Widecombe Pre-School

Church House, Widecombe-in-the-Moor, Newton Abbot, Devon, TQ13 7TB

Phone: **01364 621273 – in session times**

Email:**info@widecombepreschool.org.uk**

Website:**www.widecombepreschool.org.uk**

or find us on **Facebook/Instagram**

Information pack

We are a small rural Pre-School set in the heart of Widecombe-in-the-Moor.

We are open 15 hours per week during term time. Our session times are:

Tuesdays- 9.15am to 3pm

Wednesdays - 9.15 am to 12.45 pm (Our outdoor session)

Fridays - 9.15 am to 3pm








We would love to show you around our Pre-School, so please get in touch with us to arrange a visit on 01364 621273 or email us on: info@widecombepreschool.org.uk

There are two forms for you to complete before your child can start Pre-School. The application form should be completed when applying for your place. The registration form should be brought in on their first day with it completed. If it isn't, we are not allowed to accept your child. To find these forms, they are under the heading **"Application Documents"** on our website.

Our goals by the time your child leaves us:

We endeavor to provide an exciting curriculum with the emphasis being on learning through play and plenty of opportunities given for first-hand experiences. Our goal is that each and every child is an active and independent learner, with a passion for knowledge and a belief in themselves by the time they leave our Pre-School.

Drop off/ Pick up

When you drop your child off in the morning, you MUST sign them in on the table outside and indicate who will be collecting them. If the person isn't listed on the registration form as permitted to collect the child, please find a member of staff so they can get you a form for you to fill in with the person collecting contact details. There must also be a password system to ensure your child's safety. We have a policy and procedure in place for uncollected children, which we will follow if we are unable to contact parents and a late fee may be charged to cover additional staff costs.

Key person

We believe it is very important that every child has a key person and that we have a close relationship with you to provide the best possible care for your little one. Your key worker will work with you to settle your child in, and make sure we provide for your child's particular needs and interests. We will always be honest and open and keep you updated about how your child's day has been. Your key person is responsible for assessments done on your child. However as we're such a small setting, all the children are familiar with us and all the staff know their needs so please feel free to initiate discussion with any members of staff.

Tapestry

As a setting, we use Tapestry as a form of communicating with the parents. We put on weekly photos, observations, nappy changes, accidents or any other important information. You, as parents, can log on anytime and have a look and see what we've been getting up to.

Timetable

Tuesdays and Fridays - we are in the Church House.

9:15- Meet and greet the children and parents

9:30- Informal registration and toast

9:40- Music/Yoga session

10:25- Toilet and hand washing

10:30- Snack time

10:40- Free play or activity

11:45- Children collected at the end of the morning session if not staying for lunch

11:50- Tidy up time, toilet and hand wash

12:00- Lunch

12:45- Greet any children attending the afternoon session

12:50- Registration and story time

1:00- Free play or scheduled activity (such as cooking, craft, etc)

2:20- Tidy up time

2:25- Toilet and hand washing

2:30- Snack

2:45- End of session stories and songs

3:00 Home time, Children collected by Parents/Carers









Wednesdays - Our Outdoor Classroom is in the parish field, within easy walking distance from the Church House. Each week, we cook something different on the campfire such as chocolate bananas, pittas, marshmallows, quesadillas, popcorn, pancakes or other reasonable requests from the children. We also enjoy a hot chocolate too! We encourage them to learn about risks in a controlled environment, giving them life building skills, for later on in life.

9:15- Children arrive

9:30- Registration, put hi-vis jackets on and prepare to walk to Outdoor Classroom

9:45- We arrive at the Outdoor Classroom, children reminded about fire safety

10:30- Campfire snack

10:50- Free play and activities

11.45- Walk back to the Church House

12:00- Toileting and Hand washing

12.00- Lunch

12.45- Songs

12:45- Children are collected






Kit List

- Wellies or Shoes
- Waterproofs
- Sunhat or wooly hat
- At least one full change of clothes
- Water Bottle
- For children in nappies, please provide nappies and wipes.
- Pack lunch

For their pack lunch, please provide a healthy and nutritious lunch. If you need any ideas on what to pack, you can take a look at this website for some yummy recipes!
http://www.nhs.uk/change4life/recipes

Please also make sure your child's clothes are labelled.

Snack times

We have a morning and afternoon snack. We provide a variety of seasonal fruit and vegetables, which when possible we go with the children to the local village store for them to choose.

Communication

As a Pre-School, we are trying to become paper free where feasible. We send a half termly newsletter and our planning out via Tapestry at the beginning of each half term.

Our door is always open if you ever need a chat!

Fees and funding

Children aged 2 to 3

Sessions are charged at £6.00 per hour.

You may be eligible for funding from 2yrs and you can check your eligibility through Childcare Choices.

You will get a half termly invoice from our Treasurer, for the hours your child has done that term.

You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager (Terms and conditions 2.9).

Children aged 3 to 5

All 3 and 4-year-olds are eligible for the Early Years Funding (15 hours per week) starting from the term after their third birthday until they start school (usually at statutory school age – the term following their fifth birthday). This funding is applied automatically as long as you have provided us will all of the requested information on your registration forms and you sign the termly 'Headcount form'.

Please note that the dates from which a child becomes eligible are set by Devon County Council and reflect the dates of their financial year and NOT the academic year. Therefore we advise that you take care to check the following information provided by DCC and seek advice from them where any queries may arise.

Generally the rule is as follows:
- If you Childs birthday is between 1st January and 31st March then their funding will be from 1st April/start of the Summer Term.
- If you Childs birthday is between 1st April and 31st August then their funding will be from 1st September/start of the Autumn Term.
-If you Childs birthday is between 1st September and 31st December then their funding will be from 1st January/start of the Easter Term.

Extended Entitlement for 3 and 4 year olds

You may also be eligible to receive additional hours funding which may be relevant to you if your child attends more than one setting. If you child is only attending Widecombe then we are only open for 15 hours which is covered by the automatic funding and you need not apply for further funding.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

We look forward to welcoming you and your child at Widecombe Pre-School

The Widecombe Pre-School Team.