



Telephone:
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Executive Head Teacher: Mr. B.Caldicott

Burghill Community Academy
Burghill
Hereford
HR4 7RP

Safeguarding and promoting Children's Welfare-Admission Policy/Procedure

Dear Parents and Carers,

Welcome to Muddy Boots Pre-school. We hope this Parent Pack provides you with all the initial information you need to get to know our setting.

Opening Hours:

	Mon	Tues	Weds	Thurs	Fri
Full Day 8.45am -3.15pm					
Morning session 8.45-11.45 am					
Afternoon session 11.45am-3.15pm					

Funding - Nursery Education Grant

The first term after your child's third birthday entitles you to up to 15/30 hours free funding a week for 38 weeks. Under some circumstances children are also eligible for funding the term after their second birthday. We can accept children from the week after their second birthday these will be self-funded places until NEF funding is applicable. The Pre-school needs to apply for this in advance, so it is important to decide how many hours and which days you want your child to attend beforehand. We do ask that your child attends a minimum of two sessions a week so that they have a chance to access a range of curriculum experiences and so that we can get to know them well enough to complete assessments. Additional hours will be charged to you at £6.75 an hour, as will any hours we have not received funding for. Please ask if you are unsure. You will be billed at the start of each half term for the number of weeks in that half-term. Any extra hours/costs from the previous term will also be added to this bill. Fees are to be paid by the date shown on the invoice. If your child is absent due to sickness or holiday, full payment will remain applicable.

Please note a minimum of one month's notice is required if you wish to reduce your child's hours. We require one term's notice if you wish to terminate your child's hours completely.

Tax-Free Childcare

If you are a working parent you are able to open Childcare Account and for every £8 you pay in, the Government will add £2. You can pay us directly from this account.

Admissions

Most importantly, there are three forms, Child Confidential Record, All About Me Form, and a Data Collection form which must be completed and returned to the Pre-school Manager before your child starts. We must stress that without these forms duly completed we are not able to take responsibility for your child/children. The information on these forms helps us to get to know you and your child as quickly as possible, helping them become settled and happy at Muddy Boots. The more you can tell us the easier the transition.

Settling In

Prior to admission we hope to have met with you in person to answer any questions you may have regarding settling in, the hours you wish to attend and funding and specific requirements for your child. Staff will work together with you to help find appropriate ways to settle your child into Pre-school and to ensure they are happy and confident with their surroundings. We feel it is really important for both the parent and the child to be happy about separating and the time this takes is different for everyone. We will work together to know when this time is right. Parents are welcome to stay and play at any time. We feel it is most beneficial for the child that you inform them that you are leaving them for a short while and say goodbye.

The Pre-school will not schedule a nap time into each session, however, if you feel your child/ren may require a sleep during the period they are in our care, please let us know and we will work with you to try and accommodate this.

Parents as Partners

The Pre-school holds an open door policy and staff will be available to have an informal chat with you about your child at the start or end of each session. Each child will have a Link Diary which is sent home with your child on their day of attendance. We ask you to write about highlights from the days that they are not at Pre-school to help us link their experiences with you and us and to provide material for discussion the following week. If you wish to discuss anything confidentially regarding your child's progress then please arrange a mutually convenient time to speak to your child's Key Person (the member of staff who will work closely with your child, whose name will be on the book) or the Pre-school Manager. We will hold parent consultations throughout the year for you to discuss your child's progress.

All of the records we keep on your children are accessible to you as parents at all times and are strictly confidential, with other professionals only having access to them when authorized by you. There are specific records which have to be kept by the Pre-school for at least two years. These are the daily register, any accidents that have occurred and any medications forms for medication administered.

Information/Communication

Staff aim to be available to give information at drop-off/pick-up times. In turn we ask you to inform us of any changes to your child's week such as holidays or days they will not be attending. The school also uses 'Arbor' to communicate whole school issues and to accept orders and

payment for school lunches. With your permission we will use the email address you provide to set up an account for you to use.

Safeguarding:

We have robust policies and procedures (please see safeguarding policy on website) in order to safeguard children. If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant harm we will seek advice from Herefordshire Council staff within the MASH team, which may result in a referral to social services. Where there is a concern regarding the welfare of the children that has been shared with parents, staff have a responsibility to record details as per school policy.

Medical/Illness details

It is extremely important that staff are made aware of any medical conditions or allergies your child/ren may have. Please ensure that you declare these on the relevant forms which you will be given for completion. If your child is ill, please could you inform us directly on **01432 760240** as soon as possible in the morning.

In order to maintain health and safety requirements within the Pre-school, any child/ren who has or who have had diarrhoea/sickness within **48 hours** of the Pre-school date will not be allowed to attend. Should your child become ill whilst in our care you will be contacted and asked to collect her/him.

Should your child have an accident whilst in our care, an accident form will be completed and given to you at pick up. Should they have a more serious accident and require immediate medical attention this will be sought in line our school policy and parents will be contacted.

EYFS

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Please see the link below for the complete guidance:

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

Observation and Assessment

Within Muddy Boots we routinely observe ALL of the children who attend. This, not only informs our planning, but also highlights areas of need. Where concerns arise actions can be implemented for early intervention.

Tapestry

Your child's daily activities and learning experiences will be observed and recorded using an online journal. This enables us to monitor the variety of experiences the children have and also plan their next steps, ensuring they participate in a broad learning curriculum where they can progress at their own rates through their individual interests.

Your own child's records are accessible from home, using a unique password and personal login. Parents are encouraged to record their child's home experiences onto this, too. We can then use

these to further your child's learning at school and it also shows the wonderful 'journey' your child takes in their early years.

Personal Items

Each child attending preschool will require the following items, all of which should be named and put into a **clearly labelled bag**:-

- Change of clothes
- All in one waterproofs for outdoor play in all weathers and Forest School.
- A pair of wellies
- Coat (or appropriate clothing for your child to participate in outdoor activities (eg. hat, gloves, etc,))
- Nappies, wet wipes and nappy creams.
- A water bottle
- Sun hat and cream

All of the above need to be in Pre-school every day if we are to ensure that all children have the opportunity to be outside whenever they want to be. If it's raining we splash in the puddles, if it's snowing or frosty we make footprints, if it's muddy we still play on the fields, therefore appropriate clothing and particularly spare clothes are needed.

Food and Drink

Fruit, healthy snacks and milk will be provided by the Pre-school at snack time. Fresh drinking water is accessible at all times. We will encourage the children to serve themselves fruit/snacks, to pour their own drinks and tidy away at the end of snack.

Hot lunches will be available each day if ordered through Arbor. They are provided by The Golden Cross, we can provide more information if you are interested in your child/ren having them.

Please remember that if you supply your child with a packed lunch it does need to be healthy in order to support our Healthy Eating Policy. (Sandwich, fruit, yoghurt, breakfast bar, for example). Please avoid sending anything **containing nuts**, including chocolate spread as we may have children with nut allergies. You will be asked to complete and sign one of our Child Confidential Forms before booking your initial Pre-school place(s) which will ask for more specific details regarding your child's dietary requirements.

First Day at Muddy Boots

On arrival in the morning please park in the car park at the bottom of the hill and walk up the pathway towards school. We are located in the garden area through the black gate.

Please wait at the wooden gate to be greeted by a member of staff, who will take your child in. A staff member will greet you at the end of your child's session. If your child needs settling in, parents are welcome to stay.

In the case of any unforeseen problems at pick up time we will not release your child to anyone unless you have given prior written consent in the link diary (where possible) to the staff.

We ask that all parents/carers endeavour to be in Pre-school at 8.45am for drop off and come to the main entrance when picking up at 11.45am/3.15pm depending on the sessions you have chosen.

Wrap around care

Breakfast Club runs from 7.45am and After School Club runs until 5:30pm. Sessions can be booked via Arbor or the school office.

Breakfast Club - £5.75

After School Club until 4.30pm - £5.50

After School Club until 5.30pm - £8.00

We very much hope that you and your child enjoy becoming part of our Pre-school and we look forward to seeing you very soon. If you wish to discuss any of the information in this pack in further detail, please feel free to contact us on the number above or email Mrs Leann Howard.

Please sign and return the attached slip,

Kind regards,

Leann Howard Nursery Manager

lhoward@orchardmat.org.uk

I have read and agree to the terms of Muddy Boots Admissions Procedure as detailed above.

Name of Child.....

Signature of parent/carer

Date

Name in block capitals