



**Fladbury**  
Church of England Primary School and Preschool

Church Street  
Fladbury  
Worcestershire  
WR10 2QB  
Tel: 01386 860301

# Preschool

Welcome Pack and Information  
Please retain for your information

# WELCOME

Our school is situated in the centre of Fladbury Village and the catchment area for the school includes the villages of Lower and Upper Moor and Wyre Piddle. Fladbury School is part of the Pershore pyramid and most children transfer to Pershore High School.

Our school has a strong Christian ethos and enjoys close links with the Church and local community. The children are taught in small class groups with high expectations of both academic work and behaviour. The school promotes a caring atmosphere with relationships based on mutual respect and concern. The individual needs of pupils are given high priority in all aspects of school life. The school management views the education of each pupil holistically by encouraging and providing opportunities for creative, physical and spiritual development.

Miss Julie Wilson, Headteacher



# Happy Hearts, Open Minds, Bright Futures



## VISION

“I came that you may have life and have it to the full.”

John 10:10

Every child at Fladbury will know they are loved by God, have a happy heart and be part of a flourishing, well-led school. When they leave Fladbury, they will be well-prepared to meet challenges, confident in their abilities and look forward to their bright future with an open mind.

# CHRISTIAN VALUES & ETHOS



At Fladbury CE Primary School, worship is central to the life of the school and is the main platform for exploring the school's vision. Collective Worship reflects on our Christian school values of Joy, Wisdom and Hope to support our vision of Happy Hearts (Joy), Open Minds (Wisdom) and Bright Futures (Hope).



Other Christian values may be explored during Collective Worship which also support our vision, such as 'Perseverance' which supports our aim of being confident to meet challenges.

The Bible stories and passages taught during Collective Worship support children to know they are loved by God. Collective Worship is well planned and of high quality so that the whole school community is engaged on a journey of discovery, exploring the teachings of Jesus and the Bible.



# OUR PRESCHOOL

Firstly, welcome to our Pre-school. We know that starting Pre-school is a very important milestone in your child's (and your) life and we aim to make this transition as smooth as possible for everyone concerned. This welcome pack has been designed to welcome you into our setting, give you important information about how we operate and hopefully answer any questions that you may have.

## About us:

Our Fladbury pre-schoolers are confident, lively, invaluable members of our school community. Miss Green, our Pre-school Manager, along with our Pre-school assistants, welcome all new children and aim to give them the very best start in life.

Fladbury Pre-school accepts children from 3 years old and we are open during term time, following the Fladbury Primary School calendar. Before your child starts with us we will offer them some settling in sessions as a chance to familiarise themselves with their new surroundings and their key person. These sessions help children understand what to expect from their preschool experience before they officially begin a full session. Settling in sessions are usually only a few hours long to ensure a smooth transition into their Preschool setting.

A home visit will also be offered during your child's settling in period to help us get to know your child in their home environment and provide parents/carers with an opportunity to ask questions and share any additional information.

# OPENING TIMES AND COSTS

Our opening times follow Fladbury Primary School hours of 8:55am to 3:25pm Monday to Friday. We offer flexibility within these times; a morning session from 9:25am - 12:25pm (which does include lunchtime), an afternoon session from 12:25pm - 3:25pm or a full day session from 9:25am - 3:25pm.

We also offer an Early Bird Session which provides care from 8:55am - 9:25am Monday to Friday. These Early Bird Sessions need to be booked in advanced with the Preschool Manager for each half term. There is a charge of £3 per session, which will be added to your invoice each half term. Should you need to cancel any sessions, we ask for half a terms notice.

There are two separate Government funding childcare schemes available to our families:

**15 hours for 3 and 4 year olds** - in England all families receive 570 funded hours per year, which is usually taken as 15 hours a week for 38 weeks of the year. These hours are available from the funding term following their third birthday (in accordance with 'Table 1' in our Terms and Conditions) - every morning 9:25am to 12:25pm or every afternoon 12:25pm to 3:25pm.

**30 hours for 3 and 4 year olds** - working families may be eligible for an additional 15 hours per week. 1140 funded hours per year, which is usually taken as 30 hours a week for 38 weeks of the year. These hours are available as soon as your child starts with us and an Eligibility Code has been obtained - every day 9:25am to 3:25pm.

We also offer a 15 hour session over two and half days - either all day Monday, Tuesday 9:25am to 3:25pm and a morning session Wednesday 9:25am to 12:25pm

or

an afternoon session Wednesday 12:25pm to 3:25pm and all day Thursday, Friday 9:25am to 3:25pm.

\*this option is available for both the 15 hour and 30 hour entitlement.

For more information about the government funded schemes available, please visit the Childcare Choices page, [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

# OPENING TIMES AND COSTS

Early Years Pupil Premium (EYPP) is additional funding we receive from the Government to help raise the attainment of our most disadvantaged children. If you think you may be eligible for this funding please speak to the Preschool Manager who can provide you with further information.

Wraparound care is also available for children 3 years plus at an additional cost; Breakfast Club - 7:45am - 8:45am at £5 per session (includes breakfast), Afterschool Club - 4:30pm collection at £5 per session, 5:30pm collection at £8 per session (includes a light tea).

# Chargeable Extras

Description	Unit	Unit Price	Line Total
<p><b>Three and Four Year Old Universal Entitlement - 15 hours per week</b></p> <ul style="list-style-type: none"> <li>• AM Sessions / PM Sessions - 3 hours per day = 15 hours per week</li> <li>• 2.5 Day Sessions - 2 x 6 hour days / 1 x 3 hour day = 15 hours per week</li> </ul> <p>Term Time Only = 38 weeks, 570 hours per calendar year</p>	Weekly	Free	Free
<p><b>Entitlement for Working Families (9 months - 5 years) - up to 30 hours per week</b></p> <ul style="list-style-type: none"> <li>• Full Day Sessions - 6 hours per day = 30 hours per week</li> <li>• AM Sessions / PM Sessions - 3 hours per day = 15 hours per week</li> <li>• 2.5 Day Sessions - 2 x 6 hours per day &amp; 1 x 3 hours day = 15 hours per week</li> </ul> <p>Term Time Only = 38 weeks, 1140 hours per calendar year</p>	Weekly	Free	Free
<b>Non-funded Hours</b>	Per hour	£5.00	
<b>Early Bird Club Sessions</b>	Per session	£3.00	
<p><b>Additional Voluntary Services Contribution - Forest School</b> for example; cooking ingredient's, fire fuel, craft materials, cookies for snack, gardening supplies, bird feed</p> <p>(should any families in receipt of Early Years Pupil Premium choose to 'opt in' to this service, the termly price can be allocated from this contribution)</p>	Termly	£20.00	£60.00
<b>Additional Voluntary Services - Trips</b>	Ad hoc	Parents will be informed in advance of any costs if applicable	

# ADDITIONAL VOLUNTARY SERVICES CONTRIBUTION

We kindly ask for a 'Voluntary Contribution' of £20.00 per term that will go towards the costs of experiences during our weekly Forest School sessions. With your generous contributions, we will be able to provide a wide range of experiences throughout each term. We have outlined below a few examples of what your kind contributions may go towards:

- logs and wood for tool experiences
- ingredients for cooking on a fire
- soil, pots, planters, seeds for growing flowers/vegetables
- craft supplies
- cookies to enjoy at reflection time
- materials to have a camp fire
- bird seed and other resources to make bird feeders

You will have the option to 'opt in' or 'opt out' of this service by selecting your choice on the slip that will be issued each term. If you 'opt in' to the 'Additional Voluntary Services Contribution' and the £20.00 charge will be added to the first invoice of each term, for example Autumn Term 1. If you wish to 'Opt Out' of this service because you would prefer to provide your own, please let us know. We will endeavour to give you as much notice as possible to ensure you are able to provide the necessary resources and materials required for your child to take part in the planned Forest School experience. Please note that if the resources and materials are not provided then your child may not be able to take part in the planned experience(s) on this occasion.



# MEALS

## SNACK

Children may bring a small piece of fresh fruit with them to have during snack time. There will be the opportunity during each session for children to sit down all together as a class community to eat and chat. Children will be offered water or milk during snack time.

Fladbury Primary School provides a milk scheme through Cool Milk that is available to all our pupils. Milk is free of charge for under 5s.

## LUNCH

If your child is attending a session that includes the lunch time period then they will need to bring a pre-packed lunch in a named container. The children are looked after by a member of the Preschool Team and the lunchtime supervisors, who encourage positive and polite behaviour. Lunch is eaten in the school hall or, occasionally, outside if the weather is good.

In line with the school's Packed Lunch Policy we encourage a healthy lunch box with age appropriate portions and for it to be prepared in a way to prevent choking. We also ask that you refrain from sending chocolate spread (including the nut free kind), sweets, biscuits or chocolate desserts. Please also be aware that due to allergies within school we ask that no nuts, nut products or oranges be brought into school.

Food hygiene best practice advises that lunch boxes should have an "ice pack" in the box to keep the lunch at the correct temperature. If ice packs are unavailable foods are safe to be stored outside of chilled conditions for up to 4 hours.



# MEALS

Alternatively hot and cold lunches, are available every day from the Deli Pershore. They must be purchased in advance from the Deli's website; the cost is £2.53 per meal. We kindly ask for you to select a cold lunch option on a Forest School Day as we enjoy a picnic lunch sat around the fire pit.

If your child has any specific dietary requirements please inform us.

We ask for your child to bring in a named water bottle, which they have access to throughout the day. Please ensure it contains water only. A separate disposable drink may be placed in their lunchbox to have at lunchtime.

In a continued effort to be as sustainable as possible all rubbish will sent home in lunchboxes. Any uneaten food is returned so that parents are aware of what their child has eaten.



# PRESCHOOL INVOICES

Any fees outside of your funded hours will be invoiced in advanced every half term and payment should be made immediately and at least within 7 days of receipt of invoice. Fees can be paid by Childcare Vouchers or by BACS. Where only funded hours apply you will receive a statement to show your funding entitlement and the funded hours that you are using within the half term.

Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the terms and conditions, Parent declaration form and Admission form.

Fees are reviewed regularly and are subject to change. We will provide written notice of at least one term if fees have to be increased for any reason.

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because Pre-School staff attend the teacher training days and the training received directly benefits our pre-school children. Pre-school opens 39 weeks of the year and receives funding for 38 weeks to take this into consideration. Fees (including Early Bird Sessions) are also applicable if the school is closed due to circumstances beyond our control e.g. adverse weather or a local emergency.

# KEY PERSON

Upon starting with us, your child will be allocated a Key-person who will ensure that your child's needs are recognised and met every day. Your Key Person will help your child settle, help them to integrate into the group, be a point of contact for you, provide emotional needs to your child and ensure their race, culture, religion, language and family values are being met. They will also observe, keep records and monitor your child's progress and talk and encourage you to participate in your child's development.

When working in conjunction with you they will always behave in a statutory and professional manner.

## IT IS IMPORTANT TO NOTE THAT A KEY PERSON DOES NOT...

- Shadow your child throughout the session
- Only work with the key children they have been given.
- Prevent other adults from developing a relationship with the key children they have been given.
- Sometimes it may be that your child's Key Person has changed, this may be due to a change in staff or your child's days, or that we have identified that your child needs support in a specific area that another person may be more equipped to help and support.



# DAILY ROUTINES AND ACTIVITIES

We offer an 'enabling environment' (following the framework set out in the EYFS) where our staff are available to facilitate learning through interactions and observations. The principle being that resources are accessible to the children which are varied and open-ended, enabling them to select what they want to do in each area. This ensures that we are confident and able to enhance and extend each child's learning at the appropriate level.

We are fortunate to have use of the school playground, outside play equipment, quiet garden and forest school and eco areas. Also, the hall and Library.

Any adult led focused activities will be planned around your child's interests and needs and include phonics, P.E Cookery and music. Read on for further information on the EYFS.



# QUESTIONS

Starting Pre-school can be a big step for both you and your child, so we have gathered together the most asked questions. If what you want to know about isn't below, please do ask - nothing is ever a silly question!

## **How and what will my child be learning?**

At Fladbury Pre-school we are committed to delivering the EARLY YEARS FOUNDATION STAGE Framework (EYFS) which sets standards for the learning, development and care of children from birth to 5 years old.

We work towards the following four overarching principles;

- A Unique Child - Every child is unique who is constantly learning and can be resilient, capable and self-assured
- Positive Relationships - Children learn to be strong and independent, through positive relationships.
- Enabling Environments - 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 carers.
- Learning and Development - Children learn and develop in different ways.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through different areas of learning and development. Children should mostly develop in the prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, Social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas:

Literacy; Mathematics; Understanding the world; and Expressive arts and design. These combined areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

The years from birth to five see the greatest growth and learning for all children. To be successful early learning is the key to your child's future. We look forward to working in partnership with your family to achieve the best possible outcome for your children.

### **How will I know what she has been up to during the day?**

We have an open-door policy and parents and carers are welcomed into school frequently throughout the year. We also keep everyone updated through:

- Class Dojo- our online platform used across the school as a communication tool. This app keeps parents and carers up to date with all the teaching, learning and fun at Fladbury. We also use this format to send messages home and create a portfolio with your child which you are able to add to.
- Fladbury Fanfare - weekly newsletter detailing the activities the school has been up to over the week.
- Liaison Book - if your child attends more than one setting we will liaise with them through a book which will travel between home and settings.

### **How can I get involved?**

We believe parents are children's first and most important educators and we aim to support and work with them by encouraging involvement in their child's education and in the running of the setting. You can become involved in many ways: joining our PTA committee, become a parent helper, joining us on trips, fundraising, helping in Forest School or providing feedback for us.

### **What should they wear?**

Our children are encouraged to wear the preschool uniform to support a sense of belonging and pride in our school. Uniform with our school logo can be purchased from the School Shop, either online [www.theschoolshopuk.co.uk](http://www.theschoolshopuk.co.uk) or at their store in Evesham, but non-branded items are also an option to wear.

Pre School uniform consists of a red polo shirt, pull on shorts/jogging bottoms or leggings (preferably navy) and a navy sweatshirt.

We recommend clothes can be fastened and unfastened by the children themselves to encourage independence. A red gingham dresses can be worn during the summer term.

PE Kit - red polo t-shirt and shorts/joggers. We will let you know when our PE sessions are due to take place.

### Forest School -

Summer: thin long sleeved top and trousers, old trainers, sun hat.

Winter: warm layers and trousers, waterproofs, wellies, hat and gloves.

### **What does my child need to bring to Preschool?**

- a small bag for their peg with spare clothes including underwear and socks
- nappies, wipes, nappy sacks (if your child still needs them)
- lunch box with ice pack (if attending over a lunchtime period)
- drinks bottle filled with water - this can be refilled from our water cooler throughout your child's session
- seasonal outdoor clothes
- sun cream
- any medication that your child may require whilst at preschool
- waterproofs and wellington boots that can be kept at school - these can be sent home for the weekends
- yellow reading record and school library book - children will be allocated a yellow reading record when they start with us and have the opportunity to choose a book from the school library each week

### **How are you going to keep my child safe?**

Safeguarding is our main priority here at Fladbury Pre-school. Our responsibility is towards the children in our care and it is our duty to safeguard and promote the welfare of the children. At Fladbury Pre-School we work with children, their parents and the wider community to ensure the safety of children and to give them the very best start in life.

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the local authority guidelines for making referrals.

We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.

### **My child still isn't potty trained - will this be a problem?**

No - all that we ask is you make sure your child has a set (or sets) of spare clothes, nappies, wipes and nappy sacks. We find that the process of potty training once they have begun Pre- School is quite quick as they like to follow their friends and do as they do.

### **My child won't share**

All staff are very clear on how to promote positive behaviours. In the case of a sharing issue we would use timers, visual clues, and reward and model good behaviours.

### **My child doesn't like forest school or getting muddy?**

Come along and give it a go! The great outdoors is really a wonderful place to learn and the experience is completely child led. We attend forest school each week to enable children to connect with the outdoor environment and build a positive relationship with the natural world. Our sessions usually run on a Wednesday, where we spend all day at the Forest School site and enjoy a picnic style lunch sat around the fire pit.

### **Can my child bring toys?**

Generally, we would discourage bringing in items from home for the reason that the children can get upset if their special items are lost or another child picks them up! However, your child may initially need a comforter when they start, which they are welcome to bring. We will encourage the child to put this in their bag once settled.

### **How are you going to get my child prepared for "Big" school?**

Here at Fladbury Pre-school we are lucky that we are already part of Fladbury Primary School. Our classroom is known as **Wye Class**, and we are joined by our Reception children in the same room.

We also come together with the rest of the school for whole school worship and church services throughout the year.

We run sessions in the Summer term, known as a 'Reception Taster' which provides children with further opportunities to spend time with their classmates and Teachers, which helps to support their transition into 'big school'. The Reception Taster's are introduced through play-based activities which will help to make the transition into Reception much easier.

# PRESCHOOL TERMS AND CONDITIONS

## **Admissions Policy:**

It is the intention of Fladbury Pre-School to make our provision accessible to children and families from all sections of the community. Children may attend Fladbury Pre-School once they have turned three years old. We will arrange their start date for the beginning of the Half Term that follows their third birthday, for example if your child turns three in September they can start with us after the October Half Term Break. A child can remain with us until the term before his or her 5th birthday.

In the event that a pre-school place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the Pre-School and the length of time a child has been on the waiting list.

## **Refundable Deposit:**

Once you have decided to send your child to Fladbury Pre-School, you will be asked to complete an Admissions Form, Parent Declaration Form for funded childcare, Booking Form with sessions required and sign a copy our Terms and Conditions Agreement. Applications should be accompanied by a £20 refundable deposit which will be returned to you by the end of the first term of attendance.

## **Attendance:**

Our attendance patterns have been arranged in accordance with our daily routines and as a reflection of our preschool being a school based setting. Research shows that consistent attendance gives children the best start to their early education and has a positive impact on future outcomes. As such, we ask that children attend either every morning, every afternoon or full time depending on the funding available to you. There is also a 2 and half day option available.

If you wish your child to attend more than their universal funded hours you can top this up a cost of £5.00 per hour during the Pre-school day. You must notify the Pre-School Manager who will issue you with an "increase in hours slip" and you will be advised as to the availability for your child.

## **Opening Times and Fees and Payments:**

We believe Fladbury Pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting.

Our opening times follow Fladbury Primary School hours of 8:55am to 3:25pm.

We offer flexibility within these times; a morning session from 9:25am - 12:25pm (which does include lunchtime), an afternoon session from 12:25pm - 3:25pm or a full day session from 9:25am - 3:25pm. We also offer an Early Bird

Club which provides care from 8:55am - 9:25am Monday to Friday. These sessions need to be booked in advance with the Preschool Manager for each half term. There is a charge of £3 per session, which will then be added to your invoice each half term. Should you need to cancel any sessions, we ask for half a term's notice.

Non-funded hours are at a cost of £5.00 per hour. If families in receipt of the 15 Hour Universal Entitlement would like to increase their hours to 30 hours per week, then an additional 15 hours can be added at the additional cost of £5.00 per hour.

Any fees outside of your funded hours will be invoiced in advance every half term and payment should be made immediately and at least within 7 days of receipt of invoice. Fees can be paid by Childcare Vouchers or by BACS. Where only funded hours apply you will receive a statement to show your funding entitlement and the funded hours that you are using within the half term.

Fees are payable by the parents/guardians, individually and/or jointly, who have signed and returned the Terms and Conditions Agreement, Parent Declaration Form and Admission form.

Fees are reviewed regularly and are subject to change. We will provide written notice of at least one term if fees have to be increased for any reason.

If school is closed during term time due to bank holidays or teacher training days, fees are still applicable. This is because Pre-School staff attend the teacher training days and the training received directly benefits our pre-school children. Pre-school opens 39 weeks of the year and receives funding for 38 weeks to take this into consideration. Fees are also applicable if the school is closed due to circumstances beyond our control e.g. adverse weather or a local emergency.

## **Voluntary Services Contribution:**

We kindly ask for a 'Voluntary Contribution' of £20.00 per term that will go towards the costs of experiences during our weekly Forest School sessions. Your generous contributions may go towards items such as cooking ingredients, fuel for campfires, cookies at snack time, craft supplies, gardening materials or bird/animal feed.

You will have the option to 'Opt In' or 'Opt Out' of this service each half term by selecting your choice on a slip that will be provided prior to the invoices being issued. If you 'Opt In' to the 'Additional Voluntary Services Contribution' then a £20.00 charge will be added to the first invoice of each term, for example Autumn Term 1. If you wish to 'Opt Out' of this service and prefer to provide your own resources and materials for the experiences, please let us know. We will endeavour to give you as much notice as possible to ensure you are able to provide the resources and materials needed for the planned Forest School experience. If the resources and materials are not provided by the parent/carers that have chosen to 'Opt Out' then the child may not be able to take part in the planned experience(s) on this occasion.

## **Snacks and Drinks:**

Please provide a small piece of fresh fruit for your child to have during snack time. There will be the opportunity during each session for children to sit down all together as a class community to eat and chat. Children will be offered water or milk during snack time.

Fladbury Primary School provides a milk scheme through Cool Milk that is available to all our pupils. Milk is free of charge for under 5s.

## **Lunch:**

If your child is attending a session that includes the lunch time period then they will need to bring a pre-packed lunch in a named container.

In line with the school's Packed Lunch Policy we encourage a healthy lunch box with age appropriate portions and for it to be prepared in a way to prevent choking. We also ask that you refrain from sending chocolate spread (including the nut free kind), sweets, biscuits or chocolate desserts. Please also be aware that due to allergies within school we ask that no nuts or oranges be brought into school.

If your child has any specific dietary requirements please inform us.

**Absence:**

All fees (including our Early Bird sessions) are payable in advance for all sessions booked. No refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays or other such reason.

**Late Collection Charge:**

You are required to inform the pre-school as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged. If a child is not collected before the finish time of a session, then the pre-school reserves the right to charge a late collection fee of £5 per hour or part thereof until the child is collected. Late collection charges are due for payment immediately upon collection.

**Non-Payment of Fees:**

If fees are not paid as agreed, the Local Authority will note the delay and ask for payment in writing, stating that the child's place could be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, Fladbury Pre-School reserves the right to terminate and/or amend this contract with immediate effect and withdraw the child's place.

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations, and on a case-by-case basis, the Pre School Manager/ Head Teacher will negotiate payment in alternative instalments.

**Local Authority Funding:**

The Pre-School is approved to provide government Funded Early Years Education Places for children aged three and four years old. This funding entitles a child to have up to either 15 or 30 hours of funded early years provision a week, for 38 weeks a year. For more information about the Government Funding Schemes available please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

The first term that your child is eligible you will be asked to complete a Parent Declaration Form, stating the exact number of hours your child will be attending. We will need to see your child's birth certificate or passport as proof of identity and eligibility.

Where a parental declaration form has been signed agreeing to take the funded entitlement, the pre-school will get secure funding for a full term, unless there are exceptional circumstances. Once you have signed a contract of attendance, you will not be able to transfer the funded entitlement payment to another provider during the same term.

Funded hours need to be applied for online and parents will be given either a six digit or eleven digit code, depending on your funding entitlement, to give to the setting of their choice. Funded hours are available Monday to Friday between the hours of 9:25am and 3:25pm. If you wish your child to attend more than their 15 funded hours you can top this up to 30 hours at a cost of £5.00 per hour during the Pre-school day.

### **'Table 1'**

#### Three and Four Year Old Universal Entitlement Dates

<b>Children who turn three years between:</b>	<b>Funding can commence from:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn Funding Term - 1 <sup>st</sup> September
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring Funding Term - 1 <sup>st</sup> January
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer Funding Term - 1 <sup>st</sup> April

### **Pre-School Closure:**

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the pre-school. If the pre-school is obliged on these occasions to pay the staff, then the pre-school reserves the right to charge for any session which your child would have attended if the pre-school had not been closed due to circumstances beyond its control.

### **Disclosures:**

We need to be informed about any medical and non-medical condition, health problem, and allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care. In addition, you are required to inform the nursery in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies, medical conditions).

## **Child Illness:**

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the pre-school reserves the right to contact you to ask that you collect your child, or send an emergency contact (as stated on the Admissions Form) to collect on your behalf.

The pre-school requires all parents to inform us if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the pre-school if your child has any illness such as measles or chicken pox, so the other pre-school parents can be informed.

If your child has suffered from vomiting or diarrhoea we require that they be kept away from pre-school. To try and prevent the spread of infection we ask that your child remains at home for at least 48 hours after the last episode of sickness or diarrhoea and also until they have had a meal.

You may also be required to withdraw your child if we have reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who have communicable diseases for the recommended time required. The pre-school holds a list of communicable diseases and the incubation periods / exclusion times and will advise parents accordingly.

The pre-school reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

## **Security:**

Under no circumstances will a child be allowed to leave the pre-school with anyone unknown to the staff, unless previously arranged by you. If you make prior arrangements by telephone, the pre-school will require the name, address and telephone number of the chosen person, as well as an agreed password from parent/carers. All children will be signed in and out of the pre-school by a member of staff every time they attend.

## **Behaviour:**

At Fladbury we have a limited number of simple rules which we expect every child to adhere to. These are developed to protect not only your child but also the development and health of the other children.

Emphasis is placed on the feelings of others and children are encouraged to respect one another and the adults with whom they come into contact.

**Equal Opportunities:**

At Fladbury Pre-School we work diligently to ensure the equality of opportunity for every child. We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural and religious traditions of every individual.

**Complaints Procedure:**

Any complaint or concern should be directed immediately to the Pre School Manager. We take every concern very seriously, however, should you not be entirely happy with the outcome please discuss the situation with the Head Teacher.

**Liability:**

Fladbury Pre-School accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the pre-school being temporarily closed or the non-admittance of a child to the pre-school for any reason.

**Property and Belongings:**

We cannot be held responsible for the loss of damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

# Fladbury Preschool Terms and Conditions Agreement

## The Agreement

The parent declaration form, admission form and these terms and conditions represent the understanding between Fladbury Preschool and the parent(s)/guardian(s).

The signing of the terms and conditions, and the date that written confirmation of your child's place at Fladbury Preschool is issued gives rise to a legally binding contract on the above terms between yourselves and Fladbury Preschool and constitutes commencement of the agreement. Any breach of the terms and conditions will result, if necessary, in your child's place being withdrawn.

Please ensure that your parent declaration form, admissions form, booking form, a signed copy of these terms and conditions and your £20.00 refundable deposit are sent to:

Fladbury CE Primary School  
Church Street  
Fladbury  
WR10 2QB

**Please sign and return the slip below to school to secure your place.**

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## Fladbury Preschool Terms and Conditions Agreement

Child's Name: \_\_\_\_\_

I accept the terms and conditions of Fladbury Preschool.

Signed: \_\_\_\_\_ (Parent/guardian)

Date: \_\_\_\_\_