



The Prince of Wales Pre-School  
Maiden Castle Road  
Dorchester  
Dorset  
DT1 2HH

Telephone: 01305 751940

## Welcome to The Prince of Wales Pre-School

We hope to provide you with essential information so that you can make an informed choice as to the type of pre-school experience best suited to yourself and your child. We opened in September 1995 and, since then, have grown both in size and in reputation as providers of good quality preschool education. We recommend that you contact us further if you have any questions which have not been answered by this booklet.

### Our Aims

Our aim is to provide a safe secure stimulating environment for children from around 3 years to the time they start school.

### Organisation

The Prince of Wales Pre-School offers pre-school provision to the community mainly living within the catchment of The Prince of Wales First School. It is therefore expected that those attending will go on to the Reception class at the main school. **However a place at the pre-school is no guarantee of a place at the school and likewise a place at the school is in no way reliant on a child attending pre-school.** The pre-school runs an Admissions Policy which therefore gives preference to those in the community it serves.

Places will be offered in the following way from those children on the waiting list:

1. Where there are places available for all those on the waiting list, all children will be offered a place.
2. Where too few places are available for all those on the waiting list places will be allocated to the following priority order.
  - i) Children with a Statement of Special Educational Needs and or exceptional medical reasons;
  - ii) Children who are looked after by the local authority;
  - iii) Children living within the pre-school's catchment area and who will have a sibling attending either the pre-school or the main school at the time of allocation. (Allocation is deemed to be March/April each year).
  - iv) Children living within the school's catchment area;
  - v) Children living outside the school's catchment area who have a sibling attending either the pre-school or the main school at the time of allocation.
  - vi) Children living outside the school's catchment area.
3. If too few places are available within any of the priority order categories above, places will be allocated on the child's closeness to the pre-school (defined by straight line measurement).

## **Facilities**

At The Prince of Wales Pre-School we provide indoor and outdoor facilities. In the playroom the children have their own toilet facilities. The pre-school has a book corner, a messy play area, a role play area with shop and home corner and a large, central area for group work (play dough, painting, jigsaws, cutting and sticking etc.) Outside is an enclosed play area covered with a safe surface, large play house and a good selection of trikes, play cars, balls, hoops etc. We have lots of gardening activities including growing vegetables and flowers. We are part of a pre-school centre and integrate with the other users of The Prince of Wales Pre-School Centre. The centre facilities are also available for use by the pre-school children which consist of a soft play area, kitchen which we use to cook regularly and the children help to prepare snacks, sensory room and hall used for Gym, Music, Dance and Drama and for 'wet playtimes'. There is the opportunity for children to have a healthy hot lunch. We visit The Prince of Wales School for assemblies, story time, displays and exhibitions.

## **Staffing**

The Pre-school Leader and assistants at The Prince of Wales Pre-School are well qualified and experienced. They have been approved by OFSTED. All staff and helpers show a natural empathy towards children and a desire to assist them in their pre-school education and care. The staff looking after your child whilst he/she is with us are:

Julia Nineham	Pre-school Leader	CACHE Diploma & BA Combined Honours Degree Early Years professional Status Level 3 Safeguarding Paediatric First Aid
Zoe Stockley	Deputy Pre-school Leader	NVQ Level 4 Paediatric First Aid
Sharon Potter	Childcare Assistant	NVQ2 Basic Life Support Food Hygiene
Karen Briant	Childcare Assistant	NVQ Level 2 Basic Life Support Food Hygiene
Chloe Hirst	Childcare Assistant	CACHE Diploma Level 3, Paediatric First Aid
Helen Cleaver	Childcare Assistant	Level 3 Early Year Educator Paediatric First Aid Emergency First Aid at Work Food Hygiene
Colleen Woolley	Childcare Assistant	Level 2 Early Year Educator Basic Food Hygiene Basic Life Support
Caroline Trim	Administration Officer	

Students from the Thomas Hardy School on childcare and NNEB courses come in to assist as part of their course for one or two terms.

## Training

We believe very much in 'on the job' training. Details of further training are made available to staff in terms of first aid courses, and other courses dealing with child development, behaviour etc., run by relevant bodies.

## Staff / Pupil Ratio

The overall adult / child ratio is always at least 1:6 for over 3 years and 1:4 for children under 3. When children start the pre-school from 2yrs and 9mths they will attend the Year 1 Group, the year before they start school they will then transfer to Year 2.

## Cost & Session Details

The current cost is £4.00 per hour, which will be reviewed annually. The sessions can be booked as follows:

Session	Cost £4.00 per hour	Extras £1.50 (morning) £3.00 (all Day)	Total
1. 9.00am –12.00pm	£12.00	£1.50	£13.50
2. 9.00am – 1.00pm (includes lunch session please see note)	£16.00	£1.50	£17.50
3. 9.00am – 3.30pm	£26.00	£3.00	£29.00

The Pre-school have strict expectations from parents for the payment of fees. An invoice is sent home at the end of each half term for payment at the beginning of the following half term, payment must be made the first week back, **and fees are payable in advance and not arrears**. Parents have the option of paying at each session if this is preferred by arrangement with the Administrator.

Fees are to be paid regardless of your child not attending due to illness, holiday or not turning up. Non-payment of fees may result in the loss of your child's place.

## Lunch Session

Session 2. Please bring a packed lunch or book a hot school meal.

Hot lunches are available at an additional cost of £2.40 per meal. Please ask for details.

## Extras Fee

This covers:

- Additional specialist activities
- Cooking and Gardening Activities
- Snacks
- Books, Games and Puzzles which children take home
- Wipes and Sun Cream
- Changing bags (Year 2)
- Outings (Year 2)

## **Government Grant Funding**

As you will be aware the Government Grant funding for the term after your child's third birthday entitles families to 15 hours free childcare per week. This has now been increased to 30 hours per week for eligible families. These hours can be used to pay for your child's sessions (excluding breakfast and afterschool club and extras). Although pre-school are open for 30 hours per week we are governed by staff to children ratio's and room capacity, this means that we will do our best to accommodate parents required sessions but 30 hours cannot be guaranteed per child.

All requests will be dealt with on a first come first served basis. Please visit [www.dorsetforyou.gov.uk/childcare/new-childcare-funding](http://www.dorsetforyou.gov.uk/childcare/new-childcare-funding) to check your eligibility for 30 hours. On this website you will find all the information you need to register/apply and receive sign up alerts.

## **Pre-School Curriculum**

We provide a balance of activities to allow children to explore, investigate and express themselves, some of which are adult directed and some which allow for free play. Our curriculum leads to nationally approved early learning goals and prepares children to progress, with confidence, through the Early Years Foundation Stage.

We cover these by offering fun activities and friendship with children and other adults. Please contact the Childcare Manager for more information about the Early Years Foundation Stage.

## **Equal Opportunities**

We follow an Equal Opportunities Policy and aim to make the children aware of different races, cultures and religions both in other countries and their own. We will encourage them to be tolerant of the similarities and differences between these groups.

## **Special Needs**

The number of adults in the pre-school enables us to provide a high level of attention for all the children. Each child is able to progress at his / her own rate in all areas of development. This is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the Childcare Manager. The Special Needs Policy is available at the pre-school.

## **Health and Safety**

The pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. All snacks provided will be nutritious and pay due attention to each child's particular medical and dietary requirements. When cooking with children as an activity, healthy, wholesome food will be provided thereby promoting and extending the children's understanding of a healthy diet.

Children will be encouraged to wash their hands after using the toilet and tissues will be available with the children being encouraged to blow and wipe their noses when necessary. The full Health and Hygiene Policy is available at the pre-school.

## **Medication**

Only medicines that have been prescribed by a doctor can be administered in pre-school. We are therefore unable to administer any medicine that has been purchased over the counter that has not been prescribed specifically for your child. This includes paracetamol, ibuprofen, calpol, aspirin, cough medicine, antihistamine and piriton. The only exception is the administration of travel sickness pills subject to prior written parental permission.

If you do wish your child to have any of the above medication during the pre-school session it would have to be your responsibility to come in to administer it.

## **Sickness and Absence**

Should your child be absence from pre-school due to sickness, holiday or other reasons please advise us as soon as possible. If you are taking your child out of pre-school for a holiday we will need this in writing. Sickness, please call us on the morning of your child being ill. If there is any other reason please inform us as soon as possible so this can be recorded accordingly.

**Please note that any child absence due to vomiting or diarrhoea must be kept at home for 48 hours after the last bout of either. This is a requirement by the Health Protection Agency (Guidance on Infection Control in schools and other child care settings).**

### **Payment of Fees**

The Pre-school have strict expectations from parents for the payment of fees, **which must be paid by the end of the first week of each half term**. Non-payment of fees, including any outstanding debts will result in the loss of your child's place.

Recovery of any outstanding debt needs to be agreed by a senior member of the pre-school team, either Julia Nineham (Pre-school Leader) or Caroline Trim (Administration Officer). A payment plan can be arranged to assist in the repayment of these debts. This will list payment amounts and due dates and be agreed by both parties. Failure to keep to this agreed payment plan will result in the loss of your child's place and referral to the Finance Department. In cases of hardship or ill health please speak to a member of the team as outlined above; this will be dealt with in the strictest confidence.

### **Returned Cheques**

If for any reason a cheque is returned by the bank as unpaid it is the responsibility of the parent to contact the pre-school immediately to re-arrange payment. Should the pre-school be notified by the bank and the parent has not been in contact they will be contacted to repay the outstanding amount immediately.

### **Management**

The Governing Body of The Prince of Wales School is responsible for the efficient management of The Prince of Wales Pre-school.

The day-to-day running is organised by the Pre-school Leader and the Administration Officer.

We enjoy a good working relationship with The Prince of Wales School liaising to plan the curriculum and ease the transition from pre-school to school. We also encourage positive interaction between the pre-school children and the other children attending The Prince of Wales Pre-school Centre such as The Dorchester Opportunity Group.

### **Fundraising Association**

Parents are invited to join, or support, the Fundraising Team which organises events to raise funds for equipment and resources for the pre-school.



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Dear Parents/Carers

We are The Prince of Wales Pre-school Fundraising Association.

As your child looks forward to embarking on their new adventure, we would like to take this opportunity to introduce ourselves.

The Pre-School is under the control of the First School which means the Fundraising Association is solely in place to raise funds to enable the pre-school to purchase toys, books and equipment. We do this by applying for grants and through the various activities we organise; these have included a Sponsored Bounce, Cake Stalls as well as Christmas and Summer Fairs held jointly with the First School.

The Association is made up of parents/carers of those who attend the pre-school, we hold regular monthly meetings during term time; these are informal gatherings at member's houses, with a cup of tea or coffee and a chance for a chat too!

If you are interested in joining us at our next meeting, please feel free to speak to Julia Nineham Pre-school Leader.

We look forward to welcoming new members.

Your Pre-school Fundraising Association.

**YOUR PRE-SCHOOL NEEDS YOU!**