

VICTORY HOUSE PRE-SCHOOL

PARENTS

Information Pack

For further information

OR

To book an appointment please contact

Victory House Children Centre

5 Congreve Street
Off Old Kent Road
Behind Lidl Store
SE17 1TJ

OR

Telephone: 020 7252 7522
Mobile: 07950505241
Fax : 020 72525608
Email: admin@victoryhousechildrencentre.com

Introduction

Thank you for enquiring about **Victory House Pre-School**. We have designed this information pack to answer any queries you may have about the quality of childcare that we provide.

Victory House Pre-school offers a high standard of care for children aged from 2 to 5 years. We offer full day sessions from 8:00am – 6:00pm and half day sessions from 8:00am – 1:00pm / 1:00pm – 6:00pm.

We are Ofsted registered and we always aim to provide top quality, professional and affordable child care with first class resources and highly qualified and experienced staff. Our staff will continually update their qualification so as to keep up to date with current changes in the education and welfare system.

A police check is carried out on all staff on their enrolment and is kept updated.

The staff ratio is abided by the guidelines set to us by OFSTED.

Enclosed are:

- Registration form
- Consent form
- Contract
- Equal Opportunities Form
- Fees Policy
- Settling in Policy
- Late collection Policy

Both the registration and contract forms have to be completed before we can allocate a place.

A non-refundable registration fee of **£10.00 per child** is required at registration.

Please feel free to discuss any questions or concerns you may have at any time.

After filling and signing all forms, kindly return them to:

RCCG VICTORY HOUSE

5 CONGREVE STREET

LONDON

SE17 1TJ

Aims and Objectives

The pre-school aims to

- Provide a child-centred play environment for children aged 2 -5years.
- Provide a range of exciting and fun activities that stimulates the children to learn through play in a safe and secure environment.
- Provide an environment that supports children's physical, social, emotional and intellectual development.
- Develop relationships with the community at large so as to provide a service that is relevant to the community and which reflects the dynamics of the community.
- Provide a community based Setting that is accessible, affordable and inclusive.
- Create an atmosphere which promotes and encourages the children's creativity, self confidence, self respect and independence.
- Provide quality care in a friendly, caring and fun environment that meets the needs of the children, parents and carers.

Fees policy

The preschool is opened all year round and closed on all bank holidays. There will also be a period over Christmas/New year when the preschool will be closed for a few days.

Fees are paid weekly or monthly in advance and cheques made payable to **Victory in communities' resource centre**.

We require a **one week deposit** for every child before they start, this Fee is **refundable at the end of your contract prior to no deficits**.

Fees must still be paid if children are absent **with or without** notice for a short period of time. If your child has to be absent over a long period of time, kindly talk to the manager.

Our sessions and fees per session are as follows:

Full day session	8.00am-6.00pm	£28/day
Half day session	8.00am-1.00pm	£14/day
Half day session	1.00pm-6.00pm	£14/day

There is free entitlement of 3 hours/day or 15 hours/week for all 3-4year olds.

The preschool reserves the right to increase the fees at any time upon giving one month's written notice to the parent/career.

For entitlement eligibility please take time to read the enclosed leaflet.

Please note that the funding is only available for 38 weeks, while the fees for the remaining 14 weeks are payable by the parent/career.

If arrears of fees occur for a month and reasonable reminders have been made, then we reserve the right to offer the place to another child.

Discounts will be available for siblings who both attend full time.

A non-refundable registration fee of £ 10.00 per child is required.

Settling-in Policy

Firstly, as per the settling-in policy, we recommend that you come for a visit, see the Preschool in action and meet the staff. We kindly request that you arrange for an appointment time so that our Manager, or Deputy can give you their undivided attention whilst they show you around the building and discuss any questions or concerns you may have. If you decide you would like your child to attend, stay for a session and acquaint yourself with the building and how the day operates. It will be a good opportunity for you to chat informally with staff so that you can get to know each other better, and build up a sense of trust and mutual respect. We will need your pre-registration forms filled in and returned, please, so that we have accurate and up-to-date records of your child.

WELCOME PROCEDURE

We have procedures we follow when a child first attends the Centre. These procedures are in place to make both the child and parent\carer feel welcome and to help get the child integrated into the group.

INTRODUCTION:

When a child first comes in:

- We say Hello to the parent\carer and child - In order to make them feel welcome.
- We ask the child their name – We bend to their level and establish eye contact.
- We repeat the name and if it is a difficult name, we ask them if we pronounced it properly – thus showing anti discriminatory practice.
- We also ask if they have a preferred name.
- The child is introduced to members of staff and other children.
- The parent\carer is introduced to members of staff.

TOUR

- The child and parent\carer are given a tour
- During the tour, the child is first shown the toilet; this is a way of empowering the child, since it is their first day they may be shy to ask when they need to go.
- The parent\carer is shown the play area and where they pick their child from.
- Parents are informed about activities we offer, security, evacuation procedure, anti discriminatory practice as well as our late collection policies.
- We introduce the child to a buddy.

Late collection or uncollected child policy

The Pre School has a duty under the Ofsted Day Care Standards to protect children and act in their best interests.

We take persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a child not being collected, the Manager or Deputy Manager will make every effort to contact the child's parent/s, and if this proves to be impossible, will try to get in touch with an alternative emergency contact, which is authorised by the child's parents to collect them on their behalf.

If we have not been notified or have been unable to contact the emergency numbers by 7.00 p.m, it is our legal responsibility to contact Social Services emergency duty line and they will take responsibility for your child.

The Manager or person in charge will have a duty to notify Ofsted.

If you are late (late being over 10 minutes past expected collection time) you will be asked to sign the late book.

For every 15 minutes late, we will charge £5.00 in addition to your normal fees

Victory House Pre-School

Admission Form

Child's Details

Surname First Name

Name child will be known as: D.O.B Age

Gender: Male Female

Start Date: Enrolment Preference: *drop off time* *Pick up time*
(Your child will need to come with a pack lunch if he/she will be in school from 8am to 1pm)

Language spoken by child:

Is your child/children Registered in any other nursery? YES/NO

If yes please state which nursery.....

Does your child have a statement of special Educational needs (SEN)? YES/NO. If yes please attach details/evidence

Fears/Phobias

Tell us about your child's development and what she/he can do/what they enjoy playing with:

Dietary requirements:

Toileting requirement

Parent/Carer's Details:

Name

Address

Post Code Home telephone no:.....

Mobile no: Office no:

Relationship to child (eg mother)

Name of other person allowed to pick the child apart from you:

Contact no:

Emergency Contacts (pls give name of two persons that can be contacted in the case of emergency)

Name: Name:

Address: Address:

Post Code: Post Code:

Mobile no: Mobile no:

Relationship to child: Relationship to child:

Medical Information and Doctor:

Please specify if your child have any medical condition or allergy.....

Special instruction in the case of emergency:

Name of Doctor: Contact no:

Any important health considerations: please give detail and any special requirements? (Including possible use of asthma inhaler/epipen)

[Empty rectangular box for health considerations]

Preferred start date ----- (*child should be at least 2yrs old on this date*)

How many days are you booking for your child -----

Preferred days Monday Tuesday Wednesday Thursday Friday (please tick)

Preferred session - please specify your preferred time Monday (*time*) ----- Tuesday (*time*) -----

Wednesday (*time*) ----- Thursday (*time*) ----- Friday (*time*) -----.

I give permission for my child to be taken to hospital for treatment in the event of emergency.

I give permission for my child to be taken on local outings.

I give permission for my child to have photographs/video taken for the learning record.

I give permission for my child to be transported by the setting in the vehicle used for this purpose

Signature:

We offer a drop-off at school and pick-up after school service. Please fill this section if interested.

Drop-off Resumption time Pick-up closing time

Name and address of school:
.....

For official use only

Date of admission:

Manager's signature

Pls return filled forms with the sum of £10.00 for registration to 5 Congreve Street London SE17 1TJ

Victory House PRE-SCHOOL

CONTRACT (Setting Copy)

RETURN TO:

Victory House PRE-SCHOOL

5 Congreve Street, London. SE17 1TJ

Telephone: 020 7252 7522 Mobile: 07950505241

Victory House PRE-SCHOOL does not discriminate on the basis of race, colour, religion, national or ethnic origin, marital status, disability, sex or age

1. Setting Activities

I / We understand that to secure a place for _____ at
Victory House PRE-SCHOOL, I must

- Pay the registration fee before the start date
- Complete forms attached and return to the setting before the start date
- Pay fees in advance as agreed with the setting on a weekly or monthly basis or a penalty of £ 5.00 per week is incurred
- Fees are payable irrespective of whether my child attends on the booked days.
- A deposit is Required depending on the time the child/children are resisted for in
- Inform the setting if my child is unwell and unable to attend booked days.
- Bring my child in at booked times, not earlier
- Collect my child at booked times, not later as this incurs a late penalty fee of £5.00 for every 15mins (This is payable on the day).
- Collect my child if they are unwell
- I agree to inform the setting as soon as possible of any change to my contact details
- Pay any penalties incurred by my failure to abide by above conditions
- Give the setting two weeks notice if I choose to end this contract
- Realise I could lose my child's place without notice if I fail to comply with these terms and conditions

Signed _____ Date _____

Application Accepted _____ Date _____

VICTORY HOUSE PRE-SCHOOL

CONTRACT (Your Copy)

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Signed _____ Date _____

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VICTORY HOUSE PRE-SCHOOL

EQUAL OPPORTUNITIES FORM

RETURN TO:

Victory House PRE-SCHOOL

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Child's Name: _____

Date of Birth: _____

Gender: MALE

FEMALE

Ethnic Origin

Asian or Asian British - Bangladeshi	
Asian or Asian British – Indian	
Asian or Asian British - Pakistani	
Asian or Asian British – Other	
Black or Black British – African	
Black or Black British – Caribbean	
Black or Black British – Other	
Chinese	
Other Ethnic Group	

Other Mixed British	
Vietnamese	
White and Asian	
White and Black African	
White and Black Caribbean	
White British	
White Irish	
White European	
White Other	

Religion

Buddhist	
Christian	
Hindu	
Jewish	

Muslim	
None	
Other	
Sikh	

If you feel none of the groupings above apply to you, please describe below:

Ethnic Origin: _____ Religion: _____

Does your child have any disability? YES

NO

Please state the nature of the disability: _____