



## Clanfield Pre-School

### Registration

2010/11

Registered Charity No: 1119060

Please find enclosed all of the information you will need when registering and starting your child at Clanfield Pre-school.

This includes:

Registration Form

Reservation Form

Committee information

Admission Procedure

Admission Policy

When starting Clanfield Pre-school

If you have any queries, please contact Jane Brown or Karen Cahill on 01367 810365

E-mail: [jane@clanfield-preschool.org.uk](mailto:jane@clanfield-preschool.org.uk)

[www.clanfield-preschool.org.uk](http://www.clanfield-preschool.org.uk)

## **Admission Procedure**

Parents/carers contact a Pre-school Supervisor for an initial visit.

On the visit, the parents/carers are shown around and informed of our aims.

Parents/carers are given an 'information pack' which contains:

Up to date prospectus and this registration booklet.

If parents wish to register their child for attendance to Clanfield Pre-school, they should fill in and return the registration and reservation forms.

If the child is not yet old enough to attend Clanfield Pre-school, the details will be kept for the time that they are. If the child is old enough to attend, Jane will contact the parents offering the sessions that are available for the child. If the offered sessions are not suitable, or if there are no sessions available, the child's details will be placed on the waiting list.

Our waiting list is arranged in birth order. In addition, the Pre-school may take into consideration, the following:

Siblings already attending the Pre-school

The vicinity of the home to the Pre-school

## **Admission Policy**

Our equal opportunities policy will be made known to any new parents.

Children may attend Clanfield Pre-school from the age of two years up to the age of five.

Children who are not yet toilet trained will not be excluded from Pre-school.

Children will be able to attend wearing 'pull ups' or nappies if they are not yet confident with toileting and parents are required to provide spare 'pull ups' or nappies. Parents should speak to a Supervisor to discuss individual needs.

Parents should contact the Supervisor to arrange a convenient time to visit the Pre-school and to see us 'in action'.

Parents will be given a copy of our Prospectus and advised to read our policy folder.

Wherever possible Parents will be given the opportunity to choose which days their child attends Pre-school. The availability of sessions relies on the number of children already attending, and their ages. Parents are required to complete and sign a reservation form.

A waiting list will be kept and places will be allocated in accordance with the Pre-school's admission procedure.

It is considered that a minimum of 2 sessions per week is necessary for your child to gain from their time at Pre-school. This can be increased gradually as your child becomes more independent and ready for more experience and some extended activities. Parents should request additional sessions which will be subject to availability.

When parents need to reduce the number of sessions their child attends or want to remove them from the Pre-school roll, **the Pre-school require a minimum of one term's notice in writing to the Supervisor. Failure to provide the required notice will incur a charge equivalent to a half a term's fees**

This policy is available in the policy folder in the entrance hall of pre-school.

### **When starting Clanfield Pre-school my child will need:**

A flannel sized, hand towel clearly labelled with his/her name.

A change of shoes (wellies in the wet weather, daps or slippers other times). Not only is this to keep the floor clean, it is to promote independence in the children for changing their own shoes.

A named water bottle with a sports style cap. If your child doesn't like water, then well diluted squash is fine, we are trying to encourage the children to drink when thirsty to promote health and avoid dehydration.

A change of clothes- If your child is new to being 'dry', please do bring a change of clothes for them although we do have spares these can soon run out.

Pull-ups or nappies if your child has not yet mastered toilet training.

A waterproof coat with a hood, we have adopted a policy of outdoor play whatever the weather, and so all children are encouraged to play outside, even in the rain.

Please ensure that lunch boxes contain cool blocks as we will no longer be able to provide fridge space for them when we have moved onto the new site later this year.

## **Clanfield Pre-school Committee**

Once a year in November, we hold our A.G.M that is when the posts of Chairperson, Secretary, Treasurer, Fundraising Co-ordinator and PR organiser are elected.

Everyone is welcome and no pressure will be put on anyone to fill any of the above positions.

Our committee meetings are held once every half term, usually at Pre-school or sometimes in the Primary School. You don't have to be a parent to be able to come to these meetings, Grandparents, Childminders, etc are all welcome.

Our meetings are friendly and informal; we welcome any ideas and help with regards to fundraising and running of the Pre-school.

Our sub-committee meetings are held if and when needed, i.e. before a fundraising event.

Sub-committee members are usually volunteers from the committee meeting, but once again everyone is welcome.

We try to hold our meetings at a time and venue that suits most people.

**Fundraising is vital** but doesn't have to be dull.

All of the meetings are advertised in the newsletter and on the Pre-school notice board/door.

## Reservation Form for Pre-school sessions

Child's name \_\_\_\_\_

Please state which sessions you would like your child to attend.

I would like to reserve \_\_\_\_\_ No. of sessions per week.

The days I would prefer are

Mon	am	Pm
Tues	am	Pm
Weds	am	Pm
Thurs	am	Pm
Fri	am	Pm

Please circle preferred.

I understand that it is not always possible to be allocated the days of our choice.

I would like my child to start Pre-school from the beginning of

Term 1 (sept),	Term 2 (Nov),
Term 3 (Jan),	Term 4 (Feb),
Term 5 (Apr),	Term 6 (June).

Please circle preferred.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## Forest School

We are very pleased to be able to offer at least one Forest School session per week.

This is in our own piece of woodland on the edge of Clanfield. The opportunities for outdoor learning are endless and the children (and adults) love it.

If you are interested in your child attending the Forest School session, please complete the below request.

Child's name \_\_\_\_\_

I would like my child to be offered a place for the Forest school session.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I would like more information about the Forest School Project.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please ensure you have read and signed the following:**

**I have completed and returned a Registration Form**

**Signed..... Date .....**

**I have received a copy of the Pre-school Prospectus**

**Signed ..... Date .....**

**I agree to notify the Pre-school immediately should our circumstances change and I no longer require the sessions or start term stated. I have read the admissions policy enclosed and understand that the Pre-school requires a minimum of half a terms notice in writing.**

**I sign below to accept that I am the liable party for the payment of my child's fees.**

**Signed ..... Date .....**

**Print Name .....**

**I have completed and returned a reservation form**

**Signed ..... Date .....**

If you have any queries or concerns, please do not hesitate to contact a staff member.

**Tel: 01367 810365**

**E-mail: [jane@clanfield-preschool.org.uk](mailto:jane@clanfield-preschool.org.uk)**

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