Overdale Pre-School URN/OFSTED num:145617 

Eastcourt Road, Knighton, Leicester, LE2 3YA

Telephone: 0116 288 2724

preschool@overdale-inf.leicester.sch.uk

**Welcome to The Overdale Pre-school,**

We are a term time setting open 38 weeks a year offering sessional care.

**Pre-school opening times**

Monday to Friday 9.00am till 12pm half day

Monday to Friday 9.00am till 3.10pm for a full day

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.

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 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.

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.

**Staffing**

The preschool is run by the pre-school teacher Miss Shilton. Staff are fully trained in Paediatric First Aid, Safeguarding procedures and child protection.

**Admissions Criteria**

The Overdale pre-school has a waiting list for applications and spaces are allocated on date of birth. We have an Autumn intake at the start of the academic year (August/September).

To apply, please complete a pre-school registration form (can be found on Overdale Infant school website or paper copy available from pre-school office) and submit this to the pre-school office in person or by email along with a copy of your child’s birth certificate or passport.

Allocations are processed in March and you will be contacted in April with an offer of sessions for the Autumn term.

It is policy for children to attend for at least 5 sessions per week.

Once term starts an if your child does not attend for their allocated sessions and you have not informed us either by letter, email, or phone call, we will have to cancel your places and offer them to another family.

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

**Once term starts**

* Please label all your children’s belongings
* Think about supporting independence; with things such as Velcro fastening shoes, Jogging bottoms or leggings as per preschool uniform
* Your child should wear clothes you do not mind getting messy, as there are always creative and sensory opportunities on offer.
* A small bag with a full change of clothes would be useful.
* Please ensure you provide weather appropriate clothing, coats and sunhat and that your child has sun cream already applied at the start of session. We will endeavour to be outside in all weathers.
* We will support you with how you want to approach settling in, to support the best interests and wellbeing of the child.
* If your child is not attending a session; due to illness or you are choosing to have a family day you **must phone or email to inform us.**
* Please ensure you are on time to collect your child. If for unforeseen reasons you are to be late, please ring so we can reassure your child.
* If someone other than yourself is due to collect your child, be sure that you are aware of your chosen password. If we have not met an adult that comes to collect your child before, they will be asked for the Password, without it we will not release the child and parents will be contacted.

**Pre-school uniform**

Pre-school pupils are to be dressed in uniform.  There are no branded items to purchase, instead we recommend items that can be purchased from local retailers and supermarkets.

The dress code is:

* Jogging bottoms/leggings/shorts plain Black or plain Navy blue
* T shirt or polo shirt plain White/plain Navy blue
* Jumper/Cardigan plain Black or plain Navy blue
* Shoes  suitable footwear – i.e. trainers (Velcro fastenings recommended – no laces please)

**Snacks**

We provide snacks such as fruit or toast as well as milk to the children.

**Lunches**

If your child is staying for a full day, they will be having their lunch at the pre-school. Please use the attached lunch choice grid to let us know if your child will be having a school meal or packed lunch. If you choose school meals, we will invoice for these for the whole month ahead. If your child misses a school meal, we will add a credit to your account ready for the next month’s invoice.

Please remember we are a **NUT free school** so no nut-based products, foods or snacks may be brought in to the setting.

* We also ask that no sweets or fizzy drinks are included.
* We are **unable to heat** up any element of your childs lunch and we would encourage parents to pop in a freezer / ice pack to help keep lunches cool as we can not offer refridgeration for lunches. Also please make sure you **name lunch bags and boxes**
* All the children will be offered water with their lunches, so a drink is not required with their lunch.

**Invoices**

You will receive an invoice from pre-school if you have any of the following:

* School meals
* pre-school sessions that are outside your funded hours – we will inform you of this beforehand if this applicable to you
* Before and/or after school sessions

Invoices are issued by email at the beginning of the month for the month ahead. You can pay the invoice by bank transfer, workplace vouchers or Tax Free childcare vouchers. We are not able to accept cash or cheque payments.

**30 hours funding**

You could be eligible to claim 30 hours funding, this means that your child can access up to 30 funded hours at the pre-school per week.  To check if you are eligible, please follow the link below:

[30 hours free childcare - GOV.UK (www.gov.uk)](https://www.gov.uk/30-hours-free-childcare)

If you apply and you are successful, please contact us so we can look to offer your child more funded sessions.

*\*\*If you are already in receipt of 30 hours funding please ensure you revalidate the code by 31st August to be able to use this with us at the start of term\*\**

**Tax Free Childcare**

Tax free childcare is a government scheme where eligible families can receive help towards childcare costs such as lunch invoices.  For more information on this scheme and to apply please follow the link below:

[Tax-Free Childcare - GOV.UK (www.gov.uk)](https://www.gov.uk/tax-free-childcare)

**Queries**

If you have questions about any aspect of the pre-school, or if you wish to discuss something with us, please contact the pre-school office on 0116 2887663 or email us at preschool@overdale-inf.leicester.sch.uk.  The office is open Tuesday to Friday 8.45am to 3.00pm term time.