



Welcome to Greenshoots

Dear Parents / Carers,

Thank you for your interest in Greenshoots Preschool and Wraparound Care. We hope you enjoy finding out more about what we have to offer during your initial visit.

In this pack you will find information about Greenshoots including our mission statement, aims and objectives, fees and times of operation. You will also find an application to join; for you to complete if you decide that Greenshoots is the right place for your child.

We hope to be able to answer any questions you may have during your visit today, but should you think of anything else then all our contact details can also be found in this pack.

We have a lot of additional information on our website : www.lairagreenshoots.com so we would recommend that you visit it to find out more about what we do here at Greenshoots.

With warm regards.

From All at Greenshoots Preschool and Wraparound Care

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Registered Charity No: 1136071 Registered Company No: 7110815 England & Wales.



Greenshoots Mission Statement

"Growing the Best" by promoting a 'home from home' atmosphere where the staff engage with parents and children in a warm and friendly manner.

About Greenshoots

Greenshoots is a charitable organisation set within the grounds of Laira Green Primary School; providing a safe, secure and stimulating environment in which children are able to thrive and learn.

We operate a Pre-school for children aged 2 - 5 years as well as offering Wraparound Care for children aged 2 - 11 years through our daily Breakfast and After School clubs.

We serve the families within the Laira area mainly, but also some of the families within Efford and Lipson. The Greenshoots staff work closely with the staff of the school enabling smooth transitions from the pre-school to the foundation stage of Laira Green Primary School. The Head and Deputy Head of the primary school are also former Trustees of Laira Green Trust enabling close links between the school, pre-school and extended services. This also allows the sharing of some of the school's facilities such as the hall, ICT suite, cookery room and playgrounds.

Greenshoots has a large light and airy main room which leads into a large conservatory. The conservatory then leads to an outside play area allowing the children to free-flow. The environment is open-plan enabling staff to keep a close eye on the children at all times. There are also an office and a reception area within the Greenshoots building.

There is a Manager on the premises at all times and is responsible for the day to day running of the setting. This provides good continuity between sessions and change over periods. All the staff at Greenshoots are suitably qualified and receive on-going training as necessary. Plus all staff are DBS checked to work with children.

Every year there is an Annual General Meeting enabling good communication between staff, trustees and families. The trustees meet regularly throughout the year and welcome suggestions from the families and the community we serve.



Greenshoots Aims and Objectives

- The Trust will provide a good quality setting which will provide education for Children aged 2 to 5 years of age.
- The setting will be safe, friendly and stimulating for all children throughout its sessions.
- We aim to provide a happy, caring and secure environment, enabling children to learn through play.
- The provision will enable parents / carers within the local community to take up or continue with employment / education / training in order to improve the quality of life for themselves and their children.
- We aim to develop a partnership with parents that will support their child's learning.
- The Trust aims to create a deeper sense of community cohesion through the learning and teaching curriculum, based on the Early Years Foundation Stage (EYFS).
- The Trust aims to provide staff with appropriate experience and qualifications and provide opportunities and access to further training.
- We will recognise and celebrate achievements at all levels.



Greenshoots Fees and Times (from September 2019)

Early Education Funding or Me2 Funding

Early Education Funding for all 3 and 4 years olds or Me2 Funding for eligible 2 year olds is available for 38 weeks a year and is divided into 3 terms. 3 year old children become eligible for free entitlement in the term following their third birthday. Some 2 year old children become eligible for Me2 Funding in the term following their second birthday. Both funding sources provide a maximum of 15 hours per week - free. These sessions can be taken as follows:

- These hours can be used flexibly across the preschool day, including the lunch session. There is the option of paying to attend additional hours - see below, depending on availability.
- Additional sessions are charged at £13.00 per 3 hour session, £4.50 per hour and £2.25 per half hour for 3/4 years olds.
- Additional sessions are charged at £16.00 per 3 hour session, £5.50 per hour and £2.75 per half hour for 2 year olds.

For more information on the eligibility criteria for Me2 funding please speak to the Pre-school Manager. Please note that spaces for 2 year olds are limited.

You may also be eligible for 30 hours funding. Further information is available on request from Greenshoots or by visiting the website [childcare choices.gov.uk](http://childcarechoices.gov.uk) If you are eligible then 30 hours then these hours can be used flexibly across the week and the wraparound sessions. You will need to confirm eligibility before a place is offered.

Lunch Fees (Monday - Friday)

Lunch session: FREE if bringing packed lunch and £2.00 if having a school dinner

Non Funded Sessions

If your child turns 3 years old during the term they will not be eligible for the free entitlement until the next school term, however they can still attend but a fee is charged for these sessions. Similarly if your child is 2 years old but they are not eligible for Me2 funding they can attend but sessions will be non funded and a fee charged.

The fee's are :

- £13.00 per 3 hour session, £ 4.50 per hour and £2.25 per half hour for 3/4 years olds.
- £16.00 per 3 hour session, £5.50 per hour and £2.75 per half hour for 2 year olds.

Before and After School Club (Monday - Friday)

Breakfast Club (8.00 a.m. - 8.45 a.m.) = £4.50

After School Club (3.00 p.m. - 6.00 p.m.) = £5.50 for the first hour to include a snack.
£4.50 per hour thereafter.



Application to Join

Name of Child : _____ **D.O.B.:** _____

Name(s) and Address(es) of Parent(s) making the Application :

Parent 1 :

Parent 2 :

Telephone Number :

Telephone Number :

I/We would like _____ (name) to start attending at this setting
as soon as possible; or from _____ (date)

I/We would like our child to attend on the following days / sessions :

Monday am / pm; Tuesday am / pm; Wednesday am / pm;

Thursday am / pm; Friday am / pm

If we find that we no longer need the place, we will inform you as soon as possible.

Signature of Parent 1 :

Signature of Parent 2 :

Tear off the following part to return to the parent(s)

A place will be available for : _____ (child's name)

* on : _____ (date)

* or; we will notify you when a place becomes available.

Signed on behalf of the setting : _____

Name : _____ Job Title : _____