

Bishop's Tachbrook Pre School Nursery

Bishop's Tachbrook C of E Primary School,
Kingsley Road,
Bishop's Tachbrook,
Leamington Spa.
CV33 9RY
01926 313508



Welcome to the Preschool

We realise that choosing a pre-school for your child is a very important decision. Our aim at Bishop's Tachbrook Preschool is to create a safe, fun and stimulating environment where we can support every child to learn and develop.

At Bishop's Tachbrook Preschool we promise to give your child the attention that he or she needs every day to help them thrive.

We hope this prospectus gives you an outline of what we offer. We would be very happy for you to arrange a visit to our pre-school, so you and your child can meet the staff, have a look around and ask any questions you might have.

Overview

Nestled within the grounds of Bishop's Tachbrook Primary School, the preschool Nursery moved onto the Primary School site in 1996 and is located in a classroom with its own designated outdoor play area, messy play area and own bathroom facilities. We have close links with the Primary School and have access to all of the outdoor learning space in the school grounds.

The pre-school is registered with Ofsted and we are members of the Pre School Learning Alliance. The Pre-School is a Charitable Incorporated Organisation

- ❖ Our aim is
- ❖ Provide a happy, safe, stimulating and caring environment;
- ❖ Work in partnership with parents, helping each child to learn and develop, where parents are seen as partners in helping each child to learn and develop and in which parents help to shape the service the preschool offers.
- ❖ To give each child the opportunity to develop their social skills and join with other children to live, play, work and learn together;
- ❖ To encourage children's educational development and help them to take forward this development by being helped to build on what she/he already knows they can do
- ❖ To provide each child with a key-person who makes sure each child makes satisfying progress;
- ❖ To encourage respect and honesty
- ❖ To develop positive behaviour; and
- ❖ To prepare each child for school

Outline of provision

- ❖ We welcome children from 2yrs 9mths -5yrs
- ❖ Free provision for up to 15 hrs per week for 3 and 4 year olds
- ❖ Childcare vouchers accepted.
- ❖ We are open from 8.30 am to 11.30 and from 12.30 to 3.30p.m. Monday to Friday (term time only)
- ❖ Children can attend morning session, afternoon session or all day (subject to age/ availability)
- ❖ Each session is 3 hours long plus an optional 1 hour chargeable wrap around care (lunch club) and 1 hour afternoon wrap around for children accessing 25 hours funding
- ❖ Registered care for up to 24 children per session
- ❖ Minimum staff ratio 1:4 for 2 year olds/1:8 for 3 and 4 year olds.

Admissions

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- ❖ We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- ❖ We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - Date of original application
 - the vicinity of the home to the setting; and
 - Siblings already attending the setting.
- ❖ We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- ❖ We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations and other carers, including child-minders.
- ❖ We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- ❖ We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- ❖ We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- ❖ We make our Valuing Diversity and Promoting Equality Policy widely known.
- ❖ We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- ❖ We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Registration process

Once parents have decided to send their children to the pre-school the parent will be required to complete and sign a Registration form a consent form and to provide nursery with unique password which will be used to maintain your child safety.

A letter will be sent confirming that your child has been registered with us.

Parents/carers will be informed of availability during the term before their child is due to start and settling in visits will be arranged.

Whilst we are flexible about attendance patterns to accommodate the needs of individual children and families we do ask that children attend for a minimum of two sessions per week to ensure that children benefit from continuity and stability in their learning environment.

Settling in and the role of the key person

- We allocate a key person when the child has been in the setting for two weeks. This is usually the person with whom the child has bonded with most.
- All key persons are responsible for the induction of the family and for settling the child into our setting.
- The key person offers unconditional regard for the child and is non-judgemental.
- The key person works with the parent to plan and deliver a personalised plan for the child's well-being, care and learning.
- The key person acts as the key contact for the parents and has links with other carers involved with the child, such as a child-minder, and co-ordinates the sharing of appropriate information about the child's development with those carers.
- A key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- The key person encourages positive relationships between children in her/his key group, spending time with them within the group each day.
- We provide a back-up key person so the child and the parents have a key contact in the absence of the child's key person.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other staff and children.



Settling-in

- Before a child starts to attend the setting, we use a variety of ways to provide his/her parents with information. These include written information (including our prospectus and policies), displays about activities available within the setting, information days and evenings and individual meetings with parents.
- During the half-term before a child is enrolled, we provide opportunities for the child and his/her parents to visit the setting.
- We allocate a key person to each child and his/her family when the Child has been in the setting for approx. 2 weeks; this gives the child a chance to form a friendship with a key person of their choosing. All Staff welcome and look after the child and his/her parents at the child's first session and during the settling-in process.
 - We may offer a home visit to ensure all relevant information about the child can be made known.
- We use pre-start visits and the first session at which a child attends to explain and complete with his/her parents the child's registration records.
- When a child starts to attend, we explain the process of settling-in with his/her parents and jointly decide on the best way to help the child to settle into the setting.
- Parents are encouraged if they feel happy to do so, to leave the child in the settling in visits for a short while as experience has shown children like to know parents return for them, however Parents are welcome to stay and the nursery will take the Parents lead on this.
- Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them.
- We judge a child to be settled when they have formed a relationship with their key person; for example the child looks for the key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
- When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
- We recognise that some children will settle more readily than others but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to stay for at least the first week if necessary, or possibly longer, until their child can stay happily without them.

- We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
- We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.
- Within the first four to six weeks of starting we discuss and work with the child's parents to start to create their child's record of achievement or Learning journal.



The Nursery day:

Whilst we have a daily routine we like to remain flexible and regularly adapt a session to suit the needs of the children and to make the most of unplanned opportunities. A typical day however will be based on the timetable below.

08.30-08.45	Parents and children arrive and are welcomed. Parents leave the children to engage in free play. Any special notes/information about children is shared on a need to know basis and staff will be available to talk briefly with parents.
09-00-09.30.	Children and staff gather together for registration. During this time we will celebrate birthdays share news, and discuss the opportunities for daily play/learning.
09-30-11.30	Free play: The children are encouraged to explore the facilities available to them and are able to select and source their own toys to play with. During this time key worker group and focussed activities are planned. During the morning snack time will be monitored by the key person and children will be able to choose their own fruit toast etc with help and support. Children are prompted to use the toilet throughout the session and are encouraged to wash their hands before snack. The outdoor area is accessible every day except in adverse weather conditions.
11-30-11.35	Tidy up time. Children only attending morning session will go home. we encourage all children to help tidy the toys away
11.40-11.50	Circle time with remaining group. Staff and children gather on the carpet area to have a story sing songs, letters and sounds activities We then sing a farewell prayer
11.55	Children staying for wrap around care are sent off with lunchtime supervisors to the toilet to wash hands and get ready for lunch whilst children who are going home are helped to find their coats shoes etc.
12.00	Children who are going for lunch are escorted to the school hall. This is a social occasion and an opportunity for communication development. Children who are going home are called to line up once the parent or designated person is within the school grounds. Children are then led out by a member of staff to awaiting parents.
12.30	Afternoon session begins. A similar but varying afternoon programme of playing, sharing and learning
2.30	Children accessing 25 hours funding will go home unless opting to pay for the extra hour.
3-30 pm	Children are lined up ready to go home.



Early Year Foundation Stage.

The activities at Bishop's Tachbrook preschool are planned to give attention to the seven areas of learning outlined in 'The Early Years Foundation Stage' (EYFS) the EYFS is a mandatory framework for all Ofsted registered childcare providers. It was developed to ensure that all childcare services provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs. The seven key areas of learning are

PRIME AREAS < Personal Social and Emotional Development
Physical Development
Communication and Language

SPECIFIC AREAS < Literacy
Mathematics
Understanding of the World
Expressive Arts & Design

Parents are informed of Topics in the Nursery every half term. A copy of the weekly planning is displayed in the Nursery

For more information on the Early Years Foundation stage visit: www.earlyyearsfoundation.org.

Fees:

Bishop's Tachbrook pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting. A standard rate of £15.00 per 3 hour morning or afternoon session will be charged for children who are not old enough to claim the Early Years free Entitlement or not in receipt of the 30 hours funding.

Please note our fees are reviewed annually and are subject to change.

A 1 hour daily wrap around Lunch care session is available for children to attend and is charged at £7.00. Children can utilise this at the end of a morning session or beginning of an afternoon session.

We also offer an extended hour at the end of the day for those children accessing the 25 hour funded places at a charge of £7.00

You can provide your child with a packed lunch or, a hot school dinner can be provided at an extra cost please ask for details.

Late collection fees also apply.

Funding & Childcare Vouchers

Bishop's Tachbrook pre-school is approved to accept government Early Years Entitlement funding for children aged 2years 9 months -5 years. The funding entitles a child to have up to fifteen hours of free early years provision a week for 38 weeks a year.

Parents can also access 30 hours funding by applying to HMRC ask staff for details.

As a general rule children can get the free entitlement from the term after their third birthday until they start in reception class at a local authority maintained school or reach compulsory school age which is the school term after their fifth birthday.

All you have to do to claim the 15 hours universal free entitlement is to complete a registration form, which we will provide, and show us your Child's birth certificate or passport as proof of identity. We will then take care of the rest to make sure everything is in place.

For parents accessing 30 hours extended funding a code will be issued when you register from HMRC and this code has to be provided by yourselves to the setting before eligibility.

Parents also now have the opportunity to register with Tax free Childcare to help with childcare costs. Please ask for more details.

We also are registered with several different Agencies for Childcare vouchers please ask.

Free places are available for 2 year olds (subject to availability) meeting the government criteria these are available for 15 hours per week. More information is available on request

There will be a charge for absence (unless claiming the Nursery funding) through illness or holiday.

Four weeks' notice is required for termination of Agreement for Care.

Protecting and Safeguarding Children

Our children are cherished and loved. The Nursery fully recognises its responsibilities to safe guarding children and applies this to all staff and volunteers working within the Nursery.

- ❖ We will work in partnership, being clear about what is expected from Nursery and parents/carers, including information, records, dealing with concerns and complaints about the Nursery.
- ❖ Ensuring we provided a safe environment for the children attending Nursery through robust recruitment and training of staff and volunteers.
- ❖ Implementing LEA and Area safeguarding procedures to identify and report cases of, or suspected cases of abuse.(whistleblowing)
- ❖ Supporting any vulnerable children by working with outside agencies to plan for the protection of such children.
- ❖ Establishing a safe environment in which children can learn and develop.



All of the staff will be happy to answer any questions you may have.

There is always a member of staff on site who is a Designated Child Protection Person Trained & all staff are First Aid Trained. All training is updated regularly.

Protecting & safeguarding our staff

Bishop's Tachbrook Pre School Nursery operates a zero tolerance policy towards violence and aggression against any members of staff.

All staff should be treated with dignity and respect. Any forms of abuse could result in the service provided being withdrawn

Bishop's Tachbrook pre-school is a No Smoking area and we do not permit the use of Mobile Telephones on the premises.



Application to join

Bishops' Tachbrook Preschool Nursery Application Form

Kingsley road,

Bishops Tachbrook

Leamington Spa Cv33 9RY

btpreschoolnursery@gmail.com

Ofsted reg; EY499001

Charity number: 1164344.



(01926) 313508

Personal details

First name(s) of
child: _____

Surname of child: _____ Date of birth: _____

Full address: _____

_____ Postcode: _____

Parent/carer name (1): _____

Relationship to child: _____

Full address (if different): _____

_____ Postcode: _____

Daytime/work tel: _____ E.mail _____ Mobile: _____

Parent/carer name (2): _____

Relationship to child: _____

Full address (if different): _____

_____ Postcode: _____

Daytime/work tel: _____ Email _____ Mobile: _____

Session request

Preferred start date: _____

Please tick the sessions you would like your child to attend

Morning	<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday
Lunch	<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday
Afternoon	<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child.**

Should your child be offered a place and you accept it, on admission, further personal information and family details are required for our records. Your child's birth certificate is required at this point with a copy made for our file.

If you find that you no longer need the place, please inform us as soon as possible.

Signed parent/carer

(1): _____ Date: _____

Signed parent/carer

(2): _____ Date: _____

Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.

For office use only:

Deposit paid: _____ Date paid: _____

Tear off the following part to return to the parent(s)

A place will be available _____ (child's name)
for _____ (name)

* _____ (date) * Or; we will notify you when a place becomes free.

Signed on behalf of the provider: _____

Name: _____ Job title: _____

*Please delete whichever is not applicable.