Treehouse Preschool

Welcome Pack

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Thame Girl Guide Headquarters

Southern Road

Spring Path

Thame

Oxon

OX9 2EP

E: [info@thetreehousethame.co.uk](mailto:info@thetreehousethame.co.uk)

T: 07305 463109

**Welcome**

A very warm welcome to Treehouse Preschool. We are based in the Girl Guide Headquarters building in the beautiful town of Thame, Oxfordshire where we are surrounded by green space, have Cuttlebrook Nature Reserve on our doorstep for our Forest School sessions and are only short walk to the town centre.

We offer children aged 2-4 years a warm, caring, stimulating, fun learning environment where they can thrive. We believe children ‘Grow With Nurture’ and following this ethos we ensure children experience an enabling environment where they are supported to become independent, confident learners, whose strong relationships with peers and our wonderful Treehouse team provide them with a solid foundation to their early years.

**The Treehouse Team**

Kyla Weller- Owner, Manager

Designated Safeguarding Officer, First Aider, SENco

Cass Carter- Manager

Designated Safeguarding Lead, First Aider, Health and Safety Officer, Behaviour Management

Lily Hazelton- Manager (Currently on Maternity Leave)

Lucy Pemberton- Deputy Manager

SENCo,

Selina Betteridge- Level 3 Practitioner

First Aider, Fire Marshall

Catherine Beer- Level 3 Practitioner

First Aider

Jo Forsyth- Level 3 Practitioner

Rachel Luckett- Level 3 Forest School Lead

Forest School First Aider

Abi Margetts- SEN Support practitioner,

Language Lead, First Aider

Louisa Creanga- Pre-school Assistant

All the treehouse team are trained in Safeguarding, Food Hygiene and Allergy awareness.

**Sessions**

Monday to Friday (term time only) –

Morning only 9am- 1pm

All day 9am-2:45pm

**Fees**

Every child is eligible for 15 hours of childcare per week, the term after their third birthday via the government Universal Funding. This covers 38 weeks of the year up to a maximum of 570 hours per academic year.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds?step-by-step-nav=f237ec8e-e82c-4ffa-8fba-2a88a739783b>

Some children may be entitled to 2 year old funding, an additional 15 hours and Early Years Pupil Premium. Please check on the government website for more detail-

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

For hours attended outside of funded hours the rate is £6.00ph. A monthly bill is sent the week before to be paid with in seven days. If for any reason you are having trouble paying please talk to Kyla as a late fee will occur of £10 if paid later than 14 days and child’s place will be suspended if continually not paid.

A voluntary contribution of £5 each half term towards snack/coking activities would be greatly appreciated.

**Settling in**

Once you have visited us and chosen Treehouse Preschool for your child you will be asked to complete online registration form on our EyLog system and all other details for yourself and your child such as emergency contacts, allergies, medical needs etc.

We understand all children settle into new environments differently and we will support each individual child as they begin their journey with us.

Being flexible is an essential part of building a good relationship with children and their families by ensuring they are happy and comfortable when in our care. Key workers will discuss individual needs and work with parents and carers to provide a suitable plan to move forward with.

**Key person**

Each child will be allocated a member of staff as their key person before starting Treehouse. Their role is to work with parents/carers to ensure each child’s individual needs are met and required assessments are carried out. The key person will be your main point of contact should you wish to discuss your child’s progress/concerns. Please speak to them in setting or for anything you may need a little longer for, please arrange a suitable time with them for a call or a chat.

**Key Person Groups**

Hedgehogs- Cass and Lucy

Squirrels- Jo and Rachel

Owls- Selina and Catherine

**What to Wear and Bring to Treehouse**

Treehouse can be a very messy place as we encourage children to explore! Therefore, we advise that children wear clothes suitable for the environment. Aprons are available for activities but please be aware that your child may get dirty, so we recommend not wearing ‘best’ clothes. Children must bring a bag to preschool each time they attend containing at least 2 FULL SETS of NAMED clothes (including underwear and socks!) and nappies and wipes if applicable. We also ask you to please try and avoid difficult clothes for the children to undo independently, such as dungarees and belts as this can cause upset for children who are toileting.

**Toileting**

All children are welcome at Treehouse from the age of 2, regardless of where they are with their toileting. The team will work closely with children and parents to support toilet training when a child is ready, and we ask all children who are at this stage to bring a bag with plenty of changes of clothes (including socks) to each session.

We want children to feel confident in their independence in relation to toileting and having their own clothes to change into is a big part of keeping them feeling comfortable.

**Outdoor Clothing**

Please ensure you child brings NAMED wellies to preschool for outside play and walks to surrounding areas. In cold weather please provide your child with a suitable NAMED coat/hat/gloves. On warm/hot weather days we ask all children to have a NAMED sun hat and please apply sun cream to you child before arriving.

**Snack and Lunchboxes**

We continually provide children with opportunities to grow their independent skills, therefore at snack time we encourage children to choose their own food from the healthy selection on offer, as well as pour their own drinks, which is a choice of milk or water.

\*Please make sure you have completed the Allergies, Intolerance and Preferences part of the registration form so any requirements are met.

Lunch is eaten all together at tables (or occasionally as a picnic) and we ask that you provide a healthy lunchbox for your child. Ideas and recipes are available on the NHS Change4life website- <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/> Please do not bring any products containing Peanuts or Tree Nuts to preschool.

Please make sure lunchboxes, containers and water bottles are NAMED. (It can be tricky for young children to recognise what belongs to them).

Children sit with the Treehouse team at lunch time, we will be encouraging children to open boxes/packets themselves and support where necessary. The time is also a great opportunity to socialise, where everyone is able to have conversations and listen to one another.

**Arriving at Treehouse**

Preschool opens at 9am, parents and children are invited to wait in the main foyer area ready to be welcomed in by a member of the team at the door to the main hall. Please inform the team of any messages which may impact on your child’s day or arrange to speak to their key person or manager once other parents have vacated the area.

Children are encouraged to come into preschool independently, hanging up coats and bags and putting lunch boxes on trolley provided, they are then able to select where they wish to play.

**Our Day**

Children thrive when given choice, responsibility and ownership over parts of their day. With the emphasis on learning through play, we encourage children to self select resources/activities and have the freedom to move between inside and outside play, alongside a small amount of developmentally appropriate input during daily planned adult led/group/activity time.

**Forest School**

We are lucky to be close to Thames Cuttlebrook nature reserve. Our Forest School Lead, with support of other members of the Treehouse team will take the children on Forest School sessions to the area. You will be notified when these are due to take place.

**Collection of Children**

The team will be aware who will usually collect each child at the end of the day. Should someone else be collecting your child you must inform us, and they will be required know the unique password you choose and give it to the member of the team at the door upon collection.

We will NOT release any child to an unauthorised person under any circumstances.

If you are going to be late to collect, please inform us as soon as possible.

If your child is uncollected and we cannot contact yourself, we will contact the name given on the emergency contacts list you provided on the registration form.

**Toys From Home**

We politely ask for any toys to please be left at home, they can cause upset for children if they are lost or broken at preschool. If your child has a special comforter to help them settle, we are happy for them to bring to Treehouse but please do check that your child has it with them at collection.

**Illness/Absence**

If your child is poorly or will be absent from preschool, please inform us by email [info@thetreehousethame.co.uk](mailto:info@thetreehousethame.co.uk) or by calling/messaging the Treehouse mobile phone on 07305 463109 with a reason for absence.

If you child has been vomiting or suffering from diarrhoea, please keep them at home for 48 hours after the last incident. This will help us minimise any spread of infections.

We will call parents to collect a child if their child has vomited, has diarrhoea or a high temperature (this list is by no means exhaustive).

If your child has had calpol before coming to Treehouse it is likely they are not well enough for preschool, therefore, please do not send poorly children into the setting. We have a duty to protect all children and staff from illness where possible.

**Administering Medicines**

Where children have been prescribed antibiotics for an illness/infection we ask parents to keep them at home for the first 48 hours of taking the medication before returning to preschool. Upon returning you will be required to complete a medication form to give the team permission to administer any medications your child may need at preschool. All medicines MUST be in their original packaging with the prescription label intact to ensure Dr instructions are followed correctly.

The same applies for any regular medications which are needed for a child when at preschool however a Health Care Plan will be completed for these.

**Reporting of Accidents**

Any accidents that take place at Treehouse are taken seriously and dealt with by a First Aider who will assess the necessary steps to be taken. Reporting of accidents will take place on the EyLog system and parents will be contacted if the accident is deemed appropriate to do so.

**Promoting Positive Behaviour**

At Treehouse we understand children flourish best when their personal, social and emotional needs are understood, supported and met. We are also extremely sensitive in understanding each child varies in their level of development regarding behaviour.

Our expectations are clear, fair and developmentally appropriate to each individual child and we will work side by side with children to learn about boundaries, the difference between right and wrong, how to consider the views, feelings, needs and rights of others along with learning how their behaviour can impact peers and adults.

Key workers model appropriate behaviours to support children at preschool. Where challenging and emotional situations arise, they will endeavour to identify any triggers for unwanted behaviour and help children to reflect, manage and regulate their actions. They will also work alongside parents on how to encourage positive behaviours and work together to develop these skills in their child.

Our team will build strong relationships with all the children, encourage them to become confident, caring individuals and give them the best possible start to their early education.

**Valuing Diversity and Promoting Equality**

Treehouse is committed to ensuring our preschool is fully inclusive in welcoming all children into the setting. Every child is unique, and all children and their families will be treated fairly with kindness and respect, regardless of sex, age, status, individual needs, culture or religion.

**Confidentiality**

We want to reassure parents that information given to us will be treated with confidence and will only be shared when needed to enhance the welfare of their child. Information will be stored securely and safely and not disclosed to any other person unlawfully.

**Policies**

Our Treehouse Policies and Procedures are available for you to read on our website and we have a copy at Treehouse if you wish to look through.

**Finally**

We look forward to welcoming both you and your child to the Treehouse Preschool, where we wholeheartedly believe ‘Children Grow with Nurture’.

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**Treehouse Staff**

Kyla Weller Cass Carter Lily on

**Lily Hazelton**

Manager/First Aider/FS lead

(on maternity)

**Cass Carter**

Manager/DSL/ Behaviour Lead

Health Safety Officer/ First Aider

**Kyla Weller**

Director/DSL/SENCO/First Aider

Director Manager

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**Lucy Pemberton**

Deputy Manager

SENCo,

**Jo Forsyth**

Early Years Practitioner/Level 3

**Rachel Luckett**

Forest School Leader/First Aider

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Abi

**Catherine Beer**

Early Years Practitioner/Level 3

First Aider

**Abigail Margetts**

SEN Practitioner

First Aider

**Selina Betteridge**

Early Years Practitioner

First Aider/Fire Marshall