

HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE



Information Pack

HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE

The Conifers, Westoning Road, Harlington. Beds. LU5 6PD

Mobile: 07963 534038

E-mail: staff@harlingtonvillagepreschool.org.uk &
wac@harlingtonvillagepreschool.org.uk

Website: www.harlingtonvillagepreschool.org.uk

Facebook: [Harlington Village Pre-School](#)

INTRODUCTION

Harlington Village Pre-School (HVPS) was previously known as Harlington Village Playgroup but changed its name in October 1996 in recognition of the belief that although groups such as this continue to emphasise the importance of “play”, they also provide valuable pre-school learning opportunities.

HVPS is managed by an elected committee who give their time on a voluntary basis. This ensures that major decision making is in the hands of the parents who use, or have used, pre-school. The committee is responsible for reviewing both policy and practise, and for the employment of members of staff. The Annual General Meeting, at which the committee for the following year is elected, is held in October along with an open evening. Parents/carers will be informed in good time so that they are able to attend.

The committee work together with a team of trained staff to ensure that the pre-school runs smoothly and efficiently on a day to day basis. HVPS is registered with OFSTED who make regular inspections. The last inspection rated pre-school as ‘Good’ overall in March 2017. HVPS is a member of the Pre-school Learning Alliance (PSLA) and keeps in close contact with the local branch that provides training and support by keeping us up to date with the latest news and ideas on pre-school education. HVPS is a no-smoking site.

In January 2016, we opened our Wrap Around Care service which has been very successful. We currently have 78 children on role who attend either regularly or on an ad-hoc basis. Pre-School children can attend breakfast and after-school club in their final year of pre-school (the academic year in which they turn 4).

Harlington Village Pre-school is a non-profit making organisation and is a registered charity (Charity number 1023563).

STARTING PRE-SCHOOL

You may be feeling that starting pre-school is a daunting process, especially if this is your first child, so the aim of this guide is to give you as much information as possible to make the transition a smooth and happy one for you and your child.

Before starting Pre-school, you will be contacted via e-mail to arrange a home visit with 2 members of pre-school staff. Where possible, this will be the intended keyworker for your child and a manager. The relevant paperwork that you will need to complete will be emailed or handed to you during your home visits and should be completed and handed to a member of staff on or before your child's visit session into the setting.

A monthly newsletter will be emailed and displayed in the foyer which will include important setting information and upcoming diary events. We will regularly send emails containing more immediate information so please ensure you give your e-mail address on the registration form in your starter pack, and you will be added to the mailing list. Please also take time to look at the information boards in the foyer.

It is pre-school's policy that staff leave their mobile phones in the office. Mobile phones are not allowed to be used anywhere else in the building, other than the office. This is also applicable to visitors and parents/carers who are staying at pre-school. If you are just dropping your child at pre-school for their session, please ensure your mobile phone is not used on site. Should you require a photograph of your child when they are at pre-school please ask a member of staff, who will be happy to take a photograph of your child using the pre-school Samsung tablets. We have an e-safety policy and mobile phones at pre-school policy.

Pre-school understands that a child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure at pre-school. Please take as long as you need to settle your child as we want you to feel happy leaving your child at pre-school.

WHAT TO WEAR AT PRE-SCHOOL

In order to feel free to explore and experiment with all kinds of materials including messy ones, it is best to send your child in clothes which are comfortable, easily washed and not new. We do have an optional HVPS uniform including t-shirts and sweatshirts in a variety of colours. These can be ordered from our supplier Prestige Design & Workwear via their website www.prestigedesignww.co.uk or directly from their shop, based in Barton Le Clay Please ensure all clothing and footwear is named, including hats, gloves, scarves and coats.

It is good for children to practise the skills that will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want and take off and put on their outdoor clothes without being too dependent on other people's help.

In the interests of safety and hygiene please provide named plimsolls for your child to change into at the beginning of the sessions. You are welcome to provide your own named wellies but there is a large variety of spare sizes available to borrow during sessions. At least one change of clothes (also named) is should be provided in a named bag in case your child has an accident or gets wet/messy during play. You will need to provide nappies and changing equipment, if necessary, as pre-school does not have these items available.



ADMISSIONS

Harlington Village Pre-school is open to every family in the community. Your child may start at pre-school in their 2nd year subject to 2-year funding or when they are 2 years and 6 months old. If you wish your child to attend pre-school please email your contact details and your child's details (d.o.b, full name) to staff@harlingtonvillagepreschool.org.uk . We also hold a waiting list and you are encouraged to give the administrator any sibling's details, this may be from birth!

CURRICULUM

Children attending Early Years settings such as HVPS/WAC are guided and assessed in the Early Years Foundation Stage (EYFS). This curriculum continues until the end of the reception year in school.

The Statutory requirements for the EYFS states that 'there are four guiding principles that should shape the practice of early years settings.

These are that:

- every child is a **unique**, constantly learning and can be resilient, capable, confident and self-assured.
- children need to learn to be strong and independent through **positive relationships**
- children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- children **develop and learn** in different ways, demonstrating different 'characteristics of effective learning' and they do so at different rates.

Children at HVPS/WAC are supported, encouraged and enabled to development and learn through play.

PRIME AREAS

1. PERSONAL, SOCIAL & EMOTIONAL DEVELOPMENT

Within a nurturing environment, children are individually supported in developing confidence and self-respect. They are encouraged to work and concentrate independently and interact in all aspects of pre-school including vital social skills such as sharing and co-operating with both children and adults. Through planned activities, free play, conversation and practical example children learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and for the care of property in at pre-school.

2. PHYSICAL DEVELOPMENT



A range of equipment and opportunities, both indoors and out, allow the children to gain confidence and enjoyment in the development of their own physical skills. With good levels of adult supervision, children can safely meet and create physical challenges, developing skill and control in moving, climbing and balancing.

Children are supported in developing their fine motor skills through early mark-making activities, handling a variety of tools and later progressing to using a pencil with control to form recognisable letters when they reach this developmental stage.

Children learn to understand aspects of health, nutrition and exercise through planned activities, snack times and conversation. The children are encouraged to manage their own basic hygiene and personal needs, giving them independence and supporting school readiness.

3. COMMUNICATION AND LANGUAGE

HVPS/WAC is a Communication Friendly Awarded Setting (2018) which promotes good speech, language and communication in all children.

During interactions with adults, small and large group work and play with others, children are encouraged to develop their listening, understanding and speaking skills.

Practitioners plan activities, stories and resources during sessions to develop their listening and attention skills, teach about rhythm and rhyme, sounds, story structure and alliteration. Practitioners model good language and communication skills to children, teaching them to follow simple rules, ask and answer questions and use language in context.



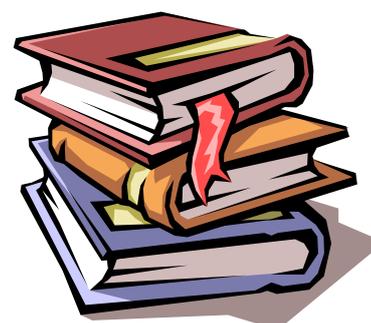
SPECIFIC AREAS

4. LITERACY

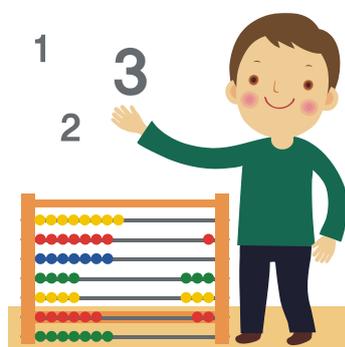
Early Literacy in Pre-School children is taught by supporting children to make marks using a variety of equipment. We encourage them to explore ways to make marks and we understand that 'a scribble is not just a scribble'. Later, they are encouraged to hold a pen and make recognisable marks such as faces and name writing.

Children are helped to understand that written symbols carry meaning and when they are ready they can begin to use drawn and written symbols themselves.

Books are readily available in the book corner and are used to encourage an interest in sounds, rhyming words and alliteration. This knowledge is used around pre-school on name labels, visual timetable, free access draws, circle time and during other word games and activities.



5. MATHEMATICS



By means of adult support and practical experiences, children become familiar with sorting, matching, ordering, sequencing, and counting activities involving 1 – 20, which form the basis of early mathematics. As they use their developing mathematical understanding to solve practical problems, the children begin to learn and use vocabulary of mathematics, identifying and number. Songs, games and picture books help children to reinforce some of these concepts such as simple adding and subtracting. We use numbers in all areas of play at pre-school, often incorporating it into role play activities.

6. UNDERSTANDING OF THE WORLD

A safe and stimulating environment allows children to explore and experiment with a wide range of natural and manufactured materials. This is an Early interest and understanding of Science.

They learn to observe the features of objects and substances, recognising differences, similarities and patterns and to share their findings. Children are assisted in exploring and understanding their environment, both within the pre-school and in the wider community. A range of safe and appropriate equipment and software helps children to explore and get the feel of modern technology. They learn about the similarities and differences between themselves and others, and among families, communities and traditions.



7. EXPRESSIVE ARTS AND DESIGN

Children are encouraged to use a wide range of resources to express their own ideas and feelings and to show an individual response to experiences in two and three dimensions. Art equipment includes paint, glue, crayons and pencils etc, as well as natural and discarded resources. This provides opportunities for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing, collage and model building. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play.

All of these learning objectives are provided in an atmosphere of fun and enjoyment. Pre-school children are not aware that they are being exposed to all the recommended areas of early education which will prepare them for school. They come to pre-school to play with their friends.



PREMISES AND SESSIONS TIMES

Pre-school and Wrap Around Care sessions are held at The Conifers, Harlington Lower School, Westoning Road, Harlington. LU5 6PD. The Conifers building is located by using the path to the far left of Harlington Lower School. Parking is not permitted on the school grounds, cars must be parked on neighbouring roads.

TERM DATES

We work to Harlington Lower School term dates which can be seen on their website <http://www.harlingtonlower.co.uk>. Notification of the term dates is given in the regular newsletters.

We include a lunch club for the older children who will be going to the Lower School the following academic year We also run a Wrap Around Care service for the older children, which consists of breakfast club running from 7.45am – 8.45am Monday – Friday and after school club running from 3.30pm to 6pm Monday – Thursday.

HVPS sessions can operate at the following times (subject to numbers):

	Before School Club		AM		Lunch Club		PM		After School Club	
	<i>Older children only</i>				<i>Older children only</i>		<i>Older children only</i>		<i>Older children only</i>	
	From	To	From	To	From	To	From	To	Option 1	Option 2
Monday	7.45am	8.45am	8.50am	11.50am	12pm	12.30pm	12.30pm	3.30pm	3.30pm-5pm	3.30pm-6pm
Tuesday	7.45am	8.45am	8.50am	11.50am	12pm	12.30pm	12.30pm	3.30pm	3.30pm-5pm	3.30pm-6pm
Wednesday	7.45am	8.45am	8.50am	11.50am	12pm	12.30pm	12.30pm	3.30pm	3.30pm-5pm	3.30pm-6pm
Thursday	7.45am	8.45am	8.50am	11.50am	12pm	12.30pm	12.30pm	3.30pm	3.30pm-5pm	3.30pm-6pm
Friday	7.45am	8.45am	8.50am	11.50am	12pm	12.30pm	12.30pm	3.30pm		

Monday, Tuesday, Wednesday, Thursday and Friday afternoon sessions are for the older children, i.e. those children starting school the following September. Pre-school's aim is to further develop attitudes and skills in preparation for starting school.

Please note that whilst pre-school appreciates that occasionally a parent/carer may be unavoidably delayed in collecting their child at the end of their session, frequent lateness will incur a late collection of child fee which is £5 for up to 15 minutes late.

TIME TABLE

Morning session approximate timescale:

8.50 session Arrive, find names, change into plimsolls, settle children.

starts Free Play:

Construction – Imaginative play – Book corner

Pencil/crayon activities - Visual discrimination

Play dough/clay - Painting/printing - Sand/water.

Craft activities - Cookery/gardening -Special activities done in rotation.

Outside play: bikes, climbing frame, building, role play, scooters, slides, cars, stilts balls and hoops, allotment/growing area etc.

10.10 -10.35 Snack

11.05-11.30 Free play and Tidy Up time for children–

11.30- 11.45 Circle time

This can be stories, maths and phonics activities, rhyme and action songs, physical activities (i.e. parachute, large circle games, races, obstacle courses etc), attention and listening games, concept games and musical instrument activities.

11.45-11.50

Younger Children are encouraged to practice their independent dressing and organisation skills by collecting their own belongings, putting on outdoor shoes, coats and getting ready to go home. Older children will continue Circle time in separate groups until it is time to wash hands for lunch.



11.50- 12.30

Older children will wash hands and gather together to eat their packed lunches. The children are supported by two members of staff to ensure that everyone is given any help that they require. We enjoy this relaxing and sociable time.

Afternoon sessions:

12.30pm -3.20 -3.30pm

These sessions are for the older children and will aim to prepare them for school in the following academic year. They follow a similar timing structure and routine to the morning sessions, (with sessions running from 12.30 – 3.20-3.30pm) as detailed on the previous page. Although within free play we may tailor the resources to the level of the children, ensuring that they are able to access activities that support their development in the Early Years Foundation Stage. This may include opportunities to play learning games as a small group with a member of staff. There will be a greater emphasis on independence, particularly at snack time. The children will have the opportunity to work in small groups on a wide range of activities, e.g. cutting, sticking, counting, drawing, etc.

ADULT RESOURCES

HVPS provides a high ratio of adults to children. Children under 3 years will have an adult:staff ratio of 1:4 and for children 3-5 years, the ratio is 1:8. This is in line with the Statutory guidance for the Early Years Foundation Stage. All current pre-school's teaching staff are qualified at level 3 (or above) in Early Years. They are Paediatric First Aid and hold enhanced DBS checks.

Staff

Suzie Bumfrey	Pre-school and Wrap Around Care Manager	Early Years Teacher Status (EYTS) Designated SENco and Equal Opportunities co-ordinator Designated Safeguarding lead
Becki Hocking	Deputy Manager	CACHE Level 3 in Childcare & Education Deputy Safeguarding Lead
Alicia Denton	Childcare Assistant	L4 Award in Leadership & Management & NVQ 3 Early Years Designated lead for Looked After Children and 2 year Olds.
Jo O'Donnell	Childcare Assistant	CACHE Level 3 – in Childcare and Education
Jessica Bailey	Childcare Assistant	Level 3 Diploma for the Children & Young People's Workforce (Early Learning & Childcare)
Bernie Naughton	Childcare Assistant	Early Educator Level 3
Charlie Garrad	Childcare Assistant	Qualified Teacher Status

THE PRE-SCHOOL ROTA

Parents/carers are encouraged to assist staff during morning sessions, please speak to a member of staff if you would like to volunteer either regularly or as a one-off. Research shows children learn better when their parents/carers are involved. Volunteering in your child's setting gives parents/carers the opportunity to take an active part in Pre-school, to see what happens there and to talk about it afterwards with their child. In addition, it provides a valuable opportunity for all children to see their own parents/carers in a new role.

THE ROLE OF PARENTS



HVPS recognises parents as the first and most important educators of their young children and it aims to support parents as much as possible. HVPS operates an open-door policy, so please feel free to come in and talk to a member of staff, at any time, in confidence. If you would like to speak to your child's keyperson you are welcome to make a mutually suitable appointment. Parents are welcome to work in the group with the children or share any skills with the children e.g. yoga, gardening, dance, music, occupations etc. and help with fund-raising and take part in the management of pre-school. Please share any special moments with your child's key worker, either by writing something down or speaking to them. This is incredibly valuable.

The KEYWORKER SCHEME

Each child, on starting pre-school, will be given a member of staff as their keyperson. All teaching staff are involved in working with the children and regularly observe and record evidence to support your child's development and progression through the Early Years Foundation Stage. We use a hand-written observation book to document observations and photographs.

You will find Confirmation of your child's keyperson listed next to their keyworker's photograph on the notice board, in the foyer. Your child's keyperson is responsible for carrying out an assessment in conjunction with the parent/carer in the 3 prime areas of development (see numbers 1 – 3 above). This assessment is completed by the time your child is 37 months old and is then passed on to their health visitor.

TRAINING

Pre-school's membership of the Pre-school Learning Alliance ensures that we are constantly in touch with the field of early year's education. Training is available through PSLA courses, which welcome both staff and parents. If you would like further information about the PSLA the address is: Pre-school Learning Alliance, The Fitzpatrick Building, 188, York Way, London N7 9AD, telephone: 020 7699 2500.

Staff regularly attend central Bedfordshire network meetings and CPD training to ensure compliance and up-to-date knowledge of Early Years Education and legislation.

POLICIES

Pre-school's policy statements are available on request. All the policies are designed to offer the best possible experience for pre-school's children and their families. These policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. Our key policies can be viewed on our website or by special request, in paper format, in the setting.

COMPLAINTS

Any parent / carer, who may have cause for complaint, should speak to Suzie Bumfrey or the Chairperson, Nina Biscoe, who will explain the complaints procedure.

Complaints may also be registered with Ofsted, telephone 0300 123 4666.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The number of adults present in pre-school enables us to provide individual attention for each child when necessary. This enables each child to develop at his/her own pace in all areas of learning.

If your child has a special educational need or disability (SEND) and you would like to discuss this with us, please talk to the Pre School/WAC Manager and setting SENco Suzie Bumfrey.

You can find our 'local offer', published on our website alongside our SEND policy.

FEES

Children are able to start at HVPS in their 2nd year subject to 2-year funding or when they are 2 years and 6 months old. Fees are currently £13.50. Fees are paid prior to funding eligibility (or if more than 5 sessions are taken). Free nursery education is available for up to 5 sessions per week (15 hours), free at the point of delivery, starting the term after the term in which your child has their 3rd birthday. Parents of three and four-year olds will need to meet the criteria in order to be eligible for 30 hours free childcare. Parents can visit www.childcarechoices.gov.uk to check eligibility.

If feel you may be eligible for and wish to access 2-year-old funding, when your child starts at 2 years 9 months, please e-mail Becki for more information.

Lunch Club fees are currently £3.

Wrap Around Care fees are detailed below (correct as of June 2018)

Monday- Friday

Breakfast 7.45am – 8.45am £4.50

Monday- Thursday

After School 15.30pm – 18.00pm £9.00

Early pick up 15.30pm - 17.00pm £7.00

A child born on or between:	Will become eligible for up to 5 free places from:
1 April and 31 August	1 September following their 3 rd birthday
1 September and 31 December	1 January following their 3 rd birthday
1 January and 31 March	1 April following their 3 rd birthday

Funding forms are e-mailed to parents and need to be completed, signed and returned at the beginning of each term.

Invoices are e-mailed out at the start of every half term stating the date the fees need to be paid by. If you wish to pay fees weekly or monthly then please e-mail Becki at staff@harlingtonvillagepreschool.org.uk .

It is helpful if fees are paid by Direct Bank Transfer:

Sort code 72-60-04
Account number 71092282

Please use your child's name as a reference and send Becki confirmation of the transaction to staff@harlingtonvillagepreschool.org.uk.

Alternatively, fees can be paid by cheque to "Harlington Village Pre-School". If this is not possible, the correct amount in cash should be placed in a named envelope and placed in the black box in the foyer or handed to a member of staff.

Fees continue to be payable if your child is absent from pre-school for a short time. In cases of prolonged absence, parents should consult the committee regarding payment of fees. Each child's attendance at pre-school is conditional upon continued payment of fees and the late payment of an invoice, without prior arrangement, may incur an additional fee.

If you wish to discuss your child's fees, please feel free to speak to Becki Hocking in confidence. Please contact her by e-mail at staff@harlingtonvillagepreschool.org.uk.

ILLNESS

Parents are asked to keep their children at home if they have any infection, e.g. impetigo, thread worms, head lice, chicken pox. Parents must e-mail or phone Pre School to inform us that their child will not be attending due to an illness. Please speak to a member of staff if you require advice regarding an illness. Some common infections and illnesses in children will require a longer absence away from other children. You must inform pre-school as to the nature of the infection so that other parents can be notified, if necessary. If your child has had sickness or diarrhoea, please do not bring them to pre-school for at least **48 hours** after the last attack.



We hope that your child's time at pre-school will be a happy and productive one. If you have any queries, or if we can be of any assistance, please contact the staff or committee. HVPS & WAC is committed to providing equality of opportunity and anti-discriminatory practice for all children and families. We aim to provide an inclusive policy within a secure environment where the contributions of all the parents/carers, children and staff are valued enabling the children to develop positive self-images and self-esteem. A copy of our Valuing Diversity and Promoting Equality policy is available for all parents/carers to read.

NAPPY CHANGING & CONTINENCE

We are committed to working with parents and carers to support children in developing independent toileting and other self-care skills. Our Personal Care Plan is sent via email, with other necessary paperwork, when starting pre-school.

Harlington Village Pre-School & Wrap Around Care

The Conifers
Harlington Lower School
Westoning Road
Harlington
Bedfordshire
LU5 6PD

Email: staff@harlingtonvillagepreschool.org.uk
wac@harlingtonvillagepreschool.org.uk

Website: harlingtonvillagepreschool.org.uk

Facebook: Harlington Village Pre-School

Pre-school's number (session hours only) 07963 534 038

Chairperson: Nina Biscoe

Setting Manager: Suzie Bumfrey

Deputy Manager: Becki Hocking