Bagshot Pre-school Accredited

Prospectus

2020 - 2021

The Pre-school is an accredited group, held in the Methodist Church Hall and is equipped to accommodate 26 children per session. The Pre-school is registered from 0900 to 1300

for children aged between 2-5 years. The Pre-school has 5 staff fully trained through the Pre-school Learning Alliance up to Level 3 NVQ. Our Ofsted report can be found on the website a copy will be made available for your inspection upon request.

This year we are celebrating 49 years providing good foundations for children and their families.

HOURS OF OPENING - Monday to Friday 0900 -13.00 (4 hours)

The general aim of the Pre-school is to create a happy, secure and stimulating environment where children can be encouraged to develop to their full potential, not only intellectually but socially, physically and emotionally. To work in partnership with parents and provide activities that will promote effective learning, we aim to deliver an exciting, varied and progressive curriculum ensuring practitioner's support and extend children's learning and development. We aim to offer a service that promotes equality and values diversity.

Each child will be allocated a key person who will make sure the child makes satisfying progress and supports parents within the settling in period.

If you have any concerns around toilet training please inform a member of staff on admission. The pre-school has nappy changing facilities. Children will be encouraged to wash hands after using the toilet, blowing their noses, coughing, painting, gluing etc. and before eating and drinking.

Newsletters, information and invoices will be sent via email, all information regarding pre-school matters will be displayed on the notice board and paper copies will be given to those who have no access to the internet. Please remember to check your emails on a regular basis. Should you make any changes to your email address, contact telephone or emergency numbers, please remember it is your responsibility to ensure this information is passed on to the pre-school.

TELEPHONES, PHOTOGRAPHS AND VIDEOS

Photographs taken in pre-school will be used for displays and as evidence for your child's learning journey via the tapestry digital system currently used in pre-school, including displays in the pre-school photograph albums. The pre-school computer will display photographs from a disc, videos and samples of children's work for them to view during the session. The pre-school computers do not have access to the internet. The iPad's used by staff to record on Tapestry are linked via our mobile unit to the internet. All practitioners, volunteers and, parents will be asked to leave their mobile phones in a box in the kitchen area. Should your telephone ring you will be alerted and asked to take the call in the far end of the kitchen at no time must you approach the hatch or door area. Practitioners should give the pre-school number as their emergency contact for pre-school hours. Emails etc should not be checked during the session. Parents cannot bring cameras into the daily session, but should they require a personal photograph of their own child the pre-school will honour this request via the tapestry journal. The exception to this is pre-school events, where cameras and video recording is excepted as long as all parents have consented to this on their admission form. Visitors to the pre-school will be informed about our policy on mobile telephones and camera equipment. All memory cards will be erased once the photographs are developed or transferred to Tapestry. Any amendments to this statement will be in writing.

Can we also request you do not use your phone once inside the pre-school at dropping off and collecting your child/children?

Please bring your child's passport or birth certificate or passport on their induction visits, this is essential to access the government funding.

EARLY YEARS FREE ENTITLEMENT

All children the term after their 3rd birthday will receive the Early Years Free Entitlement for 15 hours each week. You are under no obligation to take further hours. Should you wish to take up any additional hours you will be invoiced accordingly?

Early Years Free Entitlement funding will be deducted prior to your invoice, for those children who are eligible.

FEET - what is FEET?

Free early education for 2 year olds is funding from Surrey Early Years and Childcare Service for up to 15 hours free early education, To find out if you are eligible see poster displayed in pre-school or call Family information Services. T: 0300 200 1004.
W: www.surreycc.gov.uk/fis E: surrey.fis@surreycc.gov.uk

FUNDING FOR 3 YEAR OLDS

The term after your child turns 3 he/she will be entitled to 15 hours free funding. You will need to complete registration and declaration forms to receive this.

EXTRA HOURS

From September 2017, the government extended funding to 30 hours. Are you eligible? For more information, see our website bagshotpreschool.com or follow the link.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/600592/30_hours_free_childcare_eligibility.pdf

Basically, many working parents of 3 to 4-year-olds in England will be eligible for 30 hours of free childcare - rather than the current 15 hours. Currently we can offer 20 hours

FEES

Fees for September 2020 are £5.50 per hour. Fees will increase yearly to ensure the pre-school outgoings are met. Please note a half terms notice is required for those wishing to either extend or cancel days. Holidays taken in term time cannot be refunded**.**

Invoices will be given during the first week of each term. Payment can be paid in 2 parts if paid within the first week of each half term. Should you wish to pay the full amount this will be due by the end of the 2nd week in each term.

Early Years Free Entitlement funding will be deducted prior to your invoice, for those children who are eligible. If fees have not been paid you will receive a reminder at the beginning of the 3rd week. If the fees are not paid by the end of the 3rd week you will incur a 5% interest charge on the amount owing. If after 4 weeks you have made no effort to pay your fees we will request your child remains at home until you have settled your debt. If fees remain unpaid for longer than one term we will take measures to retrieve said amount through the small claims court. Should you have difficulties meeting this requirement, do not hesitate to contact the supervisor. Fees will increase yearly to ensure the pre-school outgoings are met.

Requests for extra one-off sessions are available if space is available, these cannot be swapped for original days and must be paid in full on the day requested at £5.50 per hour. Funding cannot be claimed for one off extra sessions.

Parents will be required to sign a contract on admission.

PARENT'S ROTA AND INVOLVEMENT WITHIN THE PRE-SCHOOL

Parents and Carers are encouraged to take part on the family rota at least once each half term during a session. We believe that this involvement is a vital part of your child's early years. During the session, you will have the opportunity to be part of the team, assisting with activities and refreshment table. Parents are given the opportunity to propose and vote on aspects of the pre-school at the annual meeting the group's logo. Children are encouraged to dress and undress themselves where appropriate, so we would be grateful if you could provide simple and practical clothing, preferably no belts, braces or difficult fasteners. The creative work in the pre-school often involves 'messy' activities so everyday inexpensive clothes that can easily be laundered should be worn. Aprons are provided but these are not always adequate. Encourage your child to dress and undress at home so he / she can cope with simple buttons, zips, belts and buckles. No earrings (except studs) or other jewellery should be worn at any time. Soft shoes such as plimsolls should be worn indoors and wellingtons or heavy-duty shoes for the outdoor area. We require all children's coats, pre-school bags, lunch boxes, wellingtons and sweatshirts to be named for easy identification.

Parents will be given a parent handbook on the child's visit days prior to starting pre-school

re-school regards snack and meal times as an important part of the pre-school's session. Eating represents a social time for children and adults and helps children to learn about healthy eating. You are required to provide a daily snack for your child. This must be in a named container and placed in the box provided on arrival.

To encourage healthy eating, we would consider the following as suitable for snack time, fruit, currents, crackers, rice cakes, breadsticks, cheese, yogurt coated fruit pieces, fruit string, carrots, and cucumber or similar snacks. Parents are requested not to provide, crisps, biscuits or chocolate for the purpose of snacks.

They self-select and pour their own drinks from a jug.

If you require hints/tips on healthy eating for your child's packed lunch, please ask your keyperson.

All lunch and snack boxes must be visibly named for easy identification and have a cool pack inside.

Due to the Coronavirus we are removing the water jug and cups from the water station and now requesting you bring in a named water bottle for your child's use. These will be placed on the water station table.

Social networking sites.

The use of online social networking sites (e.g. Facebook, Twitter etc.) has become a very significant part of life for many people. They provide a very positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work-related. Unfortunately, these services can be used for less positive actions. Should parents and practitioners use these sights they should not discuss any aspect of or disclose confidential information relating to the pre-school?

Sites should not be used to verbally abuse families, practitioners or students. Privacy and feelings of others should be respected at all times. Employees will obtain written permission of individuals before posting contact details. Pictures taken by parents at pre-school events must not be posted if they contain other children. Care should be taken to avoid using language which could be deemed as offensive to others.

If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with their line manager. Any serious misuse of Social Networking sites, that has a negative impact on the Pre-school may be regarded as a disciplinary offence. The Pre-school does not discourage staff and students from using such services. However, all should be aware that the Pre-school will take seriously any occasions where the services are used inappropriately. If occasions arise of what might

be read to be online bullying or harassment, these will be dealt with in the same way as other such instances.

Policies are displayed at the entrance and can also be found on our website: www.bagshotpre-school.com

The revised Early Years Foundation Stage. What does it mean?
Revised EYFS Framework 2017 – effective from 3 April 2017.

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted - registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The Early Years Foundation Stage (EYFS) framework supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

What are the main changes in the revised EYFS?
The revised EYFS includes a requirement that to count in the staff: child ratios, staff at level 3 who hold an Early Years Educator qualification must also hold a level 2 English and mathematics qualification.

The revised EYFS also includes the new paediatric first aid (PFA) training requirements that were announced in July 2016 all newly qualified entrants to the early years workforce with a level 2 or 3 qualification must also have either a full or emergency PFA certificate within 3 months of starting work.

What else does the EYFS do?
The EYFS also sets out what the pre-school must do to make sure that your child learns and develops. It promotes teaching and learning to make sure all children have the skills to get them ready to progress through school and future life. The pre-school makes sure that our staff are fully aware of what they have to do, to make sure your child's individual needs are met through the EYFS.

Who will make sure my child's learning and care is tailored to them?
Your child will be assigned a key person when they start pre-school. You will be introduced to your key person on your child's pre-visits. The key person is there to make sure that your child's learning and care is tailored to meet their individual needs, through discussion with you. They will also support you with ideas on what learning you can do at home with your child.

To record this information, we use Tapestry. Tapestry is an online journal recording all the learning and fun of children's early years education.
Tapestry's Learning Journal enables pre-school to record the special moments of children in our care, and to keep parents involved in a partnership as their children blossom and grow. Parents are encouraged to respond to notifications and liaise with their keyperson to build a true picture of their child's ongoing development. Records are used in

conjunction with the developmental stages and milestones to assess more formally how children are progressing.

What will pre-school be doing with my child?

Our pre-school promotes the individual needs, interests and stages of development of each child in their care. When our pre-school works with children aged two to three years old, we will focus on the following three prime areas, which support learning in all other areas.

Personal, social and emotional development:

Making relationships, self-confidence and self-awareness and managing feelings and behaviour. **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Physical development:

Moving and handling and health and self-care. **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Communication and language:

Listening and attention, understanding and speaking. **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

These three prime areas help children to develop and learn, and become ready for school. As well as the three prime areas, as a pre-school we will also plan activities in the following areas of learning and development, known as specific areas. Our educational programmes include activities and experiences for children, as follows.

Literacy:

Reading and writing. **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics:

Numbers, shape, space and measure. **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world:

People and communities, the world and technology. **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design:

Exploring and using media and material and being imaginative. **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

How will I know how my child is progressing within the EYFS requirements?

Assessment helps you find out about your child's progress, understand their needs and plan their activities. Your child will have two important assessments before the end of the EYFS. The first when they are between two and three years old this is an integrated check.
Parents are invited by their child's early years key person, for the EYFS Progress Check meeting. Integrated Review is a more efficient approach for families which provide a more holistic picture of their child.

Integrating together the health and education reviews will give you, as a parent, a more complete picture of how your child is progressing, giving you detailed knowledge of how they are learning and developing in pre-school along with the expertise of the child's health visitor at the health review."
The second review is in the final term of the year in which your child reaches the age of five. An on-going assessment is also an important part of this. We will look, listen and record how your child plays and then build on this by planning a challenging environment to support your child's development. You have the opportunity to contribute to your child's Learning Journey through our online notifications. We use Tapestry so you can also share what you see your child doing with your family, child's key person and manager of the pre-school.

What if I am worried about my child's development?

If you're worried about your child's progress, talk to your keyperson and together you can agree how to support your child. If your child's home language is not English, we will give them opportunities to develop and use their home language in play and learning to support their language development at home. Our pre-school will ensure your child has enough opportunities to learn and reach a good standard in English language during the EYFS.

How can I find out more?

Talk to your child's key person who will be happy to answer any questions you have. You can also view a copy of the Statutory and non-statutory Framework for the Early Years Foundation Stage 2017 on the Department for Education website
www.education.gov.uk

We use the EYFS as part of a comprehensive package flowing from the ten-year childcare strategy Choice for parents, the best start for children and the landmark Childcare Act 2006 when delivering the curriculum.

Policies are displayed in full in a blue file at the entrance and include the date they were agreed. The following policies and privacy notice are also available on our website.

Child protection - Suitable People - Staff Qualifications – Key Person - Staff - Health - Managing Behaviour – Safety and Suitability of Premises – Equal opportunities – Information and Records.

NON-ATTENDANCE

Parents are requested to call 07840178030 (pre-school) if their child is not attending when they are expected. The reason for non-attendance will be recorded in the register. Should you fail to inform the pre-school by 9.30, the pre-school will call you to obtain a reason for the non-attendance. If pre-school have concerns about unexplained absences they will follow the child protection guidelines.

INFORMATION AND RECORDS

Children starting pre-school will complete all required paperwork on their initial visits or home visit with their keyperson. You will also be required to read and sign the pre-school contract.

Were parents requesting a place at the pre-school having previously attended an Early Years setting? The pre-school will require information about the previous setting so they can obtain all records and information collated for the child.
This will include information from parents and carers, other professionals working with the child, the police, social services and Ofsted as appropriate. This is to ensure the safe and efficient management of the pre-school, and to help ensure the needs of all children are met.

Children will not be able to start the pre-school until the pre-school is satisfied they have all the information necessary to support the child and family.

Should a child move to another Early Years setting, the key person will prepare a transition sheet or transfer the Tapestry file if the setting subscribes to Tapestry. This enables the new setting access to current records, ensuring a two-way flow of information.

Insurance is with Royal Sun Alliance through the Pre-school Learning Alliance.

We hold a music licence with **PRS and PPL** and are registered with **Data protection (ICO).**

All certificates are displayed on the notice board in our entrance hall.

A note from the team: - We are very privileged to have the best job in the world. We could not do our job if we did not have a deep respect for children.

Term dates

4 September 2020 – 18 December 2020
(half term 26 - 30 October)

4 January 2021 – 1 April 2021
(half term 15 - 19 February)

19 April 2021 – 16 July 2021
(half term 31 May – 4 June)

6 September 2021 – 17 December 2021
(half term 22 - 26 October)