



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 for all children to meet their full potential.

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 and is non refundable.

Fees and Opening Times

Monday	9.30 to 12.00 and 12.30 to 2.30	Morning Session £17
Tuesday	9.30 to 12.00 and 12.30 to 2.30	Afternoon Session £13.60
Wednesday	9.30 to 12.00 and 12.30 to 2.30	Lunch Session £3.40
Thursday	9.30 to 12.00 and 12.30 to 2.30	Full Day £34
Friday	9.30 to 12.00 and 12.30 to 2.30	Breakfast Club £5.00
		* Additional fee 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.

*Additional fee: This is a fee charged to all funded children's sessions, to help cover the cost of snacks (20p) and extra-curricular activities (30p) such as theatre visits, chick hatching experience, animal visits, Christmas party, Easter eggs, graduation activities etc, which we have going on throughout the year.

Funding

Time for Twos 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.

30 hours funding is available to some working families from 2yrs. The funding is available the term following your application. Parents have to make the applications online and update their applications as required .

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

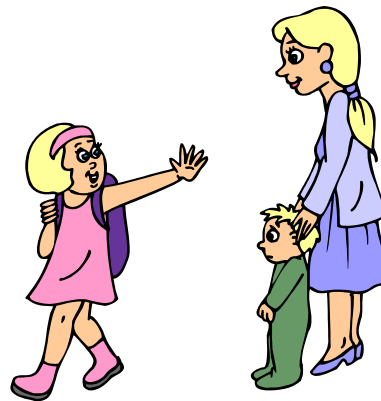
Starting the Pre-school

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. We will gradually extend the time of sessions depending on how quickly your child settles.

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. Drinks bottles are placed in the box on the snack table and lunch bags and changing bags on the trolley.

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

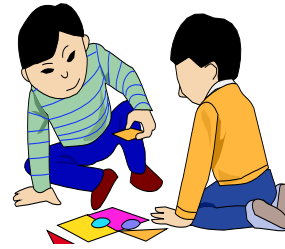
Please encourage your child to follow our golden rules:

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.

Parents are not permitted to go into the children's bathroom area. If you want to take your child to the bathroom please use the disabled toilet.

Parents are not allowed to use their mobile phones on our premises during preschool visits, at picking up and drop off times.

No Smoking Policy

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

Staffing

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 you 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.

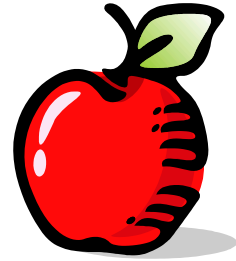
All children are supervised by adults at all times and will always be within sight of an adult.

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 preschool please use the disabled toilet

Please provide a sun hat in summer and apply suncream before you bring your child to preschool. If your child needs a top up of suncream during the day please supply a bottle of suncream in their bag with their name on and inform your child's keyperson.

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.



Please provide a water bottle for your child to access throughout the day. Place this bottle in the tray on our snack table next to the lunch box trolley. For healthy teeth we ask that only water is put in the drinks bottle as children will access this throughout the day. Juice can be put in with lunches.

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.

Facebook

We have a Facebook page where we post information and photos about our activities and upcoming events. Please like and follow us

<https://m.facebook.com/smallwonderspreschool19/>

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.

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.

Funding

All children who receive funding will need to fill in a funding form and council declaration which the preschool will provide, this will be reviewed and signed every term. The council declaration form is in addition to your online funding application and renewal.

All children in receipt of 30hrs funding must apply and renew their claim online

www.childcarechoices.gov.uk

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

30 hrs funding can be taken as 5 full days with breakfast club and 15 hours funding can be taken as 3 full days, 5 mornings, or a combination of mornings and full days.

Children in receipt of 15 hrs funding can attend for more sessions but will need to pay for the additional sessions.

[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 \(milton-keynes.gov.uk\)](#)

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 \(www.gov.uk\)](#)

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.

Please inform the preschool of any absences as soon as possible and no later than at the beginning of the session your child is due to attend. You can ring the preschool on 01908 263993 or email on jsmallwonders@btconnect.com . if we do not hear from you we will contact you. If we are unable to contact you we will try your emergency contacts. If we do not receive a response we will report your absence as a safeguarding concern following our safeguarding procedures.

Please see our policies for further information regarding all aspects of preschool. A link can be found on our parent app and via the website (link below).

<https://www.Smallwonderspreschool.co.uk>

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 and Special Educational Needs and disabilities.

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.

Parents will need to complete a care plan with a member of staff for any child who needs medication or specialist equipment.

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.

Early Autumn 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 a 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 look forward to seeing you and your child soon.

