



Burpham Preschool

in partnership with



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

INFORMATION FOR PARENTS AND CARERS

www.burphampreschool.org

An Introduction to the Preschool

The Preschool was founded in 1966 and operates within the Church of the Holy Spirit Hall, off New Inn Lane in Burpham. There is access to the playing field behind the Church and also a small garden area / playground fenced off at the front of the Hall. A maximum of 30 children may attend the Preschool at any one time.

We have a highly dedicated team of trained & qualified childcare staff who will ensure your child receives a happy, welcoming and friendly experience in which to learn and socialise through play. We offer our children a play-based curriculum (often based on each child's current interests) which meets all the requirements of the Early Years Foundation Stage Curriculum. It supports all aspects of their learning and development and encourages their in-built curiosity and desire to make sense of the world around them and ultimately helps them to discover that learning is interesting and fun!

We hope that after reading our brochure, you will come with your child for a visit to meet us and our team. It will also provide you with an opportunity to ask any further questions and see first-hand the quality of the child care we provide.

We look forward to meeting you.

Grace Luke

Further Information

Our preschool is run by Trustees comprised of church members, and we also have 2 parents elected annually from parents/carers of children attending the preschool. The trustees draw on advice from professional people e.g. teachers, a special educational needs advisor, social workers and health visitors as well as parents/carers with a real interest in helping children in their formative years.

We believe the years between two-and-a-half to five are a vital period of transition for a child and our preschool helps a child to mix and make relationships with people outside their immediate family.

We also work closely with local schools to ensure your child is well prepared for the big step of starting school.

Our Aims at Burpham Preschool

- ❖ To learn through play in a safe and stimulating environment
- ❖ To enjoy the company of other children
- ❖ To meet adults from outside the family
- ❖ To develop at his or her own pace with plenty of adult support
- ❖ To grow in self-confidence by learning to choose from a range of activities
- ❖ To gain independence by coping whilst apart from parents and carers for a long time

Activities offered

We offer lots of activities to ensure we meet the desirable learning targets defined by the School Curriculum and Assessment Authority.

The desirable learning targets are:

- ❖ Personal, social and emotional development
- ❖ Communication, language and literacy
- ❖ Problem solving, reasoning and numeracy
- ❖ Knowledge and understanding the world
- ❖ Physical development
- ❖ Creative development

A copy of our Ofsted inspection report (which covers the above learning targets), our policy document and our procedures are available on request and can be found on our website. You may also view our Ofsted inspection report on the Ofsted website.

The children are given a wide choice of activities using our extensive range of equipment.

Days and hours of sessions

9.15am to 1.00pm: Monday, Tuesday, Wednesday and Friday

1.00pm to 2.30pm: Monday, Tuesday and Wednesday (currently not available due to covid.)

- Funded children (aged 3) will start on 4 mornings
- Non funded children (age 2 years) have the option of starting on 3 days for the first term.
- At the discretion of the trustees, children aged 2 years can be considered for 2 days if a shared place can be found and on the provision they continue on 4 days once funded (if space is available).
- All children will need a packed lunch every day.

If you are using your car to bring your child to and from preschool, we have a large car park at the rear of the hall. Please do not obstruct the entrance to the bungalow or surrounding houses.

Admissions policy

To confirm your place at the preschool an admissions form needs to be filled out and a non-refundable deposit of £40 paid to secure your place. Your child's place will be confirmed in writing by the office.

If the preschool is full a waiting list is arranged in order of date of enrolment. If the preschool is full and you wish to go on the waiting list a £20 non-refundable deposit is required and once a place is confirmed by the office a further £20 non-refundable fee is required. This fee covers administration costs. **Cheques should be made payable to Burpham Preschool, online banking is: HSBC, Sort code: 40-22-26 Account: 21274473. Please put your child's name as reference and advise the office of payment.**

Please note that we cannot always guarantee a placement once your child has been entered onto the waiting list but the office will be able to advise you accordingly at the time of registering.

We will take children from the age of two years. If your child is not yet dry please notify the Preschool Manager. While we are happy to change nappies. We would ask you to supply nappy sacks along with the nappies and wipes. Trainer pants are a great idea for those that are toilet training. Please make sure you provide named spare clothes and additional trainer pants in case of accidents.

Once you have gained a place at the preschool our office will contact you to confirm that your child will be attending. Please note that if you change your original start date for any reason to a later date after confirmation has been made, then the preschool will still commence invoicing for payment from the original date and NOT the new commencement date.

Before your child starts at the pre-school you will also be invited to a 'settling in session' where you will visit the school together to help customise your child and help to settle them in. This is a great opportunity for you to meet the staff and discuss any queries that you may have. *(Unfortunately this has been suspended*

during Covid. Please speak to the manager on your visit to find out how settling your child in to preschool will work.)

Fees

Fees are payable in advance at the beginning of each half term.

Our current rate for non-funded children is £6.00 per hour.

An additional voluntary charge of £1.50 per week for non-funded children (as they already have fees to pay) and £5 per week for funded children per half term is requested to cover the cost of administration services, as well as outings, cooking, entertainment, parties, etc. (Voluntary contributions have been suspended during Covid)

NEG Funding

We receive NEG funding for all children from the term after they are 3.

If your child turns 3 in in the autumn term, 1st September – 31st December funding will start in January.

If your child turns 3 in the spring term, 1st January to 31st March, funding will start in April.

If your child turns 3 in the summer term 1st April – 31st July, funding will start in September.

It is the responsibility of the Manager to ensure all relevant paperwork is completed and submitted.

Funded places of 15 hours cover the mornings Monday, Tuesday, Wednesday and Friday 9.15 – 1pm. Funded places for up to 30 hours can be used for the afternoon sessions, and can be used in conjunction with another setting. For those claiming 15 funded hours, afternoon hours will be charged at the above rate.

Please note that by signing the admission form and upon confirmation of your start date, you agree that should any change be made to this date by yourself which puts your child's starting time with us later than the confirmed date, then payment of fees will still commence from the original date and NOT the new start date.

Should you wish to terminate your child's place with the preschool **one term's notice** must be given and paid for and all terminations must be supported by written confirmation.

Inside Play

We have a lovely large room which is set up on a daily basis with a variety of toys, crafts and equipment. The hall is where most of the morning activities take place. Some of the activities we have are a dolls house, Lego, construction bricks, garage, farm, zoo, and a role play area which is regularly changed to reflect the children's current interests. Our arts & crafts table include painting, clay, play-dough, sand, water-play and cooking. There is a book corner where the children can enjoy looking at books on their own or listen to stories read by an adult. This is also a space where children can come and sit quietly if they need to take some time out from the business of the rest of the activities. We

also have music and musical instruments, and educational games, i.e. numbers, threading and counting buttons, puzzles, lotto and much more.

The activities are varied each day.

Outside Play

We aim to go outside most days on the play area and garden at front of the Preschool. We have plenty of outdoor toys – water play, sand pit, stepping stones, chalk boards, percussion instruments, bats, balls, hoops, beanbags, skipping ropes and basketball hoops. We have a wonderful garden area where the children are able to assist with, for example planting bulbs, fruit and vegetables or any other outside projects to look after and care for the garden.

Our Day

The children spend time drawing, painting, making crafts, role play, puzzles, games, sand, play dough, water play and cooking. This last activity is especially popular with the children.

We record your child's learning journey with observations and photos which are recorded on a secure online site for you to view. Every parent is given login details which relate to their own child. No one can see another child's learning journey.

During the morning we break for a snack. Parents/carers are asked to supply a named drinks container of water. Parents are asked to provide their child's snack in a named container.

Currently under Covid restrictions the children are placed into groups. The manager will talk through how this works during your visit.

Staff members

All staff hold relevant qualifications in childcare or are in training. **All of our staff have had enhanced checks by the Disclosure & Barring Service (DBS) and five are qualified First Aiders.** Our staff access a range of courses to update their skills. Burpham Preschool is registered with and inspected by Ofsted. Our last inspection was September 2019 and rated GOOD. The report is available on our website, www.burphampreschool.org
Our insurance policy is kept up to date.

We maintain an adult/child ratio of minimum 1:4 and maximum 1:8

Staff are:

Grace Luke	Manager
Rebecca Hughes	Assistant Manager (SENCO)
Leanne Strudwick	Key worker
Annie Bateman	Key worker
Tracy Bundy	Key worker
Joanne Surun	Playworker
Clare Stewart	Playworker

Behaviour Policy

The Preschool has a few basic rules which help to encourage good behaviour. Older children help the younger children and show new children where things belong. We encourage the use of please and thank you. In the event of a problem arising usually an apology is sufficient. In a more serious case the manager may need to speak to the parent/carer for so that we can work together to resolve. At no time will physical punishment be administered.

Complaints procedure

Any concerns you may have should be brought to the attention of the preschool Manager. Problems are usually sorted out by drawing attention to them. However, if this is not sufficient you should put your concerns in writing to the preschool and request a meeting with the Manager and the chairman of the committee. Finally, an officer from the Early Years or an Early Learning Advisor will act as an external mediator if the issue cannot be resolved satisfactorily. A full copy of the complaints procedure as set out by Ofsted can be found on the notice board for you to view at any time.

Equal Opportunities

Burpham Preschool believes that no child, individual or family should be excluded from the Preschool's activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure all who wish to work in, or volunteer to help with, our Preschool have an equal chance to do so.

Parental/Carers Involvement

You will be kept well informed of events and important issues via notices on the notice board and by regular newsletters via email and via our information only Facebook page. You are always welcome to visit our school to see what happens and to discuss your child's progress. We keep a 'Learning Journey' for each child and they have their own 'Holiday Journal' which is sent home every half term for you to add photographs, tickets, pictures of the activities you may do during the time they are away from preschool.

The preschool is run by a committee from Burpham Church as well as 2 parents/carers/guardians - you can have as little or as much involvement as you wish. We also have a small group of parents/guardians/carers that help with organising fundraising activities. You could help in many ways, for example fundraising, or assisting with our coffee mornings or Christmas Fair. You are invited to all our "Special Days" for example; Christmas Concert and Fair and preschool outings. In addition, we hold a 'graduation' for the older children who leave for primary school at the end of the summer term.

If you would like to be involved in any way please speak to the manager or one of the committee members.

Additional needs

All children benefit greatly from being included in the preschool as it encourages the development of helpful and caring behaviour. Because the

term “additional needs” covers a broad spectrum, we recommend visiting the preschool to assess our suitability and to discuss the specific needs of your child. If you have any specific concerns, please speak to the Manager who can with your permission liaise closely with Early Years.

Late Fees

Failure to collect your child on time will result in preschool administering a late fee charge. The late fee charge is £10 for every 10 minutes until the child is collected.

Medication

General medication cannot be administered to any child. However, a qualified first-aider can administer emergency medication such as an inhaler or epi-pen -- the parent/carer must complete and sign a medication form giving permission. If your child suffers from a severe allergy or has an ongoing use of an inhaler or specific medication, please speak to the Manager and we will complete an ‘Allergy Care Plan’ for your child.

Photographs

Photographs are regularly taken of the children during preschool activities. These are for the use of the preschool and families only.

General

Parents/Carers are kept well informed (letters, notice board, newsletters) and are welcomed into the preschool as observers and contributors.

You are welcome to visit our preschool to see what happens here and we do our best to ensure that there are sufficient opportunities for you to discuss any aspect of your child’s progress, and to see the quality of care we provide. We arrange two Open mornings per school year where parents/ carers can discuss progress with their child’s key worker.

We recommend that your child has an introductory visit before starting preschool and that you stay with your child as you feel necessary. We welcome your help in any way, i.e. fund raising, committee work, befriending other families, mending equipment, etc.

For an informal talk, or to arrange a visit, please contact: Grace Luke,
Church of the Holy Spirit, New Inn Lane, Guildford.
Telephone: 01483 825533 or 07596 211375
email: preschool@burphamchurch.org.uk