



# Welcome Pack

## **Welcome To Hawkhurst Pre-School**

We would like to take this opportunity to welcome you and your child to the pre-school. We look forward to getting to know you over the coming weeks and months.

The aim of this pack is to ensure that both you and your child start the term with all of the information you require and to settle quickly and smoothly with us.

### **Settling In**

We realise that some children may take longer to settle than others, and may need a parent or carer to stay with them until they are happy to stay on their own.

Children are welcome to bring a comforter (special toy, dummy, blanket, etc.) with them, if needed.

### **Hawkhurst Pre-School Sessions**

- ....Morning sessions run Monday to Friday and start at 9 am and finish at 12pm and are available to children over 2 years.
- ....We run a lunch club between 12 pm and 1 pm. every day.
- ....Afternoon sessions are available run Monday Friday between 12pm and 3pm (please note children attending for afternoons only will need to bring a packed lunch).

### **Hawkhurst Pre-School Fees 2023/2024**

Fees for 2023/2024 are £6.50 per hours for 3 years old who are not yet eligible to receive funding from KCC and those that are attending for more than their 15 hours of Free Early Education.

Children who are aged between 2-3 years will incur a cost of £7.50 per hour.

Fees are due at the beginning of each half term in advance: confirmation of sessions and invoices will be given to parents at the beginning of each term.

Fees must be paid within 14 days of the invoice date. Late fees will incur a £5.00 charge per week.

Please note fees are still payable if a child is absent due to illness or holiday and the committee reserve the right to increase the fees during the academic year.

## **Government Free Early Education Funding**

### **Free for 2 Funding**

You may be eligible for up to 15 hours free early education for your two-year-old if you receive certain benefits. Please ask for further information.

### **Universal and Extended Offer**

Free Early Education for 3 to 4 years old, offered over 38 weeks per year, entitles your child to 15 hours free early years funding, the Universal offer, from the term following your child's third birthday. A child qualifies for Extended offer 30 hours per week if both parents are working (or the sole parent in a lone parent family) and are expected to earn the equivalent to 16 hours at National Minimum Wage or National Living Wage over the coming three months. Parents will not meet the criteria if either parent has an income of £100,000 or more.

You may access as little or as much of the free Early Funding as you wish and may take up the entitlement at a maximum of two providers where funding will be split pro rata based on child's attendance.

### **Childcare Vouchers**

We can accept any form of employer voucher and can supply any information you may need to set up the payments.

**In Kent, children become eligible to claim their free early education from:**

<b>A child born between:</b>	
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays) until statutory school age.
1 September - 31st December (inclusive)	The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age.

**A child born between:**

1 January - 31st March (inclusive)      The start of term 5 following their third birthday (after April holiday) until statutory school age.

## **Pupil Premium**

### **Fantastic news!**

As from April 2015 our preschool will be able to claim extra funding through the Early Years Pupil Premium to support your children's development, learning and care. We will be able to use this funding in many ways to improve the quality of early years education we provide for your child. This may include training for staff, developing expertise or supporting staff working in specialist areas such as speech and language, behaviour management or supporting families. If you think you may be eligible for the above, please read the attached criteria list and let a member of staff know.

## Eligibility criteria - family are in receipt of the following:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part v1 of the immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child tax Credit and have an annual gross income of no more than £16,190.00
- Working Tax Credit Run-on (this is paid for 4 weeks after they stop qualifying for Working tax Credit)
- Children who have left the care of a local authority as a result of an adoption order in England and Wales.
- Children who have left the care of a local authority as a result of special guardianship order in England and Wales.
- Children who have left the care of a local authority as a result of a child arrangement order in England and Wales.
- Children who have been looked after by a local authority for 1 day or more in England and Wales.

If you feel that you meet one of the above criteria please let us know and we can arrange for you to complete the online application.

## What to Bring to school each session you attend;

- Fruit Bowl - please donate a piece of fruit each day.
- ....Please ensure that your child has a coat and a pair of Wellington boots every day during the winter months and a sunhat and sun cream during summer months. Please ensure these are named. Please apply sun cream to you child before pre-school and staff will reapply after lunch for those children staying all day.
- ....Please ensure that your child has a NAMED bag with a couple of changes of spare clothes in. We sometimes get messy and wet whilst playing!
- ....If your child is still in nappies/pull up, please pack spare nappies, nappy sacks and baby wipes in their bag.
- ....Hawkhurst Preschool sweatshirts and t-shirts are available and these can be purchased from Phillip Man's Shop in Cranbrook. A sample is available at preschool for you to see.
- ....Please ensure your child comes to preschool in OLD CLOTHES.
- ....If your child is staying for lunch please provide a healthy packed lunch (no nuts).

## Birthdays

If it is your child's birthday, why not bring in a cake to celebrate, please ensure that there are no nuts in the cake, we run a **no nut** policy to prevent against allergies.

## Arrivals and Departures

- ....When you arrive at preschool, you will be welcomed by a member of staff who will mark your child present in the register.
- ....If you are not collecting your child, please inform the member of staff on the door and write the name of the person in the collections book in the reception area.
- ....If your plans change during the session and you are unable to collect your child, please telephone Hawkhurst Preschool to let us know who will be collecting your child instead. **YOU MUST TELEPHONE US, NO CHILD WILL BE RELEASED TO AN UNFAMILIAR ADULT WITHOUT THE CONCENT OF THE PARENT/CARER.**
- ....Once settled in to school life, we will have a self-registration board for the children. Please encourage them to find their name and move them from the 'home' board to the 'in school' board. These names have their photographs on for easy recognition.
- ....Please note that late collection of your child will result in a late collection fee of £25.00 per 15 minutes that your child remains in our care out of hours.

## **Child Protection**

- If your child arrives at Preschool with an injury (bruise, etc), please inform a member of staff who will ask you to complete a record of injury form. This ensures that both parties are aware that the injury did not occur whilst in Preschool.
- If your child has a minor accident whilst at Preschool, you will be informed at the end of the session, and asked to sign an Accident Form.
- If you are delayed, and are unable to arrange for an adult to collect your child, then two members of staff are required to stay with your child. The parents/carers are liable to pay a late collection fee which will be charged at £25.00 per 15 minutes that your child remains in our care. Always telephone to inform us of your expected arrival time.
- If nobody arrives to collect a child and an adult cannot be contacted (parent/carers, emergency contacts), social services will be contacted after one hour.

## **Preschool Policies**

The pre-school has a number of policies which clearly outline the way the preschool is run and procedures to be followed. It is the responsibility of each parent/carers to read these policies when they join the pre-school. There is a paper copy available in the entrance hall or policies are available at: [www.hawkhurst-preschool.co.uk](http://www.hawkhurst-preschool.co.uk).

## **Key Persons**

The key person role is set out in the Welfare Requirements of the Early Years Foundation Stage. Each setting must offer a key person for each child. A key person has special responsibilities for working with a number of children, giving them reassurance to feel safe and cared for and building relationships with their parents.

The role of a key person:

- Helps a baby or child to become familiar with the setting and to feel safe and confident
- Talks to parents to make sure the needs of the child are being met appropriately
- Makes sure that records of development and progress are shared with parents and other professionals as necessary

- Is still needed in a setting as someone a child can depend upon, such as their teacher or teaching assistant, even when a child is older and can hold key people from home 'in mind' for longer.

The key person makes sure that, within the day to day demands of the pre-school each child feels valued by someone in particular. The child will experience a close relationship which is consistent and will help them in building confidence, trust and security.

The key persons' will start a record of observations and photograph which are recorded on Tapestry. Please see parents' guide to Tapestry

Parents will be informed who their child's key person is before they start at the pre-school. Your key person will regularly discuss with you how your child is progressing towards their goal and you are welcome to contribute to your child's learning and development records on line.

It is well known, that when parents/carers and pre-school work together, the results have a positive impact on children's development.

## Tapestry

### What is Tapestry?

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

### What is Tapestry's website address?

<https://eylj.org/>

### How does Tapestry work?

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.



Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own.

Who can access Tapestry?

As parents/carers you both can access Tapestry by letting Nursery know any e-mail addresses that you wish to link with the system (limited to 2 per child).

Can other relatives join in Tapestry?

You can choose to share your log in details with extended family if you wish, so they can see your child's Learning Journal.

Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org/> on your computer.

Or if you have an iPhone/iPad please visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile).

If you have an Android/Tablet, search for Tapestry learning journal and download.

Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

What is the PIN setting up for?

When you access Tapestry through mobile phone or tablet, please set a unique PIN when you log in for the first time. This will be required whenever you return to the application or after the screen has locked.

How do I change my settings on the computer?

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journal - just tick or untick the relevant box if you would like to change this setting.

How do I change my settings on iPhone/iPad/Android?

To change your settings on the iPhone/iPad app, click the 'gear' button on the top right hand side of the application. This enables you to change password and/or email address.

How can I view my child's Learning Journals?

Once logged in, you will see your child's observations on your home screen in a list - selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

How do I know that my child's Learning Journal has been updated?

The system will automatically send you an email when an observation for your child has been added.

How do I add an entry to my child's Learning Journal.

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad/Android) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Who can access my Child's Learning Journal?

The nursery has access to all of the children's Learning Journals. The only other people that can see your child's account will be yourselves and anyone that you share your log in details with, such as Grandparents etc. If your child is featured in a group observation, their photo may appear in another child's Learning Journal. If you do not want your child's photo to be visible in anyone else's account then please let us know.

Will I receive a copy of my child's Learning Journal at the end of the year?

Yes, you will be able to download your child's Learning Journal for you to keep at the end of the year.

We really hope that you enjoy using Tapestry and that it helps to keep you feeling informed about your child's learning. If you have any questions or problems using Tapestry then please let us know.

## **Closure Due to Bad Weather**

In the event of closure due to bad weather, a message will be added to all Tapestry accounts and an alert will be given via each parents email account.

## **Non-Attendance of a Child**

If you are going on holiday, or your child is unwell, please telephone us to let us know. If your child has been absent for more than one week and you have not contacted us we will attempt to make contacts with you to establish the reason for absence. If no contact is established between the pre-school and the parent/carers after two weeks, notice will be given by letter to the parent/carer that their child's place will be allocated to someone else, after a further two weeks a letter confirming this will be sent.

## **Leaving Hawkhurst Preschool**

If you must withdraw your child from Preschool, please can you give six weeks' notice in writing. If you do not give six week notice, you are liable to pay your child's fees for this time.

If you have any queries, please do not hesitate to contact us.

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