



Elm Tree Pre-School Limited

Information

Rowledge Village Hall
The Long Road, Surrey,
GU10 4DH
Tel. 07977 892694

Dear Parents,

Firstly, I would like to say thank you for requesting information regarding Elm tree pre-school.

Opening hours- We have altered the hours due to demand from the parents we spoke to at Rowledge Village Fair.

Monday, Tuesday, Thursday and Friday 8:30am - 3:30pm

Wednesday 8:30am - 12pm. (Lunch club may be available depending on demand- additional fees will apply.)

Morning sessions 8:30am - 12pm

Afternoon Session 12pm - 3:30pm

All Day Session 8:30am - 3:30pm

Fees- Due to the change of hours we have had to change the fees accordingly.

Each session is £20.00 (morning or afternoon) or £40.00 (for all day sessions) for parents who do not qualify for early years funding. A child is able to claim funding after the term they turn 3years old unless your child is entitled to FEET funding. (please ask if you think you may be entitled to this).

We offer 30 hours if your child is eligible, it is the parents responsibility to apply for the code required to claim this funding each term.

We also request to claim pupil premium for which you will receive a form to fill in, if your child is allocated pupil premium by Surrey county council your child may be able to receive food vouchers during the school holidays.

For all children we ask for a donation of £25.00 per academic year towards resources no other monies are requested.

Term dates

Term dates will be confirmed shortly and are set by Surrey County Council.

Starter pack

You will receive a number of forms (listed below) to fill in. Please can you complete and return these before your child's first morning at pre-school.

- ✓ Registration document
- ✓ All about me
- ✓ Permission to use Tapestry online Journal

These documents will be given on your first day or for the invoice within the first week.

- ✓ Declaration of Attendance form / Registration Documents
- ✓ Payment Invoice (if not receiving free entitlement funding)

If your child attends another setting or childminder, please let us know as it is a statutory requirement for us to share information with other settings regarding the Early Years and Education Learning Journey to support you child. Forms will be issued if this is the case for permission to share information with them.

Holidays Please inform us of any intended holidays planned outside of term dates so we can put it in the diary.

Sickness

If your child is unwell you must inform us before 9.30 am on the first morning and advise when your child will possibly return.

If your child has sickness or diarrhoea they must stay at home for 48hours after the last episode.

If your child needs Calpol before attending preschool they are probably not well enough to attend.

Medication

Please ensure you complete the permission part of the registration form if your child needs medication whilst they are at pre-school.

Snack

We have snack during the morning at 10.30am.

Children will be offered milk or water provided by us. If your child would like to bring in a prepared tub of fruit or vegetables for snack this is great, please ensure it is named.

Please inform me if your child has any food allergies, so we can ensure we make provisions and all staff can be made aware.

Lunch

If your child is at preschool for lunch you will need to bring a lunch with you, please ensure your child will eat what is provided and make it as healthy as possible! Lunch is between 12.30pm and 1pm your child will be encouraged to stay at the table whilst we have lunch.

Things your child will need

This is a list of items your child will need every day whilst at pre-school, Please ensure **all** items are **named**.

- ✓ A bag for your child's belongings (We provide one for you!)
- ✓ Wellington boots & indoor shoes
- ✓ Waterproof coat (we play outside even if it rains!)
- ✓ Hats and gloves (when cold)
- ✓ Sun hat and sun block or cream (this should be applied before coming to pre-school)
- ✓ Spare set of clothes to be left at the setting
- ✓ Pull ups and wipes if necessary
- ✓ A water bottle and snack pot

Your child's clothes may get dirty, so we advise that you do not put them in their best clothes, and for personal toileting purposes elastic waists (joggers or leggings) are best. **Reminder** Please name the clothes they wear to pre-school too.

Shoes

These need to be Velcro or slip on shoes, your child should only wear lace up shoes if they are able to tie them themselves!!

Key Person

Your child will be allocated a Key person after a settling in period of two weeks, this gives the staff and children time to get to know each other and allocate a best fit for everyone.

Assessing your child

The EYFS early years foundation stage changed in September 2021, your child will now be assessed using the Birth – 5 or Development matters guidance, this enables us to give a broad and balanced way of teaching to support your child's learning.

Intent – What we want them to learn.

Implementation – How they learn and what is next.

Impact – What have they achieved and where they are.

Kind Regards,

Hazel Cottrell – Elm Tree Pre-School Manager