**Bolnore Village Pre-School – Local Offer**

**14. Who you can contact for further information**

If you are interested in looking around Bolnore Village Pre-School with a view to your child joining us please contact the Manager, Holly Armstrong, telephone 07712579888 or email info@bolnorepreschool.co.uk

We operate an open door policy and warmly welcome interest from families in our community. We will arrange a date and time that is convenient to you and Holly, or Fay, our Deputy Manager, will be happy to show you around and answer any questions you may have. We have a prospectus and registration form that you can take away with you or view on our website.

Please note that we only accept registration for places when your child is 18 months old and onwards.

Our SEN coordinator is Fay Hart. She can be contacted on fay@bolnorepreschool.co.uk and invites you to ask any questions you may have. She is available to meet with you at a mutually agreed time at the setting or can offer home visits if families would find this more useful.

Other support services can be found through FAMILY INFORMATION SERVICE <http://www.westsussex.gov.uk/living/children_and_families/family_information_service.aspx>

and local CHILDREN AND FAMILY CENTRE

http://www.westsussex.gov.uk/living/children\_and\_families/children\_and\_family\_centres\_1/where\_you\_can\_find\_your\_local/find\_by\_area/mid\_sussex/haywards\_heath\_children\_and\_fa.aspx

We have a range of leaflets which can be found in the foyer or on our parent/carer notice board.

As and when you have an issue concerning your child’s care and education that you would like to discuss, usually your first point of contact would be your child’s KEY PERSON. The details about your child’s Key Person can be found in your Induction Pack and wherever possible the setting hopes that you will have had the chance to meet your child’s Key Person during a Home Visit prior to starting at the setting, and again during the Induction period when children are gradually introduced to Pre-School life. Your child’s Key Person will be available at the start and end of each session for a chat and if necessary will make an appointment for you to come in should you wish to have a longer discussion. Please refer to our Key Person Policy.

All of the staff team play a role in every child’s care and education when they are at Bolnore Village Pre-School. Please see our ‘Staff’ section on the website and you can also view our parent/carer notice board in the foyer for details about our current staff team. We all wear name badges too, so come and have a chat with any one of us!