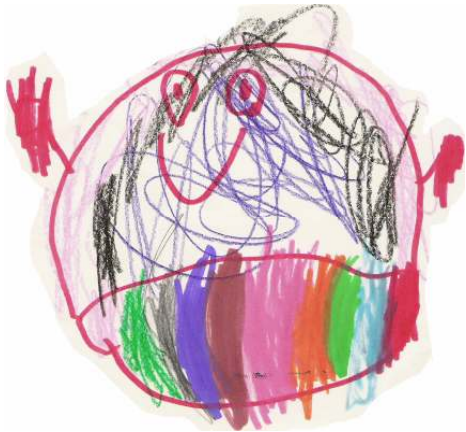




# Information Booklet



Registered Charity Number: 1047896

## BOTTESFORD PRE-SCHOOL INFORMATION BOOKLET

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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 Committee Notice Board, or online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

"All children are warmly welcomed in this setting because staff are proactive in gaining information to inform their understanding and knowledge of each child and their family. Staff value and respect them as individuals, taking time to listen and showing an interest in what they have to say and do".

*OFSTED Report 16/01/08*

## 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 a happy and productive one.

Helen Bartlett  
Chair of Bottesford Pre-School Committee

Bottesford Pre-School  
The Garden  
Barkestone Lane  
Bottesford  
Nottingham  
NG13 0AX

Tel: 01949 844489



## 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 two hours.

### Fees

For children who are under 3 years old and not eligible for any funding, there is a special introductory rate of £2.00 per hour. Children who are 3 years+ are eligible for 15 hours of funded attendance. Any hours over the 15 funded will be charged at £3.47 in line with government funding. Fees can be paid weekly, monthly or termly (please speak to a supervisor or see the Payment of Fees Policy for further information).

### Registration

Please contact us to register and book your child's sessions. All places are allocated on a first come, first serve basis, There is a registration fee of £10.00 and you will be given a registration pack with forms and a pre-school bag for your child. The forms are for you to record your contact details and information that will help us 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.

The table below shows which term your child will become eligible for funding in according to their birthday:

<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. When your child starts, you will get a home-link book that you can write in to tell us about your child. When you write something in the book, please put it in the box in the entrance hall at the start of your child's session so staff can read your comments. Staff will also add comments about your child's time at Pre-School.

### 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 that 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 while at Pre-School and so it is best to send them in clothes that are suitable for active play, messy activities such as painting, modelling and water play. Please ensure that your child is suitably dressed for outside play as children have free access to the garden.

We encourage children to become independent and so please also ensure their clothes are loose enough to allow them to dress and undress independently while going to the toilet. We have spare clothes if your child needs changing, or you may wish to bring a spare set of clothes in your child's 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. Please then ensure that you sign your child's name in the register book in the entrance hall. The internal doors to the main playroom will open at 9.00am. When collecting and taking a child home, please inform a member of staff and sign your child out of the register book. If someone other than usual 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 entrance 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 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. We display information on the parents' notice board about healthy eating and provide handouts about healthy lunch boxes to parents/carers.

For the children, there is a snack bar in the playroom where they can help themselves to a drink of milk or water and a healthy snack of fruit or vegetables. Drinking water is available all day and lunchtimes are a social occasion with staff sitting with the children, encouraging and praising good manners and healthy eating.



## YOUR CHILD AT PRE-SCHOOL

### Records and Assessment

In line with EYFS guidelines, your child will be observed and assessed throughout their time at Pre-School. Staff will compile a "Learning Journey" file 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.

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 to Pre-School. Ask a member of staff or see our Infectious Disease Policy for more information.

### Data Protection

We comply with the Data Protection Act 1998 in the way we handle and store personnel information.

### Policies

Bottesford Pre-School has an extensive range of policies and procedures and these are available in the entrance hall for you to read.

## 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, hard surfaced area, two playhouses and play equipment.

There is a double-bolted gate at the entrance and the site is securely fenced.



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



"Children benefit from being able to play outside in all kinds of weather through the provision of suitable clothing for wet weather and sun shading for the summer".

*OFSTED Report 16/01/08*

## THE PRE-SCHOOL TEAM

A committed and experienced team of staff work at the Pre-School. There are two supervisors who job-share and nine part-time staff. We work to, and often exceed, the government requirements for adult/child ratios, which are 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 ten 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 12 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 role as a 'key person', 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 Hamer

Mrs Booth

Mrs Avison

Mrs Asher

Mrs Trigg

<sup>1</sup> Responsible for equal opportunities and anti-bias / <sup>2</sup> Health & Safety Officer

<sup>3</sup> Special Educational Needs Co-ordinator / <sup>4</sup> Responsible for behaviour management

## 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 events they hold throughout the year. The committee is open to all parents and all you need is enthusiasm. Please see the Committee Notice board in the entrance hall for further information.

### Helping Out

We encourage parents to come in and help at Pre-School 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 that 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 in the last year, have been visited by a pony, a vet, 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 Early Years Foundation Stage guidance, Bottesford Pre-School offers continuous provision of these zoned areas:

- construction
- investigation
- mark making
- messy play
- role-play
- small world play
- creative activities
- malleable play
- maths
- looking at books
- sand and water
- snack bar.

The outside space provides the children with lots of opportunities for exploring and learning about the world around them. There are areas for digging and planting; playhouses and natural materials to spark imaginative role-play, and a large grassed area for running and sports activities.

"Children have fun as they play with a range of toys and resources. They receive lots of attention and have a strong bond with staff which increases their sense of well-being".

*OFSTED Report 16/01/08*



## 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 quality of teaching and learning is good. Children are motivated, interested and make good links in learning".

*OFSTED Report 16/01/08*

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. At Bottesford Pre-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.

## EARLY YEARS FOUNDATION STAGE

The activities and experiences your child will enjoy at Pre-School are planned around the continuous provision of the zoned areas and the interests of the children.

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

Details of the daily and weekly activities are written on the chalk board in the hall. Throughout the year we will look at themes that interest the children such as *Ourselves, Pets, Celebrations* and *Nursery Rhymes*. We encourage parents/carers to participate in their child's learning journey whilst at Pre-School.

"Children learn about the wider world throughout the topics they are engaged with. For example, their learning about physical activities includes looking at dragon boat racing in China".

*OFSTED Report 16/01/08*



## TERM DATES 2008/2009

### Autumn Term

Pre-School opens Monday 1<sup>st</sup> September 2008  
Mid-term break Monday 20<sup>th</sup>- Friday 24<sup>th</sup> October 2008  
Pre-School closes Friday 19<sup>th</sup> December 2008

### Spring Term

Pre-School opens Monday 5<sup>th</sup> January 2009  
Mid-term break Monday 16<sup>th</sup> - 20<sup>th</sup> February 2009  
Pre-School closes Friday 3<sup>rd</sup> April 2009

### Summer Term

Pre-School opens Monday 20<sup>th</sup> April 2009  
May bank holiday Monday 4<sup>th</sup> May 2009  
Mid-term break Monday 25<sup>th</sup> May - Friday 29<sup>th</sup> May 2009  
Pre-School closes Friday 10<sup>th</sup> July 2009



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.