



## Welcome!

Thank you for expressing your interest in The Little Pennies Pre School and a very warm welcome to you. Enclosed in this welcome pack you will find some further information about our pre-school and a registration/medical history form, should you wish your child to join us.

Also, if there is anything else at all you require or would like to discuss, then please do not hesitate to contact the pre-school by telephone.

You will find Little Pennies Pre-School is a caring, safe yet stimulating environment, whose staff and parent committee are dedicated and supportive of you, your child and each other.

Please complete and return the attached forms retaining the remainder of the welcome pack for your information.

Our waiting list is arranged in order of Date of Birth. We will endeavor to notify you of your child's placement one term before they are due to start.

We very much look forward to hearing from you again soon.

## **The Little Pennies Pre-School**

The Little Pennies Pre-School was established more than 30 years ago by local mothers. Today we are run as a private company with a Board of Trustees made up mostly of parents of children attending the setting.

Although this is the case, we have full charity status and run on a professional basis in order to meet the current OFSTED requirements from whom we have had many successful reports. These can be viewed at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). We are also visited regularly by an Early Years Adviser from The Early Years and Childcare Services.

We are situated at the Sixpenny Handley First School where we have full use of the facilities including a safe outdoor play area with climbing apparatus, sand pit, play house and a range of ride-on toys.

As a charity registered pre-school we rely heavily on fund raising, in particular we host regular Bingo nights at the Village Hall. We ask for support from parents in order to help with such events. We ask parents to contribute Bingo prizes.

You may prefer to give a one off donation of £20.00. If so please complete the slip at the back.

If you would like to help the pre-schools fund raising campaign then please include your donation when returning the registration forms.

### **Our Philosophy**

We believe that every individual should be respected and that they, in turn, learn to respect their environment and those around them. Each child is given the encouragement to listen to and talk to others, take turns during play, co-operate to achieve a positive outcome and to say 'please' and 'thank you'.

With this we have created a happy and caring environment. Children are often seen helping each other, for example with aprons, coats and holding the door for each other, without the need for adult guidance.

Every child is unique and we respect their individuality, helping them to see themselves as an important part of the group. This is achieved through close co-operation with parents and guardians and our belief that all children should be given equal access and opportunities to experience high quality early years education. In doing this we can ensure the best possible start to their learning experience.

We also encourage each child to gain independence in their basic care such as using the toilet with confidence, washing their hands when necessary, and putting on and taking off their own coats and aprons. At snack time we will be providing a choice of healthy food which the children will help to prepare. They will also be offered either milk or water. The children are able to pour their own drink. When it is their turn to be the 'special helper' for the day they can help to prepare the snack, along with other small fun tasks such as finding out what the weather is doing that day and to be the first in the line to go outside etc.

These important aspects of their development help them become confident in their own abilities and therefore become confident learners.

### **Our staff**

All of our staff are fully qualified for their roles and attend regular courses, as necessary, in order to stay up to date with all the latest developments in Pre-School education and government requirements.

All will be happy to discuss specific needs, concerns or queries you may have about your child.

### **Our Policies**

GDPR Privacy Notice Policy, Admissions, Behaviour, Confidentiality, Curriculum, Equality, Intimate Care, Record Keeping, Safeguarding, Special Educational Needs and Disabilities etc. can all be found in more detail in our Operational Plan at the Pre-School kept by the signing in book in the foyer. Alternatively all policies are on our website.

Should you wish to make a complaint, our Complaints policy can be found in the operational plan, in the entrance hall or on the website.

## **Sessions and Information**

**We offer 9 sessions over 5 days, which are:**

Mondays	8.45 am- 2.45 pm
Tuesdays	8.45 am- 2.45 pm
Wednesday	8.45 am- 2.45 pm
Thursday	8.45 am- 2.45 pm
Friday	8.45 am- 11.45 am

### **Children need to bring:**

A packed lunch with an ice pack to keep lunches fresh ( we would respectfully ask that lunch boxes do not contain any nuts)

We would prefer your child to access the milk and water provided in line with our healthy eating plan.

Please ensure that foods such as grapes and cherry tomatoes are cut up to prevent a possible choking hazard.

Wellington boots, coat and hat as necessary

A spare set of named clothing (in case of accidents or spillage)

A bag with nappies, wipes etc. if necessary.

We provide a water bottle for each child.

When needed please send your child in with sun screen already applied.

Funding is available from the term following your child's 3<sup>rd</sup> Birthday. All children are entitled to up to fifteen hours per week which can be used at The Little Pennies Pre-School or with other settings. In addition to this a further 15 hours funding is available to children of working parents who are eligible. Please visit [www.dorsetforyou.com/3ohours](http://www.dorsetforyou.com/3ohours) or speak to a member of staff for more information.

Should you wish your child to attend pre-school before they receive funding or just wish your child to attend extra sessions then each 3 hour session is £12.00 or £4.00 per hour.

It is our policy that fees are paid half-termly and are non-refundable. (Weekly payments can be arranged at the discretion of the Pre-School)

We require 6 weeks notice before reducing the number of sessions or removing your child from Pre-School.

Please try to collect your child promptly at the end of the session. If you are delayed, please telephone the pre-school and make staff aware. If any child remains uncollected for more than 15 minutes and all contact methods have been tried then the Pre-School Manager is obliged to contact the police in the first instance.

Information regarding you or your child is confidential and kept for their safety only. We do not share your information with anyone else and our records of you and your child are available to you at any time.

We accept children from the age of 2 and until they are 5. Please ask for a separate welcome pack for 2 year old's.

We offer each child 1 settling in session free of charge, accompanied by a parent/carer. This is so you and your child are able to visit the Pre-School and spend some time with us. Please phone Pre-School to arrange a time.

**For any inquiries or information, and to return all forms please use the contact details below:**

The Little Pennies Pre-School.

### **Useful contacts**

Pre-School	01725 552997
Pre-School Mobile	07493 427254
Ruth Meaden (Pre-School Manager)	01258 830535
Matt Reeks (Chairperson)	07825 054376
Becky Wallworth (Business Manager)	01725 552545
Little Pennies Online	<a href="http://www.thelittlepennies.co.uk">www.thelittlepennies.co.uk</a>

## The Pre-School Curriculum

The greatest emphasis is now on "Learning through Play" which is seen to be the most important learning tool available for the under 5's at the foundation stage.

The Early Years Foundation stage has 4 themes:

**A Unique Child** recognizes that every child is a competent learner from birth who can be resilient, capable, confident, and self-assured. The commitments are focused around development; inclusion; safety; and health and well-being.

**Positive Relationships** describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. The commitments are focused around respect; partnership with parents; supporting learning; and the role of the key person.

**Enabling Environments** explains that the environment plays a key role in supporting and extending children's development and learning. The commitments are focused around observation; assessment and planning; support for every child; the learning environment; and the wider context - transitions, continuity, and multi-agency working.

**Learning and Development recognizes** that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected.

There are seven areas covered in Learning and Development, these comprise of three prime areas:

Personal, Social and Emotional Development

Communication and Language

Physical Development

And four specific areas :

Mathematics

Knowledge of the World

Literacy

Expressive arts and design

### Assessments

By continually observing and assessing your child's learning and development we are able to tailor the Pre-School activities to their needs and respond to their individual requirements. This flexibility is important in allowing each child to learn at an appropriate level, to ensure and encourage progress in all. More information regarding these can be found in the Curriculum Guidance Documents, a copy of which can be seen, upon request, at the Pre-School.

All observations, assessments and records are available to you and we are happy to discuss any area of concern that may arise during your child's time with us.

### Transition to school

As your child reaches school age, we make the most of our close links with Sixpenny Handley First School, to work with them in ensuring a smooth transition for the children going on to school. The school offer the children a few sessions which are held within the school to provide them with an opportunity to experience a primary school setting, familiarise themselves with the staff and to become confident with the way school works.

We maintain close links with the school, with regular meetings to ensure that we prepare the children so that they will integrate easily into the school setting.



## Parental Agreement Policy

Partnership between the childcare provider and staff working with parents and carers to meet the needs of the children, both individually and as a group.

### **Information given to parents:**

The Little Pennies Pre-School is open Monday - Thursday 8.45am - 2.45pm and Fridays 8.45am - 11.45am, to children between the ages of two and five and has written policies and procedures available for inspection by the parents.

1. The group will pass information to parents via a notice board, letters, personal contact, etc. on a regular basis and prompt action will be taken if any concerns are raised.
2. Information about activities is provided weekly, more information is available on request.
3. Fees are payable at the beginning of a half term and if payment is not received within two weeks, the committee will ask for complete payment and the child may be excluded from the group until payment is received. In cases of hardship parents are advised to discuss the situation in confidence with the chair of the board of trustees.
4. Parents are encouraged to participate on the board of trustees or as a volunteer (if appropriate).
5. All parents/guardians of children using the group are requested to be supportive to the supervisor and the management group.
6. Children should be collected promptly at the end of a session.
7. Children are not allowed to leave the setting, unless accompanied by their parents/guardian or nominated other adult.
8. If a parent/guardian is unable to collect his/her child/children, they must inform the Manager of the nominated other responsible adult. No child will be allowed to leave the premises with person or persons unknown.
9. Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to their children being excluded from the group.
10. Persistent disruptive behaviour by a child, which constantly affects the needs of other children in the group, would result in the incident(s) being discussed with parents/carer, reviewed and an action plan developed. In extreme circumstances the child may be excluded from the group.

11. Any questions, concern or complaint should be made to the Manager in the first instance. Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management committee, in line with the organisations complaints procedure.
12. All staff are aware of the need to maintain confidentiality about matters concerning families and children. Please see our Confidentiality Policy and Privacy Notice Policy.
13. Records will be kept containing details about the child, including relevant health, religion and diet information, parents and /or emergency contact details, child protection records if applicable and any appropriate signed consent forms. It is the Parent's responsibility to update the relevant information as and when necessary i.e. contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.) Parents have access to all written records about their child/children. All data is recorded, stored, processed and destroyed in line with the General Data Protection Regulations (GDPR) (2018), please see our GDPR Privacy Notice Policy.
14. In the case of an emergency The Little Pennies Pre-School reserves the right to remove a child to hospital without obtaining parental consent.
15. Information regarding a child may be shared with other parties on occasion eg. Health Visitors, Early Years Professionals, other settings that a child may attend etc. Parental permission for this would first be sought except in safeguarding cases where the pre-school may report relevant information to authorities without consent if we consider a child may have been abused or neglected. Please see our Information Sharing Policy & Privacy Notice Policy.
16. We will pass any records drawn up by us in respect of a child to any Pre-school /School that a child moves on to, providing that the child's parents have given their consent. Please see our Transfer of Records policy.
17. Parents/carers have a responsibility to read our policies and procedures either online or in the operational policy folder within the setting.
18. Six weeks notice shall be given if a parent/carer wishes to reduce the number of sessions or withdraw their child from the setting. If notice is not given, parents will still be liable for the fees incurred.
19. The setting has extensive insurance cover, full details can be available on request.
20. Whilst every reasonable effort is made to protect children's property, the pre-school cannot be held responsible for any loss or damage incurred. It is the parent's responsibility to clearly label all items of clothing and we suggest that toys and other items are left at home.
21. We reserve the right to administer basic first aid treatment when required and will administer prescribed medicines with written parental consent. If your child is suffering from a communicable illness, they should not be brought into the pre-school until the infection has cleared. We ask that parents telephone the setting at the beginning of a session to notify staff of a child's absence due to illness.

22. Fees will not be refunded or waived for absence through sickness or holidays.
23. Photographs are taken in the setting which are used in the children's Learning Journeys, following parental permission. Please be aware that a child's photo or name would not be used in any promotional material without parental permission being sought.

Social Networking – Parents may only upload images taken of their own children to social networking sites. Parents must also ensure that they do not mention the setting, members of staff, other children who attend the setting or their families or committee members on social networking sites.

We record, store and share information about children and their families in line with the principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice Policy.

**The pre-school policies and procedures can be found on our website:  
[www.thelittlepennies.co.uk](http://www.thelittlepennies.co.uk)**

**Please sign the section on the registration form to acknowledge this information.**

## **Glossary of Terms**

**Ofsted** - Office for Standards in Education, inspections made every 3-4 years.

**Early Years Advisor's** - government appointed officers who make regular visits to pre-school settings, giving advice to the staff and reporting back on their visits. They are part of the Educational Inspectorate.

**Early Years Foundation Stage (EYFS)** - learning stage from birth to the end of reception. The curriculum guidelines for these stages are published by the government and provide the basis for our curriculum planning.

**Early Learning Goals (ELG's)** - these are goals that are worked towards with the aim of reaching them at the end of the foundation stage.

## Days of Attendance

Please provide the following information to help in the future planning of the Pre-Schools provision. This is just a guide and alterations can be made when your child starts at The Little Pennies Pre-School.

Name of Child :
Start Date :

**Please Circle the session (s) you would like you child to attend Pre-School:**

	Morning	Afternoon
Monday	8.45 am - 11.45pm	11.45pm - 2.45pm
Tuesday	8.45 am - 11.45pm	11.45pm - 2.45pm
Wednesday	8.45 am - 11.45pm	11.45pm - 2.45pm
Thursday	8.45 am - 11.45pm	11.45pm - 2.45pm
Friday	8.45 am - 11.45am	No Sessions

### Funding

Funding is available for children from the term after he/she is 3yrs. This currently covers 5 sessions (a session is one morning or afternoon) and funding may be split between different Pre-School providers.

Please complete the following so that we may apply for the correct funding.

**Please note that you will be asked to show your child's birth certificate in order for funding to be claimed.**

Will your child also be attending another Pre-School ?	YES / NO
Name of Pre-School :	
Number of sessions attending :	
How many funded sessions do you wish to claim through The Little Pennies Pre-School ?	

**For any inquiries or information, and to return all forms, please use the contact details below:**

The Little Pennies Pre-School  
Common Road  
Sixpenny Handley  
Salisbury  
Wilts  
SP5 5NJ  
01725 552997  
07423 531064



# Registration Form

## CHILD'S DETAILS

Surname :	D.O.B :
Forename :	Start Date :
Birth name:(if different from above)	Religion :
Address :	Home Tel. No : Mobile No :
Ethnicity :	Language used at home :
What is your child known as/preferred name :	

## PARENTS DETAILS

Mother's name :	Father's name :
Address : (if different from above)	Address : (if different from above)
Tel. No : e-mail :	Tel. No : e-mail :

**Parental Responsibility** – defined in Children Act 1989 as;

“All the rights, duties, powers, responsibilities and authority which by law a parent has in relation to the child and his property.”

**Who has parental responsibility ?**

Mother..... not lost through divorce

Married Father..... not lost through divorce

An unmarried Father **DOES NOT** have parental responsibility unless:

1. his name is registered or re-registered on the child's Birth Certificate after 1<sup>st</sup> December 2003.
2. he is in possession of a Parental Responsibility Agreement or Order obtained through Court
3. he is in possession of a Residence Order obtained through the Court
4. he is a legal guardian.

Please see <http://www.childrenslegalcentre.com> for further advice.

## OTHER EMERGENCY CONTACTS

Relative :	Tel. No :
Friend/Neighbour :	Tel. No :
Doctors Name :	Tel. No :
Address :	
Health Visitor :	Tel. No :
Address :	

<b>OTHER DETAILS</b>	
Can your child drink milk :	Yes / No
Does your child follow any specific diet. (e.g. Vegan, Vegetarian, Coeliac, Kosher, etc.)	Yes / No Please specify :
It is assumed that parent(s) will collect their child from Pre-School. If anyone other than the parent(s) is to collect on a regular basis please give details.	
Name :	Address :
Name :	Address :
Are there any other professionals involved with your family? Eg, Health Visitor, Portage, Children's Centre, Social Worker.	

<b>PLEASE DELETE ACCORDINGLY</b>	
My child may be taken on small outings within Sixpenny Handley locality when attending The Little Pennies Pre-School.	<b>YES / NO</b>
My child may be photographed for use in their Learning Journeys and for displays around the setting (if we wish to use photographs for publicity, we will seek parental permission)	<b>YES / NO</b>
My child may be given medication as per my written instructions.	<b>YES / NO</b>
I consent for my child to receive medical care if required and for urgent medical attention to be sought where necessary.	<b>YES / NO</b>
Name .....	
Date .....	
Signature .....	

<b><u>Fundraising</u></b>
I would like to support the pre-school fund-raising campaign and enclose my voluntary contribution ( suggested £20 )      YES / NO

<b><u>Parental Agreement Policy</u></b>
I have read the parental partnership agreement and acknowledge the information.
Name .....
Date .....
Signature .....

<b><u>General Data Protection Regulations (GDPR)</u></b>
I have read and consent to the recording, storing, processing and sharing of personal data as outlined in the settings Privacy Notice.
Name .....
Date .....
Signature .....



# Medical Information

Name of Child:	D.O.B:
Does your child suffer from any allergy: If yes, please give brief details:	Yes/No
Is your child on any medication: If yes, please give details:	Yes/No
Does your child have any other health problems: If yes, please give brief details:	Yes/No
Please give details of any infectious diseases from which your child has suffered. (e.g. Chicken Pox):	
Please give details of immunisations:	

I agree to abide by the rules of the Pre-School

Signed .....

Date .....



## The Little Pennies Pre-school Want to become a Trustee or member of the fundraising team?

The Little Pennies Pre-School is run by a voluntary Board of Trustees made up primarily of parents of children who attend the Pre-School. We are a limited company.

This group changes most years and requires a minimum of 7 people to qualify as a working Board of Trustees. *The Pre-School cannot run without this voluntary Board.*

The committee consists of three key positions:

- Chairperson - who takes the lead in many aspects with the support and running of the Board
- Secretary - who takes a lead in the administrative aspects of the pre-school
- Treasurer - who manages the financial aspects

In addition there are the Board members who support the work of the group.

### What the committee does

- The committee meets regularly, to discuss any issues that may be relevant
- Works with the Team of staff at the Pre-School to meet the needs of the children
- Manages the recruitment of the Pre-School staff
- Fund raises to maximize opportunities for our children

### Join us now!

- Support your child's opportunity to access a Pre-School that is local to you
- Have a chance to have your say in how the Pre-School should be run
- Learn new skills
- Get to know other parents in the area
- Get involved with fund raising

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Name \_\_\_\_\_

I would/would not be interested in joining the Little Pennies Pre-School Board of Trustees

I would like to find out more about the committee and what joining would mean

I would like to join the fund raising team

Contact details \_\_\_\_\_

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(Please return slip to The Little Pennies Pre-School)