

HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE



Information Pack

HARLINGTON VILLAGE PRE-SCHOOL & WRAP AROUND CARE

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

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wac@harlingtonvillagepreschool.org.uk**

Website: harlingtonvillagepreschool.org.uk

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

Welcome to Harlington Village Pre School and Wrap Around Care

We would like to welcome you to Harlington Village Pre-School and Wrap Around Care, a charity based, quality pre-school situated on the grounds of Harlington Lower School which boasts a superb indoor and outdoor space. We are an excellent, Ofsted inspected (Good, 2017) with experienced and highly qualified, DBS checked staff.

We aim to help children develop their full potential through a mixture of play and adult led activities in a fun filled and nurturing environment.

Harlington Village Pre School & Wrap Around Care aims to provide a safe & welcoming environment where each child can learn & develop to their full and individual potential through play. Our value is to welcome and support families with young children, not to discriminate or judge and to give every child the best possible start on their learning journey.

About Harlington Village Pre-School and Wrap Around Care

Harlington Village Pre-School and Wrap Around Care (HVPS/WAC) 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 learning opportunities.

HVPS /WAC is managed by an elected committee who give their time on a voluntary basis and is currently made of Parents who have children at HVPS/WAC or their children used to attend Pre-school or WAC. 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 each year along with an open evening. This is a great opportunity to review the previous year and get involved in the committee. 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/WAC is registered with OFSTED who make regular inspections. The last inspection rated pre-school as ‘Good’ overall in March 2017.

HVPS/WAC is a member of the Early Years Alliance (EYA) 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/WAC is a no-smoking site.

In January 2016, we opened our Wrap Around Care service which has been very successful. We currently have 51 children on role who attend either regularly or on an ad-hoc basis. Pre-School children can attend breakfast from 7.45am and after-school club until 5pm or 6pm in their final year of pre-school (the academic year in which they turn 4). The service extends to children up to Year 4 at Harlington Lower School.

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.

Home Visits

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.

Communication

We use an app called 'myschoolapp' to communicate important setting information, useful documentation, daily news update and upcoming diary events. You will be invited to download the app upon completion of your registration form. We will also 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.

Mobile Phones

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 designated pre-school Samsung tablets. We have an On-line Safety policy which includes the use of mobile phones and other devices at pre-school.

Settling your child

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. Your first session will not be charged and will be used as a settling session. A Parent/Carer stays for the first session to help settle their child. However, please take as long as you need in subsequent sessions, to settle your child as we want you to feel happy leaving your child at pre-school. Your keyworker will work with the Parents to devise a settling plan if required.

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 (£5) and sweatshirts (£8) in a variety of colours. However, uniform is not compulsory and children can wear any clothes that are suitable for play. 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 e.g. loose fitting trousers Please ensure all your child's clothes are clearly labelled.

In the interests of safety and hygiene please provide named black **plimsolls** (available from most supermarkets) 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) 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 but no more than two Septembers before they are due to start Lower School – children have two academic years with us before starting Lower School.

The younger year group are called 'Catkins' and the older year group are called 'Acorns.' Session request forms are e-mailed to Parents on our admissions list every May for the following academic school year starting from September.

If you wish your child to be added to our admissions list 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 place any sibling's details as early as possible, 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.

To ensure the continued development of our children, there are 7 areas of learning identified in the Early Years Foundation Stage Framework.

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.



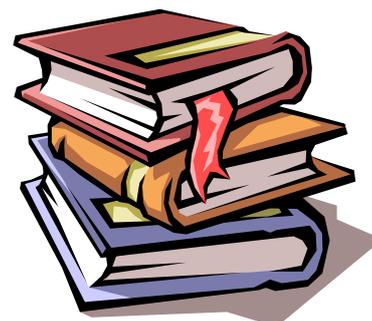
SPECIFIC AREAS

4. LITERACY

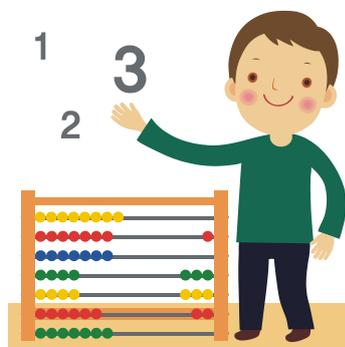
Early Literacy in Pre-School children is taught by supporting children to make marks using a variety of equipment. We encourage them to explore ways to make marks and we understand that 'a scribble is not just a scribble'. Later, they are encouraged to hold a pen and make recognisable marks such as faces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



We use Jenny Mosley's Golden Rules to support positive behaviour in the setting.

They are:

We are Honest

We are Kind and helpful

We are Gentle

We Look after property

We work hard

We listen

The children are reminded of the rules at the start of every session and we reward stickers for those who show how well they follow the rules. We have special bags that the children can take home for the weekend and share with their family. This helps them to celebrate excellent behaviour, recognising their achievements.

The KEYWORKER SCHEME

Each child will be allocated a keyworker (a member of staff) who is responsible for ensuring your child is settled, secure and able to explore and develop. They create your child's learning journal which includes observations (including photos) and work which make up a diary/book of successful achievements during their time at pre-school. These observations are used to assess your child's development, highlight areas for next steps and ensure they achieve the 'Early Years Outcomes' and are successfully school ready by the summer term before they start school.

By observing and recording each child's successes, we are able to support areas of strength and identify areas that require some support.

Most children will need professional Early Years Educators to support them to pay attention, sit still and listen, talk to others, make friends and share toys. These are just some elements of how a child develops.

The learning journal is gifted to the family at the end of their time at pre-school.

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). They will also complete a transition assessment report at the end of their final year at pre-school. This will be shared with the lower school they will be attending.

HEALTH & SAFETY

We believe that that health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers through regular risk assessments.

PREMISES

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 are open for 39 weeks a year 5 days a week term time only. We work to Harlington Lower School term dates which can be seen on their website <http://www.harlingtonlower.co.uk>.

SESSIONS

We are open Monday to Friday, term time only, holding two sessions a day. The morning sessions runs from 8.50am – 11.50am and are reserved for the younger children (Catkins) The afternoon sessions run 12.30pm - 3.30pm are only open to the older children (Acorns) i.e. those starting school the following September. These afternoon sessions are aimed to further develop attitudes and skills in preparation for starting school. The Acorn children can attend all day (dependent on availability). We also offer a lunch club from 12-12.30pm for the Acorn children, whereby they bring their own packed lunch.

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>Acorns only</i>				<i>Acorns only</i>		<i>Acorns only</i>		<i>Acorns 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		

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 £3.50 for up to 15 minutes late. Any additional time thereafter will be charged at £10 per half hour (or a percentage of this i.e. £3.33 for 10 minutes) to cover staff wages and overheads. Please see our Payments Policy for more information

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.

10.00 -10.30 Snack

11-11.30 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), signing sessions, attention and listening games, concept games and musical instrument activities.

11.45-11.50

Younger Children (Catkins) 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

The Acorns 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 (Acorns) 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, writing, phonics etc. During the Summer Term, the Acorn children will begin to have some transitional sessions to Harlington Lower School. The Teachers will come to visit the children at Pre School and the children will also go and visit the classroom and playground at Harlington Lower School.

SNACK & LUNCH



Every session the children are offered a healthy snack which is a choice of fruit and vegetables, breadsticks/bread, cheese and a choice of milk or water to drink.

We often have cooking activities at Pre-School to enhance children's learning where they may make soup, pizza muffins, bread, cheese scones etc. which we may eat at snack time. We celebrate various festivals (including Chinese New Year, Diwali, Christmas, thanksgiving etc.) and we will try to incorporate foods from around the world for children to try.

The children are encouraged to sit and eat together, making this a lovely social event.

Any allergies are taken into account and catered for. All allergies or dietary requirements should be specified on the registration form in the starter pack or whenever the requirements change. You will also need to complete a health care plan.

The snack given that day will be listed on the white board in the foyer. We ensure that drinking water is available throughout sessions.

If your Acorn child is staying for lunch, they will need to bring a packed lunch in a named lunch box. As a setting, we promote healthy eating and kindly ask you to consider a healthy

option when preparing your child’s lunch box. We do not allow fizzy drinks or chocolate spread in sandwiches/carbohydrate-based meals, to promote healthy eating. A drink of milk or water will be offered to children at lunch club. Children sit within a small group and again interaction is encouraged. One or two adults will always oversee lunch club to help develop good table manners, support the children to be independent and join in with the social chat.

Please note that due to the risk of allergies, nuts are not allowed at HVPS/WAC.

ADULT RESOURCES

HVPS/WAC 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 all trained in Paediatric First Aid, Safeguarding and hold enhanced DBS checks.

Suzie Bumfrey	Pre-school and Wrap Around Care Manager	Early Years Teacher Status (EYTS) Designated Equal Opportunities co-ordinator Designated Safeguarding lead
Becki Hocking	Deputy Manager	CACHE Level 3 in Childcare & Education Deputy Safeguarding Lead
Bernie Naughton	Leader	Early Years Educator Level 3
Sarah Wynn	Leader & SENCO	CACHE Level 3 in Childcare and Education. Working towards Level 4 Designated SENco lead
Jessica Bailey	Childcare Assistant	Level 3 Diploma for the Children & Young People’s Workforce (Early Learning & Childcare)
Charlie Garrad	Childcare Assistant	Qualified Teacher Status
Jordanne Harris	Childcare Assistant	City and Guilds Level 3 Diploma for the Young Peoples workforce: Early Learning and Childcare Pathway

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. All staff see themselves as partners with parents in providing care and education for their child. 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 or e-mail to arrange a convenient time.

There are many ways in which parents can help in making the setting a welcoming and stimulating place for children and parents, such as:

- Assisting staff during sessions, 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.
- Sharing their own special interests or skills with children such as yoga, gardening, dance, music, occupations etc.
- Exchanging knowledge about your child's needs, activities, interests and progress and also sharing any special moments with your child's key worker.
- As a charity, we often hold fundraising events to raise money for new resources and experiences for the children such as sports events, hatching duck eggs and music sessions. We appreciate the support of Parents/Carers and families during our fundraising events.
- Attending community events we hold for the children's families such as mother's day and father's day tea parties where we invite Parents, Grandparents and loved ones to join us for afternoon tea and a play.
- Volunteering for trips around the village

TRAINING

Pre-school's membership of the Early Years Alliance ensures that we are constantly in touch with the field of early year's education. Training is available through Early Years Alliance courses, which welcome both staff and parents. If you would like further information about the EYA the address is: Early Years Alliance, 50 Featherstone Street, London, EC1Y 8RT 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 statutory policy statements are available on our website and other policies are available for view upon 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.

SAFEGUARDING AND WELFARE REQUIREMENTS

Harlington Village Pre School & Wrap Around care has a statutory duty to inform Children's Social Care to help safeguard children and will work closely with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life. We are committed to building a culture of safety in which children, young people and vulnerable adults are protected from all kinds of abuse and harm in all areas of the setting. Our setting has a Safeguarding policy and procedure to safeguard children which is in line with the guidance of the Local Children's Safeguarding Board.

We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at HVPS/WAC or has access to the children. Our designated safeguarding lead is **Miss Suzanne Bumfrey** and in her absence Mrs Rebecca Hocking.

COMPLAINTS

Any parent / carer, who may have cause for complaint, should speak to Suzie Bumfrey or the Chairperson, Katherine Pyne who will explain the complaints procedure. We have a complaints and concerns policy which is available on our website.

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 Suzie Bumfrey and setting SENco Sarah Wynn.

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

FEES

We accept children who receive:

- 2-year-old funding;
- 15 Hours (3-4-year-old funding);
- 30 hours (3-4-year-old funding)

Fees are paid prior to funding eligibility or if you require more than your funded hour allocation. The fees for unfunded sessions are £13.75 per session and Lunch club is £3.

Free nursery education is available to all 3 and 4-year olds and is allocated the term after your child turns 3.

You will be sent a Nursery Education Funding (NEF) form prior to the start of the term when your child becomes eligible for funding. These are completed by the Parent/Carer and returned to Pre School who will claim on your behalf via the Central Beds portal.

Child's Birthday :	Will become eligible for funding from 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

Your child may be eligible for 30 hours funding from the term after they turn 3. If you think your child may be eligible, you will need to apply direct at <https://www.childcarechoices.gov.uk/>.

Your child may be eligible for 15 hours funding at 2 years. If you think your child may be eligible you will need to apply directly to Central Bedfordshire. Further information can be found at Central Bedfordshire early years team at <http://www.centralbedfordshire.gov.uk/school/professionals/two-year-old-funding/free.aspx>

Wrap Around Care fees are detailed below

Monday- Friday

Breakfast 07.45 – 08.45 £4.75

Monday- Thursday

After School 15.30 – 18.00 £9.25

Early pick up 15.30 - 17.00 £7.25

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. Fees can be paid by direct bank transfer, childcare vouchers, cheque or exact cash.

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 are unwell . This includes when a child requires administration of Calpol or nurofen. If this is required, they are not well enough to attend.

There are a number of common childhood illnesses or infections that may mean your child must temporarily stay at home from others. These include (but are not limited to) impetigo, thread worms and chicken pox.

If head lice is identified, you will be asked to treat your child before they return to pre-school.



Parents must e-mail, phone or notify via our app 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.

NAPPY CHANGING & CONTINENCE

Children do not need to be toilet trained before starting HVPS. 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.

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.

Harlington Village Pre-School & Wrap Around Care

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

Email: All general enquiries including admissions, paying of invoices & fees:
staff@harlingtonvillagepreschool.org.uk
All WAC enquiries including session requests:
wac@harlingtonvillagepreschool.org.uk
Confidential enquiries directed to the Manager only:
manager@harlingtonvillagepreschool.org.uk
Committee based e-mails and confidential enquiries directed to the Chair only:
chair@harlingtonvillagepreschool.org.uk
Contact the keyworkers directly with work children have completed at home:
keyworkers@harlingtonvillagepreschool.org.uk
All SENCO enquiries:
senco@harlingtonvillagepreschool.org.uk

Website: harlingtonvillagepreschool.org.uk
Facebook: Harlington Village Pre-School

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

Chairperson: Katherine Pyne
Setting Manager: Suzie Bumfrey
Deputy Manager: Becki Hocking
Senco: Sarah Wynn