



# Welcome to Little Chestnuts

Pre-School for 3-4 year olds



At Little Chestnuts Pre-school we take children aged 3-4 years old. We are situated in the spacious surroundings at Woodmancote School where a sense of belonging, high aspirations and achievement for all are at the heart of our practice.

Little Chestnuts is run by qualified, highly experienced staff. We have created a warm, homely and enriching environment in which your children will flourish, make friends, laugh and learn.

## Our Mission Statement

Children learn best when they feel safe, secure and free to express themselves. At Little Chestnuts, therefore, we aim to nurture each unique individual by providing a nourishing, loving and playful environment alongside care and education of the highest quality.

We pledge to work with children and families to create a unique and meaningful pre-school experience that will equip each individual child with the skills, knowledge and abilities for the next step into their Reception year.



## Opening Times and Sessions

We offer the following sessions:

	Morning	Afternoon
Monday	8.45am – 11.45am	12.30pm – 3.00pm
Tuesday	8.45am – 11.45am	12.30pm – 3.00pm
Wednesday	8.45am – 11.45am	12.30pm – 3.00pm
Thursday	8.45am – 11.45am	12.30pm – 3.00pm
Friday	8.45am – 11.45am	12.30pm – 3.00pm

Children can also stay for a lunchtime session between 11.45am and 12.30pm, combined with either their morning or afternoon sessions, or both.

All sessions must be booked half termly in advance by completion of a booking form, and are **subject to availability**.

## When can my child start at Little Chestnuts?

Children can start at pre-school once they are 3 years old, subject to spaces being available.

## Registering my child at Little Chestnuts

All enquiries regarding the availability of places at Little Chestnuts should be made through the School Office, [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk) or by telephone on 01242 674312.

To reserve a place at Little Chestnuts, a Reserved Booking Form must be completed and returned to the school office. Please request a Reserved booking form which will include all the relevant information.

Once the booking form has been received then confirmation of a place will be sent by email.

The term before your child is due to start you will be contacted by email with all the relevant forms and documentation we require in order to formally register your child to start.

We require a copy of your child's birth certificate and a funding declaration form is also required to be completed ahead of the start of each half term. <sup>1</sup>

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<sup>1</sup> This is required in order to claim the government funding

Please note that *Session change requests can only be made half-termly, in advance of the start of the next half term.*

All registration and funding declaration forms are available from the school office, or from the Little Chestnuts website [www.littlechestnuts.co.uk](http://www.littlechestnuts.co.uk).

## The Foundation Stage

At Little Chestnuts children engage in fun, enriching and exciting activities which support them in their readiness for school. They work within the Foundation Stage that consists of 7 curriculum areas.

### *The prime areas*

- Personal, social and emotional development
- Physical development
- Communication and language

### *Specific areas*

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design



We work with the children to help them achieve the early learning goals by the end of their Reception year.

Children are supported through the 'Characteristics of Effective Learning'.

These are:

### **Playing and exploring – engagement**

- Finding out and exploring
- Playing with what they know
- Being willing to have a go

### **Active Learning – motivation**

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

### Creating and thinking critically – thinking

- Having their own ideas
- Making links
- Choosing ways to do things

### Overarching Principles

The Foundation Stage is underpinned by four guiding principles. These are:

- Every child is a **Unique** and on their own learning journey
- Children learn to be strong and independent through **Positive Relationships**.
- Children learn and develop well in **Enabling Environments**.
- Children are constantly **Learning and Developing** in different ways and at different rates.



### What happens at Pre-School?

Your children are immersed and encouraged to take part in wide ranging activities. They are supported to make friends, grow in confidence and try new things. They have the opportunities to learn through their play, facilitated by well trained staff. The children at Little Chestnuts spend lots of time outdoors, learning from what nature has to offer.

### Funding

#### 15 Hour Funding

All children in Gloucestershire are entitled to 15 hours a week funded early years education, which can be claimed by the pre-school from the **term after** your child is 3 years old. In order for us to claim this funding on your behalf we must see your child's original birth certificate ahead of their start date and receive a completed funding declaration form every half term. For more information on this funding, please visit: <http://www.gloucestershire.gov.uk/freefor3and4>

***Until a child is funded, we charge £6.50 per hour, payable in advance on a half-termly basis.***

*If you would like your child to do more than 15 hours a week in pre-school, you will be billed for any extra hours at a cost of £6.50 per hour, payable on a half-termly basis.*

#### 2 Year Old Funding

2 year old funding can be used for 3 year old children before their 3 year old funding becomes active. Your child may be eligible for 2 year old funding if your family meets the criteria for free school meals, receive working tax credits or has a household income of less than £16,190.



For more information on 2 year old funding, please contact the family information service: Tel: 0800 542 0202      Email: [new42@gloucestershire.gov.uk](mailto:new42@gloucestershire.gov.uk)  
Website: <http://www.gloucestershire.gov.uk/Achieving-2-Year-Olds>

### **30 Hour Funding**

You may be able to get up to 30 hours free childcare. If you're eligible for the extra hours, you sign up online to get a code which you need to then provide us with.

You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £120 if you're over 25. This earnings limit doesn't apply if you're self-employed and started your business less than 12 months ago.

You're not eligible if:

- your child doesn't usually live with you
- the child is your foster child
- either you or your partner has a taxable income over £100,000

To find out more details and to apply visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

### **Early Years Pupil Premium**

From April 2015 all early years providers who deliver Government funded early years education will be able to claim the Early Years Pupil Premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income support
- Income-based Job Seekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

**Registering could result in extra funding for your child's early years provider**



The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

**We will provide you with a form to fill in to determine whether you are eligible for the Early Years Pupil Premium, and would be grateful if all parents could complete it.**

## Fees

The fee for our non-funded children who are not in receipt of nursery education funding is £6.50 per hour.

You will receive an invoice in advance of every half term, for that term's fees.

If your child misses a session due to absence, any fees paid will not be refunded, as the Pre-School running costs in terms of staff wages remain the same even if your child is away. However, in the case of longer term illness, the fee will be reduced to half-fee for the second and subsequent weeks of absence.

## Uniform and Clothing

At Little Chestnuts we have a sweatshirt with logo that we would like children to wear. This will prepare them for Primary School when uniform is compulsory, and can help them to feel part of our family.

Sweatshirts can be purchased from:

Monkhouse, based at 252 High Street, Cheltenham.

Tel: 01242 523632

Email: [web@monkhouse.com](mailto:web@monkhouse.com)

[www.monkhouse.com](http://www.monkhouse.com)

Open Monday to Saturday 9am – 5pm

Monkhouse stock uniform in their shop to purchase immediately and will also provide an on-line service for 'click and collect' or home delivery.

We provide aprons for messy play, but please try not to send your child in their 'best' clothes. Sensible flat shoes or trainers should be worn (for safety when joining in with physical play).

Please remember to bring a change of shoes when wearing wellies to Preschool. Children should have appropriate outdoor clothing for when playing outside as we are expected to go outside in most weather.



In the interest of safety, earrings should not be worn and only appropriately sized hair accessories may be worn.

Please ensure all your child's belongings are named.

### **Absence**

It is our policy to keep children safe when they are at Little Chestnuts, promote good health and take necessary steps to prevent the spread of infection within the setting. No child will be allowed at Preschool if they are ill and a parent will be contacted immediately if a child becomes poorly during the session. Please allow 48 hours before a child returns after sickness or diarrhoea. If a parent cannot be contacted we will phone the next person on the emergency contact list. The child will be kept comfortable and supervised by pre-school staff. If it is felt they are contagious, other children will be kept at a distance.

Please telephone on 01242 674312 (and select pre-school option) to let us know if your child is going to be absent. For children due to attend a morning session, we would prefer to be advised of absence by 8.30am.

We are required by the Government Funding to record the reason for absences.

We are required to contact parents of all absent children on the day of the absence, unless you have already let us know that they will not be at Pre-School.

Please also inform us if your child has any infectious illness or has had to go to hospital.  
Tel: 01242 674312 and select pre-school option

### **Arrival and Collection**

On arrival at Preschool please report to a member of staff for registration and do not leave your child until a member of staff has been informed of their arrival.

Where there is a change to the person collecting a child please inform us as you drop off your child or in writing (or by email), if this is an individual not already named on the child's registration form. The telephone number is 01242 674312 if you need to contact us during the Preschool session. Each person collecting must know the child's individual password.

If a child is not collected at the end of a session, efforts will be made after 10 minutes to contact the parents and after a further 15 minutes the emergency contacts. If there is no response and nobody has been contacted after 30 minutes, the DSL will contact police/social care team.

***A late collection fee will be charged at £6.50 per hour/ part hour.***



## Medication

We are happy to administer prescribed medicines, if your child is well enough to attend pre-school. You will be asked to complete a medicine form when leaving your child. We will not administer medication without this information. Non-Prescribed Medicines must not usually be administered in early years settings.

Our staff are First-Aid trained and are competent with administering inhalers and Epi-pens. The Little Chestnuts named First Aider is Mrs Skerry or Mrs Galley.

You will be notified if your child has needed their medication during Preschool.

If your child is taking any kind of medicine for the first time e.g. penicillin, please keep them off Preschool in case of any allergic reaction.

## Accident Forms

Any accident, however minor, will be entered onto our Accident Forms. If an entry is made, a parent/carer will be asked to sign the book when collecting their child.

We also need to know about any accidents your child has had prior to a session.

## Going to the toilet

Please talk to the pre-school Co-ordinator if your child is not toilet trained. A named bag with a change of underwear and spare clothes should be brought to the session. A plan will be filled out about the child's toileting needs with parents.

Children are escorted to the toilet, but are encouraged to be independent, so please no difficult buttons etc.

If your child is still wearing nappies or pull ups please supply these. We will provide wipes and nappy sacks

## Food and Drinks

Children are provided with regular drinks and snacks in adequate quantities for their needs. This may include carrots, raisins, apples, bananas, crackers, breadsticks, etc.



## Food allergies and intolerances

Please ensure that you have informed the Pre-School Coordinators of any food allergies prior to starting at Little Chestnuts. These should be recorded on the admission form.

## Safeguarding Children

At Little Chestnuts, our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures.

Our full Safeguarding Policy can be found on our notice board or downloaded from our website. Our staff completed relevant safeguarding training.

The Designated Safeguarding Lead (DSL) is Mr G. Tucker and the Deputy DSL is Mrs S. Badham.

## Complaints

We aim to work in close partnership with all parents but in the event of a complaint, a parent should talk to a member of staff. Most minor complaints can be resolved quickly and informally. A more serious complaint may be dealt with by the parent making an appointment with the Early Years Leader.

If you are still not satisfied with the response you have been given then you can contact the Chair or Governors [chair@woodmancote.gloucs.sch.uk](mailto:chair@woodmancote.gloucs.sch.uk).

Our school complaints policy can be accessed from the school website [www.woodmancoteschool.co.uk](http://www.woodmancoteschool.co.uk).

If you wish to make a formal complaint then you can contact the Ofsted Complaints and Investigation Unit on 0300 123 1231 or you can write to them at Applications, Regulatory and Contact Team, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. The Ofsted Parent Poster will also be on our notice board with the contact details.



## Little Chestnuts details

Ofsted Registration No. 115576

Address: Little Chestnuts  
Woodmancote School  
Station Road  
Woodmancote  
Cheltenham  
GL52 9HN

Tel no: 01242 674312

Email: [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk) for queries about registration, session bookings, fees, invoices and funding.  
[preschool@woodmancote.gloucs.sch.uk](mailto:preschool@woodmancote.gloucs.sch.uk) for general pre-school communication

Website: [www.littlechestnuts.co.uk](http://www.littlechestnuts.co.uk)

