



# Welcome Information Booklet

Hurstpierpoint Pre-School  
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**Ofsted Registration:** 113538  
**Registered Charity:** 1023326  
**A member of the Early Years Alliance**

This information booklet can be found on our website under the policies and procedures tab; you will then be able to use the links to take you to the relevant websites.

## Welcome to Hurstpierpoint Pre-School

Thank you for choosing to send your child to Hurstpierpoint Pre-School. Choosing a pre-school for your child is a huge responsibility. We aim to provide high quality, affordable childcare and education for the local community.

Hurstpierpoint Pre-School is situated in the Village Centre in Hurstpierpoint. We are a registered charity and a committee-run pre-school. We are registered with Ofsted and are members of the Early Years Alliance.

This welcome booklet is designed to give you information about the Pre-School and should answer many of your questions. This should be read in conjunction with our policies which give more detailed information about our practices and procedures. All of which can be found on our website [Policies and Procedures](#)

### Our Aims

- Celebrate the uniqueness of every child, supporting their individual interests and learning styles in order to progress their learning and development.
- Offer an exciting range of stimulating activities and experiences encouraging creativity and independence.
- Support children's learning by developing positive and caring relationships with children and their families.
- Encourage involvement of families in all aspects of Pre-School and to help ease the transition from home and family and provide an environment that celebrates individuality and diversity.

### The Staff Team

Sessions at the pre-school are staffed by our experienced team of childcare workers who all bring their own special skills to the pre-school, led by Carey Tighe our **Manger**.

A board is displayed by the door of the team who are working each day so that the children will know who is looking after them while they are at Pre-school

**Our SEND and Inclusion Co-ordinator** is Lesley Marsh.

**Our Health and Safety Officer** is Carey Tighe.

**Our Safeguarding Officers** are Lesley Marsh, Carey Tighe and Justine Harvey (the committee's Chair).

## Safeguarding and welfare

The Early Years Foundation Stage Statutory (EYFS) Framework is mandatory for all Early Years settings. It sets out the standards for learning, development and care for children from birth to five.

Safeguarding and welfare requirements are an important part of the EYFS framework which states.

- Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.
- Section 3 of the framework sets out the safeguarding and welfare requirements providers must meet. They are designed to help providers create a high-quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.
- Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to: Safeguard children. Ensure the adults who have contact with children are suitable. Promote good health. Support and understand behaviour. Maintain records, policies, and procedures. Safeguarding policies and procedures.
- Ofsted carry out inspections of how providers meet and deliver the EYFS framework.

Our most recent Ofsted report can be found on our website [Hurstpierpoint pre-school Ofsted report](#)

## The Committee

The committee is open to all parents with children attending the Pre-School. It gives families the opportunity to become involved in fundraising and contributing towards the future of the Pre-School. Our current Parent Committee is listed on the foyer noticeboard. As trustees of our charitable organisation, committee members play an important role in supporting the long-term sustainability of the Pre-School. We are always keen for new parents to get involved as committee members; please look out for our AGM (Annual General Meeting) or speak to Carey or Lesley about how you can help.

# Practical Information

## Our Opening Times

Morning sessions	9.00am – 12.00pm	Monday to Friday
Full day	9.00am-3.30pm	Monday to Thursday

The Pre-School is open 38 weeks each year, term time only. We are closed during school holidays.

We provide care and education for young children between the ages of 2½ and 5.

## Fees and Funding

We accept the following government funding

- 2 year old Local Authority funding - 15 hours
- 3 year old funded entitlement 15 hours – all children are entitled to this the term after they turn 3.
- 30 hours for working parents – this now includes children from 9 months and over
- We also accept payments via Tax free childcare accounts.

For more information, please use the following link which will take you to the government website [Best Start in Life](#)

For any hours that are not covered by government funding then our fees are charged at £7 per hour.

## Ad Hoc days

Once your child has started with us, if you find you need an extra day on occasion then we are able to offer ad hoc days, these are charged at the following rates.

Morning session - £22

Afternoon Session - £26 – your child must already be attending the morning session

Full day session - £47

## Settling In

We want your child to feel happy and safe at the Pre-School. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle

into the Pre-School. This may include shorter days to begin with or you staying with your child at the beginning of those first sessions until your child feels more confident.

## What your child should bring

Please send the following items with your child each session that they attend:

A named bag containing the following items:

- A complete change of clothes (please name all items)
- Suitable outdoor clothing (sunhats / coats, hats, wellies)
- Their special comforter/blanket/cuddly toy (to help them settle)
- Nappy changing items if required.

A red Pre-school drawstring bag is available to purchase for £6

## What to wear

Please send your child in clothes which you do not mind getting messy. We would like to encourage the children to wear a Pre-School t-shirt to each session, although this is not compulsory it will help your child to feel part of the Pre-School and get used to wearing a uniform before they start school.

T-shirts and sweatshirts can be purchased directly from the Pre-School.

Please see our notice board or website for current prices.

Staff encourage the children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and washing hands. Clothing which is easy for them to manage will help them to do this.

Children should come to Pre-School in shoes suitable for being active. Please do not send children in crocs or open-toe sandals as we find these cause children to trip and fall when running or playing on the bikes and scooters.

All clothing and shoes must be labelled with your child's name.

## Photo Wall

We have an area dedicated to photographs of the children's families and pets, we would love you to bring in or email photos ([admin@hurstpreschool.org.uk](mailto:admin@hurstpreschool.org.uk)) of your child with their immediate family for us to include on our board. Please give details of who is in the photo so we can add names to the board.

## Jewellery and Valuables

For safety reasons, children are not permitted to wear jewellery in Pre-School, with the exception of stud earrings. Cultural/religious requirements will be respected, but please discuss these with Carey. In this case the parent/carer takes full responsibility for loss or injury caused to or by the jewellery.

## Dropping Off and Collecting Your Child

We will open the door to greet your child at the start of each session. Families can wait outside preschool before 9, on fine days the coat racks and lunch trolley will be outside. On wet days the foyer will be open for you to wait inside once staff have finished setting up. Children will be welcomed inside at 9am and staff will help them wash their hands before entering the pre-school room to play.

At the end of each session the children will be released to you from the main door. Please remember to collect your child's belongings.

We will not allow your child to leave with somebody other than you, unless authorised to do so. It is important that you let us know if you make other arrangements via text message, WhatsApp or the Family app (not via email as we cannot check this as regularly as the phone).

## Snack Time

We ask for a monetary donation towards snack time, the amount varies depending on how many sessions your child attends. If you would prefer to bring in a piece of fruit per session then please let Carey, Lesley or Bex know. We have snack time in the morning and afternoon, each snack time the staff will prepare a selection of healthy fruit and vegetables to choose from followed by either breadstick/ biscuit/ cereal or toast. Please tell us if your child has dietary needs and we will make sure that these are met. Milk is provided free of charge and fresh drinking water is always available. Please do not send in drinks.

## Lunch Club

Our lunch club is for children who are staying with us all day. If your child is due to attend lunch club you will receive a separate letter giving more information about what to pack, but please note that **nuts are forbidden for lunch boxes or snacks**. Please use the link below which will take you to our lunch club information. [Lunch Club](#)

## Illness

Illness is unavoidable in young children. Children who are unwell should not be brought to Pre-School. Please inform us of their absence via Family, phone or text.

If your child has been ill, they must not attend until 24 hours after their last symptoms. Please inform us if your child has been ill.

For cases of vomiting and diarrhoea, children must not attend until 48 hours after their last symptoms.

In certain circumstances, staff are allowed to administer essential medication if your child has a chronic condition, such as asthma. Any medication must be supplied in the original box with the prescription details printed on the box as advised by your GP. Details will be recorded in our medical record.

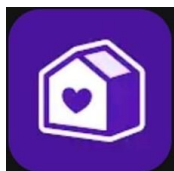
If we have more than one case of an illness, such as Chicken Pox, we will put a notice up so you are aware and can look out for symptoms.

## Helping Your Child to Grow and Develop

When your child starts at Pre-School they will be allocated a Key Person. Their role is to support your child and you to get the most from their Pre-School experience. Usually your child keeps the same Key Person throughout their time at pre-school. You can find your key persons name on your Family account but if you cannot locate it then please ask.

Initially your child's Key Person will help them settle into pre-school and make friends. They will work with you and your child to overcome any initial difficulties or worries you might have. Your child's Key Person will also monitor your child's learning and development. We do this in an informal way, observing play and using our observations to decide what activities and opportunities will help your child flourish. These observations will then be uploaded onto your child's family account.

### Family



We use an app called Family to record your child's time at pre-school. On Family you can see your child's photos and observations, as well as messages and information. Family is also where you will find your invoices and all the information we hold on your child. Parents are encouraged to share photos from home and contribute to their child's learning journey. Once your child has been registered with us we will send out a link for you to follow to continue setting up your account.

### Forest School

At Hurstpierpoint Pre-School we are proud to run year-round Forest School sessions for our older children (the year before they are due to start school). We started running our Forest School sessions in 2013. In that time Forest School has become an essential part of the pre-school, offering amazing opportunities for the children's learning and development. We have seen Forest School help children to be more active and confident, as well as building their independence and resilience. It forms a key part of their preparation for starting school.

Each group of children gets to spend one morning a week in our local parkland, with our fully qualified Forest School Leader, Lesley Marsh, plus a member of staff and a Volunteer, we love having parents come along to help and see what the children get up to. A board will be in the foyer for you to add your name to if you would like to come along. The morning is a mixture of free play, activities and walks, and as the weeks go by, we will introduce campfires and the use of tools.

## Your Child's Development

We complete the statutory 2-year development check with your child before their 3rd birthday and decide together how to best support your child. We recognise that children don't always develop as expected and sometimes may need some extra help due to development delays, health issues or SEND. We have lots of experience in this area and continually review and develop our services and skills so that we can welcome all children to our Pre-School.

Lesley Marsh is our **Inclusion and Special Educational Needs and Disability Co-ordinator**. Her role is to ensure all children are welcome and benefit from attending Pre-School. She attends regular SEND training and networks to ensure she has up to date information and contacts for a wide range of professionals who can support us and your family to provide the best for children who need a little extra help. Our [SEND Information Report](#) details how we support specific needs of young children and their families, copies are available from Pre-School and on our website.

## Your Child's Wellbeing

Sometimes parents worry about their child's behaviour at Pre-School or at home. We have strategies and ideas to help you cope with the ups and downs of parenting. Our staff have lots of experience in dealing with challenging behaviour, mealtime issues and potty training, and we hope that you will feel you can come and talk to us about any difficulties you are experiencing. It is part of our role to support you and your family either through our own experience and knowledge or by helping you find the right professional to help you.

## Care of your child

### Toileting

Children are encouraged to become independent and manage toileting themselves. If needed children are assisted by staff who have been checked by the appropriate authority (currently the DBS). We will, as far as possible, follow the same

routines as children follow at home with regard to toilet and potty training. We follow good hygiene practices such as hand washing to prevent the spread of infection.

If your child has an 'accident', we will treat them with sympathy and understanding. Please note that we do not require your child to be toilet trained to attend the Pre-School. We are happy to change nappies and will assist you with your potty-training routine if required. If you have any concerns, please speak to your child's key person.

## Accidents and Injuries

We record all accidents and injuries in the **Accident Report Book** which you will be asked to sign, to acknowledge that we have informed you of the incident. We monitor these records in order to ensure the safety of your children, and to consider every child's development.

If your child has sustained an injury prior to attending a session, please make sure you let a member of staff know when you drop them off. All our staff complete a 12-hour paediatric first aid course that is Ofsted approved.

## Late Collection of Children

Please make every effort to be on time to collect your child. If you think you may be delayed, inform staff and your child in advance. Please add the Pre-School mobile number to your phone so you are prepared. **07961 269123**

In the event that a child is not collected by an authorised adult within **30 minutes** of the session ending, and after all reasonable attempts have been made to contact you or those authorised by you to collect your child, we will contact our local safeguarding board, West Sussex LSCB (Local Safeguarding Children Board). Please see the uncollected child policy on our website for full details. If a child is persistently collected late you may be charged. [Uncollected child policy](#)

## Missing Children

Children's safety is always maintained as the highest priority both on and off premises. In the unlikely event of a child going missing either on the premises or whilst on an outing, our missing child procedures will be followed. All doors and gates are kept locked and checked as part of our daily safety assessment.

## Other Information

### Communicating with Parents

We send regular emails/ messages via Family to keep parents up to date with activities, news, fundraising events and any other information that parents might be interested in.

## Joining In

Parents can get involved by joining the committee or offering to help out with fundraising events. You can also volunteer to assist with our Forest School sessions, which can be highly rewarding, as well as tasty (free hot chocolate and biscuits!) Any support you can give the Pre-School is invaluable, however small. If you are interested in becoming more involved, please speak to a member of staff.

## Babysitting

We are aware that Pre-School staff may be asked to babysit. Any babysitting undertaken by Pre-School staff outside of Pre-School hours is a private arrangement, and individual members of staff are not representing Pre-School during these times. Any discussions of private childcare should take place outside of Pre-School hours.

## Contacting us

We hope you have found this welcome booklet useful and informative. If you still have questions, please do ask. You can contact us in the following ways:

**Email:** Please send emails in the first place to our administrator:

[admin@hurstpreschool.org.uk](mailto:admin@hurstpreschool.org.uk)

**Phone:** You can ring us during Pre-School hours on **07961 269123 or 01273 834144.**

If it is more convenient, you can also text/ WhatsApp the Pre-School mobile on **07961 269123.**

**Talking in person:** While drop off and pick up times can be busy, we will always find time to speak to you so please do ask.

**Famly:** Once your child has been registered on the system you can send us a message through the app.

We look forward to welcoming your child to Hurstpierpoint Pre-School!

Carey Tighe, Manager

Lesley Marsh, Deputy Manager

Bex Powell, Administrator