

Overdale Pre-School

Eastcourt Road, Knighton, Leicester, LE2 3YA
Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Managers: Clare Elliott & Harj Virk

Overdale Pre-School

Welcome to The Overdale Pre-school

We are open every day of the week during term-time and are open for 38 weeks per year. We offer 3 hour half day sessions: 9.10 am until 12.00pm or a 6 hour full day session from 9.10am until 3.10pm, this includes a school prepared hot meal for which you will receive an invoice for.

OUR AIMS

Our main aim and objective is learning through play. Play helps young children to learn and develop through practising skills and communicating with others. We aim to offer a high standard of good quality care and education for under 5s providing a safe, stimulating and enabling environment. Play allows children to lead their own learning and socially interact. We ensure play opportunities and activities encompass the requirements of the Early Years Foundation Stage (EYFS) Whilst following the children's interests, we adopt in the moment planning.

We aim to increase your child's independence and self-confidence. We work in partnership with parents to help children to learn and develop whilst offering a service which promotes equality and values diversity. Parents and carers are the most important part of the partnership with the Preschool.

OUR STAFFING

The preschool is run by joint managers; Harj Virk Level 5 and Clare Elliott Level 5 (working towards level 6). All the staff working within the preschool hold a level 3 or above qualification in the Early Years field.

The team continually updates their training in all areas and members of staff are fully trained in Paediatric First Aid, Food Safety Hygiene, Positive Behaviour management and Child Protection. Within each preschool room we operate a key person system. Your child will be allocated a key person and that member of staff will be able to inform you of your child's progress and will be available for you to talk to.

DAILY ROUTINES

We allow for children's spontaneous ideas during a session, with the children's interests at the forefront of the session. Children join in with our group welcome time at the beginning of the session followed by a period of free choice (indoors and outdoors). We then tidy resources and equipment away together, followed by group circle time and a movement to music activity. We offer a healthy snack along with milk and water to drink.

Outside play is available to children at all times, in any weather, therefore we ask you to make sure your child has the appropriate clothing for the weather.

Each session will be ended with a group story time.

The children are encouraged to have a go at putting on their own coats and outdoor shoes, however staff are always on hand to help.

POLICIES/PROCEDURES

The policies and Procedures for preschool are overseen by the Overdale Infant school. The safeguarding policy is available on the school website.

Admissions Criteria

The Overdale Preschool holds a waiting list for applications. Spaces are allocated by date of birth, not when the application was made. We have a main intake for the start of the academic year August/September. Allocations are carried out during the spring term, for the Autumn start. It is policy for children to attend for at least 5 sessions per week.

Once you are allocated sessions, these will be confirmed in writing. From this point on if you require to make any changes regarding sessions or need to make a cancellation, we will require 4 weeks notice.

If your child does not attend the pre-school for their first 2 weeks and you have not informed us either by letter, email or phone call, we will cancel your places and offer them to the next family on the waiting list.

Please be aware when accepting a place at the Preschool, this does not mean you will automatically be guaranteed a place in Overdale School.

Fees

The fee for a 3 hour sessions is £14.50 and £31.30 for a full day session. These fees are payable one month in advance. Reminders will be sent out if you lapse with payments and your child's place may be withdrawn if payments are not kept up to date. Please note that this fee is still payable even if your child is away ill, or because of holiday or other commitments to enable us to keep your place open.

If your child is to attend for a full day this will incur an invoice of £2.30 per day, this will be for the hot lunch.

Funding

We deliver:

- 30 hours funding over 38 weeks (as a term time setting)

You can check eligibility for 30 hours by visiting:

<https://www.gov.uk/30-hours-free-childcare>

Children accessing 30 hours funding can share with another provider as long as they are also delivering on a 38-week model.

To validate and access the 30 hours funding we will need a Childs Dem code and parent's national insurance number before the start of the term in which they become eligible. It is Parental responsibility to revalidate their Dem codes.

- 15 hours funding

In the term after your child turns 3 years old, you will be entitled to 15 hours of government funded sessions. We will apply and access this funding for you. If you choose to take more than 15 hours you will be charged for extra sessions taken.

- If you are in receipt of a social security benefit, we may be able to access Early Years Pupil Premium which is funding the setting can use to purchase resources or equipment specific to your child. This funding can also be used to cover lunch fees if your child stays for a full day. Please speak to the office if you would like more information on this.

As a setting it cannot be guaranteed that children will be able to access their full funding entitlement with us, this will be dependent on sessions and spaces available at intake. When you are in receipt of funded sessions you are in agreement that we, as a setting can share information with the local authority.

Other Information

Clothing

We cannot accept any responsibility for any damage to clothing. We hope that you will dress your child in suitable clothing for preschool. Please bear in mind that when children use the toilet; belts, dungarees and braces are very difficult for them to deal with by themselves, especially if they are in a hurry! We try to encourage children to do things for themselves.

Cancellation of sessions

If you wish your child to stop attending the preschool, for whatever reason, please note that a written letter of notice is required with a period of four weeks' notice. If you are going away on holiday, we require a letter detailing the dates for which you and your child will be away.

Lunch

If your child staying with us for the whole day, we will provide a school prepared hot meal. The meals are prepared under the government nutrition guidelines and are set on a 3 week rolling menu. More details of this will be provided to you upon your child starting. You can discuss any dietary requirement such as no egg/halal option with us when you start.

Medication and auto injector devices

If your child requires prescribed medication or an auto injector device during a session, we will require written consent and detailed instructions, as well as 2 auto injector devices – a form will need to be completed.

Illness and Absence - If your child becomes unwell during session hours, we will contact you immediately and you will be asked to collect him/her. Your child must be kept away from preschool until he/she has recovered. In the case of sickness/diarrhoea, 48 hours from the last bout of illness must be left before the child may return. You will be required to ring or email to inform us when your child is absent.

Important – if your child is funded, you may not take more than 4 weeks' holiday, if you need to be away for longer, your funding will be removed and to keep your place at the Overdale Preschool, you will need to pay invoices until the next headcount date (this is a local authority ruling).

Collecting your child

It is important to collect your child promptly at the end of the session. Lateness causes distress to your child and also cuts into staff lunch/home times. We charge £1 per 5 minutes over and above the closing time of the session. If you are unavoidably delayed, please telephone immediately so that we can comfort and reassure your child. It is also very important that you let us know at the beginning of the session, if someone else is to collect your child. We will ask you to give details and a password.

Parental Involvement

You are welcome to stay during the session to help your child. If it is required, we could arrange a home visit or visit your child's other setting to help support them in the settling process. We run a 'Parent/carer rota' for both rooms, which offers you the chance to join us for a session and help with the activities. We also run workshops, stay and play sessions and information events.

Finally, if you do decide to register with us, please post or email the registration forms along with a copy of your child's birth certificate. On successful receipt of these documents we will register your child on the waiting list. You will only hear from us again, if there is a place available for your child when your child is old enough to start.

Dear Parent/Carer

The Leicester City Council, Nursery Education Grant Funding Department requires us to write down your child's ethnicity on our termly headcount using the following codes. Please highlight/tick/mark the code that best describes your child's ethnicity.

Code	Description	Code	Description
WBRI	White, British	APKN	Asian or Asian British, Pakistani
WIRI	White, Irish	ABAN	Asian or Asian British, Bangladeshi
WIRT	Traveller of Irish Heritage	AOTH	Asian or Asian British, any other Asian background
WROM	Gypsy/Roma	BCRB	Black or Black British, Caribbean
WOTH	White, any other White background	BAFR	Black or Black British, African
MWBC	Mixed, White and Black Caribbean	BOTH	Black or Black British, any other Black background
MWBA	Mixed, White and Black African	CHNE	Chinese
MWAS	Mixed, White and Asian	OOth	Any other ethnic background
MOTH	Mixed, any other mixed background	REFU	Did not wish to be recorded
AIND	Asian or Asian British, Indian	NOBT	Not obtained

Overdale Pre-School

URN/OFSTED num:145617

Eastcourt Road, Knighton, Leicester, LE2 3YA

Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Pre-School Registration Form

Name:		Preferred name:	
Date of birth:	Male/Female	Is English an additional language for your child Y / N	Home languages:
Parent/carer name:		Parent/carer name:	
Address:		Telephone numbers: Home Mobile Work Email address	
Emergency contact details (other than parents/carers): Address: Telephone numbers:		Doctors details: Address: Telephone number:	

Allergies:	Auto injector device prescribed Y/N (If prescribed we will need two devices in setting with your child)
Intolerances:	Medications prescribed
Dietary requirements: (i.e. no egg)	Medical history

Persons authorised to collect my child:	Persons authorised to collect my child:
Password to be used:	

Parent/ guardian name:	Signature:	Date:
Parent/guardian name:	Signature:	Date:

To be signed by the *legally responsible parent/s*. Parental Responsibility means; that the child's biological mother and father, if married, if unmarried, the father will have registered the birth with the mother, an agreement is made with the mother or he applies to the court for a Parental Responsibility Order. Parental responsibility also includes parents/carers of an adopted child, same sex parents (both) if civil partners at the outset of antenatal treatment and guardians (through a signed will) has responsibility where the child has no-one else with parental responsibility or a residency order (see childlawadvice.org).



OAK Multi Academy Trust

Registered Office: Copse Close, Oadby, Leicestershire LE2 4FU

Company number: 07695364 (Registered in England and Wales)

PRIVACY NOTICE

The lawful basis for processing your data is covered by Ofsted and the Early Years Foundation Stage. Some elements of data we process actually override GDPR as we have a legal obligation to hold data to enable us to safeguard children in our care (i.e. emergency contact information).

We will only use your personal information to manage your invoices/childcare vouchers/funded information and provide tailored care to your child. Personal data will not be shared with any third parties without your consent; i.e., sending information to schools when your child leaves pre-school. As an individual, you have the right to complain to the ICO (Information Commissioner's Office) if you think there is a problem with the way we are handling your data. If you require further information about how we process and store your data, you can contact us for our GDPR compliance policy.

You are signing in agreement with GDPR, the terms and conditions and entering into a contract with the Overdale Pre-school:

- If my child is attending funded sessions but leaves before the headcount date, I agree to pay for the sessions they have used in the Preschool
- I agree to allow the Preschool to pass information regarding my child to the link health visitor and to other providers i.e. new school, as part of transition process
- we are required by Leicester City council, to keep records of all children taking up funded spaces which may be passed on to them when requested
- Being photographed/videoed/observed for learning journeys, child progress reports only and in-house staff training only
- Being allowed to go into the school hall to watch concerts, trips within the school grounds and visits to the book bus
- Walking Visits within the local community.
- For staff to seek emergency medical advice/treatment and for a member of staff to accompany my child in an ambulance in an emergency if the situation arises where we cannot get hold of parent/s immediately.

Media permissions

As we are a part of The Overdale Infant School, we may be included in their future events & media broadcasts; on radio, in news broadcasts, in newspapers and on associated web pages as well as the school website.

Please read the following statements and highlight your preference.

- I do/do not give permission for my child to be photographed by the press or promotional events
- I do/do not give permission for my child to be filmed by the press or promotional events
- I do/do not give permission for my child to be interviewed for a press release.
- I do/do not give permission for my child to be featured on social media relating to the Infant and Pre-school or the press.

OFFICE USE ONLY:

Birth certificate/passport copy kept on file as per funding requirements (in accordance with GDPR regulations)

Signed (member of staff)

Date

Ethnicity code

Notes: