



# Frequently Asked Questions

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## What is your telephone number?

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Eldwick - 07543713939

East Morton – 07543713937

Burley In Wharfedale - 07981 124093

## What are your contact details?

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Address	Telephone Number
<b>The Villages Pre-school The Eldwick Church Hall Otley Road Eldwick</b>	07543713939 Email : <a href="mailto:villagespreschool@gmail.com">villagespreschool@gmail.com</a>
<b>The Villages Pre-school The Bungalow East Morton Primary School Street Lane East Morton</b>	07543713937 Email : <a href="mailto:villagespreschool@gmail.com">villagespreschool@gmail.com</a>
<b>The Villages Pre-school The Methodist Church Main Street Burley in Wharfedale, Ilkley LS29 7DT</b>	07982124093 Email : <a href="mailto:villagespreschool@gmail.com">villagespreschool@gmail.com</a>

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## How does Pre-School communicate with Parents/Carers

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It is really important to us to have open lines of communication and therefore we have many routes available to share information.

We will talk to you about your child at regular intervals face to face, you can email [villagespreschool@gmail.com](mailto:villagespreschool@gmail.com), text, or call Jane on 07981124093. If you have a query or would like additional information about something, please, please get in touch.

Parents/Carers also provide us with email addresses as part of the registration process so we can send out newsletters and other correspondence via emails. As emailing is a key source of communication, we recommend you check emails regularly for the latest news and updates.

We are also on Facebook - "[The Villages Pre-School Eldwick](#)"



"[The Villages Pre-School East Morton](#)" & "[The Villages Pre-School Burley in Wharfedale](#)"

We also have our website packed full of useful information  
<http://www.thevillagespreschool.co.uk/>

### **Is the Villages Pre-School registered?**

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We are registered with Ofsted.

### **What are your child adult ratios? Take out**

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Ratio of 1 adult to at least 8 children (1-4 when children are aged under 3).

### **What are the age requirements for admission?**

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Our pre-school offers education and care for children from 2 years until they are able to take up a school place at rising 5. Note: we will need to see your child's birth certificate as part of our contract with Bradford Early Years to deliver the 2 year old offer and Nursery Education Funding.

### **Do you need to see any documentation, such as a birth certificate?**

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Yes, we would need to see your child's birth certificate or passport as part of our contract with Bradford Early Years to deliver the 2 year old offer and Nursery Education Funding.

### **How do I apply?**

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It is our intention at The Villages to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting from open, fair and clearly communicated procedures. Our waiting list is in birth order however if the waiting list is extensive with a number of children wanting places, children will only be allocated a certain number of mornings a week to ensure everyone is able to have a place.



- for painting, water play and hand washing, sleeves that can be easily pushed up rather than shirts, blouses, cuffs or very tight sleeves. These will often get wet and will then need changing.

Also, please ensure that your child has a named bag with them at each session containing a spare change of clothing and nappies/wipes if necessary. Note that we do not allow drawstrings bags as they could pose a choking hazard.

### **Should my child wear a uniform?**

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We do have an optional uniform which is completely voluntary. There is no obligation to come in school uniform, the choice is completely yours.

You can order polo shirts, t-shirts, jumpers and cardigans in sunshine yellow to match our book bags.

For full details, please follow the link below:

<https://myclothing.com/the-villages-pre-school/9743.school>

### **What does my child need to bring to pre-school?**

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Coats and mittens are necessary for winter outside play (not all in one suits please!)

For spring/summer please provide a bottle of sun cream, clearly named in your child's bag, and a sun hat too. Your child should arrive with sun cream already applied on warm and sunny days and we will re-apply as and when necessary.

We find that Spring can bring very warm weather (sometimes unpredictably!) and the sun can be very strong, we want to ensure that we are prepared and can keep children safe in all weather.

Shoes/trainers for climbing equipment, names in outside clothes would be really helpful.

Although we provide protective aprons, clothes will inevitably get messy sometimes; please do not dress children in anything that can't easily be washed.

We do have spare clothes available; however we ask that your child has a named bag with them at each session containing a spare change of clothing and nappies/wipes if necessary. Note that we do not allow drawstring bags as they could pose a choking hazard.

### **Do I need to pack spare clothes?**

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We encourage messy play which can lead to wet and dirty clothing! We do have spare clothes available however we ask that your child has a named bag with them at each session containing a spare change of clothing and nappies/wipes if necessary.

## **How do you help my child to settle in?**

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A happy introduction to pre-school for your child is most important, that is why we tailor introductions to meet both yours and your child's individual needs. It may be that we start with shorter sessions at first, some children may walk straight in, and others may need you to stay for a while. Whatever the approach, we are flexible and will accommodate the needs of your child.

## **Do you encourage the children to become more independent?**

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Yes, this is a really important part of their development. To support independence, please help your child to find their name/picture card on the board and transfer this to a peg for that particular session. The picture is the same as their name and snack plate so it can be easily recognised.

At the end of the session, if they haven't already done so, remind them to place their name/picture card back on the board ready for next time.

## **Do I need to sign my child in and out of Pre-School?**

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Yes, you should sign your child in and out of each session; this helps us to tally the number of children at each session with the number that are shown as being present on the register.

In addition, please encourage your child to write their name in our children's signing in register – any form of mark making is good practice.

After you have signed in your child, please wait for a member of staff to let you out of the building. Security is extremely important so please do not let yourself out.

## **Can I let myself in and out of Pre-School?**

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No, security is important to us, it must always be a member of our team who opens and closes the door into pre-school, never a parent or carer. This is to ensure the safety of the children present. If you need letting out of the building, please ask.

## **What happens if I am late picking my child up?**

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If you are running late please contact us and let us know. If a child is not collected at the end of the session we will firstly try all available contacts as per the child's registration form. Only if we are unable to get in touch with any contact and after an hour has passed, will we phone social care. There will always be two people looking after a child and we will not leave the premises until the child is collected by an agreed contact or social care.



## Can somebody else pick up my child?

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Other named adults may pick up your child provided they have your permission on our consent form and we are confident of their identity. We also use a password system in case of an emergency collection which is agreed upon when you register your child for pre-school.

It is helpful to know by text if somebody different is collecting your child and we have not been previously informed. Please text the relevant setting.

Eldwick 07543713939

East Morton 07543713937

Burley in Wharfedale 07981124093

## When and how do we pay?

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Fees will be advised upon starting and are payable termly in advance by cheque, cash, direct transfer or childcare vouchers. (See below for details)

- By employer voucher schemes – please ask for details
- Pay by bank transfer into 'The Villages Pre-School
- Standing order.
  - Divide your bill for each term into 4 and pay an equal amount each month Sept – Dec (term 1); Jan – Apr (term2); May – Aug (term3))
- Cash
- Cheque – payable to 'The Villages Pre-School'

All sessions must be paid for, even when your child does not attend, this applies whether the absence is because of sickness or holiday.

If you are regularly late picking your child up, then we will speak to you about different options and fees may be incurred.

## Do I pay for the sessions when my child does not attend?

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Yes, all sessions must be paid for; this applies whether the absence is because of sickness or holidays.

## Should my child attend if they are feeling unwell?

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If you are in any doubt as to whether your child is well enough to attend pre-school, please do not send him/her. Children will not enjoy themselves if they are feeling under the weather; also they may spread infection among the other children and staff.

## **How should I let you know if my child is unable to attend pre-school?**

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If your child is unable to attend pre-school please telephone to let us know, if we accommodate it, we may be able to swap sessions for you. Our contact numbers are:

Eldwick 07543713939

East Morton 07543713937

Burley in Wharfedale 07981124093

## **My child has had sickness and diarrhoea, when can he/she return to pre-school?**

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Please do not to bring into pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

## **My child has had measles/chickenpox, should I let you know?**

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Notification of any infectious disease is necessary e.g. German Measles (Rubella) and Chickenpox. This will allow the pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.

## **My child has head lice, should I let you know?**

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Please also inform us if your child has head lice or threadworms so that we can ensure all parents are vigilant in treating this.

## **What do I do if my child needs medication whilst at pre-school?**

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If your child needs medication whilst at pre-school, please inform us immediately. If appropriate (medication must be prescribed to your child by a doctor and be in the original packaging) we will administer the medication on your behalf and keep a record. We have a staff member trained in first aid for such circumstances. In accordance with Public Health England, children must be absent from pre-school for at least 48 hrs after beginning a course of anti-biotics.

For long-term conditions (e.g. asthma or an allergy), please provide the medication (in date, prescribed to your child by a doctor and in the original packaging) in a sealed box with a photograph of your child on the front. We will complete the necessary paperwork with you to ensure that we fully understand when, how and the required dosage. Each time it is given to your child, you will be asked to signed your agreement.

## **If my child sometimes needs to use an inhaler, what should I do?**

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If your child needs to use an inhaler whilst at pre-school, please inform us immediately. If appropriate we will administer the medication on your behalf and keep a record. We have a staff member trained in first aid for such circumstances.

There is an opportunity to record your child's health requirements when you initially register with us.

## **Do you offer snacks?**

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During the session a drink of water or milk and a healthy snack is provided for each child. We would also encourage you to introduce us and the children to new snacks. We are sure you have some great ideas! If your child has any dietary requirements please let us know and we will work together to provide alternative appropriate foods.

## **What do you have for snacks?**

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During the session a drink of water or milk and a healthy snack is provided for each child. The children will be supported in preparing, making, tasting and enjoying a variety of foods, to help promote a healthy lifestyle. We have found that the more involved children are in the whole process of choosing, buying, preparing and bringing food to Pre-School, the more likely they are to try new foods. Examples of foods we try include: Fruit and veg ,milk or water.

If your child has any dietary requirements please let us know and we will work together to provide alternative appropriate foods.

## **I've heard I need to cut grapes up. Is that true?**

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Yes, please ensure that any grapes sent as part of your child's lunch are cut up lengthways as these pose a potential choking hazard. Also please ensure all containers are made of plastic as glass ones could smash.

## **If my child has specific dietary requirements, who should I inform?**

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We collect dietary information from you at the registration stage, however if your child has special dietary requirements and we have not been informed please speak with any member of the team so we can fully understand the requirements and we will work together to provide alternative appropriate foods.

## Can my child stay for lunch?

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Lunch Club is open for any children.

Please provide a packed lunch and drink in a clearly labelled lunch box. Lunch boxes are stored inside. As we do not have cold storage facilities please include an ice pack to keep your child's lunch nice and cool. Also please ensure all containers are made of plastic as glass ones could smash. We try to encourage healthy eating so we would be grateful if you limit chocolate, biscuits and crisps. Please ask a member of our team for up-to-date availability.

## What happens at lunch time?

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During lunch club children are supervised as they sit together and eat a packed lunch provided by you.

## What happens if I forget to leave my child's lunch?

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If you forget to leave their lunch box we will contact you to make a suitable arrangement.

## Do you do anything special on my child's birthday?

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If your child's birthday falls on or near his/her pre-school morning you may bring small cakes, biscuits or sweets to celebrate and share with the other children.

At circle time we blow out the candles on a bun / cake and sing 'Happy Birthday'. Your child is then encouraged to select a gift from our 'Birthday Bag'.

## What will my child be doing at Preschool?

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We follow the Early Years Foundation Stage curriculum laid down by the Government. Early years learning concentrates on 7 areas split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world

- expressive arts and design

When planning activities for the children all of these areas will be taken into account. The children will explore these areas through games and play. Having fun, we believe, is a vital element of learning.

## How do the sessions flow?

The table below describes the flow of a regular session at pre-school.

<b>Arrival:</b>	Parents/carers sign in and support their child to sign-in. This helps your child's emergent writing skills and gives them a purpose to write too.
<b>Registration Time</b>	Parents' opportunity to talk to the practitioners.  Children form a circle and we support listening and attention skills whilst calling out names of children present, counting those present and having a story / songs. We also enjoy a range of activities linked to the 'Letters and Sounds' Programme which provides a foundation for early phonics / reading / writing in a fun and interactive way (so the children don't even realise that they are learning!!)
<b>Focus Groups</b>	Activities which encourage turn-taking, including board games, memory activities, Numicon and bee bots.
<b>Indoor and Outdoor Free play:</b>	Children are able to choose their play including:  Sand Water Easels Creative Drawing/Writing Small World Table Top/Puzzles Dough

	Books/Quiet Area Interest Table Home Corner/Pretend Play Physical Play Theme/Curriculum Activity
<b>Small Groups:</b>	Games, discussions, focus activities.
<b>Snack:</b>	Free-flow drink and snack, available for an hour during the session.
<b>Tidy up time:</b>	Children are encouraged to help with this in preparation for other activities.
<b>Energetic play:</b>	Outdoor/indoor depending on the weather.
<b>Music:</b>	Singing, instruments, dancing etc.
<b>Home time</b>	Picking up time. Feedback from staff, parent/carers opportunity to talk to practitioners.

## Do I need to provide sun cream and sun hat when it's warm and sunny?

Yes, please provide a bottle of sun cream, clearly named in your child's bag, and a sun hat too. Your child should arrive with sun cream **already applied** on warm and sunny days and we will re-apply as and when necessary.

We find that Spring can bring very warm weather (sometimes unpredictably!) and the sun can be very strong, we want to ensure that we are prepared and can keep children safe in all weather.

## What should I do if I don't want my child to play outside?

We follow the Early Years Foundation Stage curriculum laid down by the Government. Early years learning concentrates on 7 areas split between prime and specific areas of learning. This involves learning through play both inside and outside so children can explore and discover as much as possible.

If you do not want your child to play outside, please talk to us so we can understand further and provide the appropriate solution.

### **Does my child need a book bag and how much are they?**

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A book bag is not compulsory, but we do recommend it. Your child will regularly bring their work home, also we are happy to lend out resources to you. The book bag is a perfect way to protect and transport these important pieces of art and craft!

If you would like to purchase a bag, please ask one of the team. Bags cost £5.00

### **I've heard that children can bring things home....what are these and how long do I keep them for?**

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We have many resources that we will happily share with you. These include books, games, and packs full of information about animals and different countries to help you and your child explore the world together.

If you would like to borrow any of our resources please ask a member of the team. Resources are booked out on a weekly basis.

### **Can we buy books and resources from Pre –school?**

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Yes, we distribute Scholastic Book Club catalogues. This is a great way of boosting early literacy and raising money for pre-school at the same time.

Please ensure you make your cheques payable to Scholastic.

### **How do I receive feedback about my child's progress at pre-school?**

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Your child's progress is recorded in their individual electronic file. We share this file electronically, giving you access at home so you can add photos and comments of your own whilst also gaining an insight into the sort of play we have undertaken and progress your child has made whilst at Pre-School, all of which is done in line with Government standards - Early Years Foundation Stage. Between the ages of 2 – 3 we will also provide you with a summary highlighting your child's achievements and areas in which extra support might be needed. Information about children's development and progress is shared openly with parents. You are welcome to discuss your child's progress, or any other matter relating to your child or The Villages at any time.

### **How is my child's progress monitored?**

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We take the time to observe your child, and monitor their progress which is recorded in their individual electronic file. We share this file electronically, giving you access at home.

You can add photos and comments of your own whilst also gaining an insight into the sort of play we have undertaken and progress your child has made whilst at Pre-School, all of which is done in line with Government standards - Early Years Foundation Stage. Between the ages of 2 – 3 we will also provide you with a summary highlighting your child's achievements and areas in which extra support might be needed. Information about children's development and progress is shared openly with parents.

In addition, each child is assigned to a key person, who will be your initial contact and will undertake observations of your child and use these to plan activities to meet their developmental stage.

### **I need help using the On-line Developmental Tracking**

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You will be provided with a user name and password to log on to the system as well as a step by step guide which has been written to help you navigate around our online system so you can maximise the benefits this tool can bring. The Online Tracking Guide is available on our website.

### **Who can I speak to when I want to discuss something private or personal?**

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You are welcome to discuss anything relating to your child or The Villages at any time. We recommend you speak with your child's key person in the first instance, although anyone in the team will be happy to speak with you.