



**'Grow, Achieve, Explore'**

## Parents Information and Registration Pack

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Tel: 01995 603016

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Dear Parents/Guardians

We have produced this pack to answer some questions you may have and to give you information about the most important aspects of our pre-school that will affect you and your child if they attend our pre-school provision.



Our pre-school provision is overseen by the school governing body and we are very happy to discuss anything about pre-school with you. You can also telephone school or call in and see us in operation.

This pack contains written information about the pre-school, included are: -

- details of the staff team, early years curriculum, arrangements for contacting pre-school staff/school, session and opening times, booking places, SEND, eligibility, uniform, meals, Early Education Funding and fees.

- Booking Form

Calder Vale St John's CE Primary Pre-School provides early education and childcare for children aged 3-4yrs.



At pre-school, our children have plenty of space as part of Bluebell Class, with access to our infant classroom, Bluebell outdoor learning space, library learning space, large playground and forest area. The staff and children design the environment and space so that a balance of adult/child led activities, learning, play and rest opportunities are available each day to meet a range of interests and needs and levels of maturity.

### **Eligibility/Admissions**

Any child of the above age is eligible, subject to a place being available for them. Pre-school attendance does not automatically assume a school reception place and the normal admissions criteria and process applies as with all children applying for a school place with us.

## Playing and Learning - Early Years Foundation Stage

Our Bluebell Class staff are all very experienced Early Years and KS1 practitioners. Our pre-school provision is overseen by Mrs. Martha Gallacher, who is a very experienced foundation stage teacher. We 'learn through play' and follow the EYFS –'Early Years Foundation Stage 2021'. This framework starts from birth



and continues through pre-school to the end of reception year in primary school. Our staff are highly skilled in planning and delivering activities with your child, which provide them with the skills that they need for their overall development. None of the areas of learning can be delivered in isolation from the others; they are equally important and depend on each other. All areas of learning are delivered through a balance of adult led and child-initiated activities. Children's learning is taken forward through staff observations of children's development and interests and you will be encouraged to take an active role in this. We would strongly encourage you to read more information included around the EYFS.



## Staff Team



Hello! My name is Levi Southward and I have been teaching EYFS and KS1 children for several years now, in a range of schools and settings. I am passionate about learning with the Early Years; creating exciting and enticing learning environments indoors and outdoors where each child feels happy, safe, nurtured, valued and therefore confident to play, explore, build meaningful relationships and learn all at the same time! It is a joy to see each child in our setting flourish as they take their first steps into their school life.

Mrs. Levi Southward – Bluebell Class Teacher

Mrs. Southward is supported by a full time Teaching Assistant.

## **Opening Hours**

Breakfast Club 7.45am – 9.00am

Pre-school AM 9.00am – 12.00pm

Lunch 12.00pm – 12.30pm

Pre-school PM 12.30 – 3.30pm

Full day 9.00am – 3.30pm

After School Club 3.30pm – 5.45pm (Mon – Thurs) 3.30pm – 4.30pm (Fri) - this is held at Scorton Primary School – transport is provided to the club on our school minibus

## **Pre-school Day**

AM/PM sessions are available and include opportunities for children to learn and play in a safe and supportive environment. Children have the option to stay all day with lunch and access our wrap around before and after school provision, should parents require a longer day.



## **Uniform**

Pre-school uniform consists of a white polo shirt and Calder Vale St John's Primary jumper / cardigan. Uniform is optional although we do suggest bringing your children in clothes you do not mind getting messy. Could we also ask that your child comes dressed appropriately for the weather – sun hat/cream, wellies and waterproof coats etc are essential as we like to take the children outside on a daily basis. A pair of wellingtons that your child can leave at pre-school is a good idea as we enjoy playing & learning outdoors every day.

## **Lunchtimes**

Children can be collected at the end of their morning session/s at 11.45 am to go home or can stay and have lunch with us. Children can also arrive for lunch, ready for starting their afternoon session/s. Alternatively, they can join us after lunch at 12.30 pm and stay for the afternoon session/s only. This is a busy time for us in school so please be extra aware of our safety and security procedures when collecting and dropping off children. For those staying for a school lunch there is an additional charge. Alternatively, children can bring a packed lunch from home.

## **Breakfast Club**

The early morning sessions start at 7.45am and a healthy breakfast of cereal,

toast, fruit and milk or water is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play before they are taken to the classroom for 8.45 am.

### **After School Club**

After School Club is held at Scorton Primary School. Transport is provided to the club on our school minibus. The after-school sessions start at 3.30pm (when school ends) and finish at 5.45pm from Monday to Thursday and at 4.30pm on a Friday. A healthy light snack is provided (not classified as tea). Pre-school children can join school pupils at the after-school provision which provides a wide range of indoor and outdoor activities which are planned around the children's ages and interests. We often run themed afternoons which are very popular.

Children must also be signed out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be collecting you will need to give us consent beforehand.



### **Settling In**

We understand for parents and children, starting pre-school can be a daunting time and a big milestone in your child's early life. We want to ensure it is a positive experience, therefore we do suggest a couple of visits to pre-school to support your child with the transition before officially taking up a pre-school place. We

usually suggest the child visiting with a parent initially and then a short visit alone with us. A settling in plan can be agreed with you.

### **Communication**

At Calder Vale we understand how important it is that you and the staff caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. When your child starts pre-school, we ask for you to fill out an 'all about me' booklet which will provide us with detailed information about your child's needs, likes, dislikes, routine, comforters and anything else you think is significant to the pre-school/your child. It's usually the small details which are



part of daily life for you (such as family name, favourite comforter or specific toileting/rest information), which when utilised by staff in your absence make a great deal of difference to your child, bringing comfort and familiarity. Regular opportunities for formal and informal discussions about your child and his or her progress are available.

### **What is a Key Person?**

A key person is a member of staff, who will get to know your child and as your child grows in confidence then he or she will move happily away from the key person and start to get to know the other staff in pre-school/school. However, the key person is still there, for you and your child, as a significant person.

### **Additional Needs**

Our policies and procedures within school enable us to cater for all individual needs – physical, educational and emotional. We will take time to get to know your child very well so we know how best to support them. Parents play an integral role in and are regularly updated on progress.

### **How do I pay for my Pre-school Place?**

#### **Early Education Funding 15 and 30 hrs**

Every 3 & 4-year-old is eligible for up to 15 hours of funded early education, from the term following the child's third birthday until they start school. Parents can choose to access the funded childcare flexibly and use more than one provider to meet their needs. The funding is available for 15 hours per week for 38 weeks. Some parents may choose more flexibility and use the funding throughout the year. A total of 570 hours is available.

The 1st September 2017 saw the introduction of an extended entitlement of 30 hours funded childcare for 3 & 4-year olds. This initiative is aimed at working families who can access a total of 1,140 hours – 30 hours per week over 38 weeks per year, it can be used flexibly and with one or more childcare provider. More information about this and eligibility for 30 hours can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

### **Fees**

In addition to funded hours, you are also able to pay for additional hours should you wish to. Prices are as follows:

<b>Sessions</b>	<b>Times</b>	<b>Cost</b>
AM Session	9.00am 12.00pm	£19.50
Lunch	12.00pm 12.30pm	£ 3.25
PM Session	12.30pm 3.30pm	£19.50

Additional non-funded hours must be paid for in advance via <https://www.parentpay.com/>. ParentPay is an easy to use online payment system which allows you to pay for Pre-School and Before and After School sessions without having to use cash. Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.

### **Parental Agreement**

Before your child takes up their funded place we ask that parents sign a parental agreement which stipulates the number of funded hours our provision will be claiming on behalf of your child. This form will also detail other childcare providers 'claimed for hours' if parents choose to spread their hours across multiple providers. This is to assist with any over claims and potential disputes around the allocation of funding.

Reserved places must be booked through our school bursar, Mrs. Kelsall, ([bursar@caldervale.lancs.sch.uk](mailto:bursar@caldervale.lancs.sch.uk)). In addition, subject to availability, one-off bookings may be made. One-off bookings cannot be made more than a couple of weeks in advance to ensure that we can give priority for people making regular bookings. Please complete the booking form attached to this pack. Further copies can be obtained from the school office.

### **Wrap Around Care**

Charges are: -

Sessions	Times	Cost
Breakfast Club	7.45am - 9.00am	£3.50
After School Club – Scorton (Mon – Thurs)	3.30pm – 4.30pm 3.30pm – 5.45pm	£4.75 £8
After School Club – Scorton (Fri)	3.30pm – 4.30pm	£4.75

### **Payment of Fees**

We use <https://www.parentpay.com/> to manage booking and payment of Breakfast and After School Club sessions. Payment must be made in advance of the session.

### **What do I do next if I want to book a pre-school place?**

If you are considering using the pre-school and want to come and spend time with us to see what we get up to, please get in touch, we would love to meet you and your child.

If you would like to register with us, please telephone 01995 603016 and email a copy of the registration form to [bursar@caldervale.lancs.sch.uk](mailto:bursar@caldervale.lancs.sch.uk) or you can come into school with your completed form. The pre-school teacher/school office will agree a date when your child can start attending and arrange settling in sessions if needed.

We take a regular monthly/ half termly/termly booking or you can book at short notice providing we have space available and our staff to child ratio allows this.

### **Important Information**

Calder Vale St John's CE Primary Pre-school cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/guardian.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date. To contact the pre-school during a session please telephone 01995 603016.