



Welcome Booklet

Crownhill Meeting Place

Lennon Drive

Crownhill

Milton Keynes

MK8 0AS

Tel: 01908 263995

Web: www.smallwonderspreschool.co.uk

Registered Charity No: 1033685

Ofsted No: 141780



Accreditation achieved with the Pre-school
Learning Alliance October 2006



[Small Wonders Pre-School](#)

Welcome to Small Wonders Pre-school

Small Wonders Pre-school aims to provide a safe, fun, learning environment.

Registration

The pre-school is open to children between the ages of 2 to 5 years.

To register your child, please come along and talk to our pre-school manager or email us on jsmallwonders@btconnect.com.

Registration forms should be returned either by hand to the office or via email. On receipt of the registration form you will receive an invoice for our registration fee of £10. This is to cover our administration costs.

Fees and Opening Times

Children aged 2 to school age can attend the following sessions:

Monday	9.30 to 12.00 and 12.30 to 2.30	Morning Session £13.50
Tuesday	9.30 to 12.00 and 12.30 to 2.30	Afternoon Session £13.50
Wednesday	9.30 to 12.00 and 12.30 to 2.30	Lunch Session £3.00
Thursday	9.30 to 12.00 and 12.30 to 2.30	Breakfast Club £5.00
Friday	9.30 to 12.00 and 12.30 to 2.30	*Consumables 50p per session

Lunch session 12.00 to 12.30

All day sessions are available Mon-Fri 9.30 to 2.30.

Breakfast club runs from 8.30 to 9.30 Monday to Friday.

*Consumables fee: This is a fee charged to all funded children's sessions, to help cover the cost of snacks, paint, craft, materials etc.,.

Funding

2 year funding is available for families in receipt of benefits providing 15 hours free childcare per week from the term following their 2nd birthday. Applications for 2yr funding can be completed with the manager at preschool.

3 year funding is available to all 3 year olds from the term following their 3rd birthday providing 15 hours free childcare per week. Applications for this will be completed at the preschool.

2 year funding is available to some working families from the term following the child's 2nd birthday. Parents have to make the applications and update their applications as required. 15 hours from April 2024 and 30 hours from September 2025.

30 hours funding is available to some working families from the term following the child's 3rd birthday. Parents have to make the applications and update their applications as required.

To check your eligibility for all funding please go to www.chidcarechoices.gov.uk

Starting the Pre-school

Before starting the pre-school, you and your child will be invited to attend two settling in sessions. During these sessions you will meet all our staff and your child's key person. You and your child can stay for an hour to play and familiarise yourselves with the setting. These sessions are free of charge.

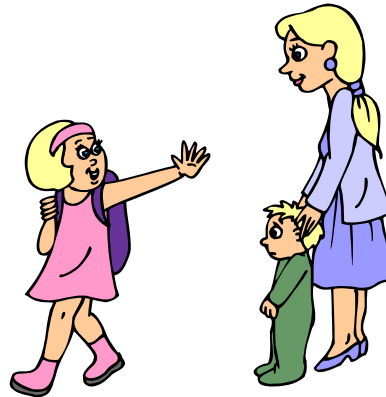
You will be asked to complete some paperwork with your key person. This will give us information to help us settle your child in.

You may stay with your child during the first few sessions to enable them to settle.

Please ensure that your child is collected on time. It can be very distressing for a child to be left behind when all the other children have gone.

Please remember to keep us informed of any change of address or telephone numbers – particularly mobiles.

Please note that you must inform us in advance if your child is to be collected from the session by someone else. You may wish to use a password on these occasions.



What to do at the session

When the doors are opened, please bring your child in and remove all coats or jackets and encourage your child to find his or her named peg. Encourage your child to find their name card and then settle them on the mat for registration time.

Once your child is settled you may leave the building. Families will be supported by the pre-school for as long as it takes to settle their child. Where appropriate, to separate from their child for brief periods at first, gradually building up to longer absences.

At the end of session, you will be greeted at the door by a member of staff with the signing out sheet. Sign for your child and then make sure you have all belongings with you when you leave.

Late pick up charges are applied at a fee of £5.00 for the first 15 minutes. If the pre-school manager has been unable to contact you or the person you have named as your emergency contact then local police will be informed and a fee of £10.00 will be charged for the first half hour and £10 for every 15 minutes after that until your child is collected.

Children's code of conduct

Please encourage your child to follow our golden rules:

Walk when inside.

Talk nicely to each other. (no shouting)

Look after all the toys and equipment.

Be friendly, kind and share with others.



Adult's code of conduct

We will not accept swearing or abusive language whilst you are on the premises. Do not shout at any child. If your child is disruptive, please go outside, or request a member of staff to assist you.

If you wish to talk to a member of staff or committee member, please wait by the office door until it is possible for someone to come to you. If this is at the beginning or end of a session please be patient. We thank you for your co-operation.

No Smoking Policy

Smoking is prohibited on the premises, both indoors and outdoors.

Staff

All staff and helpers are police checked and undergo an induction process. We provide regular training and updates for all staff.

We are required to employ 1 qualified, level 3, member of staff at each session with 50% of remaining staff holding a level 2 qualifications in child care. However, we always exceed these requirements and staff qualifications are displayed on our website.

Children aged 2-3yrs require a 1 adult to 4 children ratio and children aged 3-4yrs require a 1:8. These are always adhered to and we often exceed these requirements.



Selecting toys

All equipment/toys are appropriate for the ages and stages of the children, conforms to all relevant safety regulations and is sound and well made.



Health and Safety

For health and safety reasons ensure your child wears suitable footwear and clothing when attending pre-school. Please ensure that all clothing, bags, lunch boxes and personal belongings are clearly labelled with your child's name.

If your child has hair beyond shoulder length, we recommend that it is tied back and that hoop earrings are either removed or covered up.

We need to be made aware of any allergies, dietary requirements and long term conditions such as asthma or eczema in writing.

We can administer prescribed medicines only. A form, obtained from the supervisor will need to be filled in and the medicine handed to the supervisor at the beginning of the session. We encourage the use of sugar free medicines where possible.

Please inform the Pre-school of any illnesses and seek advice from us on our exclusion periods. Please inform staff as soon as possible if your child contracts an infectious illness so we can notify other parents. If your child has been vomiting and or had diarrhoea please keep them at home until 48 hours has elapsed since the last vomiting or diarrhoea episode. If your child requires paracetamol such as Calpol to control a temperature then they should not attend preschool.

There is at least one first aider at each session. Any accidents that occur are dealt with quickly and efficiently and are recorded in our accident book. You will be made aware of any incident involving your child at the end of the session, you will need to sign the accident/incident book entry and will receive a copy.



Any cuts or open sores must be covered with a plaster or a dressing. If your child has an accident prior to session and a visible mark has appeared, please inform a member of staff at the beginning of the session.

Please treat an outbreak of head lice and notify staff.

We have regular fire drills with the children.

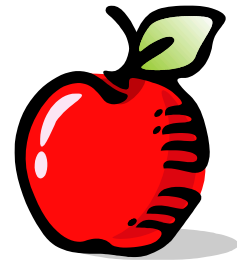
All children are supervised by adults at all times and will always be within sight of an adult.

Children will only leave the group with authorised adults.

Only police checked staff will be allowed to enter the toilet area during sessions. If you wish to assist your child whilst visiting the Pre School please use the disabled toilet.

Diet

We provide milk or water along with fresh fruit, cheeses, oatcakes etc. There is a two week rota for snacks which is displayed on the kitchen door. We provide healthy options for snacks and encourage parents to provide a healthy lunch for those children staying for an extended day. We have received the Smile award for providing healthy snacks and promoting dental hygiene.



Lunch

Children who stay all day and for lunch sessions will need a packed lunch provided by parents. Please include a drink, we do not allow children to eat chocolate or sweets so please refrain from putting them into your child's lunch box. Please do not include any products containing nuts. Please clearly label all lunch bags, bottles and food containers. Please note we do not refrigerate lunch boxes so recommend the use of ice packs.

Toilet Training

A changing area is provided in our disabled toilet. We require parents to provide nappies and wipes each day in a bag clearly marked with your child's name for those children who are still in nappies.

Once you have started toilet training please let a member of staff know so that we can continue with your approach in the same way. We have potties and toilet seats so please let us know your preference. Accidents are common place in the beginning so please provide changes of clothes in a named bag.

Sleeping at preschool is discouraged but we can provide a space in our quiet book corner if this is required.

Parental involvement

All parents are encouraged to take part in the pre-school. This can be by helping out during sessions or as a committee member. Please ask the pre-school manager for details. Each year, parents are elected onto a management committee to ensure the smooth running of the pre-school. Training is available. We look for volunteers each year to be on the committee and throughout the year we always need people to help with fundraising and events such as the Christmas party and the Summer Open day.

We always welcome your comments and suggestions. We endeavour to work in partnership with you to ensure the best start for your child's education and development.

Key Person

When your child joins us at Small Wonders Pre-school, there will be a staff member allocated to be your child's key person.

She/he will help your child become familiar with the routine and introduce him/her to the other children in the setting. The key person will record observations in your child's records of achievements and provide you with feedback in informal discussions, parent consultations or via formal reports.

This system will help your child form a special relationship with a staff member and a small group of his or her peers.

Record Keeping

Observational records are kept by the key person to help us provide for your child as an individual.

These records are kept confidential and will only be available for our staff and parents or guardians to read.

On occasions these may be used anonymously for training purposes.

These records will be passed to the parents or guardians when your child leaves the group. You are welcome to view and discuss these records at any time.

A short report of your child's progress will be as a two year progress report and before leaving preschool. Please feel free to discuss this with your key person. We encourage parents to share their child's achievements or any concerns you may have with us.

We believe that parents are their child's primary educator and would love to share in your knowledge and understanding of your child. This information will support us in providing the right activities for him/her. So please keep us informed of your child's progress and interests at home either by using the parents comment sheet or having a chat with your key person.

Themes

We take children interests and their next steps needs into consideration when setting up activities at preschool and we also follow a selected theme which changes each half term. Within the allocated theme we have a weekly theme, this is displayed on the door next to the office and on our Facebook page along with our focus number, letter and colour of the week. We will develop children's understanding of our themes with games, books puzzles, art activities, focus activities, discussions and use of our imaginative equipment, including the home corner setting.



Pre-school Activities

We offer a differentiated learning programme, which means that all children progress to a level suitable for them. It is important that children are active learners and do so at their own pace. We will support and encourage them to reach their full potential.

Children are encouraged to explore and learn through play using different materials and activities. These are carefully planned and presented by a qualified and caring team of staff. Staff are ready to respond to children's interests as they arise and can adapt and change plans to incorporate individual interests and needs. Activities are devised using the Early Years Foundation Stage (set out by the government and a requirement of OFSTED) and Development Matters (Department for Education 2021).

If you need any further information our daily plan is available at the pre-school and our long term curriculum plan is on our information board in the main hall. Staff will be happy to explain these to you.

Parent App

We have a parent app to ensure that we share as much information with parents as we can. It's important that you receive this information and therefore imperative that you download our parent app (information on how to do this forms part of your registration form). We share half termly newsletters here and upcoming event information. We also use this platform to inform you of emergency closures or disruption to usual preschool activity and sessions. There are lots of useful information for parents including policies, health information and support on lots of parenting issues.

Please download this app before your settling in sessions so that we can support you if you have issues accessing this.

Early Learning Goals

This is part of the Foundation Stage which is used for children aged 0-5yrs. It covers 7 areas of learning with 3 prime areas; Communication and Language, Physical development and Personal, Social and Emotional development and 4 specific areas; Literacy, Mathematics, Understanding the World and Expressive Arts and Design. It focuses on what the child is able to do and how he/she can be supported to progress through clearly defined goals.

The Early Years Foundation Stage

This is the recommendations (from government) for our children under 5yrs. It is divided into 4 aspects; A Unique Child, Positive Relationships, Enabling Environments and Learning and Development.

Its ethos is based on supporting children through their development and learning understanding their individual needs and learning styles.

Building a strong relationship with a significant member of staff is key to a child's emotional wellbeing.

We achieve this by using the key person system and by sharing information between setting and home. Enabling environment includes providing a range of activities and equipment, but also includes staff training and development.

We achieve these goals by providing stimulating equipment and activities and by having a clear staff development plan.

We have devised our own curriculum using Development matters, Foundation stage goals and our understanding of how children learn and develop.

We use a range of resources and equipment to enable us to devise and plan activities around this curriculum. An information board is situated in the main hall along with our curriculum goals and daily plans to give a more detailed account. Staff will be happy to explain or discuss these with you. All staff are trained to understand and deliver our curriculum.

Funding

Funding for Two year olds are separated into two categories; funding for working parents, which parents apply for through the government childcare choices website and funding for families on low income or if their child is in receipt of DLA, which you apply for through the council on the time for twos website.

To check your eligibility and apply for 2 year funding please visit:

[Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

[Time for Twos - early education for two year olds | Milton Keynes City Council \(milton-keynes.gov.uk\)](#)

15 Hours Funding Age 3

All 3 and 4 year olds receive 15 hours funding from the term following their 3rd birthday.

Parents apply for funding every term by filling in a council declaration form, supplied by the Pre School.

It is important that these forms are returned to pre-school by the requested date, otherwise your claim for funding will be delayed.

Proof of name and date of birth will need to be provided with this form, such as a birth certificate or passport.

15 hours funding can be taken as 3 full days, 5 mornings, or a combination of mornings and full days.

Children can attend for more than 15hrs per week but will need to pay for the additional sessions.

30 Hours Funding Age 3 & 4

30 hours funding is available to children the term following their 3rd birthday from households where both parents work (and one parent from a single parent household)

This must be applied for by the parents the term before they wish the funding to start.

For more information and to apply please visit www.childcarechoices.gov.uk

Fees Policy

Invoices for fee`s are issued the first week of each half term.

We accept cash and cheque payments in the Pre-School office and you can also pay directly into our bank account via your online banking.

We are also registered with all childcare voucher providers so that you may pay via your workplace childcare voucher scheme. We also accept payment through the government tax free childcare scheme.

[Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Fees can be paid weekly, monthly or in full each half term. Fees should be kept up to date and payment in advance. We require all fees to be paid in full two weeks before the end of each half term at the very latest.

Failure to pay fees on time will result in the first instance a written warning of the arrears.

Further failure to clear any debts will result in your child being removed from the group and continued delay in payment may result in legal action being taken.

All fees still apply in the event of absence due to illness or holidays.

If you wish to remove your child from Small Wonders Pre School, we ask for four weeks term time written notice.

Ofsted

Small Wonders Pre-School is rated “Good” by Ofsted.

A copy of the latest report is displayed on our parent’s information board.

You can also read all of our previous reports by visiting:

<https://www.gov.uk/government/organisations/ofsted>

Additional Needs

We endeavour to meet the needs of any disability or learning difficulty. Concerns relating to additional needs will be discussed with you.

Additional support may be sought from other relevant professionals or the Local Education Authority where necessary.

We also have our own trained special education needs coordinator in the pre-school (SENCO).

If an additional need is identified an individual plan will be devised with the SENCO, parents and possibly an outside specialist stating how we will support the child.

Staff

All staff are trained in childcare and continually receive updates and training on the latest childcare issues. The team meet on the first day back (normally a Monday) of every half term to plan activities and ways to improve the pre-school.

We are here for you and your children so please feel free to approach us with any ideas, information or concerns. If you would prefer to pass on your comments in writing, we have a comments box in the entrance hall.



Any information will be kept confidential by the pre-school Manager and only shared with the chairperson, relevant staff and professionals if necessary.

Fundraising

Small Wonders Pre School is a charity and as such we rely on regular fund raising activities to raise funds for new toys, equipment and to subsidise outings.

These events are good fun and help create a community spirit for the children and families we support.

We are always grateful to parents for support at these fund raising events.

Committee

As the pre-school is a registered charity we must have a management committee of at least 5 users i.e. parents, grandparents or carers.

The staff and committee work closely together to ensure the smooth running of the pre-school.

Becoming a committee member is a great way of getting involved in your pre-school and new volunteers are always welcome. The committee meets once each half term in Pre School hours.

If you would like to volunteer your services, please speak to one of the staff or committee.

In October each year we hold an Annual General Meeting and we invite all parents & carers to attend. If enough parents do not attend the meeting we cannot hold the meeting and this could lead to the pre-school being closed.

This is where the present committee either continue serving or stand down, and new members are elected.

This is a requirement of charitable status organisations.

Early Years Alliance (EYA)

Small Wonders Pre-school is a member of the EYA. They were formed to support and advise groups that cater for the under fives and their parents. We have regular access to their training and resource centre and the committee also receive their advice and support.

We hope this information has been helpful. If you have any questions, please contact the staff or a committee member. A copy of our policy document and operational plan is available in the parent information file situated in the entrance hall.

This is our goodbye song, sang at the end of each session

As the pre-school morning comes to an end
I've had a busy time playing with my friends
And now it's time to say goodbye
So let's take care until the next time.

We hope to see you and your child soon.
Small Wonders Committee and Staff

