



Early Drop Off and After School Care

**Monday to Friday (term time)
Sessions available from 8.30am until 5pm**

For additional information or enquiries, please contact us on 01462811486
(term time), or at www.thewoodlandspreschool.co.uk
[Or email us at thewoodlands1@btconnect.com](mailto:thewoodlands1@btconnect.com)

September 2021 to July 2022 only

September 2022 onwards this will be provided by All Saints Academy

Registered Charity: 1194250
Ofsted Registration Number: EY368209
Pre-school Learning Alliance Number: 18039

YOUR EXTENDED CARE PROVIDER;-

The Woodlands is housed in a purpose built unit within the grounds of All Saints Lower School catering for children from ages 3 to 9. Its location, being adjacent to the school's grassed play area and nestled within the trees provides a tranquil setting with a natural and picturesque outlook. Built in spring 2008, the building has been designed with children in mind and therefore has a safe, attractive interior housing a wide range of games and activities and further complemented by a large, varied and secure garden for outdoor play.

We provide a home-from-home environment for your child, which is comfortable relaxed and secure, has a friendly atmosphere and which provides suitably interesting and engaging entertainment. We are not curriculum based, nor are we a homework club or an extension of school. Our focus is on developing life and social skills and we believe that all children regardless of gender, race, religion or physical disability have a right to be given the opportunity to develop their talents. We do this by encouraging the children to mix together, to work together, to play together, eat together and to explore their imaginations. Our Play leaders are not asked to lead play activities, rather to encourage them and to provide stimulation and support.

WHAT WE OFFER YOUR CHILD;-

First and foremost, we offer your child a safe, supervised environment which is tailored to their needs. Sessions will mainly focus on free play with age appropriate games and crafts and we are well resourced for both physical and creative activities. Relaxation is provided by way of a 'quiet area' which is well stocked with books catering for all ages. All year round, children will be encouraged to play outside in our secure woodland garden. Specific activities will also be undertaken such as cookery, gardening, craft and outdoor sports.

SESSION TIMES AND WHAT'S INCLUDED;-

Early Drop Off - This runs from 8.30am to 9.00am. We will have a range of craft activities available. At the end of the session, children will be directed to their respective classrooms with staff accompanying younger ones.

After School Club;- The After School club will run from the end of school until 5pm (Monday to Friday) and can be further divided into 2 sessions if required being from the end of school until 4.30pm or 5pm (children may be collected at any time up until the end of their session). At the end of school, younger children will be collected from their classroom, whilst older children will be asked to make their own way to the school reception and will be met by a play leader. Children attending After School clubs are welcome to attend any session and can be met or collected by our staff as necessary. Children can bring a small snack with them although we provide a range of foods from bagels and crackers to warm soup and rolls in the colder months. Milk and water will be available at all times.

For both the Early Drop Off and After School clubs, numbers are limited. We always recommend pre-booking regardless of whether an individual session is required or regular sessions on say a weekly, monthly or termly basis. Sessions can also be booked on the day required providing numbers permit. Allocations will be made in line with our Admissions Policy based on a first-come-first-served basis with priority given to children who were pre-booked for the previous term/month.

Priority is naturally given to children attending All Saints School and our Pre-School, we will accept children from the surrounding villages should numbers permit.

Pre-School; - Between the hours of 9.00am and 3.10pm, the building is home to our Pre-School catering for children from 2.5 until 4 years. Sessions run for 3 hours both in the morning and afternoon, Monday to Friday. Lunch is provided by parents for children who attend all day. Most 3 year olds are eligible for funding for up to 15 hours per week. Please see the Pre-School prospectus for further information.

WHO RUNS THE EXTENDED CARE;-

The Woodlands is managed by an elected committee of unpaid volunteers who are responsible (with the Manager) for reviewing policies and procedures and for the employment and appraisal of staff. A full copy of our Policies and Procedures can always be found in the cloakroom and parents are encouraged to familiarise themselves with them. The Annual General Meeting is held in October; the date of which is well publicised in advance and to which all parents are invited to attend. We are a member of the Pre-School Learning Alliance (PSLA), are registered with Ofsted who undertake regular inspections, and work closely with our designated Early Years Advisor, Fire Officer, and of course, All Saints Lower School. We are a non-profit making organisation whose fees are set low in order to cover costs only and are therefore heavily reliant on fund raising and the support of the local community for such things as new equipment. We aim to keep parents up to date with our activities by way of Newsletter or through our website www.thewoodlandspreschool.co.uk.

We are fortunate to have a dedicated team of play workers who are all well qualified (our Manager holds the NVQ level 4 qualification and our deputy Play Leader the NVQ level 3 qualifications) and who together have many years of experience in Early Learning establishments. All staff are fully DBS checked and all sessions will include a qualified First Aider. Whilst no formal records will be made of your child's activities during the sessions, staff will always be available to provide verbal feedback. All staff names, pictures and qualifications are displayed in the cloakroom.

WHAT WE ASK OF YOU AND YOUR CHILD;-

Please do not let your child bring mobile phones, electronic gaming devices, mp3 (or similar) players, personal toys or sweets. We ask that children do not change their clothes either before or after school unless needed. We ask that children respect our building, our equipment and each other and treat them with care and courtesy. If this is not found to be the case, we will look to bring this to the attention of the child in the first instance and then to the parent/carer and follow the guidelines in our Behaviour Management Policy.

When either bringing your child to, or collecting from The Woodlands, please use the green gated entrance on Yew Tree Walk (off Newis Crescent – a map is enclosed for those unfamiliar with the area) the main school entrance may be used for pick up and drop off for extended hours, but not during pre-school hours. There is no designated parking area and therefore if it is necessary to drive, we ask that consideration be given to our neighbours when parking in the nearby roads. We ask that children are collected promptly at the end of their session; a late collection fee will be levied on persistent offenders. Parents must telephone to advise if they are running later than expected whereby our contingency arrangements can be put in place. All parents must 'sign out' their child on departure and we operate a Password system for collection by a non-primary carer. Please also advise us if your child is off sick or if you wish to cancel a pre-booked session (refunds are not normally provided in case of sickness – please see our Policies for full details). We must be directly

advised of any changes in emergency contact details together with any other changes which may affect your child's time with us.

WHAT TO DO NOW;-

Full details of the session times and current fees are attached together with the registration form. Any child attending Breakfast or After School clubs MUST be pre-registered as this provides vital information such as allergies and emergency contact details as well as personal details which we will use to make your child feel at home with us. The registration form should be completed and returned with your required sessions. Upon receipt, we will contact you to discuss the sessions requested together with the way forward with regard to familiarising both you and your child with us.

Prices for Extended Care

Session	Session Time	Price per child	Price per additional siblings.
Breakfast Club drop off	8.30am- 8.45am b/fast not included	£2.25	£1.75
After School Club	From school finish to 4.30pm	£6.00	£5.50
After School Club	From school finish to 5.00pm	£7.50	£7.00
Late Collection Fee		£10.00 before 5.30pm/child	£20.00 after 5.30pm per child
Late Payment Fee	If bill not paid by end of term (we also reserve the right to charge further administration fees for letters etc. if necessary	£25 per term	£25 per term

For additional information or enquires please contact us on
01462 811486, or at www.thewoodlandspreschool.co.uk

REGISTERED CHARITY; 1020050- OFSTED NO; EY368209
PRE-SCHOOL ALLILANCE NO; 18039

Sessions for Extended Services

Our full registration details are contained in our prospectus and our policies are held at Pre-School. Please make sure you have read these as completion of this form tells us that you understand, accept and abide by our policies. These policies and procedures are kept in the cloakroom for all to read.

Childs Name..... Male/Female

Date of Birth.....

Ethnic Origin.....

Date you would like your child to start

Please tick the box for the sessions you require. Please advise us as soon as possible if your requirements change.

Times	Session/ Club	Monday	Tuesday	Wednesday	Thursday	Friday
08.30 to 9.00	Early Drop Off					
School Finish to 4.30pm	After School Part Session					
School finish to 5.00pm	After School Part Session					

Your Name (in full)

Your Signature

Date

Date Checked:

Signed:

**The Woodlands
Church Street, Clifton, Beds SG17 5ES**

Extended Care Registration & Next of Kin Form

Childs Name..... Male/Female

Date of Birth..... Ethnic Origin.....

Date you would like your child to start.....

In case of an emergency I would like first contact to be made to:-

Title: First Name: Surname:

Relationship to Child: (Parent/ Guardian etc.)

Home No: Mobile:.....Work

Address:.....

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Email address:.....

If this person is unavailable your second point of contact should be:-

Title: First Name: Surname:

Relationship to Child: (Parent/ Guardian etc.)

Home No: Mobile:Work.....

Address:

I agree to inform The Woodlands immediately upon any changes to the above.

Date: Signed: (Must be the Legal Guardian/Parent)

The Woodlands - Personal Information Form

Name of Child;

Child Known as;Lower School.....

The information collected in this form will provide us with basic background information on your child. This information will help us in a number of areas, but most importantly, in settling your child into The Woodlands as smoothly as possible and to maximise their enjoyment and learning opportunities both initially and in the future. Please note that any information you provide is treated with the strictest confidence.

Health

Any special dietary requirements/allergies?

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Is your child generally well or has your child had any medical issues either now or in the past?

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Is your child on any regular medication (if yes please ask staff for a Medical Information Form)?

Yes/No

Does your child have any special needs or disabilities? If yes please give details.

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Name, address and telephone number of registered doctor?

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Are your child's immunisations up to date? Yes/No

Friends and Family

Please provide details of any custody/ family issues that we should be aware of?

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Please give details of any siblings.

Name Age..... School.....
Name Age..... School
Name Age..... School

Does your child have any friends currently at Woodlands? Yes/No

Names.....

Likes and Dislikes

Please give details of activities that your child particularly likes (for example, play dough, drawing, painting, dressing up, ride on toys, pushing buggies, looking at books, computers, board games)

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Does your child have any particular dislikes?

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How do you feel your child is developing and learning?

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What milestones or goals do you want for your child at this time?

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Care

Does your child have any behavioural issues and what strategies do you use at home to manage these?

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At this time what is your child's usual bedtime routine?

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Are there any religious or cultural considerations that we should be aware of when providing care for your child?

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What is the predominate language spoken in your home?

FOR PRE SCHOOL CHILDREN ONLY – (or additionally if applicable)

Please give details of whether your child has ever been left before for example with a Child-minder, Nursery, Grandparent or other carer (please specify how many times per week/ per month).

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Please give details of any Nursery attended.

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How long did they attend for?..... No of sessions per week?.....

How well did they settle in?.....

How did they cope with the separation? (For example, they were happy and confident, they cried at first but soon settled, they were very upset)

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Does your child rely on anything for comfort?

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Is your child toilet trained/training?

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Do they need adult assistance or are they confident going to the toilet themselves?

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...

Which school do you intend to send your child to?.....

(Please note that you must register your child with the school and that being at Woodlands Nursery does not mean you will automatically be accepted into All Saints School)

General Notes:

Map showing entrance to The Woodlands

