



**Bottesford Pre-School**  
Where only the children profit

# Information Booklet



"Children are very happy and make extremely good progress towards the early learning goals. The quality and standards of the early years provision is outstanding". *OFSTED Report 7/05/10*



Registered Charity Number: 1047896

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This booklet provides you with general information about Bottesford Pre-School. If you have any questions or require any further information please contact us. Our full OFSTED report is available to read at Pre-School on the parents' notice board, or online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

"The engagement with parents and carers is outstanding and has a very positive impact on children's personal development. Parents and carers find staff approachable and appreciate the care they show their children. Children feel very safe and quickly establish secure relationships with staff".

*OFSTED Report 7/05/10*

# WELCOME

We welcome you and your child to Bottesford Pre-School. Our aim is to provide affordable, high quality pre-school education that maximises the potential of your child through play in a happy and safe environment. Our group is in a beautiful setting with excellent facilities, just made for children to have fun while they learn.

Established more than 40 years ago, Bottesford Pre-School is a registered charity run by a management committee made up of elected parents and staff. The Pre-School is not run for profit and all funding is used to further our priorities: the safety, happiness, well-being and development of your child.

We hope your child's time with us will be happy and productive.

Luci Ryan

Chair of Bottesford Pre-School Management Committee

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# ADMISSION

## Opening Times

We are open Monday to Friday 9.00am until 4.00pm in term-time only. Lunch is from 12.00pm - 1.00pm and we ask that you collect your child promptly at 12.00pm if they are not staying for lunch.

## Attendance

Children must be at least 2 years and 9 months old before they can attend. Children who receive funding must come for a minimum of three hours.

## Fees

All children who are 3 years old are eligible for 15 hours of funded attendance. All hours not funded will be charged at the government rate, currently £3.52 per hour. Fees can be paid weekly, monthly or termly by cash, cheque, BACS payment or online. Please speak to a supervisor or see our fees policy for further information.

## Registration

Please contact us to register and book your child's sessions. Places are allocated on an age basis and there is a registration fee of £20.00. You will be given further information, a bag for your child and some forms to complete. The forms are for you to record your contact details and information that will help us to get to know your child's likes and dislikes before they start.

## Special Needs

We have experience of caring for children with special needs and will work with professionals and outside agencies to ensure a child's individual needs are appropriately supported.

## NURSERY EDUCATION FUNDING

The Government funds 15 hours of pre-school provision for all 3 and 4 year olds. The funding is paid directly to the pre-school provider by the County Council and you are entitled to use your 15 hours in more than one setting.

To receive funding for your child, you must complete a Statement of Undertaking Form and bring in proof of your child's date of birth (such as a birth certificate or passport). The Statement of Undertaking details when and where your child is using their 15 hours entitlement.

<b>Child born between:</b>	<b>Free 15 hours available from:</b>
1 <sup>st</sup> April - 31 <sup>st</sup> August	The start of the Autumn term following their third birthday until statutory school age.
1 <sup>st</sup> September - 31 <sup>st</sup> December	The start of the Spring term following their third birthday until statutory school age.
1 <sup>st</sup> January - 31 <sup>st</sup> March	The start of the Summer term following their third birthday until statutory school age.

If you have any questions relating to Nursery Education Funding, please see one of the supervisors who will be happy to help you.

# YOUR CHILD AT PRE-SCHOOL

## **Sharing Information**

You know your child better than anyone else and we like to work in partnership with you to ensure your child's time with us is a happy and fulfilling one. To support children's well-being and happiness, we operate a key person system where a named member of staff is allocated as your child's key person. Their role is to build a positive relationship with your child and work with you in partnership to ensure your child's individual needs are met.

Home-link books are available for you to share information about your child. We have found these books to be particularly useful if your child attends more than one setting or is cared for by a childminder. Please ask a supervisor or your child's key person if you would like one.

## **Settling In**

You and your child are very welcome to visit Pre-School before the start of your paid sessions as this will help your child get to know the setting and the staff. When your child first starts, you may stay to settle them for as long as you both feel it is necessary. We are there to offer support and guidance and we recognise every child will settle in their own way.

## **Clothing**

Your child will explore and experiment with all kinds of materials and engage in lots of physical activities at Pre-School and so please dress them in clothes that are suitable for active outdoor play and messy activities such as painting, modelling and water play. We encourage children to be independent and so please also ensure their clothes are loose enough to allow them to dress and undress while toileting. We have spare clothes if your child needs changing, or you may bring a spare set in their Pre-School bag.

# YOUR CHILD AT PRE-SCHOOL

## Arriving and Leaving Pre-School

Please bring your child into Pre-School at the start of their session and help them to find their name tag and a peg for their bag and coat. Please then ensure that you sign your child's name in the register book in the hall. The internal doors to the main play room will open at 9.00am. When collecting and taking a child home, please inform a member of staff, sign your child out of the register book and help your child to put their name tag away. If someone other than the usual person is to collect your child please inform staff in advance.

Please can you ensure that any school age children accompanying you wait by the gate or in the hall, depending upon the weather, so that staff can give their full attention to the children in their care. The outside door and gate must be fully closed by an adult on entering and leaving Pre-School. Please do not park or drop off children on the road next to Pre-School unless agreed by staff.

## Food

We understand the importance of a good diet and actively promote healthy eating at Pre-School; providing information to parents/carers on the parents' notice board and in handouts.



There is a snack bar for the children where they can help themselves to a drink of milk or water and a healthy snack of fruit or vegetables. We have a vegetable garden and the children often eat food they have grown themselves. Drinking water is available all day and lunchtimes are a social occasion where staff sit with the children, encouraging and praising good manners and healthy eating.

# YOUR CHILD AT PRE-SCHOOL

## **Records and Assessment**

In line with the EYFS, your child will be observed and assessed throughout their time at Pre-School. Staff will compile a "Learning Journey" for your child that will include information on their achievements and progress. The file will also contain photos of them doing activities and some of the things they have made or drawn. The Learning Journey files are kept in the main play room and your child's file is always available for you to look through and add information or photos to.

You will receive Sharing Progress Summaries in the autumn and summer terms. These give you an overview of your child's progress and how we plan to support their learning and development. In the spring term we hold a parent's evening to share progress. Developmental information is also passed on to your child's primary school when your child leaves Pre-School.

## **Infections**

Please let a supervisor know if your child is away from Pre-School with an infectious disease such as chicken pox or impetigo. It is very important to help prevent the spread of infection that any child should be kept at home when they are unwell. If your child has diarrhoea or vomiting, please ensure they are symptom free for 48 hours before they return. Ask a member of staff or see our illness policy for more information.

## **Policies and Procedures**

We have an extensive range of policies and procedures, including Child Protection, Equal Opportunities, Complaints, Missing Child and Non-Collection of Child. Copies of all the policies are available in the hall for you to read. Please ask a member of staff or supervisor if you have any questions or if you would like your own copies.

## THE SETTING

Bottesford Pre-School operates from a single storey building and garden within the grounds of Belvoir High School in Bottesford. The building is purpose-built and consists of an entrance hall, two playrooms, toilet facilities, a kitchen and an office.



Outside there is a large grassed area, including a mound; a hard surfaced area; two playhouses; play equipment including a wobbly bridge, climbing wall and a vegetable garden.

Bottesford Pre-School operates a free-flow policy and this means that children have free access to outdoor play whatever the weather.



“The secure and attractive outdoor area makes a very good contribution to children’s progress in all areas of learning. There are especially exciting opportunities for children to climb, roll, run and jump and negotiate obstacles, which all help their physical and problem-solving development”.

*OFSTED Report 7/05/10*

# THE PRE-SCHOOL TEAM

A committed and experienced team of staff work at the Pre-School. There are two supervisors who job-share and ten part-time staff. We are committed to providing excellent care, working at higher adult:child ratios than the government requirements of 1:4 for children under 3 years and 1:8 for children over 3 years.

## Supervisors

**Kim Doleman**, who works Monday, Tuesday and Thursday, is a qualified teacher with 16 years experience working in the early years field. She is responsible for planning and policy matters.



**Lucinda Tongue**, who works Tuesday, Wednesday and Friday, is a qualified teacher and has worked in early years for 18 years. She is responsible for nursery education funding and is our Child Protection Officer.

## The Team

All staff fully support the children in their care, and in their key person role, they are responsible for meeting children's individual needs and recording their progress and achievements.

Mrs Marshall<sup>1</sup>   Mrs McCartan<sup>2</sup>   Mrs Smart<sup>3</sup>   Mrs Taylor<sup>4</sup>  
Mrs Booth   Mrs Avison   Mrs Asher   Mrs Trigg<sup>5</sup>  
Mrs Todd   Mrs Hamer

Responsibilities:

1. Equal Opportunities and Anti-Bias 2. Health & Safety Officer 3. Special Educational Needs Co-ordinator 4. Behaviour Management 5. Policies & Procedures

## **A PARTNERSHIP WITH PARENTS**

Parents' involvement is encouraged and welcomed at Pre-School and we hope you will be able to get involved with our friendly team.

### **Pre-School Committee**

Pre-School is run by a management committee made up of parents and staff who are elected annually. The committee meet up once a month to oversee the general running of Pre-School and organise social and fund-raising events.

You could help by becoming a member or by attending one of the fundraising events held throughout the year. The committee is open to all parents and all you need is enthusiasm. Becoming a member of the committee will enable you to become practically involved in the learning and development of your child. For more information, please see the committee notice board in the hall or email: [committee@bottesfordpreschool.org.uk](mailto:committee@bottesfordpreschool.org.uk).

### **Helping Out**

We encourage parents to come in and help as it gives you an opportunity to see, first hand, the activities and play enjoyed by your child, and lets your child see you in a different role. We understand your child may want to stay by your side when you come in to help and our only expectation is that you enjoy your time either playing with your child or watching them play.

If you have any skills that you may be able to share with the children, or know of anyone who may have something that may be of interest, please do let us know. We encourage all types of visitors and have recently been visited by a vet, policeman, pony, doctor, mechanic and motorbike.

## LEARNING THROUGH PLAY

Children learn about themselves and the world around them through play. At Bottesford Pre-School, your child's play is supported and extended in a friendly and caring environment.

In line with the Early Years Foundation Stage, we offer a continuous provision of toys, resources and activities in these different areas:

- books
- investigation
- mark making
- problem-solving
- small world play
- construction
- IT
- messy play
- role-play
- snack bar
- creative activities
- malleable play
- numeracy
- sand and water

Our outside space provides children with opportunities for exploring and learning about the world around them.

There are areas for growing fruit and vegetables; digging and planting; playhouses and natural materials to spark imaginative role-play, and a large grassed area for running and sports activities.



"The setting makes highly effective use of vibrant and exciting resources...to promote all areas of learning and to motivate children. Parents say their children rarely want to go home when parents and carers collect them".

*OFSTED Report 7/05/10*

## EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) framework sets the standards for learning, development and care for children from birth to five and all government funded pre-schools must follow the principles of the EYFS.



As Bottesford Pre-School receives funding for the education of children from 3-5 years, we plan activities and experiences that help each individual child progress in their development and learning in accordance with the EYFS.

The EYFS is made up of six areas of learning:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Numeracy, Problem Solving and Reasoning
- Knowledge and Understanding of the World
- Physical Development
- Creative Development.

There are early learning goals in each of these areas which most children will have achieved by the end of their reception year at school. We recognise that all children are different. Children learn and develop at different rates and some may achieve these goals earlier and some later.

"Children thoroughly enjoy their learning because they participate in exciting and unusual activities".

*OFSTED Report 7/05/10*

## EARLY YEARS FOUNDATION STAGE

The activities and experiences your child will enjoy at Pre-School are planned around our continuous provision and cover all six areas of learning.

In conjunction with the children's own exploration and child-initiated play, adult-led focused activities are planned on a weekly basis. These activities enhance our continuous provision and ensure that every child's individual interests and learning needs are met.

We encourage children to be involved in planning future activities and themes. Our plans are flexible so that we can build upon the children's developing interests and take advantage of any unexpected events.

Your child's key person will talk to you about what your child has been doing whilst at Pre-School and details of the daily and weekly activities are written on the chalk board in the hall. We also issue a newsletter every term that gives you information about our activities, future plans, committee management news and dates for your diary.



"The setting promotes positive images of diversity very well through its resources and activities.

The children's role play activities include Japanese Tea ceremonies and Chinese Dragon celebrations, which they evidently enjoy".

*OFSTED Report 7/05/10*

# TERM DATES 2010/2011

## Autumn Term

Pre-School opens	Monday 6 <sup>th</sup> September 2010
Mid-term break	Monday 18 <sup>th</sup> - Friday 22 <sup>nd</sup> October 2010
Pre-School closes	Wednesday 22 <sup>nd</sup> December 2010

## Spring Term

Pre-School opens	Thursday 6 <sup>th</sup> January 2011
Mid-term break	Monday 21 <sup>st</sup> - 25 <sup>th</sup> February 2011
Pre-School closes	Friday 15 <sup>th</sup> April 2011

## Summer Term

Pre-School opens	Tuesday 3 <sup>rd</sup> May 2011
Mid-term break	Monday 30 <sup>th</sup> May - Friday 3 <sup>rd</sup> June 2011
Pre-School closes	Friday 15 <sup>th</sup> July 2011



You say you love your children; you want them to learn today.  
So do I, that's why I am providing lots of different kinds of play.

You're questioning the purpose of blocks and other play?  
Your child is problem-solving. Skills they need to use each day.

You're asking me the value of having children play?  
Your daughter's making towers; she may work on buildings some day.

You say you don't want your son playing in a sissy way.  
He's learning to cuddle a baby; he may be a father some day.

You're asking about home corners they look like useless play  
Your children are making choices; they'll be on their own some day.

You're worried the child's not learning but learning like this pays.

They're acquiring a pattern for learning:

they'll be learners for always.