



Whitchurch Pre-school Group Early Years Prospectus for Parents

Whitchurch-on-Thames Pre-school Group ("the setting")

Address: Eastfield Lane, Whitchurch-on-Thames, Reading, RG8 7EJ
Telephone: 0118 984 4516
Email: whitchurchpreschool@me.com
Website: www.whitchurchpreschool.org
Ofsted Number: 133701
Registered Charity Number: 1027416

Welcome to our setting and thank you for registering your child with us. We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to our setting, our routines, the approach we use to support your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This prospectus should be read alongside our policies which are available on our website www.whitchurchpreschool.org or copies are available in our office/kitchen.

Aims of the Setting:

- Provide high quality care and education for children below statutory school age.
- Work in partnership with parents to help children to learn and develop.
- Add to the life and well-being of the local community.
- Offer children and their parents a service that promotes equality and values diversity.

Parents:

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- Valued and respected.
- Kept informed.
- Consulted.
- Involved.
- Included at all levels.

As a voluntary managed setting, we also depend on the goodwill of parents and their involvement to keep going. Membership of the setting carries expectations on you for your support and commitment (see Committee and Fundraising Support later in the Prospectus).

Whitchurch Pre-school Group, Eastfield Lane, Whitchurch-on-Thames, RG8 7EJ
Tel: 0118 984 4516, Email: whitchurchpreschool@me.com

Children's Development and Learning

We aim to ensure that each child:

- Is in a safe and stimulating environment.
- Is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers.
- Has the chance to join in with other children and adults to live, play, work and learn together.
- Has a personal key person who makes sure each child makes satisfying progress.
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do.
- Is in a setting that sees parents as partners in helping each child to learn and develop.
- Is in a setting in which parents help to shape the service it offers.

Our Approach to Learning & Development and Assessment

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development. The Areas of Development and Learning comprise:

- *Prime areas:*
 - Personal, social and emotional development.
 - Physical development.
 - Communication and language.
- *Specific Areas:*
 - Literacy.
 - Mathematics.
 - Understanding the world.
 - Expressive arts and design.
- *Learning through play:*

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.
- *Characteristics of effective learning:*

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

 - Playing and exploring – engagement.
 - Active learning – motivation.
 - Creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

- *Assessment:*

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to

contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

- *The progress check at age two:*

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development, physical development and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

- *Records of achievement:*

We keep an electronic record of achievement for each child using a system called 2Simple. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will provide you with regular updates on her/his progress via email.

Your child's key person will work in partnership with you to keep this record current and there will be opportunity for you to add to this record electronically too. To do this you and your child's key person will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

- *Working together for your children:*

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

- Give time and attention to each child.
- Talk with the children about their interests and activities.
- Help children to experience and benefit from the activities we provide.
- Allow the children to explore and be adventurous in safety.

Staff

Name	Job Title	Qualifications and Experience
Kathleen Barrow	Supervisor	<ul style="list-style-type: none"> Level 4 Certificate of Higher Education in Early Years Professional Practice. NNEB Diploma in Nursery Nursing. Designated Safeguarding Lead. Paediatric First Aid. Basic Food Hygiene. <p>Kathleen has worked for our setting since January 2010, she has a young son who attended our setting.</p> <p>Kathleen has 20 years' experience working with children. She is currently studying the foundation degree in early years.</p>
Liz Dabbs	Deputy Supervisor	<ul style="list-style-type: none"> Level 3 Diploma for the Early Years Workforce. Paediatric First Aid. Designated Safeguarding. Basic Food Hygiene. <p>Liz started working with us in November 2015. Liz has previously worked with pre-school aged children in a nursery and has also worked at a local Infant school. She enjoys doing volunteer work and has been part of a pre-school committee. Liz has two children attending local schools.</p>
Julie Purdy	Pre-school Assistant	<ul style="list-style-type: none"> Level 3 Diploma for the Early Years Workforce. Paediatric First Aid. Designated Safeguarding. Basic Food Hygiene. <p>Julie joined our setting in June 2009 and completed her Diploma in July 2011. Julie has three children and is our Inclusion Coordinator.</p>
Vicky Bisgrove	Pre-school Assistant	<ul style="list-style-type: none"> Level 4 Childcare and Education. Level 3 in Early Years Workforce. Paediatric First Aid. Designated Safeguarding. Basic Food Hygiene. <p>Vicky started in 2014 having previously worked with us several years ago before taking a break to have her children. Vicky has several years' experience working with young children both in our setting and the primary school and has also been on the committee. Vicky has a son and daughter who attend local schools.</p>
Marie Tomlinson	Pre-school Assistant	<ul style="list-style-type: none"> Level 3 Diploma in Childcare and Education. Paediatric First Aid. Basic Food Hygiene. <p>Marie joined us in November 2015 having been one of our pre-school mums who provided us with emergency cover when needed. She moved to the Whitchurch area in November 2014 and previously worked in financial administration before becoming a mum. She has a son who attends a local primary school and a young daughter.</p>
Emily Dalton	Play Assistant	<ul style="list-style-type: none"> Paediatric First Aid. Basic Food Hygiene. <p>Emily joined the pre-school team in December 2017. Emily has three children, all 'graduates' of the Pre School, where she also served as a Committee member for two years, with the responsibility of fundraising. An active member of her local community, Emily also ran the local playgroup, Tots on the Hill, for a year. In her past life (pre-kids!) Emily worked in academia - helping to teach those reaching the end of their education. She is now pleased to be working with children taking the first steps in their schooling. In her free time, Emily loves to quilt and is the member of several Wallingford based quilting groups.</p>

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Pre-school Learning Alliance, through *Under 5* magazine and other publications produced by the Alliance. The current copy of *Under 5* is available for you to read.

Parents Involvement

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children.

Parents Rota

In order for staff to spend as much time as possible with the children during a session, parents are asked to help on a voluntary rota basis. A signup sheet will go up each term indicating when we would like volunteers. Helping is not only restricted to parents or guardians. You may arrange a grandparent, aunt, childminder, nanny, etc if they are over 18 years of age. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

Parent Committee

Pre-School is a registered charity and as such is managed by a volunteer parent committee who are elected at our Annual General Meeting held in May each year. The Committee make up the registered person with Ofsted and are responsible for:

- Managing our finances.
- Employing and managing our staff.
- Making sure that we have, and work to, policies that help us to provide a high-quality service.
- Making sure that we work in partnership with parents.
- Fundraising for the setting.

Fundraising

We rely heavily on fundraising for all our purchases and to keep the pre-school operating with an annual fundraising target in excess of £10,000 each year. Parental support is fundamental to this with fees and fundraising being ploughed back into the setting to enhance the learning experience for the children. As a parent you will be expected to take an active role in helping to make the setting a better place, so please support us whenever and however you can. It is also a great way to meet fellow parents.

Easyfundraising

There is no easier way for you to help with pre-school fundraising than by signing up for Easyfundraising. When you shop online the retailer will make a donation to the pre-school at no cost to yourself. It couldn't be easier! Sign up at easyfundraising.org.uk or download the app on your mobile device, choose Whitchurch Pre-school Group as your cause to support, then get shopping.

Corporate Matching

Another easy way for us to supplement our fundraising efforts is to have our fundraising matched by a corporate company. If your employer runs this type of scheme and you can apply on behalf of the pre-school please contact the current Chair.

If you would like further information on either our fundraising activities or the parent committee please contact the current Chair and refer to Forms 6 and 7 below.

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The Setting's Day to Day Timetable and Routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- Help each child to feel that she/he is a valued member of the setting.
- Ensure the safety of each child.
- Help children to gain from the social experience of being part of a group.
- Provide children with opportunities to learn and help them to value learning.

Opening Dates and Sessions Available

We are open in term time only and mirror Whitchurch Primary School's term dates and inset days.

We offer the following sessions at our setting:

- Early Drop off: 08:30 to 08:45
- Morning session: 08:45 to 11:45
- Lunch: 11:45 to 12:15
- Afternoon session: 12:15 to 15:15

NB: there is no afternoon session on a Friday and the afternoon session on a Monday is our Rising 5's session reserved for children who are moving onto primary school the following September.

The Session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Key Person and your Child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Special Needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs Code of Practice (2001). Our Special Educational Needs Co-ordinator is currently Liz Dabbs.

Fees

The cost per child per session is £5.50 per hour. This is reviewed at least annually. The fees are payable in advance within 30 days of invoicing after which a late payment fee of £25 will be applied to the account. There is no refund of fees for non-attendance.

In addition, there is an enrolment fee of £25 for all children. We use this fee as a voluntary contribution to help with the costs of running our pre-school, but is refundable for over 3's on request or if a place is not available.

It is important that fees are paid on time, but if you have difficulties with this arrangement, please talk to the Supervisor, as payment by instalments throughout the term can be arranged.

Nursery Education Funding

Grants are available to children the term after they turn three years old (depending on their date of birth, please see the government website for more information). Grants pay for fees for up to 15 hours per week (Our setting will NOT be offering 30 hours per week). Attendance must be not less than 3 hours or more than 6.75 hours in one day. You will receive a form to complete once your child starts at our setting. We will require a form of identification (child's passport, birth certificate or red book) when registering your child to apply for any grants.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four-year olds; where funding is not received, then fees apply. Some children are eligible for funding from two years of age if they meet the financial criteria.

Childcare Vouchers

We accept childcare vouchers and are registered with HMRC's tax free childcare scheme, but it may be necessary for certain ones to be set up by you (the parent or carer) and Treasurer. The HMRC link for more information is <https://www.gov.uk/government/publications/paying-for-childcare-getting-help-from-your-employer-leaflet-ir115>

The setting Ofsted number is 133701. Please contact the Supervisor if you wish to set this up.

Starting at Our Setting

The First Days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the role of the key person and settling-in is available on our website www.whitchurchpreschool.org or copies are available from a member of staff.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.

Snacks and Meals

We make snacks and lunchtime a social time at which children and adults eat together. Please provide a healthy snack for your child for each session they attend. If your child is staying for lunchtime you will need to provide a packed lunch in a named lunchbox with an icepack. Please also ensure your child has a named water bottle for each session he/she attends.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. We also ask that you provide a small bag with spare clothes, indoor shoes/slippers and appropriate outdoor wear such as wellies, coat, hat and gloves in the winter and sunhat and sun cream in the summer. Please make sure this is all named.

Parking

There is a clear policy for parking when delivering to and collecting from our setting. This is to avoid disruption to the school bus and refuse collections through Eastfield Lane, allow for emergency vehicles and to keep on the best possible terms with the residents of Eastfield Lane without whose goodwill our setting cannot function. Parents who live in Whitchurch village are expected to walk to the setting. Parents who live north of the village and in Whitchurch Hill must park in Hardwick Road and walk down Muddy Lane. Parents of children living south of the river must park in Swanston Field or the High Street and walk to the setting from there.

Late Pick up Procedure

Please collect your child/children on time. There is a substantial cost to the pre-school for additional salary hours required if children are not collected promptly as two members of staff are required to stay behind when a child is left past 3.15pm. Should you collect your child more than 10 minutes late on ANY occasion, you will be charged £1 for every minute you are late in excess of the 10 minutes 'grace period'; i.e. 16 minutes late - £6 penalty, 24 minutes late £14. The time will be determined by the clock on the pre-school iPad which is set automatically to GMT. Any parent collecting their child late will be asked by a member of staff to sign the late book and the penalty will be invoiced to them directly.

Sometimes delays are unavoidable but please notify pre-school as soon as possible if you know you will be late collecting your child or, arrange an alternative trusted person to collect your child on time. Please note that the penalty will be imposed regardless of notification unless, prior (i.e. minimum 24 hours' notice) arrangements have been confirmed by the Supervisor.

To ensure the safety of your children we are asking all parents to notify the Supervisor of a unique password that will be used by any alternative carer who may collect your child if you are unable to. The Supervisor and the team will hold these passwords in a secure file for future use.

The following procedures must be followed in the event of a late/uncollected child:

- Parents must inform the setting as soon as possible if they are going to be late collecting the child/children.
- The setting has an obligation to stay with any uncollected child for up to 30 minutes after it closes in cases where the parents / carers are unable to be contacted.
- Following this time, the standard procedures will be followed to ensure the child's safety.

Policies and Procedures

Our staff can explain our policies and procedures to you. Our policies are available on our website www.whitchurchpreschool.org or copies are available from a member of staff. Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Safeguarding Children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

If you have any concerns please speak to the Supervisor, Kathleen Barrow. She can be contacted in person or via the phone on 0118 984 4516. Alternatively, please contact Oxfordshire Safeguarding Children Board on 01865 815843 or oscb@oxfordshire.gov.uk

Complaints Procedure

If you have any concerns, please speak to The Supervisor, Kathleen Barrow on supervisor@whitchurchpreschool.org Alternatively, please contact the Chair of the Committee on chairpersonwhitchurchpreschool@gmail.com Please do not complain about the setting on networking websites.

Information we hold about you and your child

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

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

A copy of our privacy notice is available to read on our website that give you further details of how we fulfil our obligations with regards to your data.

The following pages contain several forms that should be returned to our setting before your child/children start at our setting or on their first day. Please note our setting is called “pre-school” in the following forms.



Form 1: Registration Form (3 pages)

The following confidential information will help us to get to know you and your child. Please complete all sections on the form and return it to the Supervisor before your child commences pre-school.

Name of child: _____

Known as (if different from above): _____

Date of Birth: _____

Name of parent(s) with whom the child lives:

1. _____

Does this parent have parental responsibility? Yes/No (delete)

2. _____

Does this parent have parental responsibility? Yes/No (delete)

Address: _____

Telephone: _____ Mobile Parent 1: _____

Mobile Parent 2: _____

E-mail Parent 1: _____

E-mail Parent 2: _____

Name and contact details of secondary carer e.g. nanny, au pair, child minder

(Please see the Supervisor about the relationship that you expect this carer to have with pre-school staff. Would you be happy, for example, for staff to discuss with this carer any problems your child may have at pre-school, or any administrative or financial matters relating to attendance?)

Name: _____ Telephone: _____

Whitchurch Pre-school Group, Eastfield Lane, Whitchurch-on-Thames, RG8 7EJ

Tel: 0118 984 4516, Email: whitchurchpreschool@me.com

Name of two people authorised to collect your child or whom we could contact in case of an emergency (if we were unable to contact you or the secondary carer):

Name: _____ Relationship to child: _____

Address: _____

Telephone: _____ Mobile: _____

Name: _____ Relationship to child: _____

Address: _____

Telephone: _____ Mobile: _____

Details of other pre-schools or nurseries your child is attending (setting name and days attended):

Personal details of child

Name, address and contact number of child's doctor: _____

We work with a broad definition of special needs, expecting up to 25% of children to have some special needs (e.g. dietary, physical, emotional) that we try to cater for.

Does your child have any special dietary needs or preferences? Yes/No (delete)

If yes, please give details: _____

Other allergies: _____

Relevant medical history e.g. asthma, eczema, fits, glue ear: _____

Does your child have help from other professionals for special needs e.g. speech therapy?

Changes in circumstances at home can mean that a child has temporary special needs. Please keep your child's Key Person informed about situations that may change your child's behaviour e.g. moving to a new house, family illness, and bereavement.

Signed: _____

Name of parent/carer: _____

Date: _____

To help us follow pre-school's Equality and Diversity Policy, we monitor the ethnicity of children and families in the group.

Child's ethnic group: _____

Child's main language: _____

Does your child use/have contact with a second language? _____

Child's religion: _____

End of Form 1: Registration Form



Form 2: Session Requirements

Sessions I would like my child to attend each week. Please tick as appropriate:

Day	Early Drop 08:30 to 08:45	AM 08:45 to 11:45	Lunch 11:45 to 12:15	PM 12:15 to 03:15
Monday				* Rising Fives
Tuesday				
Wednesday				
Thursday				
Friday				

PLEASE NOTE: Additional ad-hoc sessions can be booked in advance with the Supervisor on a first come, first served basis. These sessions will be invoiced additionally at our hourly rate of £5.50.

* Monday afternoon is our Rising Fives session which is reserved for children who are moving onto primary school the following September.



Form 3: Child Consent

Medical Emergencies

I hereby give my consent to pre-school to seek emergency medical advice or treatment for my child and/or take my child to the nearest Accident and Emergency Unit to be examined, treated or admitted if necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to hospital. A member of staff from pre-school will accompany my child and stay with them until my arrival.

Photographs & Videos

We would like to be able to take photographs and video of the children during their time at pre-school, so that we can share with you their time spent at play and taking part in different activities. To do this, we need your consent to take photographs and video of your children (these will not be used on our website without further consent). If you do not agree, please delete the following:

I hereby give my consent for my child to have their photograph taken/be videoed during pre-school sessions for use as stated above.

Should you take photographs at pre-school or gain access to photographs which contain children other than your own, please ensure you gain prior permission from the child's/children's parents before circulating (including posting on a social networking site). It is recommended that when using a photograph, the following guidance should be followed:

- If the photograph is used, avoid naming the pupil.
- If the pupil is named, avoid using their photograph.

Other Consents

- I hereby give my consent for my child to attend outings organised within pre-school hours.
- I hereby give consent for my child to have sun cream put on if necessary.
- I hereby give consent for my child to have a plaster administered if necessary.
- I have read and agree to the terms and conditions of the Welcome Booklet.

Signed: _____

Name of parent/carers: _____

Date: _____

Child's Name: _____



Form 4: Contact Details Consent

We have found it useful for parents/carers to have names and contact details of other parents/carers in the pre-school e.g. when swapping rota days. However, due to privacy laws, we require your consent before we can print and circulate this information. Please could you therefore complete, sign and date this form and return it to pre-school as soon as possible BEFORE your child's start date.

Please note, that this information will only be circulated amongst staff, Committee members and other parents/carers whose children are currently attending pre-school.

Thank you.

I/We hereby consent to having our name/s, home 'phone number/s and email address/es as detailed on the registration form made available to other parents/carers on a 'Contact Details List'.

Signed: _____

Name of parent/carer: _____

Date: _____

Child's Name: _____



Form 5: Uniform Order Form

The tops are blue with our Happy Bear design centrally in white. Each top ordered includes a small amount that will go to pre-school funds.

Type of Top	Quantity Height 104 cm	Quantity Height 116 cm	Cost	Total
Polo Shirt			£5.00	£
Round Neck T Shirt			£5.00	£
Sweatshirt			£9.00	£
Grand Total				£

Please complete the form and return it to pre-school

Payment Methods:

BACS (Preferred method of payment)

Bank: CAF Bank
 Sort Code: 40-52-40
 Account Number: 00020222
 Account Name: Whitchurch-On-Thames Pre-School Group
 Reference: UNIF + Child's Name

Cheque

Make payable to Whitchurch-on-Thames Pre-School Group and write UNIF + Child's Name on the back as a reference.

Signed: _____

Name of parent/carers: _____

Date: _____

Child's Name: _____

Whitchurch Pre-school Group, Eastfield Lane, Whitchurch-on-Thames, RG8 7EJ
 Tel: 0118 984 4516, Email: whitchurchpreschool@me.com



Form 6: Information for the Chairperson

All the members of the Committee, which runs the pre-school, are parents of children currently attending sessions at pre-school. The Committee therefore changes rapidly as children only stay at pre-school for a maximum of two years. We need your help to ensure the pre-school continues to grow and provide the high standard of care it is known for. New committee members are elected at the AGM held in May.

Please tick if you would be prepared to take on any of the following roles (please tick all that apply):

- ☐ Chair (to chair meetings and oversee the running of the pre-school)
- ☐ Vice Chair (assist the chair where necessary, run parent survey, other ad hoc jobs)
- ☐ Secretary (typing minutes of meetings and updating documentation)
- ☐ Treasurer (accounts/charity return/banking)
- ☐ Vice Treasurer (invoicing/grants)
- ☐ Payroll (collecting staff hrs and submitting to payroll)
- ☐ Fundraising Lead (running established and new fundraising events)
- ☐ Fundraising Team Member (working with the Fundraising Lead to run fundraising events)
- ☐ Newsletter production (producing termly newsletter, placing adverts, updating posters, leaflets)
- ☐ Web assistant (updating Preschool internet pages)
- ☐ General committee (to take on any other jobs as required and as you can).
- ☐ Maintenance person (help with DIY/gardening at pre-school)

Signed: _____

Name of parent/carer: _____

Date: _____

Child's Name: _____



Form 7: Fundraising Support

Whitchurch Pre-School is a parent led charity, in that we receive a statutory Governmental grant for each child over the age of three, the rest of the financial liability lies with the Pre-School Trustees. Fundraising is therefore essential for the running of the pre-school.

We pride ourselves on providing a safe, stimulating, caring and active environment for our children, igniting their imaginations and kick-starting their education as they embark on their academic journey. This all of course comes at a price. To maintain and continue to build on these standards we have an annual fundraising target of around £10,000. This money is used not only for the fun activities the children enjoy, but also to meet our day to day running costs and essential maintenance of the setting.

Fundraising support can be big or small; small tasks might be selling raffle tickets for the annual village Fete or running stalls at local events or you may be able to arrange fundraising events or even take on the Fundraising Lead role on the parent committee.

The more parental involvement and participation in these events, the greater the success and the more money raised. We ask all new parents to acknowledge our parent-led charity status and the importance of participation. Please read and tick the applicable statements below:

- ☐ I acknowledge the charity status of Whitchurch Pre-school Group and the importance of participation in fundraising activities.
- ☐ My company offers corporate matching which I can apply for on behalf of the pre-school.
- ☐ I would like to help Whitchurch Pre-school by making a one off or regular donation.

Signed: _____

Name of parent/carer: _____

Date: _____

Child's Name: _____

FOR STAFF USE:

Please tick to confirm:

- ☐ All forms have been completed and signed (7 in total)
- ☐ Registration fee has been received
- ☐ Child's ID has been checked (this could be red book, passport, birth certificate etc)
 - Type of Document: _____
 - Date seen: _____
 - Signed by: _____
 - Print Name: _____
- ☐ Uniform has been paid for (if applicable)
- ☐ Uniform has been issued (if applicable)
- ☐ Dietary and medical requirements put on staff board (if applicable)

Signed: _____

Print Name: _____

Date: _____