



# Rackerhayes Pre-school



Established in 1985.  
Registered Charity No. 1017322.

# Welcome Booklet

CHUDLEIGH ROAD HALL,

KINGSTEIGNTON,

DEVON,

TQ12 3JU

TEL: 07791867573

EMAIL: [rackerhayesmanager@live.co.uk](mailto:rackerhayesmanager@live.co.uk)

[www.rackerhayespreschool.org](http://www.rackerhayespreschool.org)

Devon  
County Council



  
Ofsted  
Good  
Provider



## Welcome to Rackerhayes Pre-school.

Our aim is;

To care and provide enjoyable education for children from two-years to school age in a safe and stimulating learning environment, promoting a positive and inclusive atmosphere, where children learn through play with an abundance of resources inside and outside, all year round.

Committee;

Rackerhayes is a community Pre-school run by parents, grandparents, carers, volunteers and staff working together to provide the best quality care for your child. The committee meet termly and are responsible for reviewing policies and procedures as well as being involved in our fun fundraising events. As a charitable organisation we hold many fundraising events throughout the year to raise money for new equipment and resources for your child to enjoy. Everyone is welcome to join the committee, as a member you have a say in how we care for your child, we value your opinions and ideas. Dates of forthcoming meetings can be found in our half-termly newsletter or on our website.

**Staff -**

### Management Team



**Karen Field.**  
**Childcare Manager.**  
**Child Protection/Safeguarding Officer & Deputy SENDCo**  
Diploma in Pre-School Practice – level 3  
NVQ4 in Children’s Care, Learning and Development  
Paediatric First Aid/Safeguarding



**Craig Field.**  
**Deputy**  
**SENDCo & Deputy Safeguarding Officer**  
Key person  
Foundation degree in Psychology and Early Educational Studies  
Level 3 Early Years Educator  
Makaton Foundation Modules 1 to 4  
Paediatric First Aid & Safeguarding Awareness



**Jane Buijs.**  
**Assistant Deputy.**  
**Health & Safety Officer & Fire Marshall**  
Key person  
NVQ2 & 3 in Childcare and Education

## Paediatric First Aid & Safeguarding Awareness

### Staff team/key persons -



**Tracey Craig.**  
**Assistant.**

Paediatric First Aid & Safeguarding Awareness



**Sarah Horder.**  
**Assistant.**

NVQ2 & 3 in Children's Care, Learning and Development  
Makaton Foundation Modules 1 to 4

Paediatric First Aid & Safeguarding Awareness



**Katy Shaw.**  
**Assistant / Behaviour Manager.**

CHACHE level 3 Diploma in Childcare and Education

Paediatric First Aid & Safeguarding Awareness

### Educational Practitioner -



**Jackie Williams.**

NVQ4 in Children's Care, Learning and Development  
Paediatric First Aid/Safeguarding

### Training;

As recommended by Ofsted and Devon County Council all staff attend frequent training events, workshops and conferences including online or in-house training as part of their continuous professional development.

All full list of training events they have attended, and their qualification certificates can be found in our qualification folder.

#### Admissions;

We accept children from the age of two, both paid or funded and you may continue your child's education with us until they leave to attend Primary School. Places are allocated by date of birth and subject to availability. Once your child becomes eligible for their Early Years Entitlement you can share the funding between two settings up to 15 or 30 hours per week, additional childcare hours can be paid for.

#### Settling in;

Starting Pre-school is a big step for you and your child. we appreciate that all children are individuals and adapt to this move in their own time. Some feel at home straight away, whilst others need reassurance and time to settle. Whatever your child's needs we are here to help, and you are welcome to stay until your child feels safe and confident in their new surroundings.

#### Key Person;

Your child will be allocated a member of staff to help them settle, working closely with both you and your child, this will be your child's key person. Each key person is responsible for a group of children; records are kept ensuring all their individual needs are met, and that they are progressing and developing in our care. We pride ourselves in the wonderful folders about your child we complete during their time with us, full of photographs of your child at play, samples of their work, a wonderful keep sake for you to reflect on in the coming years.

#### Entitlement and Opening Hours;

The Pre-school requests a one-off payment of £15 registration fee to cover the cost of your child's first Pre-school t-shirt, administration costs and your child's individual folder. It is always a good idea for your child to wear their Pre-school t-shirt on trips and outings as this makes the children more visible. You will be given a t-shirt on joining the Pre-school and we have extra t-shirts and sweatshirts available for purchase if you require.

The Pre-school sessions co-inside with school term-times. You will be informed of holiday dates via our regular newsletters. We are open Monday, Tuesday and Friday 9.30 to 3.30 and Wednesday and Thursday 9.15 to 1.15, we also offer an early bird start time of 9am.

Allowing children to attend or just the morning or afternoon sessions, the choice is yours. We close on bank holidays. The Pre-school is open for 28 hours per week, 38 weeks per academic year.

For further information on the entitlement see the childcare choices website.

Childcare  
Choices

Supporting families  
with childcare costs

[childcarechoices.gov.uk](http://childcarechoices.gov.uk)



 HM Government

We charge a flat rate of £5 per hour for all children, including sessions or lunch clubs outside their entitlement.

#### Payment;

Payment can be handed in on arrival, please ensure your child's name, the amount you're paying and what you are paying for is clearly written on the envelope. Your fees are calculated at the start of each term and a bill is produced by Karen, our bank details are displayed on your bill if you wish to pay online, please use your child's name as the payment reference. You may also pay via credit card, Craig and Karen can take payment this way. If your financial situation changes, please speak to Karen and she can arrange a suitable payment plan.

#### Lunch Club;

Please bring a packed lunch for your child. Strictly NO NUTS OR SWEETS. The lunch club is operational daily from 12.30-1.30 (12.15-1.15 Wednesday and Thursday). The Pre-school promotes healthy eating and we have a booklet of tips and ideas if you would like one. We provide milk or water for your child to drink throughout the day, if your child has any dietary requirements these are displayed for staff to see in the kitchen.

#### Daily Routine;

- 9.00 Doors open for our early birds!!
- 9.30 Free play indoors and out, which revolves around age appropriate activities.  
(9.15 Wednesdays and Thursdays)
- 9.45 Café opens.
- 12.00 Tidy-up time, large group time followed by small focus group work or stories.  
(11.50 Wednesdays and Thursdays)
- 12.30 Home time / Lunch club.  
(12.15 Wednesdays and Thursdays)
- 1.30 Home time / afternoon session free play, similar to morning session.

(1.15 Wednesdays and Thursdays)

- 3.15 Whole group activity, including yoga, drama, action rhymes, stories or puppets.  
3.30 Home time

Early Years Foundation Stage;

We follow the same foundation stage guidance as nurseries and mainstream schools, providing a rich, broad and balanced learning environment, for children 0-5 years.

Children learn through play and through adult-lead activities carefully planned by their key person tailored to their individual needs and interests.

The areas of learning are;

PRIME – Personal social and emotional development  
Communication and language  
Physical Development

SPECIFIC – Literacy Mathematics  
Understanding the world  
Expressive arts and design

For more information visit;

<https://www.foundationyears.org.uk/>



Collection;

Please try to be on time to collect your child as children do worry if you are late!

If when collecting your child, you have a 'signature required' slip, please act on this as your child may have had an accident, incident or you have paperwork to read and sign.

Requirement List;

**Please label all your child's belongings they bring to Pre-school.**

Summer – Please bring a sunhat, loose clothing and if you have given permission for staff to apply sun cream please provide a bottle clearly labelled with your child's name. We have lots more water play during the Summer months so ensure changes of clothing are available. (We have spare hats and clothing if necessary)

Winter – Please make sure your child comes with a named coat and safe shoes. (We have spare wellington boots if necessary)

We enjoy messy play so suitable clothing please. It is advisable to avoid difficult fastenings or belts which can become an obstacle when they need to use the toilet, especially if your child is toilet training. If your child is in nappies, please provide sufficient nappies, wipes

and nappy cream if you have given permission for this to be applied, to cover your child's session.

#### Links to Primary School;

The Pre-school recognises the importance of preparing your child for school life. We have established close links with all three schools in Kingsteignton. To help with transition several visits are arranged for the children to visit their forthcoming Primary School. Reception teachers visit Rackerhayes to establish close links, helping the children take their next step in their educational journey. If your child will be attending a school outside Kingsteignton we will endeavour to form strong links with their new school.

Your child does not have to attend full time school until after their fifth birthday. You have the opportunity to delay or defer your child's start date to school. If you require further advice, please contact the School Admissions Team on 0845 155 1019 or the Devon Choice Advice Service on 01392 381296.

You may also go online at [www.new.devon.gov.uk/admissions](http://www.new.devon.gov.uk/admissions)

#### Absences and Illnesses:

If your child is unwell, we do not want their germs, please keep them home!!

Sickness and diarrhoea require a **48-hour** absence. For more information please read the appropriate policy. If your child misses a session for any reason please text or email every day in advance, you will be asked to sign your child's individual absentees form on your child's return. Please note you will still be charged for sessions missed due to sickness or any other reason, in special circumstances this fee may be waived.

#### Parental Involvement;

We understand your need for 'free time' and the pressure felt by working parents, but we encourage you to be actively involved in your child's early education.

We do try to involve you and your family as often as possible, we hold special events, trips and socials where important adults in your child's lives are always invited, we host mum's and dad's play sessions please look out for the next session in your newsletter.

We have a closed parents page on Facebook, the aim of the group is to remind you of any events happening at Rackerhayes Pre-School, please add yourself to this and our chairperson will accept your request. However, please do not be offended if any staff decline Facebook friend requests from yourselves, Ofsted have recommended that we keep our relationships with parents purely professional.

During these unprecedented times, if you, your child or anyone in your household have any symptoms relating to Covid-19 we would appreciate that you self-isolate and follow the

Government guidelines. Remember Hands, Face, Space and please stay safe, help protect us and allow the pre-school to stay open to care for your children

Tips to help your child;

At home;

- Spend time talking together ○ Read books together ○ Let your child see you reading
- Do a range of activities both indoors and out, eg. Cooking, walking, sports, trips
  - Play games together ○ Sing songs and rhymes
- Use positive praise to promote positive behaviour ○ **Switch off the television!!!**
- Help your child learn independent skills such as getting dressed and using the toilet ○ Talk about numbers, colours and letters you see out and about ○ Allow your child to cut out and stick pictures from magazines ○ Plant seeds or bulbs
- Use the weather; shadows, puddles, snow, wind, fog or sun to extend your child's vocabulary
- On a trip to the supermarket talk about the different packaging shapes

To Conclude;

We would like to thank you for taking the time to read this booklet, and we hope it has been of some help to you. If you require any further information, please speak to Karen or your child's key person.

There is a wealth of further information displayed in the entrance foyer and around the setting. You can also find documentation on the table just inside the main hall.

Karen Field.