

CONTACT INFORMATION

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Harpole Pre-School Parent's Information



September 2019 – July
2020



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TERM TIME TABLE

2019

Term 1	<i>Closed for Training Day</i> Term starts Term ends	<i>Monday 2nd September</i> Tuesday 3 rd September Friday 25 th October
Term 2	<i>Closed for Training Day</i> Term starts Term ends	<i>Monday 4th November</i> Tuesday 5 th November Tuesday 17 th December

2020

Term 3	<i>Closed for Training Day</i> Term starts Term ends	<i>Friday 3rd January</i> Monday 6 th January Friday 14 th February
Term 4	<i>Closed for Training Day</i> Term starts Term ends	<i>Monday 24th February</i> Tuesday 25 th February Friday 3 rd April
Term 5	<i>Closed for Training Day</i> Term Starts <i>Closed Bank Holiday</i> Term ends	<i>Monday 20th April</i> Tuesday 21 st April <i>Monday 4th May</i> Friday 22 nd May
Term 6	Term starts Term ends (Bumblebees) Term Ends (Butterflies)	Monday 1 st June Wednesday 15 th July Thursday 16 th July

Please make a note of the Teacher Training days as Pre-school will be closed for these days.



Friends of Harpole Pre-School

We are looking for volunteers to be on our newly formed Fundraising Committee if you would like to help with events or have experience with fundraising and would like to lead our new committee please get let us know.

Please join us for our Wine and Cheese AGM on Tuesday 8th October 2019 at 8pm.

It is extremely important that parents attend the AGM so the new Fundraising Committee can be formed to raise vital funds for the Pre-School.

STAFFING & SESSION TIMES

This year we will have 2 pre-school rooms (Butterfly and Caterpillars) and 1 Under 3's (Bumblebee) room in operation. In the Butterflies we will be allowing the children free flow movement between two rooms. The Bumblebee room is at the back of the building. Session times are from 9.00am until 12.00pm, with lunch club until 1.00pm (booked separately).

Staffing at the beginning of each session will be as follows:

	Butterfly Room	Bumblebee Room
Monday:	Sharon Sarah Lindsay Fiona	Donna Chessie Simone
Tuesday:	Sharon Sarah Fiona Lindsay Tracey	Donna Chessie Laura F
Wednesday:	Fiona Hayley Laura V Lindsay	Chessie Laura F Simone
Thursday:	Fiona Lindsay Laura V Hayley	Donna Chessie Laura F
Friday:	Sharon Tracey Laura V Hayley	Donna Lindsay Laura F

DROP OFF

Drop off and collections times can be quite busy as you can imagine, please drive and park as safely as possible, respecting other road users, residents and of course any children and their families. The Methodist chapel would appreciate our co-operation in not using their parking facilities during this time.

When bringing children to their sessions, please hang their bags and coats on their named pegs and line up outside the relevant door.

Doors will be opened at 9.00am when you and your child will be welcomed by a staff member, at this time we like to encourage a prompt drop off in order for staff to settle the children and then begin activities. However we are aware of instances when children or parents need extra comfort, if this is the case, please speak to a member of staff who will offer the relevant assistance suitable to you and your child. While waiting for sessions to start we ask that children are not allowed to run around the building, this will avoid any bumps and also as a courtesy to other hall users.

Should you need to come into pre-school to drop off or collect your child at a different time please press the intercom situated to the side of the gate and wait for a member of staff to respond as all doors are locked securely during session time.

Book Borrowing

We also operate a book borrowing system. We will issue your child with a bag and a book when they first start. You and your child can then swap a book from our book corner and take them home to read and share with the family as many times as you like. All we ask is that you complete the recording form for your child which can be found in a folder within the book corner.

Book Bags

We have a variety of stories in bags which children will be encouraged to take home and share. These bags contain a story book along with toys and puppets of the characters to help children participate and enjoy the story.

As with the book borrowing please complete the sign out sheet so we know where the stories are. Please remember there are only a few of these bags so it is important to return them quickly so all children will have the opportunity to take them home.

Busy Boxes

We have a variety of activities in a 'take home' mini suitcase which children can also take home and explore. These may include activities such as matching and sorting, construction, games and creative resources. These bags are designed to support your child's learning and development in a fun way, reflecting what we do in pre-school sessions.

All we ask is that you enjoy yourself and complete the feedback sheet enclosed.

Parent Stay and Play

If you would like to stay for a session to see what we do and to join in with our activities please speak to a member of staff.

PARENTAL INVOLVEMENT

At pre-school we really believe that everyone gains from parents being involved in the group during the time their child attends, children feel valued and proud when parent's come into the group to help. Parent's get to learn how we do things and have input into their child's care and education. As staff we get to know the child and family better which helps us to ensure activities and experiences are relevant to interests and learning. We all have skills that can be shared, and the importance of parental involvement in a child's early years' education has been well documented. Many of the staff has undergone training on this as well as many other aspects, so please feel free to ask us!

With this in mind we have a few ways to build involvement and partnerships.

WOW Board

There are achievement boards in both rooms which are there for us to celebrate children's achievements from sleeping in their own bed, to putting their shoes on, from riding their bicycle to being kind to a friend or sibling. There are stars available for you to share any achievements, please complete these and hand to a member of staff, we will then discuss and celebrate their achievements during session time and at the end of each term they will be added to the Learning Journeys.

Betty & Barney Bear

We also operate a system where 2 orphan toy animals called Betty and Barney Bear are able to go home with the children for a short stay. Their time at home is documented through photo's and pictures put together by yourself and child which are then shared with the rest of the group and displayed on the wall.

COLLECTION

Collection times will vary with some children going home at 12.00pm (from the Bumblebee Room) and some staying until after lunch, leaving at 1.00pm (from the Main Hall).

Upon collection please collect your child's belongings from their pegs and wait outside the relevant room until a member of staff allows you access. Once the doors are opened, we ask that parents/carers come right into the room to where the children are sitting, this allows for less congestion and children do not leave the room without you making it safer for everyone. Staff are available at this time should you wish for a quick chat.

Please remember that children staying for lunch cannot start their lunch preparations while those going home are waiting for collection, therefore a prompt pick-up is always appreciated. We would also appreciate a quick call if you are going to be late collecting your child; we are then able to pass these messages onto the children to stop them worrying.

If for any reason you have someone else collecting your child please ensure you tell a member of staff when dropping off and ensure you complete the relevant collection log, this only has to be done when the collecting person is not listed on your registration form. PLEASE NOTE: Any person collecting your child will be asked for the pre-agreed password, without this we will not be able to relinquish care to them.

NB: Please remember to keep the gate to the street closed after entering the premises to prevent children running out onto the road.

HEALTH & SAFETY

Harpole Pre-school supply drawstring bags to all children which will be clearly labeled. It is also a good idea for any child attending the pre-school to have a change of clothes available as sometimes clothes can get wet or messy during activities. (Named as always).

We support children and families at whatever stage of toilet training your child might be at, if they are still in nappies or pull-ups we would ask that the bag includes nappies, wipes etc.

If your child is poorly or feeling under the weather we ask that you ring in the morning to let staff know they won't be in. If your child is unwell during session times a member of staff will contact you asking you to collect them.

We also ask that if children have had a tummy bug they do not attend pre-school for 48 hours after their last bout as this reduces the risk of infection to others.

We have accident and incident procedures in place during session times, should any accidents or incidents occur we will record these and ask parent/carer to read and sign on collection.

Please ensure your child is dressed suitably for the season, ie: hats, gloves in winter, caps and sun-cream applied in summer. Please label/name all personal clothing and belongings that are brought into the group, as sometimes children can get confused as to what belongs to them.

Outside Play

Children get into their outdoor clothes and go outside to play. A variety of equipment and experiences are available daily. During this time we may join and interact with the pre-school children.

Group Time

We end our morning session by joining together as a group to take part in circle time, this may be a music or movement activity as well as story time before we collect our belongings and items to take home.

Collection and Lunch Time

Those children that are going home at 12.00pm and brought into the pre-school rooms and parents collect them from the Bumblebee Room.

All lunching children will tidy up outside and then line up to wash their hands. Once inside they will collect their lunch box and sit down to lunch.

Group Singing

As children finish their lunch, they pack away and then move into another room for singing, music and dancing.

Session Time Table Bumblebees

Parent drop off

Children are brought into their rooms where they are settled by the staff. Children are encouraged to explore and play while we wait for all children to arrive.

Register Time

Register time is our first step in encouraging confidence and independence, the children collect a cushion and sit amongst their peers supported by the adults. We take the register saying good morning to everyone, discuss achievements, rules and the mornings activities.

Free Play

A wide range of activities and experiences are available to support all areas of learning and development, such as: creative craft tasks, sand, water, dough, ICT toys, small world and construction to name but a few. Adults lead play, interact and encourage as and when required taking each individual child's needs into account.

Snack Time

Snack will be available from 10.00 – 11.00am for children to sit and have a drink and something to eat during this time. Snack consists of a drink; milk or water and a healthy snack which is shown on the notice board.

HEALTHY EATING

At Pre-school we ensure we offer children a healthy snack during session, with a variety of different food groups being catered for, menus are displayed for your purposes. With snack we offer a choice of milk or water. If your child has any allergies or there are concerns regarding the snack please speak to a member of staff.

LUNCH TIMES

Lunch times run between 12.00pm until 1.00pm and cost £4.30 per session. Lunch needs to be provided by parents in the form of a healthy packed lunch. We encourage healthy lunches and would ask that if possible they do not include fizzy drinks or sweets.

Lunch boxes are to be placed on and collected from the trolley in the main corridor. We do encourage the use of frozen ice-packs within lunch boxes.

IMPORTANT:

Please remember to name lunch boxes as there can be duplicates and we must avoid the risk of a child with allergies having the wrong lunch, it can also cause the children unnecessary confusion and upset when they get mixed up.

Lunches need to be booked in advance wherever possible, booking forms will be distributed in September, December and March for the following terms to coincide with the Early Years Free Entitlement Funding Scheme. This ensures that those eligible for voucher funding can include the lunch sessions within their entitlement if they so wish.

Ad-hoc lunches are available should they be required subject to ratio requirements, forms can be obtained from staff and need to be completed and monies paid on booking.

BILLING & PAYMENTS

When your child starts pre-school, the Business Manager will work out your fees for the year on the information available at the time.

The annual amount is then divided into equal monthly payments due from the first month your child starts to the last payment being made on 1st July. If your child starts mid-term, the fees will be calculated and adjusted accordingly.

If you increase or decrease your child's sessions or Lunch Club bookings once the bill has been worked out, the bill will be adjusted accordingly towards the end of the academic year.

Payments must be made via standing order/online banking direct into the pre-school account. Our bank account number is **65356443** and sort code is **08-92-99**. Alternatively, parents can request to pay via cash. If paying by cash, you can return payment to Gina via the group by handing them into staff members who will ensure she gets them.

For those who are eligible for Early Years Free Entitlement Funding, forms will be handed out in September, January and after Easter.

The Early Years Free Entitlement is available the term after your child's third birthday and you are able to claim a maximum of 15 or 30 hours per week with the pre-school.

You will be asked to complete the form and return this to the group. For those claiming for the first time we will need to see your child's birth certificate and proof of address. Please don't worry about this process Gina will give you all the information nearer the time.

Tidy Up Time

Children help adults tidy away all the toys and equipment.

Outside Play

Children get into their outdoor clothes and go outside to play. A variety of equipment and experiences are available daily

Story Time

All children and adults sit together to have a story.

Group Singing

As children finish their lunch, they pack away and then move into another room for singing, music and dancing.

Collection and Lunch Time

Those children that are going home at 12.00pm and brought into the pre-school rooms and parents collect them from the Bumblebee Room.

All lunching children will tidy up outside and then line up to wash their hands. Once inside they will collect their lunch box and sit down to lunch.

Session Time Table Butterflies

Parent drop off

Children are brought into their rooms where they are settled by the staff. Children are encouraged to explore and play while we wait for all children to arrive.

Register/Circle Time

All children sit on the mat and the room leader takes register, children take it in turns to talk about what they have been doing. Group rules are discussed and the day's activities talked through.

Free Play

Children can move between rooms choosing their own activities and games. There is a wide variety of choice such as Home Corner, small world and construction toys, puzzles and maths games, ICT equipment, drawing and mark making and craft activities.

Activities can be child led or adult focused and adults are always on hand to offer guidance, support or challenge.

Snack Time

Snack will be available from 10.00 – 11.00am for children to sit and have a drink and something to eat during this time. Snack consists of a drink; milk or water and a healthy snack which is shown on the notice board.

KEYPERSON SYSTEM

We operate a key-person system at pre-school to ensure your child has a member of staff who is responsible for their care and education. This person will endeavor to get to know you and your child over their time with us, she will be available to discuss progress, achievements and any additional information or concerns that you may have.

Your key-person will observe and keep the appropriate records regarding your child's progress and achievements. This document is known as a Learning Journey and is kept confidential, you are welcome to view your child's journey at any time and there is a section for parents, should you wish to write any comments in them.

We will also be operating a home to school book for the sharing of important information between the setting and parents/carers. In order for staff to spend as much time as possible with the children it is not feasible for them to be searching every bag to find the books, so a tray will be available for you to leave the books in if you have made a comment or wish to share any concerns or information with the staff who will then respond. Staff are still available for informal chats and the sharing of information when you drop off or collect to ensure there are plenty of opportunities to discuss any matters arising.

The Learning Journey not only helps us to plan appropriate play activities and experiences for your child based on their interests, stages of development and learning, but is also a way Ofsted can gauge the effectiveness on the group in meeting the Early Years Foundation Stage. They also help us to complete the transition documents that will be passed onto school at the relevant time, as well as making a lovely memory album of the time your child spends with us.

Your child's keyperson will be:

Who is at pre-school on:

Purple Ladies



Sharon Matthews
Pre-School Manager



Donna Tarry
Deputy Manager



Gina Lawrence
Business Manager



Fiona Godman
Senior Pre-School Practitioner



Chessie Wicks
Senior Pre-School Practitioner

Purple Ladies



Sarah Sherlock
Pre-School Practitioner



Tracey Hall
Pre-School Practitioner



Laura Verlander
Pre-School Practitioner



Simone Jolly
Pre-School Practitioner



Laura Frost
Pre-School Practitioner



Lindsay Eldred
Pre-School Practitioner



Hayley Cushing
Pre-School Practitioner



Nancy Hannam
Early Years Apprentice