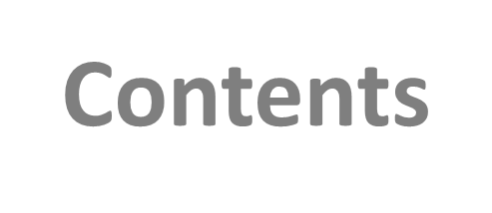
***Welcome to Churchill Pre-School***



[www.churchillpreschool.co.uk](http://www.churchillpreschool.co.uk/) Registered Charity No: 1044073

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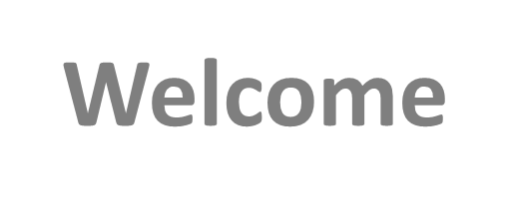
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Welcome to Churchill Pre-School. We hope your child settles in quickly and enjoys the fun learning and activities provided here by the caring and friendly team of staff.



**Welcome**

We hope that the following information provides you with answers to all your questions. If you still have questions or concerns about your child starting at Pre-School, please approach a member of the team who will try and answer any queries you may have. If they are not sure, they will direct you to the Pre-School Leader for help.

The philosophy at Churchill Pre-School is simple:

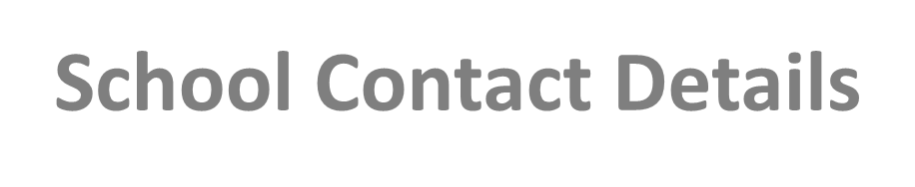
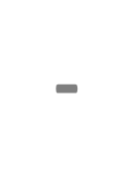
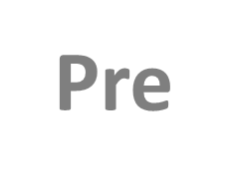
## “Your child is always at the centre of everything we do”

At Churchill Pre-School we want your child to thrive, develop friendships, grow in confidence as he/she develops new skills and further their independence; making exciting discoveries through play and activities. The team of staff aim to treat each child as an individual and nurture his or her natural curiosity and eagerness to learn.

At Pre-School we like parents to feel involved and welcome comments or suggestions that can improve the experience for your child.



## Address:



**Pre-School Contact Details**

Churchill Pre-School Memorial Hall, Ladymead Lane

Churchill, North Somerset, BS25 5NH

**Telephone Numbers:** 01934 852154

If we are playing outside in the garden area or are unable to answer the telephone during session times, please leave a message and we will get back to you.

**Website:** [www.churchillpreschool.co.uk](http://www.churchillpreschool.co.uk/)

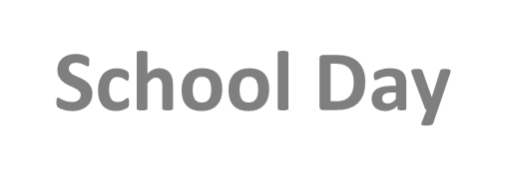
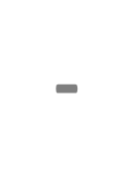
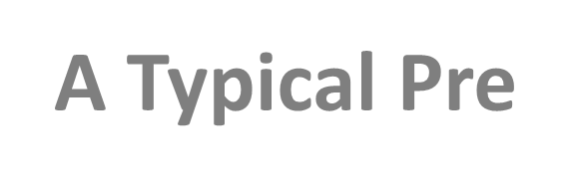
**Facebook:** [www.facebook.com/Churchillpreschool](http://www.facebook.com/Churchillpreschool)

We regularly update our Facebook page with news. Find it via our website. ‘Like’ us to

get involved and receive the latest updates. **Email:** [churchillpreschool@hotmail.co.uk](mailto:churchillpreschool@hotmail.co.uk) **Registered charity number:** 1044073

## Member of the Pre-School Learning Alliance

We provide a flexible, daily routine to meet the individual needs of the children.



**A Typical Pre-School Day**

We include songs, stories and group time discussion together with a balance of adult- led and child-initiated activities to meet the commitments of the Early Years Foundation Stage (EYFS). Activities may include free-play, painting, cutting and sticking, play dough, puzzles, drawing and colouring, junk modelling and many more. We promote and support learning and development together with growing independence by offering challenge and choice throughout each session.

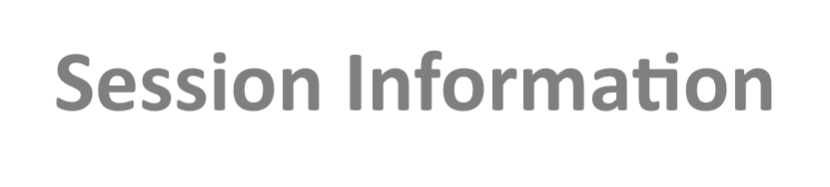
We are currently embracing ‘in the moment planning’ which is very much child led and means we are led by the children’s interests.

Morning snack is served as a snack bar. The children have access to fruit and crackers. There is also a toaster for children to toast bread, crumpets or pancakes. They access this independently with some adult help support when needed. Afternoon snack is a more traditional snack time, to support personal, social and emotional development. Fresh fruit, milk and water is available, with other foods being offered when supporting a particular topic, celebration or festival, including birthday cake made by the children.

We operate a library system and children are encouraged during the session to choose a book from our substantial collection of story and information books to take home to share with their parents and Carers. In addition, we welcome visitors to the group and enjoy outings. Our door is always open to parent volunteers.

We have a garden and patio area which provides the children with a wonderful outdoor learning environment, and our registration allows us to use the adjoining recreation fields and park.

Morning Sessions: 8.45 – 12.00 Afternoon Sessions: 12.00 – 3.15



**Session Information**

**Sess ion H ours**

If you would like to extend your child’s morning session, there are opportunities to book into our lunchtime club. It runs every day from 12.00 to 1.30pm and costs £5.00 a session, payable in advance. Please ask a member of staff about availability.

**Pre School Fees**

2 year olds - £17 per session/ £34 per day

3/4 year olds - £16 per session/ £32 per day

Lunch Club - £5 per child

Breakfast Club - £4.00 per child

£5 weekly supplement

Unfunded hours - 11:45 – 12:00 (£2) and 12:00 - 12:15 (£2)

## Ter m Dates 2020-2021

Term 1: Tuesday 1 September 2020 to Friday 23 October 2020  
Term 2: Monday 2 November 2020 to Friday 18 December 2020

Term 3: Monday 4 January 2021 to Friday 12 February 2021  
Term 4: Monday 22 February 2021 to Thursday 1 April 2021

Term 5: Monday 19 April 2021 to Friday 28 May 2021  
Term 6: Monday 7 June 2021 to Wednesday 21 July 2021

**In-service Days Academic year 2020-2021**

* Monday 2nd November
* Friday 12th February
* Thursday 1st April
* Friday 28th May
* Wednesday 21st July

## 

## 

**Meet the Team**

[](https://www.churchillpreschool.co.uk/s/cc_images/teaserbox_54511936.jpg?t=1526826177) [](https://www.churchillpreschool.co.uk/s/cc_images/teaserbox_54512091.jpg?t=1549528282)

**Mel Hodgkinson**

Joint Pre School Leader

Safeguarding Officer

Level 3 in Early Years

**Danni King**

Joint Pre School Leader

Setting INCCO

Ba/Hons in Early Years and Education

[](https://www.churchillpreschool.co.uk/s/cc_images/teaserbox_54512502.jpg?t=1474293622)

Ali Barnett

Pre School Deputy

INCCO backup

Level 3 in Early Years

[](https://www.churchillpreschool.co.uk/s/cc_images/teaserbox_67657038.jpg?t=1549560994)

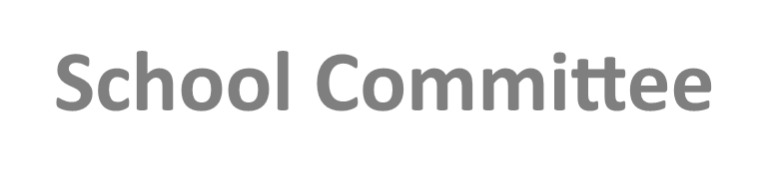
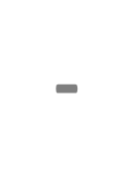
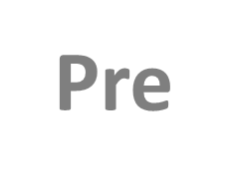
Bretta Wheeler

Pre School Assistant

Level 3 in Early Years

Kirsti Young

Churchill Pre-School is run by volunteer parents of children attending



**Pre-School Committee**

Pre-School. It is vital for Churchill Pre-School to have this committee as it is a charitable organization and without the committee the Pre-School would not be allowed to operate. We are always looking for new committee members and would welcome you if you can spare a few hours a month. If you are interested in joining the committee, please contact one of the committee members on the numbers/email addresses provided.

## Fu ndraising an d Social Event s

As Churchill Pre-School is a charity, fundraising is essential for us to raise money to purchase new toys and equipment for the children. Throughout the year we hold a number of fundraising events which all children and their families are invited to attend. These events are a great way to raise funds for Pre-School and it also gives you an opportunity to meet other parents.

Examples of the fundraising and social events we have run previously are below:

* Firework night party - welly walk
* Skittles night - Summer BBQ
* Children’s Christmas party - Quiz night
* Pottery morning - Invitation book sale
* Christmas Craft/Gift Sale - Stalls at village fete
* Photograph sessions by a professional photographer

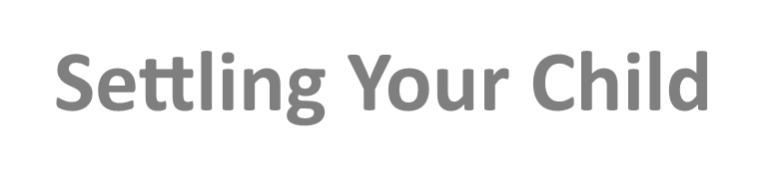
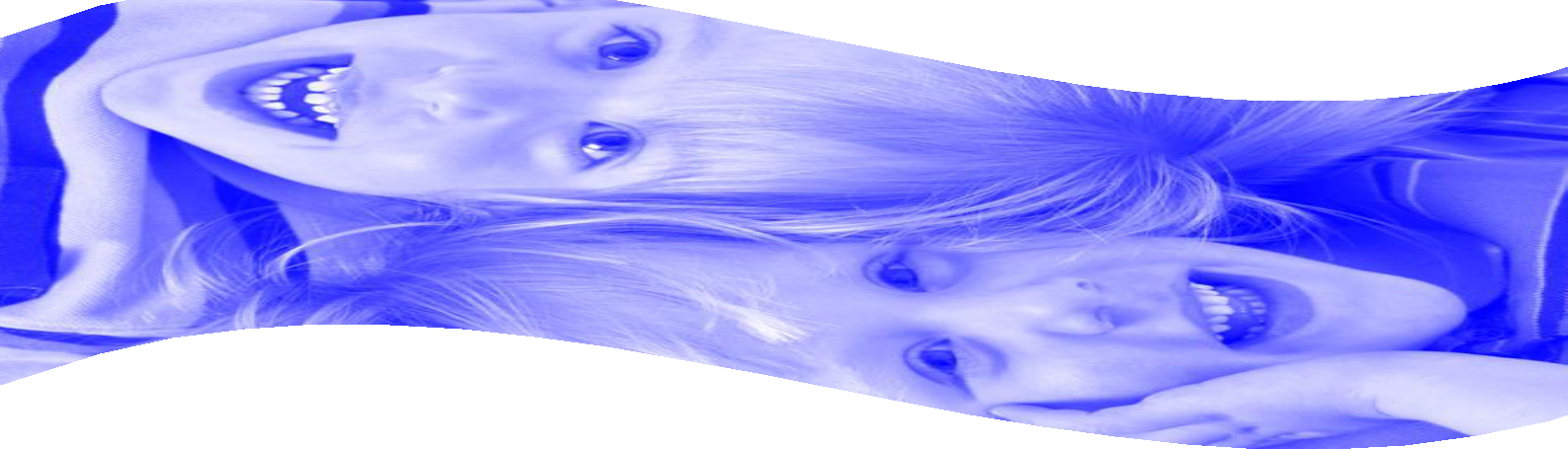
If any parents and carers would like to help out at any of the events or if you have any new ideas we would love to hear from you. All volunteers are warmly welcomed.

## Parental Involvement

It is really important that these fundraising events are supported and if possible attended by you as parents/carers, even if you decide not to be part of the committee. These events take a lot of organization and without the support of Pre-School parents they are not successful. All the monies raised from these events go directly to buy toys, books and equipment for the pre-school and therefore will benefit your child(ren).



At Churchill Pre-School we have a very gentle approach to settling your child. You and your child are more than welcome to drop in at any time and attend a session or part of a session before your child actually starts at Pre-School.



**Settling Your Child**

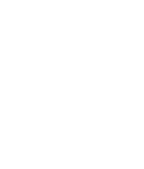
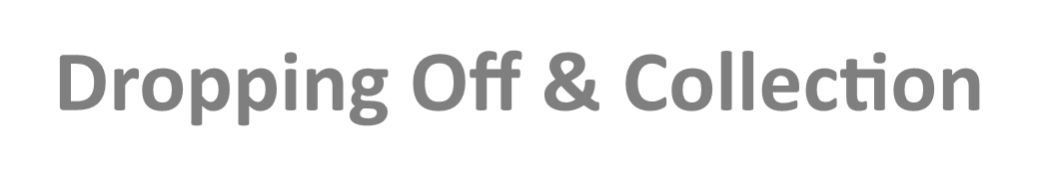
Every child is different and some may settle very easily whilst others may require more parental involvement. We want you and your child to feel at ease and comfortable during the transition into Pre-School life and therefore parents/carers are able to attend the settling-in sessions (although some children settle quicker when parents do not stay).

To help your child settle and as a means of making both you and your child feel more at ease on that exciting first day, we welcome parents bringing their child into Pre-School for some short visits prior to their start date. Please contact us direct to arrange some mutually suitable dates and times.

## Your Child’s Key wor ker

Once your child has settled into Pre-School, they will be allocated a key worker. Your child’s key worker will oversee their well-being and development. They will be your key contact and will be happy to discuss anything with you. They will also be responsible for completing your child’s learning diary and sharing this with you regularly.

# Dropping Off & Collection



## Dropping Off Your Child

Just before sessions are about to begin the main front door will be

opened so you can wait in the lobby (this is particularly useful when it is raining)!

At the start of the session a staff member will stand by the stage in the main hall and take the register. Once your child’s name has been recorded on the register, please encourage your child to hang up their bag and coat. Every child has a name for the registration board and a rocket name for their peg. Please help your child to find their name and their rocket. Talk to them about the letters and sounds in their name. This is an excellent way to prepare them for school where they will need to select their name.

If your child is staying for lunch, you will find a table just outside the kitchen at the end of the main hall, if you place your child’s lunch box on this table a member of staff will collect them once all of the children have arrived.

## Col lecting Your Chil d

At the end of the session, please wait outside the main front entrance for a staff member to come and unlock the door. You will then be able to enter the main hall and collect your child. Remember to look on the top of the stage area to collect any work that your child has done throughout the day. Each piece of work will be named.

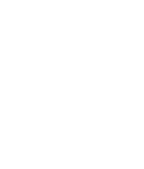
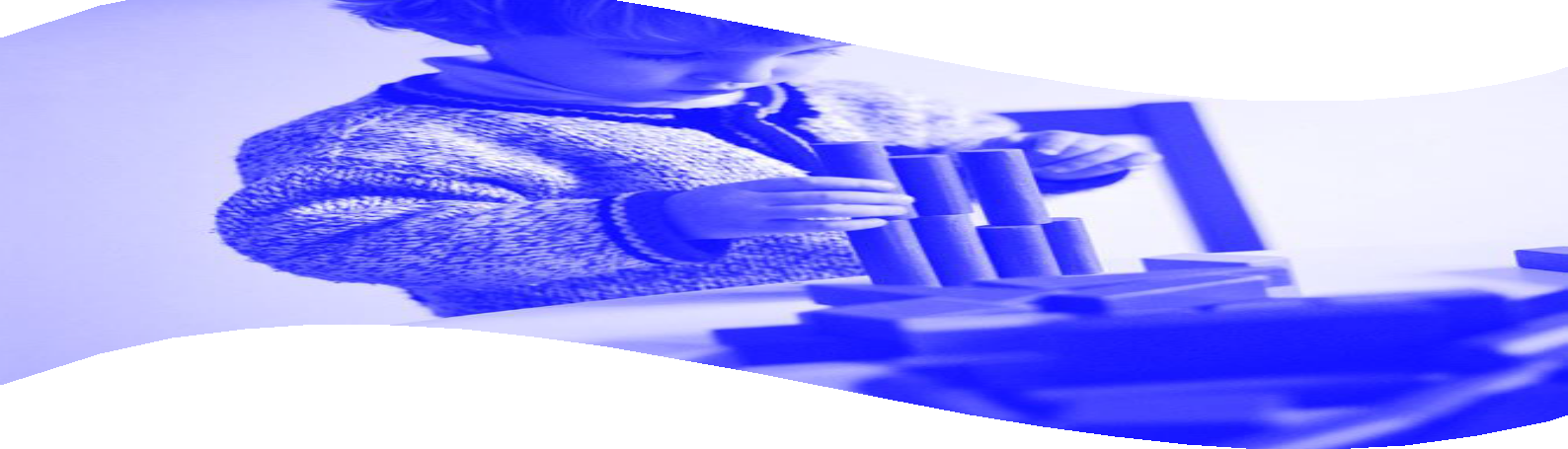
In order for the Pre-School to maintain correct staff ratios, please ensure that your child is collected promptly at the end of their session. We understand that sometimes unforeseen circumstances occur which delay parents. Therefore, if you believe that you may be late, please inform us immediately. Unfortunately, due to constraints on time and resources, a late collection fee of £5.00 per every 15 minutes will be charged to cover the cost of staff staying behind.

## What to Do If You are Una ble to Coll ect Your Child

If you are unable to collect your child at the end of their session, please let us know the name of the person who will be collecting them. This information should also be completed on your child’s Emergency Contact Form. On the desk in the lobby you will find a blue book where you will need to write the name of the person collecting your child. For your child’s safety we will not let your child be collected by anyone that we have not been previously informed about. In emergencies our password scheme will be operated.



The Pre-School uniform is available to purchase from the desk as you enter the lobby. The prices of the uniform items are as follows:



**Pre-School Uni form** (optional)

## Sweatshirts: £10.00 T-Shirt: £6.00 Leavers Graduate Hoodies: £14.00

The sweatshirts and t-shirts are available in a number of different sizes. Please feel free to try them on to ensure you choose the correct size. Please ask a member of staff for details. The above uniform is not compulsory.

Please ensure you bring a spare set of clothing for your child as well as a warm, waterproof coat, hat and gloves in the winter (and waterproof trousers if possible); and a sunhat in the summer. **Please ensure all your child’s clothes are named.**

## Lunc h Boxes

Please provide your child with a varied and healthy lunch in a named lunchbox. Please ensure that you include an ice-pack in your child’s lunchbox, as in order for us to operate our lunch club, we have to store food satisfactorily, and meet the standards set by Ofsted and the legal guidance in the EYFS. Please avoid foods containing nuts. If your child has any allergies, please let your keyworker know so that we can advise other parents to avoid these foods being brought into pre-school.

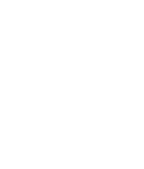
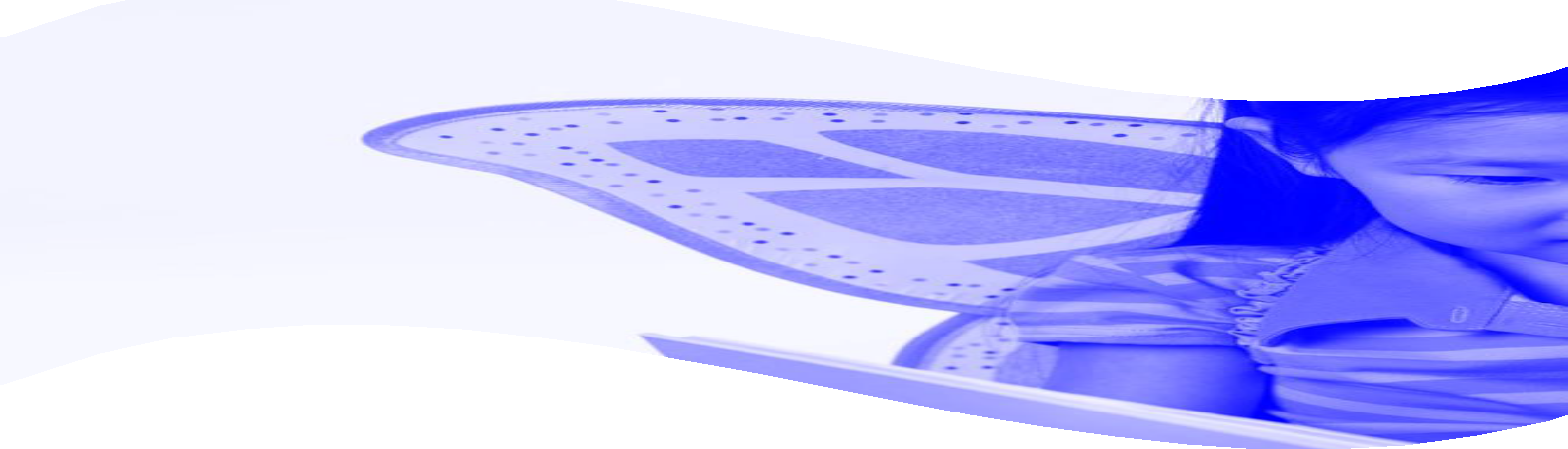
## Illn ess

Please do not send your child to pre-school if they are feeling unwell.

If your child has suffered from vomiting or diarrhea, they must be clear of all symptoms for 48 hours before returning to the group. Please telephone the Pre-School on 01934 852154 to let a member of staff know that your child will be unable to attend.

## Hol idays

Please let your key worker know the dates of any holidays that you are taking in term-time, so that we can keep our register up-to-date.



**Tapestry on line learning journal**

Each child will have an online learning journal which will be updated regularly by your

Childs key worker. This is an interactive journal and parents are encouraged to add

Observations too.

As a parent, you are your child’s first and most significant educator as well as their primary

carer. Any contribution you can make and information you can give the Pre-School team will inform the planning of individual experiences and learning opportunities for your child.

Please do talk with the team and your child’s key worker in particular on a regular basis. You can inform Pre-School about your child’s significant achievements by adding observations onto their learning diary.

We also operate a library scheme to enable children to borrow books they have enjoyed. We encourage parents to write a short note on a sticker to inform us about the aspects of the book their child has enjoyed most to help inform individual planning for children.

## Da ily Acti vit y B oard

When you come to collect your child from Pre-School you will see a black board, this will detail all of the activities the children have had the chance to participate in that day.

## Medicati on

Please fill out a medication sheet should your child require any medications whilst in

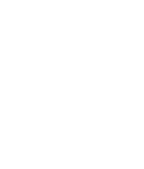
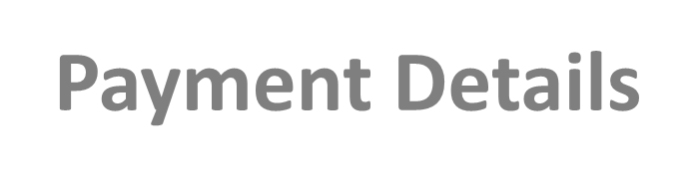
Pre-School and discuss with a member of the staff team.

## Sun Crea m

We have a large bottle of children’s factor 50 sun cream at pre-school that will be applied to the children during hot weather before any outside activities are undertaken. Please sign the consent form to enable us to apply this sun cream. If your child has sensitive skin, please provide your own sun cream, clearly labelled with your child’s name on it. Alternatively, sun cream can be applied at home before your child comes in. Please let the member of staff taking the register know that your child is already wea1r2ing sun cream so that we can be sure each

child has been protected.

# Payment Details



The Pre-School Accountant will invoice parents

every half term. The invoice will show a detailed breakdown

of the sessions booked and the cost per session. Cheques are made

payable to “Churchill Pre-School Playgroup”, and prompt payment is greatly appreciated. If paying by cash, please pass to the Pre-School Leader on that day. If there are any increases in fees, parents will be notified.

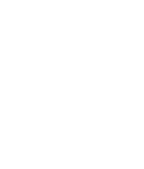
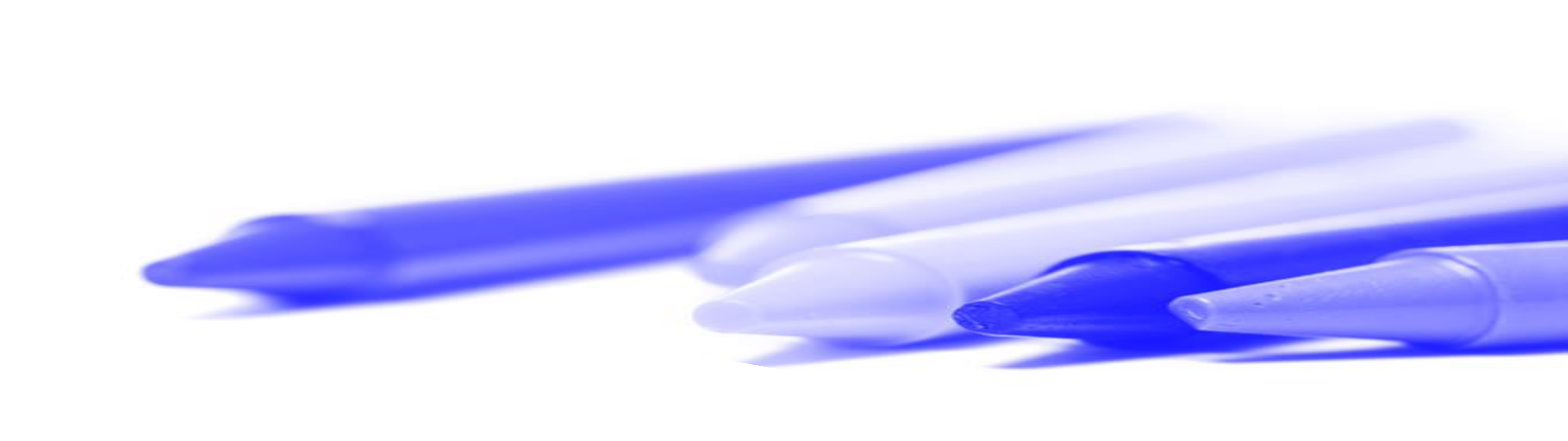
If fees are not paid on time, the Pre-School will notify the parent/guardian in writing and request payment at the earliest possible opportunity. A late payment charge of £10.00 per week will be levied for all payments made after the deadline date on the invoice. This will be included on the next invoice raised and helps to cover the administration costs of chasing late payments, and protects the financial position of the Pre-School. The Pre- School reserves the right to withdraw a child from attending, if payments are persistently late.

If at any time you feel that you are having difficulty meeting the payment of fees, please do not hesitate to speak to a senior member of staff. A payment plan can be discussed. If you do not pay the invoice within 2 weeks, a reminder letter will be sent out. If this is not paid by the date set on the reminder letter (or contact made with the treasurer to discuss a payment plan), your child’s place will cease and may be allocated to

a child on the waiting list. The unpaid invoice will still need to be settled even if your child stops using the Pre-School. In extreme cases, a debt collection agency will be used to retrieve unpaid debts. This does not affect any funded sessions your child may have (paid by North Somerset Council). Churchill Pre-School welcomes payment via the ‘Childcare Voucher Scheme’ through your employer or through the new tax free childcare scheme operated by the government for employed and self employed parents.

Please note that any session that you child is booked onto will be charged, even if your child is unable to attend due to sickness or holiday. You will not be charged for public holidays or inset days (days used for staff training). A month’s notice is required to terminate a child’s place at Pre-School. Failure to give a month’s notice will result in a month’s fees being charged to cover loss of revenue. In addition, parents/carers are required to pay a **£30.00 refundable deposit** to secure their child’s place at the setting. This should be sent with your completed booking form. As part of this deposit your child will receive their own Churchill Pre-School book bag upon joining.

## Fu nded Place s



Every child aged between 3-4 years old is entitled to 15 hours Government funding for 38 weeks of the year. This funding will begin from the funding period after your child’s 3rd birthday. The exact date can be confirmed by the Pre-School team.

Two year old funding can be also be provided – please discuss with your health visitor, family support worker or the Pre-School leader. When your child qualifies for this funding, Churchill Pre-School will provide parents/carers with all the relevant documentation and forms to complete.

Funding is allocated on a termly basis. If you intend to increase funded hours during a term, a claim will need to be entered at the start of the term in order for Pre-School to be able to receive funding, and secure the optimum staff to child ratios for the term ahead. We would be grateful if you could think about potential changes in advance as mid-term changes have a detrimental effect on Pre-School budgets.

## 30 Hou rs of Funded Childcare

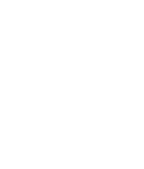
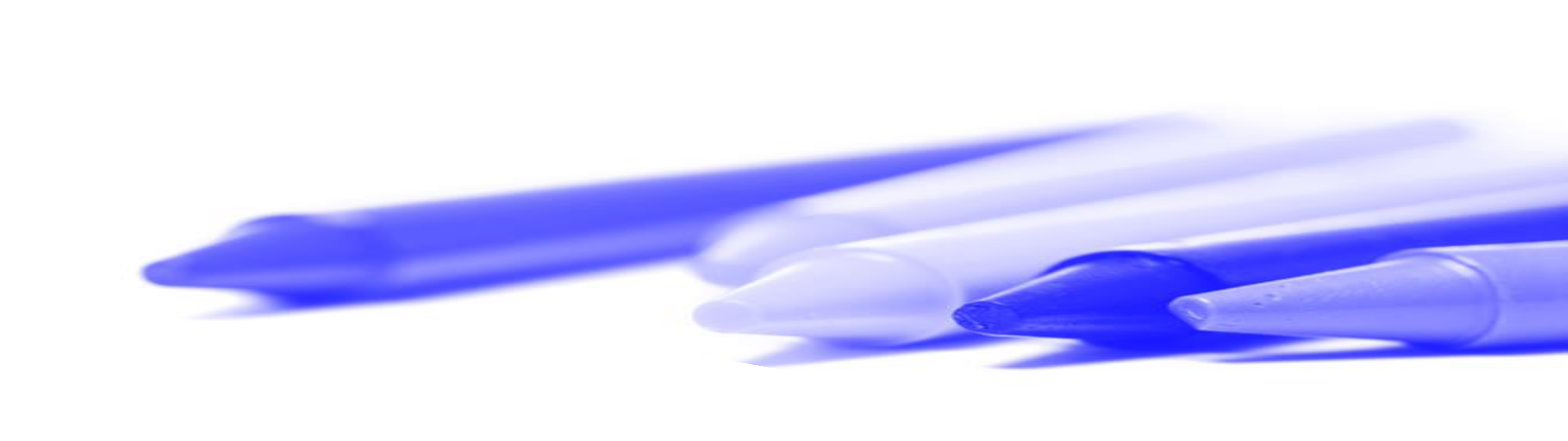
From September 2017 the government will fund eligible 3 and 4 year olds for 30 hours. Preschool will offer funded places to eligible children.

It is the responsibility of parents to obtain confirmation of their eligibility from the government online and to bring the code confirming eligibility into preschool for us to check. We can then offer 30 funded hours. We can also share these hours between preschool and another setting to enable flexible childcare.

**Tax Free Childcare**

Please remember you can also claim for Tax Free Childcare as we are now registered. You can do this through your Government Gateway account. If you don’t already have one then you can create one via the government website. How it works… If you are eligible, you pay 80% of your total childcare fees and The Government pay the additional 20%, saving you 20% on your childcare fees. Don’t miss out!!!!

## Transiti on to School



Mondays are currently only for children due to start school the following September. On these days, particular time is given as the year progresses to ensuring your child is ready to start school. This includes improving their independent skills e.g. putting on their own shoes etc., increasing their confidence in recognising numbers, letters, colours etc. and exploring a variety of activities, both inside and outside. Your child’s Learning Diary will be given to you and your child’s teacher will be able to view this online to enable them to get a picture of your child’s learning on entry to school.

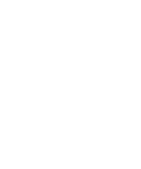
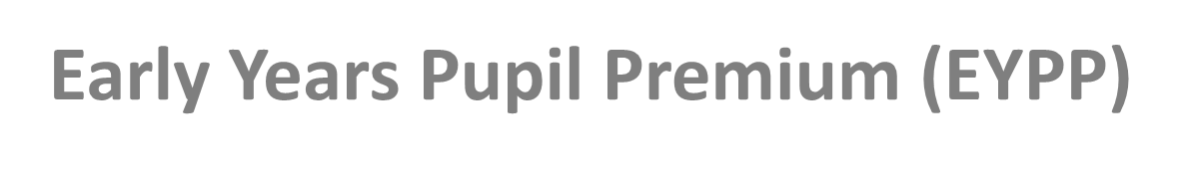
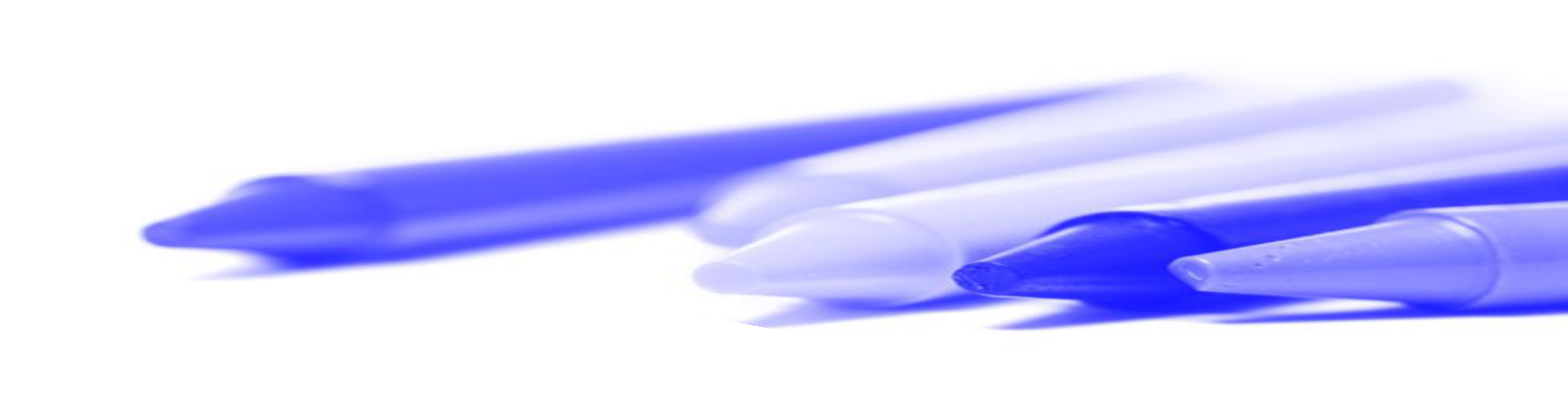
Most schools have a series of taster mornings/afternoons for children starting in September (usually June or July). If your child is booked into Pre-School on one of these sessions, please discuss with the Pre-school Leader. It may be possible for a member of staff to accompany them. Churchill Primary School send a teacher to visit Pre-School on atleast once occasion prior to the start of school for the new reception intake. Preschool staff visit school with new starters on atleast three occasions to ensure children make a smooth transition and are well supported in their move to school.

## Insp ections and Qualit y Control

We are regularly inspected by Ofsted (Office for Standards in Education), a department of central government, as part of their national programme of inspection of the education provision for 2 to 4 year olds. A copy of the most recent inspection is available on request. Alternatively, you can visit the Ofsted website [ww w. ofsted. gov. uk](http://www.ofsted.gov.uk/) for more information.

**E Years Pupil Premium (EYPP)**

**EYPP**



Early year’s settings are now able to apply for the Early Years

Pupil Premium (EYPP); similar to the Pupil Premium system operating in

schools. If your child is entitled, Pre-School will apply for the funding and invest it in your child. The EYPP can be used to buy resources to be used by key staff to support your child’s interests and learning, for workshop work, and for other initiatives to support your child’s progress. This will apply even if your child is exceeding their developmental expectations, to ensure a love of learning during their time in the setting so they continue to make gains.

EYPP must be used to support any child qualifying for it and will be used by us, in discussion with parents. This is a fantastic government initiative to help children in the early years, so please let a member of staff know if you’re child may qualify.

## Eligibility Criteria for 3 and 4 year old EYPP:

Children are eligible if parents are in receipt of one or more of the following benefits or if they have involvement with care proceedings, past or present:

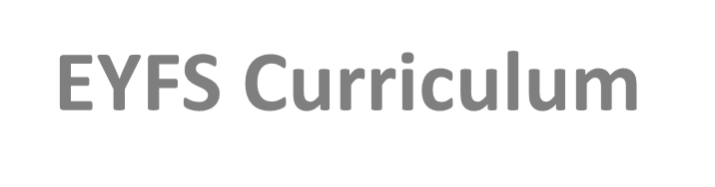
* Universal credit
* Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* Guaranteed State Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

## Eligibility Criteria for 2 year olds for EYPP:

Children are eligible if parents receive any of these benefits **.** Or if the child receives Disability Living Allowance, has a statement of SEN or an Education and Health Care Plan, or is involved in care proceedings, current or historic:

* Universal credit and/or Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* Guaranteed State Pension Credit
* Child Tax Credit and earn £16,190 per year of less (joint income if you have a partner)
* Working Tax Credit and earn £16,190 per year or less (joint income if you have a partner)

The Early Years Foundation Stage (EYFS) was introduced in 2008. It is the curriculum which is compulsory for all early years’ childcare providers to follow and covers the requirements for education and welfare of children from birth to 5 years of age. As such, learning and development for children at pre-school is delivered in accordance with the EYFS and this curriculum continues during the reception year of school, providing consistency in children’s education and learning experiences.



**EYFS Curriculum**

The EYFS is a play-based curriculum which seeks to inspire children to develop the characteristics required to become effective learners, something they will need throughout their time at school. There are 3 characteristics:

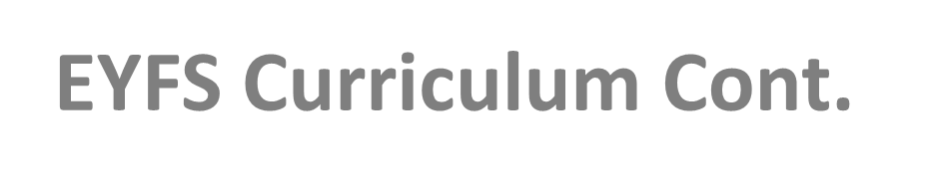
* + **Playing and Exploring** - Trying new things and being willing to have a go
  + **Active learning** - Experimenting with approaches to problems /tasks plus persevering
  + **Creating and Thinking Critically -** Choosing how to approach things, having their own

ideas, learning to evaluate tasks and problems and making links in learning

Four guiding principles shape practice in Early Years settings:

1. Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured
2. Children learn to be strong and independent through positive relationships
3. Children learn and develop well in enabling environments in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers
4. Children learn and develop in different ways and at different rates and the framework makes provision for all children in early years (although it envisages that in accordance with the principle of the unique child learning opportunities will be individually tailored to meet children’s needs)

The EYFS sets out the areas of learning and development, which shape the activities and experiences we offer at pre-school. There are seven areas of learning and development, all of which are important and inter-connected. Three areas are of particular importance:



**EYFS Curriculum Cont.**

## Communication and Language

* + **Physical Development**
  + **Personal Social and Emotional Development**

There are four further specific areas of learning and development through which the three prime areas are strengthened and applied:

## Literacy

* + **Mathematics**
  + **Understanding the World**
  + **Expressive Art and Design**

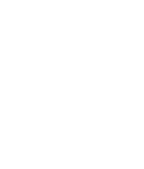
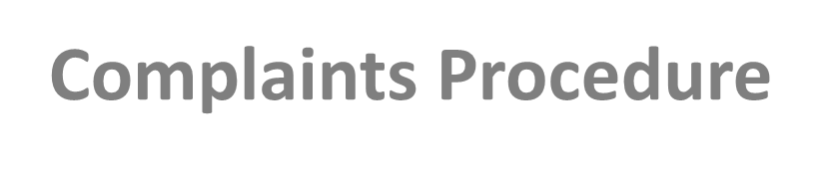
Churchill Pre-School offers an interesting and stimulating learning environment, which is essential to support and encourage children to take the necessary unique steps along their individual developmental pathway. The experiences we offer are designed to deepen understanding of the prime and specific areas of learning and development in readiness for school and life. Your child’s allocated key person will plan for your child as an individual to ensure that they are supported in line with EYFS, specifically catering for their needs and interests, and with reference to their current level of development.

## We hope this explains a little about the EYFS, however, the

**Pre-School Leader, or your child’s key person, will be happy to explain further if you would like to know more.**



As a member of the Pre-School Learning Alliance we strive to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.



**Complaints Procedure**

We believe children and parents are entitled to expect our courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the local community and we welcome suggestions on how to improve our group at any time.

## Making concer ns known

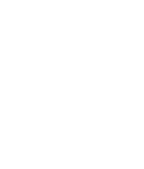
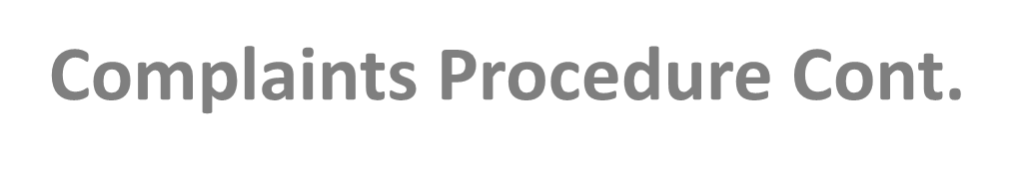
A parent who is uneasy about any aspect of the group’s provision should talk over any worries and anxieties with the pre-school leader. If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the Pre-School Leader and the Chair of the Pre-School Management Committee. Both parents and the Leader are entitled to have a friend or partner present if required and an agreed written record of the discussion should be made.

Most complaints should be resolved informally or at this initial stage however, if the matter is still not sorted out to the parent’s satisfaction, the parent should again contact the chair of the committee.

If parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help clarify the situation. Staff or volunteers within the Pre-School Learning Alliance will be available to act as mediator if both

parties wish it.

The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved. All discussion are confidential. She/he will meet with the group if requested and will keep an agreed written record of any meetings that are held and of any advice she/he has given.



**Complaints Procedure Cont.**

## The role of the register ing au thority

In some circumstances in will be necessary to bring in the Ofsted registration and inspection unit, who have a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. Parents can take their complaint or concern directly to Ofsted if they wish.

## We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Pre-School and of parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.

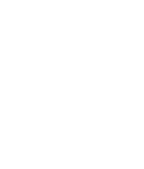
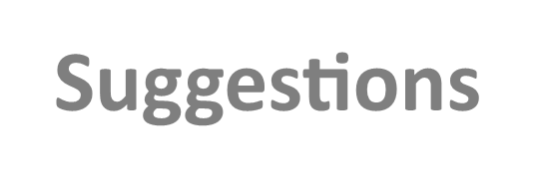
A full copy of our complaints procedure is available at all times, together with our policies and procedures. Please ask a member of staff if you are unable to locate copy policies, which are generally provided on the parents’ information notice boards.



**Suggestion:**

**Date:**

At Churchill Pre-School we are always looking for new ways to improve. If you have any suggestions, please complete one of the slips below and place it into our suggestion box which can be found on the desk in the entrance lobby. These suggestions are anonymous and confidential.



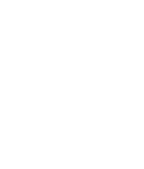
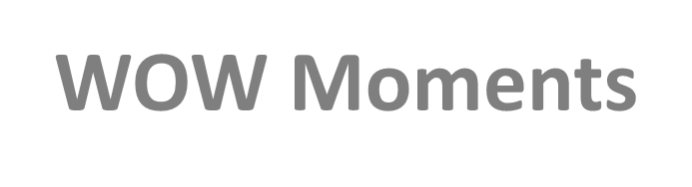
**Suggestions**

**Suggestion:**

**Date:**

**Suggestion:**

**Date:**



**WOW Moments**



**A WOW Moment for:**

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**Written by:** ......................... **Date:** ................

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