HEADSTART PRE-SCHOOL

At

Shevington Vale Primary School

Runshaw Avenue

Appley Bridge

WN6 9JP

adavies@shevingtonvale.wigan.sch.uk Tel:07795 831958

Dear Parent/ Guardian,

Welcome to Headstart Pre-School LTD, we are extremely pleased that you have chosen us as your childcare provider. Below we have listed lots of important information that you may need whilst your child attends Headstart, including FAQ’s. Please keep this letter safe to refer back to.

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| **Contact Details:**   **Headstart Mobile**: 07795831958 **Headstart Email**: adavies@shevingtonvale.wigan.sch.uk **Headstart childcare registration number**: EY340840 **Shevington Vale School Office**: 01257 253559 **Facebook Page**: @Headstart Pre-School Appley Bridge **Complaints**: please contact Mrs A Davies or Mrs E Lunt **Website**: https://shevingtonvale.wigan.sch.uk/nursery **Term dates**: dates will be sent out at the start of the new academic year.   |
| **Key People and Visits**   **Key Person** - Headstart will assign your child a key-person upon starting at the setting, updates will be emailed to you around this. We work strongly as a team and we welcome any questions or queries. Please note the ‘meet our staff’ poster displayed on the outer gate.  **Settling in Visits** - these will be arranged for your child to help them to settle into Headstart – a separate email will be sent about this.   |

# Contact & Updates

**ParentMail**: We will sign you up to our ParentMail system once your application has been received (or in the summer term before your child starts at the setting). An email will be sent to you to sign up to your child’s account. Emails and Invoices will be sent through this system.

**Target Tracker**: We will sign your child up to our Target Tracker system once they have enrolled. Staff will update each child’s individual profile on an on-going basis and a report will be sent home 3 times throughout the academic year (Dec, April and July) if you wish to speak to us about your child or have any concerns we ask that you telephone us during the day or speak to us at home time (please leave morning times free so that we can safely register your child).

**Invoices**: These will be sent via ParentMail – if you have a preference for weekly or termly invoices please get in touch to discuss this – we request that all fees are paid on the first day of the week/ term.

**Communication:** We need to know about any serious accidents or any bangs to the head that your child has at home – we will ask you to sign a form the next day your child attends – if you know you will be busy at drop off time please pre- email us with

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| your child’s full name, the date and time of accident, what happened, any marks/ bruises that where made and any medical interventions that were taken – thank you. **Telephone** – Please contact us via telephone if you need to speak to us at any time. We will return missed calls and voicemails A.S.A.P. **Email & Text** – If you have a less urgent query please email or text us and we will reply A.S.A.P. **Facebook** – We endeavour to update our Facebook page frequently to; let you know what types of activities the children have been enjoying, share local and national information; provide you with updates and reminders. May we remind you that our Facebook page is set to ‘public’ and that you should only post comments and photographs that you do not mind other people viewing. You can ‘opt out’ of your child appearing on social media posts in their application pack.   |
| **Setting Start & End times / Out of School Club**    You will be informed on your child’s visit what group they are in-  **Group 1 (Pre-School)** - 8.55am start with collection any time between 3.00/3.30pm **Group 2 (Toddlers)** – 9.05am start with collection any time between 3.00/3.35pm.  **WE KINDLY ASK THAT WHENEVER POSSIBE YOU STICK TO THE DROP OFF AND COLLECTION TIMES LISTED SO THAT THIS DOES NOT AFFECT OUR GROUP LEARNING** **TIMES.**   **Stay and Play** – Children can access the onsite breakfast and afterschool club from age 3+. This runs from 7.45am -9.00am /3.15pm-5.30pm please contact Mrs Howell on: 07547395210 for further details.  **Out of School Holiday Club** – The holiday club is run throughout most holidays by Shevington Vale’s Sports Leader: Coach Mark. For more details please contact the school office on: 01257253559 or coach Mark on: 07411698366.   |

**Funding, Fee’s and Invoices**

All FREE funding is allocated the term after your child’s 2nd or 3rd birthday.

Terms begin in: September, January and April

**2 Year Old Funding** – If you are eligible to access 2 year old funding for low income families you will be contacted by your local council directly (if you feel that you should be entitled to funding but have not been contacted we may contact them on your behalf to check this for you) or if you are a working parent you may log in online at: www.gov.uk to check your eligibility (once you have received a code please inform Headstart – please note you must update your eligibility every 3 months.

You will be asked to sign a declaration contact upon your child starting at the setting.

## 3 & 4 year old funding –

15 hours – all children whom are 3 will automatically be granted 15 free hours the term after their 3rd birthday.

To check for eligibility for 30 free hours (an additional 15 hours) you must fill out an application online (you can do this up to 3 months before your child’s 3rd birthday) please visit www.gov.uk .

You will be asked to sign a declaration contract upon your child starting at the setting. Please note that you MUST update your eligibility every 3 months.

Once you receive your eligibility, code please forward this onto the setting along with your national insurance number.

You may make a claim for funding at any point during your child’s time at Headstart, however this may only come into force the following term.

## Tax Free Childcare

You can check your eligibility for a tax-free childcare account at: [www.gov.uk –](http://www.gov.uk/) in simple terms the account is available to pay childcare providers only and the government will ‘top up’ what you put into the account i.e. if you put in £8 the government will top it up by £2 (total £10).

## Pupil Premium

The Early Years Pupil Premium provides and extra funding to the setting, per hour that your child attends. This is for children aged 3&4 years old whose parents are in receipt of certain benefits. We will check for this funding through our funding portal if permission is given on your child’s application.

**Fee’s**

Your weekly bill will include any hours above what is covered by your child’s free hour entitlement.

1. years old - £6.50 per hour
2. & 4 years old: £5.50 per hour

## Invoices

Invoices will be sent via ParentMail either weekly or half-termly (dependant on what you have requested). These will show in your ‘payments’ section. You have the option of paying directly from the app or paying into the Headstart Bank account.

**Bank Details**:

Headstart Pre-School LTD

Sort:77-32-08

Account: 20850360

Early Years Reference number: EY340840

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| **Lunches, Drinks & Snacks**   **Snack** - Headstart provides a fruit or vegetable snack during the afternoon session along with 1 cup of milk per day.  **Water** - We request that your child brings along a labelled, refillable bottle of water each day (no juice please).  Headstart allows children to bring a packed lunch or order a school hot dinner (you may vary each day).  **Packed Lunches** – As part of our commitment to support healthy choices we encourage a healthy lunch box. Please do not send your child with sugary or fatty snacks.  **School Hot Dinners** – To sign up for an account please visit the school office. Hot dinners can be ordered on an ad hoc basis and all orders are made online via the school grid app. Please note that your account MUST be pre-paid before an order can be made – we cannot override this.   |

# Clothing, Nappies & Extra Items

## \*\*\*PLEASE LABEL ALL ITEMS\*\*\*

**Clothing** – Please send your child in appropriate clothing for the weather – we use our outdoor space every day, come rain or shine! We recommend clothing that you do not mind getting dirty or muddy – as part of our curriculum we actively encourage messy play activities.

**Extra Items** - Please provide your child with some wellingtons and an all in one weather suit (fully waterproof not just shower proof) that can stay at the setting.

**Sun Cream** - In the summer time we ask you to put a ‘once a day’ sun cream on your child prior to coming to Headstart.

**Nappies, Wipes & Spare Clothes** – Please provide nappies, wipes and spare clothes for your child in a bag that we can keep at the setting. If your child is toilet training please provide extra clothing. If your child has been toilet trained for a while we have spare clothes at the setting should they have an accident so please do not worry.

**Toilet Training** – Please do not worry if your child is not toilet trained before coming to the setting, the staff will support you and your child when the time is right.

**Bedding** – If your child still has a daytime nap please provide Headstart with a fitted cot sheet and a blanket with holes in (so that we can follow our safe sleep policy).

**Dummies** – The recommended age to ‘ditch the dummy’ is 12 months, as Headstart caters for children aged 2+ we strongly discourage the use of dummies within the setting (and at home). Although we understand that some children may find the separation from parents and change of environment difficult at first, therefore if your child needs to use a dummy for the settling in period we ask that you provide a sterile labelled container.

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| **Code of Conduct & Contracts**   **Code of Conduct** – please make note of our parent/ guardian code of conduct which is displayed in our noticeboard.  **Contract** – we will ask you to sign a written contract upon your child starting at the setting – please return this A.S.A.P.  |
| **Development Progress, Reports and Meetings**   **Observations and Reporting** - Headstart will continually monitor children’s progress and will record observations about your child. We will report to you or arrange a meeting with you 3 times per year. You are also able to contact us any day via telephone or ask to speak to us at the end of the day (please keep morning times free so that we can safely register all children).  **Developmental Milestones** - As a setting we complete development checks around age 2 ½ years and as they enter their pre-school year (around the term they turn 3).  **ASQ and Welcomm assessments** – We will, with your support complete these forms as  |

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| your child starts at the setting /moves from toddlers to pre-school. The assessments help us to tailor our planning to best support your child. If any concerns arise from the assessment we will inform you.   |
| **Parking and Collection**   **Parking** – Please do not use the school car park for drop off and collecting children. May we also ask you to be respectful of our neighbours when parking and where possible walk to the setting.  **Collection** – until Headstart staff are familiar with the people that collect your child we will ask you for your child’s password. If somebody new is collecting your child for the first time please inform a member of staff of their name and a brief description – please also give them the password. You are welcome to collect your child any time between 3.00/3.30pm – this is to support families collecting others from school.   |
| **Operation Encompass**   **Reporting of Operation Encompass** - Please be aware that Headstart Pre-school is part of the Wigan Borough Operation Encompass – this system informs Headstart of any domestic violence incidents recorded at the child’s address. The system helps staff to ensure that effective support is in place when the child returns to the setting.   |
| **Absence & First Phone Call**   **Reporting Absences** - As part of our policies and procedures Headstart wants to continually ensure that all children and families are safe – therefore if your child is due to attend Headstart and will not be in we kindly ask you to let us know via telephone – we will pick up texts and voicemails A.S.A.P. Please let us know in advance of any holidays that you have booked.  If we have had no contact from parents/ guardians about a child whom is not in attendance the Manager/ Deputy Manger will endeavour to contact the child’s emergency contacts listed in their application pack. We will continue to seek contact to ensure all parties are safe. In the event where we cannot gain contact and there is fear for the child’s safety we may contact the Wigan safeguarding team.  **Absences and Fees** – Fee’s will apply for any sickness or holiday absences during term time. In the event of Headstart being forced to close, fees will not be charged.  Bank holidays are charged at normal fee rates.   |
| **Tooth Brushing at Headstart**   As part of the Early Years Curriculum Headstart are committed to improving the oral health of children. You will have been asked in your application packs if you agree to your child joining in with our tooth brushing scheme. Children will be provided with a toothbrush at the setting. |
| **Supporting Your Child at Home**   Headstart believe strongly that children learn best through play and when their own ideas and curiosities are supported and extended. We know that many parents often worry about ‘academic’ targets – we want to reassure you that the Early Years curriculum is built to in a way to ensure that the core skills to be able to reach academic targets are met first. For example: to be able to read, first children must: Be able to recognise signs and symbols in their environment and know that each one has a different meaning; they must build up their concentration span; they must be able to hold a book securely and be able to turn the pages with ease; they must understand that words have meanings; they must understand and decode words orally – picking out each sound individually and then be able to blend them back together; they must be able to understand and demonstrate intonation and rhythm in their speech, etc. through our play based curriculum the children will develop these core skills which will in time ensure that when they come to learning how to read they can do it with ease. If you have any questions about learning at home please do ask your child’s key person.  |