



New-Bees Preschool  
at  
Stretton Sugwas C. of E. Academy  
Headteacher: Mr. A. Davies *BSc (Hons)*  
Stretton Sugwas  
Hereford, HR4 7AE  
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## Safeguarding and promoting Children's Welfare-Admission Policy/Procedure

Dear Parents and Carers,

Welcome to New-Bees Preschool. We hope this Parent Pack provides you with all the initial information you need to get to know our setting.

**Opening Hours: Monday – Friday 9.00 am – 3.30 pm during term time.**

**Morning Session: 9.00 am – 12.30 pm**

**Afternoon Session: 12.00 pm – 3.30 pm**

### Funding – Nursery Education Grant

The first term after your child's third birthday entitles you to up to 15 hours free funding a week for 38 weeks. Under some circumstances children are also eligible for funding the term after their second birthday. We can accept children from the week after their second birthday these will be self-funded places until NEF funding is applicable. The Preschool needs to apply for this in advance, so it is important to decide how many hours and which days you want your child to attend beforehand. We do ask that your child attends a minimum of two sessions a week so that they have a chance to access a range of curriculum experiences and so that we can get to know them well enough to complete assessments. Additional hours will be charged to you at £5.00 an hour, as will any hours we have not received funding for. Wrap around care is available from 7.50 am until 5.30 pm. Breakfast club from 7.50 am – 9.00 am will be charged at £6.00 per session including breakfast, after school club will be charged at £5.00 per hour. Please ask if you are unsure. Booking of sessions will need to be for a full term. You will be billed at the start of each half term for the number of weeks in that half-term. Any extra hours/costs from the previous term will also be added to this bill. Fees are to be paid by the date shown on the invoice. If your child is absent due to sickness or holiday, full payment will remain applicable.

*Please note a minimum of one month's notice is required if you wish to reduce your child's hours. We require one term's notice if you wish to terminate your child's hours completely.*

### 30 Hours Government Funding.

If your child is 3 or 4 years old your family may be entitled to 30 hours of free nursery funding a week for 38 weeks of the year. Both parents need to be working at least 16 hours a week to be eligible. There are other circumstances in which this is available.

Please see <https://childcare-support.tax.service.gov.uk/par/app/applynow> childcare calculator to clarify your eligibility. If you are entitled to this funding we need to know as soon as possible.

*In order to process this funding we need you to provide us with the code (DERN), your NI number (either Parent's) and your child's date of birth.*



## **Tax-Free Childcare**

Tax-Free childcare replaced the childcare voucher scheme in September 2017. If you are a working parent you are now able to open a Childcare Account and for every £8 you pay in, the Government will add £2. You can pay us directly from this account.

## **Admissions**

Most importantly, there are two forms, Child Confidential Record and an All About Me form, which must be completed and returned to the Preschool Manager before your child starts. We must stress that without these forms duly completed we are not able to take responsibility for your child/children. The information on these forms helps us to get to know you and your child as quickly as possible, helping them become settled and happy at New-Bees Preschool. The more you can tell us the easier the transition.

## **Settling In**

Prior to admission we hope to have met with you in person to answer any questions you may have regarding settling in, the hours you wish to attend and funding and specific requirements for your child. Staff will work together with you to help find appropriate ways to settle your child into Preschool and to ensure they are happy and confident with their surroundings. We feel it is really important for both the parent and the child to be happy about separating and the time this takes is different for everyone. We will work together to know when this time is right. Parents are welcome to stay and play at any time. We feel it is most beneficial for the child that you inform them that you are leaving them for a short while ***and*** say goodbye.

The Preschool will not schedule a nap time into each session, however, if you feel your child/ren may require a sleep during the period they are in our care, please let us know and we will work with you to try and accommodate this.

If your child/ren will not settle at nursery and become distressed a member of staff will contact you on the numbers you provide. You will be asked to return to the Preschool to collect your child.

## **Parents as Partners**

The Preschool holds an open door policy and staff will be available to have an informal chat with you about your child at the start or end of each session. Each child will have a Link Diary which is sent home with your child on their last day of attendance for that week. We ask you to write about highlights from the days that they are not at Preschool to help us link their experiences with you and us and to provide material for discussion the following week. If you wish to discuss anything confidentially regarding your child's progress then please arrange a mutually convenient time to speak to your child's Key Person (the member of staff who will work closely with your child, whose name will be on the book) or the Preschool Manager. We will hold parent consultations throughout the year for you to discuss your child's progress.

Remember to visit [www.early-education.org.uk](http://www.early-education.org.uk) 'Development Matters in the Early Years Foundation Stage' for a detailed look at the areas of development we observe and assess in the Pre-school. All of the records we keep on your children are accessible to you as parents at all



times and are strictly confidential, with other professionals only having access to them when authorized by you. There are specific records which have to be kept by the Pre-school for at least two years. These are the daily register, any accidents that have occurred and any medications forms for medication administered.

### Information

Preschool newsletters will be issued with general information as and when needed. Staff aim to be available to give information at drop-off/pick-up times. In turn we ask you to inform us of any changes to your child's week such as holidays or days they will not be attending. The school also uses 'Parent Mail' to communicate whole school issues. With your permission we will use the email address and mobile number you provide to set up an account for you to use.

### Safeguarding:

The Welfare Requirements stipulate that, *'providers must be alert to any issues in the child's life at home or elsewhere'* (2012). Therefore the 'welfare of children is paramount'. We have robust policies and procedures (please see safeguarding policy) in order to safeguard children. If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant harm we will seek advice from Herefordshire Council staff within the MASH team, which may result in a referral to social services. Where there is a concern regarding the welfare of the children that has been shared with parents, staff have a responsibility to record details in a communication log, which is kept in the family file and locked in a cabinet.

### Medical/Illness details

It is extremely important that staff are made aware of any medical conditions or allergies your child/ren may have. Please ensure that you declare these on the relevant forms which you will be given for completion. If your child is ill, please could you inform us directly on **01432 760282** as soon as possible in the morning.

In order to maintain health and safety requirements within the Preschool, any child/ren who has or who have had diarrhoea/sickness within **48 hours** of the Preschool date will not be allowed to attend. Should your child become ill whilst in our care you will be contacted and asked to collect her/him.

Should your child have an accident whilst in our care, an accident form will be completed and given to you at pick up. Should they have a more serious accident and require immediate medical attention this will be sought in line with the Medical History Consent Form.

### Play Policy

'Learn to play, play to learn.' The EYFS framework is a play-based one. Play helps young children to learn and develop by *doing*. Play encourages children to learn to become independent thinkers. We will offer a healthy balance of free play and planned/spontaneous adult-led activities to bridge a child's learning and move them on to the next steps. Theories on play are extensive and readily available on the internet and we encourage parents to research play theories, as it is through play that children learn about the world around them and develop in all seven areas of learning.



## Observation and Assessment

Within New-Bees Preschool we routinely observe ALL of the children who attend. This, not only informs our planning, but also highlights areas of need. Where concerns arise actions can be implemented for early intervention.

## Tapestry

Your child's daily activities and learning experiences will be observed and recorded using an online programme. This enables us to monitor the variety of experiences the children have and also plan their next steps, ensuring they participate in a broad learning curriculum where they can progress at their own rates through their individual interests.

Your own child's records are accessible from home, using a unique password and personal login. Parents are encouraged to record their child's home experiences onto this, too. We can then use these to further your child's learning at school and it also shows the wonderful 'journey' your child takes in their early years.

## Personal Items

Each child attending preschool will require the following items, all of which should be named and put into a **clearly labelled bag**:-

- Change of clothes
- All in one waterproofs for outdoor play in all weathers and forest play.
- A pair of wellies
- Coat (or appropriate clothing for your child to participate in outdoor activities (eg. hat, gloves, etc.)
- Nappies, wet wipes and nappy creams.
- A water bottle
- Sun hat and cream

All of the above need to be in Preschool every day if we are to ensure that all children have the opportunity to be outside whenever they want to be. If it's raining we will splash in the puddles, if it's snowing or frosty we will make footprints, if it's muddy we will still play on the fields, therefore appropriate clothing and particularly spare clothes are needed.



**Food and Drink**

Fruit and milk will be provided by the Preschool at snack time. Fresh drinking water is accessible at all times.

Lunch time will run from 11.30 am – 12.30 pm. Hot lunches will be available each day at a cost of £2.10 per meal. You will be given a menu and order form if you wish to order these. Alternatively you can send in a packed lunch.

Please remember that if you supply your child with a packed lunch it does need to be healthy in order to support our Healthy Eating Policy. (Sandwich, fruit, yoghurt, breakfast bar, for example). Please avoid sending anything **containing nuts**, including chocolate spread as we may have children with nut allergies. You will be asked to complete and sign one of our Child Confidential Forms before booking your initial Preschool place(s) which will ask for more specific details regarding your child’s dietary requirements.

We very much hope that you and your child enjoy becoming part of our Preschool and we look forward to seeing you very soon. If you wish to discuss any of the information in this pack in further detail please feel free to contact us on the number above or email our Preschool Manager, Sue Podmore, at [admin@strettonsugwas.hereford.sch.uk](mailto:admin@strettonsugwas.hereford.sch.uk)

Please sign and return the attached slip,

Kind regards,



Mr Alex Davies  
Headteacher  
Stretton Sugwas C.E. Academy  
Stretton Sugwas  
Hereford  
HR4 7AE

**I have read and agree to the terms of New-Bees Preschool Admissions Procedure as detailed above.**

Name of Child.....

Signature of parent/carer .....

Date .....

Name in block capitals .....

