

Overdale Pre-School

URN/OFSTED num:145617

Eastcourt Road, Knighton, Leicester, LE2 3YA

Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Welcome to The Overdale Pre-school,

We are a term time setting open 38 weeks a year. We offer sessional care, Our morning session is 9.00 am until 12 noon and we offer a full day session from 9.00am until 3.10 pm, this includes a school prepared hot meal for which you will receive an invoice.

OUR APPROACH

Our main aim and objective is to learn 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 balance some elements of adult led activities to help in the preparation for school.

We aim to increase your child's independence and self-confidence.

We work in partnership with parents to help children to learn and develop, offering a service which promotes equality and values diversity.

We are a fully inclusive setting and make adaptations and adjustments to ensure we can promote high aspirations for all children. Where it is required, we work in close partnership with external agencies to achieve the best outcomes for all children.

OUR STAFFING

The preschool is run by joint managers; Harj Virk and Clare Elliott. All the staff working within the preschool are level 3 and above qualified. Staff are fully trained in Paediatric First Aid and Safeguarding and child protection. 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. During our sessions we follow a routine, however this is flexible. We start the morning with a short welcome time. The children then have the opportunity for free choice play, both indoors and outdoors. We offer a healthy snack along with milk and water to drink. Children are invited within their key groups to take part in a short adult led table activity. Outside play is always available to children, in any weather, therefore we ask you to make sure your child has the right clothing for the weather. Outdoor play and learning is always available and supervised. Each session will be ended with an adult led circle time then whole group story time. The children are encouraged to have a go at putting on their own coats and manage self-care, 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.



OAK Multi Academy Trust

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

Company number: 07695364 (Registered in England and Wales)

Admissions Criteria

The Overdale Preschool holds a waiting list for applications to attend. Spaces are allocated on date of birth when spaces are available. We have a main intake at the start of the academic year August/September, it is policy for children to attend for at least 5 sessions per week. Allocations are carried out during the spring term, for the Autumn start.

If, when you are allocated sessions, you do not turn up with your child 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 others.

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 3-hour sessions is £14.50 and £31.35 for a full day session. These fees are payable monthly. Reminders will be sent out promptly 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 £2.35 per day, this will be for the hot Lunch.

Please let us know if you believe you may be eligible for pupil premium payments and we can use this funding to help cover lunch fees.

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 is 3 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.

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 agree that we, as a setting can share information with the local authority. 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).

Other Information

Clothing

We do not 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.

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.

Collecting your child

It is important to collect your child promptly at the end of the session. Lateness causes distress to your child and cuts into staff lunch/home times. 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.