



Harlington Village Pre-School & Wrap Around Care

'Sparking your child's imagination and curiosity to learn through play'

Our Service

At Harlington Village Pre-School, we provide the first stepping stone on your child's educational journey, laying strong foundations to help them reach their full potential.

We celebrate the individuality and interests of every child, working closely with families to nurture their unique needs. In a safe, fun, and engaging environment, we support the development of independence, self-awareness, and a love of learning.

Our experienced and DBS-checked staff are committed to taking your child on a learning adventure that inspires curiosity and excitement. Our goal is for every child to leave our setting as a confident, happy, and creative learner.

Our Groups

We welcome children during the two academic years before they start Lower School (September–July). Children are grouped by age and stage of development:

Catkin Group:

For our younger children, typically aged 2 to 3 years.

Acorn Group:

For older children in the academic year before starting Lower School. We work closely with Harlington Lower School to support a smooth transition into Reception.

We are proud to be rated 'Good' by Ofsted (2022) and operate from The Conifers, a purpose-built facility located at the rear of Harlington Lower School and features excellent indoor and outdoor learning spaces.



Any Questions? Please contact a member of the team at:

staff@harlingtonvillagepreschool.org.uk

Phone: 07963 534038

Session Times and Attendance Structure

We offer both full-time and sessional care, operating Monday to Friday during term time. Each day is divided into two sessions:

Morning Session (Catkins Group)

- **Time:** 8:45am – 11:45am
- Reserved for our younger children, typically under 3 years old.
- Children under 3 can only attend morning sessions.
- Once a child turns 3 years old, they may be eligible to attend full days, subject to availability.

Afternoon Session (Acorns Group)

- **Time:** 12:15pm – 3:15pm
- Open to older children who will be starting lower school the following September.
- Children in the Acorns group can attend afternoon sessions or full days, but not morning-only sessions.

Lunch Club

- **Time:** 11:45am – 12:15pm
- Available for children attending all day or the afternoon session.
- Children bring their own packed lunch.

Wrap Around Care

We also offer before and after school care for Acorns and children attending Harlington Lower School (HLS). Please refer to the separate Harlington Village Wrap Around Care (WAC) leaflet for full details.

Funding and Fees

We accept the following government funding schemes:

- 2-Year-Old Funding
- 15 Hours Funding (for 3–4-year-olds)
- 30 Hours Funding (for eligible working parents of 2, 3, and 4-year-olds)

Children not yet eligible for funding, or those requiring additional hours, may pay for sessions directly. We also accept:

- Tax-Free Childcare payments
- Childcare vouchers
- Session Fees (Unfunded Hours)
 - 2-Year-Olds: £8.15 per hour
 - 3 & 4-Year-Olds: £5.95 per hour

Our Approach

Harlington Village Pre-School (HVPS) and Wrap Around Care (WAC) are run by a dedicated team of staff and a voluntary, parent-led committee. We are proud of our open-door policy and work closely with families to ensure each child settles in a way that suits their individual needs.

Booking

To request a place please contact Becki via email at staff@harlingtonvillagepreschool.org.uk

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Snack and Mealtime at Pre-School

At every session, children are offered a healthy snack, which typically includes:

- A selection of fresh fruit and vegetables
- A choice of milk or water to drink

We also regularly engage in cooking activities to support children's learning. These may include making items such as soup, pizza muffins, bread, or cheese scones, which are sometimes enjoyed during snack time.

To celebrate a variety of cultural festivals, including Chinese New Year, Diwali, Christmas and Thanksgiving, we incorporate foods from around the world, giving children the opportunity to try new tastes and learn about different traditions.

Snack time is a social experience, where children are encouraged to sit and eat together, helping to build communication and social skills.

Allergies and Dietary Requirements

We take all allergies and dietary needs seriously. These should be:

- Clearly specified on the registration form via the Family app
- Updated whenever there are changes
- Accompanied by a health care plan if allergens are involved

The snack menu for each day is displayed on the whiteboard in the foyer, and drinking water is available throughout the session.

To help cover the cost of snacks and cooking ingredients, we kindly request a voluntary contribution of 40p per session for children funded through the Nursery Education Funding (NEF) scheme.

Early Years Foundation Stage

We follow the Early Years Foundation Stage (EYFS) and value every child at HVPS, encouraging them to achieve their best whilst in our care.

There are 7 areas of learning and development:

1. Personal Social & Emotional development
2. Physical Development
3. Communication & Language
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts & Design.

Each child is allocated a keyworker who is responsible for putting together each child's learning journal. We will make observations during the sessions and link these to the EYFS areas, tracking each child's individual development and tailoring learning to their needs.

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Uniform

In the interest of Health & Safety all children must wear **plimsoles** whilst inside The Conifers. This is a health and safety measure to ensure children do not hurt their feet on toys that may be on the floor.

A uniform is available to buy from our supplier, [Prestige Design & Workwear](#) or we often have some preloved items in return of a donation towards our fundraising account.

Uniform is not compulsory and children can wear any clothes that are suitable for play. We ask for the children to bring in some **named** spare sets of clothes in a named bag. If your child is not toilet trained, please ensure we have everything we need to change them in their bag.

We have a variety of different size wellies that the children can borrow to play outside on wet days. You are welcome to bring your own but please make sure they are named.



Medical Information



Upon registration you will be asked to provide information on your child and if they have any additional needs. At any time, if your child's needs change, even if it is temporary, please speak to a member of staff.

If at any time, they need to take medication in school, we will keep a record of dosage, time taken and staff will supervise each other. This document will need to be signed by a parent or carer. Where a condition is ongoing, we will complete a health care plan.

Fundraising

Harlington Village Pre School is a non-profit making organization and is a registered charity (Charity number 1208894). Therefore, any additional resources are acquired through fundraising. We regularly hold fundraising activities such as stalls at the lower school fayres, sponsored activities, village trails and Christmas games. We keep parents up to date with the amounts raised and what we are spending the money on.

We appreciate your support and generosity in these fundraising events.



The Staff

All our pre-school staff are experienced and qualified in Early Years Education from level 2 to 6. They all hold a current paediatric first aid certificate, along with annual safeguarding and prevent training. We have a designated SENCo, safeguarding and fire officer.

The Committee

HVPS & WAC is a registered Charity overseen by a Committee of parent volunteers. Committee members form the trustees of the charity and are responsible for the overall management and organisation of the setting. This includes, but is not limited to, being responsible to OFSTED for the quality of provision, overseeing the budget, agreeing the staff resource and staff terms and conditions and agreeing organisational policy and procedures. Parental support can also be provided in other ways and is incredibly important for the setting. We employ a fantastic staff team, who are highly professional, well qualified and experienced, and a Committee of dedicated volunteers is a necessity.

Our Annual General Meeting (AGM) is an important event where parents have the opportunity to join the Committee and participate in the election of key roles for the upcoming year, including Chair, Treasurer, and Secretary.

The AGM is advertised in advance, and all parents with children currently attending the setting or those with children due to start are warmly invited to attend.

If you would like to learn more about the Committee's work or how to get involved, please contact the Chair at: chair@harlingtonvillagepreschool.org.uk

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