



# Harlington Village Pre-school

## Our Service

*Providing a safe & welcoming environment where each child can learn & develop to their full and individual potential through play. Our value is to welcome and support families with young children, not to discriminate or judge and to give every child the best possible start on their learning journey.*

We are an excellent, Ofsted inspected (Good, 2017) with experienced DBS checked staff. We are based in The Conifers building at the rear of Harlington Lower School, a purpose-built building which boasts a superb indoor and outdoor space.

We have strong links with the Lower School and work closely with the staff there, easing transition into reception for our older children who will be starting school.

Harlington Village Pre School (HVPS) is open to every family in the community. Your child may start in their 2nd year subject to 2-year funding or when they are 2 years and 6 months old but no more than 2 Septembers before they are due to start Lower School.



## Session times and fees

We offer full time and sessional care. We are open Monday to Friday, term time only, holding two sessions a day. The morning sessions runs from 8.50am – 11.50am and are reserved for the younger children (Catkins) The afternoon sessions run 12.30pm - 3.30pm are only open to the older children (Acorns) i.e. those starting school the following September. The acorn children can attend all day (dependent on availability). We also offer a lunch club from 12-12.30pm for the older children, whereby they bring their own packed lunch.

We also offer a before and after school club service – see the separate Harlington Village Wrap Around Care leaflet for details.

We accept children who receive:

- 2-year-old funding;
- 15 Hours (3-4-year-old funding);
- 30 hours (3-4-year-old funding)

Children can also pay for sessions if they are not yet in receipt of funding or require hours beyond their funded hours.

The fees for unfunded sessions are £13.75 (from September 2020) per session and Lunch club is £3.

HVPS is run by a committed and dedicated team of staff and a voluntary parent-led committee. We pride ourselves on our 'open-door' policy and aim to work with parents to help them settle their child into Pre-school in the way that best suits individual children and families.

Any Questions? Please contact a member of the team at:  
[staff@harlingtonvillagepreschool.org.uk](mailto:staff@harlingtonvillagepreschool.org.uk)  
Phone: 07963 534038



# Harlington Village Pre-school

## Booking

To request a place please contact Suzie or Becki on: **07963 534038** or drop us an email at [staff@harlingtonvillagepreschool.org.uk](mailto:staff@harlingtonvillagepreschool.org.uk)

## Snack



Every session the children are offered a healthy snack which is a choice of fruit and vegetables, breadsticks/bread, cheese and a choice of milk or water to drink.

We often have cooking activities at Pre-School to enhance children's learning where they may make soup, pizza muffins, bread, cheese scones etc. which we may eat at snack time. We celebrate various festivals (including Chinese New Year, Diwali, Christmas, thanksgiving etc.) and we will try to incorporate foods from around the world for children to try.

The children are encouraged to sit and eat together, making this a lovely social event,

Any allergies are taken into account and catered for. All allergies or dietary requirements should be specified on the registration form in the starter pack or whenever the requirements change. You will also need to complete a health care plan.

The snack given that day will be listed on the white board in the foyer. We ensure that drinking water is available throughout sessions.

## Early Years Foundation Stage

We follow the Early Years Foundation Stage (EYFS) and value every child at HVPS, encouraging them to achieve their best whilst in our care.

There are 7 area of learning and development:

1. Personal Social & Emotional development
2. Physical Development
3. Communicate & Language
4. Literacy
5. Mathematics
6. Understanding of the World
7. Expressive Arts & Design.

Each child is allocated a keyworker who is responsible for putting together each child's learning journal. We will make observations during the sessions and link these to the EYFS areas, tracking each child's individual development and tailoring learning to their needs.

## Uniform

In the interest of Health & Safety all children must wear **plimsoles** whilst inside The Conifers.

This is a health and safety measure to maintain our carpeted area and to ensure children do not hurt their feet on toys that may be on the floor.

A uniform is available to buy from our supplier Prestige Design & Workwear. There are t-shirts (£5) and sweatshirts (£8) in a variety of colours to choose from. However, uniform is not compulsory and children can wear any clothes that are suitable for play. We ask for the children to bring in some named spare sets

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of clothes in a named bag. If your child is not toilet trained please ensure we have everything we need to change them in their bag.

We have a variety of different size wellies that the children can borrow to play outside on wet days. You are welcome to bring your own but please make sure they are named.



## Parent Helpers

Our Parents are encouraged to participate in pre-school life and are welcome to volunteer during sessions both regularly and occasionally. The children love having their parents/carers there to show them what goes on at pre-school and the staff appreciate the help with everyday routine. There will also be opportunities to be involved in visits around the village.

## Medical Information

Upon registration you will be asked to provide information on your child and if they have any additional needs. At any time, if your child's needs change, even if it is temporary, please speak to a member of staff.

If at any time, they need to take medication in school, we will keep a record of dosage, time taken and staff will supervise each other. This document will need to be signed by a parent or carer. Where a condition is ongoing, we will complete a health care plan.

## Fundraising

Harlington Village Pre School is a non-profit making organization and is a registered charity (Charity number 1023563). Therefore any additional resources are acquired through fundraising. We regularly hold fundraising activities such as stalls at the lower school fayres, Easter bonnet competition, village trails and Christmas games. We keep parents up to date with the amounts raised and what we are spending the money on.



We appreciate your support and generosity in these fundraising

## The Staff

All our staff are experienced and qualified in Early Years Education from level 3 to 6. They all hold a current paediatric first aid certificate and we have a designated SENCo, safeguarding and fire officer.

## The Committee

HVPS & WAC is a registered Charity overseen by a Committee of parent volunteers. Committee members form the trustees of the charity and are responsible for the overall management and organisation of the setting. This includes, but is not limited to, being responsible to OFSTED for the quality of provision, overseeing the budget, agreeing the staff resource and staff terms and conditions and agreeing organisational policy and procedures. Parental support can also be provided in other ways and is incredibly important for the setting. We employ a fantastic staff team, which is highly professional, well qualified and experienced, and a Committee of dedicated volunteers is a necessity.

Our Annual General Meeting (AGM) is held every October, when parents can join the Committee and parents elect individuals to particular roles (i.e. Chair, Treasurer and Secretary) for the year ahead. The AGM is advertised in advance and all parents who have children in the setting, or children about to join the setting, are welcome to attend.

If you would like more information about the work of the Committee and how to become involved, please contact the Chair of the committee, Katherine at [chair@harlingtonvillagepreschool.org.uk](mailto:chair@harlingtonvillagepreschool.org.uk)