

Chearsley & Haddenham Under-Fives

Prospectus



Registered Charity Number: 1019818

WELCOME TO
CHEARSLEY & HADDENHAM UNDER-FIVES



The aim of this prospectus 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

Cheri Mackey & Karen Elder
Supervising Team

Kirsty Johnson & Kasia Kowalska
Supervising Team

CHUF
The Village Hall
Winchendon Road
Chearsley
Bucks
HP18 0DP
01844 208868

CHUF
St Mary's C of E School
Aston Road
Haddenham
Bucks
HP17 8AF
01844 299123

Email: info@chufpreschool.co.uk

CHUF is a registered charity and a member of the Pre-School Learning Alliance a national

organization formed to support groups that cater for the under-fives.

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

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

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 a parental rota in both settings (Please ask Supervisors for more information).

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. 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 and independence and give the children the responsibility to look after their environment at CHUF by tidying up after themselves and putting toys back in the correct place.

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 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 First Aid Certificate which is renewed every three years, and have attended a Safeguarding course.

The staff at CHUF like to be called by their Christian names.

Anne Barker - Manager, Child Protection Officer & SENCO - 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.

Cheri Mackey - Supervising Team Chearsley - joined CHUF in November 1999. Cheri, was previously a parent helper at St Mary's C of E School in Haddenham encouraging children to develop their reading and communication skills, and has completed the Diploma and Certificate in Pre-school Practice, along with various other short courses.

Karen Elder - Supervising Team Chearsley - 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 the Certificate in Pre-school Practice qualification, and her Level Three qualification.

Debbie Fleetwood (H) - 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 qualification.

Kirsty Johnson - Supervising Team Haddenham Kirsty joined CHUF in March 2013. Kirsty qualified in 2004 with an Advanced National Certificate in Professional Floristry from BCA, Maidenhead. She then worked in Jemini in Oxford for 9 years prior to becoming a full time Mum. Kirsty has been a parent helper at CHUF and Waddesdon Village Primary School and prior to joining CHUF ran a successful toddler group for 2 years. Kirsty has completed her NVQ Level 3 qualification.

Debbie Turvey (CH) - 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 3 qualification.

Karen Ford (CH) - Karen joined CHUF in April 2010, having a background of over 20 years in Estate Agency. Karen has attended several courses since joining CHUF and has completed her Level 2 and Level 3 NVQ qualification.

Fiona Distin (Hadd) - Fiona joined CHUF in April 2015 to work in our Haddenham setting. After a settling in period Fiona is keen to embark on her childcare qualifications.

Kasia Kowalska Supervising Team Haddenham - Kasia joined CHUF in November 2014, after volunteering in both our Haddenham and Chearsley settings. Kasia has a Master's degree in History and Modern International Relations from University in Poland. Kasia has a NCFE level 3 qualification Supporting Teaching and Learning in Schools.

Nikki Lucas (Hadd) SENCO - Nikki re-joined CHUF in September 2013, having left CHUF in December 2011 on maternity leave. Nikki was a qualified childminder and has attended many childcare courses whilst at CHUF. Nikki is NVQ Level 3 qualified and the Special Educational Needs coordinator in Haddenham.

Sarah Heap (Hadd) 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 in the Haddenham setting with effect from September 2015. Sarah was a member of the committee prior to becoming a member of the staff team. Sarah is a qualified Nanny and is the Special Educational Needs Coordinator.

Su Smith (CH) - Su happily returned to CHUF in April 2015 after a period away from the provision pursuing different aspects of child care. She is now working in our Chearsley

setting. Su has completed her level 2 and 3 in childcare.

Jen Akehurst (Hadd) - Jen joined CHUF in January 2017 having worked in another local pre-school for a couple of years. Jen is currently working towards completing her Level 3 childcare qualification and is looking forward to embarking on further childcare qualifications in the future.

Emma Deere (CH) Child Protection 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 as a Pre-school assistant at our Haddenham setting. Emma then went back into Primary Education when her youngest started school, teaching Pupil Premium children. Emma happily returned in April 2016 to CHUF in Chearsley as a Pre-school assistant and SENCO.

Marijanne Jokumsen (CH) - Marijanne studied languages at Oxford, and then lived in Spain for a few years. After returning from Spain she worked for a medical company in the marketing department. Both Marijanne's daughters have attended CHUF and she was a member of the CHUF Committee for several years. Marijanne was actively involved in the CHUF parent Rota, before becoming a temporary member of staff, covering shifts in our Haddenham setting before accepting a permanent position at Chearsley. Marijanne also works part time at St Mary's School in Haddenham. She is keen to further her child care qualifications.

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 in Haddenham. 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 two climbing frames, two sets of swings and a sand pit. At Haddenham there is 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 this area everyday come rain or shine.

Parking at Chearsley - There is a dedicated parking area for 12 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. So please be considerate to our neighbours if you are unable to park in the car park.

Parking at Haddenham - Pedestrian access to CHUF is via St Mary's School playground only, which is accessed via the pathway through St. Mary's Church.

The vehicular access located on the 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. If there are any extenuating medical circumstances please advise the Manger or Supervisor who will organize parking arrangements in either Chearsley or Haddenham.

Opening Times Haddenham

Day	AM Session	PM Session	Lunch (Incorporated into the PM session)
Monday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Tuesday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Wednesday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Thursday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Friday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40

Chearsley

Day	AM Session	PM Session	Lunch (Incorporated into the PM session on Monday, Wednesday and Thursday)
Monday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Tuesday	9.10 - 12.10	N/A	12.10 - 1.00
Wednesday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Thursday	9.10 - 12.10	12.10 - 3.10	12.10 - 12.40
Friday	9.10 - 12.10	N/A	12.10 - 1.00

Session Structure

The morning session is open to our 2, 3 and 4 year old children. The staff differentiate the curriculum and environment on a daily basis to accommodate all aspects of age and ability for each child.

The afternoon session is open for 3 and 4 year old children only and includes a "Lunch Bunch" opportunity between 12.10 and 12.40. Lunch Bunch provides a wonderful opportunity for the children to practice social skills and learn how to sit and eat a packed lunch independently. In Chearsley on Tuesday and Friday there is no PM session and therefore we offer "Lunch Bunch" from 12.10 to 1.00 Pm, at an additional cost of £4.00 per session.

A TYPICAL DAY AT CHUF

- 9.10am The children arrive and are warmly greeted by the Staff, and hang up their personal belongings on their named peg. They can then choose from a variety of activities or free play until circle time.
- 9.30am **Group Circle Time**
The "Good Morning Greeting" and register are followed by a variety of discussion which can include the weather, the time, "show and tell" or the relevant topic. A member of staff will explain the routine of the morning, and inform the children of the activities on offer that day.
- 9.45am **Activities and Free Play**
The children are then free to choose whether they would like to do an activity or play on 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 woodwork
 - Climbing frame
 - Home corner
 - Dressing-up clothes
- The choice of activities which are staff led include:
- Cookery
 - Computing
 - Art projects
 - Planned Adult led Activities
- 11.20am **Outdoor Play, Music and Movement etc**
The session concludes with stories, rhymes, or time for reflection followed by any messages. Refreshments are offered throughout the morning café style. The children can choose from a variety of snacks including milk/water, raisins, fruit/vegetables and breadsticks
- 12.10pm The AM children leave with parents and carers. All day children (3+) start their lunch.
- 12.10pm The afternoon session commences with the first half an hour dedicated to

"Lunch Bunch". This session is dedicated to our older children only (3+).

- 12.10pm Children arriving for the afternoon session are warmly greeted by the staff and join those older children already in the setting at lunch.
- 12.40pm Lunch Bunch finishes and the children start the rest of the session and are able to play or join the activities on offer.
- 1.00pm Group circle time including stories, music and rhymes.
- 2.00pm The children will have a choice to play outside or on our patio area, in the garden or are free to choose from a selection of activities or equipment inside and outside. As per the Am session refreshments are offered throughout the session.
- 3.00pm Tidy up time.
- 3.10pm Children leave with their parent or carer.

THE CHILDREN AT CHUF

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. The children can put their work, or anything personal to them in their tray and collect it all at the end of the session. The child's tray is also where all correspondence to parents is issued.

Please could all, clothing and lunch boxes be clearly marked with your child's name. The children are asked to wear overalls 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, alternatively we do offer a uniform which can be purchased from CHUF.

During their time at CHUF many children will require the need to be changed for many different 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 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.

Your Child's Keycarer

Each child will be assigned a key carer. The role of the key carer is to help ensure that every child's care is tailored to meet their individual needs to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with parent/carers. Keycarers will meet with parents and in these meetings the key carer will ask for information to help build a picture of each child's abilities, likes and dislikes and any other useful information.

The key carer will also play an important role in assessing your child. This helps parent/carers and the key carer to recognise the children's progress, understand their needs, and to plan activities and support.

Between the ages of two and three all key carers will produce a “progress check at two report” for each parent/carer to read and agree before making any additional comments and signing a copy. Further summative reports will be sent out to parents to show their child's progress at CHUF.

The EYLog

CHUF have also introduced the EYLog which is a tablet based tool for recording your child's progress whilst at pre-school. These observations in the form of comments, photos and videos can be shared with the parents through a secure portal. More details regarding this tool is issued in your child's new starter paperwork.

POLICIES AND PROCEDURES

CHUF has in place numerous policies that govern our practices and procedures, which are updated regularly to ensure they comply with The Ofsted National Standards.

These include:

Admissions Policy	Antibullying Policy
Behaviour Management/	Care, Learning & Play Policy
Code of Conduct	Safeguarding Policy
Complaints Procedures	Confidentiality Policy
Disciplinary Procedure for CHUF Employees	Documentation Policy

Equal Opportunities Policy	Equipment Policy
Equality of Opportunity	Food & Drink Policy
Going Out Away from the Setting (Outing)	Grievance Procedure (Staff)
Going Out Away from the Setting (Walking)	Health Policy
Lost Child Procedure	Medical Policy
Organisation Policy	Physical Environment Policy
Infection Control	Recruitment Policy
Safety Policy	Session Allocation and Funding
Sick Child Policy and Procedure	Special Needs Policy
Staff Training Policy	Suitable Person Policy
Student Placement Policy	Working in Partnership with Parents and Carers

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 Co-ordinators are Anne Barker, Sarah Heap and Nikki Lucas.

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 tray, fetch their coats and lunch boxes
4. Please leave via the main door as quickly as possible for reason 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 basket, 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.

COMPLAINTS/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.

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.

Fire Procedure

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

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.

Health

Please keep your child home if he or she has any infection and let a member of staff at CHUF know the nature of the infection so they can alert other parents if necessary. If your child becomes ill during the day at CHUF, parent/carers will be notified promptly. If your child has been ill with sickness or diarrhoea a period of at least 48 hours must pass from the last bout of illness before your child can return 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. 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.

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 on occasions we will have some children attending CHUF with known allergies, therefore we do ask parents to refrain from including any nut based products such as Peanut Butter in your child's lunch box at any time. Thank you.

We do ask for voluntary donations of fruit, veg, and other healthy snacks for the children to share. These can be left in the snack container on the signing in tables at both settings.

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 only funded from 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. Fund raising 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: **£15.00**
- Afternoon session: **£15.00**
- "Lunch-Bunch": **£4.00**

There is a one off registration fee when your child first joins CHUF - this fee is currently £25.00 (Wef Sept 2016). (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 the "Lunch-Bunch" is by bill at the end of each half-term. Please note that a late payment charge of 10% will be added to outstanding bills not settled within 2 weeks, unless prior agreement has been reached with the Administrator or Manager.

If you are late collecting your child from CHUF we will have to charge you a staff hourly rate for two members of staff. 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 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.

GRANT FUNDED PLACES FOR 2, 3 and 4 YEAR OLDS & PUPIL PREMIUM

CHUF is registered to accept Government Funding for three and four year olds as well as those who meet the 2 year old funding criteria. 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 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 Declaration Form for Nursery Education' and also to provide proof of their date of birth, for example with a 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 Pupil Premium. Details regarding this are outlined in your child's new starter paperwork. Please do check to see if you are eligible and if so please register with ourselves for this.

30 Hours Free Childcare from September 2017

Currently all 3 and 4 year olds are entitled to 15 hours of free childcare a week. As you may be aware this entitlement is changing with effect from September 2017. The entitlement is being extended from 15 hours to 30 hours per week (In total) for working families. Families where both parents or 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 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.

At CHUF we **will not** currently be offering the 30 hours as this will severely reduce the number of children we are able to offer a place to. Whilst CHUF are not offering the additional 15 hours, 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), and claim the initial 15 hours with CHUF. Currently many of our children already access more than one provider to fulfil their childcare needs.

Should you wish to find out more information regarding the 30 Hours scheme please visit 'The Buckinghamshire Family Information Service' at: www.bucksfamilyinfo.org and to keep up to date with these changes and to register to check your eligibility please also visit: www.childcarechoices.gov.uk

INFORMATION SHARING

At CHUF we have numerous ways of sharing information they are:

- Parent notice boards and displays in each setting
- Termly newsletters and letters are sent out via the children's trays
- Via email - info@chufpreschool.co.uk
- Web site - www.chuf.co.uk
- Facebook page - CHUF (Cheersley & Haddenham Under Fives), please 'like' this page to stay in touch.
- 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.
- Administration Enquiries - please contact Sally Smith on (01844) 299123, or 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: Cheersley (01844) 208868 or Haddenham (01844) 299123.
- Birthdays- If a child attends CHUF on their birthday we celebrate it with a 'magic cake'. Parents are welcome to bring in a treat such as small bars of chocolate for the children on their child's birthday. Please note that we are unable to accept homemade items such as cakes, due to the councils Health and Hygiene regulations. Please also give consideration to possible allergies etc.