



Rossmore Pre-School

At Rossmore School, we are registered to provide childcare for children aged 3-11 years. We operate a Pre-School for 48 weeks of the year with the exception of bank holidays, from 8am until 6pm. Our services do not operate for 2 weeks at Christmas and 2 weeks during the summer period as well as bank holidays. As part of this we offer Pre-School provision to 3-and-4 year old children as well as Wrap-Around Care and Holiday Club for those aged 3-11 years.

Our main room is located within our school building. It can be accessed via a side gate to the right of the main school office gate. The main room is used for snacks, crafts, construction, creative play, film watching, reading etc. The main hall is used for physical play. We also have an outdoor area for the children to use. School uniforms aren't compulsory. We will leave this decision to yourselves. Please visit our website for a full school uniform list.

Staff are here to listen to the children and to provide a wide range of activities to suit all ages and stages of development. We ensure that children are able to enjoy themselves in a safe and stimulating environment.

Aims

The aims of our Pre-School are to ensure:

- equality of opportunity and an inclusive, appropriately staffed and resourced environment.
- quality and consistency across early years.
- a secure educational foundation (achieved through careful planning, covering all areas of learning, for the development of each individual child, routinely assessing and reviewing what they have learned against the early learning goals and reporting progress to parents).
- early identification of SEND, and subsequently effective support for personalised development.
- partnership working between school, Key Adults, external practitioners and parents/carers.

Staffing

Our Pre-School is ran by a fully qualified Early Years Teacher with at least 1 Teaching Assistant supporting, in line with statutory guidance. This will increase depending on the number of children within the setting and also the level of need.

All staff will have the necessary training required. They will undertake the necessary safeguarding and first aid training. All staff will be subject to advanced Disclosure and Barring Service clearance (DBS) in line with safeguarding and recruitment practice.

If parents of 3-year-old children request Wrap-Around Care (between 8-8.45am and 3.15 – 6pm), we will follow the EYFS guidance around ratios and minimum qualifications (1:8 with at least one member of staff having Level 3 and at least half the rest having level 2 minimum as required by law). The same guidance will be followed in school holidays if parents request a 48-week contract. Please see our handbook for Wrap-Around Care for more information about this.

Policies and Procedures

The provision outlined in this handbook follows the same policies and procedures across Rossmore School. Details of these policies can be found on the school website or alternatively, can be sought from the school office on your request.

Refreshments

If your child attends full-day sessions within our Pre-School, you will need to provide them with a packed lunch. Those attending before 9am will be offered breakfast. Those staying later than 3.15pm will be offered a drink and a light snack. This is not to substitute a main evening meal that a child would receive at home.

Individual dietary requirements **must** be shared with the setting during the registration process and will be adhered to by the setting. Parental preferences will be met where possible.

If you opt to put your children in for full days, we do request that you provide a packed lunch for your child. There is also a charge of £3 for the half an hour lunch cover between 11.45 and 12.15.

Terms and Conditions

It is our intention to ensure that our Pre-School is accessible to all children and families within our community. The EYFS Lead manages admission to the Pre-School setting and a waiting list system may be implemented if the need arises. Waiting lists will be operated on a first come first served basis, with the exception of siblings who will have the priority of same day(s) as a sibling already attending.

As our pre-school is for 3- and 4-year-old children, we cannot accept children before they turn 3. If you wish, your child can start on the day of their third birthday, however, you will be liable to pay for their sessions at a rate of £6 per hour. As we are not a provider for children the age of 2, you will be unable to use any existing 2-year funding hours with us. The 30-hour funding will then begin the term after your child is 3.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential (the information will not be shared in line with our GDPR policies). You will also be required to fill out medical forms and emergency contact details for the child(ren) attending.

A deposit of £30 is required to secure a place. This will be credited back to you/deducted from your final bill when your child leaves the setting.

Induction to Rossmore Pre-School

All children who will be entering our Pre-School setting will be offered a settling in session before the child's first day. This will be one half-day session. The class teacher will also arrange to visit the child in a familiar setting (this could be at the child's home or in another childcare setting e.g. nursery).

We will also offer an information evening for parents before your child starts where we will share information about the day-to-day running of the Pre-School, the activities involved and information about pick-up and drop-off.

Sessions and Fees

Sessions for Pre-School will be invoiced on a monthly basis (please see invoice schedule attached as **Appendix 1** for more information). All invoices are required to be paid by the 9th of each month. All funds will be payable through our School Spider App. Once your contract has been signed, we will set you up with this account. We will not accept cash. We will, however, accept childcare vouchers and payment through the tax-free funding scheme.

Late payment of sessions will incur a late charge dependent on the amount owing (please see table below). You will have 48 hours to make the payment from receiving the late payment charge. If you do not pay this, sessions will be removed until fees are received. After the third occasion of late payment, a letter will be sent asking for all sessions to be paid up front. If this does not happen, sessions will be removed.

Invoice amount	Late charge
Up to £50	£10
£51 - £100	£15
£101 - £150	£20
£151 and over	£25

All contracted sessions will be charged as stated below. This is payable when your child is absent and away on holiday (regardless of the amount of notice given).

Charges for Pre-School Sessions

If your child is eligible for 30 hours of government funding and you do not exceed these hours, no further charges will be applied. If 30 hours is exceeded, you will be charged a rate of £6.00 per hour.

If you arrive later than the agreed pick-up time to collect your child, there will be a late charge incurred. This will be charged at the additional hourly rate of £6.00.

If you are late after 6pm, this will be charged at £5 for each 15 minutes.

You will not be charged for any contracted sessions if we have to close the Pre-School without notice due to unforeseen circumstances.

Please see Wrap-Around Care handbook for information on charges for this.

Temporary Changes

Please let us know if your child/children will not be attending their contracted sessions for any reason to ensure we can follow all safeguarding checks, knowing where all registered children are.

Arrival and Departure

All children attending Rossmore Pre-School will be dropped off and picked up using the side gate to the right of the school office. They will be met at the door by a member of staff. Each child will need to be signed into the setting by an adult and again, signed out on collection. This must be completed for every session.

Pre-School runs from 8.45am until 3.15pm. Please do not arrive any earlier unless you are also using our Wrap-Around Care provision, which starts at 8am, as we will not be able to admit your child until 8.45am. For further information on this, please see our Wrap-Around Care Handbook.

Late charges have been outlined above.

Child Protection

We create an environment where children feel safe. We follow the school's safeguarding procedures which are available on the website. All staff working within the setting have basic safeguarding training and are subject to advanced Disclosure and Barring Service clearance (DBS) in line with safeguarding and recruitment practice.

Equal Opportunities

We are committed to ensuring equal opportunities are available to all as stated in our policy which can be found on the school website.

Special Educational Needs and Disabilities

We will make every effort to accommodate and welcome any child with special educational needs to our Pre-School. We will work in partnership with parents/carers to meet the child's needs.

Our Pre-School setting will adhere to the school's special educational needs and disabilities policy (which can be found on our school website). We have a dedicated Special Educational Needs and Disabilities Coordinator (SENDCo) who will work closely with the EYFS team to identify needs in a timely manner, make necessary arrangements to ensure correct provision is in place, liaising with outside agencies if deemed appropriate. They will also work closely with parents/carers in order to meet the child's needs.

General Information

Behaviour

The setting will follow the same behaviour policy and expectations across Rossmore School. This is that all children are Ready, Safe and Respectful. Further information and details around this can be found on our school website. Any behaviour will be responded to in line with these policies.

We will not tolerate any form of bullying or discrimination in line with our anti-bullying policy.

Illness

We are unable to care for children who are unwell. In line with our whole school policy, your child cannot attend any provision if they have a temperature. If your child has an infectious illness, please inform the setting and follow advice on how long to isolate pupils. If your child has sickness and/or diarrhea, they will not be able to attend again until 48 hours after symptoms have stopped.

Accidents and First Aid

Every step is taken to ensure the safety of children at all times whilst they are in our care and the provisions listed in this handbook are covered by the school's insurance policies. All staff working within the settings are basic first aid trained. At least one pediatric first-aider will be present at all times. We follow the same First Aid Policy across Rossmore School which can be found on the school website.

Administering Medication

If your child requires prescribed medication, we are able to administer this. Please ensure you have completed a medical consent form as per our school policies.

We will administer paracetamol if a child is feeling unwell. We would seek your permission to administer this first. We would not give paracetamol if a child has a high temperature – in this instance, you would be asked to collect your child immediately and they would not be able to return until their high temperature has gone.

Complaint's Procedure

At our Rossmore Pre-School, we 'Take Pride' in what we do and value your opinions to ensure that we can always 'Aim High' with the care we are providing. If you have any queries, comments or need to discuss any concerns regarding your child, please speak to the Foundation Stage Teacher.

Verbal complaints will be brought to the EYFS Lead or the Head Teacher for discussion and action.



All written complaints will be acknowledged and responded to in line with our complaint's procedure. A full copy of this can be found on the school website.

Appendix 1 : Rossmore Pre-School Invoice dates for period: 1.9.24 – 31.7.25 (non-funded hours)

	2024				2025						
Month	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Billing period (Pre-School Open)	2.9.24 - 30.9.24	1.10.24 - 25.10.24	4.11.24 - 29.11.24	2.12.24 - 20.12.24 School closed: 23.12.24 - 6.1.25	6.1.25 - 31.1.25	3.2.25 - 28.2.25 School closed: 17.2.25 - 21.2.25	3.3.25 - 31.3.25	1.4.25 - 30.4.25 School closed: 14.4.25 - 17.4.25	1.5.25 - 23.5.25 School closed: 26.5.25 - 9.6.25	9.6.25 - 30.6.25 School closed: 2.6.25 - 6.6.25	1.7.25 - 22.7.25 School closed: 23.7.25 - 4.9.25
No of days:	21	19	20	15	20	15	21	16	16	16	16
Invoice date:	1.10.24	25.10.24	29.11.24	20.12.24	31.1.25	28.2.25	1.4.25	1.5.25	23.5.25	1.7.25	22.7.25
Payment to be received by:	9.10.24	9.11.24	9.12.24	9.1.25	9.2.25	9.3.25	9.4.25	9.5.25	9.6.25	9.7.25	9.8.25

