



## **Bierton Pre-School**

Revised May 2020

Registered Charity No. 1027988  
Pre-School telephone number: 07881 931354.  
Administrator telephone number: 07531 457762  
Website: [www.biertonpreschool.org.uk](http://www.biertonpreschool.org.uk)

### HANDBOOK

Welcome to Bierton Pre-School. This handbook is aimed at providing you with important information we think you and your child will need to know about Bierton Pre-School. However, if you have any questions that the booklet does not answer please ask a member of staff or a committee member - we will be only too pleased to help.

We aim to make your child's time at Pre-School a happy one and hope they enjoy the time that they spend with us. We believe that by the time they leave they will have gained a number of useful skills and will be ready to start 'big' school.

We are an independent Pre-School and are not affiliated with Bierton C of E Combined School or their nursery. Bierton C of E Combined School has their own admissions policy.

We are a member of the Early Years Alliance, a national organisation that supports and advises groups who cater for under five's and their parents/carers.

The Early Years Alliance exists to help parents/carers to understand and provide for the needs of their young children. It aims to promote community situations in which parents/carers can make, with growing enjoyment and confidence, the best use of their own knowledge and resources in the development of their children and themselves.

We are also supported by the Early Years Team at Buckinghamshire Council.

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## The Aims of our Setting

- To provide a welcoming and friendly environment for children and their families.
- To create a stimulating, caring and safe environment for all children in our care.
- To develop children's individual learning through a Child led/planned quality curriculum, following the Statutory Framework for the Early Years Foundation.
- To ensure that your children 'Learn Through Play'.
- To work within a framework which, ensures equality of opportunity for all children and their families.
- To ensure we adhere to the Welfare Requirements as governed by Ofsted and our Local Authority.

## The Pre-school Session Structure

The Morning Pre-School session runs from 9.00am or 9.30am until 12pm.

The Afternoon Pre-School session runs from 12.00pm until 2.30pm.

Our full day sessions run from 9.00am or 9.30am-2.30pm Monday, Tuesday and Thursday.

Each session is structured as follows:

- Register time – Children are encouraged to find their name and post it in the postbox. The register is taken around the session enabling children to choose freely the activity of their choice without interruptions.
- During our sessions there will be several activities to choose from. The activities vary regularly and can be any of the following:- sand/water play, modeling dough, small world cooking, books, construction toys, role play, dressing up, drawing/mark making, music, painting, sticking, junk modeling, puzzles and games. Each session includes a physical area where we provide ride on toys, climbing equipment, building blocks, balls etc. Each child is encouraged to independently explore the activities on offer.
- Snack time - The Pre-School provides milk and water and a healthy snack such as fruit, salad and crackers. Special provision can be made for any specific dietary requirements. **Please note we are a nut free setting.** All businesses providing food need to give information about the allergenic ingredients used in the food they provide. Further information can be found at [www.food.gov.uk/science/allergy-intolerance](http://www.food.gov.uk/science/allergy-intolerance) . Our allergens checklist is displayed daily at Pre-School.
- Story and Group time - The children sit down together in small groups for a story and to sing nursery rhymes, play games, musical instruments or discuss something topical.
- Outside play – each day the children will play outside with a wide range of toys or take part in activities.

## Starting at Pre-School

Most children settle into Pre-School very easily and we want their introduction to be a happy one. For some children this is not the case and in these circumstances we encourage you to stay with your child until they are happy to be left with us. All children are different and we are happy to discuss various options with you, to make the transition as easy for your child as possible. If at any time you feel your child has worries which might affect their behaviour or happiness please let your Key Person or the Pre School Manager know so that we can support your child as much as possible. Please encourage your child to leave personal toys at home in order to avoid them becoming lost or damaged, however a comforter, that your child may need is of course acceptable **with the exception of a dummy.**

## What Your Child Will Need to Bring Each Day

Please supply the following. **All items including the bag and lunch box must be named:**

- A change of clothes.
- A named water bottle – water only please (This is a requirement by Ofsted – children must have access to fresh water at all times).
- Wellies all year round.
- If your child will be with us for full day sessions, please provide them with a healthy lunch box (no nuts).

### Clothing/Jewellery

Children should be suitably dressed, dependent on the weather (remember sun hats in hot weather). We encourage all children to become independent and as such it is easier for them to have clothes that are easy to put on and take off. Elasticated waists and easy T-shirts are good for Pre-School. We have a small supply of clothes in case of accidents.

Please could parents/carers ensure that any earrings worn are studs only. Any other jewellery should not be worn to Pre-school. We cannot be held responsible for any loss or damage to jewellery, and it can also pose a health and safety risk.

Pre-School T-shirts (£5.00) and sweatshirts (£9.00) are available. We also have drawstring bags for £5.00 each. Please ask a member of staff for an order form.

### Nappies/Toilet Training

We will work with you, whilst your child learns to use the toilet. Please discuss with your Key Person any assistance your child currently needs. Please provide an adequate supply of nappies and change of clothes for whatever stage your child is at. If your child is using a potty we provide one. However, if you prefer to bring your own, you will need to bring this in with you for each session.

### Collecting your Child

Children should be collected promptly at 12 noon from morning sessions and 2.30pm for afternoon sessions. Each child has a drawer with their name on it. Any items to take home will be placed either in these drawers or on the tables. Please check the drawer and tables at the end of every session your child attends.

For reasons of safety please inform your Key Person if someone else is collecting your child from Pre-School on your behalf. A form needs to be completed before you leave your child. Consent forms for the collection of children by friends, family or carers, on a regular basis, are included in the Welcome Pack. We also operate a Password system which will enable somebody who is not known to the staff to collect your child on a one off basis or in an emergency.

### Pre-School Staff

There is always the Pre-School Manager or Deputy present at each session, assisted by our regular Pre-school staff. All Pre-School staff have relevant qualifications or are training towards gaining the qualification. All of our staff have an appropriate First Aid qualification and all have an enhanced DBS (Disclosure and Barring Service) check.

### Key Person/Progress Records

We operate a Key Person system. Your child's Key Person will follow their progress throughout their time with us. Observations and assessments will be made and progress noted in their online learning journal. Your child's progress can be discussed with their Key Person at any time, informally. More formal meetings will be offered at least twice a year.

### Helping Your Pre-School

This could be anything from repairing toys, washing/repairing dressing up clothes, cleaning soft dough equipment at end of half term, helping with fundraising and most importantly, being on the committee. Any help, time or effort you can make will be much appreciated.

### Attendance

If your child is unable to attend a session, please contact the Pre-School on 07881 931354 or email [biertonpreschool@hotmail.co.uk](mailto:biertonpreschool@hotmail.co.uk) as soon as possible to let us know and to advise us of the likely duration. If you are planning to take your child out of Pre-School for a holiday, please advise us in advance in writing. Holiday forms are also available. Please note that if you fail to advise us of the reason for your child's absence or if your child is absent on a frequent basis, this may affect the funding that we receive for your child.

### If Your Child is Unwell

If your child is suffering from diarrhoea or sickness we request that you keep them at home and allow 48 hours **after the last bout** to pass before bringing them back into Pre-School. This is standard practice for all educational settings. Should your child contract any infectious disease, such as Chicken Pox, please notify the Pre-School Manager. If your child becomes ill whilst at Pre-School you will be contacted on the emergency number that you have provided. All of our staff have relevant First Aid qualifications should first aid treatment be required.

### Accident/Incident Forms

Where an accident/incident has happened a form is completed and the parent/carer of the child is asked to sign the form when the child is collected. A copy is given to the parent/carer with an explanation.

### Lost Property Box

A lost property box is kept at Pre-School. Any clothes/items that are not named or not recognised by any staff members will be placed in this box until they are reclaimed. Please ensure that all items brought into Pre-School are clearly named to minimise the contents of this box.

### Pre-School Notices and Notice Board

A notice board is kept in the Pre-School window and displays term dates, contact telephone numbers and other statutory notices. Our certificates of insurance and our registration with Ofsted are displayed on our large notice board, which is situated inside the hall. Examples of children's work are also displayed on a separate board within the hall. A weekly email is also sent to all parents/carers from the Pre-School Manager which gives details of what the children will be doing the following week and will also provide any important information which needs to be shared.

### Professional Photographs

At least once a year, we invite a professional photographer to come and take a photograph of your child. Copies of these are available at a reasonable rate a couple of weeks later.

### Forms

Accompanying this booklet are a number of forms, which make up your Welcome Pack. It is essential that you complete them fully and return them as indicated as they contain important information we need about your child. All Information given is treated confidentially and will only be used in the interest of your child.

### Contact List

We have a contact list which can be issued to our officers of the committee, such as the Chair, Secretary and Treasurer if required. The Pre-School Manager is also sent a copy. This list is compiled and kept by the Administrator and includes your name and telephone number, email address, your address and your child's name and date of birth.

The list enables staff and committee to contact parents regarding important notices, fundraising events and functions and is an important document for the Administrator. Please ensure that we are informed of any changes to your contact details as soon as possible. It is very important that the email address you provide as a primary contact is checked on a regular basis as our communication with you is important and may require a response.

Please confirm you are happy for us to include your details on the telephone list by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

### Passing Information to Another Setting/School

We comply with the General Data Protection Regulation 2018. We will not give information about your child to anyone outside the setting without your consent unless the law and our policies allow us to. We ask for your permission to pass on your child's end of Pre-School report to their next setting/school.

Please confirm you are happy for us to do this by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

### Details Held Away from the Setting

The Pre School Manager, Administrator and Officers of the Committee work from home which means that personal details of you and your child are kept off site. These details are held securely and are not accessible to anybody other than the Pre School Manager, Administrator or Officers of the Committee, all of whom are checked by the Disclosure and Barring Service.

Please confirm you are happy for us hold your's and your child's information away from the setting, securely by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

### Using Progress Records for the Purposes of Staff Training and Assessments

Staff keep their knowledge up to date regularly and on occasion refer to progress records as part of their ongoing training. Learning records are also used towards staff assessments.

Please confirm you are happy for us to use your child's progress record for the purpose of training and staff assessments by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

### Outside Activities

At Bierton Pre-School, our daily activities include going outside. This may include walking around the perimeter of the sports field, our fenced outside area and occasional visits to the park. A risk assessment is carried out and reviewed regularly. This is available for parents/carers to see upon request.

Please confirm you are happy for your child to be taken outside daily as part of their learning and development by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack. A separate consent form will be requested should we organise any major outings.

### Consent for Photography

At Bierton Pre-School we use photographs of the children for a variety of purposes. Prior to taking any photographs of your child we need your consent to do so. We will obviously respect your wishes if you expressly object to any pictures being taken.

The possible occasions when we may take photographs of your child and how the pictures might be used are as follows:

- observation and assessment photographs for your child's Progress Record
- local newspapers, our website or newsletter to promote or report on an event/activity
- group pictures of special events, session activities and fundraising activities/events eg. Sports day, end of term events
- group pictures of children used as part of a leaving gift

Please confirm you are happy for us to photograph your child and use the photos as above by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

## Pre-School Policies and Procedures

We have a full set of policies and procedures which detail the way we run the Pre-School. They include Safeguarding, Equality of Opportunities, Health & Safety, Admissions, Behaviour Management and others. All are available to read at anytime. Please ask a member of staff if you would like to read our Policies and Procedures. They are also available to read on our website.

## Complaints

If you have any concerns or complaints, we would kindly ask you to initially discuss the matter with the Pre-School Manager or Chairperson. Hopefully, the matter will be resolved at this point. However, if you are still not satisfied, please refer to our complaints procedure which can be provided upon request.

## Fees/Payments

Children are eligible for the Funded Universal Entitlement, for up to a maximum of 15 hours per week from the start of the term after their 3<sup>rd</sup> birthday.

## **Extended Entitlement**

Bierton Pre School is open for 22.5 hours each week. We have limited spaces available for children who are eligible for the Extended Entitlement. Please contact the Administrator for further details.

## **Please note:**

Your eligibility code will need to be validated before we can confirm the extended hours. If you become ineligible for the extended entitlement, you will be liable for the session fees.

For further information about help with childcare costs there is a [Childcare Choices website](https://www.childcarechoices.gov.uk/) which provides information on the Government childcare offers. The website address: <https://www.childcarechoices.gov.uk/>

It is preferred that when children are in receipt of the Funded Universal Entitlement, they will attend at least 4 sessions per week including one full day if space is available.

Some children may be eligible for 2 year old funding. More details relating to this can be found at: <https://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=3E2W9HtGkOE>

Clarification of Free Entitlement dates.

Each child who turn 3 years old during the following dates will be eligible for the Funded Universal Entitlement in the term shown:-

- |             |  |
|-------------|--|
| Spring Term | - Turns 3 between - 1 <sup>st</sup> September and 31 <sup>st</sup> December. |
| Summer Term | - Turns 3 between - 1 <sup>st</sup> January and 31 <sup>st</sup> March       |
| Autumn Term | - Turns 3 between - 1 <sup>st</sup> April and 31 <sup>st</sup> August        |

For non-funded children each Pre-School session costs £14.50 for 2.5 hours or £17.40 for 3 hours (£5.80 per hour) per child. Please pay your invoice on receipt or within two weeks of the term in which it was issued. Ideally, fees should be paid directly into our bank account, details of which are quoted on each invoice. If you need to pay by cheque, please make it payable to 'Bierton Pre-School' and put in a sealed envelope marked for the Administrator's attention We are NOT able to accept cash payment for fees.

We provide a healthy snack for all children which costs 30 pence per day per child and is invoiced on a termly basis. This charge does not apply to children in receipt of Early Years Pupil Premium or 2 year old funding entitlement.

## Fees/Payments Continued

Fees are not refundable including for sickness and holidays. We reserve the right to withdraw a child's place in the event of repeated non-payment of fees or prolonged unexplained absence. If at any time you have difficulties in meeting payments please speak to our Administrator, in strictest confidence as payment plans can be arranged.

If you need to withdraw your child from Pre-school once a term has commenced we will require 4 weeks written notice prior to the withdrawal date. In the event that notice cannot be given, payment for the notice period will be required.

## Lunch Club

We offer a lunch club to children who do not attend a full day on Mondays, Tuesdays and Thursdays from 12.00pm to 1.00pm at a cost of £4.00 per day. Children should be provided with a healthy lunchbox. More details are available on request.

## Early Years Pupil Premium

Our Pre-School could be entitled to receive additional funding if your child qualifies for Early Years Pupil Premium. Further information and details of how to check if you qualify are contained within the Welcome Pack (if your child is age 3 or 4 and will receive funding from Buckinghamshire Council)

## Pre-School Committee

The Pre-School is run by a voluntary Committee - consisting of a Chairperson, Secretary, Treasurer (the Officers) and General Committee - all of who are elected at the AGM, which is held in the Summer term.

**Bierton Pre-School is a registered charity and cannot exist without a committee of volunteers. Our constitution requires that we have at least 5 committee members.** It is essential for everyone to help out and get involved to ensure our Pre-School continues to exist and be a success.

If you have an interest or experience in fundraising, organising events, advertising, finance or any other skill, please offer some of your time to help. It doesn't matter how much time you can contribute – every little helps!

Please help us by signing the 'Yes' box on the Additional Permissions form within the Welcome Pack.

## Fundraising & Volunteering

Various events are arranged to help raise funds to benefit the children at Pre-School. All events are organised and run by the Committee, staff and parents/carers. Any help you can offer at these events is much appreciated. We are always open to any new ideas for fundraising events.