

Berinsfield Early Years Pre-School

Useful Information



Our website:

www.berinsfield-preschool.uk

Welcome to Berinsfield Early Years Pre-School. We value working closely with all our families, and we hope that the information in this leaflet will be useful for you. If there is anything else you think may be helpful for us to include in this booklet please let us know.

Pre-school Sessions Times and Fees

Morning Sessions: 8.45am -11.45am Hourly rate **3&4- year olds** (term after 3rd birthday)
For non-funded hours - **£4.80/ hour**

Lunch Club: 11.45am - 12.45pm (you provide lunch)

Afternoon Sessions: 1.00pm - 3.15pm Hourly rate **2-year olds** (until term after 3rd birthday)
For non-funded hours- **£5.00/hour**

Amenities Donation per ½ term- £10.00

Meet the team:

Pre-school Manager: Nesh	MA (hons)- Pedagogics of Early Education degree, EYPS
Pre-school Deputy manager: Kirsty	NVQ 3
Pre-school Early Years Practitioner: Marlene	NVQ 3
Pre-school Early Years Practitioner: Sheila	NVQ 3
Pre-school Early Years Practitioner: Courtney	NVQ 3

All children will have a key-worker.

Staff responsibilities:

Nesh and Kirsty: Safeguarding responsibility.

Nesh: Teaching and learning, positive behaviour co-ordinator

Marlene: Co-ordinates Special Education support.

Nesh and Courtney: Equality and Diversity.

All staff: Safeguarding and Paediatric First Aid trained.

Pre-school is a voluntary and charity organisation working within the Pre-school Learning Alliance, and Ofsted regulations. A parental committee of volunteers are responsible for the organisation. Sue Bainbridge is currently the Pre-school Chair.

Entry to Pre-School - Please wait under the covered area outside the main entrance for the door to be opened by staff for the start of your child's session. If you need access to pre-school before the start of the session you will need to enter reception and ring the bell next to the entrance door. It is not necessary to arrive more than 5 minutes before the start of your child's session.

Please shut the entrance gate behind you and do not hold gates or doors open as children may get out. This includes the main gate onto the road. Please discourage your children from playing with the drainage stones outside the front of the building.

Walk to School - We encourage families to walk, cycle or scoot to school whenever possible. Not using the car keeps you and your child fit, saves money and is better for the environment. If you do drive, please park considerately. If you leave your child's bike, scooter, or pushchair outside pre-school you do so at your own risk.

Registration - Please make sure that you bring your child into the main play area (not the cloakroom area) where they will be met by staff and will be registered. If you are going to be late please phone to let us know.

If there are any changes to the information on your registration form please let us know in writing, especially contact details.

Fruit - At snack time we offer the children water or milk and fruit. Fresh water is always available throughout the session. We ask for donations of fresh fruit which we prepare and serve the children to share. Please place contributions in the fruit basket.

Sickness and Absence - If your child is unable to come to pre-school because they are unwell please phone to let us know by 9.00am or 1.15pm. THIS IS REALLY IMPORTANT. (Please note booked sessions must be paid for whether used or not e.g. when you child is absent due to illness or holiday).

If your child has had sickness or diarrhoea, they must not come to pre-school for 48hrs after the last bout due to the risk of infection. If more than two staff are ill with sickness and diarrhoea pre-school will have to close.

Medicines - We do not generally administer medicines to children. If you feel your child is unwell and have administered medicine e.g. 'Calpol' at home, your child is best kept at home. However, in exceptional circumstances, for example where prescription medication is required, we will ask

parents to complete consent forms. This approach also applies to inhalers. If your child regularly uses an inhaler, we ask you to send one in, clearly marked with their name. We will always record and sign any medicines given.

If your child has just started a course of antibiotics, they need to stay at home for the first 48hrs, as they could be still infectious, to give time for the medication to take effect, and this is the time they could have an allergic reaction.

This is the guidelines within policy, Administering Medicines.

Clothing - The children are going to be busy and get messy at pre-school. Please send them in clothes that are suitable. PLEASE ENSURE THAT YOU WRITE YOUR CHILDS NAME IN ALL THEIR CLOTHES AND SHOES. We keep a Berinsfield Pre-school gym bag on your child's peg. Please fill this with a change of clothes (named!) in case of accidents. Your child is also provided with a named box where you can store nappies, wipes, nappy sacks, sunscreen etc. Spare pair of shoes or slippers is ideal.

Toilets - Please encourage your child to become independent in their use of the toilet. Also, please teach them to flush the toilet and wash their hands and we will be supporting you with this during the toilet training process. It helps if clothes are easy to remove to enable children to use the toilet independently.

Summer! - During the summer months please put sunscreen on your child before you bring them to Pre-school. Please also keep a labelled bottle of sunscreen in your child's named box to enable staff to top up if needed. Even on overcast days the sun can be damaging to very young skins. Also, please send your child in a sun hat and a top that covers their shoulders. Please make sure that sandals are suitable for running and climbing.

Winter! - During the winter months please ensure your child has a warm, waterproof coat, gloves or mittens and a hat. Wellington boots are also recommended as they will spend some time outside whatever the weather! Please ensure you put your child's name in all these items.

If your child comes to Pre-school wearing boots or heavy shoes. Please can you provide slippers for indoor play.

Personal Possessions - We understand that sometimes children have a comfort toy that they like to bring to pre-school. However, it is upsetting if toys get lost or broken so please try to limit

what your child brings. All children have their own box in which small personal possessions can be placed for safe keeping. We love children to bring in items of interest to share at group times.

Nursery Rhyme Library - In our cloakroom there is a box of Nursery Rhyme books and CD's for your children to use. Please sign your or your child's name in the book along with the book/CD title you are borrowing, then tick and date when you return it. If a book/CD gets lost or damaged, please let us know so that we can replace it.

Accident Book - If your child hurts themselves at Pre-school, we will record it in an accident book and inform you at the end of the session. If an accident is more serious, we will phone you. If your child had an accident at home we will ask you to fill in "home accident" sheet.

Parents - We welcome parents into pre-school. You are welcome to arrange to stay to help with an activity, i.e. reading a story at our story time. We also welcome help with practical jobs too - sharpening pencils, cutting paper, mending dressing up clothes etc. Also, if you like cooking, gardening, music or have other hobbies or skills we would love you to share them with the children.

Collecting Children - Children are collected at 11.45am, 12.45pm or 3.15pm. Please be on time, it is very distressing for children if their parents are late. If you have a problem, please phone us. If somebody else is going to collect your child you must let us know, otherwise we will not let your child go with them without first phoning you. Children can only be collected by siblings if they are 16 or over. Please be aware a charge of £5 per $\frac{1}{4}$ hour will be made for late collection of children.

Early Years Foundation Stage Profiles - All children have a profile which we start as soon as your child starts pre-school. Each term we hold an open evening when you are welcome to meet with your child's key worker to review your child's progress. We also hold parent interviews at the end of a child's first term. If you have any concerns about your child's time at pre-school, please talk to a member of staff. At end of your child's time at pre-school this profile will be given to you and a copy will be sent to your child's school.

EYFS Progress Check at Age 2 - When your child is aged between 2 and 3 (or on entry to pre-school) we will review their progress and provide you with a short-written summary of your child's development in 3 areas: personal, social and emotional development, physical development and communication and language. This is a new requirement introduced from September 2012 and if you have any queries or concerns please do not hesitate to speak to a member of staff.

Fees - Please respect our Fees Policy - Payment of fees must be made weekly or termly prior to the start of the week/term and must be paid in full by the end of each term. Failure to pay fees on time will result in your child's place being terminated.

If it's your child's last term with us, your child's fees will have to be paid at the beginning of the last term!

Very sorry for the inconvenience.

Please see our Fees Policy for full details.

Safeguarding- We put the safety and wellbeing of our children before anything else at pre-school. Please ensure that you close all doors and gates behind you. We respectfully ask you not to use mobile phones or cameras in pre-school. Please note staff will not accept 'friend requests' on social networking sites from family members of pre-school children. If you have any concerns about a child, please speak to a member of staff. The manager is the designated member of staff for safeguarding and Pre-School Chairperson is the safeguarding Committee Member. Also, if we suspect that there is a Safeguarding issue at child's home, by law we are obliged to report it.

Please see our Safeguarding Policy for full details.

English as an Additional Language

For families and children who have English as an additional language we very much wish to support their learning. The pre-school will plan the environment for all children to have access to visual signs which will include notices numbers, symbols, books, pictures, music and songs along with rhymes. We will take in to account all children's different interest, and understanding, home backgrounds and cultures. We will be developing a handbook illustrated with photographs and written in the home language where possible, which can be shared prior to starting. Parents can also watch a CD Welcome to the Early Years. The setting will use the guidance suggested by Oxfordshire County Council to support and identify children who are learning English as an additional language (EAL) and who may also have learning difficulties and /or disabilities.

Supporting children with special educational needs

Young children develop and learn in different ways, and each child needs to receive enjoyable and stimulating opportunities built upon his or her interests and stage of development. Learning opportunities should develop what has gone before, ensuring a young child makes progress and is prepared for a successful transition into Foundation or Year 1.

Registering at Primary School

Please make sure that your child is registered at a local primary school.

You must complete an admissions form and the quickest and easiest way to do this is on-line at www.oxfordshire.gov.uk/admissions. Please contact OCC school admissions on 01865 814175 or admissions.schools@oxfordshire.gov.uk to confirm deadlines for applications.

Children do not have to start primary school until the term after their 5th birthday. They will be offered a full-time place from the September after their 4th birthday.

You do not have to send your child to Primary School until the term after they are 5 so please do not feel forced to send them earlier. If you have any concerns about this please speak to Nesh.

We hope that you have found the information in this leaflet useful. If there is other information or advice that you think could be included, please let us know.