

## FERNHURST PRE-SCHOOL

Haslemere Road  
Fernhurst  
West Sussex  
GU27 3EA  
01428 652579

[pre-school@fernhurst.w-sussex.sch.uk](mailto:pre-school@fernhurst.w-sussex.sch.uk)



**OFSTED April 2022**

“Staff consistently use children’s individual interests to extend their learning and provide excellent challenge”

“Staff provide an exceptional range of resources that inspire children to make discoveries and learn”

“They know all the children very well and are highly dedicated to helping them make the best possible progress”

[www.fernhurstpreschool.org.uk](http://www.fernhurstpreschool.org.uk)



## PARENT HANDBOOK



## WELCOME

At Fernhurst Pre-school we pride ourselves on providing high quality, affordable and stimulating childcare for children aged 2 to 4, in a safe and supportive environment working with parents as partners.

Established in 1968, Fernhurst Pre-School is a Registered Charity run by a voluntary management committee made up of children's parents and occasionally other members of the local community. Parents are elected at an AGM held each Autumn. Children thrive during their time at our Pre-school, leaving here as happy and confident children. Transition to 'big' school is seamless as we are located on the same premises as the Reception class creating an Early Years wing within Fernhurst Primary School.

## REGISTRATION & INSPECTION

We are affiliated to the Pre-School Learning Alliance and follow their constitution and guidelines. We are also a member of the West Sussex Early Years Partnership and registered as a provider of pre-school education under this scheme.

OFSTED judged Fernhurst Pre-School in April as GOOD overall with outstanding in 3 out of 4 area. The staff were highly commended as working together as an effective team and on their excellent awareness of safeguarding our children and promoting wellbeing.

## KEYPERSON

We operate a key person system whereby your child will be allocated a member of staff who will oversee their care and development.

Their duties include:

- Settling your child into pre-school, meeting their individual needs.
- Keeping a record of your child's progress and development through photographic and written observations on Tapestry
- Providing feedback and being available to discuss any concerns or problems.

We work on a buddy system so if your child's key person isn't in on a day your child attends, their 'buddy' will be available. We hold regular parents' evenings throughout the year, however if you need to discuss your child's requirements, we are available for a brief informal discussion at the beginning or end of the session. Alternatively, you can arrange a meeting if you need to speak in more detail.

## POLICIES & PROCEDURES

A full copy of the Policies and Procedures document is available in the office at Pre-School. You will also find it on our website at [www.fernhurstpreschool.org.uk](http://www.fernhurstpreschool.org.uk). These policies are constantly reviewed and revised on a regular basis by the Committee and Lead Practitioner

## OUR TEAM

### **Lead Practitioner | Elizabeth Vigar**

B.Ed Hons Primary Education with PE  
Current Paediatric First Aid Certificate  
Child Protection for the Designated Person  
Prevent - Channel General Awareness Module  
Joined 2013

### **Deputy Lead Practitioner: Bizzy Koffman**

NVQ Level 3 Children's Care Learning and Development  
BA Hons Business Studies  
SENCO INCO  
PGCiPP: National Award for Special Educational Needs  
Coordination  
Current First Aid certificate  
Child Protection Prevent - Channel General Awareness Module  
Joined 2009

### **Deputy Lead Practitioner: Kelly Keeley**

Level 5 Foundation Degree in Early Childhood  
Child Protection Designated Person  
Current First Aid certificate  
Prevent - Channel General Awareness Modul  
Joined 2010

### **Naomi Brimacombe**

NVQ Level 3 Children's Care Learning and Development  
Bachelor of Music Degree  
Prevent - Channel General Awareness Module  
Current First Aid Certificate  
Joined 2011

### **Georgie Smith**

Montessori Teaching Diploma  
Health and Safety in the Workplace Level 2  
Current Paediatric First Aid Certificate  
Prevent - Channel General Awareness Module  
Joined 2016

## TOYS FROM HOME

Please avoid bringing in toys from home, it can cause confusion and disputes between children, as well as potentially being damaged or mislaid.

## ARRIVAL



The garden gate will open at 9am when the staff will greet the children and they can go straight to play in the garden. Each child will have a named drawer to leave their blue pre-school bag.

We ask that you do not arrive too early before we open so that the children do not have to wait too long outside.

Parking can be difficult around the school and the car park is for staff only. If you need advice on where to park, please ask.

We also operate an 'early bird' arrival Monday – Thursday from 8.45am at a cost of £3 a morning.

## SNACK TIME & LUNCH

Midway through the session we offer the children a drink of milk or water and a piece of fruit or vegetable. On Mondays, Tuesdays, Wednesdays and Thursdays we offer an extended lunchtime session from 12noon till 1pm. Water is available throughout the session.

Children staying for lunch bring in a packed lunch from home to eat with their friends at Pre-school. We operate a Healthy Eating Policy therefore no chocolate, sweets or fizzy drinks allowed. Please put in an ice pack too! Due to allergies within the school no nuts are allowed, such as peanuts and certain cereal bars.

## COLLECTION

Children will be sitting ready to leave 10 minutes before the end of the session from 2.50pm. Please collect their lunchbox and water bottle (if applicable).

It is essential that we know who will be collecting your child. We can only release children to those whom you have authorised on your registration form. If you are running late please call to let us know. Please see our Policy with regards to Collection and Late Pick Ups.

## ILLNESS & ACCIDENT

Please telephone the Pre-school to let us know if your child is going to be absent. If your child has an infectious disease please avoid Pre-school and inform the Lead Practitioner who will advise when they can return.

If your child has vomited or had diarrhoea, they should stay away from the Pre-School for at least 48 hours from their last episode.

The staff are trained in paediatric first aid, a kit is always available both in Pre-school and on outings. You will be asked to sign a form if your child has had an accident.

In the unlikely event of an emergency or serious injury, parents will be contacted straight away. Please complete and sign the Emergency Treatment form.

## PRE-SCHOOL COMMITTEE

We would like to encourage you to get involved in the running of the Pre-school, whether that means helping with fundraising, or joining the Pre-school Committee.

The Management Committee consists of three officers and meets half termly with the Pre-school Lead Practitioner. Their job is to work together to ensure the smooth running of the Pre-school.

We also hold regular Parents forums where parents/carers are invited to come along and if unable to be on the committee can still be involved in the discussions regarding the Pre-school.

## FOREST SCHOOL

We go to Forest School on Tuesday mornings in the summer term or when the children are ready (weather and activity permitting). We walk to a secure site, which is less than a 5-minute walk away. The children explore in the woods and learn to take risks. Please make sure your children are dressed suitably in long sleeved clothing all year round.

## SPECIAL NEEDS

Our Special Needs Co-ordinator is Bizzy Koffman. The Pre-school follows the guidelines from the DFES Code of Practice on SEN. Please refer to our Local offer online.

If you are worried about your child's development, please talk to Bizzy, Elizabeth, or alternatively your GP or Health Visitor.

Please keep us up to date with any results or assessments or therapy received.

## BEHAVIOUR

Please note that Fernhurst Pre-school is a place of respect for parents, carers, children, staff and visitors. Bullying or any threat of abuse will not be tolerated.

For children particularly we have a policy on Behaviour, which you will find on our website.

## OUTDOOR LEARNING

The Pre-School offers an excellent outdoor facility with exciting learning opportunities at all times. With our woodland area attached to the play area in the garden, children have opportunities to discover the environment and its inhabitants.

We often have bug hunts, den building and stories out doors in the sheltered areas.

We have a free flow system, which operates throughout a session where children are encouraged to play outdoors whatever the weather. Please provide suitable clothing.



## SETTLING IN

We strive to create a happy atmosphere where children feel secure and confident enough to learn. When children first start, we recommend two 3-hour sessions per week, depending on spaces, gradually increasing the number of sessions as they get older and gain confidence.

We encourage parents/carers to visit during the term before a child starts so they become familiar with the surroundings and staff. When children start, we feel a whole session can be too long, so please allow them to settle gradually.

We offer 3 hour sessions to our 2 year old children for at least the first term. Many children settle in straight away but for some it takes longer. Children in general usually settle within a few minutes but if you are ever concerned please do not hesitate to telephone to see how they are.

## WHAT TO WEAR & BRING?

We recommend that children wear elasticated trousers, shorts or leggings with a t-shirt or sweatshirt. Royal blue sweatshirts, polo shirts and legionnaire style caps with our logo are available to buy. Please avoid jeans, zips, dungarees, tights and buttons.

When indoors we operate a shoeless learning environment, but if you would like your child to wear indoor shoes then please provide a pair that your child can put on independently to keep at pre-school. For outdoors on wet days we ask you to provide wellies and other suitable clothing. For sunny days please ensure you provide sun cream, sun hats and suitable clothing for your child. No jewellery is permitted. Please ensure you have a change of clothes, shoes for outdoors and nappies/wipes if needed, all to be kept in their blue bag that you will receive on registration of your child.

Paint and Glue are inevitably going to end up on clothes, despite the use of aprons, so please don't wear best clothes to Pre-school!

## NOTICES

We usually write a weekly update email and keep our website up to date with latest news and events. We also have a closed Facebook group and an Instagram page where we post news and information, please look us up and request to be accepted.

## EMERGENCY CONTACT NUMBERS

The two people named on your child's form as emergency contacts need to be able to collect him/her from Pre-school or off-site location at short notice if necessary. They don't need to be family members; friends or neighbours are most often likely available. Please be sure to obtain consent before naming them on your child's form. Please inform us of any changes such as new address or telephone numbers.

## PHOTOGRAPHS & LEARNING JOURNALS

A Learning Journal is a record of observations and development personalised for your child. Your child's keyperson will be completing this regularly to keep track of their progress. These are accessible through Tapestry. If your child has achieved something at home, we ask you to complete observations on Tapestry. Login and Passwords will be given to you once the consent forms have all been returned.

Photographs will also be taken on outings. There is a form you need to complete allowing us to take photos. Occasionally we post these on our website, please sign our consent form.

## MEDICATION

If your child requires prescribed medication (e.g. inhalers for asthma, regular medication) then we can administer this when they are in Pre-school subject to our policy, which ensures that you give the necessary training to staff.

## ALL DAY SESSIONS

Tuesdays are only offered to children who will be starting school the following academic year. We like to have this day for the older children so that we can start preparing the children for 'big school' and have playtime with the Primary School. The morning session is structured to encourage literacy and numeracy to give the children an idea of what to expect at Primary School and we also go to Forest School. In the summer term we visit the Reception class for several afternoons to familiarise the children with the environment and the staff and ensure a smooth transition.

## OPENING HOURS

Sessions run term time on the following days:-

**Monday morning 09:00 – 12noon**  
**Monday morning with Lunch 09:00 – 13:00**  
**Monday afternoon with Lunch 12:00 – 15:00**  
**Monday afternoon without Lunch 13:00 – 15:00**  
**Monday all day 09:00 – 15:00**

**Tuesday morning 09:00 – 12:00\***  
**Tuesday afternoon 12:00 -15:00\***  
**Tuesday all day 9:00 – 15:00\***

**Wednesday morning 09:00 – 12:00**  
**Wednesday morning with Lunch 09:00 – 13:00**  
**Wednesday afternoon with Lunch 12:00 – 15:00**  
**Wednesday afternoon without Lunch 13:00 – 15:00**  
**Wednesday all day 09:00 – 15:00**

**Thursday morning 09:00 – 12noon**  
**Thursday morning with Lunch 09:00 – 13:00**  
**Thursday afternoon with Lunch 12:00 – 15:00**  
**Thursday afternoon without Lunch 13:00 – 15:00**  
**Thursday all day 09:00 – 15:00**

**Friday - CLOSED**

**\* this session is for children who will be starting Primary School the following September**

For current term times please check the website



## FEES

A £30 registration fee is applicable immediately with enrolment. This secures your place, you will receive a blue pre-school drawstring bag to keep your child's spare clothes/nappies at pre-school and settling in sessions. Fees are £7.50 an hour and are payable half-termly, in which you will receive an invoice at the beginning of the half term. A surcharge of 10% is payable if fees are not paid within two weeks of the due date. If you are experiencing financial difficulties and wish to pay off in smaller increments over a period of time, please speak to the Lead Practitioner to arrange this.

## NOTICE PERIOD

We require 4 weeks notice of your child's withdrawal from the Pre-school if your child is funded and a half term's notice if you are paying fees. Notice must be in writing please; verbal notice will not be accepted. Fees will be payable if we don't receive the correct notice period. Please see our Fees Policy.



## FUNDED SESSIONS

The Pre-school is registered to receive funding for two-, three- and four-year olds. Criteria for two-year-old funding is available on the website. All three- and four-year old children are entitled to funding from the term **after** which they have turned three. All eligible children can receive up to 15 hours of care a week for 38 weeks of the year, with some children entitled to 30 hours funding subject to availability of places and eligibility.

Please ask for information regarding the Free Entitlement funding. Please note that the funding does not necessarily cover all of the sessions that we provide. Fees are payable for additional hours. We also send out a "Food and consumables" invoice every half term of £1 per funded session, you may also provide snacks for your children instead of paying the invoice.



## ADDITIONAL SESSIONS

The Pre-school is very busy and therefore places are often over-subscribed, so we operate a waiting list. If you would like additional sessions please speak to Elizabeth at your earliest convenience.