

# Humpty Dumpty Pre-School

## Parent Information

Reg. Charity No. 1027798  
Ofsted Reg. No. 109840  
Member of the Pre-School Learning  
Alliance



## **Welcome to Humpty Dumpty Pre-School!**

We are delighted to welcome you to our pre-school. This document is intended to answer many of the questions you may have and we hope you find it a useful point of reference. If you have any further questions, please do not hesitate to speak to one of the teaching staff or contact a member of the committee.

### **Our Pre-School**

Humpty Dumpty Pre-School (HDPS) was established over 40 years ago. We are a small, friendly, pre-school, situated in Eastfield Lane, Hightown. We currently take children from the age of 2 years 6 months and are one of the few pre-schools in the area to have approval for the government 2 year funding scheme. For more information about this, please speak to your child's Health Visitor or go to:

<http://www3.hants.gov.uk/childrens-services/childcare>

HDPS is run by a parent-led committee who support the teaching staff. The committee is always looking for volunteers who are prepared to give some of their time to help with the running of the pre-school or who would like to be involved with fundraising activities. There are many ways in which you could help. During school hours we need people to help with the daily library book exchange, help with our popular lunch club or join in with the daily pre-school activities. If you feel you are able to help with any of these or would like to help the committee in its fundraising efforts please speak to Sally or Sarah. All volunteers will need to complete a DBS check. This is a relatively simple procedure which ensures the safety of our children. Our Chair/Treasurer, Richard Watson, will be happy to help you with this.

Fundraisers provide a valuable source of income for the pre-school and we aim to ensure these funds are used for improving equipment and the setting and replacing toys. The events also provide a great opportunity to meet other parents away from the usual mêlée of child drop off and collection. Many of the parents you meet now

you will continue to see for many years to come at the pre-school, infant school and beyond.

A number of events will be held throughout the school year which will involve parent and child participation. We have found from previous experience that these events give a child great joy when a parent is involved. While we appreciate you may be pressed for time, please try to attend these events where possible. Of course siblings, grandparents, carers and other family members are very welcome to join in with these activities!

### **Opening Hours**

Our normal opening hours are 9.15am to 12.45pm. Lunch club is held daily between 12.15pm and 12.45pm. We offer flexible start and finishing times but children are required to attend for a minimum of 2½ hours per day. Lunch club is very popular with the children. It gives them a great opportunity to interact with each other as well as providing them with the chance to develop their social skills.

### **Fees**

HDPS is a registered charity. Aside from our fundraising events, our only other source of income is from fees which are used to fund staff salaries, rent, equipment and materials your children use.

We ask that parents of funded children, entitled to 15 hours of government funding, return the form detailing attendance hours promptly at the start of each term. Our Admissions Secretary, Andy Howells, can then submit the information to Hampshire County Council.

For parents of self-funded children (generally children under 3 or children attending more than 15 hours per week), we ask that fees are paid promptly at the start of each term. The parent funded rate is currently £3.50 per hour and is reviewed at the beginning of each school year. As of September 2014, the parent funded rate will increase to £3.80 per hour

We can accept payment by BACS – please speak to Andy Howells or Richard Watson if you would like to pay by this method.

If you experience any payment difficulties please contact Richard Watson or Andy Howells as soon as possible. Please do not avoid dealing with the issue as we will usually be able to help.

As a registered OFSTED pre-school we can also accept Childcare Vouchers. If the company you work for offers a Childcare Voucher scheme, or you would like your company to consider setting up a scheme, please contact Richard Watson. The vouchers provide a tax efficient way of paying for fees and will save your company money by way of reduced National Insurance payments.

Please also check the following websites for further information:

[www.moneysavingexpert.com/family/childcare-vouchers](http://www.moneysavingexpert.com/family/childcare-vouchers)

[www..hmrc.gov.uk/calcs/ccin.htm](http://www.hmrc.gov.uk/calcs/ccin.htm)

### **Key Worker**

The pre-school uses the key worker system as a method of supporting and nurturing your child through their time at HDPS. Your child will be allocated a key-worker prior to their first day and they will be responsible for updating you on their progress, achievements and any concerns.

We have a dedicated 15 minute period at the end of each session for parents to speak to their child's key worker, or the daily supervisor, and ask any questions.

Your child's key worker will also be available termly through a parent consultation afternoon. Telephone consultations can also be arranged.

## **Dropping Off / Picking Up**

The Setting resides next to the busy Eastfield Lane and has a car park directly outside the front door. When dropping off your child we ask that you please wait for a member of staff to open the internal door for you rather than letting yourself out. This ensures that the door is then locked behind you to prevent the possibility of a child leaving unnoticed.

## **Absence / Sickness**

Please advise staff as soon as possible if your child will not be able to attend. The emergency contact number is 07941 105473. If there is no answer, please leave a message on the answer machine or alternatively send a text which includes your name and your child's name.

We ask that you do not bring your child if they are unwell. We may refuse admittance if your child has a temperature, sickness, diarrhoea or a contagious infection or disease (e.g. conjunctivitis). Further information is contain in our Policy documents.

## **Contact with Parents**

We will keep in touch with you regarding your child's progress and pre-school events in a number of ways:

- The main notice board outside the front door.  
This will detail forthcoming events and also information pertinent to the day-to-day running of the pre-school. Please check the notice board regularly.
- Our website **[www.humptydumptypre-school.co.uk](http://www.humptydumptypre-school.co.uk)**.  
The site is updated half-termly and contains information relating to the weekly theme as well as regularly updated photos of the children in the setting. You will also find additional activities on the website which we would encourage you to complete with your child. The activities will directly relate to the topics your child will involved with on a weekly basis whilst at the pre-school

- Text alerts  
Subject to your authorisation, we will send you texts regarding events that are happening at the pre-school.
- 1/2 Termly newsletters.  
These will be given out in the week before each school holiday. You will also find the latest news letter on our website.

### **Snack Time & Lunch Club**

We ask that parents bring in a piece of fruit weekly and place it in the basket on the show and tell table. The fruit and other snacks provided by HDPS will be shared by the children at snack time. Parents are also welcome to bring in their own contributions but please ensure they are nut free.

Parents are asked not to put more than one sweet item in their child's lunch box and to avoid chocolate and sweets. HDPS will teach children about the importance of healthy eating, having a balanced diet and keeping fit. Drinking water will be provided throughout the session. Please ensure freezer packs are included in your child's lunchbox.

### **Uniforms**

We would encourage you purchase HDPS polo shirts and jumpers which we supply at a price just above cost. Your children will be involved in messy play and the uniform we supply is well made and hard wearing. The current price for the polo shirts is £3.75 and jumper £7.50. Please speak to Sally, Sarah or Andy if you wish to make a purchase.

Although aprons are provided for messy activities, please remember to dress your child in clothes that are appropriate and easy to wash.

Please also ensure that wellies are always brought in, even in good weather. Your child will be encouraged to regularly play outdoors and be involved in messy activities. It is essential to name all items of uniform including wellies.

## **School Bags**

All children will be required to purchase a Humpty Dumpty Pre-School bag prior to their start date. These can be obtained from the pre-school and cost £2.50. This bag must be brought in everyday as it will be used for letters, books borrowed from our library, and craft that your child creates during the session.

## **Show and Tell / WOW Observations**

Each week HDPS will work within a theme. This will be reflected in many areas of that weeks' activities. We welcome all items on the show and tell table but particularly those which relate to the weekly theme. Your child will then be encouraged to talk with the rest of the children about the item they have brought in.

We also like to know what your child is involved with outside the setting. We will supply you with WOW Observation sheets which we would like you to use to record special moments in your child's development away from the pre-school. We will then use the sheets to stimulate discussion with the rest of the children before filing the sheet in your child's record of achievement.

Similarly, please mention any holidays or special trips out. We would also love to see your photos!

## **Donations**

As a registered charity HDPS would be delighted to receive any additional contribution you feel able to make. Donations can be made for specific items or used as a contribution towards larger pieces of equipment or setting improvements. Some companies operate a Give as You Earn scheme which allows tax efficient donations to be made. If you require any further information, please speak to Richard Watson.

We would also be delighted to accept craft making details such as cardboard (e.g. cereal boxes, kitchen roll tubes) or paper. Please note we are unable to use toilet roll tubes.

The other donation you may be able to make is the most valuable of all - your time! HDPS could not run without volunteers and there are few things more rewarding than being involved with your child's education from the very beginning.

## Appendix

### What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage

#### **Framework**

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

### **How my child will be learning**

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

Communication and language;

Physical development; and

Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas.

These are:

Literacy;

Mathematics;

Understanding the world; and

Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs.

This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

## **As a parent, how can I help with my child's learning?**

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas.

You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.

### **When your child is 2**

At some point after your child turns 2, the professionals working with your child must give you a written summary of how your child is progressing against the 3 prime areas of learning:

- communication and language;
- physical development; and
- personal, social and emotional development.

This is called the progress check at age 2. The check will highlight areas where your child is progressing well and any where they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

### **Where can I go for further information?**

The most important place to find out more is your child's childminder or nursery – ask as many questions as you need to. Providers really do welcome speaking with you. You may want to find out what is on offer at your local children's centre.

You can find the Early Years Foundation Stage which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The website also includes a range of resources and contacts.

## **Policies**

HDPS is a member of the Pre-School Learning Alliance (PLA) and we adhere to the PLA Constitution. The PLA is a national organisation set up to advise and provide support on all aspects of pre-school.

The Staff and Committee work within a number of agreed policies listed below.

These policies are available for you to view at anytime. Please speak to either Sally or Sarah, or outside of opening times contact Richard Watson.

- **Achieving Positive Behaviour**
- **Admissions**
- **Children's Records**
- **Confidentiality & Client Access to Records**
- **Critical Incident**
- **Fire Safety & Emergency Evacuation**
- **Food & Drink**
- **Health & Safety General Standards**
- **Induction of Staff, Volunteers & Managers**
- **Making a Complaint**
- **Managing Children who are Sick, Infectious or with Allergies**
- **Missing Child**
- **Parental Involvement**
- **Risk Assessment**
- **Safeguarding Children & Child Protection**
- **Social Networking**
- **Staffing**
- **Student Placements**
- **Supporting Children with Special Educational Needs**
- **The Role of the Key Person & Settling In**
- **Uncollected Child**
- **Use of Mobile Phones & Cameras**
- **Valuing Diversity & Promoting Equality**
- **Whistle Blowing Policy & Procedure**

## **Contact Information**

HDPS Emergency Contact No (school hours only): 07941 105473  
Richard Watson (Chair / Treasurer): 01425 511846  
Andy Howells (Admissions Secretary): 01425 461528

### **Address**

Humpty Dumpty Pre-School  
The Scout Hut  
Eastfield Lane  
Hightown  
Ringwood  
Hants  
BH24 1UR





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