



Welcome & Information

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WUFA CIO General Information

If you are reading this Welcome and Information pack we are thrilled that you have chosen WUFA as your chosen child care provider.

Established in 1987 WUFA has been offering Early Years Education for over 30 years to Woodstock Community and surrounding villages. Over the years WUFA has evolved with the growing need for wrap around care, we now run thriving Breakfast and After School Clubs over two sites.

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, DBS and appropriate Safeguarding Training.

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 an active Committee WUFA would not be able to operate and sadly cease to open.

An essential part of the committee role is fundraising and supporting the Manager and team. 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.

OFSTED

In January 2020 we had a successful OFSTED inspection where we received a strong "Good" overall, a copy of this report can be found on our website or in the WUFA front hall.

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 such as Safeguarding, 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 Information

Admissions/Times/General information (2 - 5 years)

Session times:

Morning Session	08.30 - 11.30
Lunch Club	11.30 - 12.00
Afternoon Session	12.00 - 15.00
Extended Pre-school Session	15.00 - 17.30 (from 3 years)

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

Additional Enrolment Information applicable for Pre-School:

* We accept two year old children from the term after their 2nd Birthday.

*Minimum of 3 sessions per week and those sessions are either just mornings, just afternoons or all day.

*When your child reaches 3 years old you can extend your session until 5.30pm We advise you do this as soon as possible due to high demand.

*Children'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. Alternatively, you can express your interest via our website and one of us will be in touch.

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. Each child is different, so we like to assess the child and then make that decision with parents/carers.

Arrival and pick up times:

Please enter using our main entrance (Blue Gates on Recreation Road not the gates within the School grounds) Pick up times are 11.30, 12.00 & 3.00 our main Blue gates will be opened a few minutes before.

At the end of the day we kindly ask you to wait in the Playground and we will bring the children out to you. Communication is especially important to us, if you would like to speak to a member of the team please let us know.

Absence:

If your child is unable to attend their normal session please inform the setting either by call or email.



Collection by others:

If someone else is collecting 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 safeguarding reasons, we will not let the children leave the premises with anyone that we do not know.

Labelling:

Please ensure that anything you do bring to WUFA is clearly labelled (WUFA reserves the right to label any items with a marker pen)

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. **NOTE: No plastic or string bags please this is a health and safety hazard**

Outdoor clothing:

We have an open-door policy all year around, please come prepared in appropriate clothing and labelled.

Sun cream/Hats:

Please supply a hat and children must come into the setting wearing a layer of sun cream. If your child is with us all day, we will re-apply at lunch time. If your child has allergies, please can you provide a clearly labelled sun cream and give it to a member of the team.

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/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 our notice boards in front hall, Website & Facebook. We also send out regular messages via your child's learning journal. 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.





A Parent/Carer's Guide to Learning At WUFA Pre-School

This information pack contains the following useful information:

- Early Years Foundation Stage/Curriculum
- Children's next steps in learning / home learning tips
- Key Person and Buddies
- What is a WOW moment



What is the Early Years Foundation Stage?

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.

Characteristics of effective learning are: Playing & Exploring, Active Learning, Creating and Thinking Critically.

During these foundation years, children's health, parenting styles, learning activities and early education are all influencing factors that can make a big difference to your child's future. An Early Years Foundation Stage (EYFS) framework is in place in England which describes the things a nursery, pre-school, childminder or reception class in a school, should be doing. It outlines what children should learn and what levels of development they can be expected to reach at certain ages and stages.

This is a particularly important stage as it prepares children for future learning and successes and helps them get ready for school. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

What is the EYFS Framework - why do we have one?

The EYFS Framework exists to support all professionals working within the EYFS to help your child and was developed with a number of early years experts and parents.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at age 5, usually the end of reception year; these expectations are called the "Early Learning Goals" (ELGs)

Children in the EYFS learn by playing and exploring, being active and through creative and critical thinking which takes place both indoors and outside. The characteristics of effective learning! Children are not tested on their stages of learning. They are observed and



encouraged to achieve their Early Learning Goals and it is our job at WUFA to use their areas of interest to enable them to achieve their potential.

WUFA Curriculum

Autumn: All about me	Spring: I live here, Springtime	Summer: The great outdoors
Settling new children Embedding routines Talking about our bodies and what we look like Nature Walks Where we live Families Environment/Hibernation Healthy Eating/Dental care Celebrations: Birthdays Bonfire Night Armistice Day Diwali/Eid Hanukkah Christmas	Talk about our own homes Community/relationships What happens in springtime Environment and changes Relationships Lifecycles Healthy Eating/Dental Care Phonics Birthdays Chinese New Year Holi Shrove Tuesday Easter	Talking about the world around us Plants/Creatures/Growing Measuring/Weighing Transitions to other settings Growing and observing Healthy Eating/Dental Care Phonics Birthdays Eid

At WUFA our main aim and broad curriculum is to help children to feel safe and secure and increase and develop independence. We always look at how to keep ourselves safe whilst also learning to assess risk. Throughout the year the children are learning and developing towards the Early Years Foundation Stage. This is done at their own pace and all learning is based around the children's interests.

We have a balance of learning inside and outside, the children are continually monitored and observed when appropriate. These observations can be found on their online learning journal which can easily accessed by parents. Community is a big part of life at WUFA and we actively encourage involvement from others in the community.



How can I find out how my child is getting on at WUFA?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will be with your child's "key person" and "buddy".

The Key Person & Buddy have responsibility to:

- Be your main point of contact within the setting
- Communicate through your child's online learning journal
- To help your child to become settled and feel happy and safe
- Take responsibility for your child's care, development and learning
- Take a careful note of your child's progress, sharing this with you
- Give you ideas about how you can help your child at home

At WUFA we will also aim to give your child/ren a secondary key person who can also be known as the 'buddy'. This is so that if your child's primary key person is not there for any reason, your child has a specific point of contact to be overseeing all their needs. Please do feel free to ask to meet your child's buddy at any point. We also hold regular parent/carer evenings to enable you to discuss how your child is getting on. The more information you can share with your key person about your child's experiences and achievements outside pre-school, the better. We love constant communication, photos and updates.

"Wow Moments"

"WOW" Moments - It is so important that we listen to our children and encourage special moments and developmental milestones. These can be anything, new babies, doing up shoes, using the toilet, sleeping through the night, drawing a circle, listening, sitting at the table nicely. We would really appreciate it if you could share these with us. We will send something home for you or you can do them via the online journal, date and send it in. These will go up on a board for all to see and acknowledge, they then go into your child's learning journey at WUFA.

Online learning journal, Social media

We send out regular updates via EYLOG. We also regularly post what we are doing and upcoming events on Facebook, please like our pages!

As mentioned earlier as a team we are all continually assessing and observing your children's learning whilst in our care. We log all this information in what we call a "Learning Journey". These journals are specifically designed for Early Education settings and it is safe and



efficient. One of the huge advantages is when we post an observation and photo you will be able to view it immediately and comment back. You will be sent a link when you first start at WUFA which will enable you to login securely, your password and pin is exclusive to you.

Periodically throughout the term we will gather all this data from our observations and make an assessment (this can sometimes be referred to as "tracking"). It allows us as child care professionals to put individual plans and next steps in place to further your child's development. It can also flag up where they may need additional encouragement. We also appreciate your input and children may do things at home that they don't do with us and vice versa.

Community trips and walks

As a community Pre-School we believe that trips out into our local town are an invaluable way of learning. Our regular visits are to the Woodstock Library, Church, Fire Station, Museum, Park. More recently we have visited Woodstock's residential care home and we are looking at joining them on a regular basis to read stories, take our drawings and sing some songs. As well as these visits we like to invite people to come and see us, our recent visitors have been Alice the Curate, the Town's Mayor and soon we will be having a dentist and the opticians.



How can I help with my child's learning?

Some of the most beneficial things you can do for your child are the simplest. Even when they cannot speak make sure that you talk to them about what is happening in their day. Talk about your daily routine, talk about shapes and colours in the environment around them, talk about numbers and letters as you go about your day; how many apples you are buying, how many ducks are on the pond, what colour the cars are and talk about the seasons or the weather that day. The list is endless! Cooking and gardening are excellent activities to do with your child. It will not necessarily be the most efficient or neatest process but they will gain so much from the activity.

Reading to your child and looking at picture books is a wonderful way of supporting their development. Remember to talk about what is going on in each picture and not just to rush through the story. Your key person can give you tips on the kind of stories that they will enjoy.

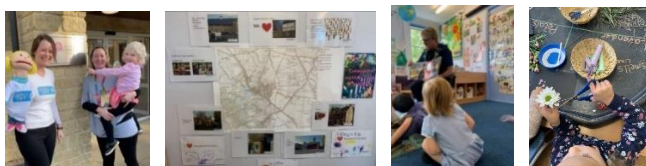
2 Year Check

All children receive a progress check between the age of 2 and 3 from either your Health Visitor or GP. 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.

If your child has had a 2 year check please ensure you tell your child's Keyperson, we can then do our 2 year check at WUFA, when this happens you will be asked to come in and do it together with us.

Behaviour

We would like 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.



After School Clubs Explained 3 - 8 years

After School Club - After School Club runs from 3:15 pm to 5.30pm for children ages 3 - 8years. We meet children at Woodstock Primary School and return them safely to the WUFA building, if your child is not going to attend or is at club it is imperative you inform us.

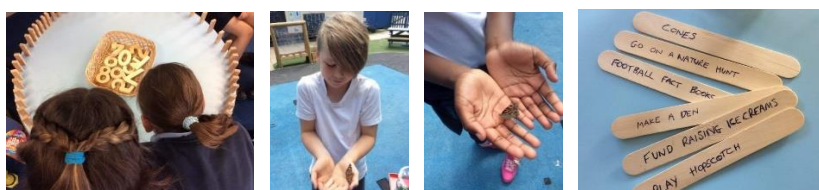
Collection of children from WUFA - Access is through our main blue front gate found on Recreation Road. (Not through our School side exit, this is for fire and WUFA/School use only)

Time	WUFA - Afterschool Club Timetable
3:10	Children collected from School by the WUFA team
3:20	Register taken at WUFA by a shift Supervisor
3:30	Light Snack/Drink
3:45	Children's Choice and Guided Activities
4:20	Children arrive from School Clubs accompanied by School Staff/Course providers, they are offered snack/drink (please see note below)
4:45	Children's Choice and Guided Activities
5:30	Last collection for remaining children

Children's Choice: During all 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. This can be inside or outside and includes tennis and other fun games!

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/Drink: WUFA provides a healthy light snack when the children arrive. This is normally a piece of fruit/rice cake/flapjack. Quite often the children will cook their own snack which they love to do.



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

A full list of our policies can be found on our website www.wufa.co.uk

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.

Parking

If you are coming to Wufa in your car, please park responsibly. Please do not park in the primary school grounds. Please be considerate of nearby residents.

Entrance gate

Blue Gate on Recreation Road (not on the 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.

Inclusion

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 (General)

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 and lockdown are practised regularly throughout the year and indoor and outdoor safety checks carried out daily.

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.

WUFA CIO: Terms of Business

Session	Price		Session Times
Morning Session at Pre-school *Funding information below *30hr additional charges below	£22.00	All Ages	8.30 am - 11.30 am
Lunch Club (Supervision charge)	£5		11.30 am - 12.00 pm
Afternoon Session at Pre-school	£22.00	All Ages	12.00 pm - 3.00 pm
After School Club/Extended Pre-School session	£15.00	3 - 8 year olds	3.10 pm - 5.30 pm

Bookings:

Once a place has been accepted and we have received your completed forms a £50 deposit will be invoiced, this is payable within the payment terms stated on the invoice. (There is no deposit due if your child is in receipt of 2 year funding or Pupil Premium)

Any permanent changes require one Half Term's Notice in writing direct with our Admin Manager or Manager. If you request a change of session due to personal circumstances, we will accommodate where possible. It is not possible to swop sessions, additional sessions are charges at the normal rate.



Fees:

Are emailed out monthly via an automated system. 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.

Please can all finance related questions including funding be directed to:
financewufa@gmail.com

Cancellation of Sessions:

We require one Half Terms Notice to be given in termtime in writing/email to cancel any sessions. Once your place has been accepted and in the event you no longer require your place, a £50.00 cancelation charge will be incurred.

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 will be added to your next bill.

After School Club, School Collections:

Children will be collected from School by the WUFA team, except for children that are attending clubs. Those children will be brought over to WUFA by School or the course provider. 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.

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 WUFA may consider a reduction.

Absence:

Any absence from Pre-School or after school clubs due to holidays during term time will be charged at the normal rate.

Closure due to snow:

Should WUFA have to close for more than five consecutive working days due to severe weather conditions you will be reimbursed of any fees paid. However, any ad hoc days cannot be reimbursed as we still have the general running costs to pay e.g. staff, electricity etc. As we are a Charity we rely solely on fees and fundraising events to cover all running costs. Parents/Guardians will be notified as soon as possible in the event of closure normally via email/social media.

MBL Phones: Wufa is a completely mobile free zone including 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 Vouchers:

Funding Codes:

If you are eligible for any funding you will need to provide us with full and up to date information. This includes your funding code and if your child attends any other settings/childcare providers. We cannot make a claim without this 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:

Most employers 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 vouchers we accept, Please contact admin by email on:

office@wufa.co.uk financewufa@gmail.com

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 office@wufa.co.uk 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:

3 and 4 year olds who are eligible for 15 hours free childcare may also be eligible for a further 15 hours. WUFA is 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 over 2 settings.

***Additional charges for children in receipt of 30-hour funding**

These hours include a 30-minute lunch period at a fee of £4.50 per session plus an additional "Consumables Charge" at £10.00 per month per child. (WUFA CIO will cover this cost where a child is eligible for the Early Years Pupil Premium)



Data Protection and Charity Information: I agree that in my child attending WUFA CIO that I automatically become a family member of the CIO and accept these Terms of Business. This membership will commence on my child's first day and end on their last. I am aware that under Charity Commission regulations my details will be kept on record for 10 years.

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.

Name:	Contact:
WUFA	01993 810044 office@wufa.co.uk
Manager:	manager@wufa.co.uk
Registered Charity Number:	1174017
Finance:	financewufa@gmail.com
WUFA Mobile	0753 825 5988
Committee Chair:	wufa.chair@gmail.com
OFSTED	0300 123 1231
Urgent concern about a child MASH (Safeguarding)	0345 050 7666

