



## INFORMATION PACK

### **MIDDLETON CHENEY PRE-SCHOOL LTD.**

MAIN ROAD, MIDDLETON CHENEY

BANBURY, OX17 2PD

Telephone 01295 712353 (Monday to Friday 8:00 to 5:00)

[www.middletoncheneypreschool.com](http://www.middletoncheneypreschool.com)

[preschoolcommittee@live.co.uk](mailto:preschoolcommittee@live.co.uk)

[admin@mcpreschool.co.uk](mailto:admin@mcpreschool.co.uk)



## **A Warm Welcome**

Here at Middleton Cheney Pre-School we pride ourselves on understanding the importance of encouraging children to learn and develop at their own pace, in a positive and supportive environment. Our child centred approach to learning is based very much on the needs, interests and diverse learning styles of each child, where all are supported to become competent learners and confident individuals.

*If this is not the place where tears are understood, where do I go to cry?*

*If this is not a place where my spirits can take wing, where do I go to fly?*

*If this is not a place where my questions can be asked, where do I go to seek?*

*If this is not a place where my feelings can be heard, where do I go to speak?*

*If this is not a place where you'll accept me as I am, where can I go to be?*

*If this is not a place where I can try to and learn to grown, where can I just to me?*

***A People Place - William J. Crocker***

## **Our Mission**

From language and literacy development to social skills and creative expression, the children at Middleton Cheney Pre School are constantly being exposed to new activities and environments in which to thrive. We build on the strengths and interests of each child to help build a solid foundation where they can develop their futures.

*'A child is not a vase to be filled, but a fire to be lit.'*

***Francois Rabelais***

## **Pre-School Aims**

Here at Middleton Cheney Pre-School we aim to:

1. To provide an attractive, child-friendly environment that is safe, secure, caring and stimulating in which each child can achieve their full potential.
2. To enhance the development and education of children through a rich play based curriculum both indoors and outdoors.
3. To encourage children to develop self-confidence and self-esteem and to feel valued as an individual.
4. To promote children's social, intellectual and physical development through play and structured activities, preparing them for a smooth transition from pre-school to school.
5. To regularly observe and plan for each child's progress.
6. To honour parent's trust that we will nurture their child and give them quality care.
7. To work within the guidelines of the Early Years Foundation Stage.
8. To follow the guidelines and requirements of the registering bodies.
9. To work as partners with parents/carers/other professionals to ensure that each child's individual needs are met.
10. To make parents/carers feel welcome and provide an atmosphere where both children and adults feel happy and comfortable
11. To give children the opportunity to positively engage with society and, in particular, give them the chance to be part of their local community.

## **Activities - Planning and the Curriculum**

Children start to learn about the world around them from the moment they are born. The care and education offered by Middleton Cheney Pre-School helps children to continue to do this by providing them with interesting activities that are appropriate for their age and stages of development.

The framework for our planning and practice is guided by the Early Years Foundation Stage document. This practice guidance advises early year's settings on effective practice and how to implement learning, welfare and educational requirements of children from birth to 5 years. Play underpins all development and learning for young children. Through a planned combination of adult led activity and spontaneous child led experiences (sensitively supported and extended by well qualified and caring staff) we aim to support children's learning with enjoyment and challenge. The staff use observations of each individual child to gain information about their interests and stages of development, in order

to build upon their achievements. We are committed as a Pre-School to continuous self reflection and quality improvement. Our intention is to offer a high quality early years experience as firm foundation, upon which to build future academic, social and emotional success.

The key principles which guide our work are grouped into four themes;

- **A unique child**- every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive relationships**- children learn to be strong and independent from a base of loving and secure relationships with parents and a key person/s.
- **Enabling Environments**- children learn and develop well in an environment in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- **Learning and Development** - children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

These principles are put into practice by offering a secure and challenging learning environment, where activities cover seven areas of learning and development.

## **Prime Areas of Learning and Development**

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive

### **Personal, Social and Emotional development**

This area of children's development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

### **Communication, and Language**

This area of children's development involves giving children opportunities to experience a rich language environment; to develop their skills in expressing themselves; and to speak and listen in a range of situations.

### **Physical Development**

This area of children's development involves providing opportunities for young children to be active and interactive; and to develop their coordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

## **The Specific Areas of Learning and Development**

The specific areas provide a context for building on early development and learning beyond the prime areas.

### **Literacy**

This area of learning and development involves encouraging children to link sounds and letters and to begin to read and write. Children will be given access to a wide range of reading materials (fact and fiction, poems and other written materials) to ignite their interest.

### **Mathematics**

This area of children's learning and development involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

### **Understanding the World**

This area of learning and development involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

### **Expressive Arts and Design**

This area of learning and development involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play, and design and technology.

### **Learning through Play**

At Pre School, we recognise that childhood and play go hand in hand which is why we work hard to provide a large range of play activities to support children to make progress in each area of Learning and Development as set out in the Early Years Foundation Stage document. Activities are always based

on children's needs and interests, and always take into account the underlying principles of **how** children actually learn – through **playing and exploring, active learning** and **creating and thinking critically**. In some activities children will shape the play, whereas in others, an adult will take the lead in supporting the children's learning. **We fully recognise that children develop at their own rates and in their own ways** and this is also taken into account when planning learning experiences for the children.

## **The role of parents**

We recognise parents as the first and most important educators of their young children. Parents are welcome:

- To stay and play with the children through the session.
- To join the Voluntary Management Committee, who, with the staff, work together to shape the running of the Pre School.
- Join the Fundraising Committee and help to raise vital funds for the Pre School along with making new friends.
- Offer ideas or suggestions about ways they feel practice could be improved, or topics they would like to see covered.

## **Starting at Pre-School**

### **Keyworkers**

On starting Pre School, your child will be allocated a key person who, right from the start, will work hard to develop a trusting relationship with your child and a strong partnership with you. This will be invaluable in your child's first few days when they settle and adjust to their new surroundings. We want your child to feel happy and safe, and appreciate that this can take longer for some children than others. In these cases, the key person will concentrate on giving extra support to you and your child, and will work with you to develop strategies which will help your child to settle. We do offer home visits, which although not compulsory, can provide an opportunity for your child's key person to observe your child in familiar surroundings where they are at their most relaxed.

Your child's key person will track and monitor your child's progress during their time with us and will feed their needs and interests into our planning in order to extend and challenge their learning and support the development of skills which will lay firm foundations for the future.

### **What to Wear, Uniform and Naming Clothing**

We do have a non compulsory uniform which can be purchased from myclothing.com (typing in Middleton Cheney Pre School). Polo t-shirts and jumpers embossed with our logos are available and are ideal for wearing as children are encouraged to explore and experiment with all kinds of materials, often getting very messy and dirty. Since September 2015 we have been able to offer a free Pre School polo t-shirt to all of our new starters. We fund this through our fundraising activities and we're very grateful to our fundraising team for continuing to support this.

If you choose not to wear uniform, we suggest that children are sent in wearing simple, loose clothing which is washable and can easily be put on or taken off.

To protect shoes, and help with the muddy wet conditions, we do ask that you send your child with a named pair of wellies which can be returned if needed at the end of the day or week.

We also ask you to name everything including bags. please mark with a pen on the label or you may wish to purchase name tags. Try and type in our school ID 83932 as every time an order is placed we receive a donation.

### **Nappies and Toilet Training**

We welcome children who are still in nappies and have changing facilities in our purpose built toddler toilets. We will support you in toilet training your child as and when they are ready to start. Children are allowed to go to the toilet at any time during a session. We do suggest that children come to Pre School with a set of clothes in their bag, however, spare clothing is available if needed. In this situation, we will ask parents to launder and return to Pre School.

### **Illness and Medication**

In line with Health Protection Agency advice, if your child has diarrhoea or sickness, please keep them at home for **48 hours**. If your child contracts, one of the common childhood contagious illnesses such as Chicken Pox or Slapped Cheek, could you please advise the Pre-School manager so that the information can be relayed to other parents/carers, especially any who are in the early stages of a pregnancy. A poster in the foyer has a list of common childhood ailments and their incubation periods etc.

If your child has Conjunctivitis we ask that they are kept away from the setting until discharge has disappeared. Unfortunately in these modern times, head lice and threadworms are a common

occurrence and can spread rapidly. If your child picks them up, please telephone Pre-School and we can then ask for other parents to be vigilant. This is treated in the strictest confidence and no child is ever named. When the child has been suitably treated, they may return.

If your child is unwell and unable to attend Pre School or you have any concerns, please contact us as soon as possible by telephone (01295 712353) or email ([preschoolcommittee@live.co.uk](mailto:preschoolcommittee@live.co.uk)). **Please note we are unable to administer non-prescribed medicine.**

### **Allergies and Snack Menu**

On our website we publish our weekly snack menus as we thought this might help parents plan lunch and meals whilst also giving an insight into what we serve the children during their sessions. Please note, healthy alternatives such as breadsticks or fruit are always available. Children have free access to drinking water throughout the session and are offered the choice of milk or water at break time.

We cater for all dietary requirements, so if your child has any allergies or specific requests please let us know on your child's registration form or, if the allergy comes to light thereafter, please give us written confirmation which will enable us to update your child's registration form and provide alternatives.

### **Jewellery**

Pre-School will accept no responsibility for any accident involving jewellery, especially earrings in pierced ears, or loss thereof.

### **Discipline**

We deal with each situation separately, explaining why certain behaviours actions or language are not acceptable at pre-school. Our Behaviour Policy is available to read in the foyer at Pre-School. We operate a zero-tolerance when it comes to either verbal or physical threats or abuse towards staff. Any adults demonstrating threatening behaviour within the Pre-School will be asked to leave immediately. Failure to do so will result in the police being called. The current member of staff with particular responsibility for Behaviour Management is Jacqui Edwards.

### **Special Needs**

As part of the Pre-School's policy to make sure that its provision meets the need of each individual child we take account of any special needs a child may have. We comply with the Statutory Framework

for the Early Years Foundation Stage and the Equality Act 2010 and have special regard to The Special Education Needs and Disability Code of Practice 2014 and liaise with other professionals as necessary.

We ensure that our staffing levels allow us to provide individual attention for each child. Each child is able to progress at his/her own rate and this is true for children with and without disabilities or learning difficulties.

If you would like to discuss the group's ability to meet your own child's special needs, please talk to the Pre-School Manager or your child's key worker. Our full Special Educational Needs policy is available at Pre-School.

The current SENCO for the setting is Jacqui Edwards, and Assistant SENCO is Paula Button.

### **Holidays**

In the event of you wishing to take your child out of Pre School for family outings/holidays etc., we would greatly appreciate advance notice to better enable us to plan for your child's curricular requirements. Fees must be paid for any short term absences and this includes family holidays. Please email or send a letter into Pre School with the dates your child will be away and also if you are dropping off late or picking up early.

### **Change of Circumstance**

It is always helpful for the manager and staff to know of any changes in circumstances at home, e.g moving house, getting a job, a split or death in the family, loss of a pet or indeed anything which is likely to affect the child's behaviour or mood. Please feel free to share if there are exciting events taking place at home, such as planned trips, holidays or the arrival of a pet for example. We can then share in the excitement with the children and plan activities around these events, which can build on their interest and enthusiasm.

## **The Session and what to expect**

Our sessions are organised in such a way as to encourage child led/free flow play, however, alongside this are also adult supported group activities which are planned to introduce them to new experiences and skills. Our wide range of indoor and outdoor activities and resources are selected with the Early Years Foundation Stage in mind, and are chosen to ensure that children learn and develop well and are kept healthy and safe.

## **Weekly Focus Activity**

Although children are supported to shape their own learning through free flow play, we also actively encourage them to participate in our weekly focus activity. These are activities which are planned by staff to be suitable for all ages and abilities; always taking into account the diverse needs and interests of the children, as well as particular events, for example, festivals and celebrations.

## **Cooking**

We believe that cooking activities can be both enjoyable and beneficial to children's learning in all aspects of the curriculum. We therefore try to encourage food preparation by the children on a regular basis. We implement a healthy eating policy and use wholesome and, where possible, organic ingredients to reinforce our commitment. On occasions we may ask for a parental donation towards this activity to help cover the costs of ingredients.

## **PE and Sport**

The Department of Health recommends that children under five years of age who are walking should be physically active for at least three hours a day. This includes energetic physical activity such as running, climbing, and jumping as well as light intensity activity such as walking, active play and craft activities. We, therefore, take physical activity very seriously and encourage children to be as active as possible, indeed we consider it vital for their physical and mental health and development. With this in mind, we have developed our own PE program which includes dance, games, gymnastics and athletics in which children will participate on a daily basis.

## **Preparation for School**

During the summer term, sessions are particularly geared to meeting the needs of children moving onto primary school in September. We focus on developing the independence skills needed in reception class, such as having confidence to undress and dress independently for P.E. We offer opportunities for children to attend 'lunch club' aimed at allowing children to experience bringing a

lunch box and eating in a large group environment. We plan visits to the Primary Schools to promote a smooth transition and invite the reception teachers of all relevant schools to participate in some of our sessions. This allows the children to meet them on familiar territory and start the process of relationship building.

### **Tapestry and Learning Records**

Your child's key person will track your child's progress through regular observations which are uploaded onto your child's online Tapestry Learning Record. On starting at Pre School, you will be sent a link to your child's individual record enabling you to access it from home. Not only will you be able to see what they have been up to at Pre School, but we actively encourage you to upload your own observations of your child at home which will help us to gain a full picture of your child's achievements, needs and interests which we can feed into future planning. At the end of your time with us, you will be presented with your child's Learning Record on a memory stick to keep as a memento of your child's time with us.

## Safeguarding

Middleton Cheney Pre School strives to work with children, parents and the community to ensure the rights of children and young people.

We are committed to not only promoting awareness of child abuse issues but also to empowering children through our curriculum which promotes their right to be strong, resilient and listened to. We are determined to build a 'culture of safety' in which children and young people are protected from abuse and harm in all areas of our service delivery.

Our Designated Person who coordinates child and young person protection issues is Jacqui Edwards (Manager).

When the setting is open but the Designated person is not onsite, a trained Deputy is available for staff and parents to discuss concerns. Our Deputy Designated Person is Linda Harvey (Deputy Manager).

Our Director who is responsible for Safeguarding is Kathryn Bannister (Director).

Staff have an up to date knowledge of Safeguarding issues and an understand that Safeguarding is their responsibility. They renew their Safeguarding qualification every two years, as well as receiving ongoing in house training.

We are committed to responding promptly and appropriately to all incidents, allegations and concerns of abuse that may occur and to work with statutory agencies in accordance with procedures set down in 'What to do if you're worried a child is being abused' (HMG 2015).

In relation to radicalisation and extremism, we follow the Prevent Duty guidelines for England and Wales published by the Home Office and LSCB Procedures responding to radicalisation.

The setting follows 'Safer Recruitment' procedures and Enhanced Criminal Record and Barred List checks are carried out for staff and volunteers prior to their post being confirmed to ensure that no disqualified or unsuitable person works at the setting or has access to our children.

For more information on Safeguarding please see our Safeguarding Policies and additional information and flyers are available in the foyer.

## **Meet the Team**

Our Pre School team are passionate and dedicated professionals who are determined to make a positive difference to the children in our care. We are committed to continuous training and our membership of the Preschool Learning Alliance and the National Day Nurseries Association ensure that we are constantly in touch in the field of child education and care.

"As a parent, I always had the utmost confidence leaving my children in the care of the pre school team. Pre school always felt like a happy and safe environment, with nurturing staff who often go above and beyond." - Parent 2019

### **The Manager**

**Jacqui Edwards** B Ed (Hons) (Oxon), QTS, EYPS. Responsible for the day to day running of the setting and specifically for: Behaviour Management, SENCO, EAL, Equal Opportunities, Looked After Children, Inclusion and Safeguarding, Communication Champion.

### **Deputy Manager**

**Linda Harvey** DCYPW. Responsible for the running of the setting in the absence of the manager and specifically for: Health and Safety and is Maths Coordinator. She is also the shadow member of staff responsible for Safeguarding.

### **Early Years Practitioners**

**Paula Button, Senior Practitioner** DCYPW. Assistant SENCO

**Lynne Franks** DCYPW. Responsible for Under 3's.

**Belinda Herring** NNEB. Responsible for outdoor exploration.

**Kim Rogers** NVQ3 (maternity leave from October 19). Responsible for art and display.

**Helen Harris** BA (Hons), PGCE, QTS. Responsible for Information Technology.

**Chrystal Harrison** Cache level 3 EYE

**Leanne O'Neil** NVQ3 (maternity cover for Kim)

### **Cover staff**

**Caroline Cromack** (BSc Hons) PGCE, QTS

**Lesley Singleton** DPP

### **Office Administrator**

Emma Thomas - Responsible for coordinating wait list, funding, invoicing and supports Jacqui and the Directors/Management Team.

## **Directors and Management Team**

Pre-School is run by a Management team assisted by a parent representative. The Directors manage the groups finances, employ the staff, make sure the Pre-School has, and works to, policies which help provide a high quality service, whilst ensuring the Pre-School works in partnership with the parents.

### **Directors**

Kathryn Bannister, John Taylor and Taiba Smith

### **Management Team**

Alistair Collier

James Cromack

### **Safeguarding Designated Officers**

Kathryn Bannister

## Fees, Sessions Times and Funding

Our session times and prices are as follows:

- Morning session: 9:00 to 12:00 (£16.50)
- Afternoon session: 12:30 to 15:30 (£16.50) or 13:00 to 16:00 (£16.50)
- Lunch club: 12:00 to 12:30 (extra £2.75), 12:30 to 13:00 (extra £2.75), or 12:00 to 13:00 (extra £5.50),
- Early drop off: 8:00 to 9:00 (extra £5.50) or 8:30 – 9:00 (£2.75)
- Late pick-up: 16:00 to 17:00 (extra £5.50)

So 9:00 to 3:30 would be: £16.50 + £2.75 + £16.50 = £35.75. Or 9:00 to 4:00: £16.50 + £5.50 + £16.50 = £38.50.

### Fees and Grants: Terms and conditions

- ❖ Upon return of your child's application forms, you will be asked for a deposit of £100. This will be deducted from the first month of fees once your child starts or refunded in the first month if your child is funded. This is a commitment to attend and Pre-School is unable to refund this fee if your child declines the place and does not start at the setting.
- ❖ Fees are reviewed on an annual basis and any increase will usually be implemented on the first day of the September term.
- ❖ Fees are due for payment in full at the beginning of each term or by three instalments if requested and agreed.
- ❖ As a registered charity with limited funds at our disposal, we require parents to pay bills promptly. A child's continued attendance at the setting is conditional upon payment of necessary fees. If no payment has been made a month after the invoice has been sent, we reserve the right to withdraw the child until the bill has been settled.
- ❖ We advise that should parents/carers experience difficulties in payment they should immediately speak to the Pre-School Administrator who will refer the case to the Management Team.
- ❖ Fees are chargeable from the start of each term and continue to be payable if your child is absent, including for sickness or holidays.
- ❖ In case of prolonged absence, parents should first speak to the Pre-School Manager.

- ❖ If you withdraw your child from Pre School for any reason we must ask for four weeks written notice and fees are required for this notice period – this applies to both funded and non funded children.
- ❖ To cover staff costs, any parents collecting after 5:00 will be charged £10 for every 15 minutes over i.e arriving at 5:25 pm will be £20 charge.
- ❖ Please note for those receiving funded hours, funding covers all available hours/sessions at the setting. However:
  - Hours are agreed and returned at the start of term
  - Ad Hoc lunch clubs, late pick ups and breakfast clubs will all be invoiced and not returned to county.
  - Ad hoc sessions of three hours or more (ie extra morning, afternoon or all day session) will only be returned to county if we are able to at an adjustment window, otherwise these will also be invoiced.
  - To request additional sessions please contact the Pre School who will confirm availability and whether or not payment will be due. An invoice for the session will be raised following the extra session.
- ❖ In the case of funded places, it is a parents / carers responsibility to check that their child is eligible. If the funding application is declined, Middleton Cheney Pre School will re-invoice the parent / carer. Information can be found at the below link. Please ensure you apply for any funding through Northamptonshire and not Oxfordshire. Funding is awarded through the county the preschool is located and not your residence.  
[www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx](http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx)
- ❖ For those awarded 30 hours funding, you must reconfirm your eligibility every three months. If you fail to do this funding may be withdrawn and Pre School will re-invoice the parent / carer.
- ❖ For those receiving funding, the maximum hours we can claim for is 570 for 15 hours and 1140 for 30 hours per qualifying year – this is calculated on a 38 week term. Any hours exceeding this will be payable and you will be notified at the start of the term which exceeds the allowance to discuss payment.
- ❖ If possible, changes in fees will be made from the beginning of the new academic year; September. The Directors reserve the right to make changes to fees at other points of the year with reasonable notice.
- ❖ We offer 10% discount on session fees to parents with twins or triplets.

*Please note: When your child is eligible for government funding, eligibility is worked out from birth date and can be claimed at the beginning of the term following a child's 3<sup>rd</sup> birthday. This is the same for the 30 hours funding also. Middleton Cheney Pre-School Ltd accepts most childcare vouchers and is registered to receive payments from the Tax Free Childcare scheme. Please see our website and the Funding webpage for more details or contact the Pre School Administrator if more advice is needed ([admin@mcpreschool.co.uk](mailto:admin@mcpreschool.co.uk)).*

### **Term Dates**

Term dates are posted in the foyer and on our website.

### **Funding and Childcare Vouchers**

All our sessions can be covered by 2 or 3 year county funding as long as they don't go over 15 hours, or 30 hours if receiving the extended hours funding. We don't ask for any subsidies.

For further information on county funding please see refer to:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/default.aspx>

### **2 Year funding**

For those who think they maybe eligible for 2 year funding, please ensure your go to the above Northamptonshire.gov link and complete the online checker. If you are eligible you will receive a code which then needs emailing to the Pre School Administrator. Please don't apply more than 6 weeks before the start of term as codes do expire. Also funding is awarded from the county the Pre School is located in so even if you live in Oxford, you need to apply via Northamptonshire.

### **15 or 30 hours funding**

15 hours funding will automatically apply the term after your child turns 3. For those applying for 30 hours funding, it is the responsibility of the parents/guardians to apply, obtain and every 3 months re confirm the 30 hour funding code. Children are eligible to receive this funding the term after they turn three. Below are the deadlines for applying:

- ❖ Autumn Term - apply by the 31st August
- ❖ Spring Term - apply by the 31st January
- ❖ Summer Term - apply by the 31st March

Codes and National Insurance numbers must be sent to the pre-school administrator by the above deadline dates. For more information please email [admin@mcpreschool.co.uk](mailto:admin@mcpreschool.co.uk).

### **Early Years Pupil Premium (EYPP)**

Children who are currently claiming the Free Entitlement for 3 and 4 year olds, who meet certain eligibility criteria, could be eligible for the EYPP. This is a premium available to the childcare provider to be used to improve facilities, equipment and learning experiences to benefit the growth and development of your child. Children will be eligible if their parents are in receipt of one or more of the following benefits:

- Income support
- Income based jobseekers allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16190)
- Working Tax Credit run-on

OR if they have been:

- Looked after by the local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and subject to a child arrangement order setting out with whom the child is to live.

If you think you may be eligible, you need to visit the Northamptonshire County Council website searching for and complete the questionnaire. You will be given a decision immediately along with a reference number which you need to give us.

### **Childcare vouchers and Government Tax Free Childcare Scheme**

We accept all childcare voucher and we are also registered to received payment through the Government's Tax Free Childcare funding scheme.

### **Cancellation or Withdrawal**

If you withdraw your child from Pre-School for any reason we must ask for four weeks written notice and fees are required for the notice period. This is applicable to both funded and unfunded children. Pre-School is unable to refund the deposit if your child withdraws, defers or does not start at the setting.

## Policies

The Pre-School's policies help us to make sure that the service provided by the Pre-School is a high quality one and that being a member of the Pre-School is an enjoyable and beneficial one for children and their parents.

The staff, directors and parents all work together to formulate and adopt the policies and all have opportunities to review them regularly.

All our policies are designed to facilitate the best possible experience for the children and families in the group and the policy folder is always available for you to view in the foyer of Pre School and are all readily available on our website [www.mcpreschool.co.uk](http://www.mcpreschool.co.uk). Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. There is a suggestion box in the foyer that is checked regularly.

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018).

The data is we collect is:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

### **GDPR**

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. All parents will be issued with a Privacy Notice explaining what personal data we collect, why we collect it, how we use it and how we protect it.

## **Websites and Facebook Pages**

Along with our website [www.middletoncheneypreschool.com](http://www.middletoncheneypreschool.com) we have two facebook pages to help keep parents updated on news and activities at the Pre School.

The first is 'Middleton Cheney Pre School' which is open to everyone and you can follow for updates on the weekly focused activities or newly themed home corner area.

The other is the 'Friends of Middleton Cheney Preschool' which is a closed group for parents with children attending the setting. This is an area you can interact with other parents, the management team and received additional updates about events, fundraising and goings on at our wonderful setting. It will also feature notifications on any unexpected closures in the event of something unexpected i.e. snow days so we recommend all parents join this group.

## **Fundraising**

Many don't realise but Middleton Cheney Pre School is a charity organisation. This means we're not allowed to make a large profit and have to carefully balance our running costs. Grant income and fees, predominantly go towards staff, building costs and for material costs such as stationery, glitter, stickers, toilet paper and so on (i.e. the things we need to keep running). Larger items and projects we need to fundraise for.

Over the past few years, we've been very fortunate and fundraising has allowed us to do many amazing things. This includes improving our outdoor areas creating amazing spaces for children to enjoy the outdoors throughout the year. We've also replaced dressing up clothes, bought a new dolls house and invested in the large interactive screen plus a new stereo system.

If you can help in any way, we'd love to hear from you. We're hoping if everyone just does a little, it'll lighten the load and also help build a bit of a pre school community where everyone gets a chance to help and become involved. More details will be sent home to parents as meetings get scheduled and events are coming up. The fundraising noticeboard in the foyer will also be kept up to date as will the Friends of Middleton Cheney facebook site. If you would like any further information, or are interested in joining the committee please email [admin@mcpreschool.co.uk](mailto:admin@mcpreschool.co.uk).

## **Complaints Procedure**

If you have any complaints regarding Middleton Cheney Pre-School Ltd please refer to the complaints procedure in the policy booklet and the notices in the foyer.

If all the proper channels have been tried and you still have further cause for action then contact the Inspection Unit detailed below;

Ofsted Early Years

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel. Complaints and Enforcements 0300 123 1231

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**We hope that your child's time in pre-school will be a very happy and productive one. If you have any further questions please ask at the beginning or end of session or telephone 01295 712353.**