



Martley C.E. Pre-School

Martley, Worcestershire. WR6 6QA

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Pre-School Lead Supervisor: Jo Stratford

Executive Headteacher: Mr. Andy Hackley

Head of School: Mrs. Lucy Cox



Terms and Conditions

The Pre-School is open between the hours of 9:00am – 3:00pm. We run two sessions, 9:00am-12:00 and 12:00 – 3:00pm. Lunchtime is 12:00-1pm. In addition, there is a breakfast club from 8:00am – 9:00am and after school club from 3:00pm – 6:00pm. **This is for children aged 3 - 11 years only.**

Fees

Pre-School £12.60 per session. (aged 3+)

Pre-School £15.60 per session (aged 2-3yrs)

Breakfast Club £2.75 per 30 minutes (Breakfast included)

After School Club £2.75 per 30 minutes (meal included)

Wellie Wednesdays additional £5.00

Music with Shake, Rattle and Groove additional £1.50

All fees are payable in advance, this is charged even if your child is absent; for any reason, including holidays taken during term time (unless one month's notice is given of holidays). Booked but unattended sessions will still be charged for. The agreed amount must be settled at the beginning of each week/month or you may forfeit your child's place. One month's notice and payment is required in the event that your child should leave the Pre-School. This termination should be made in writing. Occasionally parents may need to change their session (in an emergency for example) and if we have the space, the Pre-School is more than happy to oblige, but unfortunately these are considered as extras and will be charged for.

Age of Admission

Martley CE Pre-School caters for children from the age of two to five years old during the normal day time sessions, but will accept children aged three to eleven for Breakfast and Afterschool Club.

Arrivals and departures

The children are your responsibility until handed to a recognised member of staff and each child must be entered onto the daily register. At the end of each session they will be handed back to you or your named trustee.

Written consent will be needed if the parent / carer is not collecting their child. A password system is in operation.

Please advise the Pre-School if you cannot attend for any reason.

In cases of emergency, you may use our mobile phones to contact us.

Please keep your child at home if they are suffering from any of the following: - Diarrhoea, nausea (your child cannot attend until 48 hours after the last bout of this – Department of Health guidelines), conjunctivitis, any unknown rashes, or have a temperature. Their absence should be until all symptoms have disappeared or until discharged by G.P or hospital. Please check that we have your correct numbers so that we are able to contact you. Martley CE Pre-School reserves the right to refuse acceptance of a child who is thought to be unfit to attend. If your child has been given Calpol (any other pain relief medication) we have the right to refuse entry to Pre-School if we believe your child is unfit to attend.

Please bring weather appropriate clothes for your child. They need a waterproof coat, sun hat, sunglasses and sun cream. Please apply an all day sun cream in the morning before your child attends Pre-School. You may bring in sun cream - **this must be named**.

Personal Property

No responsibility can be accepted for loss or damage to clothing and for this reason we recommend suitable clothing should be worn when painting etc. Open toed sandals are not permitted at PreSchool. If possible please discourage children from bringing their favourite toys and valuables into Pre-School as we cannot accept responsibility for them when they get lost or broken. Comforters are welcome. When bringing in drinks, nappies, wipes etc. please have them clearly marked with your child's name.

Photographs

With your permission, we may take photographs of your child at play. These may be used in your child's records or used in students portfolios and will be protected by confidentiality. Photographs of children (other than your own) cannot be taken on any other device.

Medication

First aiders will only administer this, if it has been prescribed by a doctor, is in its original container, and there are signed, clear instructions on dosage and times. All parents must leave a number where they can be contacted. Should your child become unwell at Pre-School every effort will be made to contact the parents.

Accidents

There is a first aider present at each session. Some accidents are unavoidable but should one occur, you will be informed and it will be entered onto an accident form, you will be asked to sign this.

Students

We do have a number of students within the Pre-School setting and we encourage them to take part in all activities concerning your child's welfare. These students are under supervision at all times.

Complaints

There is a complaints procedure for you to use should the need arise, the manager and deputies take each one seriously and will listen and reply to all of your concerns. A copy of our complaints policy and procedure (along with all of our policies) are available to view in the foyer.

Key Person System

We operate a key person system where each member of staff is responsible for an allocated amount of children, this is to ensure that the needs of each child is recognised within the Pre-School and if necessary individual lay plans will be drawn up to meet those needs. A record of your child's skills and development are kept on our files and they are for you to keep as a memento, or to present to your child's school. You may ask to see these at any time, but please try and make it at a convenient time when your child's key person will be able to spend time with you i.e. at the end of a session. You will also receive written and verbal reports of their progress.

Early Learning Curriculum

We follow the Early Years Foundation Stage and planning is done for each session to cover a variety of topics.

Funding

Worcestershire County Council will fund children after their third birthday for fifteen hours a week. (Term time only) There is also funding available for 30 hours a week subject to meeting criteria. Unused hours cannot be carried forward to another week. Some children may be funded in the term following their second birthday (according to WCC criteria).

Outings

We may have trips out during the year where parents, grandparents and friends are welcome to join us. Each child must be accompanied and parents/carers must be responsible for their own child.

Child Protection

There is a child protection policy in place; the Designated Safeguarding Lead (DSL) is Lucy Cox (Head of School)). The Deputy DSL's are Andy Hackley (Executive Head Teacher) and Jo Stratford (Pre-School Lead Supervisor).

All staff students and volunteers will have had a DBS police check and our main priority is for the safety and the health and well-being of your child and we will endeavour to protect the children in our care from all forms of abuse. It is made clear to all new applicants for work that positions are exempt from the provisions of the Rehabilitations of Offenders Act 1974. Changes in children's behaviour will be monitored. The Pre-School will liaise with outside agencies and other professionals where necessary and keep parents informed.

Information

In order to provide your child with equipment, materials and a high ratio of good quality staff, we would ask that fees be settled promptly at the beginning of each session, or each new month. Some children from the age of three may be eligible for government funding but there are times when your sessions will need to be paid for and the Pre-School will keep you informed.

Our term times run in line with the Primary school. Details of opening times are displayed on the boards, on the bills and on our newsletter. You will also be notified through Class Dojo. All our activities are appropriate for the age range and development of the children. We offer a free choice group where the children decide their own activities and are encouraged to do them for themselves whilst being supported by the staff. However we do enjoy coming together as a group for snacks and games, planned activities and at circle time for singing, story time and phonics. We would like to extend a warm welcome to all parents/carers and extended family etc. and would like you to discuss your child's likes, dislikes, comfort toys, health problems and stability for your child being away from you. If you have any special requirements that you would like us to follow, or any suggestions to contribute to your child's wellbeing, we would like to hear from you, there are many ways this can be done. If you could like us to celebrate any festivals or have any cultural requirements please let us know.

Refreshments

Milk or water is provided throughout the morning as liquid refreshment, we also offer a range of snacks in the form of toast, fruit or biscuits (all vegetarian) at break time. Within the Pre-School there is a comprehensive range of policies to help guide us in our day-to-day dealings with your children. They are under constant review and you may ask to see them at any time.

Uniform and Equipment

It is vital that your child has a book bag to loan books from Pre-School. As this is an essential part of equipment required, parents/carers must purchase one from our uniform supplier or from the Pre-School staff. If a book bag is not purchased then one will be issued to your child and you will be invoiced accordingly.