



[www.tandridgevillagepreschool.co.uk](http://www.tandridgevillagepreschool.co.uk)

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

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

### **Session Times**

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

### **Staff**

Emma Heyburn - Manager, Safeguarding Lead and SENCO  
Amanda Kozminski - Deputy Manager, Safeguarding Deputy and Forest School Leader  
Nikki Oldfield - Assistant  
Hayley Dawson - Assistant  
Heidi Brothers - Assistant  
Georgina Paul - Assistant  
Shelley Standage - Assistant, Bank staff  
Annette Faulkner - Assistant, Bank staff  
Rebecca Bartholomew - Assistant, Bank staff  
Alice Edwards - Assistant and Housekeeper  
Vicky Denyer - Administrator

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

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

**Morning sessions fruit** – The morning snack time fruit is prepared with the children who help cut it up and divide onto serving plates.

Pre-School purchases a fantastic variety of fruit and veg. There is a small charge per morning session for this which is detailed on your invoice.

**Afternoon session lunch – Tues PM, Weds PM, Thurs PM & Fri PM** – Please provide a healthy packed lunch (no fizzy drinks or foods that contain nuts please) for your child on the sessions listed above. Please make sure that you include a cold block with your child's lunch and ensure that grapes are cut up.

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

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

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

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

**Home time book** – Please send an email or text stating who will be picking your child up if it is different to normal, if we haven't met them before please either supply a password or send a photograph. If your plans change or you are going to be late for pick up then please ring **01883 732010** so that we are aware of any changes.

## Information on Session Procedure

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

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

**Name tag** On arrival, we will encourage the children to find their name tag on the tree, find an empty peg and hang their coats and bags up.

**Wash hands** Then they will proceed to the toilets to wash their hands.

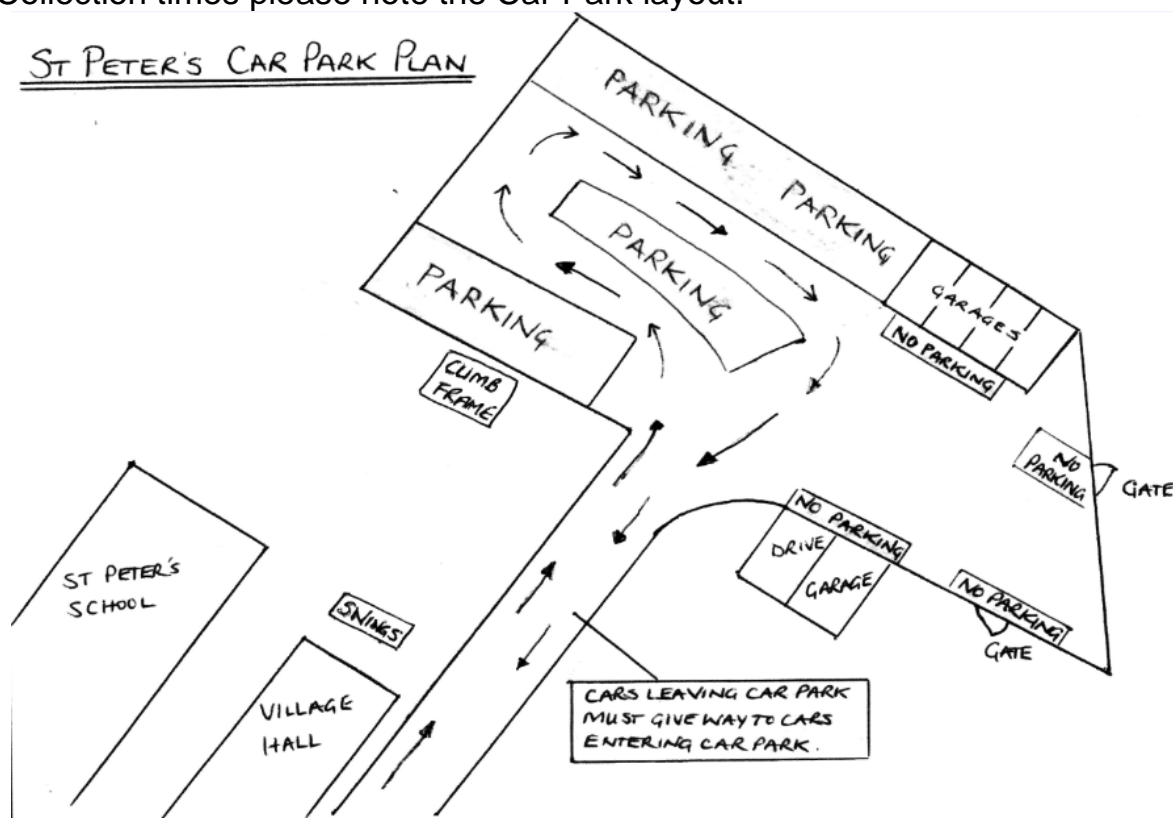
**Water bottles** Are taken into the hall by the staff for use during the session

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

**Discussions with staff** It would be appreciated if any discussions regarding your child are done at drop off time or via email in advance.

## St Peter's Car Park Plan.

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



<b>Communicable Diseases and Exclusion Timescales</b>	
<b>Notice to Parents:</b> Your child should not attend Pre-School if they are suffering from any of the following. Our recommended minimum exclusion days are:	
<b>CHICKEN POX</b>	Until blisters are all crusted or skin has healed. Usually 5 days from first spot.
<b>CONJUNCTIVITIS</b>	Until infection has cleared (the child can be readmitted to Pre-School once prescribed antibiotic drops and they have been administered).
<b>COVID 19</b>	Until at least 10 days after the start of symptoms or testing negative for the virus.
<b>GERMAN MEASLES / RUBELLA</b>	For six days after onset of rash or advised by your GP. Minimum of 6 days after rash appears.
<b>HAND, FOOT &amp; MOUTH</b>	No incubation period as long as child is not suffering for any of the symptoms.
<b>HEAD LICE</b>	When treatment has been carried out successfully. Treatment is recommended in cases where live head lice have been seen.
<b>IMPETIGO</b>	Until spots have crusted and healed, or 48 hours after commencing antibiotic treatment.
<b>MEASLES</b>	For four days after onset of rash.
<b>MUMPS</b>	For five days after onset of swelling.
<b>RINGWORM</b>	When treatment has commenced.
<b>ROTAVIRUS</b>	For 48 hours from last episode of diarrhoea or vomiting.
<b>SCABIES</b>	Until after treatment has been completed.
<b>SCARLET FEVER</b>	Can return 24 hours after commencing appropriate antibiotic treatment.
<b>THREADWORM</b>	When treatment has commenced.
<b>DIARRHOEA AND / OR VOMITING</b>	For 48 hours from last episode of diarrhoea or vomiting.
<b>WHOOPING COUGH</b>	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment.
<b>A TEMPERATURE</b>	Until temperature is normal for 24 hours or on the advice of a doctor.
<b>IMMUNISATION</b>	Excluded from Pre-School for 24hrs after Immunisation has taken place.
Coughs and colds do not normally require exclusion unless they are severe or the child is distressed.	
Please note this list is not exhaustive and the advice is taken from NHS Direct Healthcare Guide. We also refer to the Guidance for School and Nurseries from the Health Protection Agency.	
Please seek medical advice if you are unsure or concerned.	
<b>All infectious illnesses should be reported to the manager on the Pre-School mobile</b>	
<b>07491 143833 as soon as you are aware of them.</b>	