



Woodstock Under Fives Welcome & Information Pack

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Woodstock, Oxfordshire
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Woodstock Under Fives

Information for Parents and Carers

Woodstock Under Fives Association (WUFA) first opened its doors in 1971, We are a Charity run group that is made up of a committee of parent/carer volunteers which make up our management team. Without this committee, we are unable to run so continued support from you is imperative for our continued progression and future. We also rely on fundraising and parent/carer participation in such events.

If you are able to help us in any way please make yourselves known immediately!

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We are first and foremost a Pre-School but over the years we have evolved to meet the ever-changing needs of our local community. Pre-School is affiliated to the Pre-School Learning Alliance and is part of the Oxfordshire Early Years Development and Childcare partnership. We are registered with Ofsted. In 2008 we opened a successful and very busy Breakfast Club and After School Club. (Age restrictions apply - See full Terms.)

Please read all of the following information carefully as it contains everything you need to know about WUFA in its entirety.

We have split this information pack into 4 sections.

Section 1: WUFA Pre-School information (2 - 5's)

Section 2: WUFA Breakfast Club and After School club information

Section 3: Policy/Procedures - Applicable to all sessions

Section 4: Fees/Terms of Business - Applicable to all sessions

Mission Statement

To work in partnership with families and the community to provide a safe, stimulating and nurturing environment so all children can learn and develop through play.

WUFA Values

Promote positive values, listen to others, be kind to others, share, respect others, play together, care about each other. As suggested by WUFA children April 2016

WUFA Pre-School (2 - 5years)

Admissions/Times/General information

Monday - Friday

(Term Time only - Closed on Bank Holidays)

Session times:

Morning Session - 8.45 - 11.45

(Gate locked from 9am - 11.45 no admission after this time without prior permission)

Lunch Club - 11.45 - 12.15

(Children to bring their own lunch - more information below)

Afternoon Session 12.15 - 3.15

(Gate locked from 12.30 - 3pm no admission after this time without prior permission)

From the main term after their 3rd birthday, all children are entitled to 5 sessions a week (a total of 15 hours) at Pre-School: Early Years Funding. Please speak to our administrator for more information

Your child's sessions are fixed once they have started at Pre-School, this is because we must adhere to staff ratios laid out in Ofsted guidelines. Should you wish to make any changes to your child's sessions please see the final page of this information & welcome pack.

Parents/Guardians who are considering enrolling their child are welcome to come and have a look around, please call our Administrator to arrange a visit on 01993 810044.

If you decide to join WUFA an enrolment form will be sent out to you. Once we have received this we will be in touch. All other information you will need is in this pack.

The process:

Once you have successfully enrolled your child at WUFA and we have received your £10 registration fee (non refundable) a member of the team will contact you to arrange your first visit. This will always be after a child turns 2 and will normally be by your allocated Key Person. This first visit is to meet the Team and it is an opportunity for you and your child to familiarise yourself with how we work. It will last approximately 30 minutes and within this time there will be orientation. The paperwork is an excellent way for us to get to know you. It also gives us a good idea of where your child is at developmentally this can sometimes also be referred to as an "Assessment". At the end of the meeting the Key person will talk to you about your child's actual start date and settling in process. Every child is different so we like to assess the child and then make that decision with parents/carers.

Arrival and pick up times:

Pre-School starts at 8.45, if you arrive early please can you wait in our playground. This gives the team an opportunity to set up the activities for the morning. Once we have opened the door we ask that parents/carers leave their children as soon as possible. This is so we can all start the morning session. If you would like to speak to a Key Person in depth about your child we try and keep this to 5 - 10 mins. You are more than welcome to book a time to speak in further detail. Our gate will be locked from 9am - Session begins.

Any parents/carers that are late or unable to attend must let WUFA know.

This is an Ofsted requirement for Pre-School settings.

At pick up times 11.45, 12.15 & 3.15, please can you wait outside the main door. A member of staff will open the door when story/song/lunch time has finished. Please be patient if we are running a bit late we will get to the door as soon as we can! Our gates are locked again from 12.30 - 3pm, if you wish to pick up your child before these times it needs to be pre-arranged.

Collection by others:

If someone else is collecting then please inform a member of staff, if that person is not known to us we will require a password.

For security reasons we will not let the children leave the premises with anyone that staff do not know.

What to bring:

Please ensure that anything you do bring to WUFA is clearly labelled, any items that are found without names are put in lost property (Found in our entrance hall) for one month and then given to charity.

Suitable clothing: We plan a wide variety of activities at WUFA including lots of messy play. We do encourage children to wear aprons, however they are not always obliging! Therefore it is a good idea to dress your children in appropriate clothing. WUFA accepts no responsibility for damaged or dirty clothes.

Spare Clothes: Each child has a named peg, it is a good idea to keep one set of labelled clothes in a bag at WUFA. Space is limited so in a small hanging bag (No plastic bags please this is a health and safety hazard).

Outdoor clothing: We have an open door policy all year around, we recommend that you bring a coat when needed and a sun hat for summer. We supply sun cream, however if your child has allergies please can you provide a clearly labelled one to eliminate risk.

Pre-School Uniform: Why not save your own clothes and purchase our Logo polo shirts or sweatshirts, please contact our administrator for more details. Email office@wufa.co.uk

Nappy Changing & Toilet training: If your child is in nappies, please provide nappies (NOT pull ups), wipes, and nappy bags. We will change when required during session. If your child is coming out of nappies please inform your key person and we will work alongside each other to make this transition as smooth as possible. We will encourage children to use our little toilets rather than potties where possible.

Toys from home: We understand that some children like to bring in a special toy to show us or as a comforter. This is fine, however we do try and restrict it to just one and we encourage children to put them in their bags. They must be clearly labelled and WUFA is not liable for any lost items.

Snack Time: We provide milk and water and a healthy snack morning and afternoon. We encourage the children to cut up their own fruit and pour their own drinks. This is a sociable time and a good way for staff to interact with their key children.

Lunch Boxes: Clearly labelled please, NO nut products (including pesto), All small hard items to be cut up please such as grapes/tomatoes these are a choking hazard. Simple ideas are the best, little sandwiches, veg/fruit, yoghurt either crisps or biscuit, drink. All children will be encouraged to eat their savoury and fruit/veg first. No sweets or large chocolate bars.

Allergies: If your child develops any allergies please inform us immediately.

Information: For up to date information please see notice boards in front hall, we also send out a news letter via email. When you enrol we will automatically put your details in our data base for this purpose. It is imperative you inform us if any of your contact details change. We **MUST** be able to contact you in the event of an emergency.



Information on your Child's learning and development

Key person:

Our key person system is there to provide each child with a special person that they can settle with and who will get to know them really well. That key person is your main point of contact and please do discuss anything with them. The key person is responsible for co-ordinating any records of achievements, learning journeys, observations, planning and assessments and crucially communicating with you! Where possible we try and run a buddy system so if your child's key person is away or off sick there is someone else available.

Curriculum, observation, assessment and planning:

WUFA believes children learn best through play and exploring when they are settled and happy. The Early Years Foundation Stage provides the framework for the planning at Pre-School. This is a statutory framework for children from birth to the year of their fifth birthday. Activities and experiences at Pre-School are based around the ages and stages, preferences and skills of the children. In accordance with good practice, staff use observations, notes and photographs to monitor children's progress and assist planning. Parents may look at these "Learning Journeys" on request and the key person will aim to share observations regularly with parents. The staff meet weekly to review progress and to plan. More information about the curriculum and the learning that takes place through play can be found on the notice boards at Pre School.

2 Year Check:

All children receive a progress check between the age of 2 and 3. This is a statutory requirement under the Early Years Foundation Stage. It is based on observations and assessment from the key person, discussions with parents, and others who may regularly care for the child (e.g. a childminder). The check is linked to the three Prime Areas of Development: Personal, Social and Emotional, Physical Development and Communication and Language Development. It is a guide on how your child is progressing and can help to identify any area where extra support may be helpful. Early intervention is a key initiative of the Government and the assessment will help us to set up support for your child's development if needed.

Behaviour:

We want the children at WUFA to grow in confidence and self-esteem. The ethos of WUFA is to praise achievement and encourage an atmosphere of respect, cooperation and sharing. The adults lead by example and support children in their play and in dealing with feelings and emotions. We aim to provide enough resources so that young children are not drawn into unnecessary conflict in their play. Difficult behaviours are analysed and children given support to make amends for antisocial behaviours. Pre-School staff take part in training in Promoting Positive Behaviour.

WOW Moments, Likes and Interests:

Working together with parents and carers is so important to children's learning and development. If your children do something special. For example: uses the toilet for the first time, does up a zip, climbs upstairs. We call them "WOW" moments. You can help us by writing this down on our WOW slips which are by our register area (Please ask a member of staff) and we will put them up for all to see. Similar for likes and interests, what is your child into, what is of particular interest to them. All of this is information that we need to paint a full picture of your child.

Parents evenings:

We try and hold parents evenings at least twice a year, this is a fantastic opportunity for you to meet your child's key person and discuss their progress. You can also look through their learning journey and discuss how they are progressing and to view plans for their next steps.



For more information on your child's learning at WUFA please contact office@wufa.co.uk and ask for "parent/carer guide to EYFS at WUFA"

Breakfast & After School Clubs

Breakfast Club - Our breakfast club currently runs in the Wufa club building from 7:30 am and includes a healthy breakfast (i.e. cereal, toast, fruit juice, milk). We provide a drop-off service to Woodstock Primary school and Nursery. This club is available for children aged 3-11 years.

After School Club - After School Club runs from 3:15 pm to 6:00 pm and includes a snack, this will be toast, fruit plus a drink of squash, milk or water. We meet children in years 1 to 6 at Woodstock Primary School in the school hall. Children in reception will be collected by our staff from their classroom. All of the children will then be walked to either the Wufa building or to rooms within the primary school. Due to the demand for after school places we now run from two different locations, these are;

Location 1: Wufa building - After school club will run on Monday, Wednesday & Thursday for children from reception up to 7 years of age. On Tuesday and Friday after school club will run for all ages from reception to year 6.

Location 2: Primary School - After school club will run from the youth club for ages 8 to 11 on Monday, Wednesday & Thursday. Collection from this club will be at the school reception, please ring doorbell if no one is in the office.

NOTE: Due to Ofsted requirements, we are unable to take children aged 3-5 after 5.15pm.

What we do at after school club:

- After hanging up belongings we take a register.
- Children will then be offered a healthy snack and be encouraged to prepare it themselves.
- After snack all children are free to select an activity of their choosing, this could be drawing, playing board games, reading in the quiet corner, playing with lego or outdoor play.

All activities are child led unless an activity has been requested that needs direct staff supervision. Staff will support the children with any needs they have.

ALL Policies & Procedures for Pre-school, Breakfast & After School Club

Please read carefully - All policies can also be found in WUFA entrance hall

Illness

An ill child does not enjoy their session with us and can spread illness to others. Please do not send your child if they have an infectious illness. A child with sickness and diarrhoea must be completely clear of symptoms for 48 hours before returning to any session. Any regular/essential medication needs to be discussed with the Manager if it may need administering during their session time.

Security and safety

The main doors to our buildings are kept locked during session time. The Wufa garden has secure fencing and the children are only allowed outside with supervision. Children will only be sent home with the nominated carer.

If someone else is to collect your child, please notify the session Supervisor. Fire drills are practised regularly throughout the year and indoor and outdoor safety checks carried out daily.

Parking and Entrance gate

If you are coming to Wufa in your car, then please park responsibly, do not park in Recreation Road as residents do not like their driveways blocked. Please do not park in the primary school grounds.

Please can you ensure that you close the gate when arriving or leaving the building. This will help to keep the children away from the road and any traffic.

Equality and diversity

Woodstock Under Fives Association aims to foster an environment where all cultures are respected and welcomed. We seek to promote and reflect the diversity of our society in the resources and activities at Playgroup and in the behaviours and attitudes expressed. For further information please see our Equality and Diversity Policy.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. Our Special Educational Needs Co-ordinator is Kate Bailey.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices guard against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents helps ensure we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Where a disclosure is made that leads us to suspect a child or vulnerable adult may be at risk we have an obligation by law to report this.

No Smoking

We adhere to a NO smoking policy in our setting and gardens.

Questions and concerns

Please feel free to approach staff with any questions and concerns. If you need to discuss anything more fully please arrange a time with your child's key person or the Manager. Concerns or complaints may also be taken to the Committee chair or secretary. For more information please see our **Complaints Policy**. The Ofsted contact details are below and on the reception area notice board.

For questions about fees, days or registration please speak to or contact the Administrator.

Policies

Copies of policies are available in the reception area for parents and carers to read and on the web-site. A copy of the Early Years Foundation Stage, including all the Statutory Requirements, is available on request and is available on line and information on display at Pre School.

Contact Numbers and Address's

Please can you notify staff if your telephone, mobile and home address changes so that we can get in touch there is an emergency.

Mobile Phones/Devices

Wufa is a completely mobile free zone this includes the garden and play area. We reserve the right to ask parents to leave the premises if using a mobile phone/device.



Session Prices as of September 2016

Session	Price	Session Times
Morning Session at Pre-school	£12.50	8.45 am - 11.45 am
Lunch Club	£2.00	11.45 am - 12.15 pm
Afternoon Session at Pre-school	£12.50	12.15 pm - 3.15 pm
Breakfast Club	£5.00	7.30 am - 8.45 am
After School Club (short)	£5.50	3.15 pm - 4.30 pm
After School Club (long)	£12.00	3.15 pm - 6.00 pm
After School Club (age 3-5)	£8.00	3.15 pm - 5.15 pm

Cancelation of Sessions - we require one half terms notice in writing to cancel any sessions.

Changes to sessions - we require one half terms notice in writing to change any sessions.

Swapping sessions - we will not swap any booked sessions.

Additional sessions - If you require an additional session as a one off please email Rachel or Kate on office@wufa.co.uk. Should we able to offer this session you will be charged at the normal rate. If you cancel any additional sessions without 24 hours notice you are still liable to pay the full be fee.

Late Collection - Whilst we appreciate that occasionally you may be unavoidably delayed and we try to be flexible, this involves extra staffing costs as well as being a problem for staff/children ratios. A late collection charge of £5.00 per 15 minutes.

Fees- Invoices are sent out for payment at the start of each term and half-term (6 times a year). Fees are payable on all sessions after the start date, whether or not a parent/carer stays.

Illness - Fees are payable for any sessions missed through illness. If your child is unwell with a long term condition please contact the Administrator as the Manager may consider a reduction for long term illness.

Absence - Any absence from pre-school, breakfast or after school clubs due to holidays during term time will be charged at the normal rate.

Woodstock Under Fives Association will require a one off registration fee of £10 to cover administrator costs.

Methods of payment- (All cash, cheques to be posted or put in our WUFA post box in the front hall - clearly labelled with your childs name on it)

Cash - This is our least favourite way for you to pay, but of course we do accept cash.

Cheque - Please make cheques payable to Woodstock Under Fives Association and put your child's name on the back.

Bank transfer - Contact your bank to arrange a transfer into our account, this is a safe and secure way to pay and once you have done it once the bank will keep the details for next time. If you have online banking this payment is easy to set up from the comfort of your home. Please ensure that you use your child's name as the reference for the payment. Our bank details will be print at the bottom of each invoice or contact the office.

Childcare Vouchers - Almost all employers now offer this payment method. Parents should enquire at their place of work about any schemes that are on offer and we are happy to provide further information about the voucher we accept, please contact Rachel by email on office@wufa.co.uk.

Woodstock Under Fives Association reserves the right to review and revise these terms of business without prior notice.