



Parent Information

Updated June 2023

Contact/ Registration details

Ofsted number: EY282708

Charity registration: 900267

Setting Manager:- Ruth Vaughan

Contact: 01865 794287

nhps.manager1@gmail.com

Administration/ invoice queries:- Ruth Vaughan

Contact: northhinkseyccclubs@gmail.com

Welcome!

Firstly we would like to welcome you to our group, North Hinksey Preschool and Childcare Clubs. We have been established since 1972, initially as Botley Preschool. We promote a relaxed and happy atmosphere in Preschool focusing on 'Learning through Play' within a safe, stimulating and nurturing environment. Our setting also provides vibrant, friendly and safe, wrap around care for children our preschool children.

Run by a management committee of volunteers we work within the Early Years Foundation Stage (EYFS) 2021, framework. We follow set policies and procedures to ensure we continue to operate legally and ethically, offering our families, friendly, high quality and affordable childcare and where possible allowing them to access their full nursery education entitlement.

Our Mission Statement

North Hinksey Preschool and Childcare Clubs offer inspirational teaching and care.

We provide secure, flexible and high quality childcare, encouraging individuals to develop holistically, in a happy, supportive and vibrant environment, enabling all our children to be confident, challenged, and successful whilst promoting their self-esteem and wellbeing.

Our Vision

To provide a welcoming and friendly environment for children, families and professionals, supporting development, enabling individuals to fulfil their potential. Through reflective practice, continue to improve the environment to best suit the needs of the children attending.

For parents...

We offer you the individual attention of your child's key worker wherever possible. You will also receive regular updates of your child's progress. We are available if you would want to talk about any concerns you may have around your child's development. We have a parent notice board where you can view a full range of activities and ideas to support your child/ children and when you leave you will be given your child's memory book to cherish the memories of their time with us.

For children...

Preschool life can be beneficial to children both educationally and socially. Preschool offers children the chance to learn through play whilst having fun and making new friends. With careful planning and evaluation preschool can prepare children for their first year of school, and set them up to enjoy a lifetime of learning. With the support of the friendly and experienced staff, lots of praise and encouragement children can progress with ease through preschool and make an easy transition into school life.

Our Ethos...

We believe children learn when they are feeling safe, secure and nurtured. Children learn through all of their experiences. Through these experiences we look to create provocations and opportunities for Child-led learning and the development of skills.

Children's wellbeing is paramount to us. We support them, whilst they learn to self-regulate, share, and express themselves, whilst investigating their own interests, guiding them through various opportunities, whether its cooking or playing a game with others, or sharing a book with an adult. We engage their curiosity through play and interactions, extending their knowledge sensitively.

Our Aims...

We strive to be the best we can be! We aim for children (and staff) to be happy, engaged, confident, and secure, whilst children become independent at the beginnings of their learning journeys. We aim for staff to develop their own knowledge and actively promote apprenticeships, enabling new staff to begin a career as Early Years Practitioners and encourage more experienced staff to research and engage in various approaches in Early Years Pedagogy. This enables children to experience a range of child centred approaches, in a stimulating environment.

For parents we strive to provide a professional, reliable, trustworthy and professional service, where they can feel confident their children are supported, cared for and stimulated.

Our Staff...

Our Staff are passionate about working with Children, and are fascinated by how children learn. They value all children as individuals, wanting to support them, in developing their skills, whilst watching and supporting their growth within an environment outside the home. They strive to make a difference to both children and their families, through building strong relationships with parents and other practitioners, building a community around our setting. Staff view their role as helping children move through to whatever their next stage is, whether its school, another setting or just ready for life!

The Early Years Foundation Stage

We use The Early Years Foundation Stage to plan for, observe and assess all the children in our care. Our outlook for preschool is continuous Learning and we can support this by allowing the children free and easy access to all toys and equipment that they would like to use throughout their day. Through observation and assessment we can enhance the areas of play and further expand their imaginations and thirst for new knowledge and challenges. Adult initiated

play allows us to introduce them to new and exciting experiences without taking them away from their ever expanding Learning Journeys

For further information please read our curriculum summary document about the revised Early Years foundation Stage (EYFS)(2021)

Opening Times and Fee's

Session		Hours	Fee
Preschool Morning	(2 yr old)	9.00-12.00	£23.40
	(3/4 yr old)	9.00-12.00	£22.50
Preschool Afternoon (includes lunch time)	(2 yr old)	12.00-3.00	£23.40
	(3/4 yr old)	12.00-3.00	£22.50
Full day Preschool	(2 yr old)	9.00-3.00	£46.80
	(3/4 yr old)	9.00-3.00	£45

Breakfast and After Preschool Clubs

We offer extended sessions on Mondays, Tuesday, Wednesday and Thursday from 8.00-9.00 and 3.00-5.00 at a cost of £7.50 for a 2 year old and £7.80 for a 3 or 4 year old for Breakfast Club and £15 and £15.60 for the afternoon session.

Registration

A minimum of 2 sessions are required to register. We require 6 weeks notice, to make a change or to cancel your allocated sessions. Gradual increases to sessions will not be guaranteed and will be subject to a waiting list. All changes are at the discretion of the Manager.

Waiting List

If your required sessions are not available you will offered to be included on our "Waiting List". Our waiting list is kept in age order, however as we offer places to 2 and 3 year olds sessions are allocated in respect to the numbers of children we have in each age group. We adhere to our admissions policy which can be found on our website. Required sessions are offered as and when they become available and at the discretion of the Manager.

Accounts Overdue Charge.

See 3.0 of our contract:

A late payment charge of £20.00. If the payment of late fees is outstanding for more than 14 days then we may give you 14 days' notice in writing. Upon termination of our contract your child won't be admitted into any of our clubs, as outlined in our contract 3.1.

Payments.

Fees can be paid by bank transfer or vouchers. Please ensure payments are in our bank account by the 28th of each month. We reserve the right to charge a late payment fee if payments are late. If you require any help with any of this please contact us as soon as possible.

Late Collection Charges.

See 5.9 of our contract:

For security and legal reasons we must always have at least two members of staff in the building whilst children are present. If we require staff to remain in the building over and above their allocated finish time staff will be paid overtime, therefore late collection fees will be charged. Charges are allocated to the next month's invoice and are at the discretion of the management, all circumstances are considered before the charge is included.

Policies and Procedures

Policies

To ensure we are up to date with legislation our policies and procedures are updated regularly and are available on our website for your perusal.

Procedures

As we will have a range of staff from fully qualified to apprentices and from time to time, volunteers, we feel it is important to have procedures to follow to maintain continuity of care for the children and reassurance for the parents/guardians that all staff are working to the same routine. These procedures are available to anyone who would like to view them. Simply ask a member of staff if you would like to know anything about them or to view them.

Emergency Action Plan

If, in the event of heavy snow or flooding, notifiable disease outbreaks, and we have to take the decision to not open. This will be in line with North Hinksey Primary and will be highlighted through local radio broadcasts and emails, through our mailing system. We aim to provide as much notice as possible.

Accident, Incident and Illness

Accident

Any accidents that may occur throughout the day are recorded on an accident form. Parents/guardians will be informed of the accident at the end of the day as you collect your child. The member of staff who witnessed the accident and carried out any first aid required will have filled in the accident form to allow any member of staff to give you all the relevant information.

In the event of a serious accident or illness the following applies: - Medical help will be sought regarding the situation and the parent/guardian contacted. A familiar adult will stay with the child until medical help or parents/guardians arrives. A full report will be made.

Existing Injuries

It is paramount that you notify us if your child has had an accident, seen a doctor or visited hospital since the last time they attended preschool. This is to enable us to provide a thorough and accurate account of your child's medical history should we need to. If your child has sustained an injury at home or away from the setting, it would be noted in our files signed and dated by yourselves, as part of our records.

Incident

An incident report will be completed should a child have caused injury to another within the nursery. The Parent or guardians of the children involved will be informed at the end of the day. All information in the incident reports is treated as strictly private and confidential and the names of perpetrators and injured children are not mentioned to the opposing parents, on any forms or verbally when relaying the occurrence.

Illness

To do the very best for all involved in preschool life we must look at each illness individually. There are specific illnesses that require children to stay away from our setting for an allocated period of time. Management, only after seeking advice from professional bodies, will have made these decisions. The following illnesses may require your child to have time away from nursery: - Corona Virus, Conjunctivitis; Diarrhoea; Vomiting; Contagious diseases e.g. chicken pox

Each of the above has an advised exclusion period and will be discussed with parents/guardians. This may require your child staying away from preschool for a set period of time. Vomiting and diarrhoea will require **your child staying away for 48 hours**, following the last incident. If your child appears unwell at preschool we will contact you to come and collect them, to keep *all* the children as safe as we can from infection. It is always advised that you seek advice from a doctor or health visitor to ensure the correct diagnosis and medication for the child.

Packed Lunches

We are a nut free setting so request no nuts or nut products to be in lunch boxes. We also are a healthy eating setting and discourage you from giving your child sugar laden products. We also ask for a water bottle to be provided which we refill during the day as well as giving children milk to drink at snack time.

See our website for ideas for packed lunches.

Special dietary requirements

If your child requires any special diet e.g. wheat or gluten free, little sugar or minimum dairy please inform the preschool on your first visit after registration. You can discuss these requirements with your child's key worker at length to ensure that your child's needs are met fully.

Safeguarding

We have detailed policies and procedures in place, including safeguarding and lock down to ensure the safety of all children in our care. These are all available upon request should you wish to view them. We are also strict on who gains access to preschool through the making of appointments and the use of our electronic gates and surveillance camera.

Our Safeguarding Policy is based on the three key commitments:-

Key commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Key commitment 2

We committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

We ensure that at least one person present in the building (at all times), has completed the most recent Specialist Safeguarding Training and that all others have attended the Generalist Safeguarding Training. We also update all staff about Safeguarding Children regularly through in house training. All staff have also completed 'prevent duty' training.

All staff have undertaken 12 hour paediatric first aid training, which is updated every 3 years.

Our Designated Safeguarding Lead is **Ruth Vaughan** and Deputy is **Sharon Beadle**

Safeguarding Team Contact details

If you were concerned about a child or family please contact Oxfordshire's safeguarding team:-

Telephone: 0345 050 7666

Multi-Agency Safeguarding Hub (MASH) Email correspondence (not MASH enquiries) can be sent to the secure **MASH** email address: mash-childrens@oxfordshire.gov.uk

Complaints

We have a complaints policy/procedure available upon request.

Below is the contact information for Ofsted, including our registration information should you feel the need to contact them.

Ofsted Contact Information

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Unique Reference Number (URN): EY282708