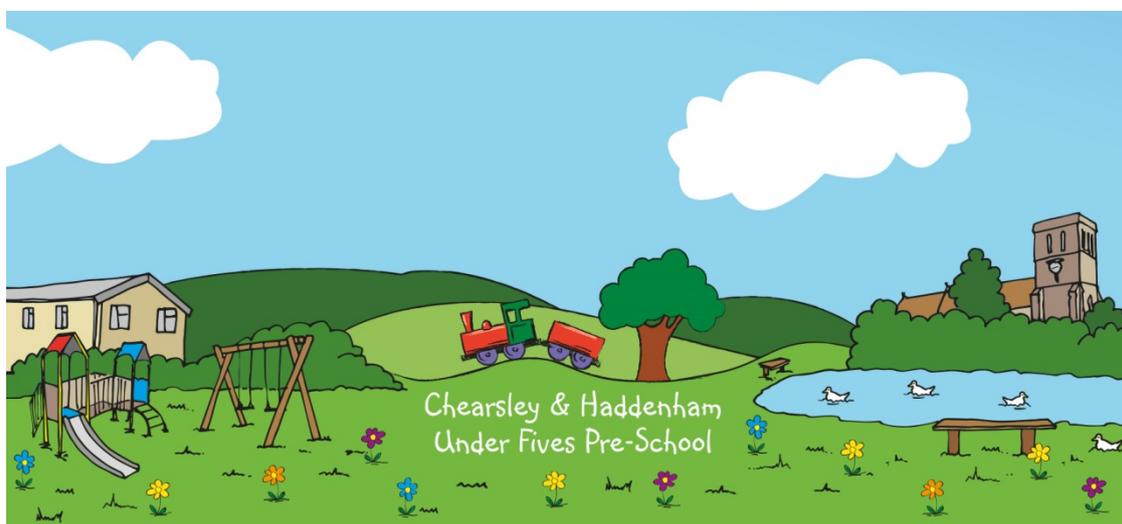


# Chearsley & Haddenham Under-Fives

## Prospectus and Welcome Pack



Registered Charity Number: 1019818

**WELCOME TO**  
**CHEARSLEY & HADDENHAM UNDER-FIVES**



The aim of this document is to be an introduction to the many aspects of education in our pre-school but, like any written introduction, it only provides part of the picture.

We welcome visits to meet the staff and see the children 'at work' and enjoying themselves in the happy, secure and supportive environment that CHUF provides.

Anne Barker  
Manager

CHUF - Chearsley  
The Village Hall  
Winchendon Road  
Chearsley  
Bucks  
HP18 0DP  
01844 201858

CHUF - Haddenham  
St. Mary's School  
Aston Road  
Haddenham  
Bucks  
HP17 8AF  
01844 299123

Email: [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk)

CHUF is a registered charity and a member of the Pre-School Learning Alliance a national organisation formed to support groups that cater for the under-fives. We are also registered as an early years provider with Ofsted.

**Our aim is:**

- to provide high quality care and education of children below statutory school age in a parent-involving, community based group;
- to work in partnership with parents to help children learn and develop;
- to provide a safe, secure and stimulating environment;
- to add to the life and well-being of the local community;
- to work within the Early Years Foundation Stage framework which ensures equality of opportunity for all children and families.

## **THE ROLE OF PARENTS AT CHUF**

CHUF recognises that parents are the primary educators of their children and their views and support are vital to our pre-school. Parents are welcome to assist CHUF in a variety of ways:

- To take part in the management of CHUF by joining the Committee
- Assisting with fundraising
- Sharing any special knowledge or talents with the children/staff
- Accompanying staff and children on outings
- Attending CHUF AGM's
- Contribute to their child's learning journey by uploading observations and adding comments to staff observations to support development.

CHUF has a policy regarding parental involvement, a full copy of which is kept on the main table at CHUF. Please ask the Manager if you wish to see it.

There is also a parental rota in both settings, please ask one of the Supervisors for more information.

## **Friends of CHUF**

At CHUF we ask parents/carers, in addition to those on the Voluntary Management Committee, for their support in the day to day running on the setting on an ad-hoc basis. We would ask these 'Friends of CHUF' to complete tasks such as, washing and drying the tea-towels (weekly), washing aprons or the dressing up outfits (termly), sharpen pencils, cut out shapes in preparation for craft activities, assist with walks and trips within the village, wash toys i.e. Duplo and support at fundraising events. This support is invaluable to CHUF's continued success and is greatly appreciated.

## **Voluntary Contact Information Sheet**

We are regularly asked if we can provide other parents contact details for play dates, parties, etc. In line with our Data Protection/GDPR Policy we are not able to give out this information. However, we feel it helpful for all parents/carers to have a contact sheet listing names and contact numbers for parents and children at each setting for such reasons so we offer the Voluntary Contact

Information Sheet, whereby parents/carers can 'opt in' to share their details. These details are shared termly/as changes occur in paper format to all of those families who choose to participate at either Chearsley or Haddenham (depending on where your child attends CHUF).

## **THE MANAGEMENT OF CHUF**

CHUF is managed by a committee, made up of volunteer parents, who are elected at the AGM held each July. Any parent is welcome to join the Committee. As well as being involved in the decision making of CHUF, the Committee organises fundraising events throughout the year. These help to keep fees at a reasonable rate and provide new exciting equipment. A list of Committee members can be found on the notice board at CHUF.

As CHUF is a registered charity, the committee members are also Trustees of the Charity. In addition, the Management Committee is the legal employer of the staff at CHUF. The Manager (Anne Barker) is responsible for the day-to-day management of CHUF sessions.



## **THE CHILDREN AT CHUF**

All children are given the chance to form relationships with both adults and their peers. We encourage self-discipline, independence and give the children the responsibility of looking after their environment by tidying up after themselves and putting toys back in the correct place.

Each child at CHUF has their own coat hook in the cloakroom which is identified by their name and a picture. In addition, this picture is also used for

their tray/basket. The children can put their work, or anything personal to them in their tray/basket and collect it all at the end of the session, along with any correspondence from CHUF to parents.

Please could all clothing, lunch boxes, water bottles etc be clearly marked with your child's name. The children are asked to wear aprons for all dirty or messy activities however it is inevitable that occasionally paint or glue will find its way onto the children's clothing. Please bear this in mind when dressing your child. CHUF is not responsible for lost items. Many coats and jackets look alike, so please take the time to label clothing items with your child's name. Items with labels can easily be returned to you. We are not responsible if anything is left in the cloakrooms overnight. At the end of the year all lost and found items will be cleared and donated to charity.

During their time at CHUF many children will require the need to be changed for a variety of reasons. Therefore, please provide your child with a change of clothes and spare nappies or underwear in a named bag which is left on your child's peg. We do have a stock of spare clothes but it is limited.

### **THE STAFF AT CHUF**

The staff at CHUF work together as a team, although staff are designated to either the Chearsley or Haddenham setting. All staff are qualified and all are kept up-to-date with current thinking and legislation from a number of sources including the Pre-school Learning Alliance, Ofsted, relevant books, magazines and publications, and attendance on various training courses. CHUF has an adult child ratio of 1:6 for children aged 3 and over and 1:4 for under 3's. This is well above the requirements of both Ofsted and the Children's Act.

All staff hold a current and valid DBS check to ensure their suitability to work with children along with a First Aid Certificate which is renewed every three years. In addition to this all staff have attended Safeguarding training and supplementary courses to support 'best practice' here at CHUF.

The staff at CHUF like to be called by their Christian names and are often affectionately known as 'The CHUF Ladies'.

### **Anne Barker - Manager, Child Protection Officer:**

Anne holds a Diploma in Early Years Education and has spent over twenty years working in children's education, including a number of years working with children with special needs. Anne joined CHUF in January 2000 and has attended management courses in addition to educational based courses for children's development. Anne is currently the Safeguarding Officer in the Haddenham setting.

### **Sally Smith - Administrator:**

Sally graduated from Lancaster University in 1997 with a degree in Geography, before spending ten years working in the pensions industry. Sally joined CHUF in November 2007 and has also completed an Early Years Qualification.

### **Supervising Team Chearsley**

**Karen Elder** - Karen graduated in 1997 with a History and English degree. She joined CHUF in January 1998 and has attended PSLA seminars in "Computing for Beginners", "Taking the Curriculum Outdoors", "Observation and Assessment" and "Early Years Behaviour". She has also completed both the Diploma and Certificate in Pre-school Practice.

### **Emma Deere - Safeguarding Officer & SENCO:**

Emma is a qualified Primary School Teacher, holding a BEd Hons. Degree. After having her first child Emma worked part time as a Special Needs Coordinator (SENCO) in Primary Education. Both of her children attended CHUF and whilst her youngest was at Chearsley CHUF Emma worked at our Haddenham setting. Emma then went back into Primary Education when her youngest started school, teaching Pupil Premium children. Emma happily returned to CHUF in April 2016.

### **Supervising Team Haddenham**

**Debbie Fleetwood** - Debbie joined CHUF in November 2003, and was a registered childminder. Previously working in publishing, Debbie has completed both the Diploma and Certificate in Pre-school Practice qualifications.

**Kasia Kowalska** - Kasia joined CHUF in November 2014, after volunteering in both our settings. Kasia has a Master's degree in History and Modern International Relations from University in Poland.

Kasia holds her NCFE Level Three qualification Supporting Teaching and Learning in Schools, and her Level Four Certificate in Advanced Early Years Practice.

### Pre-School Assistants – Chearsley

**Debbie Turvey** - Debbie began working at CHUF in October 2006, having worked in pre-school settings since 2004. Debbie has completed the Introduction to Pre-school Practice, Certificate in Pre-School Practice qualification, and Level Three qualification.

**Su Smith** - Su happily returned to CHUF in April 2015 after a period away from the provision pursuing different aspects of childcare. Su has completed her Level Two and Three in childcare qualifications.

**Lauren Godfrey** – Lauren joined CHUF in December 2019. Lauren has a background in Animal Management having studied at Berkshire College of Agriculture. In her teens and twenties Lauren was a keen member of Long Crendon Young Farmers Club where she had numerous roles on the committee. Lauren has worked at several open farms, and enjoyed teaching the children about numerous animals. Lauren has two boys who both came to CHUF, and lives on a mixed farm where they produce beef and grow arable. Lauren's hobbies are gardening, baking and walking the dogs.

**Donna Eldred** – Donna joined Chearsley CHUF in September 2020, having had experience as a childminder for 7 years. Donna has her Level Three Qualification in childcare as well as various other Early Years courses. Donna has three children of her own.

### Pre-School Assistants – Haddenham

**Fiona Distin** - Fiona joined CHUF in April 2015 to work in our Haddenham setting. Fiona has her Level Three qualification in childcare.

**Sarah Heap - SENCO** - Sarah joined CHUF in December 2014 as a 1 to 1 support for a child in Haddenham and was pleased to gain permanent hours within the setting with effect from

September 2015. Sarah's previous experience includes working as a qualified Nanny, she holds her Level Three qualification in childcare.

**Sarah Wassall** – Sarah is a qualified Mental Health Nurse & therapeutic counsellor. Sarah joined CHUF in 2011. Sarah is working towards her Level 3 qualification.

**Laura Stockwell** – Laura joined CHUF in April 2019. Laura has a background in Gymnastic Coaching & works with children of all ages. Laura is working towards her Level 3 qualification.

**Kimmy Nicholl** – Kimmy joined CHUF in September 2020. Kimmy has a background in teaching children to horse ride and is a qualified Equine Sports Massage Therapist. Kimmy is excited to be embarking on a new career. Kimmy's son attended CHUF in Haddenham.

Both settings have staff members, specifically trained and working as designated SENCO's – Special Educational Needs and Disability coordinators and a Child Protection Officer who takes on the role of supporting individual's and their families in need of some additional help and care whilst at CHUF.



## Your Child's 'Key Person'

A Key Person (also known as a keycarer) is a member of staff who has special responsibility for your child. They are assigned when your child first starts at CHUF, and provides a familiar face for you and your child to look out for in the early days. Over time, the Key Person system is designed to build a positive partnership between the Key Person, child and parent/carer to share information and work together for the maximum benefit of each child.

### **Main Duties**

- To keep a special eye on your child in the setting
- Assist them in integrating into the group (where necessary)
- Carry out observations to monitor their development and to identify learning priorities
- To identify any concerns of a child's development and discuss these concerns with the parent/carer, including special needs/gifted and talented if deemed appropriate
- Keep up to date records of their achievements
- To ensure the individual needs of your child are met, through appropriately planned activities and experience
- To be available at all times to listen and respond to any concerns or comments you, as parent/carers, may have regarding your child
- To help make your child's time at CHUF, positive, happy and rewarding

Your child's key person will gather information from the entry forms, meetings with parents and information provided from past/current childcare provisions. They will then use this information to help build a picture of your child's abilities, likes and dislikes and any other useful information. This will culminate in an initial 'baseline' assessment upon entry to CHUF. This is a starting point for the key person's assessments', observations and planning - next steps for your child along with tracking and supporting all areas of development as outlined in The Early Years Foundation Stage (EYFS). Between the ages of two and three all children will receive a

"Two Year Progress Check" at CHUF, unless they have received one from an existing Early Years setting. For children leaving CHUF to start school, a summative report will be sent out during the Summer Term to encompass all areas of learning and development.

### Why Observe, to find out

The level of their skill

What attitudes and opinions they have

The way they learn and work

The rate they learn

What their strengths and weaknesses are

Themes or activities they choose to pursue

The length of time they spend at one theme or activity

Areas of development in which the child is competent or shows signs of delay

What learning should take place next

What they are interested in

What makes them anxious

What they like or don't like

How they interact with each other and adults

Type of play they are involved in

Any behaviour or development problems

## THE EARLY YEARS FOUNDATION STAGE CURRICULUM

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's "school readiness" and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

The EYFS seeks to provide:

- quality and consistency in all early years settings
- a secure foundation through learning and development opportunities
- partnerships working between practitioners and with parents/carers

The learning and development requirements cover,

- the areas of learning and development
- the early learning goals
- assessment arrangements for measuring progress

The safeguarding and welfare requirements cover the steps that providers must take to keep children safe and promote their welfare.

### Overarching principles

Four guiding principles shape practice in early year's settings. These are:

- every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through **positive relationships**
- children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners

and parents/carers

- **children develop and learn in different ways and at different rates.** The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities

### The areas of learning and development

There are seven areas of learning and development that must shape educational programmes in early year's settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, prime areas are:

- communication and language
- physical development
- personal, social and emotional development

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

In planning and guiding children's activities, practitioners must reflect on the different ways that children learn and reflect these in their practice.

Three characteristics of effective teaching and learning are:

- **playing and exploring** – children investigate and experience things, and "have a go"
- **active learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **creating and thinking critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.



## **OBSERVATIONS & THE EYLOG**

CHUF have successfully introduced an electronic observation platform known as Eylog. This is tailored software specifically designed to record a child's progress whilst at pre-school. Progress is recorded via observations which can include comments, photos and videos and is sent to parents through a secure portal. Parents will receive an email when a new observation has been published to their child's learning journey, and will have the option to record comments as two-way communication with the staff. There is also the option to enhance a child's learning journey by adding observations via the app. More information regarding this tool can be found on our website within our parents' information area.

## **GENERAL INFORMATION**

CHUF at Chearsley is held in Chearsley Village Hall and CHUF in Haddenham is based at St Mary's C of E school site. Both settings offer an inviting and safe environment for your child to play and learn. Outside at Chearsley there is a large enclosed grassed area with climbing frames and swings. The children at Haddenham have access to the school playground and the school field which has a climbing frame. Both settings benefit from a covered secure patio area which is used as our outside room. The children access these areas everyday come rain or shine.

### **Access**

At Chearsley there is a dedicated parking area for cars at the village hall but as you can appreciate this becomes very busy at drop off and pick up times and parking can become difficult. Please be

considerate to our neighbours if you are unable to park in the car park, parking suitably within the village.

There is no vehicular access to CHUF in Haddenham. Access is pedestrian only via the pathway through St. Mary's Church and St Mary's School playground. **The vehicular access located on Aston Road for St Mary's School is for staff parking and delivery lorries only. No access is given to any School or CHUF parent by car or foot.**

If there are any extenuating medical circumstances, please advise the Manger or Supervisor who will organise parking arrangements.

## **Procedure for Entering and Leaving the Buildings**

### **Chearsley**

1. Please enter the building via the main door which is situated at the back of the building. Parent/Carers are asked to enter two at a time as safety is our priority, a member of staff will facilitate this.
2. Please sign your child in/out on entering the setting.
3. At drop off, please help and encourage your child to hang up their own coats and to put their lunch boxes on the trolley as part of their routine. At pick-up, please, encourage your child to check his/her basket, fetch their coats and lunch boxes.
4. Please leave via the main door as quickly as possible for reasons of safety.
5. Please do ask a member of staff if you would like to discuss your child's progress or a particular concern, and we will organise a meeting. We do need some notice so that we can ensure that the staff to children ratios at the setting can be maintained whilst discussions take place.

### **Haddenham**

1. Please enter via the patio door, only two parents/carers are to enter the setting at any one time, as safety is our priority. A member of staff will facilitate this.
2. Please sign your child in/out on entering the setting.
3. At drop off, please help and encourage your child to hang up their own coats and to put

their lunch boxes on the trolley as part of their routine for the start of the session. At pick-up, please encourage your child to check his/her tray, fetch their coats and lunch boxes.

4. Please leave the building via the door by the ramp giving us a one-way flow through the room.
5. Please do ask a member of staff if you would like to discuss your child's progress or a particular concern, and we will organise a meeting. We do need some notice so that we can ensure that the staff to children ratios at the setting can be maintained whilst discussions take place.

### **Opening Times**

Both settings are open term-time only, and include inset and staff training days at the start or end of term. Term dates for the year can be obtained from our website [www.chuf.co.uk](http://www.chuf.co.uk)

In order for the staff to differentiate the curriculum and environment on a daily basis and to accommodate all aspects of age and ability for each child we invite 2 year olds to join us in our morning sessions and the older children are welcome to stay all day or just attend the afternoon sessions. During our afternoon sessions learning is tailored to include 'extension' activities' to challenge these children in preparation for school.

Both morning and afternoon sessions include 'snack time' where healthy foods are offered with a drink of milk or water. The sessions follow a similar structure to support routine and children are encouraged to tidy up before circle time by using a familiar song.

The morning session runs from 9:10am to 12:10pm is open to our 2, 3 and 4 year old children. The afternoon session, which runs from 12:10pm to 3:10pm, is open for 3 and 4 year old children only with more of an emphasis on 'getting ready for school'. The afternoon session starts with lunch between 12.10pm and 12.40pm. Lunch provides a wonderful opportunity for the children to practice social skills and learn how to sit and eat a packed lunch independently.



### **Chearsley**

Our Chearsley setting is open all day Monday, Wednesday and Thursday 9:10am to 3:10pm and for morning sessions on Tuesday and Friday 9:10am - 12:10pm. Parents have the option for their child to stay until 1pm on Tuesday and Fridays, participating in "Lunch Bunch" at an additional fee of £4 (If Booked in advance of £5.00 if an adhoc booking) per child.

### **Haddenham**

Our Haddenham setting is open Monday – Friday 9:10am to 3:10pm Sessions are broken down into 3 hour blocks - Morning 9:10am to 12:10pm and afternoon 12.10pm to 3.10pm

### **TYPICAL DAY AT CHUF**

#### **9:10am – Arrival and Free Play**

The children arrive and are warmly greeted by the Staff, hang up their personal belongings on their named peg and put their book bag into their tray. The children are all encouraged to self-register by finding their name on the table and putting it in the designated place. For our younger children their name is accompanied with a photograph of themselves to aid this early recognition. The children are then free to choose whether they would like to do an activity or play on/with the equipment. Both settings benefit from sheltered patios which enable the free flow of play both inside and out.

Activities available on a typical day might be:

- Selection of puzzles, books or construction equipment
- Collage, painting and drawing activities
- Sand, dough, water or sensory tray
- Home corner

The choice of activities which are adult led include:

- Cookery
- Computing
- Maths and number work

#### **10:40am - Group Circle Time**

The “Good Morning Greeting” and register are followed by a variety of discussions which can include the weather, the time, “show and tell” or the relevant topic.

#### **11:00am - Outdoor Play, Music & Movement, etc.**

The children will be invited to play outside on the Playground/Garden. Here they can again choose from a wealth of resources and activities offered by the staff including skipping, ‘keep fit’, playground games including What’s the Time Mr Wolf and gardening. In wet weather we offer music and movement to ensure the children have access to physical activity.

#### **12.10pm**

The session concludes with stories, rhymes, or time for reflection followed by any messages.

The AM children leave with parents and carers.

All day children (3+) start their lunch and we warmly welcome children joining those older children already in the setting at lunch.

#### **12.40 – 1:00pm - Lunch Bunch finishes**

The children start the rest of the session and are able to free - play or join the activities on offer, both inside and out via the free-flow onto the patio area. Staff will also commence ‘extension’ activities in order to further challenge and develop the older children’s learning and ensure skills are in place in preparation for school.

#### **1:40pm - Group Circle Time**

As per our afternoon activities the session’s circle time will be more age appropriate and cover a broad aspect of topics and learning objectives, taught through stories, songs and rhymes, practical tasks and discussion. These activities will include phonics, number, 3D shapes, money and self-care i.e. putting on their own shoes and socks.

#### **2.00pm - Outside Play**

The children will be invited to play outside on the Playground/Garden.

#### **3.10pm – Home time**

Children leave with their parent or carer.

## **POLICIES AND PROCEDURES**

CHUF has in place numerous policies that govern our practices and procedures. These are updated regularly to ensure they comply with The Ofsted Welfare Standards. All policies are available upon request from the Manager and some key points are included in this document.

Below you will find a list of some of the policies we have here at CHUF:

- Admissions Policy
- Administering Medicines
- Adverse Weather Policy
- British Values
- Celebrations Policy
- Children’s Rights and Entitlements
- Code of Conduct Policies
- Complaints Procedures
- Confidentiality Policy
- Disciplinary Procedure for CHUF Employees
- Documentation Policy
- Fire and Emergency Evacuation
- First Aid
- Food Hygiene
- GDPR Privacy Notice
- Grievance Procedure (Employees)
- Infection Control
- Lost property
- Maintaining Children’s Safety & Security
- Managing Children Who Are Sick, Infectious or with Allergies
- Missing Child Procedure
- Nappy Changing
- Non-Payment of Fee’s
- Physical Environment
- Prevent Duty
- Progress Check at Two Years
- Promoting Health & Wellbeing Policy – incorporating the Food and Drink Policy
- Promoting Positive Behaviour
- Pupil Premium
- Recruitment and Induction
- Safeguarding / Child Protection / Allegations Against Staff
- Session Allocation and Funding
- Supervision of Children on Outings and Visits
- Supporting Children with Special Needs

- Staff Training Policy
- Student Placement
- Uncollected Child
- Valuing Diversity and Promoting Equality
- Whistle Blowing
- Working in Partnership with Parents and Carers / Other Agencies

### **Equal Opportunities Policy**

AT CHUF, we work in accordance with all relevant legislation, including

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989

We believe that the group's activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with CHUF have an equal chance to do so.

### **Special Needs Policy**

CHUF, as an inclusive pre-school, aims to have regard for the Department for Education and Employment's Code of Practice on special educational needs, and also to the guidelines supplied to private and voluntary providers of pre-school education. We aim to provide welcome and appropriate learning opportunities for the inclusion of all children to access the Foundation Stage curriculum. Our Special Educational Needs Coordinators (SENCO's) are Emma Deere, Sarah Heap and Nikki Lucas.

### **Complaints and concerns**

We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and we welcome suggestions on how to improve our provision at any time. Most concerns or complaints can be resolved quickly and informally with your child's keycarer or the settings manager. However, if this does not achieve the desired result, we have a complaints procedure, a full copy of which can be obtained from CHUF, which should be followed.

The Ofsted helpline number and address is **0300 123 1231, Ofsted, National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD.**

### **Confidentiality**

All Staff at CHUF respect and maintain confidentiality at all times. Parents are welcome to see written records of their child at any time but they will not have access to information about any other child. Any information given to staff by a parent or carer about an individual child will not be passed on to anyone else without permission; unless it is a legal requirement to do so in line with our GDPR Privacy Notice (copy available to view on our website [www.chuf.co.uk](http://www.chuf.co.uk) and at the back of this document).



### **Health and Safety**

The safety of the children at CHUF is of paramount importance. In order to ensure this, safety checks and risk assessments on the equipment and premises, both indoors and outdoors, are made every day. All doors are kept locked once the children have arrived and only known/expected persons are admitted.

### **Accident and Incident reports**

If an accident or incident occurs whilst your child is at CHUF. The details are recorded in our accident and incident report book. The parent/carer who collects the child involved is asked to read and sign the report and is given a copy. If your child has sustained an injury outside of CHUF please notify the Supervisor at drop off.

### **Fire and Emergency Lock-down Procedures**

The staff and children at CHUF regularly practice how to evacuate the premises in the event of a fire or other emergency.

## Helmets

Our Health & Safety policy includes a clause in relation to the use of helmets when using the outdoor toys i.e. balance bikes and ride on trikes. Our staff at both sites are comfortable with not using helmets for the children as outdoor play is closely supervised by experienced carers. It is not feasible to provide a pool of helmets as each helmet would need to be fitted specifically for each child in terms of size and fastenings. There are strong arguments for either the wearing or not wearing of helmets so with this in mind we feel that it is only right that parents/carers make the decision for their own children. If you would prefer your child to wear a helmet then you will need to provide a clearly named and correctly fitted helmet, this would need to be passed to staff upon arrival to CHUF or hung up on your child's peg

## Procedure for uncollected children

Parent/carers should inform CHUF if they are going to be late collecting their child, in order that we can reassure them you are "on your way". If a parent/carer fails to turn up to collect their child and we are unable to contact them, the following procedure will be followed. The child will be reassured and two members of staff will stay with them at all times. Attempts will be made in the first instance to contact the persons listed as emergency contacts on the day care record. If this is unsuccessful, the persons authorised to collect the child will be contacted and verbal instructions such as passwords will be received. Should this also be unsuccessful, after a period of one hour has elapsed the Police and Social Care will be contacted and advice sought. Please note that a late collection charge will be levied in such scenarios.

## Medical Policy

We kindly ask that you do not bring your child to CHUF if they are poorly. Our staff will ask you to take home a child who appears feverish or ill on arrival; or who develops these signs during the day. Please note that if you have given your child Calpol, etc this could potentially mask any other symptoms. Children who have also received treatment prior to arrival at CHUF tend to become unwell when the medication wears off part way through the session. We hope you understand that this is for the benefit of the other children. If your child is unwell please keep your child at home and notify CHUF of his/her absence if they are due in that day. If your child

becomes ill during the day at CHUF, parent/carers will be notified promptly. Some illnesses require a specific time away from CHUF and/or treatment before your child can return in line with advice from Public Health England.

- **Sickness and diarrhoea: 48 hours to have elapsed between symptoms and return to CHUF.**
- **Infections including Conjunctivitis (sticky eyes) and Head Lice will ideally need treating before returning to CHUF.**
- **Please contact the setting regarding any outbreaks of Chickenpox, Scarlet Fever, Flu, etc. and we will advise of the current Department of Health Guidelines regarding your child returning to CHUF**

Our policy at CHUF is not to administer any medication unless it inhibits a child's long term attendance at the pre-school and whereby medication has been prescribed by a Doctor. Parents are therefore asked to sign a consent form which allows us to apply a plaster, seek emergency treatment or supervise the use of an inhaler.

## Sun Protection

We ask that in the warmer summer months' sun cream is applied to your child before their arrival at CHUF and where possible that a named bottle of sun cream is in your child's bag for 'topping up' throughout the day. If you have forgotten to apply sun protection before arriving at CHUF we ask for your consent to apply a suitable sun cream (factor 30+).

## Diet

Refreshment time plays an important part in the social life at CHUF, as well as reinforcing children's understanding of the importance of healthy eating. Before a child starts to attend CHUF, staff will discuss with parents the child's dietary needs, including any allergies, and make appropriate arrangements to meet them. **Please note we will have some children attending CHUF with known allergies. Therefore, we are a 'nut free' zone and kindly ask parents to refrain from including any nut based products such as Peanut Butter, Pesto (unless nut free), and fruit and nut bars in your child's lunch box at any time. Thank you.** We do ask for voluntary donations of fruit, veg, and other healthy snacks i.e. cheese, breadsticks,

crumpets and Cheerios (all in their original packaging) for the children to share. These can be left in the snack bowl by the signing in sheets at both settings.



### **Celebrations i.e. Birthdays**

At CHUF we understand the importance to celebrate individual identity by taking part in festivals and celebrations relevant to a child's cultural background; in addition to the importance of maintaining a healthy balanced diet and promoting good oral hygiene practices. We also recognise that birthdays and festivals provide an invaluable opportunity to partake in special customs and foods. In order to celebrate birthdays and festivals successfully at CHUF the staff will discuss the occasion at circle time with the group, including singing 'Happy Birthday' and giving a card. Parents are invited to bring in 'non-food' items such as pencils, stickers or a book for the group to share or healthy items including fruit, cheese and crackers, houmous or yoghurt tubes. Please also give consideration to possible allergies.

### **Non-Payment of Fees Policy**

It is our policy to have all fees settled by the end of the term to which they correspond. We aim to ensure financial stability of our Charity run pre-school by having a fair and consistent process for pursuing non-payment of fees.

In order to achieve this aim the setting will:

- At induction fully inform parents/carers of the fee and payment structure of the setting;
- State in Prospectus and other written relevant documentation the fee and payment structure of the pre-school in writing;
- Issue invoices to parents when fees are due. Payment is then due within 14 days of the invoice being received. The invoice will give details of the sessions being paid for and the rate being charged and how to make payment to CHUF.

If a family has used the services provided by the settings without payment or their payment has been dishonoured the settings will implement the following procedure:

- 1) Issue an 'Overdue Account' notice asking for payment in full, within 7 days. If payment is made within 7 days, no further action will be taken. Arrangements can be made at this stage for payment to be made in instalments or on a regular agreed basis with the Management and Committee.
- 2) If payment is not received a 'Second Warning' letter will be issued asking for payment to be settled immediately (next working day) plus a £10 administration fee. If payment is received immediately, no further action will be taken.
- 3) If payment is not received or a payment plan, agreed by the settings Management and or Committee, a 'Final Warning' letter will be issued plus a further £10 administration fee. The Committee and Management has the right in this letter to warn the parent/carer that non-payment may result in their child's place at Pre-school being forfeited. If payment is received within 7 days, no further action will be taken.
- 4) If payment is not received within 7 days the setting may be forced to terminate the child's place. The Pre-school at its own discretion may begin proceedings with the Small Claims Court to recover unpaid fees. Additional reasonable charges to cover administration and court costs may be added to the fees outstanding.

Parents and carers are encouraged to speak to a member of staff, or the Administrator if they have any queries about the fee policy, or if, they are likely to have any difficulty in making payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest opportunity, to avoid jeopardising their child's place at Pre-school.

## THE FUNDING OF CHUF

Chearsley & Haddenham Under Fives is a registered charity. This helps us to provide pre-school sessions at a reasonable rate.

CHUF is funded by parental fees and government funded places, which cover the day-to-day running costs of CHUF, including staff salaries, hall rental, materials, refreshments, utilities, etc. Fundraising efforts provide extra resources to purchase new items of equipment. Your support at these events is vital if we are to keep our fees at an affordable rate.

The current fee structure is as follows:

- Morning session **£16.50**
- Afternoon session **£16.50**
- Lunch-Bunch (Chearsley only) **£4.00**  
(if booked in advance) **or** **£5.50**  
(if attended adhoc)

There is a one-off registration fee when your child first joins CHUF - this fee is currently £25.00 to cover administration costs (Note this fee is not applicable to government funded children).

Fees are payable during the first two weeks of each half-term, please pay promptly within this period. Payment for Lunch-Bunch sessions at Chearsley is by invoice at the end of each half-term if Lunch is attended adhoc, or billed in advance (Termly) if pre-booked at the sessional lower rate.

**Please note that a late payment charge of £10.00 will be added to outstanding bills not settled within 2 weeks, unless prior agreement has been reached with the Manager or Administrator.**



If you are late collecting your child from CHUF we will have to charge you the hourly rate for two members of staff in accordance with our Uncollected Child Policy. If you choose to withdraw your child from CHUF midway through a term the fees for that half term are still payable.

We are unable to give refunds for any holidays that are taken during school term time. We follow the Buckinghamshire Education Authority term dates. In addition, we are unable to give a refund if a child has been absent from CHUF due to illness. However, exceptional cases will be referred to the Committee who will make the final decision.

Should CHUF need to close for any reason beyond our control (weather, health and safety etc.) our policy is not to refund for missed sessions. This is in line with other local pre-schools and childcare providers. As a non-profit making organisation we feel it is necessary to adopt this policy in order to cover running costs (rent, insurances, staff pay etc.) which are averaged out throughout the academic year in order to provide a reasonable session fee. Please be assured that any decision to close would not be taken without due consideration.

Short notice closure will be advised by a telephone call to parents. We will endeavour to give as much notice as we are physically able to. In cases of closure due to severe weather local radio listings and our Facebook page will also be updated. If at any time you have difficulty in paying CHUF fees please do not hesitate to speak to the Treasurer or Administrator.

## HMRC Tax-Free Childcare

CHUF is registered with the Government's Tax-Free Childcare scheme. The Tax-Free Childcare Scheme means Parents & Carers can get up to £2,000 a year for each of your children to help with the costs of childcare. If you are eligible for Tax-Free Childcare, the government will pay £2 for every £8 you pay your childcare provider. This is paid via an online childcare account that you will need to set up for your child. To find out if you are eligible and to register please visit: <https://www.gov.uk/tax-free-childcare>. Please note that we have been advised by HMRC that although we are a two-setting provider that we are only required to be registered once under our original setting (Chearsley). Please therefore only use the details below and do not try to search for our Haddenham setting, as the Haddenham setting's details cannot be found on the list of Childcare Providers. Once you have established that you are eligible and have set up an account, to make payment to CHUF you will need the following details:

**Name:** Chearsley & Haddenham Under Fives Pre-School

**Address:** Chearsley Village Hall, Winchendon Road, Chearsley, Aylesbury, Bucks

**Postcode:** HP18 0DP

**Regulator Reference:** 140832 (Chearsley Ofsted Number)

## Government Funded Places for 2,3 and 4 Year Olds and Early Years Pupil Premium

CHUF is registered to accept grant funding for 3 and 4 olds as well as those who meet the 2-year-old funding criteria (See link below for a full list of 2-year-old funding criteria, and check to see if you are eligible):

<https://www.chuf.co.uk/data/documents/Eligibility-for-Two-Year-Old-Funding-Criteria-2021-May.pdf>

Under current legislation, your child will be eligible for a government funded nursery place in the term following their third birthday. They are entitled to a maximum of 15 'universal' funded hours per week, up to a maximum of 38 weeks per annum.

Providers are entitled to charge additional fees for sessions over and above these limitations, or where their sessional fee is higher than the amount of funding received.

When your child approaches their third birthday you will be asked to complete a Parent/Provider Agreement for Free Entitlement Form and also to provide proof of their date of birth, i.e. Birth Certificate or Passport. The Education Authority sends funding directly to CHUF. If your child attends for more than 15 hours per week the usual fees for any additional sessions will apply.

We are also able to obtain extra funding through the Early Years Pupil Premium. Details regarding this are outlined in the parent declaration form. Please do check to see if you are eligible and if so please register with ourselves for this.

## 30 Hours Free Childcare

Currently all 3 and 4 year olds are entitled to 15 hours of 'universal' free childcare a week. As you may be aware this entitlement changed with effect from September 2017. The entitlement was extended from 15 hours to 30 hours per week (in total) for working families. Families where both parents/carers (or the sole parent/carer, if a one parent family), are working and earning the equivalent of 16 hours per week at the National Minimum Wage and no more than £100,000 per year will be eligible for the 'additional' 30 Hours. You will still be eligible if:

- One parent is working and the other has a disability or substantial caring responsibilities.
- A parent is away from work temporarily (sick or maternity)
- A grace period has been put in place by the government to assist parents whose employment circumstances change

**Note: Please be aware that the entitlement to a free place does not offer a guarantee of a place at any one provider or a particular pattern of provision.**



From January 2019 Chearsley CHUF introduced up to 24 hours (All 8 Sessions Chearsley is open) of the Extended Free Entitlement for those Parents who are eligible, and from January 2020 Haddenham CHUF are offering up to the full 30 hours of the Extended Free Entitlement, space permitting (All 10 Sessions that Haddenham is open for). To check eligibility and to keep up to date with these changes visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If we are unable to accommodate your full requirements it will be possible for parents to access these extra hours through a second provider (such as childminder, nursery or pre-school), assuming that they are signed up to the 30 hours scheme, or partially by attending either CHUF setting as a second provider (If space is available) and claiming part of the Extended Hours there. Currently many of our families already access more than one provider to fulfil their childcare needs. In many instances we may be able to cater for your childcare needs by offering you a place at both of our settings.

Should you wish to find out more information regarding the 30 hours scheme please visit The Buckinghamshire Family Information Service at: [www.bucksfamilyinfo.org](http://www.bucksfamilyinfo.org).

### **COMMUNICATION**

At CHUF we have numerous ways of sharing information and keeping you updated they include:

- Parent notice boards and displays in each setting
- Termly newsletters and other letters are emailed to parents/carers via Mailchimp
- Email - [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk)
- Website - [www.chuf.co.uk](http://www.chuf.co.uk)
- Facebook & Twitter - CHUF (Chearsley & Haddenham Under Fives).
- Observations and comments via the Eylog.

The Manager, Supervisors, Administrator and all staff are available to help answer any questions you may have. Please feel free to approach them at any time.

Please direct all administration enquiries to Sally Smith on (01844) 299123, or email [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk).

### **Non-attendance**

If your child is absent from CHUF for any reason please let us know, this is especially important for all Funded Children, as Funding can be withdrawn if a child is continually absent and no contact has been made to confirm the reason for absence. Please call the appropriate setting: Chearsley (01844) 201858 or Haddenham (01844) 299123.

Photography by Veronica Stewart Photography  
<http://www.veronicastewart.co.uk>

## Chearsley & Haddenham Under Fives's Privacy

### Notice

Chearsley & Haddenham Under Fives (Haddenham Setting)

C/o Haddenham St Mary's School

Aston Road

Haddenham

Bucks HP17 8AF

01844 299123

Chearsley & Haddenham Under Fives (Chearsley Setting)

C/o Chearsley Village Hall

Winchendon Road

Chearsley

Bucks

HP18 0DP

01844 201858

Email: [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk)

Anne-Marie Barker & Sally Smith (GDPR Contacts)

Manager

Administrator

### **Introduction**

CHUF are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used

in line with your expectations.

This privacy notice explains what personal data CHUF collect, why we collect it, how we use it and how we protect it.

### **What personal data do we collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details for you and any authorised friends or family, and details of those authorised to pick up/drop off your child

This information will be collected from you directly in the registration form.

If you apply for Two-Year-Old Funding/Early Years Pupil Premium, we will also collect:

- Your National Insurance number. We may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into.

This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 15 hours free childcare

- to keep you updated with information about our service (Mailchimp and email from [info@chufpreschool.co.uk](mailto:info@chufpreschool.co.uk))

With your consent, we will also record your child's activities for their individual learning record, via our observation platform (eyLog). This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending.

### **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services (QuickBooks) to process and invoice fee's
- the Local Authority (where you claim up to 15 hours free childcare as applicable)
- the Government's eligibility checker (for Two-Year-Old Funding/Pupil Premium)
- our observation tracking software system (eyLog)
- our insurance underwriter (if applicable)
- our marketing platform software management provider (Mailchimp) (Email address only)

- the school that your child will be attending on leaving CHUF
- please see individual websites for any third party that CHUF use for their privacy notices

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our/or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Data is protected in the following ways:  
 Paper Data is stored in a lockable filing cabinets or cupboards  
 Computer Data is kept either on an encrypted USB or held on a password protected PC, which is regularly up to date with anti-virus software and malware

### **How long do we retain your data?**

We retain your child’s personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal

requirements. Your child’s learning and development records are maintained by us and deleted an appropriate period after your child has left.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child’s personal data
- request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.