

Any Questions? Please contact a member of the
team at:

wac@harlingtonvillagepreschool.org.uk

Harlington Village Pre-school
The Conifers
Harlington Lower School
Westoning road
Bedfordshire
LU5 6PD
Phone: 07963 534038



Harlington Village Pre-school *Wrap Around Care*



*Providing before and after school
care for children in their last year at
pre-school up to year 4*

Our Service

Our fully qualified Pre-school staff provide before and after school activities for children attending preschool and Lower school, up to year 4. We aim to offer a safe, secure and stimulating environment where children can play and socialize.

Due to Ofsted regulations and health and safety, we will limit spaces per session. Advance booking is advisable but we will always try to accommodate where possible.

During session times, staff will pre-arrange some activities but the children who attend will be offered a choice of activities which may include sports, games, cooking, construction, role-play, and craft. We will have access to the preschool outdoor classroom and equipment in all weathers.

Occasionally, we will use fundraising money to bring in organised activities such as tennis, wildlife trust etc.

Session Times and Fees

Monday- Friday

Breakfast	7.45am – 8.45am	£4.50
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Monday- Thursday

Early pick up	15.30pm - 17.00pm	£7.00
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After School	15.30pm – 18.00pm	£9.00
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The Staff

All our staff hold a pediatric first aid certificate and we have a designated SENCo, Safeguarding and Fire Officer.

Suzie Bumfrey- Setting Manager

I am an Early Years Teacher with 17 years' childcare experience where I have had particular experience dealing with premature twins. I have been working at pre-school for 5 & ½ years.

Rebecca Hocking – Setting Deputy Manager

I have a Level 3 in childcare. I have worked at HVPS for over 5 years firstly as Co-Chairperson and then as a Childcare Practitioner.

Alicia Denton

I am qualified to level 4 in Childcare and I have over 11 years' experience at pre-school where I was the former Manager. I stepped back to spend time with my family and focus on health and fitness. I have previously worked at before and after school club for another provider.

Jo O'Donnell

I have a level 3 childcare qualification & I have worked at HVPS for 5 years. I have 4 children of my own and I have 3 years' experience working in before and after school care. I am currently working towards Cache Level 3 supporting teaching & learning in schools and volunteering in Years 1 & 2 at HLS to support my studies.

Bernadette Naughton

I have a Level 3 in Childcare and have 21 years of experience working with children

Charlie Garrad

I have a Qualified Teaching Status and 11 years teaching experience having worked with children of all ages in both the UK and Thailand.

Jess Bailey

I have a level 3 in childcare with 7+ years of experience working with children from ages 4 months to 9 years. I have previously worked in a nursery and at a before and after school club. I also have 3 children of my own.

Footwear

It is not compulsory but children may wish to wear a pair of **plimsoles** whilst inside the conifers at wrap around care.

Pre-school children who currently attend will already be following this procedure. This is to assist with maintaining a clean and tidy carpeted area and to ensure children do not hurt their feet on toys that may be on the floor. However, this is not compulsory.

During Winter/wet conditions

It would also be useful if children could bring a pair of **wellies**. We will have access to the outdoor area in all weathers and it can get very muddy and wet.

We do have a small selection of spares from size 5 (pre-school) up to Size 13.



Booking

To make a booking please contact Suzie or Becki on: **07963 534038** or drop us an email at wac@harlingtonvillagepreschool.org.uk

Advance bookings are recommended and regular bookings should be made on a half termly basis.

Collection and Delivery

Children must be dropped for breakfast sessions to a member of staff at the conifers building to the rear of the school premises so that the child can be signed in. The only exception to this is during the summer term, children in year 4 may arrive unattended and be signed in by a member of staff.

We will deliver the children to school between 8.45am and 8.50am.

At 3.30pm the children will be met at the school for collection and led to the conifers by two members of school/pre-school staff.

When children are collected, please ring the bell to obtain access to the conifers. You will need to sign your child out as they are handed over and no child will be able to leave the premises with an adult who is not on their collection list unless previously arranged with a member of staff. This is a safeguarding requirement. During the summer term, we will not let year 4's leave the premises to walk home.

Food and Drink

During breakfast sessions, the children will be offered a choice of cereal or toast and fruit juice, milk or water to drink. Occasionally, we will have pancakes, croissants or brioche as a treat.

After school, the children will be given a varied choice of hot meals throughout the week. We have full use of our own kitchen which enables us to provide warm food such as; Quorn Spaghetti Bolognese, Pizza, Beans on toast, Wraps and much more. The children will be encouraged to take part in the preparation for meal times.

The choice of the day will be displayed in the foyer at the start of the session on the white board.



The menu for the half term is also displayed on the parents notice board in the foyer. We will ensure that fresh fruit and drinking water are available throughout our sessions.

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 at chair@harlingtonvillagepreschool.org.uk.

Illness

If your child has a temperature, they are unwell and should not attend. If they are sick or have diarrhoea, we ask that you leave 48 hours since their last bout before returning to wrap around care.

If a child falls ill during one of our sessions, we will contact parents/carers to arrange for an early pick up. Please ensure we have the correct contact details on file.

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.

We will need to keep a record of any medication, dosage and when to administer this. This document will need to be signed by a parent or carer. Any prescribed medication is kept in a sealed named box and kept in the office- No child has access to this area. A health care plan will need to be completed for long term medical conditions.



World Book Day March 2019