



WELCOME to The RISE Pre-school @ The Oaks

Dear Parent/Carer,

Thank you for choosing our RISE pre-school as your child's early years setting.

We encourage parents to work in partnership with our pre-school team to give a holistic approach to learning.

Please feel free to read through the information included and complete the forms for registration. If you have any queries, please do not hesitate to your preschool manager for more information.

Lynn Evans

Mrs Lynn Evans
CEO

What it's like in our pre-school

To stimulate our 2 to 4 year olds a variety of carefully thought out areas are set up, that are well resourced to attract early learning and promote all areas of their development

- 😊 Physical
- 😊 Knowledge understanding of the world
- 😊 Numeracy
- 😊 Communication and language
- 😊 Creative
- 😊 Social and emotional



Staff and volunteers work with the children within the Early Years Foundation Stage Framework. This supports children in their earliest years right up to when they have completed their first year (Reception class) at primary school.

Feedback

We will happily feedback at the end of your child's session, to inform you of your child's -

- 👉 Achievements
- 👉 Progress
- 👉 Any other information about their day including eating, sleep and nappy routines

FEES policy

Two year old fee	Three/Four year old fee
£6.75 an hour	£6.00 an hour

Fees will be invoiced monthly in advance. Payment is due upon receipt of the invoice. Any changes to a child's hours can only be administered from the beginning of a new term – September, January and after Easter. Parents must give a month's notice if this is required.

Parents/carers who do not keep up their payments for any additional hours, will only be able to access their Free Entitlement hours.

Please note that late payments may result in an administration charge of £10 being added to the total amount due and we reserve the right to charge 5% interest per month after this.

If you feel you may experience difficulty paying in full on receipt of your invoice, please discuss with your Pre School Manager.

Further details on Fees can be found in our Fees Policy

Admissions/ Collection of child policy

The RISE Trust intends to make sessions accessible to children and families from all sections of the local community. The RISE pre-school sessions –

	Opening	Finish
Monday	8.45am	2.45pm
Tuesday	8.45am	2.45pm
Wednesday	8.45am	2.45pm
Thursday	8.45am	2.45pm
Friday	8.45am	2.45pm

Children aged between 2 and rising 5 years old may enrol at The RISE Pre-school. In the term after your child is three years old you are entitled to the government funding which will be initiated by the setting. Please talk to a member of staff.

You can access two-year-old funding by going to Wiltshire council website and looking for two-year-old funding. ([LINK HERE](#)) To be eligible for two year funding you must meet criteria which will be stated on the Government website. Please ask a member of staff.

If your child is absent for any reason, please notify the pre-school immediately. Protocol requires staff to phone parents if no message has been received. If your child is to be picked up by someone other than yourself, please notify the staff on arrival at the session as we will need a password. The person collecting must be over 16 years of age.

In circumstances where a child is late being collected The RISE Trust shall ensure that the child receives a high standard of care which causes the minimum distress to him or her as possible in the event that a parent or carer is late. Please phone the setting if you are unavoidably delayed.

In the event of a late pick staff will phone the family after 10 minutes to establish their whereabouts. If they are not collected within 30 minutes of the session finishing, then the senior member of staff shall call the Children's and Families Team. Late pickups will be charged at £15.00.

Curriculum and Support

We plan and provide a wide range of fun and exciting learning opportunities. When you first register your child for our pre-school we will use the information you give us about your child to help us plan to meet your child's individual interests and needs. This will happen not only during their settling in process but on into the future.

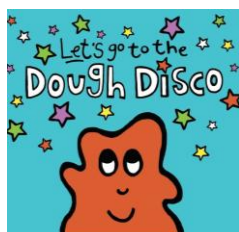
We observe and record what your children do. Then we plan a range of activities to enable them to repeat and build on these experiences —these are seen on a whiteboard in the setting. We ensure children learn through their natural curiosity and first-hand experiences both inside and outdoors.

We believe in teaching children about boundaries and appropriate behaviour in a positive way. We speak to children in a calm manner and use positive language when explaining about right and wrong. A comprehensive policy explains our practice in more detail.



Talk Boost

Staff are trained in this programme. Talk Boost helps children with delayed language development who would not usually qualify for specialist help but are not thriving at school because of a speech and language need.



Dough disco

Dough disco is exercise for the fingers to improve fine muscle control. It is good before long writing tasks as a warm-up but essential everyday exercise for foundation stage.

Five to Thrive

All our staff follow the simple guide that a child's body grows better when you give the child good food and care. A child's brain grows better when you do five simple things...

Respond
Cuddle
Relax
Play
Talk



Learning Journals

Each child has an e-file on an online program called **Tapestry**. This is a record of their progress and development and is a celebration of their achievements. Parents are encouraged to contribute to it and look through their child's Learning Journal and will be given a link so they can access this online.

Safe from Harm

The RISE Trust has a legal responsibility and a commitment to keeping children safe whilst in our care and to enable us to do this, we ensure that all members of staff have undergone an enhanced DBS check. This takes place before each staff member starts working or volunteering with us. We may also keep written records about your child.

The RISE Trust aims to provide a happy and safe setting that offers affordable, high quality care which is available to everybody. The care is individually planned to meet the needs of each child and we aim to meet the wishes of parent/carers.



The childcare practitioners and volunteers have been carefully selected for their qualifications, experience and skills. They are friendly and approachable and are all committed to personal and professional development.

Settling in



The RISE Trust aims to make the setting a welcoming place where children can settle in quickly. The individual needs and circumstances of each child and his or her family are always taken into consideration.

The RISE will provide up to a maximum of 3 free settling in sessions before a child starts on their agreed hours. These will be decided by the manager in consultation with parent/s.

Parents as Partners

Parent's afternoons happen twice a year at The RISE pre-school to share progress and offer information sharing sessions on Early Years development.

It is a great opportunity to have a look through your child's online learning journal with them, sharing what they have enjoyed here at the pre-school, sharing things from home and talking to their key person.

Lunches and snacks



We provide a hot cooked lunchtime meal and snacks within your child's session which are freshly prepared and cooked every day.

Snacks and lunches are charged at £1.50 per day. If your child is not having lunch the fee for snacks will be 25p per day. This will be invoiced termly in April, July & January for the relevant number of weeks in that term.

We promote independence by encouraging children to choose and serve their own snacks.

The setting regards snack and mealtimes as an important part of the setting's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating, snacks, and foodstuffs. We ensure that food is healthy, balanced and nutritious, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.

We will also ask you about your child's dietary needs and preferences, including any allergies.

Special Educational Needs

Our vision for The RISE Pre School is to provide a warm, caring and stimulating environment in which **all** children are supported to reach their full potential. As parents/carers are the first educators and have so much knowledge regarding their child's personality and development, we want to work sensitively and in close partnership with them by valuing their input and supporting them with important decisions about their child's education. All children and young people are entitled to the best possible educational provision, and we want them to:

- achieve their best by preparing them effectively for continued educational success.
- become resilient and confident individuals with the life skills to enable them to live fulfilling lives.

If you have any queries or concerns about your child's progress and development please speak to your child's keyworker or preschool room leader.



The RISE Trust services

The RISE Trust provides services for families with children from 0-19 years. Our services are universal so anyone can access them. We offer non-judgemental, impartial, friendly advice and we are always there for you!

We run sessions for children and young people throughout the week. We do this by providing:

- Mentoring in primary schools
- Youth support through mentoring, clubs, safe spaces and in the community
- Access to health advice
- Healthy eating advice and support



If you have any further enquiries, please contact us:

The RISE pre-school @ Oaks 01249-463040

debbiew@therisetrust.org

