



# Welcome to North Nibley Preschool

[www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)  
[northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)



# Welcome to North Nibley Preschool

We hope that your child will really enjoy their time at our Preschool and that you will feel welcome as part of our preschool community as well. This welcome pack will provide you with the information you will need to know whilst your child is with us. If you have any other questions or concerns, please approach a member of the Preschool committee or staff. We will be very happy to assist you.

## General Information

- North Nibley Preschool is open from 8.30 am until 3.30 pm Monday to Friday, and staff may receive children from this time onwards. If you arrive earlier, please stay with your child until the session begins, and we have 2 members of staff on the premises.
- On arrival, please sign your child into the attendance register with an accurate time of arrival and the name of the person who will be collecting your child. Please also advise the Playleader or your child's key worker if your child is being collected by anyone other than yourself. If your child is unable to make it into Preschool, for any reason, let the Preschool know as soon as possible by contacting the Preschool team via email ([northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)) or by calling the Preschool number during session time.
- Before your child starts, please take time to look around the preschool with your child to explore the activities on offer, and we highly recommend using the two free settling-in sessions we offer on a date that suits you.
- When collecting your child, please remain outside the hall until a member of staff greets you. Always remember to sign your child out accurately, recording the time of collection (this is the time you collected, not when you intend to collect!)
- At the end of the Preschool session, ensure you collect your child promptly. If you are delayed, advise the Preschool team by calling the Preschool's mobile number: 07883 081170 – no text messages please. In the event of a child not being collected, staff will endeavour to get in touch with the child's named contacts. **Please ensure we always have up-to-date contact details.**
- Please make sure your child is dressed appropriately for outdoor play with coats, wellies, hats and gloves in the winter and spring, and a sun hat in the summer. All clothing and footwear must be labelled. **On summer days, please apply sunscreen first thing.** If you would like us to reapply sunscreen, please arrange this with the Preschool team.
- Preschool has a lovely red, hard-wearing uniform available to purchase. Uniform is **completely optional** and entirely up to you and your child. Polo shirts (£10.25), sweatshirts (£13.00) and T-shirts (£7.50) are available in sizes 2 years and 3 to 4 years. This can be purchased from the Preschool. Preschool sells these at cost price. You will be sent a separate invoice for uniform purchases, payable by BACS. If you would like to try for size, please ask a member of the preschool team or you can find our order form on our website. Alternatively, you can email [dyerj321@gmail.com](mailto:dyerj321@gmail.com).
- Parents/carers are to provide a packed lunch (during the summer months, please include a small ice pack). The packed lunch must be healthy and nutritious. Please provide a water bottle.
- Daily snack – we provide healthy snacks in the morning and a small snack in the afternoons. For more info, please refer to the 'financial stuff' page.

- We welcome your feedback. This helps us to ensure we provide a service you would like for your child. Please give feedback to Early Years staff, the Setting Support Officer or a member of the committee. We also perform a formal parent survey once a year, please ask if you would like to see previous surveys.

- We follow the same half-termly dates as North Nibley Church of England Primary School ([www.northnibley.gloucs.sch.uk](http://www.northnibley.gloucs.sch.uk)) but our inset days are not always the same. We plan the following academic year months in advance and we email you our Preschool key dates as early as possible.

## Preschool Committee

North Nibley Preschool is a parent-led charity; run by a committee made up of volunteer parents and carers. The committee is essential as our Preschool cannot exist without it.

The Committee is responsible for:-

- managing the setting's finances
- employing staff
- ensuring that the setting has and works towards policies and procedures that help it to provide a high-quality service; and
- ensuring the setting works in partnership with the children's parents/carers.

We are also involved in a variety of other activities: -

- fundraising to buy additional resources
- promoting the Preschool

## Could you get involved?

We would love parents to become as involved in our Preschool they wish to be. This can be on an ad-hoc basis, for example to support a fundraising event, or on a more regular basis by joining our committee and providing your input.

## Fundraising Events

We hold fundraising events throughout the year. Events include a quiz night, Christmas Raffle, Easter Raffle, having a stall at North Nibley Primary School Spring and Christmas Fairs.. The money raised from these events is crucial to the continuation of the Preschool so we are always keen for parents/carers to help in any way that they can. This could be baking a cake to sell, serving teas or coming up with new and exciting fundraising ideas!

## Our AGM

All parents/carers are invited to the Annual General Meeting which takes place at the beginning of the autumn term. During the AGM, nominations are sought for a Chairperson, Secretary and Treasurer, and other supportive roles, for election onto the Committee which holds meetings throughout the year. We hold these meetings in person at the village hall or via video link.

If you would like to know more about the Committee and how to get involved in the running of our Preschool, please speak to a member of the Preschool team or the current committee.

[www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)  
[northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)  
[northnibleypreschoolad@gmail.com](mailto:northnibleypreschoolad@gmail.com)  
[dyerj321@gmail.com](mailto:dyerj321@gmail.com)



## North Nibley Pre-school Contact Details (term time only)

**Pre-school number (during session times): 07883 081170**  
**No text messages**

### Committee

The current committee contact details are displayed on the Pre-school notice board.

Pre-school website                      [www.northnibleypreschool.co.uk](http://www.northnibleypreschool.co.uk)

Pre-school                                      [northnibleypreschool@hotmail.co.uk](mailto:northnibleypreschool@hotmail.co.uk)

Setting Support Officer                      [dyerj321@gmail.com](mailto:dyerj321@gmail.com)

Administrator                                      [northnibleypreschoolad@gmail.com](mailto:northnibleypreschoolad@gmail.com)

Pre-school's address                      North Nibley Village Hall  
Innocks Estate  
North Nibley  
Dursley  
Gloucestershire  
GL11 6DP



# North Nibley Preschool

## The financial stuff...

We are open Monday to Friday.  
08.30hrs - 15.30hrs

Our days are split into two sessions (am and pm). Your child can stay for the whole day (8.30am to 3.30pm) or a particular session. As per our Admissions Policy, every child must attend a minimum of two sessions a week:

Morning session 8.30am - 1pm  
Afternoon sessions 1pm - 3.30pm

Although we open from 8.30am, you can arrive anywhere between 8.30-9am but you will be charged from 8.30am no matter what time you arrive.

## **Nursery Education Funding (NEF)**

### *3-and-4-year-olds*

All children aged 3 and 4 years-old are eligible to receive the 15 hours a week (universal entitlement). Eligibility starts the term after the child's third birthday (there are 3 terms a year: Autumn (Sept-Dec), Spring (Jan-Mar) and Summer (Apr-Aug)). . **We are also able to offer the 30 free childcare hours** (extended hours – income related) places (visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to apply).

Where a child does extra hours over and above their claimed 3 and 4 year old entitlement or is not eligible for NEF, then we charge £5.45 per hour.

### *2-year-olds*

The Pre-school registered to accept two types of 2 year old funding. Namely:

- Achieving 2 year old funding - applicable for certain children (follow this link to [www.glosfamiliesdirectory.org.uk](http://www.glosfamiliesdirectory.org.uk) for more information); and
- Working Parents 2 year old funding. To find out more about this visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If successful, you will receive an 11 digit code – please ensure you let the Administrator know ([northnibleypreschoolad@gmail.com](mailto:northnibleypreschoolad@gmail.com)).

Where a child is not eligible for the 2-year-old funding or does extra hours over and above their claimed entitlement, then we charge £5.95 per hour.

### *9 to 23 month old funding*

North Nibley Pre-school is able to accept the 9-to-23-month- old funding. So, if your child joins the Pre-school part way through a funding period having turned 2, we are able to accept this funding. To apply visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Note that this funding is income related and is aimed at working parents. If successful, you will receive an 11 digit code – please ensure you let the Administrator know ([northnibleypreschoolad@gmail.com](mailto:northnibleypreschoolad@gmail.com)).

Where a child has the 9 to 23-month-old funding but does extra hours over and above their claimed entitlement, then we charge the 2-year-old rate of £5.95 per hour.

**NB: North Nibley Preschool only accepts children from the age of 2.**

## **Other charges**

We do not charge for nappy disposal. We do, however, charge for snacks provided to your child. This is a charge of £1 per week and will be added to your half-termly invoice. The charge remains the same and is not dependent on how many sessions your child attends. **You can opt out** of snacks and not pay this weekly charge. If you do not wish to pay, please provide your child with a healthy snack for each day they attend. We are happy to cater for children with allergies/intolerances. The playleader will discuss with you prior to your child starting.

## **Deposit to secure a place**

An advanced payment of £50 will be required to secure your child's place at preschool. Payable within 10 working days of you accepting the sessions offered. Please note that even if you have another child already attending pre-school, the £50 advance payment is still a requirement. If payment is not made within the 10 working days, the place will not be held. In the event of your child not taking up their offered place, then the deposit will be retained. The deposit will be fully refunded within the first term if your child's fees are funded. If you are non-funded or part non-funded, the deposit will be used across your first term's invoices.

## **Settling in sessions**

When your child starts at the Preschool, we will offer two 1-hour sessions with up to two parents/carers in attendance. This will allow the child time to become familiar with the setting, as well as the parents/carers. These two sessions are free.

Your child's official start date is the date of the first settling in session. If you decline the settling in sessions, then the official start date is the date your child is booked to start on a full session. If you decide that you no longer wish for your child to attend preschool, you will still be charged four weeks' notice and this means you will be charged for the sessions your child was booked in for.

## **Payment of half-term invoices**

Please pay all invoices promptly by BACS – our preferred method. Details are on your children's invoice - we also accept childcare vouchers and money from tax-free childcare accounts.

If you envisage difficulties in paying your half-termly invoice, then we would encourage you to contact the Setting Support Officer (email: [dyerj321@gmail.com](mailto:dyerj321@gmail.com)) to discuss a payment plan. North Nibley Preschool will follow P49 Debt Recovery to obtain any outstanding monies. Any arrears will be taken forward to the next half-termly invoice. Any prolonged delay in payment could jeopardize your child's place and will be decided upon by the Committee.

If you have any questions regarding your invoices/payments, funding etc. please contact our Administrator.

## The Early Years Foundation Stage Curriculum



Under the Childcare Acts 2006 and 2016, we are required to adhere to the requirements contained in the Early Years Foundation stage (EYFS) framework. This mandatory framework is made up of six areas of learning and development. All areas are equally important and depend on each other to support child development. All areas are delivered through planned, purposeful play, with a balance of adult led and child initiated activities. There is equal emphasis on indoor and outdoor learning.

The EYFS framework became statutory in 2008 and has had a succession of revisions. The setting's staff adhere to the requirements of the latest version of the EYFs.



### Personal Social and Emotional Development (PSED)

This focuses on children learning to make relationships with other children and with adults, self-confidence and self-awareness and managing feelings and behaviour.

We will ensure support for your children's emotional well-being to help them know themselves and what they are capable of.

### Communication and Language (CL)

This area focuses on children's listening and attention skills, their understanding skills and their speaking skills

We will give your children opportunity and encouragement to use their skills in a range of situations and for a range of purposes, and be supported in developing their confidence and disposition to do so.

### Physical Development (PD)

In this area children develop moving and handling skills and also think about health and self-care.

We will give your children opportunities to take part in and understand why physical activity is important and help them to understand the importance of healthy food choices.

### Understanding the world (UW)

This focuses on children understanding people and communities, the world and technology.

We will ensure opportunities to enable your children to encounter things in their natural environment from people, plants animals and objects. Also to experience real life situations and experiment with different materials to explore their world.

We will also use a range of current technological devices to support their learning.

### Mathematics (M)

This area covers mathematical development and provides the foundations for numeracy.

We will provide opportunities to practice and extend your children's skills in these areas, and to gain confidence and competence in their use.

### Expressive Arts and Design (EAD)

This focuses on the development of the children's imagination, their ability to communicate and express ideas and feeling in a creative way.

We will provide your children with opportunities to explore their thoughts, feelings and ideas through creative work. We will provide a range of materials and media for the children to explore and use.

### Literacy (L)

This focuses on the development of children's reading and writing skills.

We will provide opportunities to practice and extend your children's early writing and reading skills through a rich range of topics and activities.

## Tapestry Online Learning Journals

We use online learning journals to record your child's progress at the setting. You will be given full instructions and a password and when your child joins North Nibley Preschool by signing a consent form. If you do not wish your child's journey to be recorded this way, then we will do so on paper format.

Online journals can also be accessed by other family members if you wish. They are interactive so you can add to their journals too. Many schools use Tapestry (including North Nibley Church of England Primary School) and with your permission the journal can be shared with them or an alternative primary school when your child leaves, to ensure a smooth transition.

## Preschool Policies

Preschool has a range of policies and procedures in place to keep your child safe, to comply with government legislation and to ensure the smooth running of Pre-school. These policies and procedures are available for everyone to see at any time and are available on our website (follow this link <https://www.northnibleypreschool.co.uk/our-policies->).

Please ensure that you read the following policies that can be found on the About Us/Our Policies and Procedures section of our website (see link above).

**Policy 2:** Settling in/Key person

**Policy 4:** Safeguarding children and child protection

**Policy 6:** Complaints

**Policy 26:** Payment of children's invoices

**Policy 36:** Data Collection and Information Sharing

**Policy 49:** Debt Recovery

: North Nibley Pre-school's Privacy Notice

# North Nibley Preschool

## Child Entry Form

Pre-school sessions run on Monday 9am to 1pm, and Tuesday to Friday with the following sessions available: As per our Admissions Policy, minimum attendance is two sessions per week.

Morning: 8.30am to 1pm; Afternoon: 1pm to 3.30pm; or All Day: 8.30am to 3.30pm

### 1. Please put a 'x' in the box for the sessions you anticipate your child to attend:

Monday morning 8.30am-1pm :	Tuesday morning 8.30am-1pm:	Wednesday morning 8.30am-1pm:	Thursday morning 8.30am-1pm:	Friday morning 8.30am-1pm:
Monday afternoon 1pm - 3.30pm:	Tuesday afternoon 1pm-3.30pm:	Wednesday afternoon 1pm - 3.30pm:	Thursday afternoon 1pm-3.30pm:	Friday afternoon 1pm-3.30pm:
Monday all day 8.30am - 3.30pm:	Tuesday all day 8.30am-3.30pm:	Wednesday all day 8.30am-3.30pm:	Thursday all day 8.30am-3.30pm:	Friday all day 8.30am-3.30pm:

### 2. Your details<sup>1</sup>

<b>Full Name of Child and Preferred Name:</b>
<b>Date of Birth:</b>
<b>Address of Child (including postcode):</b>
<b>Telephone Number:</b>
<b>Email:</b>
<b>Mobile telephone number:</b>
<b>Telephone number in case of Emergency</b>
(1)
(2)

<b>Parent/Carer(s) Name(s) with Parental Responsibility: <u>See attached form</u></b>
<b>Address (if different from child's):</b>

<sup>1</sup> The EYFS (latest version) requires North Nibley Pre-school to obtain the following information under paragraphs 3.69 and 3.70 ('Information and Records') and paragraph 3.73 ('Information about child') to enable the running of the Pre-school.

<b>Other children in family</b> ( <i>names &amp; ages</i> )
<b>Family religion</b>
<b>Any medical procedures forbidden by family religion</b>
<b>Name and address of Doctor:</b>  <b>Telephone number:</b>
<b>Name and telephone of Health Visitor :</b>
<b>Details of any special dietary requirements, preferences or allergies to food or otherwise:</b>
<b>Details of any special health requirements:</b>
<b>Current medication<sup>2</sup>:</b>
<b>History of infections, diseases and immunisations:</b>

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<sup>2</sup> Prescribed/non-prescribed medicine can be administered only if an 'Administration of medicine' form as been completed. As per EYFS paragraph 3.46.

# Parental Responsibility Form

Under the Early Years Foundation Stage (EYFS) that came into effect from September 2008, and has been revised periodically over the years, we are legally required to establish who has Parental Responsibility for each child in our care<sup>3</sup>.

## Who has Parental Responsibility<sup>4</sup>?

- A married couple that have children together both automatically have parental responsibility;
- parental responsibility continues after divorce;
- mothers automatically have parental responsibility;
- where the parents are not married the father has parental responsibility if:
  - his name is registered on the birth certificate (after 1 December 2003);
  - he later marries the mother;
  - both parents have signed an authorised Parental Responsibility Agreement;
  - he obtains a Child Arrangement Order from the Court;
  - he obtains a Residence Order from the Court; and/or
  - he becomes the child's guardian.

If you have Parental Responsibility, your most important roles are to

- provide a home for the child; and
- to protect and maintain the child.

Please indicate below who has Parental Responsibility. If there are any subsequent changes to these details, please let the Pre-school know immediately.

**Name of child/children:** .....

**Date of Birth:** .....

**Name of person/s with Parental Responsibility and contact number:**

.....  
.....  
.....

**Name of Resident parent<sup>5</sup>:** .....

If parents are separated or divorced has a Child Arrangement Order or Injunction Order been granted by the Court?      Yes or No (please delete the one which is not applicable).

What condition(s) does this state? .....

.....

Please see the Pre-school's Separated Families Policy (No 40) for more information.

Please complete and hand to the Playleader with your registration form (see Welcome Pack).

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<sup>3</sup> EYFS Para 3.73 "information about the child"

<sup>4</sup> <https://www.gov.uk/parental-rights-responsibilities>

<sup>5</sup> Resident parent: is the parent who has the child living with them for the majority of nights in a week.

### 3. Emergency Contact details<sup>6</sup>

Emergency Contact 1
Name:
Address:
Telephone:
Relationship to child:

Emergency Contact 2
Name:
Address:
Telephone:
Relationship to child:

Childminder/Nanny
Name:
Address:
Telephone:
Please tick the box if you are happy for us to contact your childminder/nanny should the need arise.

Names of people who may collect your child

Any other significant information

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<sup>6</sup> As per EYFS para 3.73 within section 'Information for parents and carers'

## 4. Permissions

- I give permission for my child to be given any necessary emergency medical advice or treatment.  
**Yes/No** (delete as appropriate)
- I give permission for my child to have sun cream or a plaster applied when necessary.  
**Yes/No** (delete as appropriate)
- I give permission for my child to be taken to the playground, playing field or North Nibley Church of England Primary School during the session.  
**Yes/No** (delete as appropriate)
- I give permission for the staff/committee member or member of the press to take photographs of my child for their observation record or for promotion of the Pre-school.  
**Yes/No** (delete as appropriate)
- I give permission for North Nibley Pre-school to share information about my child with other settings that he/she attends<sup>7</sup>.  
**Yes/No** (delete as appropriate)
- I give permission for my child to access the internet under the direct supervision of his or her Play Leader/key worker.  
**Yes/No** (delete as appropriate)

**PLEASE WRITE BELOW THE NAME AND ADDRESS OF ANY OTHER SETTINGS YOUR CHILD ATTENDS.**

**Other settings my child attends**

**Please tick the box if you are happy for us to contact your child's other setting(s) if the need arises.**

- I am interested in helping out with fundraising (about 2 hours per full term).  
**Yes/No** (delete as appropriate)
- I am interested in finding out more about being involved in the committee.  
**Yes/No** (delete as appropriate)

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<sup>7</sup> EYFS para 2.13 refers to children attending more than one setting.

**Data Protection statement:**

North Nibley Preschool (NNPS) will collect only the personal information it needs to perform our functions in line with the standards for learning, development and care of your child from birth to 5 years old as set out in the Early Years Foundation Stage (EYFS) framework (latest version). North Nibley Preschool are a controller of your and your child’s personal data under applicable data protection laws, including, from 25 May 2018, the General Data Protection Regulation (GDPR)<sup>8</sup> and the Data Protection Act 2018.

This form enables NNPS to comply with the EYFS and Childcare Acts 2006 and 2016. This form is kept in your child’s folder which is kept securely under lock and key. Access is only by the Playleader or under her direction. This information will be destroyed 3 years after your child has left North Nibley Preschool<sup>9</sup>.

- We will only use your and your child’s personal information to enable us to provide an early years education service to you.
- We will also use this information to keep in contact with you either by email or post.
- We will keep the information secure and will only share it as necessary and appropriate for funding purposes (eg. to access 15 or 30 hours funding from Gloucestershire County Council) or if required by law (eg. for safeguarding purposes).
- You have the right to ask us to view any information held and we will comply in accordance with the regulations.

- By ticking this box you are consenting to us holding and processing your data and sending you information.
- If you do not give us your consent, then this will limit our ability to deliver the learning and development to your child and ensure that they are ready for school.

You can ask us to delete any data held at any time and we will comply in accordance with our statutory obligations.

<b>Signed</b>	
<b>Parent/Guardian</b>	<b>Date</b>
<b>Checked by</b>	
<b>Pre-School</b>	<b>Date</b>

**Thank you for completing this form.**

Please return it to  
Elaine Roberts, Playleader  
North Nibley Preschool  
Village Hall, The Innocks, North Nibley, Glos GL11 6DP

(updated July 2025)

<sup>8</sup> See Policy 36: Data Collecting and Information Sharing

<sup>9</sup> See Policy 35: Record Keeping

# All about your child

## All about Me

**My name is:**

**I like to be called:**

**I am** *(years old)*:

**I was born on:**

**I live at:**

**I live with:**

**My pets are:**

**Other people that look after me are (is your child used to being left):**

**The things I like to play with are:**

**When I'm at home I enjoy:**

**The places I like to visit are:**

**I'm good at:**

**I might need help with:**

**My favourite foods are:**

**I don't like:**

**Foods I'm not allowed (for cultural, allergy or other reasons) are:**

**Are there any ways in which your child might need particular help/support from a member of staff?**

**Does your child have particular names/words for comforts or significant people or pets:**

**Does your child need any help with their toileting:**

**Please tell us about anything else you would like us to know to help your child settle and have a happy time at preschool.**

**Thank you for sharing this information.**

Please return to  
Elaine Roberts, Playleader  
at North Nibley Preschool  
Village Hall, The Innocks, North Nibley, GL11 6DP