Little Oaks Pre-School

Welcome pack



Telephone:	07436192522
Website:	https://littleoakshurstgreen.co.uk
Email:	Littleoaksunderfives1@gmail.com

Parental Agreement

PLEASE SIGN AND RETURN

Registered charity 1010589

Fees are invoiced half termly please ensure these are paid by the date on the invoice or you could lose your child's place.

We require one terms notice if you wish to remove your child from the setting.

Free early education (FEE) can be claimed the term after your child's 3rd birthday. You must complete the FEE application form and supply a copy of your child's birth certificate.

We do accept Two-year feet funding and the 30hours funding, it is the parents responsibility to check the code every 3 months.

Funded early education for two year olds (FEET) - Surrey County Council (surreycc.gov.uk)
30 hours free childcare - GOV.UK (www.gov.uk)

Attendance you must call this number before 10am if your child is not going to attend preschool that day (07436192522), we have a duty of care to contact Children's services if we do not hear from you.

I/we will try to ensure that your child arrives on time so that the session can get underway without being disrupted by late arrivals.

Parents/carers who collect their child late from preschool will receive a late charge of £10 which will go up every 15minutes that you are late.

We do ask you to arrive on time at the beginning of the session and the end of a session, it can be very disruptive to the child.

If your child becomes unwell during their session at preschool, the child's parents/carers or emergency contact will be informed. If your child is suffering from vomiting or diarrhoea they will not be able to return to preschool until 48 hours after the last episode. We do not administer Calpol/Nurofen, if they require this they should stay at home.

We are a nut free environment.

Little Oaks preschool is under obligation that they must report directly to the Child Protection Team any incident where we consider a child may have been abused or neglected. This can be done without informing parents.

If your child has a bruise or mark on them, please inform the staff on the entrance door on arrival as you will need to fill out a form to state this has happened outside of preschool.

If you have a safeguarding concern, please speak to either Emily Loveland who is our Designated Safeguarding Lead or Debbie Mercer our Deputy Safeguarding Lead.

You are not permitted to smoke/vape anywhere on the premises this includes the car park.

Mobile phones are not permitted to be used at our preschool.

Little Oaks Preschool will not tolerate under any circumstances, behaviour towards Management or Preschool staff which is deemed to be threatening, abusive or violent. Any such behaviour may result in termination of the Preschool's place or a refusal to allow a person on back on the premises in the future.

I am aware of the preschools policies and that they are available to me to view on request or via the website and accept the setting will run in accordance with these.

Parents/carers will contribute to the record keeping of the child's development, working with staff to identify the child's interests or needs.

I (Parents Name)

_____

confirm that I have read and understood all the above information.

_____

Signature

_____

Date

_____

APPLICATION OF SUN CREAM

I (Parents Name)

_____

Confirm that I will apply sun cream prior to drop-off and that I consent for Little Oaks staff to apply more sun cream if required, I understand that I will bring my own Sun cream in for my child. This will be clearly labelled.

_____

Signature

_____

Date

_____

Fees

Our fees are charged as follows.

Morning session 9am -12pm	Lunch session 9am-1pm	All Day session 9am -3pm
£19.50	£26.00	£39.00

We do ask for a voluntary donation of £5 each child every half term to help us cover the costs of their snacks. We have a rolling snack bar with a variety of fruit and healthy snacks that the children can help themselves to in the morning from 9.30am – 10.30am. The children are encouraged to try new things and learn about being independent by pouring their own drink and washing up their snack bowls.

Medication/Sickness Policy

Nurofen & Calpol

If your child is unwell and needs to be given Nurofen/Calpol, DO NOT bring them into Preschool for 24 hours or until your child is well enough to return.

Non-Prescription/ Drugs Medicine

It is our policy not to administer any medication that is not prescribed by your doctor.

Prescribed Medication

Our policy is that we will administer any prescribed medication to your child under direct authority. All medicine should be clearly labelled with your child's name and date issued. Any medicine, including inhalers, that are out of date, unlabelled or in appropriate box will not be administered.

A medical consent form will need to be complete on the day/s the medication is required; your child's carer will give these to you. However, your child will need to remain at home for at least 24 hours after they have received the first course of medication.

General Policies

Safeguarding Children/ Child Protection

Little Oaks Preschool has a duty of care to ensure the safety and welfare of all children in its care. As childcare professionals we abide by the Surrey Safeguard Children Board (SSBC) and EYFS welfare requirements. We will protect all children from harm and any concerns regarding their safety will be appropriately investigated by the preschool nominated DSL; Emily Loveland or the Deputy DSL; Debbie Mercer.

Security

The safety of the children is paramount; therefore, we ensure that ALL employers hold an enhanced DBS Check.

In an emergency your child needs to be collected by another relative or friend, parents/carer MUST inform the Manager or Deputy. For security purposes it is essential that you have a password and share this with the person collecting your child.

Change of Circumstances

It is highly important that we keep records of your child up to date. Please inform a member of staff or the manager at the earliest time possible so your child's records can be amended/kept up to date.

Complaints

If you have a complaint or concern, you should speak to the manager in person or email Littleoaksunderfives1@gmail.com.

If an escalation is required, we have a policy that can tell you exactly what the procedure is.

Little Oaks Routine

9.00am/Arrival – Children arrive and find their names and post them in our name box. Lunch boxes are placed on the lunch trolley, Children say goodbye to their parents/carers at the door and parents encourage children to put their belongings on their pegs. Then the children will wash their hands in the hall before they explore.

9.15am – The children can free play and choose if they want to play inside or outside. We do plan adult led activities and Acorns class for our older children runs on a Monday & Wednesday.

9.30am – Our rolling snack bar opens, and the children find their name, wash their hands before choosing what they would like to have. The children are encouraged to pour their own drink and use a cup, they have the choice of milk or water. The children are encouraged to try new foods at this time.

11.30am – Tidy up time, all children are encouraged to tidy up.

11.45am – Story time for our older children and music time for our younger children.

12.00pm – Home time for some children/lunch time for the children who stay. The children wash their hands and find their lunch boxes and sit down to eat their lunch. The children eat sandwiches first, we like to encourage a healthy eating lunch box. Once the children have finished, we encourage the children to look at a book until its time to go outside.

Staff change over activities for the afternoon session.

12.30pm – Outdoor time for everyone.

1.00pm – Home time for some children/free flow play for our children who stay until 3.00pm.

In the afternoons we play games and make different crafts, the children get to choose what they would like to play with. Sometimes we will go for a nature walk or watch the trains or bake.

2.30pm – Tidy up

2.45pm – Story/music time

3.00pm – Home time

Staff of Little Oaks











Name	Job Title	Qualifications and Experience
Debbie Mercer	Manager	Level 3 Diploma for the Early Years workforce
Emily Loveland	Deputy Manager	Diploma Level 3 childcare
Beth Cropp	Practitioner	Level 3 Diploma Childcare
Chloe Steptoe	Practitioner	Level 3
Emily Smith	Practitioner	Level 3







Sarah Cross	Practitioner	Unqualified
Tasha Cook	Practitioner	Level 3
Sophie Bauldry	Practitioner	Level 3

All staff are First Aid trained.

Staffing Ratios

Child ratios are governed by the law and we currently 1: 8 for – 3 & 4-year- olds and 1: 4 for 2-year-olds. We ensure these requirements are always met; we do try to work to a higher staff child ratio wherever possible.

Guidance on Illness

Chicken Pox	Until blisters are all crusted, or skin has healed, usually 5 days from the first spot.
Conjunctivitis	Until infection has cleared
Covid 19	3 days after the day of the positive test.
German Measles/ Rubella	For 6 days after onset of rash or advised by your GP, minimum of 6 days after rash appears.
Head Lice	When treatment has been carried out successfully.
Impetigo	Until spots have crusted and healed, or 48 hours after commencing antibiotic treatment.
Measles	For 4 days after onset of rash
Mumps	For 5 days after onset of swelling
Ringworm	When treatment has commenced
Scarlet Fever	Can return 24 hours after commencing appropriate antibiotic treatment
Diarrhoea/vomiting	For 48hours from the last episode of diarrhoea or vomiting
Whooping cough	5 days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.
A Temperature	Until temperature is normal for 24hours or on advice of a doctor.
Immunisations	Excluded from preschool for 24 hours after immunisation has taken place.
Coughs and Colds	Do not normally require exclusion unless they are severe, or the child is distressed.

Important Information

Children's Development and Learning

The Early Years Foundation stage (EYFS) sets the standards that all early year's providers must meet to ensure all children learn and develop well and are kept healthy and safe.

The prime areas

- Communication & language
- Physical development
- Personal, social and emotional development

The specific areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Our curriculum involves all the areas above, we plan to tailor to the children's needs.

We teach children routines and boundaries; we help children learn new vocabulary and how to interact with others.

We encourage children to socialise and make relationships, we let children take appropriate risks for example jumping of climbing equipment.

We give them activities to help their fine motor skills which will help with holding a pencil, we support children with looking after themselves and understanding about washing hands before eating, putting on their own shoes and coats children need to learn these skills before going to school however it does so much for the children's confidence.

We help children recognise numbers and letters through play, we set up opportunities for children to role play and encourage children to think about why things happen and what might happen next.

Our curriculum helps children learn the crucial skills that are required for life, we take pride in watching the children flourish.

Special educational needs

We have a Special Educational Needs Co-ordinator at Little Oaks this is Debbie Mercer, she has lots of experience in this area.

All children are made to feel inclusive in our setting, we work very closely with parents/carers and outside agencies to receive all the support that may be required to support the child and family.

Key Person

Our setting uses the key person approach, this means that each child will be allocated a key person in the first few weeks. The key persons role is to help settle your child into preschool and understand

what they enjoy and dislike. The key person will plan activities to help support your child in their development.

Library

We have a selection of books for our children to borrow and bring back once they have read or looked at with their family. We encourage our library as it helps children understand words, but it also helps their imagination grow.

The library basket is in the hall and available every day.



We are a Charitable incorporated organisation.

We are a charity run preschool which is led by five trustees. If you would like to join our friendly committee and help plan events for our preschool, please talk to the manager or email Littleoaksunderfives1@gmail.com.

Trustees

- Debbie Mercer
- Katie Bull
- Pippa Ely
- Hayley Tilt
- Leigh Galloway

Settling in at our Preschool

We want you and your child's experience with us to be happy, to make sure this is the case we will work with you and decide how to help your child settle in.

We will come and visit you at home in your child's familiar environment, all our new children will have a staggered start so we can ensure that they become familiar in our setting. This gives us the opportunity to find out what activities they enjoy.

On your child's first session you are more than welcome to come into the setting, but we advise you to say goodbye at the door, we feel this helps children understand the routine.

Every child is different, and this process will be different for everyone, we will always contact you if they become very distressed. We do encourage you to bring in your child's comforter if they have one. We will give you a book on the home visit and we will ask you to put some photos of your family and pets in this book. This will be your child's home book which we can look at with your child if they become upset.

What does your child need for Preschool?

Named water bottle

Sensible shoes NO open-ended sandals or laces.

Coat/raincoat.



Named lunchbox if they are staying for lunch.

A bag with a change of clothes.

Nappies/wipes.

All clothing items to be named.

Sun cream before preschool if it's hot.

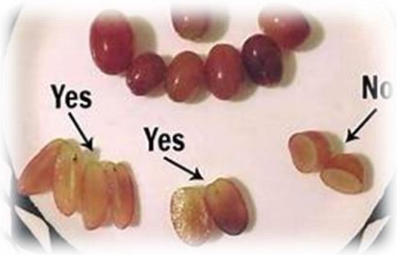
Lunchboxes

If your child will be staying for lunch, please ensure you bring them a packed lunch. Please provide a healthy packed lunch (no fizzy, no juice, no sweets, no nuts or foods that may contain nuts). We encourage you to pack a yogurt with a spoon or squeezy yogurts as we are trying to encourage skills and independence.

Your child will require a named water bottle, please ensure that grapes/cherry tomatoes are cut in half vertically (or longways).

If you send your child in with cherries or olives, please make sure they are de-stoned. We suggest putting a small freezer ice pack inside.

Fresh drinking water is always available; milk is available at snack time only.



Here are a few examples of lunchboxes.





Sun cream

At Little Oaks Preschool we are committed to ensuring that all children are fully protected from the dangers of too much sun and UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

- Children have sun cream applied before attending preschool (8 hour cream is better)
- All children wear a hat outside (we supply hats but your child can bring their own, make sure it is named).
- We encourage children to drink cooled water more frequently.
- Children should wear light weight cotton clothing, with long sleeves.

We can apply extra sun cream on your child, but you must supply the sun cream and ensure it has the child's name on. You will have to consent for the staff to apply this to your child.