

Waltham Chase



Pre-School

Waltham Chase Village Hall, Winchester Road
Waltham Chase, Hampshire SO32 2LX

07913 640 795

hello@walthamchasepreschool.com

www.walthamchasepreschool.com

Registered Charity: 1193831
Ofsted Number: 2673809

Opening times – term time only

Monday – Friday
8:30am – 3pm

Drop off times

8:30am

9:00am

12:00pm

Collection times

12:00pm

1:00pm

3:00pm



We are a small committee run pre-school in the heart of Waltham Chase, offering early years education from 2yrs to school age. Our over-riding aim is to provide a safe and stimulating environment to all children where they can learn and develop to their full potential to give them the best start possible. Our qualified team of experiences staff are supported by a committee of parents and volunteers. As a registered charity, the pre-school is a non-profit organisation and we are members of the Early Years Alliance.

Our vision

At Waltham Chase Pre-School we believe anything is possible. We know that children have the right to be provided with a creative, innovative and exciting education that will inspire them to become lifelong learners who are enthusiastic and proud of everything they do. We support and challenge children so that they are happy, engaged and independent learners while ensuring children are leaders of their own learning to satisfy their natural curiosity. We want every child to excel in all aspects of their learning within an immersive, imaginative, expressive and inclusive environment. We want children to become confident discoverers, explorers and creators who live our values. We keep children at the focus of everything we do by inspiring new learning and create awe and wonder through a rich and purposeful learning environment. As a setting we develop effective relationships with families and the community and we are a fully inclusive setting where children have equal opportunities to excel in their learning

Confidentiality

At Waltham Chase Pre-School, confidentiality is paramount. It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

All families are also responsible for maintaining confidentiality. You will have access to your child's own files and records but will not have access to information about any other child. Parent/Carers are reminded that if they are party to confidential information, in any form, concerning the children and families, staff and Committee or the pre-schools business must remain confidential and not shared in any way. This is not limited to the confines of the Pre-School and must be given due regard in all matters relating to the Pre-School wherever that may be, this includes but is not restricted to training courses, social events and fundraisers. Please see the full Confidentiality Policy.

Inclusion

Waltham Chase Pre-School believes that no child, individual or family should be excluded from the Pre-School's. We are committed to ensuring that our service is fully inclusive in meeting the needs of all children. We recognise that children and their families come from a wide range of backgrounds with individual needs, beliefs and values. We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families using our setting. Please see our Valuing diversity, Promoting Inclusion and Equality policy for full details.

Settling in, arrival and departure

Arrival - All drops will then take place at the front door. Please ensure you wait in a safe space outside pre-school while waiting for the door to be opened at the drop off time. Trolleys will be available outside the front door for your child's personal belongings which you can hang up together. Your child will be welcomed into Pre-School by the staff member at the door and will be asked to wash their hands before entering the main hall where they will be greeted by the rest of the team and will find all the resource. They will be supported by a staff member in the hall for self-registration before settling down at an activity.

Settling in - Parents/carers will only be able to enter the building for settling in purposes in the first 2 weeks of your child starting at pre-school. You will be able to stay with your child for a short period of time to start the settling in process and help your child become familiar with staff and their new surroundings. The length and number of settling in sessions is based on the individual child without exceeding the 2-week window. After this, parents/carers will drop their child at the front door.

Departure - At the end of the session, collection will take place through the garden if the children are outside or the front door if the children are inside. We ask parents/carers to collect their child's belongings from the trolleys at the front porch and wait for your child to be brought out to you. Please ring the doorbell if you would like to collect your child early. We ask to be made aware if a different person is collecting your child from pre-school.

Funding and Fees

We accept children from 2 years until compulsory school age. Please speak to staff if you would like support or advice. We have an enrolment fee of £30 which goes towards their settling in sessions, a t-shirt and a library book bag.

2-year funding – <https://www.hants.gov.uk/2yearoldoffer>

There is funding available for 2-year-olds where the criteria are met. This is applied for by the parent using the link above.

3 years+ 15-hour funding – <https://www.hants.gov.uk/eyefunding>

All children are eligible for up to 15 hours FREE pre-school education from the term after their third birthday.

3 years+, 30-hour funding – <https://www.gov.uk/30-hours-free-childcare>

We are also able to offer the 30 hours free funding for families who qualify, applying using the following link.

Fees – For any unfunded hours we charge a standard hourly rate of £6.50 until the 31st March 25. From the 1st April, it will be £6.80 per hour which is invoiced for every half term. If any outstanding fee balance is not paid by the end of term, your child will only be able to attend for funded hours until the balance is cleared. Any early arrival/late collection can be charged for at the discretion of the pre-school.

Uniform and Personal Belongings

Whilst we do not have a compulsory uniform but we do offer t-shirts and sweatshirts in red/blue/green all with the Pre-school logo embroidered on. Wearing these not only saves home clothes from the wear and tear that Pre-School places on clothes (our uniform tops are very tough and durable), but also helps your child feel part of the group. A small percentage of any items sold go towards the running of pre-school. Please use our order form if you would like to purchase uniform. We also have a second-hand uniform box which is available. We kindly ask for donations when taking second hand uniform.

Please ensure your child attends with weather appropriate clothing as we use the garden every day. We advise that all children keep a rain coat and season appropriate hat in their bag at all times. Please provide your child with a back pack with a change of clothes in so in the event of an accident or need changing through wet/messy play, they have a dry change of clothes to wear. Please ensure all items in your child's bag are named. We have limited supply of extra clothes that are available for the children should they require them, please ensure that are borrowed from pre-school are wash and returned ready for use again.

Shoes – trainers or similar footwear is recommended as this will support the physical activities your child will take part in. Sandals or crocs can be worn and must be worn with socks and be secure on your child's feet. Flip flops are unsuitable footwear for pre-school

T-shirts – We advise that t-shirts that cover the shoulders are worn, especially in the summer.

Dresses and skirts – These can be worn to pre-school but we encourage shorts to be worn underneath.

Trousers – We encourage leggings or soft bottoms which support children's independence and are comfortable to play in.

No jewellery is permitted to be worn in Pre-School. Ideally this includes sleeper or stud earrings, however if you wish your child to wear these whilst at pre-school, please be aware of the potential risk of torn earlobes. Hair below shoulder length should be tied up.

Snack and lunch

Water - We ask that parents/carers provide their child with a bottle of water which they can open and use themselves. This will be available to your child throughout the day. We can provide water when a bottle is forgotten. Squash or juice is strongly discouraged.

Snack – This is free flow and served between 9:30am – 10am. All children are encouraged to come to snack but is not compulsory. We promote healthy eating, and is reflected in the snack we offer. Fresh fruit and/or vegetables, a breadstick or other similar dried snack items and a drink of either milk or water. We ask for parent/carer to make a contribution towards the cost of snack. The donation tin can be found on the lunch box trolley. Alternatively, we accept fruit donations which can be served at snack.

Lunch – Lunch takes place at 12pm. If your child is staying for lunch, parents/carers are to provide their child with a lunch box, clearly named. We are unable to put lunchboxes in the fridge so we advise an ice pack is included. We promote healthy eating and it is great when this is supported in your child's lunch. Squash or juice can accompany a child's lunch. Please see our lunch support sheet for some ideas. Children are seated at the table during lunch with staff present at all times. Children are encouraged to wait until the majority of their friends have finished before leaving the table.

Nappies

We are able to accommodate children who are still in nappies or pull-ups. Please provide sufficient nappies, wipes and nappy sacks for each session your child attends, all used nappies will be sent home with your child as we do not have the facility to dispose of them.

Parental involvement and communications

We recognise that parents/carers are the first educators of their young children and believe that children benefit most from early years education when parents and settings work together in partnership. Our aim is to support parents/carers as their children's first and most important educators by involving them in their child's education. We will share progress updates of your child and targets so you can support your child at home too. We keep parents updated with planning and share regular information via a variety of communication methods. We are always contactable by phone, email, WhatsApp and Facebook.

WhatsApp – This is our primary communication method. If you don't have access to WhatsApp, email will be used. We share newsletters, reminders and anything else parents need to be made aware of on a regular basis.

Tapestry – We have a record keeping system in place called Tapestry that meets the legal requirements of GDPR. We use Tapestry to create each child their own account which we use to share pictures of your child's learning experiences during their time at pre-school. As a parent/carer, you will be able to see your child's personal learning journal at any time, add comments and upload your own photos. Tapestry is a great platform for communicating your child's learning and development experiences.

Facebook – We share general updates to our Facebook page to build relationships with the community and share the experiences that take place as well as advertise upcoming events. We are also contactable through Facebook messenger.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents, as well as stepparents and parents who do not live with their children but have contact with them and play a part in their lives. 'Parents' also includes same sex parents and foster parents. Please see the full Parent Involvement Policy for more details.

Accident, incident and prior injuries.

Prior Injury - We ask that staff are made aware of any prior injuries your child has sustained when dropping your child off at pre-school. This is recorded and the parent/carer is required to sign the record.

Accident - If your child has an accident while they are in pre-schools care, appropriate first aid will be carried out. In the event of a head injury, parent/carer will be contacted to be made aware of what has happened. All accidents are recorded which will be shown to you at the end of the session and you will be asked to sign to acknowledge that you are aware of what has happened. If further medical support is needed, you will be contacted immediately.

Incident - In the event of an incident, we ensure that the children involved are safe and well and a record is also kept of what happened and how it was dealt with, in line with our policies, and this is shared with the parent/carer at collection. In the event of any accident or incident, no child names are shared and staff are unable to say who else was involved for confidentiality reasons.

Illness

We ask that parents/carers only send their child to pre-school when they are fit and well so they can fully participate in their session. Please keep your child at home if they are unwell in any way. Vomiting and diarrhoea have an exclusion period of 48 hours from the last episode. We also have a list of excludable and notifiable illnesses and diseases which can be found on the public health/GOV website and in our policy. Please contact us if your child is going to be absent through illness whilst outlining their symptoms. If your child becomes ill during their session, you will be contacted and asked to collect your child as soon as possible.

Medicines

All staff are able to administer medicines as long as the relevant permission forms have been completed. **Only prescribed medicine from a doctor will be administered.** If your child suffers from allergies, we will ensure that staff are trained to meet the needs of your child should an allergic reaction occur. Training will be completed prior to the child starting for safety reasons.

Policies and Procedures

We have a number of policies and procedures that are reviewed regularly to ensure that we meet current standards and legislation. All the policies and procedures can be found on our website. Should you like more information on the Pre-School policies and/or procedures please speak to a member of staff.

Our space (Framework)

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. We use the EYFS to help build and guide our curriculum, resources and activities we plan and to ensure that the children are learning and developing as expected. There are 7 areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. There are:

- | | | |
|----------------------------------|------------------------------|------------------------------|
| - Personal, Social and Emotional | - Communication and Language | - Physical Development |
| - Literacy | - Mathematics | - Understanding the World |
| | | - Expressive Arts and Design |

Our Pre-School Team

We aim to make the setting a welcoming place where children settle quickly and easily and parents/carers feel confident and positive about the setting and staff. We take into consideration the individual needs and circumstances of each family that starts with us to make their induction as smooth and as positive as possible. We aim to ensure all families feel safe, stimulated and happy in the pre-school and feel secure and comfortable with staff. Our staff are:

Kelly Glover – Manager	Linda Hudson – Deputy Manager	Steph Newman - SENCo Practitioner
Rachel Turner – Practitioner	Tammy Kroupova – Practitioner	Christine Cunningham – Accountant
Katie Thomas – Relief/ Volunteer	Maggie Copper – Relief/ Volunteer	Cath Saint – Volunteer

The role of the Key Person

Each child attending pre-school is allocated a Key Person. They are responsible for settling in the child, building a relationship with the family and supporting and tracking their learning and development. You will be introduced to your child's Key Person during induction once your child's hours have been finalised. The Key Person regularly meets with the parents/carers to chat and update the parent/carer on their child's progress.

The role of the Committee

Waltham Chase Pre-School is registered with the Charities Commission. Committee members and trustees of a charitable Pre-School are jointly responsible for the effective running of the Pre-School and making decisions regarding its management. The Committee members have an overriding duty to act lawfully and in the best interests of the Pre-School and its beneficiaries. The Constitution is the legal governing document for our Pre-School, it outlines the rules that the Committee members must follow to run the Pre-School efficiently in accordance with the law. The committee members are made up of parents/carers and community members. If you would like more information or to get involved, please speak to a member of staff.