



www.tandridgevillagepreschool.co.uk

**Tandridge Village Pre-School
Tandridge Village Hall
Tandridge Lane
Tandridge
Oxted
Surrey
RH8 9NN**

**Telephone - 01883 732010 (main contact number)
07491 143833 (for text messages only)
Email - tandridgevillagepreschool@gmail.com**

Session Times

Morning sessions:	Afternoon sessions:
Tuesday, Wednesday, Thursday and Friday mornings 9.00 am -12.00 pm	Tuesday, Wednesday, Thursday and Friday afternoons 12.15 pm - 3.15 pm

Staff

Michaela Harris – Manager, Forest School Leader, Safeguarding Deputy and SENCO

Annette Faulkner - Deputy Manager and Safeguarding Lead

Nikki Oldfield - Assistant

Amanda Kozminski - Forest School Leader and Assistant

Jackie Walford - Assistant

Michelle Pritchard-Davies - Assistant

Jane Tottem - Assistant

Shelley Standage – Assistant, bank staff

Vicky Denyer - Administrator

Water bottle/container – Please ensure you provide your child with a named bottle/container of water.

Naming of personal items – Please ensure that all items that come to Pre-School are clearly named, this should include all coats/jackets, lunch boxes and drinks bottles.

Morning sessions fruit – The morning snack time fruit is prepared with the children who help cut it up and divide onto serving plates.
Pre-School purchases a fantastic variety of fruit and veg. There is a small charge per morning session for this which is detailed on your invoice.

Afternoon session lunch – Tues PM, Weds PM, Thurs PM & Fri PM – Please provide a healthy packed lunch (no fizzy drinks or food's that contain nuts please) for your child on the sessions listed above.

Creative supplies and special occasions – With the increasing cost of items required for creative activities and special occasions we ask for a small contribution per term which is detailed on your invoice.

Fees – We accept both the universal 15 hours and the extended 15 hours of Free Educational funding from the Government which can be claimed from the term following a child's third birthday. There is a cost for children attending Pre-School in the terms before their third birthday, our rates will be communicated by email preceding their commencement.

If you use more than one setting and wish to split your funded hours across all settings, we will need to be advised of this so it can be recorded on your TVPS funding form. This will enable any hours exceeding your funded hours to be invoiced appropriately.
Please hand in your fee payments to a staff member or the Administrator. All methods of payment including bank transfer and childcare vouchers are detailed on your half termly invoice.

Notice boards – We have a large notice board where we post information. It is located in the entrance lobby on the left hand side before the double doors leading into the hall.

Uniform – We do have a uniform and you are welcome to purchase some at any time. We keep a stock on the premises. The uniform includes t-shirts and sweat shirts, these are not compulsory items. Uniform request forms are available from the TVPS staff. Please ensure your child does not wear open toed shoes such as sandals.

Home time book – Please write and sign the book if someone other than yourself or a regular carer is collecting your child from Pre-School. If your plans change or you are going to be late for pick up then please ring **01883 732010** so that we are aware of any changes.

Information on Session Procedure

Morning drop off Doors open at 9am – locked at 9.15am.
Afternoon drop off Doors open @ 12:15 – locked at 12.30pm.

During this time there is a member of staff at the main door to welcome you and tick the register. There is also another member of staff at the inner doors of the hall.

Name tag On arrival please encourage your child to find their name tag on the tree, find an empty peg and hang their coats and bags up.

Wash hands Then proceed to the toilets to wash their hands.

Water bottles The children's named water bottles are to be placed in the main hall on the 1st table on your left.

Registration tree You will find this in the main hall. Please encourage your child to find their name label and place it onto the tree.

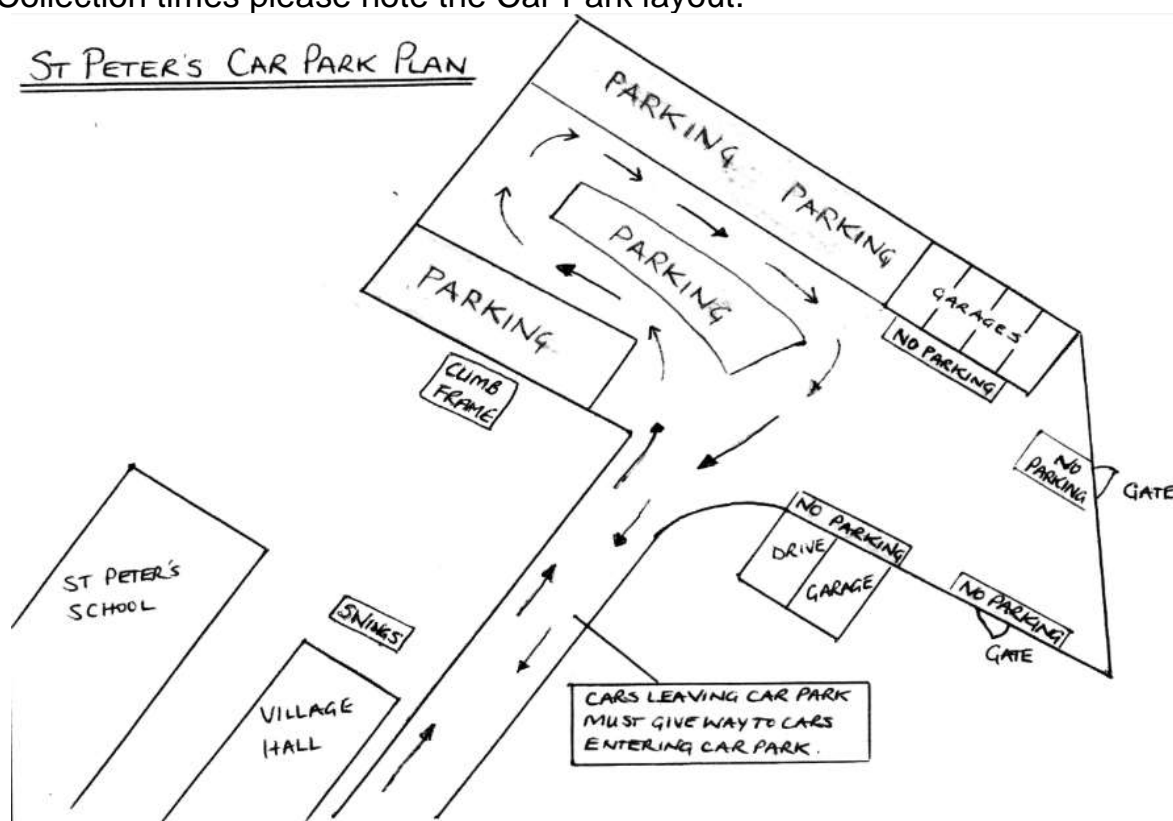
Session start At 9:15 and 12:30pm accordingly we will shake the tambourine, this signifies circle time or lunchtime and the start of the session's routine and activities.

All parents/carers should have departed by this time.

Discussions with staff It would be appreciated if any discussions regarding your child are done at drop off time please.

St Peter's Car Park Plan.

So to ensure that as many people can utilise the School Car Park, especially at School drop off and Collection times please note the Car Park layout.



Communicable Diseases and Exclusion Timescales	
Notice to Parents: Your child should not attend Pre-School if they are suffering from any of the following. Our recommended minimum exclusion days are:	
CHICKEN POX	Until blisters are all crusted or skin has healed. Usually 5 days from first spot.
CONJUNCTIVITIS	Until infection has cleared (the child can be readmitted to Pre-School once prescribed antibiotic drops and they have been administered).
GERMAN MEASLES / RUBELLA	For six days after onset of rash or advised by your GP. Minimum of 6 days after rash appears.
HAND, FOOT & MOUTH	No incubation period. As long as child is not suffering for any of the symptoms.
HEAD LICE	When treatment has been carried out successfully. Treatment is recommended in cases where live head lice have been seen.
IMPETIGO	Until spots have crusted and healed, or 48 hours after commencing antibiotic treatment.
MEASLES	For four days after onset of rash.
MUMPS	For five days after onset of swelling.
RINGWORM	When treatment has commenced.
ROTAVIRUS	For 48 hours from last episode of diarrhoea or vomiting.
SCABIES	Until after treatment has been completed.
SCARLET FEVER	Can return 24 hours after commencing appropriate antibiotic treatment.
THREADWORM	When treatment has commenced.
DIARRHOEA AND / OR VOMITING	For 48 hours from last episode of diarrhoea or vomiting.
WHOOPIING COUGH	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.
A TEMPERATURE	Until temperature is normal for 24 hours or on the advice of a doctor.
IMMUNISATION	Excluded from Pre-School for 24hrs after Immunisation has taken place.
Coughs and colds do not normally require exclusion unless they are severe or the child is distressed.	
Please note this list is not exhaustive and the advice is taken from NHS Direct Healthcare Guide. We also refer to the Guidance for School and Nurseries from the Health Protection Agency.	
Please seek medical advice if you are unsure or concerned.	
<p>All infectious illnesses should be reported to the manager on the Pre-School mobile 07491 143833 as soon as you are aware of them.</p>	