telephone: - 01865 821505

## **INFORMATION PACK**

### **Behaviour**

Our setting 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.

We help children to consider the views and feelings of others and to think about the impact that their actions have on the people, places and objects around them. This is a complex task which involves support, encouragement, teaching and positive role modelling.

It is very rare that we have to deal with unwanted behaviour. Please refer to our policy on behaviour and if anything does become a problem we will talk to you confidentially.

### **Things you need to bring in**

Due to exceptionally limited storage facilities we need you to bring a few things along to us:

- a complete set of clothing
- Weather appropriate outdoor clothing. i.e. coat, hat and gloves in cold weather; wellies, raincoats and umbrellas in the rain; sun hat, clothing covering shoulders and a high factor sun screen which we ask you to apply before you come
- Nappies, wipes and creams if required
- No toys or costumes

### **Clothing/Uniform/Labelling**

Please ensure your child's clothing is easy for them to manage - elasticated waists, zips and Velcro! Please don't send your child in their best clothes and try to get them familiar with their own clothing. EVERYTHING your child brings into Pre-School needs to have their name on it. Children sometimes struggle to recognise their own things, especially if they have a new pair of shoes!

If you would like to purchase name tags from [www.mynametags.com](http://www.mynametags.com) please enter our school code **48317** which helps us to raise funds for our pre-school

### **Safeguarding**

We are committed to safeguarding children and promoting their welfare. If we are concerned about a child, we have a legal obligation to report it to the appropriate service/authority. We will inform parents on such occasions unless we feel it puts the child at further/increased risk.

### **Introduction**

Our aim is to ensure that the Pre-School is a constantly developing community of children, staff and parents. We are committed to providing a happy, nurturing environment in which each child can develop to their full potential. Parents/Guardians are expected to give their support and encouragement to the aims of the Pre-School.

### **Registration**

Once a pre-registration form has been received, your child will be added to the waiting list for the requested starting term.

Children are currently admitted from the September after they turn 2 years of age.

### **Offer of a place**

Places are offered half a term before your child's start date. Once confirmed, the days attending will remain the same and can only be changed with written notice to the Manager and is dependent on availability. The Manager will liaise directly with you regarding any changes to your regular attended days. No swaps are available.

Once a place has been offered you are required to provide us with 6 weeks' notice should you wish to terminate or reduce your child's sessions otherwise you will be liable for fees.

### **Opening Hours**

The Pre-School opening hours are from 8.45 am to 2.45pm, Monday to Friday for 38 weeks of the year. We are closed over half terms, Christmas, Easter and summer holidays, and for all Bank holidays.

If you know you are going to be late, please can you arrange for somebody else to collect your child and telephone the Pre-School to inform us of who will be collecting, along with a description and a password. A charge of £20 will be made for late collections.

### **Collecting your children**

If your child is going home with someone else that we are familiar with, we need you to let us know. If this is a regular collection you will need to fill out 'Permission for another person to collect my child' form. We will not allow your child to leave pre-school with anyone not named on your registration form without contacting you.

### **Weather restrictions/Act of god**

In the case of extreme bad weather and we are forced to close we will attempt to contact you via e-mail and put information on our website. If the weather becomes severe or causes us to have concern for the welfare of the children or staff during the school day we will call and ask for parents to collect their child from the pre-school.

### **Payment of Fees**

Invoices are issued at the end of each half term for the following half term and are payable by the 1<sup>st</sup> day of the new term. If payment is not received by the due date and the parent/carer has not discussed payment terms with the manager or administrator, a £20 late payment charge will be added to your account. If payment is still not received, the preschool reserves the right to suspend sessions until payment is received.

Fees will not be refunded or waived for absence through sickness or holidays or for any other cause.

In addition to regular fees we ask parents to provide a piece of fruit for each session that your child attends. We also charge £1 per child, per week to cover the cost of additional resources; for example, ingredients for playdough.

The government fund children for 15 hours each week from the term after their 3<sup>rd</sup> birthday. Some families are entitled to a further 15 hours of funding, giving a total of 30 hours of funded sessions. To apply for this funding, please visit <https://www.childcarechoices.gov.uk/> and select 30 hours free childcare.

In some circumstances, children are eligible for 15 hours of funding from the term after their 2<sup>nd</sup> birthday. Please ask the manager for details.

### **Holidays**

We try to discourage holidays during term time, however our view is that families spend as much time together as possible and therefore do not refuse holidays during term time. Fees are still payable.

### **Your Child's Health**

Parents must inform the Pre-School if your child has a known medical condition or health problem or has been in contact with infectious diseases. Your child must not be brought to pre-school if they are unwell or require Calpol or Ibuprofen.

Please ring or e-mail if your child is poorly and won't be able to attend.

We can only administer medication that has been prescribed by a GP, specifically for your child, and is in its original container with the prescription label clearly shown.

If your child falls ill at pre-school, we will contact you to come and collect them.

### **Key Person**

We believe that children settle best when they have a key person to relate to, who knows them and their parents well, and who can meet their individual needs. The key person is your first point of contact, helping to ensure parents are kept up to date with everything going on and informed about how their child is progressing. Staff meet regularly to plan for each child's needs and parent's input is valued. We hold formal parents' meetings but please feel free to chat to your key person at any time.

### **Confidentiality**

Although you have an allocated key person, you are able to talk to any of our staff confidentially at any time if you wish.

### **Links with Home**

The noticeboard in the main entrance is updated regularly

Termly newsletter

Progress meetings – three per academic year

Viewing your child's profile documents and observations

Coming in to help - we run a voluntary rota system

### **Policies and Procedures**

Details of all Pre-School policies and procedures are available just inside Pre-School. The main policies can also be viewed on our website. They are reviewed and updated, if necessary, on a regular basis by the parent group meeting.