

Oakfield Pre School



INFORMATION PROSPECTUS & REGISTRATION DOCUMENTS



Oakfield Pre School, Oakfield CE (Aided) Primary School,
Appley Road, Ryde, Isle of Wight PO33 1NE
Telephone: 01983 564030
Email: info@oakfieldpreschool.co.uk
Website: www.oakfieldpreschool.co.uk

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Welcome

Oakfield Pre-school is a private, independently run, Pre-School.

We are situated within the grounds of Oakfield CE Primary School. We liaise on a regular basis with our sister businesses at St George's Nursery & Pre School, Arreton and Little Squirrels Community Nursery situated on Ryde Business Park. We have a close working relationship with Oakfield Primary School, which is 'federated' with Arreton St George's CE Primary School, and we utilise all the available facilities to give the children the opportunity to get a full 'flavour' of school life.

A place in our Pre-School is NOT dependant on entry to the local primary school. We welcome all children and with the help of their parent/carer, hope to liaise with whichever school the child will attend.

We come under the authority of the IW Early Years Department and OFSTED, with whose standards we must comply, we are also inspected on a regular basis. Latest inspection reports can be found at: <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY429962>

There is an ongoing commitment to staff training within the group and we aim to make provision for all staff to upgrade their training as appropriate.

The aim of our Pre-School is to provide a positive learning environment, in a warm and friendly atmosphere. A wide range of opportunities are made available to the children in the six recognised areas of development as set out in the Early Years Foundation Stage, a framework to support children in their earliest years.

At Oakfield Pre-School we operate a 'key person system', which provides a special link between children and their families with one specific member of staff. Although the children work with all the adults within the group, the 'key person' makes observations and assessments on each child and can then draw up an individual plan for each child.

All staff members meet regularly to discuss and draw up plans to achieve the optimum learning experience for each child working towards the Early Years Foundation Stage.

We hope that through the many available opportunities your child can participate and experience with other children, they will find the Pre-School an intermediate step between the security of home and the outside world.

We firmly believe that children with good Pre-School experiences are better adjusted to coping with school.

We try to operate an 'open door' policy; we are available to discuss your child's day with you at the beginning or end of each session. If you have a problem regarding your child or there is a change of situation that may affect your child in some way, please let us know. If you wish to see someone in private, please make an appointment to see us.

We encourage parents to bring their child into Pre-School for pre-visits, as many times as they feel necessary in order to make their child feel more settled. Parents will be asked to make appointments to bring in their child for pre-visits and stay with their child. This makes the separation process easier once the children know who we are and know the layout of the building.

A child will probably not tell us about a major event in their life, but it can have a great relevance to their attitude to pre-school life.

Children who attend more than one setting may find the differences confusing.

Our daily activities include painting, drawing, chalking, play dough, jigsaws, games and a wide variety of small world toys i.e. Lego, little ponies, pirates, cars etc.

We include a time for outside play in each session and aim to have a 'free flow' approach when staffing permits. We have use of the school hall at least once a week. We also have stories and songs as a part of the day.

We have a 'backdrop to learning', usually half termly and we plan our activities flexibly around this backdrop. We often change plans to meet the children's needs, interests and experiences. Don't worry if your child does not bring something home everyday, a lot of the learning opportunities that we provide are not geared to an end product but are more about the process involved in the experience.

We are open 38 weeks of the year, our sister setting Little Squirrels Community Nursery operates a Holiday Club during school holidays if required, we close for two weeks at Christmas and the New Year.

Fees are reviewed annually; the fee scales are at the back of this pack.

We ask that all fees be paid promptly and at the beginning of the month, for that month.

Any outstanding fees carried forward to the next month's invoice will incur an interest charge, currently standing at 5.5% (subject to change).

We regret that we have to charge you even when your child is absent through illness or personal holidays however we have to maintain statutory levels of staffing ratio's.

If Payment is made by cheque and the bank does not honour it we will levy a £10.00 surcharge to cover our administration costs and bank charges.

Children who attend over lunchtime will need to either bring a packed lunch with a drink (no glass bottles or hot drinks) or have a hot school dinner (Pre-School Only), price available on request. School dinners need to be ordered and paid for in advance.

If your child is ill please keep them at home with you. If suffering with diarrhoea or sickness 48hrs absence is required from pre-school to avoid spreading infection – taken from Regional Health Authority advice.

Please send your child in with practical clothes and shoes, we run around outside and ride on bikes and trikes in all weathers. It is very helpful if you can provide a warm waterproof coat, gloves, welly boots for cold weather. Please make sure that these and other belongings are clearly named.

Because losses happen so easily, please do not let your child wear jewellery to pre-school, except small stud earrings if necessary. For the same reason we do not like children to bring in money, sweets or treasured toys that might get lost and cause upset. Another more important reason not to bring small items to Pre-School or Holiday Club is that children are inclined to put things in their mouths and can easily choke on them.

I hope this information has covered most of the things you need to know. Please feel free to see the Manager or any member of staff if you have any questions.

If you would like your child to attend Oakfield Pre-School please call in or ring and we can book them in. The registration forms, which you need to bring with you on your child's first day, are situated at the back of this brochure.

Aims and Objectives of KNL Childcare Limited

The aim of the Pre School is to enhance the development and education of children by encouraging parents/carers to understand and provide for the needs of their children.

We will offer appropriate play facilities and training courses together with the rights of parents to become involved in the activities of the group, ensuring that we offer opportunities for all children whatever their race, culture, religion, means or ability.

We aim to provide a motivating learning experience for all of our children.

PLEASE VISIT OUR WEBSITE AT: www.oakfieldpreschool.co.uk FOR MORE INFORMATION ON ALL OUR SETTINGS AND TO DOWNLOAD A FULL COPY OF OUR POLICY DOCUMENTS

A copy of our Registration Forms are attached. Should you wish to visit again or to discuss anything please call 01983 564030 and ask for Cara or Shelley.

Thank you for your interest and we look forward to welcoming your children in the future.

Karen White

Director: KNL Childcare Limited

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Registration Form:

General Information

Child's Name:

Male / Female: *

Date of Birth:

Birth Certificate no:(to be checked by Nursery)

Who has parental responsibility ? (Nursery to record)

Child's Address:

..... Postcode

Mum's Address(if different from above)

.....

..... Postcode

Dad's Address (if different from above)

..... Postcode

.....

Please state who is responsible for payment of fees:

Home Tel:

Work Tel: Mum

Work Tel: Dad

Contact Email address:

Parents / Main Carers Names:

Marital Status: Married / Separated / Divorced / Partnering / Single / Widowed / Civil Partnership *

Place in family: 1st 2nd 3rd 4th 5th 6th Child

Access arrangements if applicable:

.....

Please state your religion:

Has your child experienced any of the following childcare arrangements?

Child minder Yes / No *

Family Member Yes / No *

Playgroup Yes / No *

Crèche Yes / No *

Nursery Yes / No *

Other

Any comforters? Yes / No *

Has your child been fully immunised?

Yes / No *

If not has your child had any of the following

Whooping cough Yes / No *

Mumps Yes / No *

Measles Yes / No *

Chicken pox Yes / No *

German Measles Yes / No *

Others:

Doctors Name:

Address:
.....
.....

Health Visitors full name: (if applicable)

My child is registered with their local Children’s Centre

Yes / No *

Are there any other professionals involved ?

Social worker: Yes / No *

Speech Therapist: Yes / No *

Physiotherapist: Yes / No *

Other:

Is your child on any Medication? Yes / No *

If so please specify:

Does your child suffer from any allergies ?

Yes / No *

If YES please could you provide the following information before your child starts at Pre School/Nursery.

1. A Doctor’s or Healthcare Professional’s letter confirming the allergen and the symptoms of an allergic reaction.
2. Details of action to be taken in the event of an allergic reaction.
3. If needed, provide the necessary medication and details of how it is to be used. This must be clearly labelled with the child’s photo and name.

Throughout your child’s time at the Pre School/Nursery we ask that you ensure that your emergency contact information and your child’s medical diagnosis is up to date and accurate. See our Allergy Policy in our company policy document available to download from our website. www.knlchildcare.co.uk

Was your child premature?

Yes / No *

If so how premature ?

Any other issues you think we should be aware of:

.....
.....
.....

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CONSENT FORM & EMERGENCY CONTACT FORM *(this must be completed.)*

Consent for: (child's name)

Emergency Medical treatment

Yes / No

In the event of an accident during the Nursery day, every attempt will be made by staff to contact a parent / carer. Should this prove impossible, any immediate treatment which may be required will be given by a first aider member of staff, doctor or local hospital, whichever is most appropriate.

Parent/Carer Signed: Date:

Application of Teething Gel (supplied)

I give permission for a member of staff to apply teething gel to my child's gums Yes/No

Parent/Carer Signed: Date:

Short Outings and Walks

Yes / No

I give permission for the staff to take my child off of the Nursery premises for a trip to the shops or local park.

Parent/Carer Signed: Date:

Videos / Photos

Yes / No

I give permission for authorised members of staff to take photographs and videos of my child that may be reproduced in displays within the Nursery environment, promotional literature, local newspapers and our websites and Facebook pages. This permission also includes 'plays' and 'shows' that the children will perform for you where other parents will be taking photos and videos as well.

Parent/Carer Signed: Date:

Assessment / profiles

Yes / No

I give permission for the staff to make observations of my child throughout their time with us, under the EYFS, for my child's unique profile or for their own file. I understand that the observations can be written or by photographs and that I am able to access my child's file at any time. This file will be sent home at the end of your child's time at Pre School / Nursery or passed onto your child's next setting.

I understand that my child may appear in photos other than their own file, for example, in group situations or when they are in a play situation with another child to reflect friendships.

Parent/Carer Signed: Date:

Head lice Checks

Yes / No

Due to current legislation we are unable to check children hair without parent/carer consent.

Parent/Carer Signed: Date:

Sun cream Application (if supplied)

Yes / No

I give my permission for a member of staff to apply sun cream.

Parent/Carer Signed: Date:

Use of non-allergic plasters

Yes / No

We will apply a plaster if we feel there is a cut or wound that needs to be covered in case of infection.

Parent/Carer Signed: Date:

Heating of Food

I give permission for the staff to heat/re-heat the food supplied to the required temperature.

I have stored the food at home in the correct and hygienic way.

Parent/Carer Signed: Date:

Sharing Information

Yes / No

As part of the Early Years Foundation Stage requirements we need your permission to share information about your child’s needs, interest, development with childcare providers sharing the care of your child i.e. childminder, other pre-school/nurseries or school.

Details of additional setting:

Parent/Carer Signed: Date:

I give my permission for the nursery to share information with other professionals

(Health Visitors – integrated check)

Yes / No

Parent/Carer Signed: Date:

Emergency contact Numbers - Must cover the whole time the child is at the Nursery/Pre-School and/or After School Club.

One of these numbers must be a landline.

1. Full Name: Tel:

Relationship to child

2. Full Name: Tel:

Relationship to child

3. Full Name: Tel:

Relationship to child

Who Can Collect your Child ?

Please give the names of responsible adults over the age of 18 years that can collect your child. PLEASE PROVIDE PHOTOGRAPHS:

- 1
- 2

Is there any other information that you think we should be aware of?

.....

.....

.....

.....

.....

*** Do you have any talents/skills you could share with the children as part of our Parent Partnership Scheme ? i.e. Playing a musical instrument, drawing/painting etc.**

*** Do you have any interesting pets you would be happy to bring in and show the children?**

If so, please speak with Cara or Shelley to arrange a suitable time to visit us.

PLEASE TICK AS APPROPRIATE

a) I have received a copy of the full policy document.

b) I have 'downloaded' a copy of the full policy document.

I HAVE READ AND UNDERSTOOD ALL OF THE LITTLE SQUIRRELS COMMUNITY NURSERY POLICIES AND AGREE TO ABIDE BY ALL OF THEM.

SIGNED:

PARENT/CARER'S NAME:

PARENT / CARER OF: Date.....

Additional information:

Each year we are asked for more information about our parents for National Statistics, if you are happy to give this information please fill out the form below.

Please note: this page contains no names and all information is anonymous.

Ethnicity (please tick one of the options below)					
White British	<input type="checkbox"/>	Mixed: White and Black African	<input type="checkbox"/>	Asian or Asian British. Any other Asian background	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Mixed: White and Asian	<input type="checkbox"/>	Black or Black British Caribbean.	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Mixed: any other mixed background	<input type="checkbox"/>	Black or Black British African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Asian or Asian British, Indian	<input type="checkbox"/>	Black or Black British. Any other Black background	<input type="checkbox"/>
White: any other white background	<input type="checkbox"/>	Asian or Asian British, Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed: White and Black Caribbean	<input type="checkbox"/>	Asian or Asian British, Bangladeshi	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>
Do not wish to be recorded	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Benefits

Are you claiming any of the benefits listed below.

Child Tax credits	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Working Tax Credits	<input type="checkbox"/>	The Guarantee element of State Pension Credit	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	Job Seekers Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>

You are under no obligation to complete this information should you not wish to.

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Home / Setting Information:

Child's name: Date of birth:

Date of entry: Languages spoken at home:

Age at entry:

Names of other family members:

.....

Names of other significant people close to the child:

Previous experience of nursery or pre-school:

Child's particular play interests at the moment, or particular toys:

.....

What sort of things does your child like to talk about?

.....

Is your child used to playing with other children and does she/he enjoy this?

.....

How does she/he respond to new people or situations?

.....

Do you think your child's language development is progressing well? Yes / No *

Does your child enjoy books and listening to stories? Yes / No *

Does she/he have any favourite rhymes, stories, videos or tapes? Yes / No *

Does your child enjoy imaginative play and activities like drawing,
painting, counting, building or constructing? Yes / No *

Do you feel her/his physical development is what you would expect for her/his age? Yes / No *

What does your child like to do in the garden or at the park?

.....

What do you think your child would like best at school?

.....

Do you have any concerns or worries about your child's development?

.....

Any other information you would like us to know to help your child settle and be happy at school?

.....

.....

Form completed by: Name:

Parent / carer Signature: Date:

* delete as appropriate

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Privacy Notice - Data Protection Act 1998

The Isle of Wight Local Authority is the Data Controller for the purposes of the Data Protection Act. We collect information and may receive information about your child from your Early Years Setting. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care;
- Deliver our statutory duties, including financial & sufficiency planning;
- Carry out statistical analysis; and
- Assess how well your Early Years Setting is doing.

This information includes your child's contact/address details, date of birth, attendance for funding allocations, Foundation Stage Profile results and personal characteristics such as your child's gender, ethnicity, first language and special educational needs.

We will not give information about you to anyone outside the County Council without your consent unless the law and our rules allow us to. We are required by law to pass some of your information to the Department for Education (DfE).

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please look at the following websites:

Council's details:
<http://www.iwight.com/>

Isle of Wight Local Authority
County Hall
Newport
Isle of Wight
PO30 1UD

The Department for Education:

[Dfe - Privacy statement](#)

If you are unable to access these websites, please contact the LA or DfE as follows
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

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Oakfield Pre School - Fee Scales @ 1st April 2017

We are open from: 9.00am - 5.30pm Monday to Friday (Term Time)
(Closed Bank Holidays and Christmas)

Pre School 3 years + £4.35 per hour 9.00am – 5.30pm

*'Universal' funding of 15 hours per week 'free' childcare is available for 3-5 year olds, subject to meeting Local Authority criteria. Please ask for further details.
From September 2017 an 'Additional Entitlement' of a further 15 hours per week 'free' childcare will be available, again, subject to meeting the criteria.
Please visit www.childcarechoices.gov.uk to register.*

All 'funded' hours may only be taken between 9.00am and 3.00pm. Any bookings required outside of these times will be chargeable as 'sessions' and will not form part of your funded entitlement.

After School Club: 'Primary school age children'. From 3.00pm - 5.30pm - only £3.50 per hour

3.00pm – 4.00pm:	£3.50
3.00pm – 4.30pm:	£5.25
3.00pm – 5.00pm:	£7.00
3.00pm – 5.30pm:	£8.75

Unfortunately failure to make payments of Nursery & Pre School fees within the allotted time may result in the loss of your childcare place.

Interest will be charged on all outstanding accounts not cleared within the month of issue.

If payment is made by cheque and the bank does not honour the payment we may add a £10.00 surcharge to cover administration costs.

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Withdrawal from a Pre School place:

One months notice is required if you wish to cancel your Nursery or Pre School space.

Regrettably there may be occasions when it becomes necessary for us to request that the child be withdrawn from the Nursery or Pre School.

This will only be considered after consultation between nursery/pre school and parents/carer's has been offered. If you decline to participate in this consultation the decision will be made without your input.

Withdrawal of a Nursery/Pre School place might be for one of the following reasons,
(this list is not exhaustive).

- Consistent non-payment of fees.
- Repeated non-attendance of the child without a satisfactory reason.
- Exceptionally disruptive behaviour of a child where additional professional support is not available.
- Persistent lateness in collecting your child.

Please speak to us in confidence if you do experience any problems, we are here to help.

Form completed by: Name:

Parent / carer Signature: Date: