



Codicote Pre-School  
**PARENT PACK**



Dear families,

We are delighted that you and your child(ren) are joining us at Codicote Pre-School.

This pack aims to provide you with useful information you might need to help guide you through your child's time with us. And don't forget our Pre-School website is always updated with new information.

Our passion is for providing a gentle, nurturing start for both you and your child as you begin your exciting journey into the world of learning. If at any point you have any questions, please do not hesitate to speak to any of the staff. We are a community run setting and work as a small but very friendly and united team who love to help wherever we can.

We really do look forward to working together with you.

Kind regards

Amy Wilson

Codicote Pre-School Leader

## **Codicote Pre-School runs**

Breakfast club 8:30 - 9:25 each morning Monday to Friday

Main session 9:25-12:25pm Monday to Friday

Lunch Club 12:25-13:25 Monday to Friday

Extend lunch club 13:25-14:25 Thursdays and Tuesdays



## OUR STAFF

### YOUR CHILD'S KEY PERSON IS \_\_\_\_\_

Having a member of staff who is responsible for your child ensures that there is an extra special set of eyes looking out for you little one. All the staff help monitor, play and educate the children but this staff member, your key person is always the first port of call for the child or parent when something happens.

#### AMY WILSON - PRE-SCHOOL LEADER



Coming from a large commercial setting, Amy has lots of ideas and plenty of experience as to how to engage the children. Her ability to make resources and activities out of nothing is quite something and the children love her warm and personable attitude. She is often the first in and last out and is always giving 110%. We are so lucky to have Amy leading our team and we all feel the benefit of positive and uplifting daily attitude.

#### ANNABEL BREADIN - DEPUTY LEADER



Annabel comes into her own when it is story and song time. Her zest for being loud and engaging always captivates the children and she can often be found singing and guiding the children through wonderful action lead stories and musical rhyme times. Annabel has a special ability to provide a strong and reassuring presents of authority to those children that require a little more dicipline but always in a manor that is respected and never frightening. Together Annabel and Amy provide a really dynamic leadership team that has filled the setting with fabulous new ideas and energy. Annabel is a fabulous deputy and although sometimes shy with parents, is filled to the brim with knowledge if ever you need advise, and absolutely comes into her own when engaging with children.



# CODICOTE PRE-SCHOOL

ST. GILES PARISH CENTRE, BURY LANE, CODICOTE SG4 8XX +44 (0)7542 285 412

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**HEIDI NIXON - KEY PERSON**



**GEORGIA ALLEN- KEYPERSON**



**LISA WICKS - KEYPERSON**



**NICKI MAIN - BUSINESS & ADMIN**

## **JODIE NICHOLLS, HELEN GENTLE & VICKI FOSTER - PRE-SCHOOL ASSISTANTS**

As well as our core staff and committee volunteers, we are very fortunate to be supported by a wonderful local team of who step in when extra staff are needed.



## **OUR DAILY ROUTINE**

9:25-9:40 Good Morning Time

9:45-11:15 Child Initiated Learning Through Free Play And Rolling Snack

11:30 -11:45 Key Person Group Time Activity

11:45-12:10 Garden Time

12:10 - 12:25 Story And Singing For Children Going Home

Or Child Initiated Play For Lunch Club

12:30 -1:00 Lunch

1:00 - 1:15 Garden Time And Free Play

1:15-1:25 Story And Singing For Children Going Home

Tuesday And Thursday

1:40-2:00 Phonics

2:00 -2:15 Busy Fingers

2:15-2:25 Story And Singing

Children Will Guide Their Own Learning Through Interest To Which The Keyperson Will Provide Activities To Develop The Child's Learning And Development



## **ARRIVAL**

We ask that you say goodbye at the door or back gate. Then the children will come in to find their names, hang up their bags and get ready for our "Good Morning Time" where we register and welcome the children through song, pick the monitor for the day and discuss the days weather.

If you arrange for somebody else to collect your child (who must be over 16) staff **MUST** be told when your child arrives. If we do not know them we will arrange a password with you to be used at pick up time.

## **MONITOR**

Every day we have a child who is chosen to be 'Monitor'. This is a big honour in the eyes of the children and provides huge excitement. They are given a stamp on their hand to show they are monitor and will be in charge of ringing the bell for carpet/snack time and choose the end of the day song etc.

## **LEARNING THROUGH FREE PLAY AND KEY PERSON GROUP ACTIVITIES**

After the register, we enjoy free play and the opportunity to learn through the children's interests. The children will also have time to work with their keyperson through adult-led, small and large group activities. The activities we put together are designed to give them opportunities to learn new skills and also introduce them to new experiences and encourage working in a team.

## **SNACKS**

We offer a rolling snack so children can choose when to eat around their play and learning during the morning. We have a system that encourages them to be independent (with the help of staff when needed) to select their own snack from the days choices. This also helps the children to develop their motor skills by pouring their own drinks from a small jug and choosing from the selection available. We welcome contributions towards the cost of snacks. We suggest a voluntary contribution of £1 per week. This option is available to view on your fees invoice.



## **OUTDOOR TIME**

We believe playing in the garden contributes to the children's health, their physical development and their knowledge of the world around them. We encourage outdoor activities throughout the session and we have puddle suits for the children to use when the weather is wet.



## FEES & FUNDED HOURS

Our current fees are £5.30 per hour so the main session (9:25 - 12:25) costs £15.90.

We have the following additional hours that can be added on to the main sessions.

### **BREAKFAST CLUB (8:30 - 9:25 EACH DAY)**

We provide a breakfast of cereal, toast, milk, juice and fruit when the children arrive. The children then have free play until the other children arrive for the main session

### **LUNCH CLUB (12:25-13:25 EACH DAY)**

You will need to provide a packed lunch for your child. Once the other children have left, lunch boxes are given out and children sit together to eat, whilst supervised, followed by Free Play, story and songs until pick up.

### **EXTENDED LUNCH CLUB (13:25-14:25 TUESDAY AND THURSDAY)**

Generally, these sessions are used by our eldest children where we focus on activities such as phonics, busy fingers, singing and stories to extend their learning

## **FUNDED HOURS**

We offer funded places to be used across all our sessions. If you need help applying or working out eligibility please do get in contact. We are also happy to work with you to split your funding across providers if you require it.

The different funded hours schemes are:

- 2 year funding for 15 hours per week (see current eligibility criteria & application here <https://bit.ly/3ztbiSr>)
- (3/ 4 year old) for 15 hours per week - All children from the start term following their 3<sup>rd</sup> birthday.





- 30 funded hours per week - some children are eligible for an additional 15 hours on top of the universal 15 hours ( see current eligibility criteria and application here <https://bit.ly/3BK2BW2>)

## **PAYMENT**

If your child doesn't get funded early years education hours, you will need to pay £15.90 per main session or £5.30 per hour when using breakfast or lunch clubs. We have various ways you can pay; bank transfer, childcare vouchers, government tax free childcare scheme and the childcare grant scheme (for eligible higher education students). Full payment or the 1<sup>st</sup> installment of fees are due from the 15<sup>th</sup> of the month (before the term starts) and these are fully detailed on your termly invoice. A half terms notice needs to be given if you wish to cancel your child's place (other than when they would be due to leave).



## LEARNING JOURNALS

All children at Codicote Pre-School will have a personal on-line Learning Journal which builds up a record of your child's experiences during their time with us. It is called Tapestry. The Journal is made up of a collection of photos, observations and comments, focusing on the seven areas of learning of the Early Years Foundation stage curriculum. It allows us all to look back and celebrate the fabulous progress your child has made but also show evidence of learning and skill development.

### TAPESTRY

We use Tapestry, an online system which is a GDPR compliant company, using secure servers in the UK to store data. Further security details are available on request.

As parents and carers, you will have secure access (via a website or mobile app) which you log in to using your email address and a password. In addition to viewing our contributions, you are welcome to feedback to us directly so we can build on the experiences that resonate with you.

If you do not have access to your e-mails, your child is still able to have an online Learning Journal which you can access through the use of the Pre-School equipment by appointment. It is also possible to provide print outs of the Learning Journals.

In order for you to access your child's Learning Journal, please give us permission to set up your account by completing the corresponding form in this pack. Please note that each parent will have their own account and login details are not to be shared. If you have any questions about the on-line Learning Journals, please do not hesitate to ask.



## **ILLNESS AND ABSENCE**

If your child is going to be absent from Pre-School, for any reason, please leave a message on our office phone; 07542 285412.

To avoid the spread of infection, if your child suffers from sickness and/or diarrhoea, please keep them at home for 48 hours after the last bout of illness.

## **NAPPY POLICY**

If your child is still in nappies (often the case when they start) please provide nappies and wipes in their changing bag when dropped off each morning. We do have emergency ones but it is best to use the ones they are used to. If you have any spare nappies, once your child is potty trained, we would appreciate donations.

We ask that you send your child in a fresh nappy and for the main sessions we will only change if soiled or very wet. All staff are happy to change nappies and are DBS checked/certified to work with children. However, if you would prefer alternative arrangements, please let us know accordingly. We kindly ask that Parents take their child's nappies home (which we will label and leave at the front door) as we are in a shared community building that does not have access to a licensed contractor for nappy disposal. Thank you for working with us on this one.

If you are about to start potty training please let your key-person know and make sure they understand your approach. Please also make sure enough named spare clothes are provided in-case of accidents. If your child frequently has accidents in the setting, we reserve the right to review the approach discussed. We are happy to support you through this milestone but we also need to consider the welfare of everyone else in the setting.



## **PARENT COMMUNICATION**

Please make sure we have your up to date contact details at all times so we can get letters and emails to you efficiently. We post updates on our private parents facebook page as well as sending out emails regularly. In addition, please keep a look out for notices on the whiteboard at the entrance of Pre-School each day.

## **PARENT CONSULTATIONS**

Each term you will have the opportunity to come in and meet with your child's key person and discuss their progress, developmental milestones and any issues either you or we have. We run these over the course of a week with two slots before session, two slots after session and evening slots where required. We give plenty of notice so hopefully you can attend. If you cannot, telephone consultations can be arranged.

## **POLICIES**

Copies of the Pre-School's policies are available on our website or in the setting. Please ask a member of staff if you wish to see them.

## **RELIGION**

We have, on occasion, visited the church (next door) as it is a wonderful building and can help bring to life events in the diary. We do cover other religious faiths and events in the curriculum and teach children about their significance. If you have any insight into other faiths we would love to hear from you. Likewise, if you do not wish your child to be involved in faith-based learning please let us know and we will find alternative activities for them so they don't miss out.



## HOW TO GET IN TOUCH

We have various ways to get in touch with us. Our opening hours are from 8:30-13:25 each weekday with a late finish of 14:25 every Tuesday and Thursdays during which time the Pre-School phone is on. If no one answers, or you are calling out of hours and it is not urgent, please leave a message on the answer machine and someone will get back to you as soon as possible. Alternatively we have various email contacts (see below) that are checked frequently.

### CONTACT DETAILS

Address: St Giles Parish Centre, Bury Lane, Codicote Hitchin Herts. SG4 8XX

Telephone: 07542 285 412

Leader - Amy - [leader@codicotepreschool.co.uk](mailto:leader@codicotepreschool.co.uk)

Office - Nicki - [Info@codicotepreschool.co.uk](mailto:Info@codicotepreschool.co.uk)

Committee Chairperson - Edel - [Codicotepscommittee@gmail.com](mailto:Codicotepscommittee@gmail.com)

### REPRESENTATIVES

LADO Representative - Amy Wilson and Annabel Breadin

OFSTED rep - Lisa Brown (Committee member)

Designated Safeguarding Officer - Amy Wilson (Leader)

Deputy Designated Safeguarding Officer - Annabel Breadin



## DATES FOR YOUR DIARY (2021-2022)

### Autumn Term

<b>Start</b>	Wednesday 1 <sup>st</sup> September (INSET closed to children) <b>Thurs 2nd September (Children start)</b>
Inset Day	Fri 22 <sup>nd</sup> October (Pre-School Closed)
<b>Half term</b>	<b>Monday 25th - 29th October</b>
Occasional Day	Friday 26 <sup>th</sup> November (Pre-School Closed)
Parents Consults	TBC (morning/afternoon/evening)
Xmas Party	Tuesday 21 <sup>st</sup> December ( children can book additional sessions and are welcome to come and join in if it is not their usual day)
<b>End</b>	<b>Tuesday 21<sup>st</sup> December</b>

### Spring Term

<b>Start</b>	Wednesday 5 <sup>th</sup> January (INSET closed to children) <b>Thursday 6<sup>th</sup> January (children Start)</b>
<b>Half term</b>	<b>Monday 14th - Friday 18th February</b>
World Book Day	Thursday 3 <sup>rd</sup> March
Mothers Day	Friday 25 <sup>th</sup> March (kids crafty creations brought home)
Parents Consults	TBC (morning/afternoon/evening)
Easter Egg Hunt	TBC (during session in church yard)
<b>End</b>	<b>Friday 1<sup>st</sup> April</b>

### Summer Term

<b>Start</b>	<b>Tuesday 19th April</b>
Bank Holidays	Monday 2 <sup>nd</sup> May (Pre-School Closed)
<b>Half term</b>	<b>Monday 30<sup>th</sup> May - Friday 3<sup>rd</sup> June</b>
Inset Day	Friday 10 <sup>th</sup> June (INSET Closed to children)
Parents Consults	TBC (morning/afternoon/evening)
Graduation & Village Day	TBC
<b>End</b>	<b>Thursday 21st July</b>



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[info@codicotepreschool.co.uk](mailto:info@codicotepreschool.co.uk)

[www.codicotepreschool.co.uk](http://www.codicotepreschool.co.uk)

[www.facebook.com/CodicotePreSchool](https://www.facebook.com/CodicotePreSchool)