



Pre-School at St. Saviours

St. Saviour's Church Hall, Connaught Road, Brookwood
Woking, Surrey, GU24 0AS
Phone: 01483 888 531 (9.00am–12.30pm), Mob: 07903 609 172 (8.30am - 6.00pm)
E-mail: preschoolatstsaviours@gmail.com



Newsletter For New Parents

A big welcome to all our new children that are starting this term. This information letter contains useful information about the running of our Pre-School. At the beginning of every half term you will receive a newsletter giving you useful information regarding your child's time with us. A copy of our Policies and Procedures are also available for you to read on the information desk in the main entrance or on our website www.preschoolatstsaviours.co.uk. If at any time you have any questions please speak to a member of staff.

EARLY BIRDS CLUB

We run an Early Birds Club from 8.30am-9am at a cost of £3.

We run this service on a 'pay-as-you-go' system. Please ensure you bring payment with you when you drop your child off. You can also use this time as part of your 15 hours free entitlement. This has to be pre booked the term before.

LUNCH CLUB

We run a lunch club from 12-12.30pm at a cost of £3

We run this service on a 'pay-as-you-go' system. Please ensure you bring payment with you when you drop your child off. You can also use this time as part of your 15 hours free entitlement. This has to be pre booked the term before.

If your child is attending an afternoon session, lunch club is included in the three hours. Please bring in a healthy packed lunch and drink for your child.

FEES

Fees can be paid in three ways, through the bank by internet banking or telephone banking, (if you would like to do this please see Sally or Jeanette for all the details), cheque or cash. Cheques should be made payable to 'Pre-School at St Saviours'. The fees are £18 per three hour session.

FUNDING

In the term after your child's 3rd birthday they are entitled to Early Years Free Entitlement for 15 hours per week for 38 weeks of the year. Sessions are subject to availability. Our setting is open for 38 weeks, from 8.30am to 3pm, Monday and Wednesday and 8.30am to 12.30am Tuesdays, Thursdays and Fridays.





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FEET FUNDING (Free Early Education for two Year Olds)

Free Early Education for Two year Olds is funding from Surrey Early Years and Childcare Service for up to 15 hours of free early education and childcare per week for families who meet the criteria. To find out more about FEET contact Surrey Family Information Service on 0300200 1004/ www.surreycc.gov.uk/fis /e. surrey.fis@surreycc.gov.uk.

CHILDCARE VOUCHERS

Some companies offer Childcare Vouchers to help their employees pay for childcare. If you have access to these please speak to Sally or Jeanette who will arrange for you to use them.

COLLECTION BOOK

Please make sure that if anyone other than your child's main carer is collecting them at the end of the session, it is written in the collection book, which is situated on the table opposite the main entrance. This should be done even if it is the child's father, grandparent or a friend. We will not release a child to anyone without prior permission from the parent or main carer. If there is an emergency during the morning and someone else needs to collect your child, please telephone us on our mobile number 07903 609172 or 01483 888531 and give us a name and brief description of the person.

CLOTHING

On sunny days, please ensure your child has a named sun hat and that sun cream is applied to your child before arriving at Pre-School. In the better weather a lot of our activities are based outside and the garden is quite sunny. Also please remember to send in a named sports bottle containing water for your child. This enables them to have access to a drink at any time. The children do a lot of climbing and running about outside and we ask for children to wear **flat, covered in shoes** so no toes get damaged. Trainers are ideal footwear to wear during the session. When the weather becomes colder please send your child in with a coat, hat, gloves etc., as we will take them outside during the session. **All** clothing and shoes must be named as not all children recognise their own things. Please make sure all clothes and shoes are easy for the children to manage themselves as we try to encourage them to be independent.





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We have a voluntary uniform for the children; this consists of a maroon sweatshirt and or a pale blue t-shirt with the Pre-School's name on it. There are examples of the sizes available for you to see when your child starts. If you wish to order any uniform please see a member of staff.

NAPPIES

If your child is in nappies/pull-ups please bring a named bag with enough nappies/wipes etc for each session and hang it on your child's peg.

CHANGE OF CLOTHES

Please bring in each day a named bag containing a change of clothes for your child. Please ensure all clothes/shoes/boots are named. Also if the weather has been wet please bring in a pair of wellingtons so that the children can put them on to go outside during the session. Thank you.

THE CHILDREN

Kittens - this is the group of children aged 2 - 3 year olds (fee paying or FEET funded). The ratio of care is one adult to four children.

The children become Badgers, the term after their third birthday when they are entitled to Early Years Free Entitlement. The ratio of care is one adult to eight children.

During your child's time with us they will follow The Early Years Foundation Stage (EYFS September 2012).

KEY PERSON

Kitten and Badger children are all allocated a Key Person. Your child's Key Person will introduced themselves to you when you start at Pre-School. There is also a Key Person list on the main notice board.

PARENT CONSULTATIONS

If you would like to make an appointment to see your child's Key Person, please fill in a form, found in the blue box in the front entrance hall and leave it in the box. Your child's Key Person will then arrange a mutually suitable time to see you to discuss your child. This could be termly, at the end of the school year or at any time if you have any concerns. In addition to this members of the management team and staff are always available to speak to you about any issues





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you have concerning your child at the beginning or at the end of the session if necessary. If you are unable to come into the setting during session time, a telephone appointment may be made to speak to your Key Person.

WHO'S WHO

For those who aren't sure who we all are, Jeanette and Sally are the owners of the Pre-School, we are always available if you need to speak to us. Also we have a great team of staff who all work very hard to make sure that your child's time with us is enjoyable, they are, Sharon, Karen and Ruth. You will see on our notice board in the main entrance hall a full run down of who is responsible for each area eg waiting list, funding etc. Please take time to read the information as it contains important details. Also please read the notices on the front door these are often day to day issues. The blue 'Parent Information Board' situated in the main entrance has lots of useful information along with details of what the children are doing each week. We do try to keep parents well informed and we can only do this if the parents read all the information available.

ARRIVAL AT PRE-SCHOOL

Due to the layout of our building there is some congestion on arrival in the main entrance hall. To try to alleviate this could we ask all parents and children to move through this area as quickly as possible. Once your child is in the hall, please leave the building as soon as possible as this eases the congestion. May we also ask that you arrive promptly at the start of each session and collect your child on time. If you are late this can be quite distressing for the child and this sometimes makes it hard for them to settle and at the end of each session they can become quite upset if they see all the other children leave before they do. For health and safety reasons please leave all pushchairs and prams outside the main entrance door. In the interest of all your children's safety we ask that the car park at the front of the building is not used for parking by anyone when dropping off or collecting their children. We understand that parking is limited at these times, but the car park has lots of pedestrian activity during these times and cars driving on and off the car park cause a potential hazard for children and adults.

EMERGENCY RECORDS

If at any time your contact details change, please let us know immediately, this includes mobile phone numbers.



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ABSENCE FROM PRE-SCHOOL

If your child is ill and will not be attending Pre-School, please telephone us on his/her first day of absence to let us know. If we have not heard from you by 11am we will contact you to find out the reason for your child's absence. Also if your child will not be attending for any other reason e.g. holiday please let us know before the absence. We have to account for each child at every session they attend, we have to do this for funding reasons and it is a requirement from OFSTED with regard to Safeguarding. If your child has sickness and/or diarrhoea please keep them at home for 48 hours after the last incident of illness.

JEWELLERY

Please do not send your child in wearing necklaces. It is very easy for another child to pull on the necklace or it to be caught while doing a physical activity leading to the child being hurt. If the necklace is being worn for religious reasons please speak to a member of the management team.

Also please try to discourage you child from bringing in toys from home. This can lead to arguments as other children want to play with the toy. They also can get lost amongst our toys or broken which is upsetting for the child. We do appreciate that some items are brought in as a comfort to the child, which we feel is acceptable for as long as the child needs it.

LUNCHBOXES

The Government are running a Healthy Eating Initiative for all Educational settings, to comply with this we would like to encourage healthy food in all lunchboxes e.g. whole meal sandwich, fruit and water, for other ideas look at www.food.gov.uk. Some of the foods that should not be included are crisps, chocolate, sweets, fizzy drinks etc. In addition to this please put an ice pack in your child's lunch box to keep the food fresh. Please remember NOT to put in any foods that contain nuts, this includes peanut butter.

TISSUES AND SNACK DONATION

We would be grateful for any donations of tissues. Also we would like donations of healthy snacks, such as fruit, raw vegetables, dried fruit, bread sticks, wholemeal bread, healthy cereal etc for snack time. This gives the children a chance to sample a variety of health foods and





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encourages them to try things they may not have eaten before. Please can we ask for each child to bring in one donation a week? Thank you for your support in this matter.

CURRICULUM

During your child's time with us they will be following the Early Years Foundation Stage (September 2012), this runs between birth and five years. It is also the stage that they are in until the end of the Reception year at school.

Children do best when parents and professionals work together. As you know more about your child than anyone else we will be asking you about your child and sharing information with you. By doing this it will help you to see how well they are developing and learning.

Below is a summary of The revised Early Years Foundation Stage.

What does it mean?

The Early Years Foundation Stage (EYFS) is a document for early years providers, to help them support your children's learning and development from birth to five years old. This year the Government made changes to the original EYFS (first introduced in 2008). From 1 September 2012 all early years providers follow this revised EYFS.

Who makes sure that registered early years providers are following the EYFS?

All registered early years providers are inspected by Ofsted to make sure they meet the legal requirements of the EYFS. Surrey County Council's Early Years and Childcare Service offer support and information to early years providers too.

What are the main changes in the revised EYFS?

The revised EYFS builds on the good practice of the original 2008 EYFS and still has a play based approach to children's care, learning and development. The revised EYFS is designed to:

- have less paperwork
- give early years providers more time to plan around the needs of your child
- support your child through planned, challenging, enjoyable and playful experiences and opportunities.





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The revised EYFS reminds your early year's provider how important it is to have a good relationship with you. And it recognises that you need to be given more information about your child's learning and development. The requirements for your child's safeguarding and welfare have also been revised.

What do you mean by safeguarding and welfare requirements?

To explain, here are a few of the EYFS Safeguarding and Welfare statutory requirements (2012) that early years providers need to put in place to keep your child safe. Early years providers must update their policies and procedures to make sure that if your child is in their care, then they are protected. These include:

- They must have a policy on the use of cameras and mobile phones.
- There must be training and supervision for all staff to make sure that they fully understand their roles and responsibilities.
- They must keep full records of how to keep and give medicines and who is trained to do this.
- They must have strict data protection and a system to protect confidential information.
- They should have a named person for the management of behaviour.

What else does the EYFS do?

The EYFS also sets out what all early years providers must do to make sure that your child learns and develops. It promotes teaching and learning to make sure all children have the skills to get them ready to progress through school and future life. Early years providers must make sure that their staff are fully aware of what they have to do, to make sure your child's individual needs are met through the EYFS.

Who will make sure my child's learning and care is tailored to them?

Your child will be assigned a key person when they start with an early years provider. You will be told the name of the key person and their role. The key person is there to make sure that your child's learning and care is tailored to meet their individual needs, through discussion with you. They will also support you in giving you ideas on what learning you can do at home with your child.





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What will my early years provider be doing with my child?

Your early years providers must think about the individual needs, interests and stages of development of each child in their care. Early years providers working with children from birth to three years old, will be expected to focus on the following three prime areas, which support learning in all other areas.



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Personal, social and emotional development:

- making relationships
- self-confidence and self-awareness
- managing feelings and behaviour.

Physical development:

- moving and handling
- health and self-care.

Communication and language:

- listening and attention
- understanding
- speaking.

These three prime areas help children to develop and learn, and become ready for school. As well as the three prime areas, early years providers will also plan activities in the following areas of learning and development, known as specific areas.

Literacy:

- reading
- writing.

Mathematics:

- numbers
- shape, space and measure.

Understanding the world:

- people and communities
- the world
- technology.

Expressive arts and design:

- exploring and using media and material





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□ being imaginative.

How will I know how my child is progressing within the EYFS requirements?

Assessment helps you find out about your child's progress, understand their needs and plan their activities. Your child will have two important assessments before the end of the EYFS. The first when they are between two and three years old and the second in the final term of the year in which your child reaches the age of five. Ongoing assessment is also an important part of this. Your child's early years provider will look, listen and note how your child plays and then build on this by planning a challenging environment to support your child's development. You can also share what you see your child doing with your child's key person.

What if I am worried about my child's development?

If you're worried about your child's progress, talk to you early years provider and together you can agree how to support your child. If your child's home language is not English, their early years provider must give them opportunities to develop and use their home language in play and learning to support their language development at home. Your early years provider must also make sure your child has enough opportunities to learn and reach a good standard in English language during the EYFS.

How can I find out more?

Talk to your child's key person who will be happy to answer any questions you have. You can also view a copy of the Statutory and non-statutory Framework for the Early Years Foundation Stage 2012 on the Department for Education website

www.education.gov.uk

There is also additional information on our website www.preschoolatstsaviours.co.uk

The Team

January 2015

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