

# Parkland Pre-school Welcome Booklet



**Parkland**  
**Pre-School**

Learning together

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South Wigston  
LE18 4TA  
Tel: 0116 278 2142

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Welcome to Parkland Pre-school. We hope you find lots of useful information in this booklet.

### Key Information

Parkland Pre-school caters for 24 children aged 3 and 4 years old in morning and afternoon sessions. It provides care and early education for children working within the required guidelines for the EYFS (Early Years Foundation Stage) curriculum.

The Pre-school is registered with Ofsted alongside the school and therefore share a registration number. We operate on a staff to child ratio of 1:8 for three to four year olds.

### Hours of Opening

Parkland Pre-school is open during term time only.

Hours of sessions are as follows:

Morning session 8.45 - 11.45am

Lunch time 11.45 - 12.15pm

Afternoon session 12.15 - 3.15pm

Children may attend for as few or as many sessions as their parent's wish, space allowing. Any sessions over your funded hours are charged at £10.00 per session and £2.00 per lunch time session.

### Our Mission Statement

*To provide every child with the opportunity to explore and discover quality learning experiences within a fun, exciting, warm and secure environment to develop strength and skills for early success.*

### Our Aims, Objectives and Vision

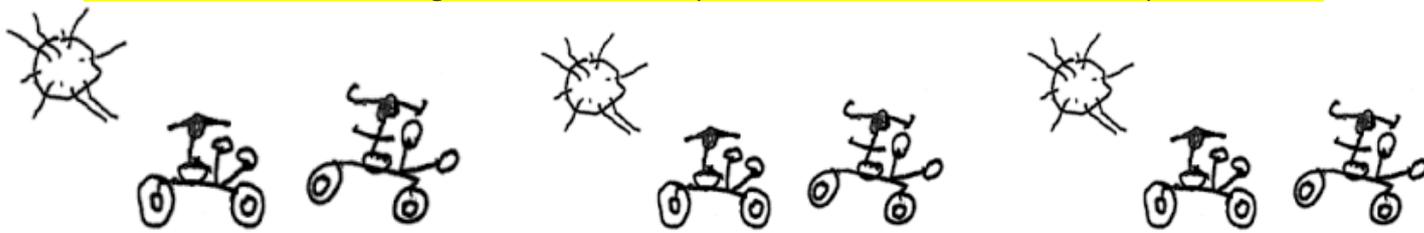
Parkland Pre-school is a term time only Pre-school for children between the ages of 3 and 4 years old. It is part of Discovery Schools Academy Trust (DSAT). We hope children will attend Parkland Primary school but it is not an automatic right and parents/carers need to apply through the normal channels.

Parkland Pre-school aims to nurture children's deep desire to learn, to experiment, to socialise and to gain independence. The curriculum we follow is The Early Years Foundation Stage (EYFS) which is designed to cover 7 areas of learning. It consists of 3 prime areas which are: Personal, Social and Emotional Development, Communication and Language, and Physical Development. It is seen that these 3 areas are fundamental from birth and build the roots for future learning.

There are also 4 specific areas which are: Literacy, Mathematics, Understanding the World and Expressive Arts and Design. These 4 specific areas strengthen the prime areas and help us to apply these within a Pre-school setting. All these 7 areas are inter-connected and most of our activities within the Pre-school cover more than one area at one time.

The wide and varied range of activities we offer provide the children with not only a basic grounding in numbers and letters, but a wealth of learning experiences, allowing them to progress to their next stage of education with a sense of achievement and confidence.

All our activities are designed to cover multiple areas of the curriculum at any one time to



ensure each child has the opportunity to achieve in all of these areas. All activities are planned to follow children's interests which encourages them to be more involved in their learning and achieve their potential.

Emphasis is placed on the development of every child's self-esteem and independence, and they are strongly encouraged to be kind and caring to one another in a positive and nurturing environment. Children work and play together in a happy, relaxed and positive atmosphere in which encouragement abounds and the surroundings are colourful, attractive and adaptable. The experiences provided for each child are stimulating, challenging, absorbing and satisfying, allowing for every aspect of development and progression. The children are taught by dedicated, enthusiastic and well qualified staff in spacious and well equipped areas. This all combines to help us provide a start to education of the highest standard. The whole of Pre-school has been refurbished specifically for the needs of the children. The outdoor area is open during morning and afternoon sessions and has a large natural area for the children to explore and learn in. Resources are age appropriate and offer a wide range of experiences for the children.

Parents are an integral part of the education process. In recognition of this important role, parental involvement is actively sought, encouraged and welcomed. Parkland Pre-school strongly believes that this vision will ensure that children will enter primary school with the necessary skills for lifelong learning.

### **Safeguarding Children**

Parkland Pre-school aims to provide a friendly, welcoming environment where all children feel safe, secure and free from harm. We promote and safeguard the welfare of children in our care, which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaints or concerns received relating to a child to Social Care or the police. A copy of our Safeguarding Children Policy is available for parents to read.

### **Staff**

All four members of staff are qualified at level 3 or above. The Manager is qualified at level 5. We have a Deputy Manager and two Assistants. All staff regularly attend courses and workshops to keep up to date with current educational thinking, and staff are required to attend statutory courses such as Paediatric First Aid and Safeguarding Children.

### **Pre-school Staff List**

Sarah Duckett - Manager

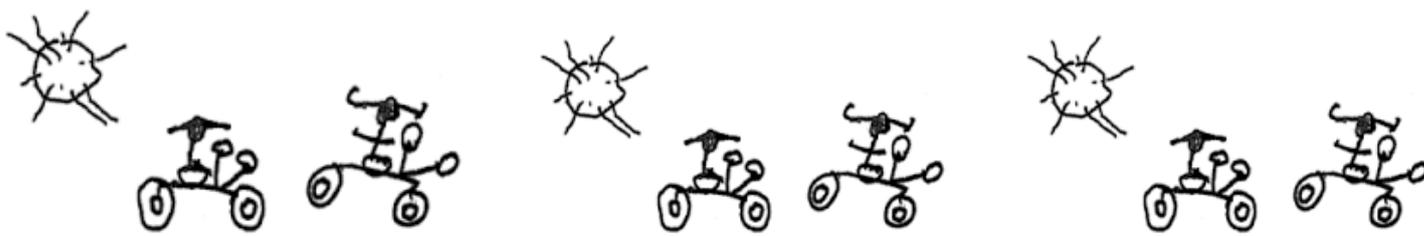
Tracey Batson - Deputy Manager

Stacey Ball - Assistant

Haley Grace-Assistant

Dawn Pawley - Lunchtime Assistant

Ilona Goodwin - Pre-school Administrator



Key People - All staff are allocated key children for whom they are responsible. They are not the only member of staff who will work with your child, but they are the person who; inputs into the planning for them, files their work, keeps their records up to date and is responsible for the monitoring of their overall development.

The role of leading sessions is taken on by Pre-school staff on a rota, under the charge of the Manager.

### Visitors

Anyone visiting the Pre-school, prospective parents, educationalist or invited guest - will have an appointment, the details of which will be written in the pre-school diary. On arrival the visitor will be asked to fill their details (Full Name, Time in and out, Purpose of visit, Vehicle Registration) in our Visitors' Book. They will then be asked to sign themselves out of the book when their departure time arrives. No one unknown to the pre-school is allowed to visit without an appointment.

## Working in Partnership with Parents and Carers

### What is it like for a child here?

#### Activities



#### Life at Pre-school

Our Pre-school is a vibrant and happy place. This section aims to cover the basic Pre-school routines and systems which help us to run smoothly, but, there is far more to life at our Pre-school than space here allows.

The starting point for our Pre-school Curriculum is the Early Years Foundation Stage (EYFS), but the depth and breadth of coverage goes much further. Our curriculum is carefully planned and co-ordinated to ensure your children receive a relevant, balanced, enjoyable and challenging learning experience.

The Pre-school has its own outside areas; a natural area for all day play which includes a mud kitchen, designed and built by the children themselves using hammers and nails. We encourage your children to have their own ideas and to implement these by using the equipment we provide, this is risk assessed by us with involvement from the children with regards to their own safety. We also have an area for painting, a tarmac area for bike and scooter riding and a planting area for gardening. There are plenty of opportunities for outdoor play, and wherever possible we operate a free flow between the inside and outside areas. The indoor space



is divided for different activities; a wet area for creative learning and a carpeted area for role play, small-world, whole class and adult initiated learning. There are extra tables and chairs for lunchtime so that children can sit together to eat their packed lunch.

The children undertake a wide variety of activities to make the very most of their natural enthusiasm for learning at this age. All of our activities are planned according to the children's interests and are observed and tracked along the EYFS, by the individual child's key person. All activities are planned to cover multiple areas of the EYFS at any one time; for example: sand play may cover Expressive Arts and Design by allowing the child to explore freely, but by building sandcastles with the children we are encouraging their Mathematical skills, their Personal Social and Emotional Development as they share their space and their Communication and Language skills as we talk to the children as they play.

Some of these activities include experimenting creatively with collage materials, clay, play dough, paints and crayons, spending time dressing up and playing together in the role play or building their own creations from a variety of construction toys and natural materials. Children are encouraged to enjoy books and stories.

Table top activities encourage the development of fine motor skills with pencils, crayons, chalks, scissors, threading, puzzles and other equipment, while board games nurture the ability to take turns. We have a computer and ipads which offer various matching, colour, number and letter games for our Pre-school children.



## Planning

Our planning is very much play based and child led following the EYFS guidelines and is reviewed on a daily basis by the Pre-school staff. The observation, assessment and planning system reflects the child's current stage of development and the possibility of what the child could learn with the input of further learning from an adult. Your child's key person will lead activities based around their next steps regularly. Children also take part in adult led groups for letters and sounds and daily group times with their key person.

## Fees

£10 morning/afternoon session

£22 all day

£2 lunch club (bring packed lunch)

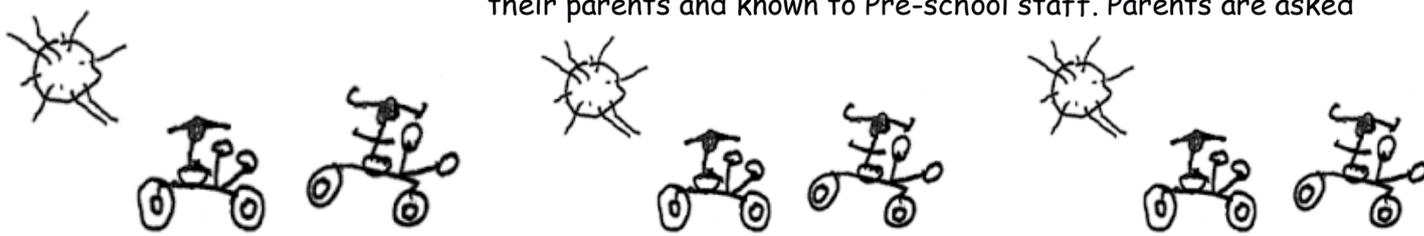
The Government provide all 3 and 4 year olds with 15 hours of free childcare per week, or 30 hours for those who qualify, under the Free Early Education Entitlement (FEEE), this can be used in a variety of ways.

Please speak to a member of staff for more information or visit the Leicestershire County Council Website at [www.leics.gov.uk/feee](http://www.leics.gov.uk/feee) for more information.

Fees must be paid by the 1<sup>st</sup> of each month in advance.

## Collection of Children

Children may be collected from Pre-school only by their parents or other carers nominated by their parents and known to Pre-school staff. Parents are asked



who has parental responsibility for the child at the time of registration, the Pre-school are unable to refuse collection of a child by either parent unless they do not have parental responsibility or there are legal documents which state this. For more information on parental responsibility please speak to the Manager or visit [www.gov.uk](http://www.gov.uk) and type parental responsibility into the search box.

Children who are not collected will be cared for in Pre-school while attempts are made to contact, in the first instance, the parents, and failing that, the nominated emergency contact on the child's application form. At this point the Pre-school's Safeguarding Policy will be followed and the Senior Designated Safeguarding Officers would be called upon for advice. If no one can be contacted and the child is still with us after 30 minutes or as the Pre-school is about to close for the day, our Safeguarding Policy will be followed and Leicester Social Care Duty Team: 0116 2527004 would be notified along with Ofsted, and their advice followed. No member of staff would ever consider taking a child home themselves, or allow anyone who had not been authorised by the parents, to do so either.

A report would be written as soon after the incident as possible and this would be kept in the Pre-school's child protection file.

If in the instance where someone unknown to the Pre-school is needed to collect your child, you will be asked for a full description of the person and a password, only known to the two of you, which will then be asked for upon collection. If the information given on collection doesn't match up with that given to the Pre-school by the parent, then collection will be refused and attempts will be made to contact the parents.

### Late Collection of Children

Staff at Parkland Pre-school will look after uncollected children, whilst every effort is made to contact the parents.

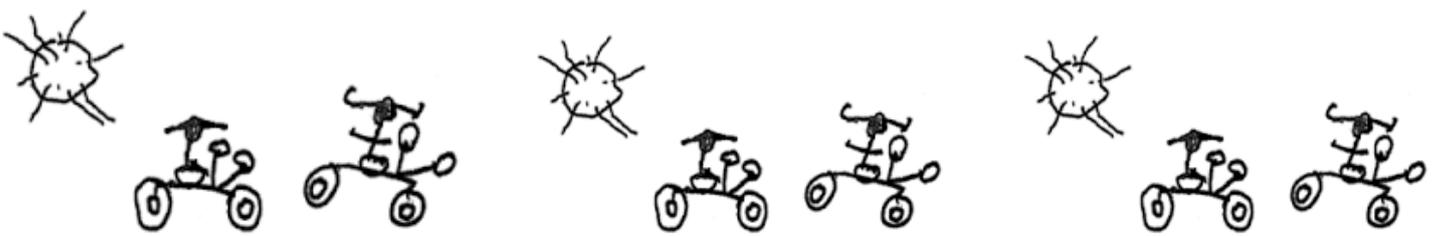
If a parent is aware that they are going to be late in advance, then they are asked to inform a staff member on drop off in the morning or by telephone at the earliest convenience.

If a parent is late to collect their child with less than 1 hours notice or no notice at all the staff will still look after the child whilst attempts are made to contact the parent. In the event of late collection of your child from their normal agreed session time, we reserve the right to charge for each additional 15 minutes at a rate of £4. If a child is still at Pre-school 30 minutes after they were due to be collected, or as the Pre-school is about to close, and all attempts to contact parents and the child's emergency contact, have been unsuccessful, Leicestershire County Council Social Care Department (0116 3050005) would be called upon and their advice would be followed.

### Non-Payment of Pre-school Fees

Failure to pay outstanding Pre-school fees could lead to the withdrawal of a place from the Pre-school roll. Invoices are processed in advance and are payable in advance, by the 1st of the month. Payment received later than the given due date stated on the invoice (14 days after date of invoice) may incur a late payment fee of £20.

Withdrawal of a place is entirely at the Bursar's discretion. It would be unusual for a child to still be in attendance at the Pre-school at a point where solicitors have been instructed to recover a debt.



## Daily Routine

8.45 Arrival of children attending morning session. Children are encouraged to self register by finding their own name and choosing their own peg.

9.00 All morning children should have arrived. The children will sit for a register and then separate into their key groups for their morning group time with their key person.

The children have the opportunity to have milk and choose fruit from the snack bar throughout the session.

9.20 The children are able to choose from a variety of activities including mark making, role play, crafts and exploring with the natural materials. The children also have free choice of where their learning takes place as a range of activities and experiences will also be available in the outdoor space.

9.35 Adults will lead play in designated areas and according to the children's next steps and interests

11.20 Tidy up time in all areas.

11.30 All children have a quiet time which could be a story, some singing or a show and tell time.

11.45 Morning children go home and others arrive for lunch and the afternoon session

11.45-12.15 Lunch time

Some children go home after lunch and all other children participate in free play activities.

1.00 The children will sit for a register and then separate into their key groups for their afternoon group time with their key person.

The children have the opportunity to have milk and choose fruit from the snack bar throughout the session.

1.20 The children are able to choose from a variety of activities including mark making, role play, crafts and exploring with the natural materials. The children also have free choice of where their learning takes place as a range of activities and experiences will also be available in the outdoor space.

1.35 Adults will lead play in designated areas and according to the children's next steps and interests

2.50 Tidy up time in all areas

3.00 The children come together for a story and show and tell session before home time.

3.15 Home-time.

There will also be times throughout the week where the children will have the opportunity to take part in games and activities to introduce Phase 1 Letters and Sounds.

## Food

Children are provided with fruit and milk during both morning and afternoon sessions. Allergies are catered for and parents must inform Pre-school staff of any food allergies prior to their child starting at Pre-school.

Children who stay for lunch must bring a healthy packed lunch with



them. We are a no nut Pre-school and school due to some children and staff having serious nut allergies.

### Outdoor learning

The Pre-school's grounds provide an ideal outdoor learning environment, with natural gardens. We endeavour to keep the outdoor area open all year round, whatever the weather and encourage the children to be outside daily. A wide variety of activities are planned for the outdoor area which encourage children to learn across all areas of the curriculum. The main aims are for children to develop their independence, problem-solving skills, self-awareness, good social and communication skills, fine and gross motor skills and to have a positive attitude as well as greater self-esteem and confidence. Everyone is involved helping each other to achieve, as well as having fun.

PLEASE REMEMBER: There is no such thing as bad weather, just inappropriate clothing!



### Appropriate clothing

It is essential that all children have the correct clothing with them every day. As a Pre-school we try to be out of doors as much as we are indoors and children will go out despite the weather. Outdoor clothing will get very muddy especially in the winter months. We would therefore advise that you send your child in clothing that you are comfortable with them using for this purpose.

The following list of clothing should be provided daily:

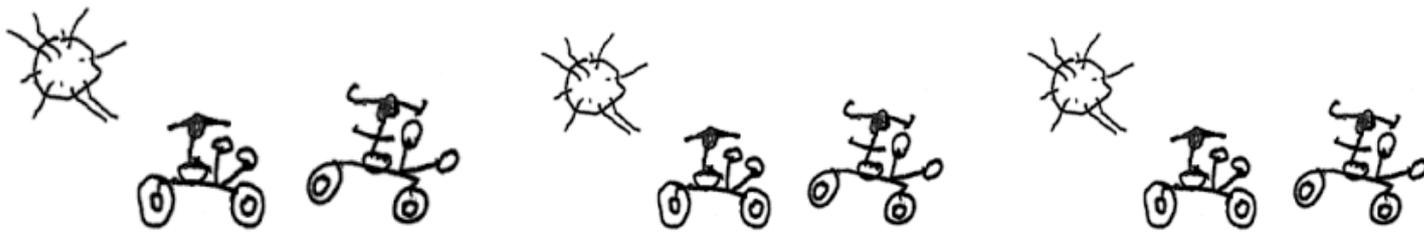
- Parkland Pre-school T-Shirt at all times and a fleece during the colder months.
- Trainers or other sensible indoor shoes in which your child can move freely.
- Clothes which enable them to take part in physical activities and promote independence for toileting.
- A warm coat, hat, gloves and scarf in colder months.
- A sun hat in Summer, to reduce the risk of sun stroke.
- Wellington boots and waterproof clothing for messy play outdoors. Please place these into a named drawstring bag - we play in mud all year round. The bag will be sent home weekly for you to wash and return on your child's first session of the following week.
- A change of clothes for the day including underwear and socks.  
Please ensure that all items of clothing and footwear are clearly labelled with your child's name.

## Children

### Registration of Children

Admission to Parkland Pre-school is first come first served basis.

Parents should initially contact the school reception and arrange for an appointment to view the



Pre-school and speak informally with the Manager.

If parents decide to proceed they will be asked to complete an application form. Sessions are to be agreed between parents and the Manager and will be based on availability.

It is very important that throughout a child's attendance at Pre-school parents ensure the Manager is informed of changes in details held, especially changes of address, telephone numbers including mobile numbers and all matters of medical significance.

We understand that it can be difficult for a child to settle in and every support is given to help your child do this. Pre-school hold an open evening as well as a transition morning where you and your child are invited to stay and play for an hour before your child starts. You are also invited to stay for the first hour of their first session to help with this process.

### **Notice Period**

Four week's written notice is required to withdraw a child, who has booked term time sessions.

### **New pupils**

New children in Pre-school are always monitored very closely by the Manager and Pre-school staff prior to the allocation of the child's Key Person (which usually takes place within the first couple of weeks but definitely within the first month).

### **Daily Registration**

Attendance registers are completed for all children. Children are marked into the register as they enter the Pre-school. When a carer turns up to collect a child, the child is immediately signed out of the register.

Pre-school Attendance Registers are a legal requirement and we are obliged to complete them fully and accurately, therefore:

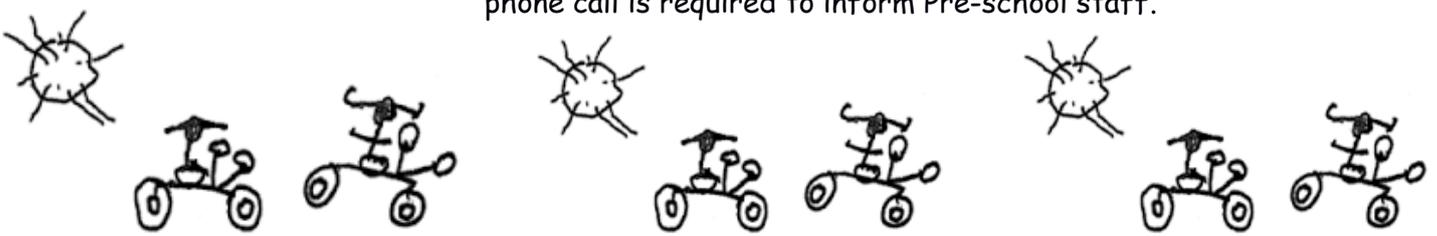
Parents/guardians should inform the Pre-school either in writing or by telephone of the reason for any absence for any period including any part of a day and continue to inform the Pre-school of a child's absence on a daily basis if the absence has not been approved in advance (e.g. annual family holiday)

Any notes will be kept with the pupil's file. Parent's are also asked to sign an absence form on their return to Pre-school as proof of absence to ensure that documents are kept up to date for their Free Early Education Entitlement (FEEE). Regular absences or late arrivals can result in a loss of FEEE paid and parents may be asked to reimburse Pre-school as per the terms and conditions.

### **Attendance**

We understand that families may want to have a holiday during times when their child is booked to be at Pre-school. If you choose to take a holiday within term time you will still have to pay full fees for this time.

If your child is poorly on a day they are meant to be in attendance, a written letter, email or phone call is required to inform Pre-school staff.



Pre-school staff have a responsibility for the safeguarding of all children in attendance and long periods of absence without written notice may be reported to Leicestershire County Council Social Care Department.

### **Key Person Role**

Every child at Parkland Pre-school will be allocated a Key Person. This will usually be decided within the first couple of weeks of a child starting Pre-school. The adult becoming the child's Key Person will be decided on by who the child and the parents have built the best bond with during the first weeks.

This member of staff will be responsible for observing, assessing and planning for your child's needs. The child's Key Person will be responsible for making sure that their key children get to access all areas of the curriculum in a way that suits the child and is following their interests. Even though children at Parkland Pre-school all have a Key Person, every member of staff will work with every child, so that a child doesn't become too attached to one person as this can cause problems if the staff member is taken ill.

The child's Key Person will be your first port of call, along with the Manager, to discuss any aspect of Pre-school life.

### **Pastoral care**

The welfare of each and every child is the prime concern of all employees of the Pre-school. We aim for our pastoral care to be second to none, as a child's happiness is fundamental to their fulfilment and development as rounded, successful individuals.

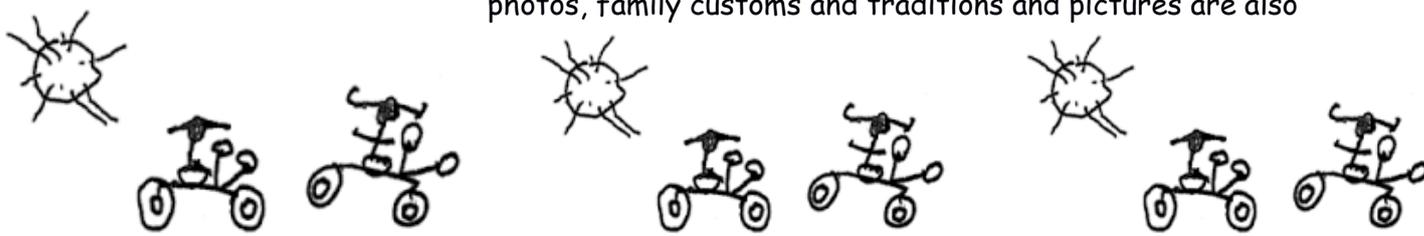
Emphasis is placed on the availability of all practitioners to help children with individual problems. Staff meetings are held specifically to discuss children's progress and welfare. In Pre-school, your child's Key Person will be your prime contact and the Manager tries to ensure she is always available.

We are very aware that children often get bumps and bruises - this does happen at Pre-school but also happens at home. If your child has a bump/bruise or other wound when arriving at pre-school we would appreciate being informed, an existing injury form will also need to be completed by the person informing us of the injury. Bumps and bruises noticed on a child without being pre-informed will also be recorded and if deemed appropriate reported to outside agencies and our Safeguarding Policy would be followed.

### **Records**

All children have a file containing their registration form, medical details (of which we ask parents to inform us if any information changes), any correspondence from parents, health, welfare or educational professionals, and copies of any reports supplied by the Pre-school. These files are kept in a locked filing cabinet in the office away from the children. Parents may ask to see their child's file if they so wish. All information of relevance is passed on to the next school.

When a child joins Pre-school the parents are asked to give some information about their child for the front page of their learning journey - this is in the format a personal profile but family photos, family customs and traditions and pictures are also



welcomed and encouraged. Learning Journeys on every child are then completed in an ongoing manner from observations of activities and lessons noted by all staff on planning and observation sheets throughout the year. Their Learning Journey could include photos, observations, and work produced by the child. Every item is matched up to the areas of the curriculum it covers and gives an overview of a child's development in each area. These Learning Journeys give staff and parents alike an idea of where a child is in each area and allows staff and parents to put extra support in place in certain areas if needed. These Learning Journeys are given to the parents when their child leaves Parkland Pre-school. These records may be shared with parents at formal Parents' Meetings which take place twice a year, or at any time the parents request to see them, they are also easily accessible for the children to look through and share with their peers and practitioners. The information from these records is sent on to the child's next school when they leave Parkland Pre-school, in the form of a 'Transition Document' which is part of their Learning Journey.

Whilst the child is at the Pre-school, all records stay on the premises at all times unless prior permission is sought from parents and given to a member of staff by the Manager. A parent may ask to see their child's Learning Journey at any time.

### **Contact with Staff**

Effective and regular contact between Pre-school and parents is essential. Conversations may often be informal but appointments for more formal discussions can be made by contacting the Manager, who will decide who is best to deal with your concern. A formal opportunity to discuss your child's progress is given at parent evenings, although staff are happy to be contacted informally at any time.

Verbal communication about your child's day will be given at the end of a session. There will always be at least one member of staff available to speak to. Please see the parent/carer information board for details.

Parkland Primary school is available to take your calls between 8.30am and 4pm and they will endeavour to put you through to Pre-school or pass a message on to us.

Our contact details are:

Telephone 0116 2782142

E-mail [preschool@dsatparkland.org](mailto:preschool@dsatparkland.org)

### **Communications**

The Pre-school strives to make all staff accessible to parents and parents are encouraged to make contact should they have any concerns or wish to discuss any matter relating to their child.

Normally your first point of contact should be your child's Key Person for general problems or if you have a concern with some aspect of the curriculum. The Manager should be contacted if a parent wishes an interim review of a child's progress or an appraisal of his/her ability and potential. The Manager has an overview of all issues and can always be approached on any matter.

Financial matters are dealt with by the Pre-school Administrator.

Absence notes should be written to the Manager.

If the Pre-school needs to contact you for any reasons, we will do so promptly but it is essential that the Manager is given your up to date contact details as well of



those of anyone whom we should contact in case we are unable to reach you.

### **Sharing Information with Parents and other agencies**

Information and concerns about children are shared between practitioners and with parents informally on an ongoing basis. Parkland Pre-school has an 'open door' policy and encourages parents to talk to staff at dropping off and picking up times about anything that concerns them. The Staff make a point of sharing positive experiences with parents and not only talking to them if there is a problem. If a parent wants to speak to a member of staff privately, there is always either an immediate meeting or an appointment made for another time convenient to them. These meetings are usually held in the Manager's office, away from the children.

In addition, there are two opportunities during the year for parents to have a formal meeting with the Manager or the child's Key Person to discuss the child's progress and look at their work.

There are times where it may be necessary to share information with other agencies, such as Health Professionals or other Educational establishments. When doing so Parents' permission would firstly be sought and our Data Protection Policy would be followed. In the case of a safeguarding concern where it was felt that to gain parental permission would cause harm or further harm to a child or other persons, information would then be shared without permission and our Safeguarding policy would be followed.

There is a parent's notice board on the wall in the Pre-school lobby. Copies of all correspondence and newsletters are posted on this board, and each family receives their own copy of all letters. Parents are reminded to check their children's folders regularly not only for correspondence, but also for their children's paintings and work.

For families who have English as an Additional Language, Parkland Pre-school will make every effort to explain information in letters.

### **Letters home**

Parkland Pre-school will provide every child with a folder and communication record.

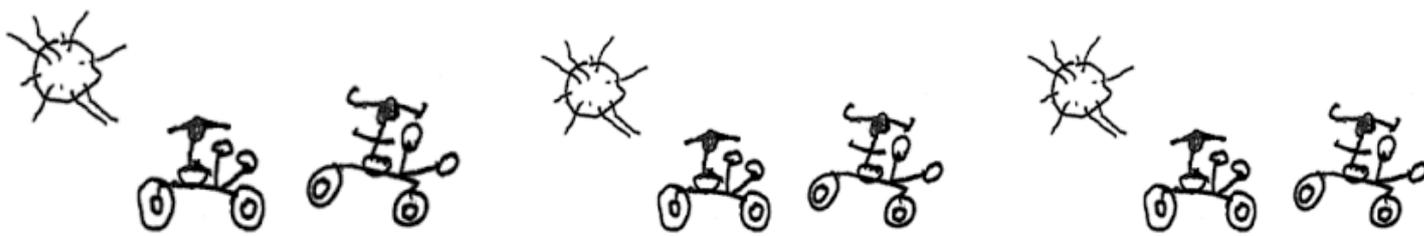
Replacement folders will incur a cost of £1. Letters regarding routine Pre-school matters will be put in the children's folder provided by Pre-school. These letters may include details of a forthcoming trip or arrangements for a Pre-school event. These letters often include consent slips which need to be completed and returned to the Manager if your child is to be allowed to participate in the activity. Therefore it is vital that your child's folder is checked regularly to ensure that you receive these letters.

Occasionally, the Pre-school will also send sets of letters via the Royal Mail.

Letters will also be posted on our website for parents to access.

### **Pre-school Newsletter**

Our Pre-school newsletter is published every term. This includes, amongst many things: information about the coming months, Pre-school news, details of children's achievements, summaries of recent activities and Pre-school notices. It is produced at the end of every term and put into each child's folder. The newsletter is a vital means of communicating important information to parents and we ask parents both to check they receive the newsletter each month and to read the contents carefully.



The newsletter and additional pictures can also be viewed on Parkland Primary website under 'pre-school' and on our Twitter feed.

### **Money and personal possessions in Pre-school**

Children should not bring money to Pre-school. On the infrequent occasion when children are asked to bring money to Pre-school for a collection or visit it will be collected on entry to the Pre-school. Responsibility for money lost at Pre-school cannot be taken by the Pre-school.

Although we like to encourage children to bring in items of interest from home to talk about during show and tell times, we discourage toys from home being brought in as this can sometimes lead to problems with sharing. Toys designed for a child at home could easily get broken at Pre-school and therefore we would take no responsibility. If items of interest are brought into Pre-school for show and tell sessions please ensure that they are labelled with your child's name and placed in the box in the entrance to avoid them being lost or broken. Children's comfort objects required during the course of the day or for quiet times are always welcome to be brought in.

### **Extreme weather**

In the case of extremely adverse weather conditions it is possible that the Pre-school may be forced to close. We do have an emergency plan which we would follow in the first instance but if after following that we cannot still operate safely we may be forced to close for a day. Such actions will only be taken in extreme circumstances and in the interests of safety. Early morning announcements concerning any closure will be made by e-mail, local radio and by recorded greeting on the school's answer phone. An update will also be put on our school website.

Should extreme weather or an unforeseen emergency force the Pre-school to close during the day the Pre-school will telephone parents and inform them of the arrangements. Once again, Pre-school policy is to remain open whenever possible but a closure may be deemed unavoidable.

### **Policies and Procedures**

These are contained in a separate folder in the pre-school office and are available to read on request.

