

Welcome to Gawber Pre-School.

Starting at Pre-School is a new and exciting experience but we understand that both children and parents can feel apprehensive about the changes ahead and we want to make this transition as easy as possible for your family.

Included in this Welcome Pack is lots of information about us. Gawber Pre-school is a 42 place setting offering places for 2, 3 and 4 year olds, we are located in St Thomas Parish Hall in the heart of Gawber.

To apply for a place at Gawber Pre-School please fill in the Registration Form at the back of this pack and return to us at Gawber Pre-School, c/o 98 Church Street, Gawber, Barnsley, S75 2RJ or by email to gawberpreschool@gmail.com

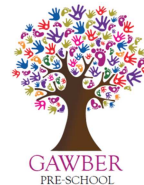
If we are able to offer your child a place we will contact you to confirm your child's start date at Gawber Pre-School. You will be invited into Pre-School to arrange a settling in plan.

If you have any questions please don't hesitate to get in touch.

We look forward to welcoming you and your child to Gawber Pre-School.

Gemma Cooper

Head of Pre-School



LEARNING AND THE CURRICULUM

We treat every child as an individual and our staff and environment ensures that every child will be nurtured, enabling them to develop and grow to their full potential and at their own pace through a rich play environment. All areas of learning within the statutory early years framework are provided for throughout the setting.

At Gawber Pre-School we feel passionately about the importance of learning through play;

“Play for children, is not just recreation - it’s their approach to life! Every action is undertaken with the whole being, mind, body, spirit. Play is basic to children’s wellbeing; it’s their way to discover the world around them and to express how they feel and sometimes, to cope with difficulty. Childrens play must be respected.”

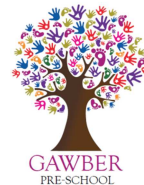
Tina Bruce, Lynn McNair, Sian Wyn Siencyn 2009

STAFF

We pride ourselves on having experienced qualified staff caring for your children. We are continuously updating our training and skills for best practice and will keep you informed of staff training and the benefits for your children. All staff are checked through the Disclosure and Barring Service and safeguarding your children is paramount at all times. Our setting has CCTV through out, to ensure the safety and security of children and staff.

SHARING INFORMATION

Your child will have a home/Pre-School link book. This book will be kept in your child’s bag on their peg and is to be used by both Pre-School and yourselves to share information about your child. We will send out newsletters every half term to keep you updated about learning and life within Pre-School. You will also be invited in to discuss your child’s progress with their Keyperson. Your child’s Keyperson will talk to you about what your child is doing at home and observe your child in pre-school and make individual plans just for them. This will be linked to the EYFS system which will build an individual learning adventure for your child. Parents are encouraged to contribute to the learning adventure file by telling us about what your child enjoys doing at home and any experiences they have had. We have an open door policy so please feel free to come in and talk to staff at anytime or just pop in and sit in our parents’ area and look at your child’s learning adventure file. Please check our notice board as you enter Pre-School which has lots of helpful information.



WHAT DO I NEED TO KNOW BEFORE MY CHILD STARTS AT GAWBER PRE-SCHOOL?

FIRST DAY

We will discuss with you an individual settling in plan to ensure that we meet the needs of your child. We are very flexible and your child's keyperson will ensure that visits are arranged so that they have the time to get to know each other well.

CLOTHING

Gawber Pre-School is a non-uniform setting. At Gawber Pre-School we have a 'no outdoor shoe' policy indoors. We ask that children bring **indoor shoes** or they can have bare feet. We also spend lots of time outdoors, playing and exploring in all weather conditions so we ask that you always dress your children accordingly and please make sure your child always has **spare clothes** available. In addition to this can you please provide your child with the following to be left in the setting:

- Wellington boots
- All in one waterproofs or a raincoat and waterproof trousers.
- Sun hat
- Suncream

SNACKS AND MEALS

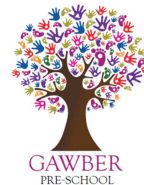
Morning and afternoon sessions include snack time. This will be a healthy snack and drink including milk or water. Snack menus will be on the notice board and on our website. Fresh drinking water will be available and accessible at all times.

If your child is staying for breakfast, lunch or a twilight session, you will be provided with information about menus and options via the notice board and website. Lunch and twilight snacks are on a 4 week rota and a continental breakfast is provided daily. If you prefer, you can provide your own snacks/meals.

All mealtimes are a great opportunity for young children to develop social skills, independence and self care.

PERSONAL CARE

Children develop at different stages and we can implement a care plan according to whether your child is still in nappies or has just embarked on potty training. This will be discussed prior to your child's start date and in conjunction with your child's keyperson.



SICKNESS AND ABSENCE

If your child is unwell, please telephone the setting to let us know at your earliest convenience. Please refer to our sickness policy for guidance on when children can return to our setting after an illness or you can check the health protection agency website hpa.org.uk.

If your child becomes unwell whilst in our care, we will phone you to collect your child immediately. If we cannot get hold of you, an emergency contact number provided by you will be called. If you plan to take a holiday or day off, please let a member of staff know so we can plan accordingly for your child.

COLLECTION

Your child can only be collected from Pre-School by the people you have authorised to do so on your child's Registration Form. If, in the case of an emergency, someone else needs to collect your child, you must follow the emergency collection policy regarding passwords.

If your child is not collected at the end of the booked session and you don't phone to make us aware of the situation this will incur a late collection charge (see policy for late collection charge fees). If you are aware that you are going to be late, can you please phone in advance so we can prepare your child so they are not unduly distressed and we can make arrangements so you do not incur the late collection charge.

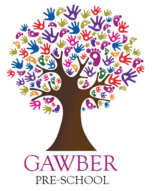
FEES

All applicable fees must be paid on time, in line with the terms and conditions of your Parent & Pre-School Contract. For more information about Pre-School Session Fees please read the Registration Form.

POLICY AND PROCEDURES

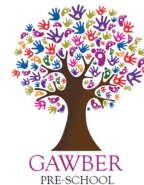
Please take the time to read our policies and procedures in full. Copies are located on the Pre-School notice board, downloadable from our website or a copy can be loaned from the office. By accepting a place you are agreeing to our policies and procedures and terms and conditions.

REGISTRATION FORM



CHILD'S DETAILS	
Child's Full Name	Known by (other preferred name)
Address	Date of Birth
	Gender
Ethnicity	Religion
First Language	Any other languages
PARENT /CARER DETAILS	
Your Full Name	Full Name
Relationship to child	Relationship to child
Address	Address
Home Tel no	Home Tel no
Work Tel no	Work Tel no
Mobile Tel no	Mobile Tel no
Work Mobile Tel no	Work Mobile Tel no
Email	Email
Ethnicity	Ethnicity
Religion	Religion
First Language	First Language
Any other languages	Any other languages
*Who has parental responsibility?	

*We are required to establish parental responsibility. Birth mothers always have parental responsibility for their children but it can be taken away by a court. Fathers will have parental responsibility if they were married to the child's mother at the time of the child's birth. Unmarried fathers will have parental responsibility if the birth was registered after Dec 2003 AND his name appears on the birth certificate. Parental responsibility can only be removed by a court and is not gained automatically by living with a child or by marrying the child's parent. Consent forms can only be signed by the parent with parental responsibility.



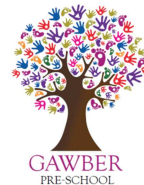
CONTACTS

Please provide the names and details of the people who will be collecting your child from Gawber Pre-School

Collector 1	Collector 2
Full Name	Full Name
Address	Address
Tel no	Tel no
Mobile no	Mobile no
Can we contact this person in an emergency?	Can we contact this person in an emergency?
Collector 3	Collector 4
Full Name	Full Name
Address	Address
Tel no	Tel no
Mobile no	Mobile no
Can we contact this person in an emergency?	Can we contact this person in an emergency?

YOUR CHILD'S REGISTERED MEDICAL PRACTICE

Name of Surgery	Tel no
Address	Name of GP Name of Health Visitor
Are your child's vaccinations up to date? YES <input type="checkbox"/> NO <input type="checkbox"/>	Any childhood illnesses? e.g chickenpox



KNOWN MEDICAL CONDITIONS & ALLERGIES

Please give details of any medical conditions

Please specify if your child has any allergies

DIETARY REQUIREMENTS

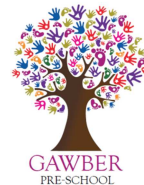
Please let us know if your child has any special dietary requirements, e.g vegetarian

DOES YOUR CHILD HAVE ANY INDIVIDUAL REQUIREMENTS?

OTHER AGENCIES

Please give details of any agencies involved with your child

Is your child subject to a CAF YES NO



PERMISSIONS

I give permission to Gawber Pre-School for the following:

	SIGNED	DATE
To seek any necessary emergency medical advice or treatment/emergency infant Paracetamol		
To administer First Aid		
For my child to take part in outings		
To transport my child in a vehicle		
To apply sunscreen I have provided for my child		
To apply face paints to my child		
For my child to access large outdoor equipment		
For my child to handle Gawber Pre-School's animals		
To apply nappy cream as and when required		

For photographs to be taken and used for the following:

Promotional materials
(including website)

Within Pre-School premises

Observations/Display Boards
(including learning journals)

Media ie newspapers/facebook

Signed

I also agree for Gawber Pre-school to share information with other professional's i.e schools for transition, health visitor for progress check.

Signed



PREFERRED START DATE

I would like my child to start attending Gawber Pre-School on _____

SESSION REQUIREMENTS

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 7.30am – 8.40am					
Morning 8.40am – 11.40am					
Lunch 11.40am – 12.30pm					
Afternoon 12.40pm – 3.40pm					
Twilight 3.40pm – 5.45pm					

HOLIDAY CARE REQUIREMENTS 7.30am – 5.45pm

Holiday	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day					

FUNDING & SESSION FEES

Gawber Pre-School cares for children from the age of 2 years.

All children over 3 years are entitled to 15 hours of free early years education funding per week. This is available the term after their third birthday for a maximum of 38 weeks per year, during term time until they start full time school. We also offer 2 year old funding to eligible children, this is means tested according to individual circumstances.

If your child is not currently eligible for funding, please see below our session fees.

Breakfast	£5.00
Morning	£15.00
Lunch	£5.50 (£2.50 if using hour in funded hours for 3-4 year olds)
Afternoon	£15.00
Twilight	£9.00 (includes a light tea)
Full Day Rate	£41.50
Weekly Rate	£187.00

PLEASE RETURN COMPLETED FORMS TO:

Post:

Gawber Pre-School
c/o 98 Church Street
Gawber
Barnsley
S75 2RJ

Email:

gawberpreschool@gmail.com

