



PLAY LEARN GROW

WEST DEAN  
PRE-SCHOOL

# WELCOME PACK



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GROW

GROWING HAPPY LEARNERS IN THE SOUTH DOWNS FOR OVER 20 YEARS



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## WELCOME TO WEST DEAN PRE-SCHOOL

We are very excited to have you join us for a learning journey filled with fun!

Pre-school is a busy place and there's always so much happening. These are a few of the essential things you need to know in order to make the most out of the setting and all the brilliant opportunities we provide.

The school door opens at 9.05am and you are welcomed inside to settle your child to an activity. You can also help them to hang their coat and bag on their named peg in the lobby, stow any comforters or home toys in their named drawer, refrigerate their lunch box, add their fruit to the sharing plate and put away their book bag. Your child can add their own apple to our apple tree to self-register, and the staff will also record their arrival.

The children engage in free play until 10.20am, and can choose from organised arts & crafts, free expressive art, reading, puzzles, role play and much more - all with free-flow access to our outdoor spaces. There will be a focused numeracy or literacy task laid out, and the children can select bins of toys to take down for independent play.

This session ends with hand washing and toilet visits prior to snack time. Children eat snack together. This is a valuable social time, which they seem to relish. Children help to prepare the fruit that they have brought in to share and they take turns to assume the responsibilities of 'table monitor'. Snack time finishes around 10.50 and the children return to play. Many of the older children use this part of the session to practice their 'writing' and 'reading' in the home corner.

At 11.30 the children all work together during 'Tidy-Up Time', and our tidy-up music helps them along the way! Once the space is in good order we settle down together for our group time. The children sit together on the carpet and this is when we share news, look at the calendar, record the weather, sing rhymes or share the Chatterbox.

After group time, those children not staying for lunch club wait on the carpet to be collected when the front door is opened at 12.00. Lunch-Clubbers then enjoy their packed lunch sitting at the tables with staff. Lunch lasts approximately half an hour, after which the children enjoy a story, have another chance to chat and share as a group, and get ready for home time. Doors open for collection at 1pm.

The children are sent out one by one, although you are welcome to come in at the end of the school day if you have anything to discuss with the staff.

You can learn more about 'A Day At Pre-School' in the Kids' Area of the website.



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## LIBRARY BOOKS

Your child will be given a book bag which they can use to transport their reading materials and art work. They can borrow a book each session, and are welcome to change books whenever they have enjoyed their previous selection. If they do not need to change their book they can place their book bag in their named drawer, or if they would like to make a new selection then either you can do this with them or the staff will help them during the session. Book bags needing a change of book can be put in the large bin provided.

## SNACK SHARING PLATE

We have a shared snack plate laid out at the beginning of each session. Your child should bring a contribution for this on most days. We welcome fresh fruit, as well as other healthy snacks such as dried fruit, breadsticks, rice cakes and raw vegetables.

## WATER BOTTLES

Your child will be given a personal water bottle, which they can access at any time during the session (using a photo ID tag to identify their own). The bottles are kept in school and are cleaned, sanitised and refilled daily.

## YOUR CHILD'S DRAWER

Each child has their own named drawer. We encourage them to put any from-home items in this during the session. Of course, we would never separate a child from a comforter which they are welcome to keep with them. You should check their drawer for artwork, non-urgent letters, communications from the Committee and party invites!

## YOUR CHILD'S KEY WORKER

Each child is assigned a member of staff as their Key Person. They are responsible for observing, assessing, documenting and reporting on your child. The Setting Supervisor will speak to you about your child's key person in due course when you start.

## LUNCHBOXES

If your child stays for Lunch Club they will need a named lunchbox which they will store in the fridge. Smaller lunchboxes are a great help as we have limited space! We ask that children not bring sweets, although a small chocolate, biscuit or cake serving as a 'pudding' is permitted. We use Lunch Club to promote healthy eating, and hope you will help us in ensuring that the children are role modeling healthy eating to one another.



## CLOTHING

Pre-school can be a messy place! Every day there will be at least one activity involving messy craft. There is also sand, water and paint play always on offer outside. We recommend practical clothing that is easy to clean, but accept that there are times when your child will wish to come to school as Batman or Elsa which is fine too. Although we have a supply of spare clothing we recommend that each child bring a kit bag containing a change of clothes and keep this on their peg. This is especially important if we are supporting your child with their toilet training, in which case multiple sets may be appropriate! We would also ask that all belongings are named.

Shoes need to be safe for outdoor play. We ask that the children not wear flip-flops or Crocs as these have been the cause of numerous falls and trips in the past.

Clothing also needs to be weather appropriate. We play outside year-round, so warm winter clothes (including a coat, hat and gloves) are required. Wellies are a good idea in wet weather. In the summer months we ask that the children always have covered shoulders and that they bring a hat on fine days.

## SUNCREAM

On fine days please send your child to pre-school with suncream already applied. If you feel they would need a reapplication of suncream then please provide a named bottle with instructions for the staff. You will also need to have signed the suncream policy which can be found on the website and in this pack.

## TOILET TRAINING

We are very happy to support you in toilet training your child. Please come in and see staff to discuss any rewards systems you are using so that we can help to provide a consistent message to your child. For more information about our nappy changing policy etc please see the consent form in this pack and in the Parents' Area of the website.

## CHATTERBOX

Pre-school has 2 Chatterboxes. These are metal tins which the children take turns to bring home. They should put something in the Chatterbox that they would like to share with their classmates and bring it in for their next session. They can bring whatever they like, as long as it fits in the tin and is not valuable. Although they are welcome to select whatever they like, we do like to use the Chatterbox as an opportunity for formative or sensory sharing. A Chatterbox that focuses on a topic is always very welcome and stimulating. Some recent successes have been: signs of Autumn, seashells, my favourite colour, my pets, my granddad's job, my family in Canada, ethnic instruments, foreign currency, 'when I was a baby'. Anything your child can chatter about!

## LEARNING ENRICHMENT

We encourage all our parents to come and join us in a session to share anything special that might help broaden the childrens' experience or capture their imagination. Perhaps you could come and cook with them,

play music for them, sing in a foreign language, talk about an interesting grown-up job, lead a sports activity, introduce a science investigation or just read a story. Wider family or friends are also welcome to contribute in this way. Please speak to a member of staff if you can think of anything you might be able to share.



## SICKNESS

Please remember that in the event that your child has diarrhoea or vomiting we ask that they not come to pre-school for 48 hours after the last bout of illness. For more information on our health policies please see the Illness Procedure letter in this pack and on the Parents' Area of the website.

## COMMENTS AND FEEDBACK

We have an 'open door' policy at pre-school and you are welcome to drop in after sessions to discuss any aspects of your child's development or learning. You are also welcome to book in to join us for a Lunch Club, or for a visit during a session, to have a sneak peak at all the fun.

We are constantly aiming to improve and develop our provision for the children. We welcome any comments or feedback you may have about what we do at pre-school.



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## SETTLING IN YOUR CHILD - YOUR CHILD'S FIRST DAY

For many children, starting pre-school may be their first step away from the comfort of their main carer, and equally it may be the first time that carers have left their child. We try to make this as easy as possible. This information sheet covers our basic procedures, but we understand that you know your child better than anyone so will listen to you in order to make starting pre-school a happy experience for everyone!

### BEFORE YOUR CHILD STARTS:

Bring your child with you when you come to look round our pre-school so they can begin to familiarise themselves with the room, other children and staff. Your child will have the opportunity to take part in the activities and begin to learn the names of the children and staff whilst you look around. Borrow a story from our library about going to playgroup and read it to your child. Talk about going to pre-school in a positive way.

### WHEN YOUR CHILD STARTS - THE SETTLING IN VISITS:

Bring them along shortly after the start of the session (we recommend 9.30am) so they arrive once the other children have settled in. They will be met with a friendly smile by Kerry or Alison and invited to hang their coat and bag on their named teddy peg in the cloakroom. You'll then be taken into the pre-school room to meet the other children.

If your child is wearing nappies or pull-ups then their bag should contain nappies or pull-ups (at least 2) and wipes.

### THE FIRST HOUR:

You are welcome to stay and fill in a form that will give us a head start on your child's likes and dislikes. Your child can watch what is going on, join an activity, play alongside the other children or just chat to the other children and staff.

### AFTER THE FIRST HOUR:

If your child is settled and happy, you can stay for a further hour, during snack time. We find this works for most children. If you're not able to stay, you are welcome to come again for another booked session.

Our staff will talk to you both during and at the end of your session to give you detailed feedback about how the session went.

We allow for two settling-in sessions. If your child takes longer, we are flexible about increasing the number of sessions your child needs.

Your child will be given a school book bag to take home with them. This will need to be brought to every session and put in their named drawer. We will put letters, invoices and artwork in this bag.



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#### SNACK TIME:

We have a social mid-morning snack time, and each child brings in a healthy snack - a piece of fruit, a vegetable, raisins, rice cakes or breadsticks - to put in the communal fruit bowl. This is then cut up and the children sit and enjoy a snack and a drink with the staff, helpfully distributed by the table monitor of the day.

#### LUNCH CLUB:

Most children stay on for lunch club which is from 12 noon till 1pm, at an additional cost. If your child is not staying for lunch, then they can be collected at noon. Children arrive with their packed lunch box, which they put into the fridge when they arrive in the morning.

The staff and children eat together at lunch, chatting about the day's activities. This is a super social event!

#### YOUR CHILD'S FIRST FULL SESSION

Bring your child at the start of the session at 9.05am so they arrive with the others and see they are being dropped off like the other children. A member of staff will engage with your child and direct them to the many activities already set up on the tables. We welcome calls from parents, so you can ring us later if you wish to check they are happy. Some children separate easily, others may need more support. Most children are happy to be comforted by a member of staff. We welcome comforters e.g. dummies, blankets or special toys.

We suggest that parents of new starters initially arrive a little early to collect their child so that the staff can chat with them and give them details of the day's events.

Most children settle in immediately, some take longer. Our door is always open to parents and we pride ourselves on full communication with parents and carers. We love seeing all our pre-schoolers thrive. It is a delight to see how they grow, laugh, make friends and become independent little people.

#### PRE-SCHOOL AND YOUR CHILD'S DEVELOPMENT





**PERSONAL, SOCIAL & EMOTIONAL DEVELOPMENT. WE WILL HELP YOUR CHILD TO:** o Become confident at separating from their parent which will help them when they start school

- o Learn social skills such as sharing and taking turns
- o Become independent in self-dressing (putting on coat for outdoor play)
- o Become independent in self-care (washing and drying their own hands and becoming toilet trained)
- o Learn to select and carrying out activities and help to tidy away toys
- o Understand right from wrong, the feelings of others and form good relationships with other children.

#### **COMMUNICATION, LANGUAGE & LITERACY:**

We encourage an interest in reading; we have a story time with staff and a well stocked book corner where they read with their friends and staff.

Children learn to recognise their name and we help them to write their name. They have opportunities to do mark making at our writing table and use one handed tools and equipment to develop fine motor skills e.g. pencil, coloured pencils, crayons, paint brush, scissors, playdough cutters & tools and glue spreaders. They will begin to scribble across the paper to represent writing, start to form recognisable letters and learn to write their name.

Their communication is developed through singing time and interactions during the session between staff and other children.

#### **NUMERACY:**

We encourage an interest in numbers (counting up to 10 and beyond) and an interest in shapes (noticing shapes in the environment and naming shapes). We also introduce mathematical language e.g. “bigger” and “smaller”, “heavier” and “lighter”.

#### **KNOWLEDGE & UNDERSTANDING OF THE WORLD:**

We encourage children to show an interest in the world in which we live, and to talk about special events in their own life such as their birthday or a new baby. We encourage them to understand British values and British traditions, as well as helping them respect other cultures by introducing them to other national traditions and festivals. We also encourage use of the computer where they acquire basic skills by playing educational games.

#### **STEM:**

We encourage a curiosity about the world around us, and how things work. We have recently been talking about the life cycle of frogs, and we even have some tadpoles that the children have been looking after in pre-school! Watching them change has been very exciting. We have a STEM area where daily hands on activities and displays help children learn a broad range of experience based-science.



#### PHYSICAL DEVELOPMENT:

We encourage the children to play with jigsaws, thread beads and use playdough. We also organise painting or let them play in the sand and water tray. These activities will help with fine motor skills development.

We have an excellent outdoor play area and have use of the primary school's large indoor hall and outside activity playground. The climbing frames, trikes, prams and balls all help with the development of the childrens' gross motor skills.

#### CREATIVE DEVELOPMENT:

We provide props and resources for children to use to engage in imaginary role-play, which we usually link to the topic, for example "The Fruit and Vegetable Shop". Children learn a huge amount from role-play.

Our curriculum is founded on the Early Years Foundation Stage (EYFS). We pride ourselves on having an incredibly innovative and successful Early Years curriculum. For more information on EYFS and West Dean Pre-Schools Curriculum please visit the website.

#### MOVING ON TO PRIMARY SCHOOL

We pride ourselves on how ready and able our pre-schoolers are for moving on to the next big step. Our staff liaise with all the local primary schools about the school leavers and provide a smooth and effortless transition to Reception class, wherever their next destination may be. We are always delighted with the feedback we receive each year from Reception teachers, who praise us for the 'readiness' and academic preparedness of our summer leavers.



## ILLNESS PROCEDURE

At West Dean Pre-school we are dedicated to providing the highest quality childcare. We ask that parents help the staff at pre-school by following the guidelines below in the case of illness. This helps keep everyone at pre-school happy and healthy, with minimal disruption.

Illness	Minimum exclusion period
Prescribed antibiotics	First day at home if on a new antibiotic regime
Temperature - over 39 degrees	If sent home ill, must be off for 24 hours
Vomiting	If sent home ill, child must be off for at least 48 hours and must be able to eat and drink as normal before returning to pre-school
Diarrhoea	48 hours after last bout - child must be able to eat and drink as normal before returning to pre-school
Conjunctivitis	After 48 hours of medical treatment or 48 hours after eyes remain clear
Scarlet fever and Streptococcal infection of the throat	Until appropriate medical treatment has been given and at least 3 days from start of treatment
Impetigo	Until the skin has healed
Pediculosis (head lice)	Ideally until appropriate treatment is given, but usually not necessary to exclude - please inform pre-school immediately so all other families can be informed and the rest of pre-school can administer head lice shampoo at home to minimise spread of lice
Ringworm of the scalp	Until cured
Ringworm of the body	Seldom necessary to exclude provided treatment is given
Scabies	Need not be excluded once appropriate treatment is being given
Measles	At least 5 days from onset of rash
Chickenpox	Until all spots are dry
Slap cheek	Once rash has appeared, child is no longer contagious, so seldom a need to exclude



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The parent/carer agrees to collect a child who becomes ill whilst in the care as soon as possible and abide by our exclusion period. They also agree to inform us if their child contracts an infectious disease or head lice.

The staff do their best to comfort children who become ill during the day and we will inform you as necessary. We will also advise you of any outbreaks of infectious diseases or cases of head lice.

Please sign the relevant section in the Welcome Pack to indicate that you have read and understood this letter.

## LEARNING JOURNAL

At West Dean Pre-school, we have an exciting new approach to observing and assessing your child's learning in the foundation stage.

As you are probably aware, the Early Years Foundation Stage (EYFS) has its own curriculum. Up until now, we have shared every child's progress, achievements and development within the EYFS with parents through a paper 'learning journal'. The paper learning journal is a lovely way of remembering and looking back over all the wonderful things the children have achieved, but it does have its limitations. Although very informative, it's difficult to share with parents, as well as being quite time consuming for staff to update.

Part of our ethos at West Dean Pre-school is to give you as families the very best of outstanding practice. With this in mind, we have been working together with 'Learning Book' to adopt a more modern alternative. 'Learning Book' is an electronic learning journal which uses a secure handheld tablet to collect not only photographs, but also video and audio clips. These are then linked to the appropriate areas of the EYFS. We have two tablets and the information is stored on a secure server which is encrypted and password protected, so it can only be accessed by the parents and West Dean Pre-school staff.

Once we have had your permission, you will be able to access your child's learning journal at home and even add your own comments and photographs. We feel this will enable you to gain access to your child's learning and progress on a much more frequent basis and you can enjoy sharing those memorable moments as they happen.

If you have a Learning Book Welcome Pack, please sign the consent form in it. If not, then please fill in the attached consent form and return to a member of staff.

If you have any questions, please do come in and speak to any of the staff.



## WEST DEAN PRE-SCHOOL PARENT RUN COMMITTEE

West Dean Pre-school is a registered charity governed by a parent committee. The core committee executive is made up of five registered trustees/directors and the parents/carers of every child are all also automatically committee members.

The day-to day in-setting operations of the pre-school are overseen by our amazing staff. However, the administrative and financial duties of the business side of things are the responsibility of the parent committee. The committee are responsible for staff recruitment, staff management, building maintenance, grant applications, marketing, business planning, accountancy and financial planning. Lots of responsibility....and we can only succeed with a strong and dedicated committee.

The committee is vital to the success and survival of the pre-school and we work hand in hand with the Setting Supervisor and staff. We hold half-termly meetings to plan fundraising events, check the budget remains on track and ensure that the needs of all children and staff are being met. Being on the committee gives parents an insight into the behind the scenes action at pre-school. You'll find out, and help decide, how play and learning are organised. You'll have a role in organising professional progression for all our staff, and in recruiting any new staff that might be needed. It's a great way to get to know the staff better and to meet other parents over a cup of tea (or occasionally a glass of wine!).

### WHY NOT JOIN THE COMMITTEE?

We actively encourage parents to become involved in pre-school life. The word 'committee' can sound off-putting, but we are really just a group of parents with a little time to give to our wonderful pre-school. While some of the key roles come with significant responsibility, there are many less formal roles that can be taken on without the requirement to commit huge amounts of time. Even the core roles such as Chair, Treasurer and Secretary are always carried out with the support of the whole team, making the commitment flexible and manageable.

You can volunteer for whatever role interests you most, either using the skills you already have, developing new ones to add to your CV, or to just keep the grey matter stimulated while you are taking a mothering (or fathering) break! Prior to the AGM and the half-termly meetings parents will be notified of any official vacancies for committee roles, but offers to pitch in informally are also welcomed at any time!

### HOW IT WORKS

Everyone on the committee has the usual juggles of parenting, work and domestic duties. Being a small village pre-school, our parent body is small and most people know each other and if they don't, they soon will, chatting along the ramp at collection time!



Knowing this, we try to keep long, formal meetings to a minimum, and when we do hold meetings, we try to make them as social as possible - the village tea rooms and the pub are great places for a 'meeting'! Even a chat in the car park is often enough for the committee to make progress!

The annual general meeting (AGM) usually takes place in September, at the start of the academic year. New parents are welcomed and volunteers for any vacancies are sought. Parents join the committee for the duration of their child's time at West Dean, but many choose to (and are welcome to) stay on for longer. Our core committee roles in particular benefit from individuals making relatively long term commitments to understand and serve the pre-school business.

## COMMITTEE ROLES

There are a few formal roles that need to be filled in order to satisfy the charity status of the pre-school, but we like to be as flexible as we can about who does what. All we ask for is a little of your time and all your enthusiasm! In this way, many hands really do make light work.

### CHAIRPERSON

The Chair is the main point of contact for committee members, staff and external bodies but their main role is to support the pre-school supervisor through a close collaborative relationship. The role is fantastically varied, offering the opportunity to get involved in everything from staff recruitment and appraisals, to policy development and fundraising projects.

At committee meetings the chair is responsible for setting the agenda and co-ordinating roles in any plans that are made. They also keep confidential records of terms and conditions of employment etc up to date. No experience is necessary and there are always plenty of existing and former committee members and staff on hand to answer questions and offer support.

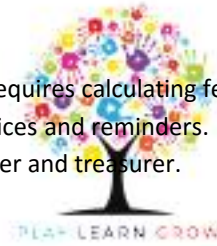
### VICE CHAIRPERSON

The Deputy Chair assists the Chair in the running of the pre-school and would stand in for the Chair in the event of absence. This is a hugely important role, as it gives the Chair a sounding board, and realistically, they both make decisions together; it's a good way to share the load.

### TREASURER AND ASSISTANT TREASURER

Both these roles involve administrative tasks, fundraising liaison, banking etc as well as reporting to the committee about finances. No experience is necessary for this role, but would clearly suit someone with a head for numbers!

### FEES AND FUNDING SECRETARY



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Another vital role to the running of pre-school. This role requires calculating fees based on attendance information, liaising with WSCC about fees, producing invoices and reminders. Again, the person in this role works closely with the setting supervisor, assistant treasurer and treasurer.

### SECRETARY

This person is responsible for taking the minutes at the committee meetings, typing them up and distributing them to committee members and parents/staff, where necessary. If the Chair wanted anything circulated, it would be done through the Secretary.

### FUNDRAISERS

Raising funds for pre-school is a vitally important part of the committee's work. Pre-school's running costs are covered by fees and government grants. Any building maintenance, improvements, equipment and resources we need such as toys, books and computers are paid from funds raised by the committee.

Our fundraisers do an amazing job coordinating fundraising and social events (past highlights have been a casino night, a spa evening, raffles and pub quizzes) each term. This is a fun and rewarding role that directly benefits your child, as all funds raised are spent on toys and equipment for the pre-school. Our fundraisers get involved in publicity, gift gathering, events co-ordination and much more. The fundraising team often acts as a sub-committee and may have their own meetings focussed on their current and future projects. One goal for the fundraisers is to encourage as many parents as possible to get involved in this vital aspect of the committee's work.

### MARKETING AND COMMUNICATIONS LEAD

This is an increasingly-important role which can be made up of a number of people. It involves the recruitment of new children and forging links with local pre-schools, playgroups and schools (for the older children's transition to 'big' school). We welcome any ideas and initiatives, be they big or small; generally it only takes a few motivated people to be behind a project, to really enthuse the main parent body and to make a real difference.

### SOCIAL MEDIA LEAD

Again, a relatively new role which involves making pre-school's great work 'visible' online. Pre-school has its own closed Facebook page, and we have found it to be an additional and successful way of communicating with parents and prospective parents. The role would suit someone who is savvy with social media and who would enjoy enthusing about the exploits of pre-school!

### NEWSLETTER EDITOR

We have recently introduced a pre-school newsletter, 'The Handprint Tree'. This is another way of communicating with parents. The editor would work closely with most of the committee and staff, gathering information for features. They would also liaise with the primary school to let them know about what's going on over at pre-school. Great for creatives and those who enjoy writing and sharing good news!

The welcome pack includes our most recent edition of the newsletter. Do have a read!

## COMMITTEE CONSTITUTION

West Dean Pre-school operates as a charitable organisation with a constitution. This legal document defines the rules under which the pre-school operates. Our committee constitution can be found on our website, in the 'Committee Area'.



## SIGN UP NOW!

Not only is being part of the committee a truly valuable role, it is also hugely rewarding, great fun, and massively social. It gives you a real insight into what goes on behind the scenes as well as the opportunity to have a genuine impact on your child's early education.

Please speak to any of the staff who will direct you to an existing committee member; they'll be more than happy to chat with you!





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## TERMS AND CONDITIONS

### 1. APPLICATION AND CONSENT FORMS

The application and consent forms in the Parent Pack need to be completed by the parent or main carer before a child can be considered for a place. Parents are bound by these terms and conditions after signing the agreement on the application form.

### 2. REGISTRATION FEE

A £20 non-refundable registration fee will be charged on confirmation of a booked place. This fee covers our administration costs and allows for up to two settling-in visits.

### 3. PAYMENT OF FEES

Fees are payable in advance. Parents will be invoiced beforehand and will be expected to pay by the date specified on the invoice.

- A late payment charge of £10 will be added to the next invoice if the invoice is not settled on time. In those circumstances we reserve the right to suspend children's sessions and persistent late-payment will result in the loss of the child's booked pre-school place.
- We prefer full payment by online banking. Cash payments and cheques must be handed to the Settings Supervisor; the payment will be checked and a receipt issued as mistakes cannot be rectified later.
- It helps us if parents provide payments in envelopes with your child's name clearly written on it and the return slip on the invoice enclosed.
- Parents are required to settle their account with us after their child has left us.

### 4A. PERSONAL PROPERTY AND BELONGINGS

We recommend that children wear practical and inexpensive clothing during sessions. During bad weather, parents should provide additional wellington boots.

- We provide an extensive range of toys so it is not necessary for children to bring toys from home, although comfort toys are welcome.
- We cannot be held responsible for any loss or damage to children's property although staff will make every reasonable effort to prevent this.
- We suggest that clothing and shoes are labelled.

### 4B. WARM WEATHER

During the warmer months, it is important for all children to be protected from the sun and its harmful UV rays. We would ask that all children come into pre-school with suncream already applied. Children should have named sun hats.

- If parents would like suncream reapplied during the session, then a named bottle of suncream should be provided. Please refer to the 'Suncream Policy'.
- To further minimise the risk of sunburn, we recommend that children do not have exposed shoulders.
- Crocs or flip flops are not permitted as they are not safe for climbing or general play. We would advise that if a child arrives in crocs, parents should provide a second pair of more suitable outdoor shoes.



## 5. ACCIDENT AND ILLNESS

Any child suffering from sickness and / or diarrhoea, conjunctivitis or any discharge from the eyes, heavy cold or influenza or any infectious disease should be kept at home. In the case of sickness and / or diarrhoea, children should be kept away for 48 hours after the last bout of sickness.

- Parents must inform the pre-school of any illness that may prove dangerous to other children.
- We reserve the right to administer basic-first aid and treatment where necessary.
- We will administer prescribed medicines if parents complete and sign our "Prescribed Medicine Form". This form will be given to you upon request.
- We will keep records of any accidents prior to or during sessions in our accident book. Parents will be required to sign this.
- If a child becomes unwell whilst in our care or has an accident, we reserve the right to contact parents and make any arrangements for them to collect their child.
- For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact parents but failing that we are authorised to act on behalf of parents and authorise necessary treatment.

## 6. LIABILITY

We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the pre-school being temporarily closed or the non- admittance of your child due to accident or sickness.

- We accept no responsibility for children whilst in their parents care on pre-school premises.
- We will not be liable to parents and / or children for any economic loss of any kind, for damage to child's or parents property, for any loss resulting from a claim made by a third-party or for any special, indirect or consequential loss or damage of any kind.
- We will make reasonable endeavours to keep parents and / or children's property in good order. Liability for damage of such property is excluded except where it is caused by our negligence.

## 7. SECURITY

Under no circumstances will a child be allowed to leave the pre-school premises with anyone unknown to the staff unless previously arranged by the parents. If your child needs to be collected by an adult other than those known to staff then this should be arranged in advance and a password will be agreed.

## 8. INSURANCE

Full details of our insurance cover is available upon request from the pre-school supervisor. The insurance cover is for the duration of the session, so we cannot care for children before the start of a session.

## 9. INAPPROPRIATE BEHAVIOUR

We may require parents to withdraw or remove their child from the pre-school in the event that the pre-school supervisor considers the child to be consistently disruptive or displaying inappropriate behaviour.

- We do not tolerate staff being treated in an abusive or threatening manner by parents or carers. Such behaviour will result in the loss of a pre-school place.



## 10. SPECIAL EVENTS

We have occasional day trips to places of interest and short walks to local parks and attractions, to which parents are also welcome. Parents will need to sign the "Day Trips and Outings" section of the consent form for their child to be included on these.

## 11. POLICIES

Copies of all of our policies and procedures are available on request.

## 12. OBSERVATION AND PHOTOGRAPHING THE CHILDREN

As part of our commitment to quality child-care we continually update our qualifications and training. As part of this we often have to make written observations of children in the pre-school setting and keep records of their progress. This sometimes involves photographing the children.

- All information is strictly confidential and children are never singled out or referred to by name in discussions or written work.
- We will only do this if parents sign the "Observation and Photography" section of the consent form.
- The pre-school also uses electronic learning journals to record and share the childrens' progress. Staff will take photos, video and audio clips of each child to share with their parents electronically. Parents will need to sign the 'Learning Book' section of the consent for to be included in this.

## 13. ACCESS TO INFORMATION

Relevant information concerning each child is kept on a personal file. This information is kept confidential but is open to inspection by parents of the child concerned.

## 14. NOTICE PERIODS

We are happy to make adjustments to booked sessions at any time but require parents to give at least 1 week's notice if the number of sessions are to be reduced. If you wish to withdraw your child from the pre-school then we request that you give 6 week's notice so that we can offer their place to a child on our waiting list.

## 15. GENERAL INFORMATION

Parents are requested to inform the pre-school of any change of information so that we can keep our records up to date.

- We request that parents contact us if they are going to be late collecting their child. If parents are 10 minutes late collecting their child, we will try to contact them. If parents are more than 15 minutes late, a late collection fee may apply
- Parents are expected to provide nappies, but if they forget or do not provide nappies and their child needs changing, we will provide a nappy. To cover our costs, a small fee (to cover the cost of the nappies used only) may apply.

## 16. AGREEMENT

These Terms and Conditions represent the entire agreement and understanding between the parents and the pre-school. Any other understandings, agreements, warranties, conditions, terms or representations whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law.

- We reserve the right to update / amend these Terms and Conditions at anytime. The pre-school is operated by West Dean Pre-school Ltd and is a registered charity.

## ALL ABOUT ME!



WEST DEAN  
PRE-SCHOOL

This information will help us to get to know your child, provide us with information to help settle them at pre-school and plan appropriate and enjoyable activities for them. Please complete and hand to a member of staff.

MY FAVOURITE TOYS & CHARACTERS:

MY FAVOURITE BOOKS & STORIES:

THESE ARE SOME OF THE RHYMES & SONGS I LIKE:

TELL US ABOUT YOUR PET IF YOU HAVE ONE:

CAN YOU USE THE TOILET INDEPENDENTLY?

DO YOU HAVE A COMFORTER?



AN  
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TELL US ABOUT YOUR FAMILY MEMBERS & YOUR FRIENDS:

WHAT MAKES YOU HAPPY, SAD, UPSET, SCARED OR ANGRY?

PLEASE LET US KNOW IF THERE IS ANY OTHER INFORMATION ABOUT YOUR CHILD WHICH MIGHT BE USEFUL:

SOCIALLY I AM ABLE TO:

I COMMUNICATE TO OTHERS BY:



<p>EG. FAMILY EXPERIENCES (SPECIAL OCCASIONS, GETTING TO ALONG WITH OTHERS, CARING FOR OTHERS, BRUSHING TEETH, GETTING DRESSED WITHOUT HELP.</p>	<p>EG. TALKING, ASKING QUESTIONS, LISTENING TO STORIES, LEARNING NEW WORDS, KNOWING LETTERS/SOUNDS, READING WORDS, LOOKING AT/TALKING ABOUT BOOKS, (PRETEND) WRITING.</p>
<p>I ENJOY PROBLEM SOLVING &amp; NUMERACY AND I AM ABLE TO:</p> <p>EG. COUNTING, COUNTING OBJECTS, RECOGNISING NUMERALS, LEARNING SHAPE NAMES, 2D &amp; 3D, ADDING OBJECTS TOGETHER.</p>	<p>PHYSICALLY I AM ABLE TO:</p> <p>EG, MOVING THEIR BODY, HANDLING OBJECTS WITH CONTROL, TALKING ABOUT HEALTHY FOOD.</p>
<p>I ENJOY CREATIVE AREAS SUCH AS:</p> <p>EG. PAINTING, COLLAGE, DRAWING, MUSIC, SINGING, DANCING, PRETEND PLAY, USING IMAGINATION.</p>	<p>I NOTICE THE WORLD AND PEOPLE AROUND ME BY:</p> <p>EG. INTERESTS IN LIVING THINGS, ASKING QUESTIONS ABOUT HOW THINGS WORK, TALKING ABOUT SEASONS/THE ENVIRONMENT/OTHER PEOPLE.</p>



**WEST DEAN**  
PRE-SCHOOL

## CONSENT FORMS

Please complete the form in full, and tick the boxes where appropriate. Upon completion, please hand to the Pre-School Supervisor. All information will be treated in the strictest confidence.

## PERSONAL INFORMATION

CHILD'S FULL NAME:

ADDRESS:

PARENTS' NAMES:

PLEASE STATE WHICH OF THESE PARENTS YOUR CHILD NORMALLY LIVES WITH:

WHO WILL NORMALLY BE COLLECTING YOUR CHILD FROM PRE-SCHOOL?

## PEOPLE PERMITTED TO COLLECT CHILD (OTHER THAN PARENTS)

If you need someone other than yourself to collect your child from pre-school, you must inform a member of staff at the start of the pre-school session. If that person is not known to the pre-school, and is not one of the two contacts below, then you will need to supply a password

CONTACT 1:

ADDRESS:



**WEST DEAN**  
PRE-SCHOOL

TELEPHONE NUMBER:

RELATIONSHIP TO CHILD:

CONTACT 2:

ADDRESS:

TELEPHONE NUMBER:

RELATIONSHIP TO CHILD:

PASSWORD

## EMERGENCY CONTACT DETAILS OF PARENTS/CARERS

PARENT/CARER 1 - TELEPHONE NUMBER:

RELATIONSHIP TO CHILD:

PARENT/CARER 2 - TELEPHONE NUMBER:

RELATIONSHIP TO CHILD:





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## EMERGENCY CONTACT

In the case of an emergency, where neither of the parents/carers can be contacted, please supply an additional contact.

EMERGENCY CONTACT:

ADDRESS:

TELEPHONE:

RELATIONSHIP TO CHILD:

I WILL ENSURE THAT I INFORM PRE-SCHOOL OF ANY CHANGES TO ANY CONTACT DETAILS OR EMERGENCY CONTACTS

## MEDICAL CONSENT AND FIRST AID

DOCTOR'S NAME:

ADDRESS:

TELEPHONE:



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	I give permission for staff to administer First Aid to my child in case of emergency. I will inform staff of any known allergies which may affect treatment
	I give permission for the staff to seek emergency medical advice and treatment if it is deemed necessary whilst my child is in their care
	I give permission for the staff to apply sticky plasters where applicable

## MEDICATION

	I give permission for any medication that I have given to the staff to be administered to my child by them, and agree to completing the necessary form to enable this to happen
	I have read and understood the attached Illness Procedure letter

## SPECIAL DIETARY REQUIREMENTS HEALTH CONDITIONS OR ALLERGIES

Please provide as much detail as possible:

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PRE-SCHOOL

## RELIGIOUS SOCIAL OR SPECIAL NEEDS

We pride ourselves on providing the best possible experience for both children and their families. Please let us know if your child has any specific needs:

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## SNACK, TREATS, COOKERY

Every so often children bring in cakes to celebrate birthdays. The staff also do a cookery activity with the children. This involves sampling food. Please let the staff know of any allergies or dietary requirements.

	I give permission for my child to participate in cookery and sampling foods
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## SUN CREAM

We are committed to ensuring that children are kept safe in the sun. In the warmer months, we would ask that children come to pre-school with sun cream already applied. They should be supplied with named sun hats and ensure that they have the appropriate clothing: no exposed shoulders. If you require sun cream to be reapplied during the session, please provide a named bottle, which you know not to cause a reaction with your child's skin.

	I give permission for staff to reapply sun cream, if necessary, as per the manufacturer's instructions
	I will provide a named bottle of sun cream and a sun hat for my child
	I will send my child in clothes that ensure their safety in the sun: no bare shoulders



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## CLOTHING & FOOTWEAR

We would ask that children are dressed appropriately for the weather. Please provide your child with wellies when it is wet. We discourage the wearing of crocs or flip flops as they are not safe for climbing and have been known to cause accidents.

I will ensure my child has the appropriate clothing and footwear for both the weather and general play

## NAPPY CHANGING AND WIPES

For those children wearing nappies, please provide an adequate number of spare nappies in their bag, along with their usual brand of wipes.

I give permission for staff to change my child's nappy and will provide spare nappies and wipes

## DAY TRIPS & OUTINGS

We organise outings to local venues such as West Dean Gardens, West Dean Stores and the Centurian Way footpath, usually travelling by foot. If the venue is not within walking distance we will arrange for travel by coach with a reputable company. In this case, a separate consent form will be sent. We may ask for parents to volunteer to help staff on these trips so that we can maintain a safe adult to child ratio.

I give permission for my child to be included in local organised trips and outings

## OFF-SITE PLAY

As part of our strong relationship with West Dean Primary School, the pre-school staff often take the children over to their playground, orchard and indoor hall to play.

I give permission for my child to participate in off-site supervised play at the primary school



## OBSERVATION, LEARNING JOURNALS AND PHOTOGRAPHY

We are committed to continually improving the quality of our childcare. Our staff, as part of any training or educational courses they may be enrolled on, may need to keep records of written observations and photographs of children in the pre-school environment. Children are not singled-out or referred to by name and all information is kept strictly confidential. We are happy to share any information we gather about your child should you be interested. We also may take group photographs of the children during activities, special events and outings for display work. Parents are allowed to photograph or video the children during special events. We do however ask that these photos are not shared on social media and we reserve the right to stop parents from taking photos.

<input type="checkbox"/>	I give permission for the staff to make relevant observations / take photographs of my child for training purposes and for use on their learning journals
<input type="checkbox"/>	I give permission for the staff to take photographs of my child for display work in the pre-school

## PHOTOGRAPHY AND SOCIAL MEDIA

West Dean Pre-school has an active Facebook page which is regularly updated and monitored. Its sole purpose is to provide another means of communication between the pre-school and parents. It is often a fun way to see what the children have been getting up to at pre-school. There are links to issues of interest, such as government changes affecting pre-schoolers and their families, interesting educational activities, important calendar dates about fundraising, and other reminders. The faces of children are never posted online. If a photo is taken, it is always from behind, in order that the children cannot be identified.

<input type="checkbox"/>	I give permission for my child to appear in photos that the pre-school may post on Facebook - these will be taken with consideration, from behind, and under no circumstances will their faces be visible
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## PHOTOGRAPHY AND MARKETING

Occasionally, the local press are called in to write a piece on the pre-school. In this case, some or all of the children may be photographed and their picture and name may be published in the local press. Typically, this is the Chichester Observer and staff will give prior notice to parents if a date has been set.

<input type="checkbox"/>	I give permission for my child to be photographed by the local press and for their photo to be published
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## DATA PROTECTION

It is often necessary to share data about your child with other professional educational bodies, such as Sure Start, the education department at WSCC, SALS, Ofsted and other primary schools (for the purposes of handover and transition to Reception class). This are done in the strictest confidence. You can have access to your own child's documents, which

will be securely filed away. Information to the above third parties will only be disclosed when the child's key worker and pre-school supervisor think that it is in the child's best interests.



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PRE-SCHOOL

<input type="checkbox"/>	I understand that pre-school will be keeping information about my child <small>ROW</small>
<input type="checkbox"/>	I understand that staff may need to share information with relevant professional bodies regarding my child

Your email is on file and will be used as a means of communication. It will not be passed on for marketing. The Committee will use it to let you know about fundraising events, dates for the diary and other social events.

<input type="checkbox"/>	I am happy for my email address to be used for pre-school communication
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EMAIL ADDRESS:

<input type="text"/>
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## FEES POLICY

West Dean Pre-school is a charity, not a commercial business, and runs on a very tight financial budget. We therefore rely on prompt payment of fees. If you foresee any financial problems please speak to a member of staff who will arrange a confidential meeting with you.



**WEST DEAN  
PRE-SCHOOL**

The pre-school will be sympathetic to parents who are having, or who anticipate having difficulty in paying fees by the date indicated on the invoice. It may be possible to arrange a payment plan, but this must be negotiated between the pre-school and parent/carer, and should preferably be done

If your child leaves West Dean Pre-school, parents/carers are required to give written notice one term before leaving. If a child leaves in the middle of a term, fees must be paid for the remainder of that term. If you wish to cancel any lunch club sessions, you need to provide one half term's notice, or a minimum of 7 week's notice.

A late payment fee of £2.00 per week for each week will be added to accounts on arrears. The is fee will be applied 2 weeks from the fees due date.

<input type="checkbox"/>	I have read and understood the fees policy above
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## TERMS AND CONDITIONS

There is an attached Terms and Conditions outline with this welcome pack.

<input type="checkbox"/>	I have read and understood the attached Terms and Conditions
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Name:

Signed:

Date:



PLAY LEARN GROW

# WEST DEAN PRE-SCHOOL

West Dean C Of E Primary School, West Dean, West Sussex, Chichester, PO18 0RJ  
01243 811 423 | [staff@westdeanpreschool.co.uk](mailto:staff@westdeanpreschool.co.uk) | [www.westdeanpreschool.co.uk](http://www.westdeanpreschool.co.uk)

Registered charity no: 1143896

GROWING HAPPY LEARNERS IN THE SOUTH DOWNS FOR OVER 20 YEARS