



Richmond Street,

Kings Sutton,

Banbury,

OX17 3RT

01295 816006

Email: kingsuttonplaygroup@live.co.uk

Welcome to Kings Sutton Preschool

We provide a safe, secure and stimulating learning environment where children can gain in self-confidence, and learn to socialise through quality play.

Our aim is to emphasise interactive and practical activities, to reinforce and challenge a child's existing skills, rather than to concentrate on formal learning. We allow each child to develop their independence and social skills, in preparation for their transition to Primary School. We work within OFSTED regulations and the Government's Early Years Foundation Stage Framework to ensure equality of opportunity for all the children and their families.

We offer our own premises, situated within the grounds of Kings Sutton Primary Academy School, with excellent resources, a range of equipment, indoor and outdoor play areas, supervised by our fully trained, experienced and dedicated staff.

We hope that this pack provides you with all the information you need to help you and your child enjoy Kings Sutton Preschool. If there is anything else you would like to know, please ask.

General Information

We ask that all children are registered for a minimum of 2 sessions per week – this is to ensure that the children have a chance to settle into the routines, and gain some continuity in their familiarity, friendships and play. Once a child is registered on our waiting list, the parents and carers are informed when a place becomes available.

Coming in to Preschool

Please enter the school grounds and go to the Preschool entrance gate at the left of the building. Cross the playground to the blue-fenced entrance to the Preschool building.

Morning sessions are 9am - 12 noon. Afternoon sessions are 12.30pm - 3.30pm.

Doors will not be opened until the start times so, we would advise you arrive as close to opening time as you can. We expect children to arrive within ten minutes for security reasons and so that settling children are not upset by late arrivals. As we are located in the grounds of the Primary School, there is often the temptation for waiting Preschool children to run off and play with the older children. For safety we and the School ask you keep your child with you, near Preschool.

Upon arrival please support your child in taking off their coat and hanging it on their peg with their bag, encouraging your child to manage as much of this for themselves as they can. Accompany your child into the main room, finding their name card and putting it on the 'I'm here' board. If your child is staying for Lunch Club they need to put their lunch box on the table near the kitchen and give their lunch club voucher to the member of staff taking the register. Please then encourage your child to choose from the activities available which they can enjoy before we come together for group time once everyone has arrived.

You may also like to support your child in choosing a book to borrow from our lovely **lending library**, the library is in the green trolley in the big room first thing each morning. Please help support your child in choosing a book and writing the title on their lending sheet in the yellow folder in the trolley. When you return the book please encourage your child to stamp their page in the folder. For children who attend afternoons only please visit the library in the office!

You are welcome to stay as long as necessary to help your child settle. When you decide to leave it is best to say a clear "goodbye" to your child even if they get upset.

The staff will help support your child and encourage them to wave at you from the waving window. Children may take a few sessions before they are confident to part from their parent / carer so please don't feel embarrassed or upset. You are welcome to telephone us at anytime during the session for reassurance that your child has settled.

Illness / Absence

It is useful if you could let us know if your child is ill or will be absent for another reason. Our telephone number is 01295 816 006 should you need to contact us, please do not ask the school office to take messages for Preschool.

If your child has been vomiting or suffering from diarrhoea, we ask that you keep them home following the last incidence to prevent the spread of infection and ensure they are well enough to enjoy being at Preschool. If your child has just started a prescription of antibiotics please keep them at home for 48 hours from the beginning of treatment in case they have a reaction.

Our Medical Policy states that we will only administer medicine that has been prescribed by a doctor such as inhalers, diabetes related care, EpiPen or other such emergency care.

If your child becomes ill during a session we will need to contact you via the



emergency numbers you provide on your enrolment form, therefore it is vital that your emergency numbers are kept up to date. In cases of contacting you regarding a high temperature we may ask whether you wish us to administer Calpol to your child whilst you are on your way to collect them. The enrolment form has a statement for you to pre-approve the use of Calpol in case we are unable to contact you.

Accident Reporting

Preschool take all accidents and incidents seriously and report all bumps and grazes sustained during a session. Upon collection parents are notified of any accident and required to sign their child's accident record to acknowledge the notification.

We also ask that if your child has sustained a minor injury outside of Preschool you inform a member of staff at drop off. Preschool staff will then be able to take into account your child's condition when planning activities, this is particularly important regarding head injuries.

Forced Closure

On very rare occasions we may have to close Preschool for Health and Safety reasons, for example, if the water is cut off or during times of severe weather. In the event of severe weather we will put out messages via Facebook, email, the website and text message.

Collection of Children

We keep a record of who will usually drop off and collect your child. Staff should be notified of any change should be written into the yellow book kept on top of the children's drawers and signed by the parent or carer. We will not release any child to an unauthorised person, however familiar that person may be to staff, so please do ensure that staff know of any arrangements you make.

If you are going to be late collecting your child, please let the staff know as soon as possible – the telephone number of Preschool is 01295 816006. If a child is not collected, staff will attempt to contact someone on your emergency numbers list. Two members of staff will remain with the child in the building until they are collected. If this is longer than 15 minutes after the end of the session, you may be charged.

What to wear and bring to Preschool

Preschool activities can be messy and physical and although we provide aprons please don't send your child in their 'best' clothes. Please leave a change of NAMED(!) clothes on your child's peg. We do have a stock of spare clothes, but it is nicer for the children to have familiar things.

Also please try to avoid difficult to undo clothing such as belts, popper vests and dungarees as this makes independent toileting far more difficult.

ADVERT! We sell lovely Preschool polo shirts and sweatshirts, and sometimes have second hand uniform going cheap.

Comforters - If your child has a special comforter they are welcome to bring it, but please not anything too precious and do check your child has it upon collection.

Wellies - If your child wears wellies to come to Preschool please ensure they have a spare pair of shoes or slippers to change into. We ask that all children have a named pair of wellies to keep at Preschool.

Hot weather days - On hot days, please ensure your child has a sun hat, and apply sun cream before arrival. English weather being what it is, please act even if there is only the slightest chance of sunshine! We also provide baseball caps for the children.

Cold weather days - During winter months Preschool can be cold. Please dress your child in warm layers. Also, we do not let the weather prevent outdoor play – so please remember named hats and mittens.

We also ask that children do not bring toys into Preschool, (other than during settling in, for Circle time or for displays) This can lead to upset if precious items are lost or broken.



Children in Pull-ups or nappies

We welcome all children from the age of two regardless of where they are with toileting. For reasons of hygiene we prefer not to have potties in Preschool. Staff will work closely with parents and carers to support toilet training if required. We are happy to accommodate the use of disposable or washable nappies. We ask that parents provide ample nappies/wipes etc. for their child throughout the toilet training process, and to continue to do so until toilet skills are fully mastered.



Key Person System

Every child is allocated a member of staff as their key person. Their role is to work with parents and carers to ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with Preschool and offer a settled relationship for the child and family. The Key Person also maintains records and monitoring of your child's progress and development and will share this information with you regularly.

Over their first few sessions all the staff help children settle into Preschool and we observe which member of staff each child naturally forms an attachment to, and where possible that person will become the child's key person. This is the person you should speak to if you wish to discuss your child's progress or have any questions or concerns.

Our Staff

It is the policy of the Preschool to have a good ratio between members of staff and the children; for children aged 3 years and over, this is one staff member for every eight children. For our 2 year olds we work on a ratio of one member of staff to four children. This enables us to give the supervision appropriate to each age group, and to ensure individual needs can be catered for. Our staff team is:

Manager - Lisa Hawtin

Lisa has a BA in Early Childhood Studies and Early Years Teacher Status which is the highest Early Years teaching qualification. Lisa is the Safeguarding Officer.

Deputy Manager - Becky Herbert

Becky has a Level 4 qualification in Childcare and Education, she is our Enhanced Special Educational Needs Coordinator (SENCO) and has extensive training in this area.

Early Years Practitioner - Sarah Clayton

Sarah has a Level 3 qualification in childcare and education and is our I-can communication champion, which addresses the need for a joined up approach in developing children's speech, language and communication.

Early Years Practitioner - Carina Wyatt

Carina has Level 3 qualification in Early Years and Childcare, she has also undertaken training with the Children's Food Trust and ensures our menus are balanced for health and nutrition.

Administrator - Wendy Lines

Wendy is responsible for helping you register with Preschool, session allocation, fees and vouchers. She is a mine of information on funding and workplace child care vouchers. She can be contacted on 01295 811 867.

All staff are required to undertake regular training in First Aid, Child Protection, Health and Safety, Food Hygiene and are supported to attend wider training as part of their ongoing continuous professional development.

Our Sessions

We offer a balance between adult led activities and play and activities which the children choose and initiate for themselves:

At every session we offer at least one adult led activity, chosen to promote a particular aspect of learning or wellbeing, (identified by our observations of the children), which every child is encouraged to try.

We also get together in small Keyperson groups; this really helps to promote the relationship between the children and their Keyperson. We might play a board game, share a story or puzzle etc.

We also come together as a whole group at the end of each session. Our activities here vary too. We might sing together, dance, play instruments or act out a story together. We also use this time to share and celebrate together birthdays, special news and what we have enjoyed that session.

The rest of each session has a 'free flow' approach: the children are free to choose from all the activities on offer and to move freely from inside the building to our gardens outside with staff on hand to encourage, support and enhance the learning taking place.

We also have outings around the village- a favourite is a trip to the shop.

Snack

We are inspected annually by the local food safety authority and we have their highest food safety rating of 5. The staff have had training with the Children's Foodtrust and we follow their recommendations and guidelines regarding nutritional content and



portion size of our snacks. We provide snacks on a 6 day rotation. This ensures that all children, even if the only attend a couple of sessions per week, are offered a variety of snack each half term.

Breakfast and Lunch Clubs

Breakfast club is available for Primary and Preschool children each day from 8am onwards. Children are offered a choice of breakfast foods and activities and at 9 o'clock the primary school children are escorted safely to their teachers.

Lunch Club is an opportunity to socialise and talk about healthy eating and healthy practices, it is available whether your child is with us for just the morning or afternoon sessions or staying for the full day. We ask that you provide a named lunch box with a cooling block, and that it contains healthy food and avoids too much sugar, salt and fat, please note no fizzy drinks are allowed, this is in keeping with school's recommendations so this is good preparation for school. Children are encouraged to start with savoury food. Please think about how much food you put in, too much can be overwhelming. We will send home any leftover food so you can see what has been eaten. If you would like to add a toothbrush and toothpaste we will support your child in cleaning their teeth.

If you wish your child to attend breakfast or lunch clubs you need to book and pay for them in advance at the same time as you book your sessions. If your child is not going to attend regular sessions but you'd like to have the option to send them occasionally, we suggest you buy 5 or 10 vouchers at the start of term and use them as required - you will need to have your ad hoc session approved by staff at least 1 working day before (so if you want them to come to breakfast on Monday you will need to ask staff on Friday!), staff cannot accept cash on the day so its a good idea to keep a stash of vouchers handy, we will always refund unused vouchers at the end of term. Vouchers need to be handed in to the member of staff taking the register on the day. Please drop off / collect your child from the Kitchen door.

Breakfast sessions cost £4.25. Lunch club costs £2 per session.

Policies

All our policies are available for review at any time, please ask a member of staff for the policies folder. Here are a few extracts...

Promoting Positive Behaviour

We believe that everyone flourishes best in an environment in which it is consistent and clear which behaviours are encouraged. We support the children in developing self-regulation and self-esteem in an atmosphere of mutual respect and encouragement. For many children Preschool will be the first time they've played in the company of so many other children so we understand that their sharing and turn taking skills need practice and we will support this. We have a few simple guidelines:

- 1 We walk when inside the building
- 2 We are kind & gentle
- 3 We care and share with each other
- 4 We take care of our toys and belongings
- 5 We all help to tidy up
- 6 We wear aprons for messy play
- 7 We wash our hands after using the toilet and before eating
- 8 We obey the fire rules

The staff ensure that these guidelines are applied consistently respecting individual children's level of understanding. The staff provide a positive model of friendliness, care and courtesy. Desirable behaviour such as kindness and willingness to share is praised and endorsed. We make our own stickers with very specific praise- e.g. great sharing, super tidying up. These help the children understand exactly what they are being praised for and hopefully inspires them, and other children, to do more of the same. We also award leaves on our Kindness Tree, again this endorses the desired behaviour for the child being awarded and those watching. We also ask parents and carers to share their children's achievements with us by filling in Proud Clouds. These are read out at group time, making the children very proud, and then displayed.

Our member of staff with responsibility for encouraging positive behaviour is Lisa Hawtin.

Equal Opportunities and Inclusion Policies

The staff and Committee maintain an equal opportunities policy, and welcome children and their parents or carers regardless of sex, age, class, status, special needs, cultural or religious background.

Our system of Key Persons observing and keeping records enables us to monitor children's needs and progress on an individual basis. The aim of the Preschool is to enable children and parents or carers with any specific educational need to reach their full potential, and develop their self-esteem by fully including them in all of Preschool routines & curriculum.

The staff have training and experience in the provision for Special Educational needs. The staff will liaise with parents and carers and, with parental permission, with outside agencies with regard to the child's specific needs and progress.

Our staff member responsible for Special Educational Needs Co-ordination & Inclusion is Becky Herbert.

Confidentiality

The details of your child's time in Preschool will be kept confidential: you will always have access to your own child's files. Information that you give to staff will not be passed onto anyone else without permission. Parents and carers who volunteer are also asked to sign a confidentiality agreement.

Confidentiality Exception: Child Protection



We have a duty to inform social services of any significant concerns regarding the children in our care. We are a Preschool in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Fees

There is a £10 non refundable registration fee payable when you put your child's name down to attend Preschool.

Government Funding For Early Years Education

Children are eligible for vouchers from the term following their third birthday. Vouchers cover a maximum of 15 hours per week, minimum 2 ½ hours per day, for the full academic year of 38 weeks. When your child becomes eligible, you will automatically receive a form regarding their entitlement. You will need to fill this in regardless of whether you wish to claim free sessions with us; you will also need to provide details of any other setting that your child attends. In line with Government requirements, we will need to take photocopies of the child's birth certificate & a recent utility bill proving your address – these copies, as with all documents, will be kept in a secure, locked cabinet. Once you have returned the form to us, you need do nothing more – the claim will be made for you. At the end of each term our administrator, Wendy Lines, will contact you to ensure your details are still correct and file the claim for the coming term.

Any sessions not covered by the voucher scheme will be billed at the usual sessional rate which, from September 2016, is £12.25 per session for 3-4yr olds and £13 for 2 year olds due to the increased staffing ratio legally required for this age group. Ad-hoc sessions are also available at £13 per session, regardless of age, providing space allows.

Please contact Wendy to book on 01295 811 867.

Fees are payable half termly, in advance, & cover your child's place at Preschool – NOT for actual sessions attended. Fees can be paid by cash or a cheque made payable to "Kings Sutton Preschool Playgroup" and should be given directly to Wendy, or left in the Administrator's black post box on top of the home drawers in Preschool. (Please note that should a cheque be returned unpaid by your bank, you may be charged a fee to cover expenses). You can also pay directly into our Bank Account:

Account name: Kings Sutton Preschool Playgroup

Account number: 72557084 Sort code:72-00-04

Two weeks written notice is required if the child is to be removed from Preschool for whatever reason. Fees will be payable up until the end of the term if notice is not received. Fees are not charged if the child is absent with a notifiable disease, or they are hospitalised. For any other absenteeism e.g. other illnesses, or holidays, fees must be paid. A list of notifiable diseases is available in Preschool.

Families with two or more fee-paying children attending, including twins, receive a reduction in their fees, speak to Wendy.

PLEASE NOTE that if you receive Child Tax Credits you may be entitled to claim some or all of your childcare costs back – to find out if you are eligible, call the HMRC helpline on 0345 300 3900, or look on the HMRC website. We also accept various employer's childcare vouchers e.g. Bumblebee – please ask Wendy for details.

All your financial dealings with Wendy and Treasurer of Preschool remain confidential, and you can regard any payment arrangements as entirely private. For this reason, please do not discuss your fees with the staff, as they have no involvement in fees.

Non-Payment of Fees

We understand that from time-to-time some people may have difficulty in paying bills. We ask all parents and carers in this position to contact Wendy as soon as possible, in complete confidence, before going into arrears. Arrangements can usually be made for payment in instalments, either weekly or monthly, as long as it is with prior agreement.

Should a parent or carer go into unauthorised arrears on fees, we will write a formal letter after 7 days of non-payment requesting either immediate payment in full or a meeting to discuss the problem and proposed solution.

If we have received neither of these within a further 7 days, the parent or carer will receive a formal written reminder and an additional charge of 5% of the outstanding amount will be added to the bill.

If no payment, in part or full, is received within 28 days of this written reminder, your child's place will be automatically allocated to the next child on the waiting list.

We reserve the right to refuse admissions if fees remain unpaid. If the parent / carer contacts us to make alternative financial arrangements allowances can be made.

If fees are paid following a formal written reminder, Preschool reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving Preschool, any sums due to Preschool (e.g. outstanding fees) having first been deducted. Preschool will be entitled to any interest earned on the deposit.

Preschool would like to make it known that at all times we are willing to find an appropriate solution to financial problems and always endeavour to solve them amicably. However, as a registered charity, we cannot afford to allow a bad debt situation to become prolonged, and as such must have a strict policy on non-payment.



Family involvement in Preschool

Parents are children's most important educators and we believe that when parents and staff work closely together this best benefits the children.

Preschool is a volunteer committee run group- the staff are employed to manage the care and education of the children only and we therefore rely heavily on parents and carers' involvement to ensure our continued success. This involvement can take many forms- donations of bits and pieces, Stay and Play sessions, attending our fundraisers and helping to organise them and being on the Committee.

Stay and Play

We send out an invitation 3 times per year, for yourself or a relative to come in and see your child and Preschool in action, you are of course welcome to stay and play at anytime though!

On your first Stay and Play you may wish to spend the whole time with your child, helping with whatever activities they are interested in. If your child is happy to part with you, you might want to get involved in the craft or book corner, or you may wish to lead an activity in an area you are interested in, for example if you love cooking, gardening, computers or music for example please let the staff know and come in and share, don't be shy!



Fundraising

We politely request that each family volunteers on at least 1 fundraising event a year - its a nice thing to do, it helps you become a part of your child's school life and means Preschool can afford to buy better resources to make your child's Preschool experience even more special.

Committee

We hold our Annual General Meeting at the beginning of the school year. We strongly urge all families to attend this as it informs the planning for the upcoming year, regardless of whether you intend to stand for the committee or not.

Committee meetings are held every two months and the minutes are available from staff.

The main roles on the committee are: Chair, Secretary and Treasurer, there is also a fundraising subcommittee. The committee ensures that the business side of Preschool runs smoothly, ensuring all policies and procedures are adequate and adhered to.

Please ask Lisa for the Committee information pack or for the date of the next committee meeting if you'd like to know more or join in.



Complaints Procedure

We aim to always provide the highest quality education and care for all the children. Our intention is to work in partnership with families and the community and we welcome suggestions on how to improve our service at any time.

We anticipate that most concerns will be resolved quickly by an informal approach to the Preschool manager. If the complaint concerns the manager the matter should be raised to the committee chairperson, please ask any member of staff for the current chair's contact details. If this informal approach proves unsatisfactory we have a set procedure for dealing with concerns and complaints, please ask to see our complaints procedure.

All complaints are dealt with in the strictest confidence.

Parents and carers may approach Ofsted directly at any stage of this complaints procedure:

Ofsted - Applications, regulatory and contact team

Picadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Email: enquiries@ofsted.gov.uk

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