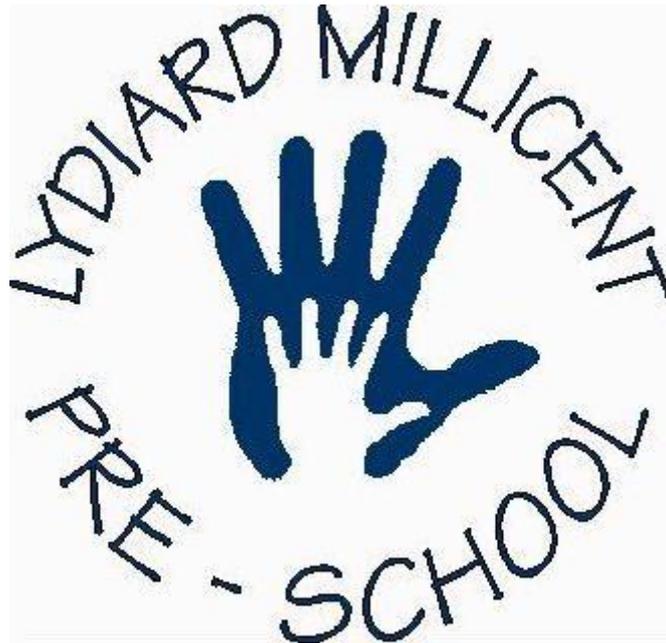


# Welcome Pack



Lydiard Millicent Pre-school  
The Butts  
Lydiard Millicent  
Swindon  
Wiltshire  
SN5 3LR  
01793 772981

<http://www.lydiardmillicentpreschool.org>

Charity no. 1029771

Ofsted reference no. 199450

Member of the Pre-school Learning Alliance (membership no. 4115)



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# Welcome to Lydiard Millicent Pre-School

## A Little About Us

Lydiard Millicent Pre-school (LMPS) is a Committee led registered charity which provides care and education for children from 2 ½ to school age in a secure and stimulating environment.

The Pre-school is a member of the Pre-school Learning Alliance (PSLA) and is supported by The Wiltshire Early Years Development and Childcare Partnership (WEYDCP). LMPS is also registered and approved by the Office for Standards in Education (OFSTED) who set care and educational standards. LMPS is inspected regularly by OFSTED.

LMPS was established in 1988 and was originally located in the Parish Hall. In January 2001 the classroom was rented from the Primary School and the Pre-school has been made very welcome. In September 2010, the Pre-school moved to larger premises on the school site, into what was the original Victorian school building. The After School Club is also housed in the same room as the Pre-school.

Many of the children attending the Pre-school are from the parish but children from the surrounding areas also attend. The Pre-school does not have a catchment area. We run two sessions a day. The morning session runs from 8.40 am to 11.40am, and the afternoon session, which starts with lunch, runs from 11.40 am to 2.40pm. We have up to 28 children per session, supervised by qualified childcare practitioners.

We hope that your child's experience at Pre-school is a positive and fun start to their education. By working in partnership with you we aim to provide a safe and happy environment to support each child's learning and individual needs.

Our aims and objectives are to provide:

- a safe, happy and stimulating environment where children under school age can learn through play
- fun and friendship with other children and adults
- individual care and attention, made possible by a high ratio of adults to children
- the support of a personal keyperson
- a specially tailored Pre-school curriculum leading towards the Early Learning Goals, as outlined by the Department for Education and Employment
- a framework that ensures equality of opportunity for all children and families, including those with special needs
- opportunities for parents and families to be directly involved in the activities and development of the group by helping out in pre-school, taking part in fundraising opportunities etc.
- opportunities for parents to be involved in their own child's progress

We are a very friendly, caring group. Pre-school Trustees (committee members) and staff are eager to help, so please don't hesitate to contact us to discuss any problems or queries.

## Staff & Trustees

Curriculum content and all planning of what takes place in the classroom is undertaken by our dedicated staff. Details of members of staff, including their qualifications and areas of responsibility, can be found on the notice board. Our aim is that the team's level of training exceeds the minimum required by Ofsted.

The personalities of the team complement each other greatly, ensuring the children receive a wide range of activities in the care of strong role models. We aim to ensure that the staff to child ratio exceeds the minimum required by Ofsted.

The management of LMPS is undertaken by a parent Committee and members are elected at the AGM. The Committee takes on all the tasks necessary for the Pre-school to run, such as finances, registrations and administration. Without the Committee the Pre-school cannot run. Indeed, without parental input LMPS would not exist. The names of current Trustees are on the notice board outside the classroom. Please ask the staff or the current Chair(s) for more information about joining the Committee.

## The Key Person System

At LMPS we operate a **Key Person** system. This means that each member of staff has particular responsibility for a small group of children. The Key Person is there to ensure the needs of each child in their group are met. Please see the notice board or ask a member of staff to find out who is your child's Key Person.

The main duties of the Key Person are to:

- Assist the child in settling into Pre-school
- Provide for the emotional needs of the child
- Observe, keep records and monitor the child's progress
- Inform parents of their child's progress and daily activities at Pre-school
- Contribute information about individual children's needs to the planning of the Pre-school's curriculum framework.

It is important to recognise that a Key Person does not:

- Shadow their children throughout the session
- Liaise only with their key group of children
- Prevent other adults from developing a relationship with their key children

You will be introduced to your child's Key Person when you attend your child's induction session. They will explain the Early Years Foundation Stage record system and what observations and assessments we make on your child.

# Session Structure and Class Content

## A Typical Session at Lydiard Millicent Pre-School

The staff team at Lydiard Millicent are trained and experienced in curriculum planning. With careful preparation they provide fun activities through which the children learn and develop.

Upon arrival at pre-school, children "self register" by finding their name card and placing it on the self-registration moods board outside, while parents sign the official register, which is placed outside. Children are then free to play and settle into the Pre-school environment. Registration takes place at 9am. All the children are greeted, counted together and we discuss the weather and the day of the week

Children have access to the garden after registration.

We offer a free play environment so your child can choose what they would like to do. This includes free flow indoor and outdoor play regardless of the weather, a craft activity, carpet toys as well as maths activities, a changing role play corner, a cosy book corner and an area focussed on developing children's mark making and early literacy skills. Within this we also offer a focussed maths and letters and sounds programme for all children in the year before they begin their reception year. Additionally, we provide a BLAST (Boosting language, auditory skills and talking) programme for children who needs it as well as regular SEND (special educational needs and disabilities) for children who need more specialist support.

We have wow time at 11.30am and 2.30pm each time where children bring in wow moments from home to share with their friends and staff. This time also includes moments for book reading and songs.

## Snack Time

The children are offered a varied range of fresh fruit and vegetables during our rolling snack provision which is offered after registration in the morning until tidy up time and after lunch in the afternoons until tidy up. This means that children get to eat when they wish and does not disrupt their playtime unnecessarily.

## Lunch Time

We have a lunch hour between 12pm and 1pm. Children can choose when they wish to eat during that hour, helping them to control their appetite, and can leave the table when they have finished which benefits children who eat very quickly. All children will be expected to have lunch at some point during that hour.

## Physical and Outdoor Play

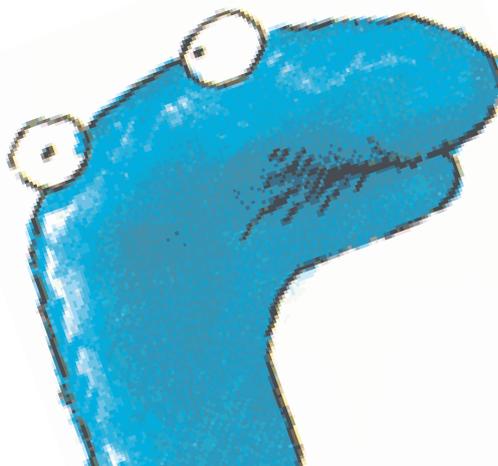
The children have the opportunity for daily physical outdoor play. Even during the winter the children get their coats and hats on to enjoy the Pre-school garden. The Pre-school provides full waterproofs for children so that they can also participate in water play all year round, however, we do ask parents to provide a pair of named wellington boots to be kept at Pre-school. Outdoor play provides the opportunity and the space for the children to play, learn and exercise in ways that are not always possible indoors. The children have the chance to build on their physical skills, increasing their strength, control and co-ordination.

Outdoor activities include riding tricycles, water play, playing ball games, growing plants, circle games, building dens, observing nature, the seasons and the weather and using the play equipment. Please provide your child with suitable clothing and footwear such as wellies so that they can access the outdoor area in all weathers.

## Free Choice Guided Activities

During the session your child will have the opportunity to choose the activities they would like to do. A number of tables are set up with carefully structured activities based around the theme leading to creative, active, construction, discovery and imaginary play. Following are some examples of the activities your child may choose from.

|                          |                                  |
|--------------------------|----------------------------------|
| cutting & sticking       | reading books                    |
| drawing                  | role play e.g. home corner/ shop |
| clay & play dough        | listening games                  |
| sand & water play        | singing & instruments            |
| painting - in many forms | jigsaws                          |
| cooking                  | miniature play e.g. farm,        |
| construction toys        | dolls' house                     |
| sorting & matching       | outdoor play                     |
| movement/dance           | imaginative play                 |
| dressing-up              | music                            |



## Early Years Foundation Stage (EYFS)

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world;
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. During your child's time at Pre-school an EYFS keyworker system will be maintained and updated regularly by your child's key person. These observations will assist in informing the next stages of your child's individual play plan and will record the achievements and activities that your child has participated in. Parents are able to have access to these records at all reasonable times. These records may then be passed to your child's reception class teacher on their induction into school.

# Daily Guidelines

## Parking

Parking is always a contentious issue and places are limited. For safety reasons **please do not drive up the lane at any time**. It is narrow and easily becomes blocked causing annoyance to residents and the risk of accidents to all concerned. It is possible to park in the Parish Hall car park and at the Sun Inn car park. Please do not use the Parish Hall car park on Wednesday lunch times. It may also not be available at other times when the Hall is in use. The use of the school bus stop at the bottom of the lane is not permitted. Wherever you park, please make sure that you leave sufficient space for emergency vehicles, such as fire engines, to pass easily. Some children at the Pre-school and school have life threatening conditions which makes it essential that an emergency vehicle such as an ambulance can reach the site quickly.

Parking in the village is a hot topic and is high on the agenda of the Parish Council.

## Before a session

If your child cannot attend a session, please advise us by telephoning before the session starts. The phone number for the Pre-school is 01793 772981.

Before each session please wait in the playground until the staff open the door. When you go in, please help your child to place their book bag and lunch box in the units provided. Please make sure that your child is safely in the main Pre-school room before you leave. When the children are settled and parents have left, the classroom door is closed. Please do your best to arrive on time, but if you do arrive after the door has been closed, please ring the doorbell so that a member of staff can let you in. Arrivals during our registration session around 9am to 9.15 will need to wait in the cloakroom to avoid disturbing the children who are working hard to listen and not become distracted.

You are welcome to stay with your child for part or all of the session during their settling-in period.

## Clothing

Please dress your child in clothes that are easily managed, so that going to the toilet does not become a problem. Dungarees and shoes with laces usually mean that children cannot develop independent self-care skills. Jogging bottoms are much easier for children who cannot manage the buttons on jeans and need to use the toilet quickly as they have left it to the last minute. Please provide changes of clothes in a bag if you think the odd toilet accident might occur. If your child is not toilet trained please discuss your needs with a member of staff.



Put your child in old clothes, as messy play is an essential and daily part of Pre-school life. Aprons are provided, but paint and glue do have a way of finding their way around them!

Please label clothing, particularly coats, hats, shoes, Wellington boots.

During sunny weather please send your child in with protective clothing, a sun hat and if you wish UV protection sunglasses. Any sun cream should be applied before Pre-school as staff will only apply lotion to children who for health reasons are unable to have a long acting cream applied. Please see the "Sun protection policy" for more details.

## Health

Please let a member of staff know if your child has had a contagious illness as we must inform other parents to be on the lookout for the symptoms in their child. If your child has had sickness or diarrhoea please keep them away from Pre-school for a minimum of 48 hours after the last 'episode'. Please refer to our policy on Infection Illnesses for specific exclusion times.

A specific protocol is in place for **children needing medication to be administered** during the session. Please discuss these matters with staff and ask for the Administration of Medicines Policy. Staff will not administer medicines that have not been prescribed by a physician. If an accident requiring pain relief occurs the parent will be called or if necessary an ambulance.

We would request that children with **head lice** do not attend Pre-school until they have been treated. The contagious nature of head lice means that it can rapidly spread among a class making it a far more difficult problem to eradicate than if it were isolated and treated in the initial stages.

Smoking is not allowed anywhere on the school grounds, this includes the use of electronic cigarettes.

## Photographs

Photographs are sometimes taken of the Pre-school children. The children often take the pictures themselves using a special camera and these are used for displays, record keeping, fundraising or publicity.

Please make your wishes regarding photographs known on the Photographic consent Form.

Photographs will only be stored upon the computer of an officer of the Committee or on the Pre-school computer or mobile phone and will be password protected.

## Collecting Your Child

When you collect your child from Pre-school, please wait outside until the staff open the doors. Staff will then allow parents access to the cloakroom, two at a time, to collect their

children. In this way we can ensure that children do not leave the pre-school except with the person designated to collect them. Please sign your child out on the register.

Please ensure your child is picked up promptly. Lateness may cause your child distress, makes it difficult for staff to give feedback to other parents, and prevents staff from continuing with their duties. A late collection fee maybe applied.

If for any reason you cannot collect your child from Pre-school yourself, please let the staff know who will be collecting him/her. For obvious reasons we are not allowed to release your child to anyone without prior notification. Please notify the staff if there are any family circumstances or issues that affect who is able to collect your child.

The staff are happy to give you brief feedback about your child at the end of sessions.

If you would like to talk at greater length with a member of staff, please make an appointment to come in at a convenient time. In addition, we have parents evenings twice a year, where you will be able to discuss your child's progress with their keyperson.:-

## Fees

Please see the notice board for details of charges.

Children are eligible for funded sessions through the nursery education grant for 38 weeks per year from the term after they turn 3 years old (ie from September, January or April). Each child is entitled to 5 sessions of 3 hours per week, which can be divided between different providers. During each term, you will be asked to sign a funding form confirming the date of birth of your child, and the number of sessions that they attend at pre-school, including those at other providers.

Subject to meeting the criteria laid out by the government parents can apply for the Extended Funding that was introduced by the government in 2017. The funding must be applied for and approved BEFORE the start of each term (September, January and April) for the funding to be accessed. You will need to provide us with a consent form to verify that extended funding has been granted. This is available via the Preschool Administrator.

Should you wish to apply for the extended funding please use the links below:

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator)

Sessions not covered by the grant will be charged for, including those sessions in excess of the 38 weeks per year. The costs for the additional sessions are laid out in our fee schedule.

If you would like to pay by childcare vouchers please contact the office administrator.

No term will be longer than 15 weeks.

In the case of non-permanent closure, ie for a day, all fees are non-refundable.

Fees are paid each half term in advance. The Pre-school Administrator will prepare an invoice for you in the last week of each half term. Payment is due within two weeks of the invoice date. Please pay by bank transfer (bank details are provide with each invoice). If you should wish to pay in cash, please place this in an envelope, with your name on and place it in the post box by the entrance doors. Please can you advise the Administrator, who will be able to give you a receipt. Staff members cannot accept cash.

Fees continue to be payable if a child is absent for a short time. In the case of absence a child's place will be kept open to them if the child's fees are paid or the Pre-school is in receipt of the Nursery Education Grant funding for that child.

A full half term's notice must be given if you wish to withdraw your child from Pre-school. We will refund any remaining fees after this period.

# The First Few Days

## Settling In

LMPS aims for all its children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share their new learning experiences with their parents. We also aim for parents to feel welcome and involved from the beginning. Please refer to the Settling in Policy for further information. It takes longer for some children than others to feel confident and secure within the group and the experienced staff will take great care of your child.

## The First Session

Please wait in the playground until the staff open the door. during this time you can sign your child in on the register outside if it is in the morning or inside if it is in the afternoon. You can also help your child to find their name on the registration board and choose how they are feeling. You may then settle them into any of the activities on offer. Once your child is settled, you may leave the classroom. If your child is not settling you may wish to stay with them for part or all of the session. The staff understand that the settling in process can take a number of days and will support you and your child in the process.

## What Your Child Needs Each Day

Your child will need:

- Coat, jumper, hat, gloves, sun hat, sun cream applied or sun glasses according to the weather.
- Spare clothes in a named bag if toilet accidents are still a possibility.
- A pair of named Wellington boots.
- Named lunch box if attending a lunch session.



## Communication

## A Two Way Thing!

We are very aware that the key to a successful and a happy relationship between the Pre-school and families is effective communication. We want our parents to feel involved in their child's development at Pre-school as well as being informed of Pre-school matters.

The **notice board** in the cloakroom outside the classroom is our main method of keeping parents up to date with what is happening at Pre-school. Useful information such as upcoming events, themes, resources required, illness notices and committee meeting dates are all to be found so please do check it regularly.

You will also receive a **newsletter** each half term. We will also send out updates via email and Facebook letting you know about some of the activities the children may be participating in .. This will inform you of current issues, activities, themes, help required and lots more. There will also often be other **letters** relating to aspects of Pre-school life.

Even if you don't become a trustee you are very welcome to attend **committee meetings**. You can do this by talking to a committee member or by attending the meetings. The committee currently meets once every half term.

Equally, we want to hear any suggestions or issues you may have. Please speak to a member of staff or one of the trustees if you have anything you would like to pass on.

Every February the Pre-school asks all parents to complete a feedback questionnaire; these are anonymous and allow you to express any views to us, good or bad. The Committee and staff will meet to discuss the results and should there be any negative feedback we will look at addressing those issues. So far our feedback questionnaires have provided us with excellent results, if you would like to see these please contact Victoria Hamidi (admin@lydiardmillicentpreschool.org ) who will be happy to forward our results onto you.

## Talking to Us About Your Child's Progress

You are welcome to make an appointment to talk to your child's Key Person at any stage during the Pre-school year. Please arrange this in advance. This will enable the staff to ensure the time is set aside to talk to you in private and also to make sure your child's records are available to look at. All records are kept secure and confidential, only available to staff and the child's parent.

## If You Have a Problem or Complaint

We take all comments, positive or negative, seriously and welcome any feedback that you may have. We also have a comments book next to the register.

Hopefully you will never have cause to make a formal complaint, but should you wish to do so, please speak to a member of staff or trustee who will begin implementing the process as laid out in our Complaints Procedure.

## Becoming Involved in the Pre-school

### Parents as Part of LMPS

When your child joins LMPS, you as a parent join us as well. You are the most important influence in your child's education. By forming a good partnership, we will all be able to work towards providing the best pre-school education for your child.

Parents will be asked to help with trips and when staff are away or ill to ensure adult child ratios are met.

Also, any skills parents bring to the Pre-school e.g. specialist subjects such as the natural world, culture and religion, arts, music or cookery will be enormously valuable in enriching the children's educational experience.

You are very welcome to visit the Pre-school and spend a morning with your child to see the session in action and the sort of activities that take place. Please ask a member of staff to arrange a convenient day for you to do this. We also welcome parents/carers/grandparents in to read a story, a sign up sheet can be found in reception.

Parental input is key to giving the children a full and varied educational experience.

### Management of the Pre-school

An elected committee of volunteers, mostly consisting of parents of Pre-school children manages the Pre-school. This ensures that it is the parents who use the group who make the major decisions.

Trustees are elected at our Annual General Meeting, which is held in September each year. The main committee jobs are; Chair, Secretary, Treasurer, Registrations Secretary and Wages Administrator. The Chair, Secretary and Treasurer are the 'officers' of the committee. Parents can also join the committee as general members, some of whom (but not all!) take on responsibility for particular areas, such as fundraising or policy co-ordinator

A list of current trustees is displayed on the notice board.

**The pre-school cannot and will not run without a committee** so please consider joining. New members are welcome to join at any time and you can make a significant contribution to the running of the group with or without taking on a major role. If you feel you cannot commit to joining the committee, you can help out in other ways eg with paperwork, small

maintenance jobs, sewing, helping in the classroom when staff are away etc. Please have a chat with the Chair(s) of the committee if you would like to support the Pre-school in any way. Also, please look out for requests for help on the notice board, and in the newsletters.

## The Committee

The committee is run in accordance with the LMPS Constitution and main aims are:

- To ensure all matters pertaining to the Pre-school are carried out in accordance with policies, procedures, Ofsted registration, the Local Authority and the law
- To ensure policies, procedures and work of the Committee are carried out to fulfil the objectives of the Pre-school
- To ensure that the Committee acts within the legislation applicable to Charity Trustees
- To work in consultation with the staff
- To be responsible for the employment and appraisal of staff members
- To ensure that the LMPS runs in accordance with its policies and reviews these policies annually
- To be an effective committee and to make sure that everyone involved in the group feels well informed and has the opportunity to influence decisions
- To ensure the pre-school is a safe and pleasant place to be for both adults and children
- To ensure LMPS controls its finances appropriately
- To fundraise when necessary

The committee holds half termly meetings that are open to all parents, carers and staff. It also seeks and acts upon the support and guidance available from the Pre-school Learning Alliance (PSLA), Wiltshire Early Years Development and Childcare Partnership (WEYDCP) and the Office for Standards in Education (OFSTED).

## Frequently Asked Questions

### **What if my child is ill whilst at Pre-School?**

If your child is ill whilst at Pre-school, we will contact you and ask you to collect as soon as possible. A member of staff will sit with your child to ensure their safety and provide comfort and reassurance.

We do ask that you do not bring your child to Pre-school if they are feeling unwell or if they have been ill the night before. We will only send them home again! Children who feel unwell are usually tired, weepy and just want to sit quietly (and be with mum or dad). An ill child will not enjoy pre-school and may become distressed by the level of noise and activity.

Please inform a member of staff if your child has any illness in order to inform other parents to be on the lookout for the symptoms in their child.

### **What happens if my child has a toileting accident at Pre-School?**

If your child has an accident at Pre-school, it is not a problem. You can be assured that your child will be treated sensitively and calmly, without undermining their confidence or self-esteem in any way.

Although we do have spare clothes at pre-school, it is a good idea to keep spare clothes (especially pants) in their bags.

We do not have washing facilities at Pre-school, so all items of soiled clothing will be placed in a plastic bag for you to take home.

### **What happens to my child if there is an emergency at Pre-School?**

If there is an emergency at Pre-School that requires us to vacate the building, we will contact you and ask that you collect your child as soon as possible.

If your child has an accident requiring more than a cold compress, plasters and lots of TLC, you will be contacted immediately and asked to collect your child.

If your child requires medical treatment or a trip to hospital, again you will be contacted either to collect your child or to meet a member of staff at the doctor's/hospital. If we are unable to get hold of you, we will then refer to your child's emergency contact form.

We do practice Fire Drills every half-term to ensure that we can all get out of the building safely and calmly if we need to.

### **What happens if my child leaves or misses Pre-School for any reason?**

We regret that we are unable to offer rebates for absence for any reasons. Please note that a full half term's notice must be given if you wish to withdraw your child from pre-school. We will refund any remaining fees after this period.

### **Will fees be refunded if the Pre-school is unable to open?**

Regrettably, the Pre-school is unable to offer refunds for any closures due to unforeseen circumstances. It would take only a very short time for such refunds to result in the permanent closure of the Pre-school. It is very rare that the pre-school has to close for a day.

### **My child attends LMPS. Is he/she guaranteed a place at Lydiard Millicent Primary School?**

No. Attendance at the Pre-school does not influence admission to Lydiard Millicent Primary School. Please contact the school of your choice as early as possible for information on how and when to apply for a place.

## **Policies and Procedures**

Many of these issues are dealt with in further detail in our policies and procedures, which you are welcome to view. Please speak to a member of staff to see the file.

## **Important External Documents**

- The Children Act 1989 Section 17
- What to Do if You're Worried a Child is Being Abused
- Ofsted Report

## Ask Leaflets

- Ask Advice Services for Kids and Young People
- Ask Children's Information Service
- Funding for Pre-school Children
- Choosing a Pre-school or Nursery in Wiltshire
- Choosing a School
- Your Child's Health at School
- Should I Keep My Child at Home

On behalf of the Committee and Staff, we hope that both you and your child enjoy your stay here at Lydiard Millicent Pre-school.

# Preschool Contact Details

## Useful email addresses

### Administration Queries

- [admin@lydiardmillicentpreschool.org](mailto:admin@lydiardmillicentpreschool.org)

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