

# Welcome Pack

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Welcome

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- Where and When
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- Key Things - including Policies

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Dear Parents,  
We would like to welcome you to Caterpillar Pre-school.

We are open 9am to 3pm Monday to Friday during term times and welcome children from when they turn 2 years and 9 months old. We are based in the Pod at the back of our wonderful, small Village school, which has a well-resourced learning environment set up to provide exciting learning opportunities for your 2, 3 and 4-year olds.

We are a happy, caring and friendly school that can give your children an individual and unique start to their school experience. It also offers those who choose to move up to Cheselbourne Village School a seamless transition through providing familiarisation of the school from their time spent at Caterpillar Preschool.

We look forward to getting to know you and your children and hope you have a fun and happy time at Caterpillars.

From your Preschool team,

**Fiona McIntyre,**  
Teaching  
Assistant/  
Preschool Leader

**Claire Bagwell,**  
Teaching Assistant/  
Preschool  
Assistant

**Jacque  
Mowlam,**  
Teacher  
responsible



## Important Information

### Where and When...

Pre-School sessions run every term time week day, Monday to Friday:

Morning: 9am - 12pm (3 hours)

Lunchtime: 12pm - 1pm (1 hour)

Afternoon: 1pm - 3pm (2 hours)

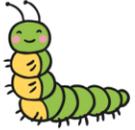
*You can book whatever variation of sessions suits you via the booking form.*

### Fees and Funding...

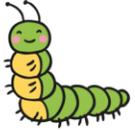
Fees are £5 per hour and can be paid via government funding for either 15 or 30 hours eligibility. If parents wish to book hours not covered by their eligible funded hours every hour is charged at £5 per hour. Please see below details regarding how we invoice parents.

Booking forms are sent out with Dorset Council Funding Forms in the term before a child is due to be in pre-school. Places should be booked via the Booking Form and returned to the school office in the half term before i.e. *to book a pre-school place for the Spring Term bookings need to be made by the second half of the Autumn Term.*

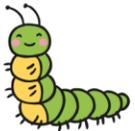
Invoices for booked sessions not covered by government funding are sent to parents in the first month of the term the child is attend and payment is expected to be paid by the end of the first half term. i.e. *Invoices for the*



Autumn Term will be sent to parent in September and fees will be due to be paid before the Autumn half term.



You can apply for Government funding and tax-free childcare. This funding can be used to pay for pre-school and wrap around care, and can be used in multiple settings.



To access and find out whether you are eligible for this funding you need to sign up via the County Council website:



<https://www.dorsetcouncil.gov.uk/children-families/childcare/childcare-funding/childcare-funding-options.aspx>



We will send this link out to you electronically if you provide your email on the registration form.



You will also need to fill in the 2 or 3/4 year old funding form from Dorset County Council (at the back of this pack) as soon as you have registered through the government website. Please return this form with your eligibility code to the school office as soon as possible please.



### Drop Off and Pick Up...



...is by the gate to the right hand side of the school, which remains locked during sessions. A member of staff will meet you there and direct the children to the pre-school building where they will be met and settled by another member of staff. Please pass any messages to the member of staff at the gate. If your child is a bit unsure about coming round on their own, then please do accompany them round to help settle them. Sometimes we may hold sessions in the Village Hall across the road.



### Lunch Times...

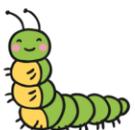


...run from 12 - 1pm. The children will eat in the school conservatory area or in the village hall once they are older (as part of their transition to Reception) before then going out for play in the pre-school playground. During this time, children will be fully supervised by pre-school staff.



### Heathy Lunches:

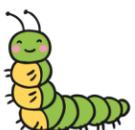
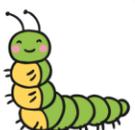
Children need to bring a lunchbox with them for their lunch. As a school we advocate healthy lunches so please consider this when packing a lunch.

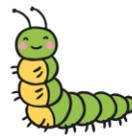
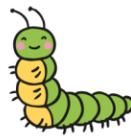
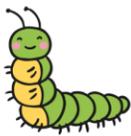


Water in plastic cups is always available for the children.



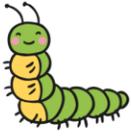
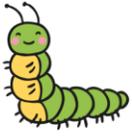
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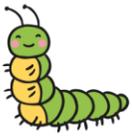
### Snacks

Children will receive a fruit snack during the morning session. Fruit is provided by the school through the school fruit and veg healthy eating scheme. Children can have a glass of milk along with their snack if you would like this is covered by the government milk scheme for children under 5.



### Food Allergies and Safety:

Please ensure any food allergies are mentioned on the registration form. If your child has an allergy that may be affected by food that other children may have in their lunchbox (such as nuts) please let us know so we can inform other parents not to pack those items.

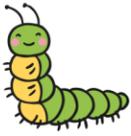


To reduce the risk of choking please cut small items like tomatoes and grapes in half.



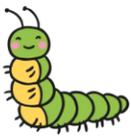
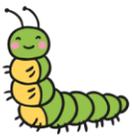
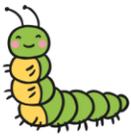
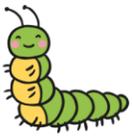
### What to wear...

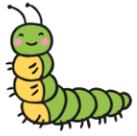
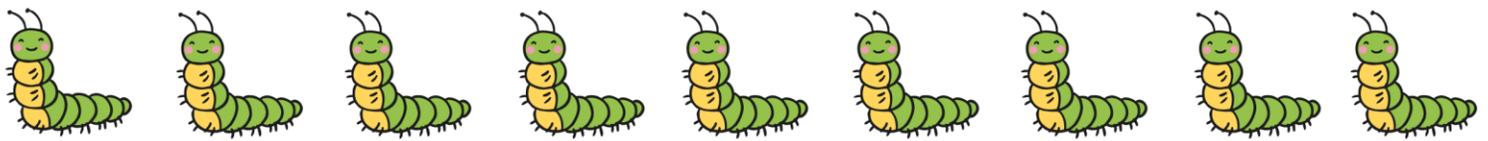
... children are welcome to wear their own clothes but they need to be suitable for playing in and doing craft activities in. Therefore, we recommend you send children in clothes that you don't mind getting messy. If you prefer, we also have Caterpillar uniform in the form of a t-shirt and jumper. These are on display and can be ordered in the school office. Please bring spare clothes to every session in case of an accident, which do often happen at this age, either with a paint pot or not quite getting to the loo on time.



### Toileting...

... our setting is designed to support children grow and develop through the early years of their life and part of that learning involves becoming familiar and confident with using the toilet. If your child does wear nappies we encourage that they have begun potty training at home before or when they start with us so we can work together to support potty training. If you have any concerns or queries regarding this, please don't hesitate to speak to a member of the pre-school. Please also make sure that your child comes with with plenty of spare clothes and nappies, wipes and any creams (if needed).

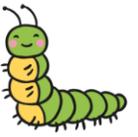
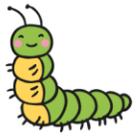
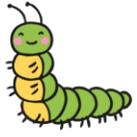




## Sickness and Absence...

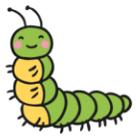
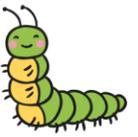
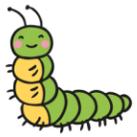
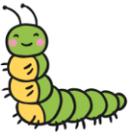


...if your young child is poorly, even with a bad cold the best place for them is at home. If your child becomes unwell during the day we will contact you to collect them early. Please make sure you have provided two emergency contacts on the registration form. If your child has had any sickness or diarrhea then our school policy dictates that they must be kept at home until at least 48 hours after the last time they had symptoms, thank you for your understanding with this. If your child is unwell and therefore not able to come into pre-school, please call the school office to let us know.



## Medication and Sun Cream...

... if a child requires medication for a non-contagious illness or infection while in pre-school please speak to Mrs White in the school office who will get you to fill in a form giving permission for medication to be administered by school staff. During the hot, sunny months of summer please make sure your child comes to school with sun cream on. If your child is in school all day we will reapply sun cream for them at lunchtime. Please send in sun cream in their spare clothes bag and sign on the permissions form to say you are happy for us to do this.

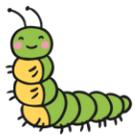


## What we do...

### Learning...



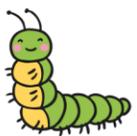
... toys are fun, but toys are also tools that help **children learn** about themselves and the world around them. As **children play**, they **learn** to solve problems, to get along with others and to develop the fine and gross motor skills needed to manipulate their hands to write and bodies to move.

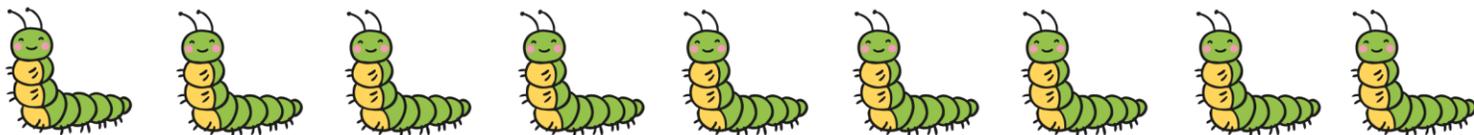


Through play children become absorbed in what they are doing, which in turn helps them develop the ability to concentrate. They learn to develop language skills while communicating through imaginary role-play.



**Play** for children is often a full body activity involving running, dancing, climbing, rolling- these all foster muscle development and help fine tune motor skills. These large motor skills in turn lead to a far better control over fine motor skills such as drawing and writing.





Children share information and knowledge through their play- therefore passing on new skills to their peers. All of this will help you make your child able to realise their learning potential at school and lead to a lifelong journey of always being curious about the world around them.

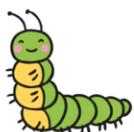


We acknowledge that children in our pre-school setting fall into two year groups:

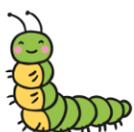


Nursery 1 - 22-36 months

Nursery 2 - 30-50 months



Activities are designed so that all children, regardless of their age are supported. We often use topic based learning as well as following the interests of the children in planning activities to do. Most activities plan for progression of skills throughout the different age group of children and as they get nearer to school age, the focus on school readiness increases to prepare pre-school children for the move to Reception in school.



## What to Expect When...

'How can you help me with my learning?'



Is a very useful documents for supporting and understanding the development of children aged 22-36 months and 30-50 months (and later when they join in Reception year). This should help give you an idea about what sort things are expected at what age and ways in which you can help them with their learning. A link to this documents can be found here:

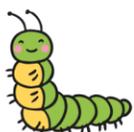
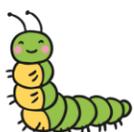
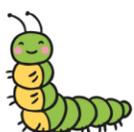
[https://www.foundationyears.org.uk/files/2015/03/4Children\\_ParentsGuide\\_2015\\_WEB.pdf](https://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf)



## Key Workers...



...each child will be assigned a Key Worker, a named member of staff who has the central role in overseeing the planning of individual learning needs, based upon your child's own interests. They will keep records and updates of your child's progress along the way and have termly Key Worker/Parent meetings to keep you updated. We will not allocate a Key Worker to your child until they are fully settled in at Caterpillars.

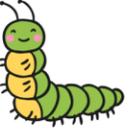
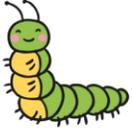




## Tapestry: Learning Journal...

...as part of recording the learning journey of your child we keep an online learning journal called Tapestry. This allows staff to upload observations of all the exciting learning that takes places at Caterpillars, as it happens. It is also a resource for parents to do the same thing and contribute to, sharing all the adventures of your child outside of school too. All this information goes together to help form a really clear picture of your child's development and help inform ideas for the next steps in their learning journey.

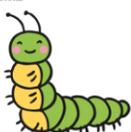
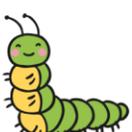
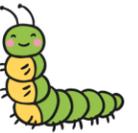
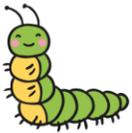
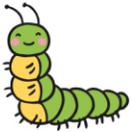
More information about how we run this, along with a sign up letter, can be in the registration form pack.



## All About Me...

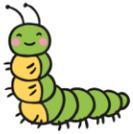
...as part of our getting to know the children we will request that you fill in the 'All About Me' form on Tapestry when your child starts with us. This will help us find out more about what your child such as their likes, dislikes, families and interests. This information will support us in settling your child into pre-school and then plan learning that relates to them.

(We can also provide you with a paper copy of this document should you need it.) After this is completed our pre-school leader will arrange a time to meet with you to go through this information and help prepare for your child starting with us.



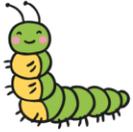


# Key things...



## Policies...

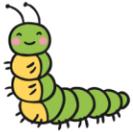
...we have policies that follow clear guidance from Dorset Council and Ofsted, to ensure that we run our setting safely and so your child gets the best experience of Early Years Education as possible.



All policies are available to be viewed on our school website or can be requested in paper form from the school office. Key Policies for Pre-School include:

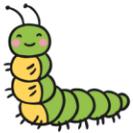


- Child Protection Policy
- Caterpillar Pre-School Policy (which includes information on Admissions and Funding)
- EYFS Policy
- Intimate Care Policy



## Newsletters...

...we will send a Caterpillar Newsletter- 'Caterpillar Chatter' home at the beginning of each term which will tell about what we have planned for the following term and update you on any news etc.



## Wrap Around Care...

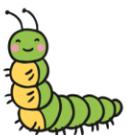
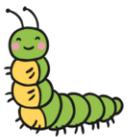
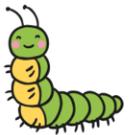
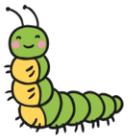
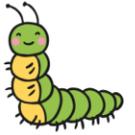
We also offer childcare before and after school in our:

- Breakfast Club - 7:45 - 9am (£6)
- After-School Play Club - 3 - 4:15pm (£6)



During both these sessions children from both school and pre-school will be supervised by trained members of staff whilst children have the chance to play, do a range of craft activities and have breakfast (am) or an after school snack (pm). Booking forms for this can be found in the school office.



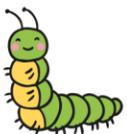


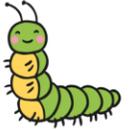
## Caterpillar

### Daily Time Table

Time:	Activity:
9am	Meet and Greet
9 – 9.20am	Welcome and Free Play
9.20am	Register
9.30 -10.15am	Key Worker activity time/ 'Learn through Play' time
10.15am	Morning Snack Time
10.30am	Play time
10.45am	Key Worker activity time/ 'Learn through Play' time
11.30am	Tidy Up / Circle Time / Lunch Prep
12 – 1pm	Lunch Hour
1 – 1.30pm	Quiet Time
1.30 – 2.30pm	'Learn through Play' time
2.30pm	Tidy Up / Singing / Story Time
3pm	Pick Up (from side gate)

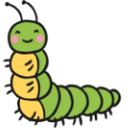
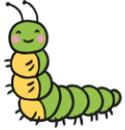
Above is an example of our pre-school timetable. This may change depending on our theme or if we have any additional activities or visitors.



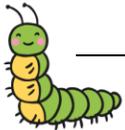


## Forms:

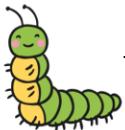
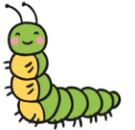
The below forms need to be completed prior to your child starting with us at Caterpillars. Please request copies of all forms from the school office.



- Caterpillar Registration Form
- Pre-School Booking Form
- Parent Consent and Permissions Form
- Tapestry Sign Up
- 2 and 3/4 Year old Funding Form



We look forward to meeting you and being a part of your child's education journey!



Other activities for younger children... why not also join us for our *Grown Up and Toddler/Baby group, SCARECROWS, every Tuesday during term time, 9am-10:30pm in the Village Hall.*

