



"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

An independent, teacher led, preschool offering a wide range of activities to support children's learning through their play; including weekly cooking, daily outside play and lots of opportunities for creativity

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

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

Heath Barn Pre School

Choosing a pre school for your child can be a difficult task. Some questions you may want to consider are;

Do I like the general atmosphere in the group? Are the staff experienced and qualified?

What activities are offered; are they child led?

Do I think my child will be happy here?

Heath Barn Pre School has been part of Heath and Reach for over 45 years; it is registered with Ofsted and a member of the Pre School Learning Alliance. It is a parent committee run group, with parents forming a new committee each September. The committee is mainly responsible for social events and fund-raising; the day to day operation of the group is the responsibility of the preschool manager. All parents and carers are welcome to join the committee and share help, ideas, experience etc.

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. For the first few sessions, we suggest that you stay as long as it takes for both of you to feel happy, settled and comfortable about leaving one another.

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 to arrange a visit; we will also 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 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 Old Linslade Road if they drive – cars must not be driven into the school grounds unless prior permission has been sought.

SESSIONS

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

Funded places are available for all three and four year old children. Funding is available the term after a child's 3rd birthday. You are entitled to 15 hours a week, free at the point of delivery, up to a total of 570 hours a year. Additional sessions are often available at the paid rate of £13.05 per 3 hours, payable half termly in advance. (Fees are reviewed each September). Please note, funding cannot be changed mid-term.

2 year old funding may also be available dependent on family circumstances, details can be obtained from Leighton Buzzard Children's Centre at The Moorings, or see leaflets in the lobby.

We are pleased to be able to offer the option to pay using Childcare Vouchers available through your employer. You pay from your pre-tax and National Insurance income saving you up to £1,000 a year. You will need to start setting this up now with your employers to have the funds ready to pay as we can't accept late payments. (Please check it's still cost effective if you also claim Childcare Tax Credits).

The notice period for cancellation of sessions is 6 weeks. We reserve the right to charge for sessions if insufficient notice is given.

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 he/she attends or not. Once your sessions have been confirmed you will be asked to forward a cheque for £25 to secure your place which will be refunded either from your first invoice or repaid to you after the funding payment date.

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STAFF

The playgroup employs 2 early years teachers, 4 early years practitioners, an early years support worker and 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.

Carole (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 and is trained in the role of Special Educational Needs Co-ordinator.

Kelley (Early Years Practitioner)- Kelley joined the team in September 2010. She holds a Level 3 in Children's Care, Learning and Development.

Emma (Early Years Teacher) – 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.

Sarah (Early Years Support) – Sarah has been part of the staff team since 2016 providing specific support, she is qualified to Level 3.

Amanda (Finance Administrator) - 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 are subject to the Disclosure and Barring Services checks and all hold an enhanced DBS check; this is to ensure that they are suitable to work with young children.

COMMITTEE

A new committee is formed each September and must have a named Chair, Treasurer and Secretary; other committee members hold responsibility for safety, 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. Please speak to any member of the committee if you would like to be involved- the more involved you are the more you can influence how the Pre School runs and support your child.

The current committee is displayed on the notice board.

STAY AND PLAY

We welcome and encourage all parents/carers of the children attending to come along and join in at sessions. 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 just let your keyworker know when you would like to come in. Please see the section on Stay and Play later in the booklet for more information.

ACTIVITIES

During each session there will be ample opportunity for the children to participate in many different activities, including activities, construction, creative play, books, arts and crafts, water, sand and outdoor games. These and other activities help with each child's personal and social development, with their language and literacy skills and encourage an early understanding of maths. Details of the activities and themes will be on display in the lobby area; these will all link to the areas of learning and development that form part of the Early Years Foundation Stage. Further information on this is given later in the booklet.

All policies and procedures are available in the 'How We Work' file which is always available at preschool. Below are some key policy statements. If you have any questions, please just ask.

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.

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 may react to being left; or look at our full 'settling in' policy.

EQUALITY, INCLUSION AND DIVERSITY

We are committed to equal opportunities for all, regardless of gender, ethnicity, age, disability or religion.

We will not accept, and will actively challenge any discriminatory behaviour whether from staff, parents/carers, visitors or children.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

We will work to provide an environment in which all children are supported to reach their full potential. Please speak to the SendCo, Margaret Smithers, if you have any concerns. Full details are included in the SEND policy.

HEALTH AND SAFETY

Our group operates within the statutory requirements of the Early Years Foundation Stage and Ofsted.

All our staff are trained in first aid and undertake regular refresher courses. Staff are deployed through out the setting to ensure that there is always a first aid qualified member of staff with the children.

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.

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

We operate a strict no smoking policy.

BEHAVIOUR MANAGEMENT

All children are encouraged to play and socialise with each other. Praise and encouragement will always be given to nurture good behaviour. Any child showing 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 some situations, a child may sit out of activities for a short time to give them time to calm down; they will be supported by an adult.

SAFEGUARDING AND CHILD PROTECTION

In the event of a child having any problems or giving cause for concern thought to be serious enough to contact the Access and Referral Hub or the Local 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.

COLLECTION OF YOUR CHILD

If someone else is to collect your child, Preschool must be informed at the start of the session. In accordance with our safeguarding 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.

To enable the preschool to run morning and afternoon sessions it is 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. Please allow sufficient time to park – children can be distressed if they see the rest of the children leaving with their parent/carer.

In an emergency or when you know you are running late, please notify us on 01525 237172 or 07933 743066.

COMPLAINTS

If you have any cause for concern/complaint, then in the first instance, please approach a member of staff/committee. 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.

LEARNING 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. Plans are displayed in the lobby and 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 plans the children's learning based on the children's individual needs and with reference to the Early Years Foundation Stage (EYFS).

The EYFS details the areas of learning and development that the children work with. There are 3 prime areas – Personal, Social and Emotional development, Communication and Language, and Physical development. These prime areas support and lead into the specific areas of – Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

- Personal, Social and Emotional Development

Develop social skills (playing together, relating to adults, dealing with feelings of anger etc). Encourage a positive attitude for learning and support the development of self confidence and self awareness.

- Communication and Language

Develops listening and attention, whilst checking a child's understanding. Activities encourage and extend speech skills.

- 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 and encourage independence in self care.

- Literacy

Group story time and sharing a books with an adult help to promote a love of reading and support the early stages of reading. Opportunities to mark make are the basis of early writing skills; those children who are ready to begin writing will be supported on an individual basis

- Mathematics

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

- Understanding of the World

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Learn about their environment, people and places. This can encompass, science, geography and history together with technology. Activities could include; gardening, nature walks, using magnets, weather diaries, old toys, using construction toys.

- Expressive arts and design

Express their thoughts, ideas, and feelings through art, music/movement and design/technology. A wide variety of materials will be provided. Role play and small world activities are used to support the development of imagination.

Full details of the Early Years Foundation Stage and the stated early years outcomes are available in the lobby; please ask if you would like any further information.

STAY AND PLAY

Help from parents/carers is always welcomed at sessions.

Children react differently to their parent being present; some will become clingy and not be willing to stay in the hall whilst the parent is in the kitchen, 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 we would ask you to refrain from raising your voice; you must not use 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.