



Welcome & Information Pack

Pre-School Information (2 – 5's)

Breakfast Club & After School Club information

Policy/Procedures – Applicable to all sessions

Fees/Terms of Business

Committee Information & Useful Contacts

Parent quotes 2018:

"I really can't thank you enough for what you have done for us. You have a brilliant team and honestly the most caring nursery"

"My daughter uses the breakfast club before school. The staff are warm and welcoming and I am confident that she enjoys a great start to the day"

"I cannot thank the staff at WUFA enough for how they have settled my 2 year old daughter. Not only is she very happy whilst there, friends have also commented on how she seems generally more confident since starting. The staff are all very caring and it is extremely professionally run"

Note to parents:

It is a little known fact that WUFA After School Club, Breakfast Club and Pre-School is actually a non-profit charity that was set up in 1971 primarily as a Pre-School to help parents in and around Woodstock. Over the years WUFA has grown considerably and we now offer places to over 130 children from 2 - 11 years.

As a charity WUFA is governed by the Charities Commission and our constitution. Our annual reports are available to view on the charity commission website and our constitution is available at WUFA. We are also monitored by OFSTED and all Committee members are required to complete an EY2 check and a DBS.

Did you know that when you send your child to WUFA you automatically become a member? As members you are invited to our yearly AGM. From our members each year we ask for parents to volunteer as trustees and become part of our management committee.

Without this committee WUFA would not be able to operate. We require a Chair, Secretary and Treasurer and at least two other members. We meet every half term to review the running of the charity.

An essential part of the committee role is fundraising. As a non-profit charity we rely on fundraising to buy equipment and staff training.

Extra volunteers to help plan and run fundraising events are always welcome. If you have any ideas please get in touch or if you would like to join this much needed and thriving establishment please get in touch:

wufa.chair@gmail.com

manager@wufa.co.uk

(All photos given with consent)



Information for Parents and Carers

OFSTED

In April 2017 we had a very successful OFSTED inspection where we received a very strong "Good" overall and "Outstanding" in Leadership and Management.

Please read the following information carefully as it contains everything you need to know about WUFA in its entirety, including how to access vital information, policies and Terms of Business.

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, have tolerance of others different faiths and beliefs.





WUFA Pre-School (2 - 5 years)



Admissions/Times/General information

Monday - Friday

(Term Time only - Closed on Bank Holidays & Some inset days)

Session times:

Morning Session - 8.45 - 11.45

(Gate locked from 9am - 11.30 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)

We only take children for a lunch club if they are at a morning or afternoon session that day. We also require the children attend a minimum of 2 sessions per week.

For children aged 2 - 5 we can offer full day care from 8.15- 3.15 when the children reach 3 years old we offer 7.30 - 6

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 the following information pack.

The process:

Once you have successfully enrolled your child at WUFA 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 and 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 am. If you arrive early please can you wait in our playground, as 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 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 gates will be locked from 9am.

Any parents/carers that are late or if your child is unable to attend you must let WUFA know via email or phone. 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 in the morning or email/call throughout the day. 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:

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.

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.

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.

Where possible we will label with a suitable pen, including lunch boxes and Tupperware.

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 (where appropriate). 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, please see our up to date list in the front hall for all allergens that need to be reported to us.

General 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.

For information on your child's learning and development at WUFA please see our

"Parent/Carer's Guide to Learning at WUFA"

Breakfast & After School Clubs Explained

Breakfast Club - Our breakfast club 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. 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 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, you will be informed of your child's location when you receive notification of your child's place. Collection from this club is at the WUFA building.

Location 2: Primary School - You will be informed of your child's location when you receive notification of your child's place. Collection from this club will be at the school reception, please ring doorbell or call Wufa mobile if no one is in the office. Occasionally collection will be changed to WUFA site, parents will be notified by email in this instance.

WUFA - Afterschool Club Timetable 2019

Time	Activity
3:15	Children collected from school by WUFA team
3:30	Register taken at WUFA by a shift Supervisor
3:35	Children's Choice
3:45	Fruit and drink for Afterschool Club children (Children on a 6pm finish have something more substantial at 4.30)
4:00	Children's Choice and Guided Activities
4:20	Children arrive from School Clubs accompanied by School Staff/Course providers
4:30	Small snack and drink for remaining children
4:45	Children's Choice and Guided Activities
6:00	Last collection for remaining children PLEASE INFORM WUFA MANAGEMENT OF ANY ALLERGY OR MEDICAL REQUIREMENTS

Children's Choice: During our sessions children have access to a variety of drawing, craft materials, water play, sand, outdoor play, role play, board games, table top games, music, books, construction.

Guided Activities: This can vary depending on seasons, celebrations and children's interests. Some recent activities have been: A table tennis league, Bingo, Cooking Pizza. If you would like to see our Termly folder of future ideas please speak to a member of the team.

Food and Drink: Water is available at all times, at snack times we will also provide milk. Children that attend until 4.30pm will be offered a piece of fruit. Children that stay until 6 pm will be offered a light healthy snack such as 50:50 bread, bread sticks, Pitta bread, Fruit, Veg. Breakfast Club we offer Juice, cereal, toast.

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

Please read carefully - All policies can also be found in WUFA entrance hall and on our website

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. Please remember to call or email us to let us know that your child will not be attending their booked session.

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, 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

WUFA 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

Pre School 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/Donna Pratley please do contact us via email or phone if you have any questions.

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.

Questions and concerns

Please feel free to approach staff with any questions and concerns. If you need to discuss anything in confidence, 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.

Contact Numbers and Address's

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

Session Prices as of September 2018

Session	Price	Session Times
Morning Session at Pre-school	£14.50 3 & 4 year olds £17.00 2 year olds	8.45 am - 11.45 am
Lunch Club	£3.50	11.45 am - 12.15 pm
Afternoon Session at Pre-school	£14.50 3 & 4 year olds £17.00 2 year olds	12.15 pm - 3.15 pm
Breakfast Club	£5.50	7.30 am - 8.45 am
After School Club (short)	£6.50	3.15 pm - 4.30 pm
After School Club (long)	£14.00	3.15 pm - 6.00 pm

Bookings, payments of fees and general Terms:

Bookings - Can be made through our office via email. Any permanent changes require one Half Terms Notice in writing direct with our Admin Manager or Manager. Please do not make requests to members of staff. If you request a change of session due to personal circumstances we will accommodate where possible.

Fees: Are emailed out monthly. Fees that are not satisfied within 10 working days of the date of invoice will incur a daily late charge of £5 per day. WUFA reserves the right to remove any child from our Clubs and Pre-School when bills are not satisfied within these terms.

Cancellation of Sessions - We require one half terms notice in writing to cancel any 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 be 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 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 having an impact on staff/children ratios. A late collection charge of £5.00 per 15 minutes will be added to your next bill.

After School Club - At the end of School day: All booked children will be collected from the School by the WUFA team, with the exception of children that are attending clubs. Those children will be brought over to WUFA by School or the course provider. (NOTE: It is parent's responsibility when booking clubs to request their child is taken to WUFA) If you are unable to collect your child or your child is not attending a particular session please notify WUFA by 2pm on the day by email or telephone - failure to do so may result in exclusion from the club.

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.

MBL Phones - 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.



Funding and childcare voucher information:

Tax-Free Childcare - You can get up to £500 every 3 months (£2,000 a year) for each of your children to help with the costs of childcare. If you get Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider via an online account. You can get Tax-Free Childcare at the same time as 30 hours free childcare if you're eligible for both.

Childcare Vouchers - Almost all employers now offer this payment method, however this scheme is under review with the government and subject to change. 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

Early Years Pupil Premium

WUFA may be able to claim up to £300 per year of funding to support your 3 or 4 year old's development, learning and care. To find out if you are eligible please contact Kate or Rachel and we can send you the relevant links and information.

Free Early Education for 2 Year Olds

WUFA may also be able to claim funding if your child is 2 years old and you meet the criteria set out. Please contact Rachel on office@wufa.co.uk and we can send you the relevant links and information.

15 and 30 Hours free childcare

All 3 and 4 year olds are eligible for 15 hours free childcare, from September 2017 some may also be eligible for a further 15 hours. At WUFA we have decided that we WILL be offering the full 30 hours to eligible families. Please contact our office for further details and we can send the links to check eligibility. It is also possible to split the funding, for example over 2 settings!

Data Protection

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is -

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject i.e. you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Useful Contact numbers, emails, links

Name:	Contact:
WUFA Manager: Kate Bailey Admin Manager: Rachel Peters	01993 8100 44 office@wufa.co.uk Web: wufa.co.uk
WUFA Mobile	07551 067625
Committee Chair:	wufa.chair@gmail.com
Committee Secretary:	wufacommittee1@gmail.com
OFSTED	0300 123 1231
Woodstock Dr's	01993 811 452
Urgent concern about a child MASH	0345 050 7666



WUFA reserves the right to review and revise these terms of business without prior notice.

Charity Number: 1174017 OFSTED: EY 551987