



## A GUIDE FOR PARENTS

(Updated Oct 2024)

**Ages: 2 - 4 years**

**Sessions:** Tuesday to Friday, 9.15am – 1pm

**Address:** Horfield Welly Pre-school  
Manor Farm Boys Club  
Wellington Hill, Horfield  
Bristol, BS7 8ST

**Tel:** 07837 133 925

**Email:** [horfieldwellypreschool@gmail.com](mailto:horfieldwellypreschool@gmail.com)

**Website:** [Wellypreschool.org](http://Wellypreschool.org)

**Horfield Welly Pre-school is a registered charity  
in England and Wales (Charity No 1045897)**

# **Welcome to Horfield Welly Pre-school**

## **About us:**

Horfield Welly Pre-school is an Ofsted registered, community based, voluntary managed setting, which depends on the involvement and good-will of parents to operate.

The pre-school can take up to 36 children per session, the children have use of two adjoining playrooms and a sports hall and a small garden space.

Horfield Welly Preschool is registered with the Bristol Early Years and Childcare Partnership and is inspected by OFSTED.

## **Shared Goal:**

To work in partnership with parents and families to provide children with an early years' experience which is nurturing, stimulating, challenging and most importantly fun.

## **Helping your child prepare for Pre-school:**

We offer stay and play sessions before the child starts at Welly. This gives the child and their family an opportunity to familiarise themselves with the setting, staff and other children. Where possible Parents/carers should stay with their child for the first settling in session.

Before your child starts we will arrange for their Key Worker to visit them at home. This is an opportunity for you to ask any questions and share with us any concerns or needs for your child.

## **Arrival and Session end:**

### **Drop off/ Pick up**

Please drop off at 9.15 at the main door. Pick up is at 1.00pm, please enter via the main door- you will need to enter the building and collect your child from the room. Although the session ends at 1pm we do offer the option for parents to pick up early at 12:00 if you choose this option the full session fee remains payable.

### Pushchairs, Bikes/ Scooters

Manor farm boy's club has a small entrance hall, so we ask that you do not bring pushchairs, bikes etc inside the main door. If items must be left these can be stored in one of the adjoining rooms which can be accessed via a door on the left side of the building. Please note the door to this room will only be opened when required.

If you need to arrive late please try to inform staff in advance.

If someone else is collecting your child, please let a member of staff know at drop off, if the staff are unfamiliar with the person please provide a brief description and password for security reasons.

If you are going to be late please phone us as soon as possible. If you are more than 10 minutes late at the end of a session and no message has been received, or are persistently late, a fine of £5 for every 5 minutes late will be payable on collection. Please note - our insurance does not cover us for children to be left unaccompanied by parents on the premises before 9.15am or after 1pm.

### **Daily checklist:**

Please ensure that your child brings a:

Packed lunch- We are a **No Nuts** setting due to allergies so please avoid nuts or nut products in your child's lunch. We also ask that packed lunches are as healthy as possible. Please do not include sweets, fizzy drinks or chocolate. We do not have facilities to refrigerate lunch-boxes so please include an ice-pack.

Chopped Fruit or Vegetables in a separate named container for their snack

Change of clothes

Nappies (if applicable)

Appropriate clothing, coats, wellies etc

If the weather is warm please apply sun cream to your child before they arrive, and provide a sun hat for them to wear outdoors.

Please ensure that all items are labelled with your child's name.

## Learning Diaries

We use our online learning tool called Tapestry to take photographs and videos to document a child's learning and development. Parents/ carers are encouraged to contribute to this learning portal too so that we are able to obtain a full picture of a child's learning, development and interests. Obtaining this detailed knowledge of a child helps us to plan play based learning provocations and adult led activities in order to facilitate their future development and next steps.

## Two-year-old development check:

If your child attends before their third birthday their key person will carry out a two-year-old developmental progress check. This will be used to identify progress in the three prime areas: communication and language; personal, social, emotional development; and physical development. This check will be based on your child's key-person's observations and knowledge of your child and will be shared fully with you on completion. We suggest you then share this with your health visitor.

## Typical Welly Sessions:

**8:30:Early drop off session available for £6**

**9.15: Welcome-** Children arrive, hang up their belongings and are greeted by the staff. They will have an opportunity to explore the resources on offer in the available rooms.

**9:30-** Welcome time. All children gather on the carpet for registration and Hello song.

**9.40: Snack & Free Play-** Children will free play in the indoor and outdoor environments and can access their snack during this time. During this time an adult led activity will also be on offer.

**11.30-12.45 Rolling Lunch.** We operate a rolling lunch system where children can access their lunch anytime between these times.

**12.15: Physical Activity.** Children can use the Sports Hall to take part in a physical activity.

**12.40- Tidy Up Time-** Children will gather on the mat to sing a tidy up song before helping to tidy up the resources.

**12.45- Story or song time-** Children will sit on the mat for stories or song time.

**12.55- Coats/ Bags-** Children will gather their belonging and sit in their key groups ready to go home

**1.00- Home time-** Families will collect children from the main room.  
**1:00-2:00- Late pick up session.** Available for an additional £8 per session

### **Key-person for your child:**

Your child's key-person will be the one who works with you to make sure that we provide what is right for your child's particular needs and interests. When your child first attends, their key-person will help your child to settle, and throughout your child's time at pre-school they will help your child benefit from activities. Children are allocated into colour/key-person groups before they start (siblings of previous Welly children will usually be in the same colour group). It is our policy to put twins or more into separate groups but we are happy to discuss this with you. If your child has a friend starting with us, do let us know as they may be able to be in the same group if required. From time to time it may be necessary to rearrange groups during the first term to improve group dynamics; we will of course discuss this with you first.

### **Birthdays**

We are unable to share out sweet treats or cakes on children's birthdays but love celebrating your child's birthday and will always sing to them and give them a card to take home even if they are not in pre-school on their actual birthday.

### **Accidents and First Aid:**

If an accident occurs during a session, we will record details, and the action taken, in our accident record folder. We will notify you immediately or at the end of the session as appropriate and ask you to sign the folder. If urgent medical attention is required we will call an ambulance and take your child to the nearest A & E department and you will be contacted as soon as possible.

### **Sickness:**

You must inform us before 9.15am, on the morning they are due to attend, if your child is unwell. You can email or call/text us on the pre-school phone (the number is on the front of this booklet) if we are unable to answer the phone please leave a voicemail.

For sickness and diarrhoea you must allow 48 hours before returning and 24 hours for a temperature.

**Medication:**

We are able to administer most medications if prescribed by a doctor. If this is necessary please ask staff to provide you with a permission form to complete.

**Additional Needs:**

We are committed to ensuring that our provision meets the needs of each individual child, taking into account any additional needs a child may have. We are fully inclusive to all children. The designated Special Educational Needs and Disabilities Coordinator (SENDco) is able to discuss any concerns you have and advise you on the suitability of our setting for your child. We also welcome other professionals into our setting who may be working with your child.

**Policies and Procedures:**

All of the pre-school's policies and procedures are available to view, in full, at any time, in our Policies and Procedures file and copies can be made available if required. Some key policies are also available to view on our website.

**Parent Involvement:**

We recognise parents as the first and most important educators of their children; the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents participate in making Welly Pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress, with the staff
- Helping at sessions
- Sharing their own special interests with the children
- Helping to provide, make and look after the equipment and materials used in the children's play activities
- Joining the committee who manage the pre-school
- Building friendships with new parents

## **Management of the Pre-school:**

The Pre-school is managed by a parent committee who are elected by the parents at the Annual General Meeting, which takes place in September/ October, and to which all parents are invited. This is a great way for you to be a positive part of your child's pre-school life and there are roles to suit different strengths from the Chair, Treasurer and Secretary (Charity Trustee positions), to the fundraising and gardening team. As a charity, every penny counts, and we fundraise to be able to afford resources and equipment that will benefit the children now and in the future. Some key areas the committee cover are:

- Managing the settings finances

- Assisting staff in employing staff members

- Making sure policies and procedures are in place to continue to provide our high quality setting

- Fundraising

- Admin, helping staff with admin tasks and preparing materials for activities

- Arranging social events for Welly parents

All the roles are really rewarding, and we would love for you to be actively involved; you will certainly get out what you put in.

## **Fees:**

For more information about help available with childcare costs please [click here](#)  
We are able to offer up to 15 hours per week funded hours. Where funding is not claimed, fees must be paid.

Current Fees are £27.00\* per session. Sessions are 9.15am to 1pm, Tuesday to Friday. At the beginning of each half-term, you will receive an invoice by email for fees not covered by the free Early Education Entitlement. Fees can be paid using [tax free childcare](#), childcare vouchers or bank transfer. Fees must still be paid if children are absent for any reason. In order that your child keeps his/her place at the setting you must pay the fees by the due date.

\*Please note this is subject to change, six weeks notice of any price changes will be given.

## **Additional Funding**

## **Early Years Pupil Premium for 3 & 4 Year olds**

Early Years Pupil Premium (EYPP) is additional funding that is paid directly to the Early Years Provide to improve the education they provide for some 3 and 4 year olds. To find out more about EYPP and to check if you may be eligible please visit: <https://www.gov.uk/get-extra-early-years-funding>.

### **Useful Emails:**

Welly Chair: [wellychair@gmail.com](mailto:wellychair@gmail.com)

Welly Secretary: [wellysec@gmail.com](mailto:wellysec@gmail.com)

Welly Treasurer: [wellytreasurer@gmail.com](mailto:wellytreasurer@gmail.com)