



We would like to welcome you to our Pre-School.
We were first formed in 1973.

Our aim is to build upon the experiences provided by you as parents, so that together we can work towards the happy and successful development of your child. We also wish to develop their sense of independence in preparation for Primary School.

During the sessions your child can experience a stimulating, creative and fun environment which will help them to reach their "Early Learning Goals".

They can participate in music and arts and crafts.
Improve their literacy and social skills in a well-structured and supportive environment.

We regularly receive excellent OFSTED reports, copies of which can be obtained from the Pre-School Leader.

We have recently received the Pre-school Learning Alliance Accreditation Award, which means that the high standard of education and care offered are fully and formally recognised by the Pre-school Learning Alliance.



Burbage Pre-School is a Registered Charity number 1028267

Pre-School Staff

Mrs Janet Burstow - Pre School Leader

Janet has worked at the Pre-School for 20 years and has been Pre-School Leader for 11. She has a Diploma in Pre-School Practice & NVQ Level 4.

Mrs Kate Martin - Deputy Pre-School Leader

Kate has been with us for 4 years.
She is NVQ Level 2 / NVQ Level 3 qualified.

Mrs Kathy Goodhew - Pre-School Assistant

Kathy has been with us for 12 years.
She has a Diploma in Pre-School Practice

Miss Kelly Dutton - Pre-School Assistant

Kelly has been with us for 7 years
and is NVQ Level 2 qualified

Mrs Amanda Teagle - Pre-School Assistant

Amanda has been with us for 5 years
and is NVQ Level 2 / NVQ Level 3 qualified

Miss Shona Ritchie - Pre-School Assistant

Shona has been with us for 4 years and is our Special Educational Needs co-ordinator. She has a Level 3 Diploma in Child Care and Education

In September 2003 we moved into our new building on the Burbage Primary School site, paid for by funds in excess of £60,000 raised by the Pre-school Committee and Staff. Burbage Pre-school has been running for over 30 years and continues to seek new ways of offering "more" to parents and children of the local community.

We are now registered to offer full daycare as opposed to sessional only.

2½ - 5 year olds may attend our pre-school for the following sessions:

Morning Session

Monday - Friday 9.15am - 11.45am

Lunch Club

Monday - Friday 11.45am - 12.30pm

Afternoon Session

Monday - Wednesday 12.30pm - 3.00pm

Note on Funding and Fees:

- Funding is available for children the term after which they turn 3 years of age for up to 15 hours a week, lunch club is included in the 15 hours.
- For those children not receiving funding or going over their 15 hours our hourly fee is £3.80.
- The Government funding per child is for 38 weeks of the year
- For further information with regards to funding please contact Janet Burstow.

It is desirable that your child is toilet trained but no-one minds the odd accident.

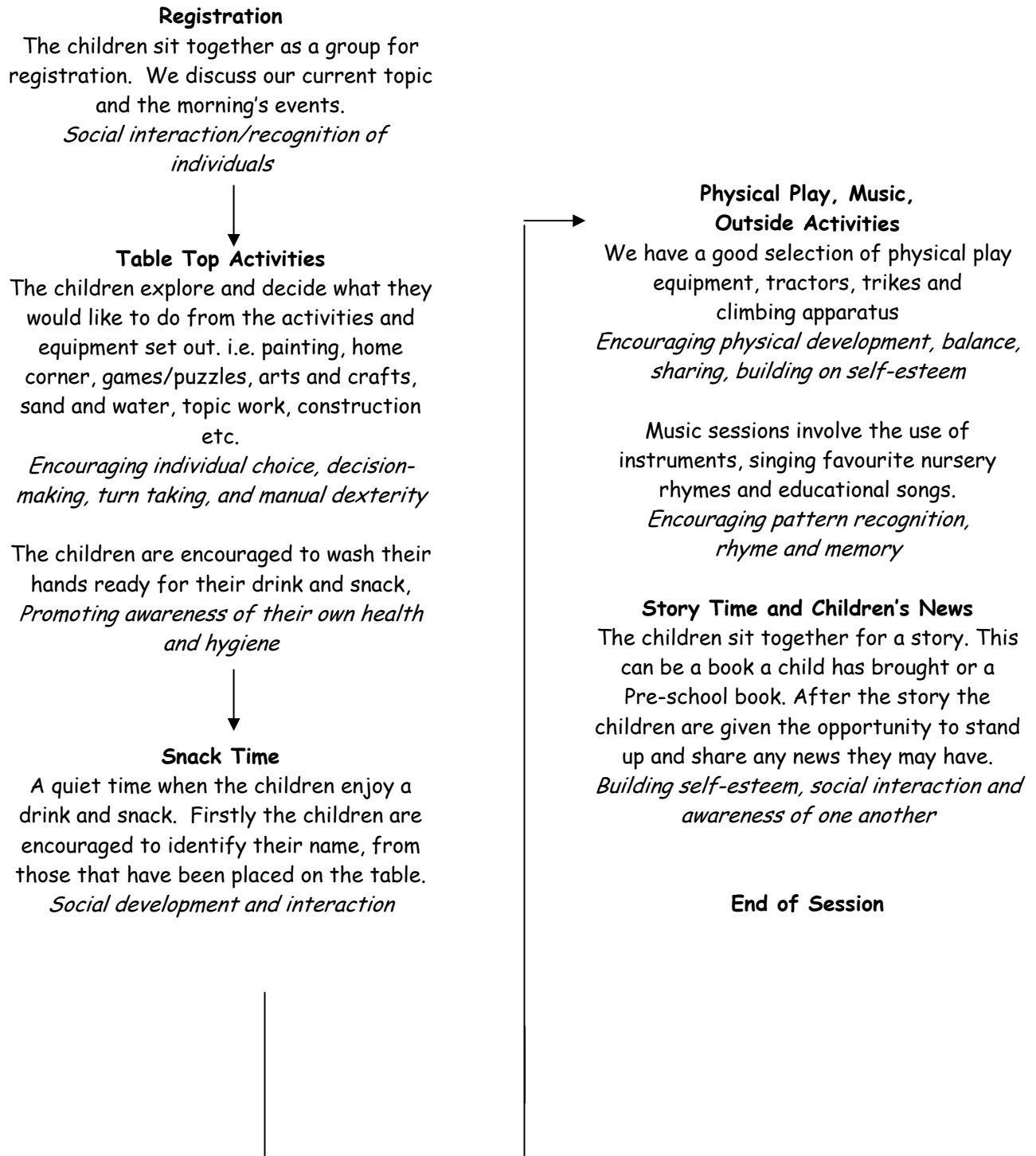
We work on a ratio of: 1 adult to 6 children for 3-5 year olds
 1 adult to 4 children for 2½ year olds

If your child is anxious initially, you are welcome to stay until your child settles.

You and your child/children are welcome to visit us at any time. We are behind Burbage Primary School, however access is via a footpath opposite Burbage Parish Church in Eastcourt. In the meantime should you require any more information then please contact Mrs Janet Burstow on 01672 811420 during Pre School hours, or on 01672 810736 at any other time.

Planning

Whilst planning our days we work towards the 'Early Learning Goals' for under five's as set out by the government. Encouraging each individual child's development. Below is an example of a typical morning showing the basic framework of what we do and a few examples of why.



Admissions Policy

It is our intention to make our pre-school genuinely accessible to all children and families from all sections of the local community. In order to accomplish this, we will:

- ◆ arrange our waiting list in birth order. In addition our policy may take into account the vicinity of the home to the pre-school and whether siblings are already attending the pre-school.
- ◆ be flexible about attendance patterns so as to accommodate the needs of individual children and families. However, we do request that a child attends the pre-school for a minimum of 2 days per week. Any less than this and we feel that the child may find it more difficult to settle because there is a whole week between each session that they attend.
- ◆ welcome both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- ◆ monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.

Settling in at Pre-School

We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- ◆ by presenting an approachable team and encouraging parents to visit the pre-school with their children during the weeks before an admission is planned.
- ◆ by ensuring plentiful opportunities for parents to inform the pre-school about their children's current achievements and interests.
- ◆ by introducing flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- ◆ by making clear to families from the outset that they will be welcome and supported in the pre-school for as long as it takes to settle their child there.
- ◆ by reassuring parents whose children seem to be taking a long time to settle at pre-school.
- ◆ by encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children are unable to play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents and children to feel comfortable in the pre-school and to ensure that the child feels confident that their parents will return at the end of the session.

Fees

- ◆ Places are booked half-termly in advance.
- ◆ At the beginning of each half term you will receive a bill outlining the number of sessions you have indicated that you wish your child to attend, and the cost. This is payable to the Pre-School Leader within the first three weeks of receipt. Failure to pay on time will incur a 10% surcharge
- ◆ Where a family may find paying the full amount difficult, we ask that you discuss the matter with the Pre-School Leader who will be more than happy to discuss a more suitable payment method with you.
- ◆ Funding is currently available for 3 and 4 year olds for 38 weeks of the year.
- ◆ The minimum period of time you can book your child/children into the Pre-School is for one half-term. However, you are still responsible for that half term's fees, even if you child/children only attend for part of this period.
- ◆ Fees are not refunded because of non-attendance due to illness, holidays, etc. This is important because each child is allocated a place and all the pre-school's expenses are worked out on the number of children attending each session.
- ◆ If you wish to cancel any sessions, advance notice must be given to the Pre-School Leader prior to the start of the next half term, or fees will still be liable.
- ◆ Non payment of fees or monies outstanding at the end of term will result in your child's place being offered to another child on the waiting list unless alternative arrangements for payment have previously been agreed.

Parental Involvement

- ◆ We welcome the contributions of parents, whatever form these may take.
- ◆ Parents are encouraged to discuss any queries/problems they may have with the Pre-School Leader who is always available before and after a session. Parents have access to all written records on their own children and can be viewed at any time. We gratefully receive any information you can offer to help with our records of your child and request that you fill in a registration form.
- ◆ Pre-School keeps parents involved with essential information via a termly 'Noise Letter' which ensures that all parents are fully informed about meetings, training, contact numbers, fund raising events, terms activities, etc.
- ◆ The pre-school encourages parental/carer involvement. We hope for your support and contribution with our fund-raising efforts, which help to replace or purchase new equipment and improve our relocation funds account.

The Importance of Play

In Pre-School children learn new skills required in everyday life which we, as adults, take for granted i.e. using a pair of scissors, washing hands, sharing, listening and communicating. Play is their work and it is important to recognise its value.

The trained staff provide a wide variety of carefully structured and planned activities which will give the children the opportunity to learn new skills and improve existing ones. Some activities and toys introduce early maths and science with exploring colour, weight, size, shape, texture, etc. We encourage the children to use their imagination through playing in the home corner or when listening to a story. Others teach them hand and eye co-ordination through using pencils, scissors and building bricks.

Our physical play encourages running, jumping, climbing, balancing and general body co-ordination.

During all the activities we talk and listen to the children to broaden language and conversation skills. They also learn social skills through sharing and participating in group activities. The children are encouraged to use good manners and we help them become more independent by giving them opportunities where they have to make decisions on their own.

Through the use of music and songs, the children improve their language skills, help them to share through the use of musical instruments and improve their maths through counting songs.

During each half term we plan a theme. This theme can tie in with seasons, festivals, professions, colours, numbers, letters, etc. We also have an interest table on display where we ask the children to bring in an appropriate item for discussion and to share with the other children.

Our sessions are structured to include all six of the Early Learning Goals for nursery education as identified by the Government and these are:-

- ◆ Personal, Social and Emotional Development
- ◆ Communication, Language and Literacy
- ◆ Mathematics
- ◆ Knowledge and Understanding of the World
- ◆ Creative Development
- ◆ Physical Development

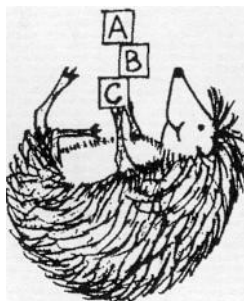
Some of the activities and toys we provide include:-

- ◆ sand and water play
- ◆ gluing/painting/cutting
- ◆ drawing/writing table
- ◆ playdough, plasticine and clay
- ◆ table top activities and floor toys (lego, construction, jigsaws, games, etc)
- ◆ physical play (climbing frame, slide, trikes, balancing beam, balls, etc)
- ◆ home corner/dressing up/book corner/story telling
- ◆ music, sounds/singing/rhymes/dancing and role play
- ◆ cooking

Most importantly, we hope the children enjoy learning through play and have lots of fun.

Health and Safety

- ◆ The safety of young children is of paramount importance and all equipment used is child friendly. We have regular checks from the Fire Safety Officer and have the relevant equipment and procedures available if required. The children are supervised by adults at all times. We are also inspected by a relevant governing body on an annual basis.
- ◆ All efforts are made to ensure the children are encouraged to follow basic personal hygiene practices.
- ◆ The pre-school maintains good links with health visitors and receives health information and advice from the local health authority.
- ◆ Aprons are provided for use during painting and other messy activities. We suggest the children wear appropriate clothing, which will enable them to take part in a wide range of activities. Also use clothing which they can manage themselves, particularly when using the toilet.
- ◆ We ask that all children are out of nappies/trainer pants before starting pre-school, unless there is a medical reason for this.
- ◆ If a child needs to change his/her clothes in the event of an accident, we have a small supply of spare clothing. Please wash and return these items as soon as possible.
- ◆ Please do not bring your child to pre-school if they are ill. If they suffered sickness or diarrhoea, they should not return until they have been clear for at least 48 hours. Please contact us if your child has contracted an infectious illness so we can warn other parents.
- ◆ During each session we have a break and offer free milk, breadsticks, crackers, cheese and fruit etc. Please inform us of any allergies.



Pre-School Practice and Procedures

Behaviour

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Our staff do not use any form of punishment which is physical or might frighten and humiliate the children.

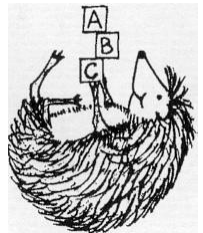
Safeguarding Children and Child Protection

We recognise our responsibilities towards children in our Pre-School and aim to provide an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in accordance with the Childrens Act 1989. All of the adults working and looking after the children in our Pre-School will be able to put the Child Protection Procedures into practice.



Complaints Procedure

As a member of the Pre-School Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a warm and caring environment within which all children can learn and develop as they play.



We believe children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Many concerns can be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, then the pre-school's Complaints procedure can be followed. Our full procedure can be obtained from the Pre-School Leader.

Equal Opportunities

The Pre-School Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families and take positive action to eliminate discrimination in all areas of their work. As a member of the Alliance, we work in accordance with all relevant legislation, which includes:

- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children Act 1989



We believe that the group's activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in, or volunteer to help with, our pre-school have an equal chance to do so.

Confidentiality

The pre-school's work with children and families will sometimes bring us into contact with confidential information. The staff will ensure confidentiality at all times. Any discussions regarding a child or member of staff will be discussed directly with the relevant parent or member of staff. However, once a child leaves Pre-School his records will be transferred to his/her new school. We may take photographs of the children doing various activities but we request parental consent for this.

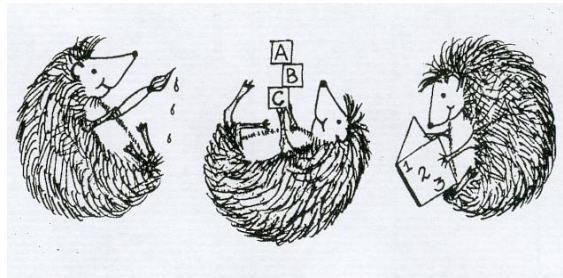


Special Needs

Our aim is to work with regard to the Special Educational Needs and Disability Act 2001 and also to the guidelines supplied to private and voluntary providers of pre-school children. Training has been undertaken to enable a member of staff to be a S.E.N. Co-ordinator. We aim to provide a welcome, and meet the individual needs of all children.



All the above policies are summarised. If you wish to view our policies, a copy is displayed in the Pre School entrance. If you would like a copy to take home then please speak to the Pre School Leader.



**Burbage Pre-School is supported by
the following committee members:-**

Chair	-	Liz Lockwood
Vice Chair	-	Rachel Firth
Treasurer	-	Emma Franklin
Secretary	-	Kirsten Almond
Committee Member	-	Hazel Wyatt
Committee Member	-	Rachel Rigby
Committee Member	-	Emily Johnson