

WELCOME TO WISE OWLS PRE-SCHOOL



"Let Wise Owls Pre-school take
your child under their wing."

Wise Owls Pre-School Booking Pack

As the Early Years Foundation Stage says "A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up." (DfES. 2007)
We are proud of the quality of the care and education we offer with a high adult to child ratio, experienced specially trained staff for under 5 year olds and a focus on each individual child's needs.

CURRENT OPENING HOURS AND PRICES

Day	Morning	Lunch Time	Afternoon
Monday	9.00-12.00		
Tuesday	9.00-12.00		
Wednesday	9.00-12.00	12.00-13.00	12.00-15.00
Thursday	9.00-12.00	12.00-13.00	12.00-15.00
Friday			
Cost for 2 year olds	£4.00 per hour	£4.00 per hour	£4.00 per hour
3 year olds without Nursery Grant	£3.90 per hour	£3.90 per hour	£3.90 per hour
3 year olds with Nursery Grant	Up to 15 hours free each week.	Up to 15 hours free each week.	Up to 15 hours free each week.

Nursery Grant is only available the term after your child is 3 years. Any additional hours will be charged.

Open 38 weeks a year during school term time.

Group location: The Manor Room, Lacock Village Hall, East St, Lacock, Chippenham, SN15 2LF.

Contact Telephone No: 07984 386948

Website www.WiseOwlsPre-School.co.uk

Charity Number: 1035367



WISE OWLS PRE-SCHOOL ADMISSIONS, BOOKINGS AND FEES

Admissions Policy

We are a small friendly group usually able to offer sessions everyone would like. We welcome all families, regardless of where they live, their choice of primary school or whether they are attending another pre-school or not. We are registered for 18 children to attend each session, ranging in age from 2 to 4 years old.

We are able to offer nappy changing facilities. We will offer places to 2 year olds if they are socially ready and offer advice and assistance to families. The final decision will be made by the Pre-school Supervisor.

Booking Policy

Pre-schools manage on an extremely tight budget. It is also in the children's interest to attend regular sessions. We hope you understand the need for these rules.

We charge for all the hours that are booked for the half-term, even if your child is unable to attend. You will be issued with a contract each term for the hours that are booked.

Any requests to change days of attendance must be made on a booking form and agreed with the Pre-school Supervisor in advance. You must give notice of one half-term for any decrease in hours and you will be charged as originally booked during the notice period.

Hours must be booked for children receiving Nursery Grant and by doing so you agree to sign the forms to apply when requested. These are booked for the whole term, so please be sure of your requirements when completing the form. Please ask for information if you need it.

Fees Policy

We ask that fees are paid for the whole half term in advance, within the first two weeks of the half term, when you will receive notification of fees due.

If you are unable to do this, the fees **MUST** be paid on a weekly basis, no later than in arrears of the week your child has just attended.

Children entitled to Nursery Grant can claim 15 free hours per week for 38 weeks each year. If you claim grant at more than one pre-school this means the total hours attended.

If fees are not paid either in the first two weeks of the half-term or in the week your child has just attended, without sufficient reason, i.e. absence because of illness, holiday etc., your child will be unable to attend until payment has been made. **If anyone has any problems please don't hesitate to contact the Supervisor- Serena Giddings or Treasurer- Amy Judd, who will do their best to sort something out.**

Please give fees to the Supervisor : Serena Giddings or Deputy Supervisor: Sandra O'Neill . Other members of staff are not authorised to take fees.

Do not hand fees or other money to anyone without receiving a written receipt signed by them and you.

Fees will be reviewed at least once a year.



WISE OWLS PRE-SCHOOL BOOKING FORM

Parents Name:-	
Child's Name:-	Child's date of birth:-
Address:-	
Postcode:-	Telephone Number:-

I have read and understood the session charges, admissions policy, booking policy and fees policy and would like to book the following sessions for my child from the date shown below.

Autumn Term: Sept-Dec	Morning Session	Lunch Club-see policy	Afternoon session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I will claim Nursery Grant for.....hours. I will pay forhours.

Spring Term: Jan-Apr	Morning Session	Lunch Club-see policy	Afternoon session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I will claim Nursery Grant for hours. I will pay for hours.

Summer Term: May-Jul	Morning Session	Lunch Club-see policy	Afternoon session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I will claim Nursery Grant for hours. I will pay for hours.

I would like my child to start on the following date:
 My child has special needs: YES / NO (please circle)
 My child attends / will attend another pre-school or nursery: YES / NO (please circle)
 If yes please complete the following:
 Name of setting..... Which days of the week.....
 SIGNED.....PRINT.....DATE.....



WISE OWLS PRE-SCHOOL **PERMISSIONS FORM**

to be completed when booking.

Child's name: Date of birth:

Your name (please print).....Relationship to child:

Please read carefully alongside 'Policies Leaflet' and sign each section below.

Child Protection statement of procedure by the registered person.

As a provider of day care registered with Ofsted I am required to follow the child protection and safeguarding children procedures agreed through the Local Safeguarding Children's Board in Wiltshire. I will try at all times to share any concerns I may have. However I do have a duty to refer to Social Services if I suspect that child abuse may be an issue. My first concern will always be the welfare of your child. I have a copy of the Child Protection in Wiltshire Procedures and Guidance for you to see if you wish or at www.swcpp.org.uk

The designated person with lead responsibility for safeguarding children in the setting is Serena Giddings. In an emergency if you cannot contact the designated person please consult Sandra O'Neill. Other members of staff will refer any concerns to the designated person and will not discuss it with any other person. Only the designated person will disclose information as necessary to the appropriate authority. See also separate Safeguarding Children policy.

I have read and understood the above regarding child protection and the Safeguarding Children policy.

Signed..... Date.....

I have read and accept all of the settings' policies and procedures.

Signed..... Date.....

I give permission for my child to receive first aid for minor injuries and an ambulance to be called in an emergency.

Signed..... Date.....

I give permission for my child to have sun cream administered if necessary.

Signed..... Date.....

I give permission for my child to be taken on short walks off the premises.

Signed..... Date.....

I give permission for my child to visit Lacock School with Wise Owls Pre-school staff.

Signed..... Date.....

I give permission for photographs/video of my child to be taken during sessions for observation, assessment and planning purposes. They will be printed and digitally stored and password protected or locked away.

I give / do not give (*please delete*) permission for photos to be used for advertising / newspaper article (*please delete*). This may include the website. No name will appear.

Signed..... Date.....

Parents are responsible for the punctual collection of their child at the end of the session or lunch club.

The child will only be handed to those named on the registration form. In the event your child is not collected on time you must contact us. A card with numbers you can phone is available, please ask Serena. Please take one and keep it with you. Leave a message if no-one answers. You may also leave a message for us to collect at Lacock School. Staff will attempt to contact you or the emergency contact given on the registration form. If no contact is made after 30 minutes the person in charge will be obliged to contact Social Services for instructions.

I understand the above procedure to be followed in the event my child is not collected on time.

I understand I am responsible for my child before signing in and after signing out, and outside of session times.

Signed..... Date.....



WISE OWLS PRE-SCHOOL REGISTRATION FORM

Child's full name:-	
Child's date of birth:-	
Parent or carer's full name:- (that child normally lives with)	Parental responsibility YES / NO please circle
Parent or carer's full name	Parental responsibility YES / NO please circle
Parent or carer's full name	Parental responsibility YES / NO please circle
Identity checked by Wise Owls Pre-School Supervisor YES / NO	Signature
Address:-	
Postcode:-	
Home telephone number:-	
Mobile number:-	
Email Address:-	
Doctor's name:-	Doctor's telephone number:-
Doctor's surgery address:-	
Health visitor's name, address and telephone number:-	
Immunisations received:-	
Emergency telephone numbers to contact parent in the event of an accident, illness or your child is not collected on time. Please give at least two e.g. mobile, work, or neighbour.	
Please state any allergies, special diet or other needs e.g. cultural or religious.	
Please state arrangements for the collection of your child. Your child will not be handed to anyone not named. You may wish to include another parent at the group who you can contact in the event you cannot get here on time.	
Signed:-	Date:
Print name:-	