Welcome Pack and Registration Forms

Scallywags Pre-School
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Scallywags Preschool Halwill Junction

Registered Charity Number 1033643

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Welcome Pack

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Introduction



We would like to welcome you and your child to Scallywags Pre-School.

Scallywags is a very friendly rural pre-school, which meets in custom-built premises, “The Jubilee Suite”, adjoining the Parish Hall in Halwill Junction. Scallywags Pre-School has been in operation for over 45 years. Scallywags is a registered charity run by a Volunteer Management Committee. We are registered with Ofsted. We have membership and insurance with Early Years Alliance.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This Welcome Pack aims to provide you with an introduction to Scallywags Pre-School, our routines, our approach to supporting your child’s learning and development, and how we aim to work together with you to best meet your child’s individual needs.

We appreciate that there is a lot of information in this book, but we hope you will find it useful to keep and refer back to during your child’s time with us at Scallywags. If you have any questions or require any help with completing forms, please let us know and we will be happy to help.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.









2. Our Aims and Objectives

- To provide high quality care and education for children below statutory school age
- To welcome all pre-school children and their families to our community-based group
- To encourage parents and carers to become involved with the management and activities of the group
- To work in partnership with parents to help children to learn and develop
- To provide a safe, secure, and caring environment for the children
- To provide a learning environment that is stimulating, purposeful, challenging and supportive
- To add to the life and well-being of the local community
- To offer children and their parents a service that promotes equality and values diversity
- To follow the Statutory Framework for the Early Years Foundation Stage, giving all children the opportunity to develop their potential and make progress towards the early learning goals
- To offer individual attention made possible by a high ratio of adults to children
- To enable the children to develop their independence, make friendships and have fun learning through play

3. Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of qualified staff to children (and sometimes volunteer helpers);
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward their learning and development by being helped to build on what they already know and can do;
- has a key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

- *A Unique Child*
  Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

- *Positive Relationships*
  Children learn to be strong and independent through positive relationships.

- *Enabling Environments*
  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, parents and carers.

- *Learning and Development*
  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.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

- *Prime Areas*
  Personal, social and emotional development
  Physical development
  Communication and language

- *Specific Areas*
  Literacy
  Mathematics
  Understanding the world
  Expressive arts and design

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

- *Personal, social and emotional development*
  making relationships;
  self-confidence and self-awareness; and
  managing feelings and behaviour.

- *Physical development*
  moving and handling; and
  health and self-care.

- *Communication and language*
  listening and attention;
  understanding; and
  speaking.

- *Literacy*
  reading; and
  writing.

- *Mathematics*
  numbers; and
  shape, space and measure.

- *Understanding the world*
  people and communities;
  the world; and
  technology.

- *Expressive arts and design*
  exploring and using media and materials; and
  being imaginative.

Our approach to learning and development and assessment

Learning through play
Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning
We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- Engagement – finding out and exploring, playing with what they know and 'having a go'
- active learning – being involved and concentrating, trying, enjoying and achieving
- creative and critical thinking – having their own ideas, making links, working with ideas

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment
We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to understand where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, for example when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short, written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24-36 months. Your child's key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Your Child's Learning Journey

We keep a record of achievement for each child. Your child's record helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

Tapestry Online Learning Journal

We use an online learning journal system called "Tapestry", to record each child's learning journey, and as a method of communication with parents and carers. A letter is included in the documents, which includes a permission slip for you to return to us.

Working together for your children

We maintain, as a minimum, the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. At Scallywags Pre-School, we operate to a higher adult:child ratio of at least 1 adult to every 6 children for over 3 year olds (legal requirement is 1:8), and at least 1 adult to every 4 children for 2 year olds (legal requirement from September 2023 is 1:5) We may occasionally drop back to the legal level in extenuating circumstances or where the margins are very small.

We may also occasionally have volunteer helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

More useful reading for parents -

What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf (foundationyears.org.uk)

Development Matters - Non-statutory curriculum guidance for the early years foundation stage (publishing.service.gov.uk)

4. The management of our setting

Our setting is a charity and as such is managed by a volunteer management committee (also known as Charity Trustees) – Trustees are elected by parents of the children who attend our setting. The elections take place at our Annual General Meeting. Trustees can also be co-opted at any time during the year if we need to. We need a minimum of 5 Trustees to be able to operate but can have up to 12.

The committee make up the registered person with Ofsted and are responsible for:

- Managing our finances, including organising fundraising initiatives and applying for grants
- Employing and managing our staff
- Making sure that we have, and work to, policies that help us to provide a high-quality service; and
- Making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents or carers of all the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan. The Annual General Meeting takes place in the Autumn Term and all parents will be invited to attend.

The Committee welcomes any parent or interested party to join them and to help in the day to day running of the pre-school. All Committee members and any regular volunteers are all subject to DBS checks and Ofsted vetting.

Although Scallywags receives Early Years Education Funding from Devon County Council for eligible children, and fees from families, additional revenue needs to be gained from fundraising. Therefore the Committee value the support from all families and are always pleased to hear of new fundraising ideas.

2025-2026 Committee	
Chairperson (Ofsted Nominated Individual)	Lorna Prickett Treacy
Secretary	Sarah Gliddon
Treasurer	Milly Clifford
Safeguarding	Stacey Bellamy
Committee Member	Rebecca Garrard
Committee Member	Megan Brooking

The Committee employ a part time Administrator to act on their behalf in the day-to-day administrative issues such as funding applications, finance, registering children and liaising with families. Our Administrator is Pennie Channing. You will see Pennie in the setting most mornings or she can be contacted by email or phone as per page 1 of this booklet.

5. Regulations and Insurance

Charity Commission

Our Registered Charity Number is 1033643. We submit an Annual Report to the Charity Commission which can be found on their website SCALLYWAGS PRE-SCHOOL (HALWILL) - 1033643 (charitycommission.gov.uk)

Ofsted

As a childcare provider, we are inspected and regulated by Ofsted (Office for Standards in Education, Children's Services and Skills). We were last inspected on the 4th March 2025 when we were graded 'Good' in all areas. Our current and previous Ofsted Inspection Reports can be found by searching on Ofsted's website here Ofsted | Scallywags Pre-School or via the link on our own website. Ofsted can be contacted on 0300 123 1231 or at enquiries@ofsted.gov.uk. Their address is: Ofsted National Business United, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

Early Years Alliance

We are a member of the Early Years Alliance (formerly Pre-School Learning Alliance) and have adopted their Constitution. We have insurance for the pre-school through Early Years Alliance; a copy is displayed on our noticeboard. The Early Years Alliance is the largest and most representative early years membership organisation in England. A registered educational charity, the Alliance represents 14,000 member settings and supports them to deliver care and learning to over 800,000 families every year. The Early Years Alliance offer information and advice, produce specialist publications, run acclaimed training and accreditation schemes and campaign to influence early years policy and practice. Details of the Early Years Alliance's Vision and Mission can be found on their website at About us | early years alliance (eyalliance.org.uk).

Devon County Council

Devon County Council provide the Early Years Funding for eligible children. We have access to a support team at Devon County Council who provide training and networking opportunities, so we are always up to date with latest Government guidance and procedures.

6. Our Team

Name	*Job Title*	*Primary Childcare Qualification*	*Key Roles*
Lorraine Crocker	Pre-School Manager/ Play Leader	B.A Hons PGCE Qualified Teacher Status (Level 6)	Designated Safeguarding Lead Special Educational Needs Coordinator Key person
Jenny Bryant	Pre-School Deputy Manager - Deputy Play Leader	Level 3 Diploma Children & Young People's Workforce	Deputy Designated Safeguarding Lead Key Person
Pennie Channing	Administrator & Early Years Practitioner (Bank)		Administrator Recruiting Health & Safety
Vicki Bluett	Early Years Practitioner	B.Ed(Hons) Primary & QTS (Level 6)	Key Person
Natasha Lambden	Early Years Practitioner	B.Ed(Hons) Primary & QTS (Level 6)	Key Person
Ella Dannan	Early Years Practitioner	Level 3 Certificate in Childcare and Education (Early Years Educator)	Key Person
Emma Murphy	Early Years Practitioner	Level 2 Certificate for the Children & Young People's Workforce	
Amanda Harrison	Early Years Practitioner	Early Years Teacher Status (EYITT)	

Each member of staff regularly undertakes Paediatric First Aid and Safeguarding training and any other relevant training at a level appropriate to their role. Certificates for all courses undertaken by our staff are available to read in the Operational Plan & Recruitment, Employment & Retention folders located in setting on the signing in desk. We follow a thorough and robust recruitment process with staff & trustee training in safer recruitment practice, plus enhanced DBS checks and references for all staff.

Staff Training and Professional Development

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up to date with thinking about early years care and education and changes to legislation. This includes, for example, keeping up to date with best practice through Early Years Alliance publications, and networking/training events provided by Devon County Council.

Key person and your child

Although all staff will be working with your child, they will be allocated a keyperson who will work closely with them throughout their time with us. Your child's keyperson will be the person who works with you to make sure that the childcare we provide is right for your child's particular needs and interests. When you child first starts at the setting, the keyperson will help your child to settle, and throughout your child's time at the setting the keyperson will help your child to benefit from our activities. The keyperson will monitor and

report on your child's progress. If you would like more information or have any concerns at any time, please speak to your child's keyperson and/or the Pre-School Manager.

7. How Parents Take Part

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- Valued and respected;
- Kept informed;
- Consulted;
- Involved; and
- Included at all levels

As a voluntary managed setting, we also depend on the goodwill of parents and their involvement to keep going. Membership of the setting carries expectations on you for your support and commitment.

Our setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- sharing their own special interests with the children and making suggestions for educational trips and visitors to the setting;
- accompanying staff and children on trips and outings, as these cannot take place without appropriate adult to child ratios in place;
- helping to provide and look after the equipment and materials used in the children's play activities;
- taking an active part in the organising and supporting of fundraising, which contributes to the running costs and purchase of equipment to benefit all children at Scallywags;
- being part of the management of the setting where appropriate;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting
- returning our annual questionnaire (Spring Term)

8. The setting's timetable and routines

At Scallywags Pre-School, we believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that he/she is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

At the start of every day various activities will already have been set up around the room and outside play area or main hall to tie in with the week's theme, which introduce them to new experiences and help them gain new skills. Children have plenty of free time to explore these different activities, plus there will be 1:1 and small group activities.

We offer a snack during the morning of fruit or veg plus a carbohydrate with dairy or non-dairy spread. Water or milk is provided to drink. Here children learn about healthy eating, develop fine motor skills, learn to take turns, and help to clean up afterwards.

We might go out to the park if the weather is fine in the late morning.

Before lunch we have registration, then story time together or divide into smaller groups before washing our hands again before sitting down in keyperson groups to eat. After lunch play continues or we might go for a walk to the woods or the bike track.

This is just an outline of what we might do – please do speak with your child's keyperson if you would like more details of what happens.

Also see the section "Key Information about our Daily Routines"

9. Policies

Our team can explain where to find more information about our policies. A list of all our policies is available on our website, and the Policies File is kept in setting: please ask a member of staff if you would like a copy of any policy.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and for parents.

Our team and committee work together to adopt the policies and they can all take part in policy reviews. The review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

10. Safeguarding Children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

At Scallywags, we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

All our staff and all Committee members complete Safeguarding training, which is renewed at least every three years. All our staff are subject to Enhanced DBS checks. Committee members and regular volunteers are also required to have DBS checks.

Lorraine Crocker is the Designated Officer for Safeguarding in our setting with support from a Committee Member (The Committee Safeguarding Champion - see the chart in Section 4).

If you have any concerns relating to a child, please speak with Lorraine Crocker. If you have any concerns relating to a member of staff or an adult connected with Scallywags Pre-School, please speak to the Committee Safeguarding Champion.

Please refer to our Safeguarding Policy (available in setting or by email on request) which details our procedures, including an explanation of what to do if you have any concerns.

Safeguarding children (and vulnerable adults) is the responsibility of everyone.

11. Operation Encompass

Operation Encompass is a National scheme that operates jointly between schools and all Police Forces. Children who live in homes where there is domestic abuse, or who experience domestic abuse in their own teenage relationships, can be negatively impacted by this experience. We have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained about Operation Encompass procedures. Other members of the team including some Trustees have also undertaken this training. This allows us to use the information that has been confidentially shared with us by the police, to understand how a child may be impacted by domestic abuse and to then offer support to the child/ren in our care. We are keen to offer the very best support possible to all the children in our care and we believe that being part of Operation Encompass helps us to do this.

12. Special Educational Needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

If your child has any additional needs, please let us know as we wish to meet each child's individual needs whenever possible. Scallywags Pre-School has a Special Educational Needs Co-ordinator ("SENCo"), Lorraine Crocker, who is available to help with any concerns you may have regarding your child's development.

We can work with other agencies where needed to strive together to achieve the best outcomes for your child.

13. Data Protection

Information we hold about you and your child

We have procedures in place for the recording and sharing of information ("data") about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family)
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a Privacy Notice that gives you further details of how we fulfil our obligations regarding your data.

We can also let you have a copy of Devon County Council's Privacy Notice.

It is important that you tell us promptly of any changes to your details (e.g. address, telephone number etc.) or information about your child (e.g. medical information).

Encrypted Email

If we need to send emails which contain sensitive information, or personal details, we will use a mail encryption service called “Egress”. More information about this can be found in the Documents section of this Welcome Pack.

14. Admissions

Your child can attend Scallywags unaccompanied after they have had their second birthday (and after we have discussed the completed Registration forms with you). We understand parents sometimes worry that their child is not yet toilet trained. This is not a requirement; we are happy to work with you and your child towards toilet training, as appropriate for your child.

Each child is different; some will settle more easily than others. We are very happy for parents/carers to stay with their child for as long as is necessary, until they feel comfortable.

There are places for 26 children per session (although actual numbers per day are usually less than this). Each child may attend up to 8 hours per day / 40 hours per week, subject to availability. To enable us to allocate places we ask that you apply for a place and advise us which sessions you would like your child to attend. Parents are asked to request their preferred sessions each half term. If places are oversubscribed, children will be placed into groups according to the term in which they are born. Older ‘term groups’ of children may then be allocated more places than younger groups.

We do endeavour to accommodate all children who apply. *Please see our Admissions Policy for full details of our admissions process.*

The session times we offer are (Monday to Friday, term time): (Min 3 hours per day)

Full day:	9.15am-3.15pm
Full day (extended)	8.15am-4.15pm
Early session	8.15am-9.15am
Morning	9.15am-12.15pm
Lunch	12.15pm-1.15pm
Lunch + Afternoon	12.15pm-3.15pm
Late Session	3.15pm-4.15pm

Our Term Dates Calendar is in the Documents section of this Welcome pack and is also on our website.

Scallywags regularly reviews the hours we offer. If you would like to discuss suggestions for other session times that you would like Scallywags to open, please speak with the Chairperson, Administrator or Pre-School Leader. Although we cannot make changes based on individual requests, it is very helpful for us to collect information about what sessions would be desirable which we can then consider at our reviews.

15. Fees and Funding
& Fundraising

Our Sessions and Charges

- We charge an hourly rate for children not yet in receipt of funding.
- Our normal session charges from 1st April 2026 are £5.80 per hour for 3 & 4 year olds and £7.00 per hour for 2 year olds. This figure is reviewed annually in April.
- The minimum number of hours which can be booked per week is 3 hours (one session not including early starts or late finishes).
- We aim to open for a minimum of 30 hours a week (term time), subject to demand for spaces.
- Each half term, we ask parents to book the sessions in advance for the following half term so that we can arrange staffing.
- We will issue an invoice/funding notice at the end of the first week of each half term. This will show how much you owe, and/or how much funding we will claim on your behalf. Our preferred payment method is by bank transfer. Details will be shown on the second page of the invoice.
- ***You are responsible for paying our charges unless you are entitled to funding (and have shown us evidence of your entitlement to 30 hour funding or Two Year Old Funding where applicable).***

15 Hours Universal Funding

- All children are automatically entitled to Government Funding the term after their 3rd birthday.
- Scallywags will claim this on your behalf.
- Funding can be shared with another provider. You must let us know if your child claims elsewhere.
- Funding entitlement is 15 hours per week if used term time only (38 weeks) and the maximum claim is 570 hours per academic year. The weekly entitlement is less if you use a year-round provider.
- You can book more than 15 hours a week at Scallywags, subject to space; additional hours are charged at our hourly rate, unless you are entitled to 30 hour funding.

Funding Eligibility Dates for 3 & 4 year old funding

To receive funding during the following terms:	Your child needs to be 3 years old BEFORE:
Spring Term (1 January – 31 March)	1 January
Summer Term (1 April – 31 August)	1 April
Autumn Term (1 September – 31 December)	1 September

For example, if your child's birthday is on 3 September, you would start to receive funding at the beginning of the following term, i.e. 1 January. Note: funding dates are set by government and may not be exactly the same as the dates we open/close for holidays.

30 Hours Extended Entitlement (extended to 9 month olds + from September 2025)

- Some working families are entitled to 30 hours of funded childcare.
- **From September 2025 working parents of 9-month-olds are able to apply for 30 hours Working Entitlement funding per week over 38 weeks of the year (term time) or up to 52 weeks if they use fewer than 15 hours per week. Whilst we do not take children before they are 2, if your child turns 2 in the term and you already have the 9 month old funding in place it can be used at Scallywags from their 2nd birthday.**
- Families must apply for 30 hours funding at www.childcarechoices.gov.uk or by phoning 0300 123 4097. Please apply in plenty of time.
- You will need to open an online Government "Citizens Portal" Account (if you don't have one already). This is where you will receive messages about your application.
- If eligible, you will receive an 11-digit code. You must give this to us as we need to verify the code with Devon County Council before your funded place can be confirmed.
- You will be prompted by HMRC every 3 months to reconfirm the details are still accurate. *If you do not do this, your eligibility will lapse.*

Two Year Old Funding (for families on certain benefits)

- Some families are eligible for Two Year Old Funding.
- Parents on the Department of Work and Pensions list will be sent an invitation asking them to check their eligibility on the Citizens Portal.
- Parents that are not on the DWP list that DCC already hold information about and who they know are eligible, will be sent confirmation of their eligibility from noreply@devon.gov.uk. Parents must show this message to Scallywags as proof of eligibility. They will need to take a copy for their records
- Parents/carers can check eligibility, even if they do not receive notification of entitlement, if they think they may be eligible by checking on the Citizens Portal
- The parent/carer must provide evidence of eligibility before the funding can be claimed.
- If a child is entitled to Two-Year-Old Funding, this will start from the date specified on the notification of entitlement, or from the term after the child turns two (details of terms are shown on page 2). (Note: children can start attending Scallywags from their 2nd birthday)

If you don't qualify for this funding and you don't receive anything from Devon County Council, you can also check at www.childcarechoices.gov.uk to see if you can get funding or other help towards costs.

Tax-Free Childcare

- Working parents of children aged under 12 can use Tax-Free Childcare, through the childcare service account, to pay for registered childcare. The Government will top up the money that parents pay into the account. For every £8 parents pay into the account, the Government will add an extra £2. Parents can receive £2,000 per child per year, or £4,000 if disabled. Apply online at the same time as applying for 30 hours extended entitlement (via www.childcarechoices.gov.uk)
- Tax-free childcare can be used alongside the 15 or 30 hours free childcare.
- *Parents cannot receive Tax-Free childcare at the same time they receive Childcare Vouchers, Universal Credits or Tax Credits so do please check carefully if Tax-Free Childcare is the right option for you.*

Childcare Vouchers

- You may be eligible for childcare vouchers if you joined your employer's scheme before 4 October 2018 and are still with the same employer. www.gov.uk/help-with-childcare-costs/childcare-vouchers

Funding Advice

- There is more information on funding available via the links below

Paying for childcare – Education and Families (devon.gov.uk)

Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK (www.gov.uk)

Check the childcare calculator www.gov.uk/childcare-calculator *to help you decide which support is best for you.*

Absence due to Illness and Holidays

No refunds can be made for absence due to short term illness and family holidays as hall rental and staffing costs still need to be paid. If a child's illness is long term, then we will discuss matters on an individual basis.

Students & Work Placements

Scallywags sometimes accommodates students from local colleges on work experience placements or students who are completing qualifications in childcare.

Fundraising

Government Funding is not intended to cover all the costs involved in providing a child's place. Providers can charge additional fees to parents, even if they receive funding. At Scallywags, we appreciate the support from committee, families, staff and community in their fundraising efforts to supplement our income, and we have so far not reached a position where we need to start charging for extras. Without fundraising support and donations, the children would not have the wonderful resources which are provided for their benefit. If you have any questions, or suggestions on how to raise money for Scallywags, please do speak with a member of staff or committee.

There are many ways you can help – and some of them won't cost you any extra money!

My Name Tags – www.mynametags.com
Personalise your own labels for all your child's possessions! Scallywags receives commission with every order placed via mynametags.com - use our ID of 48072.

Pre-School Uniform – www.myclothing.com
Pre-school uniform is not mandatory, however if you wish to purchase jumpers and polo shirts with our logo through My Clothing, Scallywags will receive commission. Enter "Scallywags" in the search box (take care to select the correct group!). Second hand uniform may also be available – please ask staff or other parents about this.

Easy Fundraising – https://www.easyfundraising.org.uk/causes/scallywagshalwill
Scallywags can receive donations from over 1000 retailers when buying through Easy Fundraising. It is really easy and costs you NOTHING! The retailer makes a donation to Scallywags with each purchase (as long as you go to their website via the Easy Fundraising website). Go to the Easy Fundraising website (create an account on your first visit). Every time you order goods online, go to the Easy Fundraising page (there's an app for mobile/tablet), search the retailer you wish to shop with; Easy Fundraising will direct you to the retailer's website; proceed with your order and purchase as normal.

Christmas Cards/All My Own Work - Each year, there will be an opportunity to purchase your child's handprints/drawing on cards, mugs, bags and other merchandise. Scallywags will receive commission from every order.

Harley-Jo Photography – Harley will come into setting each year to take the children's photos (you'll be notified when).

Bag2School – We arrange collections of unwanted good quality clothing, household textiles, jewellery, shoes, and more. We are paid according to weight of the bags. We'll announce collection dates via posters and Facebook. More information: www.bag2school.com

Big Breakfast – Held in the Parish hall in the Spring

Bingo – Held in the Parish Hall, we try to do this at least once a year. This is a fab night out with great prizes to be won including cash prizes, chicken dinners, biscuits, chocolates. Raffle and refreshments also available (sometimes a bar!). A great event for family and friends to come to support our pre-school.

Easter Egg Hunt - Scallywags arranges an Easter Egg hunt for Scallywags and Halwill school children around the Parish Hall and park, with refreshments for sale too.

Winter Fayre – In November Scallywags hosts a Christmas Fair in the Parish Hall with various stalls selling a wide range of goodies for Christmas and beyond. Tables cost £7.50 to host, or you are welcome to come along and shop or try your luck in our raffle. Refreshments also available.

Children's Discos – Scallywags organises the end of year Disco and an annual Halloween children's disco/party for the Pre-School and Primary School (music, tuckshop, tattoos, glow sticks, lucky dips, etc). We make a small amount of money from this event and the kids love it!

Community Support – We receive great support from groups and businesses in and around the village, e.g. Ruby Oak Park, Parish Council, The Junction Inn, Premier Foods, Evergreen Farm and more. Please look out for posters and social media for events such as quizzes. Maybe you work for an employer who seeks to support charity groups or will match fund any money raised by a parent who is one of our Trustees – don't forget to mention us to them!

16. Key Information about our Daily Routines

On Arrival
Please sign your child in the book (under the relevant keyperson name) giving the time of arrival and informing us who will be collecting your child. If you are staying, please remember to also sign yourself into the Visitors' Book.

Children are the responsibility of the pre-school team from the time they have been signed in until they are signed out back to their parent/carer at the end of the session.

FOR SAFETY REASONS, IF YOU DRIVE TO SCALLYWAGS, PLEASE DO NOT PARK OUTSIDE THE JUBILEE SUITE (SCALLYWAGS). Please do park in one of the marked bays in the main car park. The car park, which is also used by parents who drop off/collect children from school, is very busy and parking outside the Jubilee Suite is hazardous. Space is needed for cars entering/exiting the car park to pass each other - and to keep both adults and children safe while walking and waiting outside.

Illness
Please do not bring any child into Pre-School when they are unwell, including siblings if you are volunteering or staying for any reason.

Pre-existing injury
If your child has a new injury or health issue at the start of a session, please let the Play Leader know, so that this can be recorded and monitored.

If your child is unwell:

- Telephone the pre-school on the mobile number to inform the team **by 9.45am**; if we have not heard from you by this time, we will contact you.
- Please do not use social media, e.g., Facebook/Messenger, to post messages regarding your child's attendance as our team do not have access to this during working hours and your message will not be seen.
- On your child's return to Scallywags, please complete an Absence Form (available in the signing-in folder) and give to the Administrator or Pre-School Leader.
- ***If a child has suffered with sickness or diarrhoea, they need to be clear of symptoms for 48 hours before returning to pre-school*** *(this is standard practice for schools and childcare settings as set out by Public Health England to avoid the spread of infection to others).*

Collecting your Child

- Please be punctual when collecting your child (please see our Funding & Fees Agreement re charges for late pick up)
- If you are unavoidably delayed, please ring on the Scallywags telephone number 07552238793 to inform the staff.
- Your child will be signed out by a member of staff when you collect them.
- If you need to change your plans during the day and someone else will be collecting your child, for safeguarding reasons please remember to ring and let us know. The person collecting your child will need to know the password which you will give to us when you fill in your child's Registration Form.
- Please see to our Uncollected Child Procedure Policy (In Policy file or on our website)

Snacks, Drinks and Lunchtime

- We make snacks and meals a social time at which children and adults eat together. We ask parents to detail any specific dietary needs or allergies on our Child Registration form, and to talk to their child's keyperson.
- All children are offered a drink and snack part way through the morning session. We plan the menus for snacks so that they provide the children with healthy and nutritious food (e.g. fruit, crackers, veg) taking account of any dietary requirements including dislikes, intolerances or allergies that we are aware of. There is a choice of milk or water to drink. Children who attend the early and late 1-hour sessions are also given an additional snack and a drink.
- ***We do not make a charge for snacks, but we do very much appreciate a contribution towards the costs. This can be for any amount and can be made by bank transfer or cash in the donation pot at the signing in table.***
- There is water available throughout the session as and when the children require it. Your child may also wish to bring a bottle of drink.
- Children staying for lunch should bring their own packed lunch in a cool bag and, as we are unable to provide refrigerated storage, we suggest you use a cool pack. We do not have the facilities to warm up food brought from home.
- **We encourage healthy eating and provide a sheet of healthy lunchbox ideas.**
- Staff will sit with the children at snack lunchtime. They will assist if needed, but children are encouraged to manage their own food, e.g. opening packaging, as much as possible to encourage development of their independence skills.
- ***SCALLYWAGS IS A NUT-FREE ENVIRONMENT.*** *We will not use nuts in snacks or in activities. Nuts and products which contain them (e.g. certain cakes & cereal bars, Nutella products) should not be included in packed lunches.*

Clothing

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

- Please send your child to pre-school in their 'older' clothes. They will be painting, playing with sand, water, playdough etc.
- We have an optional uniform (yellow polo shirts and red sweatshirts, with embroidered logo, very similar to Halwill Primary School's uniform) which you can purchase from us or from www.myclothing.com (search for "Scallywags Pre-School, Halwill"). We do also have some second-hand uniform in stock for a small donation.
- Please ensure that your child has weather-appropriate clothing such as a coat, hat and scarf in the winter or a sunhat in the summer. We aim to go outside at some point most days, in various weather conditions. It can get chilly inside too as the doors to the outside play are open for most of the day.
- We suggest you also send a spare set of clothes each day. We do have a small supply of clothes we can lend to children, but they are often happier in their own clothes.
- We do have some wellies for children to use, but if you would like to send your child with their own wellies that is fine.
- When choosing footwear, bear in mind that your child will be very active during their day with us, with lots of running, jumping, using ride on toys, and walks in the wood.
- **Please send in a supply of nappies/pull-ups, wipes, cream & nappy baags if your child uses these.**

Sun Protection
During the summer we expect that you will have applied sunscreen to your child before arrival. If your child is attending a full day, we will request your permission to apply more sun lotion if necessary in the afternoon. We will write to parents at the start of Summer term each year, reminding them of our Sun Protection Policy.

Library
Scallywags has its own small lending library. We encourage children to borrow one book at a time with the opportunity to change their book each day. Book bags (optional) can be purchased from the My Clothing website along with the uniform. *If a book is lost or damaged whilst signed out to you, we may need to ask you to cover the cost of replacing the book.*

Supervised Toothbrushing
Scallywags is taking part in an NHS Supervised Toothbrushing programme. Our team have received training, and we hold daily tooth brushing sessions at Scallywags for those who have consented to take part. Please see the information in the Documents section for full details, and remember to return the signed Consent Form to enable your child to join in.

Mobile Phones
In the interests of child safety, please do not use a mobile phone while you are at the setting. If you need to make or take a phone call, please can you move to an area away from the children, either outside or ask a member of staff if you can use the kitchen and close the door. *If you are staying at the setting, please leave your mobile phone in the kitchen.*

Photography
Please do not take any photographs of children at Scallywags.
Please do not share photographs which include other children from Scallywags unless you have the express permission of the parent(s) of the other child(ren) appearing in the picture. This includes printed photos, video clips and via the internet, social media etc.

Enquiries/Complaints
We welcome suggestions and comments. Any enquiries, ideas or concerns should be made to the Pre-School Leader. If you have a complaint, please refer to the Complaints Procedures Policy.

All parents/carers are invited to put forward suggestions for the regular Committee meeting agendas and to respond to our annual questionnaire (Spring Term).

17. How we share information with you

Important information will be shared with you via email, and/or printed letter. We will use the Private Facebook Group - Scallywags – Parents/Guardians/Staff/Committee - for general information about events, activities and fundraising, and also texts by mobile number for things like reminders and confirmation of session bookings.

It is important that you remember to tell us if any of your contact details, such as telephone number or address, change; this is especially vital if we should need to contact you in an emergency.

Generally, we will only contact "Parent 1" as entered on the Child Registration Form but, if you would like both parents/carers to be contacted with messages by email, please let us know.

Facebook
Parents are very welcome to add posts and comments to this Group but we do not permit the sharing of photos of children. Posts are monitored by the Facebook Group Administrators. Please speak to the Chairperson or Lorraine if you wish to be added to the Group.

We also have a public Scallywags Facebook Page where we share information about our events and links to advice. (Scallywags Preschool Halwill Junction)

Please do not use Facebook Messenger or staff's private social media for discussing anything relating to your children. Please use Scallywags Pre-School's email address or mobile phone for sending messages.

Please see our Online Safety policy, which includes information about the use of social media and photographs.

Egress Encrypted Email & Tapestry
Emails which contain sensitive and personal information will be sent by Egress email. Invoices are sent via Tapestry. Please see the Documents section for further details. If you need your invoice to be sent by ordinary Outlook email or a paper copy please speak to the Administrator to request this.

Website
Scallywags also has a website at www.scallywagspreschoolhalwill.co.uk.

Noticeboards
Please look at the Noticeboard (above the children's coat pegs) when you can. Information includes a list of Committee members, who to contact if you have any queries or concerns, and other useful information.

Operational plan
Scallywags Pre-School has an Operational Plan available for anyone to look through. It contains comprehensive information about the pre-school, including its management, daily routine, planning, policies, recruiting, staff qualifications and latest committee information.

18. Transition to School

Many children move on to Halwill Primary School when they leave Scallywags and we have established good links with the school. We regularly take the children down to the school for some free playtime with the reception class, and the school children also visit us.

Devon County Council will write to parents inviting applications for a school place in the Autumn term before your child is due to start school. There will be information at the pre-school around the same time, and we will share the application links via our Facebook page. (You must remember to let us know if you change your address. If you don't, then Devon County Council's records will not be updated and you may miss out on important information, for example relating to school admissions).

N.B Children will be offered a full-time place in school from the beginning of the September following their 4th birthday. Parents can, however, chose to defer their child's entrance to school up until the term following their 5th birthday – by which time they must, legally, be in school or educated at home. If parents do decide to defer school entry, children can still claim 15/30 hours per week funding to attend Scallywags until they start school. Parents can also opt for their child to attend part-time school during the deferment if they wish.

If you are considering part time entry, or deferring, we strongly recommend that you speak to our Pre-School Leader and the school about your plans. Please note, applications for a school place should still be made as normal even if you are considering either of these options.

For further information, visit Devon County Council's website School admissions - Education and Families (devon.gov.uk)

Proposed Merge with Halwill Primary School.

As you may be aware we have plans to merge with Halwill Primary school to enable us to expand with more places and open a new baby room which will allow for admissions from 9 months.

Funding has now been secured to build an extension on the primary school, creating an expanded Foundation Stage Unit with baby room included.

We anticipate this to open in September 2027.

Whilst there are still many things that need to happen before we can move – a great big build is one of them and a lot of admin work –with the potential move being in twelve months all of our current and new Scallywags will be affected in some way.

We will of course keep everyone up to date regularly. If you have any questions, please get in touch and we will do our best to answer them.

19. Documents

Please read the following documents
(if you are receiving this Welcome Pack by email,
they will be attached as separate documents in a Zip folder)

a. Term Dates 2026-2027
b. Privacy Notice
c. Supervised Toothbrushing – information for parents
d. Online Safety Policy
e. Tapestry Policy & Procedures



20. Registering your Child

Please read the "What you need to do" Checklist on the following page
(if you are receiving this Welcome Pack by email,
the Checklist and documents will be attached as separate documents



REGISTERING YOUR CHILD

What you need to do

- ☐ Make an appointment for a visit - we look forward to meeting you!
- ☐ **Complete and return the forms listed on the next page**.
- ☐ Let us see your child's Birth Certificate (or Passport) so that we can take a copy for our records along with their Red Book.
- ☐ Read the "Fees and Funding" Section 14 of this Welcome Pack - Check whether you are entitled to any Funding and let us know as soon as possible.

Please speak with a member of the etam if you have any questions, or if you would like help to complete any of the forms.

Ways to return the forms:

- Fill in the forms on your computer and email them to scallywagspreschool@outlook.com
- Print them off, fill them in by hand and send a scan or photo of them by email (as long as all the information is clear in the picture). We will still need a signed printed copy.
- Print them off, fill them in and drop them into Scallywags, or bring them in when you visit
- Post them to Scallywags Pre-School, The Jubilee Suite, Parish Hall, Halwill Junction, Beaworthy, Devon, EX21 5XR

A printed copy of the forms are available from Scallywags during core opening hours (term time, Monday to Friday 9.15am-3.15pm)

Registration Forms

Document	***Action Required***
Child Registration Form	Complete and Return. Please remember to tell us of any future changes to personal details for yourself or your child, for example changes to address, emergency contacts and medical information.
Funding & Fees Agreement	This forms part of the Child Registration Form and your agreement to pay our fees and/or for funding to be claimed. Please read this before signing the Registration Form. Keep this document for future reference.
Initial Profile	Complete and return this form; this gives us some information about your child.
Consent Form	Please read all the statements carefully and indicate Yes or No to each one. You can change your mind at any time. Please let us know and we will ask you to sign a new form.
Induction Checklist	This is included for your information – your child's key person will go through the points on this Checklist, and any other queries you have, at your visit or on your child's first day.
Supervised Toothbrushing Consent	Please see the letter in the Welcome Pack. Sign the form to tell us if you want your child to take part in the Toothbrushing Programme.
Tapestry Permission Slip	Please see the letter relating to Tapestry, which contains a permission slip for you to complete and return so we can register your child. Invoices and funding notices will be sent via Tapestry.