



"children enjoy themselves in this welcoming place to play and learn"

"the children are always the first priority" OFSTED

MONDAY to FRIDAY
9am-12pm, 12pm-3pm, or 9am-3pm

WIDE RANGE OF ACTIVITIES, INCLUDING:

Sand & Water play
Painting, sticking, making
Music & Movement
Cooking
Gardening
Storytime
Outside Play

For further information and details on availability of places,
contact:

01525 237172 or email **hbpreschool@aol.com**
www.hbpreschool.co.uk

INTRODUCTION

Choosing a pre school for your child can be a difficult task. You may want to ask yourself some questions such as;

Do I like the general atmosphere in the group?

Am I happy with the activities available?

Do I think my child will be happy?

Heath Barn Pre School is registered with Ofsted and is a member of the Early Years Alliance. It is a community group and a registered charity. It is owned by the parents/carers of the children who attend. The committee is responsible for fund-raising and assisting with the running of the group. To ensure that the running of the pre school is an enjoyable and stress free experience, extra help and ideas from other parents are vital.

Our aim is to provide a secure and caring environment in which your child can learn through play and develop confidence and independence. Our staff are committed to caring for your child and providing an environment in which your child can thrive. The staff all hold relevant early years qualifications and, in addition, are parents themselves.

We recommend a visit, with your child, before he/she is due to start. Please contact us to arrange a convenient day and time.

Our activities are fun but are often messy; overalls are provided for messy play, but accidents do some times happen.

Please take a few minutes to read through this booklet and find out a little about the group and how it works.

If you decide that Heath Barn is for you then please contact us on hbpreschool@aol.com, or phone 01525 237172. We will be able to confirm if a place is available or to put your child's name on a waiting list.

We hope that your child will enjoy his/her time at our group and be secure, happy and confident in our care.

INFORMATION

PREMISES

Our Pre School is based in a purpose built building in the grounds of St Leonards Lower School. We have a large airy room, a foyer for your child's coats and bags and both a hard standing and grassed outside play area. All areas are secure for the children to play safely. Parents are requested to park on Thrift Road or Linslade Road if they do have to drive.

SESSIONS AND FEES

The sessions run from 9am-12pm, 12pm-3pm or 9am-3pm Monday to Friday during school term time only (Central Bedfordshire), in line with the Governments Fully Flexible Funding Entitlement.

Session fees, if not fully funded, will be payable half termly in advance, currently £15.00 per 3 hour session. You are entitled to 15 hours of FREE funding the term after your child's 3rd birthday. Additional hours can be requested. You may be entitled to 15 hours of free funding at 2 years old if you receive certain benefits. This would also need setting up before starting at: <http://www.centralbedfordshire.gov.uk/school/professionals/two-year-old-funding/free.aspx>

We also offer up to 30 hours and we will allocate these hours as best suits our group. You need to sign up at www.childcarechoices.gov.uk which should tell you NOW whether you are eligible. It is your responsibility to check whether you will be entitled as if you take sessions based on this you will be charged for them if it turns out you're not eligible, we cannot check eligibility for you. We are also registered for Tax Free Childcare which is explained at the same website above. This has now replaced childcare voucher payments.

The notice period for cancellation of sessions is 6 term time weeks.

There is also a once only registration fee of £10.00. Individual arrangements can be made for special circumstances. Once your child has been allocated a session it must be paid for whether they attend or not. Once offered a space you will be asked to forward a £25 deposit to secure your place. Deposits are refunded when your child leaves the preschool (subject to there being no outstanding fees).

Heath Barn Pre School

STAFF

The playgroup employs 2 early years teachers, 5 early years practitioners and a Finance Administrator. Each session is run by four staff members.

Margaret (Pre school Manager and SendCo) - Margaret joined the Barn staff in January 2003, having been involved as a 'mum' for a number of years. She holds Early Years Teacher Status and a degree in early years.

Carol (Pre School Deputy Manager) – Carole joined the Barn staff in September 2006. She holds the Diploma in Pre School practice and is the setting's Behaviour Manager.

Susan (Early Years Practitioner) – Susan joined the Barn staff in May 2005. She holds an NVQ level 3 in Early Years Care and Education.

Emma (Lead Practitioner) – Emma joined the team in January 2012. She has recently completed her Early Years Teacher Status qualification.

Kim (Early Years Practitioner) – Kim joined the team in September 2015, having previously provided support to children with additional needs. She is qualified to Level 4.

Gemma (Early Years Practitioner) – Gemma joined the team in 2019 and has recently completed her Level 3 qualification

Jules (Early Years Practitioner – Jules joined the team in 2020 and is qualified to Level 3.

Amanda (Office Manager) - Previously a parent and Chairperson of the committee Amanda can answer any questions on funding, invoices, uniform, childcare vouchers, sessions and waiting lists.

All staff and committee members hold an enhanced DBS and Ofsted check; this is to ensure that they are suitable to work with young children.

COMMITTEE

The committee organise fund raising events, parties for the children and socials for the parents; they are ultimately responsible for the running of the preschool, however they have formally delegated this role to the preschool manager. A new committee is formed each September and must have a named Chair, Treasurer and Secretary; other committee members hold responsibility for fundraising, newsletters, etc. Committee meetings are held at a time to suit parents so may be during the day or in the evening – they are normally quite quick leaving time for some socialising! All parents/carers are welcome to volunteer their services either as a committee member or supporting the various roles.

The current committee is displayed on the notice board.

STAY AND PLAY

We welcome parents/carers of the children attending to come along and join in at a session. Stay and Play is a good opportunity for you to see what your child does whilst they are at pre school – they normally say ‘nothing or can’t remember’ when asked!. Please speak to your keyworker if you would like to do this.

Guidance on what to do during ‘Stay and Play’ are given later in this booklet.

ACTIVITIES

During each session there will be ample opportunity for the children to participate in many different arts and craft activities, construction play, creative play, books, water, sand and outdoor games. These and other activities will help with each child’s personal and social development, with their language and literacy skills and also encourage an early understanding of maths. Details of the themes are shared by email each half term.

COLLECTION OF YOUR CHILD

You will be asked to come into the foyer to collect your child. Please check your child’s drawer for paintings, makes, letters etc.

If someone else is to collect your child, please ensure that you inform a member of staff at the start of the session. In accordance with our safeguarding children procedures, we will not release your child to someone other than the main carer unless we have been previously advised. The person collecting your child will be required to sign them out. A ‘Collection of Your Child’ form is available which allows you to nominate up to 3 people who may collect your child without prior arrangement.

To enable the preschool to run morning and afternoon sessions it’s essential your child is collected on time at the end of their session; at either 12pm for morning sessions or 3pm for those attending in the afternoon.

In emergency events where you know you are running late, please notify us on 01525 237172 or 07598770391.

STATEMENT OF POLICIES AND PROCEDURES

Full policy wordings and procedures can be found on our website or we are able to supply you with a paper version.

ADMISSIONS

Children must be within the ages of 2 and 4 years 11 months; please talk to a member of staff if your child is still using nappies/pull ups so that we can discuss your child's individual needs. They may join at any time during a term provided there is an available place.

If a place is not immediately available we hold a waiting list that operates by whether your child is funded, are currently attending sessions with us, live in the village, have a sibling at St Leonard's Lower School and then on date of birth.

Your child may attend between 2 to 10 sessions per week (spaces and funding/payment permitting).

It is a requirement that you fill in a registration form plus medical and photo consent forms. All relevant details must be completed in case of emergency – please always ensure that you advise a member of staff if there are any changes to the emergency contact numbers.

SETTLING IN

We want you and your child to enjoy being part of our pre school. We recognise and understand that starting pre school can be upsetting for some children (and parents) and we will work together to make the transition as easy as possible. Please speak to a member of staff if you have any concerns with how your child will react to being left; or look at our full 'settling in' policy.

EQUAL OPPORTUNITIES

This playgroup is committed to equal opportunities for all, regardless of, sex, race, colour, age, disability or religion.

We will not accept, and will actively discourage, behaviour which discriminates whether from staff, parents/carers, visitors or children.

HEALTH AND SAFETY

Our group operates within the guidelines of Ofsted and the Early Years Alliance.

All staff are trained in first aid and undertake regular refresher courses.

If your child has suffered from sickness or diarrhoea please do not send her/him to Pre School for at least 48 hours after the last incident.

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Where bodily fluids are concerned, staff and helpers will wear protective gloves to ensure everyone's safety.

Please check your child regularly for head lice; please ask for an information sheet if you would like one.

Only persons who hold an enhanced DBS may work unsupervised with the children.

We operate a strict no smoking policy.

FIRE DRILL

Fire drills are held each half term. Each drill is logged and details recorded. Children are escorted from the premises and a member of staff takes a register. One other member of staff checks the building.

If there is an actual emergency and the building is unfit to re-enter, all parents/carers will be contacted and the children will be collected from St Leonards Lower School.

DISCIPLINE AND BEHAVIOUR

All children are encouraged to play and socialise with each other. Praise and encouragement will always be given to nurture good behaviour. Any child with unacceptable behaviour will be helped to understand why their behaviour was wrong and upsetting for the others. We do not humiliate or physically punish children; neither do we have a 'naughty chair' or other such area. In a case of serious misbehaviour, a child may need to sit out of activities for a while to calm down; they will be supported by an adult.

SAFEGUARDING CHILDREN

In the event of a child having any problems or giving cause for concern thought to be serious enough to contact Children's Services or the Central Bedfordshire Safeguarding Children Board, the sole designated person for the Pre School is Margaret Smithers. This is a legal requirement and is to ensure complete confidentiality for the parent/carer and the child.

COMPLAINTS

If you have any cause for concern/complaint, then in the first instance, please approach a member of staff.. Most issues can be resolved by an informal approach; if a satisfactory outcome is not obtained then please ask to see the full complaints procedure.

NOTICE

Please give 6 weeks term time notice if you no longer require a place for your child. We reserve the right to charge for part or all of the notice period.

EDUCATION AT PRE SCHOOL

Children learn best through their play. We provide a varied range of activities, books, games, and toys to encourage your child's development.

Each ½ term will follow a theme eg. favourite stories, animals, myself. Parent/carers are encouraged to participate in the theme, for example by bringing in items from home which are relevant. Plans always remain flexible so that we can respond to the children's individual needs and interests.

The Preschool curriculum is designed to support children holistically across all areas of learning as they grow and develop; it leads towards school readiness.

The main areas are:

Personal and Social Development

Develop social skills (playing together, relating to adults, dealing with feelings of anger etc). Encourage a positive attitude for learning.

Communication and Language

Develop communication skills by extending vocabulary, developing listening skills and learn about and use words

Physical Development

Practice and develop gross and fine motor control movements through physical activity eg. running, jumping, ball games. Develop an understanding of how their bodies work.

Literacy

Guide and support children in early reading and writing skills. Promote a love of reading and experience a wide range of mark making.

Maths

Encourage an understanding of numbers, patterns, shape, and measurement. Use mathematical language eg. big, small, more than, add one.

Please refer to the Preschool Learning Outcomes for more details.

STAY AND PLAY

Help from parents/carers is welcomed at sessions.

Children react differently to their parent being present; some will become clingy while others will 'ignore' their parent as pre school is their territory and somewhere they go on their own.

During the session we will encourage you to play with all the children and join in with the various activities; your role is vital in helping the development of the children. If your child wants your sole attention then that is fine.

If your child demonstrates unacceptable behaviour, you should deal with this, but please refrain from raising your voice or using any form of physical punishment. If you prefer a member of staff can take charge. If the incident involves other children then a member of staff must be involved.

If you are unsure what to do, then just ask a member of staff. Children enjoy seeing other adults at the session and everybody has something different to offer – whether you love role play, getting messy or sitting quietly reading.

FINALLY thank you for your help