



# Information for Parents

**Manager : Jackie Hampson**

**Chairman : Maria Dix**

**07769 617696 Preschool Hours only**

**Email: [brizenortonpreschool@hotmail.co.uk](mailto:brizenortonpreschool@hotmail.co.uk)**

## **Our Mission Statement**

The Brize Norton Village Pre-school exists to provide a safe, developmentally appropriate environment for preschool and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

## **WELCOME**

This is our prospectus for new parents and those interested in registering their child at pre-school. It's not especially flashy to keep costs low but hopefully includes all you need to know and more!

If you have any questions, would like to arrange a visit or register your child please contact our team on 07769 617696.

Brize Norton Village Preschool is a parent governed pre-school, staffed by professionals and aims to provide children with excellent pre-school education in a small, friendly environment.

### **PREMISES**

We run from The Elderbank Hall, Station Road, Brize Norton. OX18 3PS

We are pack-away but fully equipped Pre-School with a large playroom and a separate room for messy play. We have our own fenced in garden, sandpit, shed and play equipment - we use our outdoor space whatever the weather! We also:

- Have great parking right in front of the preschool.
- Are situated next to the village primary school,
- Have use of the large field which is dog free.
- We have access to and regularly use the village play park.
- Our own allotment. Where the children grow all kinds of good things to eat!

## **SESSION TIMES**

Currently we offer places for children from 2 to 5 (being potty trained is not an issue for us) on;

- Mondays 9am-12pm & 12-3pm (Lunch club available 12.00 -1.00)
- Tuesdays 9am-12pm & 12-3pm (Lunch club available 12.00 -1.00)
- Wednesdays 9am-12pm & 12-3pm (Lunch club available 12.00 -1.00)
- Thursdays 9am-12pm & 12-3pm (Lunch club available 12.00 -1.00)
- Fridays 9am-12pm

We are restricted in numbers and so it maybe that you cannot immediately have all the sessions you require but we endeavour to accommodate you as best we can and inform you as soon as additional sessions become available.

We only offer a minimum of 2 sessions per week as we find anything less proves unsettling for the children.

## **LUNCHES and LUNCH CLUB**

Lunch clubs run from 12-1pm on Monday, Tuesdays, Wednesdays and Thursdays and costs £5.00, but is included in the cost of an afternoon session. If your child is attending either lunch club or an afternoon session, they will require a packed lunch. We ask parents to be mindful of our healthy eating policy and not include fizzy drinks, sweets or chocolate in packed lunches.

We also ask that parents do not send nuts (including peanut butter products) in their child's lunch box to avoid any allergic reactions in other children.

## **FEES and FUNDING**

Under the Oxfordshire Early Years Plan, every child over 3 is entitled to 15 hours free early years education. The new 30 hours funding is available subject to terms and conditions. We have further information in our foyer if you require it or please speak with Maria or Jackie.

We have a limited number of spaces for children eligible for 30-hour funding. We cannot guarantee a 30-hour space will be available as soon as your child becomes eligible. The 30-hours is subject to availability. If your child is given a funded space then an invoice will be issued for snack and lunch club.

The 15-hour funding for your child starts the term after they become 3. This is dependent on term dates and there is no flexibility. For example, if the term starts on April 1<sup>st</sup> and your child turns 3 on April 2<sup>nd</sup> you will have to wait until the start of the next term for funding. We are unable to guarantee specific sessions when your child transfers to 15 hours of funding, it is subject to availability.

The Oxfordshire Early Years Plan still works on a three-term basis so please ask us to confirm the exact date that your child will be funded from. All you have to do is register your child with us and we do the rest. For 30 hours funding you will be required to apply for a funding code via HMRC and ensure this is kept up to date and valid.

If your child starts pre-school before they are three, you will have to pay for each session attended. Again, we can confirm with you, the date funding will be available to you.

**The cost for each session is, 2-year olds and unfunded 3-year olds £16.00, Funded 3 and 4 year olds for any sessions over your funded 15 hours £14.00 per session** (this includes a 50p per session snack contribution). These prices are effective from September 2020 and are subject to review for September 2021. The pre-school committee set the session costs and they are reviewed every 6 months. The committee do everything possible to keep this rate to a minimum.

### **INVOICING**

You will be invoiced at the start of each term and you can pay by cash, bank transfer or standing order in weekly or monthly instalments. Full payment must be made by the date stipulated on the invoice. We cannot offer credit facilities. Should the fees get into arrears; a letter will be sent explaining that if the situation is not rectified within one week, then the child's place may be taken by another child on our waiting list. If you are in financial difficulty please talk to Maria Dix in confidence.

Fees continue to be payable whenever a child is absent from Pre-school, whether it be for unexpected illness or a planned holiday.

Parents of children who receive early years funding will receive an invoice for snack contributions of 50p per session, as this is not included within EYFS funding. If a child receives 2 year funding the cost of snack is included in this funding however in the term after they turn 3 and transfer to 15 hours of Early Years funding you will be charged 50p per session for snack.

### **PRESCHOOL NUMBERS / OFSTED REGISTRATION**

We are registered to have 30 children in every session. We reserve the right to limit this to 26 for the benefit of the children. The present government guidelines are that we work to 1 adult to every 4 children for children under 3 years and 1 adult to every 8 children for children over 3 years. We in fact work to a higher adult child ratio which we are very proud of.

We feel that every child is a unique individual with their own characteristics and temperament. All children are citizens and have rights and entitlements. Children should be treated fairly regardless of race, religion or abilities. This applies no matter;

- What they think or say
- What type of family they come from
- What language(s) they speak
- What their parents do
- Whether they are girls or boys
- Whether they have a disability
- Whatever their family's financial circumstances

This is our ethos to every child within our setting and why we deliver an adult/child ratio above government standards.

## **Pre-School Learning Alliance**

Brize Norton Village Pre-School are members of the Pre-School Alliance. They support the work of community pre-schools, whether through training courses, quality assurance systems, local visiting by skilled advisers and a range of helpful publications

**THE STAFF** - We have a committed and experienced team of staff working at the Pre-School. Pre-school is governed by a committee of parents who work to support the Manager who is responsible for the day to day running of the setting. We work to, and often exceed, the government requirements for adult/child ratios, which are 1:4 for children under 3 years and 1:8 for children over 3 years. All staff fully support the children in their care, and in their role as a child's 'key-person', they are responsible for meeting children's individual needs and recording their progress in every child's individual planner.

### **Jackie Hampson - Manager**

Jackie has worked at Brize Norton Village Preschool for the past 12 years. She lives in the village and has two children, both of whom attended the preschool. She has NVQ Levels 2 & 3 in Children's Care, Learning & Development. Jackie is Paediatric First Aid trained and our Lead Safeguarding Officer. Jackie is also trained in Supporting children with Special Educational Needs, Disability in the Early Years. She is joint SENCo in our setting. She has undertaken Promoting positive behaviour training. She has attended outdoor training at Hill End and firmly believes in giving each child the opportunity to be; active, healthy, explore, experiment, and learn in the natural world around them.

### **Barbie Thorne - Deputy Manager**

Barbie helped to set up the preschool in 1994. She is a level 3 practitioner with a BTEC in Childcare and Education with over 25 years' experience. Barbie has undertaken many courses and training seminars to enhance her professional development. She has Behaviour Management certificates and is Paediatric First Aid trained. She lives in the village of Brize Norton and runs the village Brownies.

### **Anoushka Haslam - Senior Practitioner**

Anoushka lives in Brize Norton village. She has worked at the preschool for the past 13 years. She has 3 children, all of whom attended the preschool. Anoushka has NVQ level 2 & 3 in Child Care Learning and Development. She is Paediatric First Aid trained and has attended courses on the Early Years Foundation Stage and Observation and assessments. She believes in all children being individual and unique in their own way.

### **Julie Jewell - Practitioner**

Julie has CACHE level 2 in Children and young people's development. She has been part of the preschool team for the past 8 years. She holds qualifications in paediatric First Aid, Safeguarding children and food Hygiene. She has also completed a SEN course and is joint SENCO with Jackie. Julie has two children and lives in Carterton. She believes all children are different and tailors their developmental journey accordingly, in preparation for their transition to primary school and beyond.

### **Tracy Heffer - Practitioner**

Tracy is qualified in CACHE Level 2 and 3 in Early Years Education. She started life at our preschool as a member of the committee but made the transition to a member of staff 4 years ago. She lives in the

village and has three children whom attended our preschool. She is Paediatric First Aid trained and has also attended courses in 'Boys writing', Equality and Diversity and Safeguarding children.

#### **Jane Hornsby - Practitioner**

Jane is studying for her Cache Level 3 in Early Years Education. She lives in Brize Norton and has a son who attended our preschool. Jane worked at our preschool during 2014 and we are delighted that she has returned to join our team. She is paediatric First Aid trained and has attended Safeguarding training. Jane also started her time at Brize Norton Village Preschool as a member of the parent committee.

#### **Charlotte Leroux - Practitioner**

Charlotte holds a Cache Level 2 qualification in Childcare and Education. She has previously worked with children from birth to preschool age so has breadth of experience. She holds a qualification in safeguarding and paediatric first aid. Charlotte believes in the children getting outdoors to explore the world around them. She has two children of her own and lives in Carterton.

#### **Clair Belson -Preschool Assistant**

Clair holds a qualification in Early Years Safeguarding and the Early Years Foundation stage. She is currently studying for her Cache Level 3 in the Early Years Workforce. Clair is trained in paediatric first aid. Clair has two children of her own, both of whom attended our preschool. She enjoys being outside with the children and encouraging their curious minds.

#### **Tracey Ormond - Preschool Practitioner**

Tracey holds a Cache level 2 qualification in Children's learning and development. Tracey is trained in Safeguarding children, the Early Years Foundation Stage and children's mental health. Tracey has years of experience working in preschools. Tracey loves to play a part in the early development of children, watching them thrive and grow as little people. Tracey has three children of her own and lives in Carterton.

### **EARLY YEARS FOUNDATION STAGE (EYFS)**

Early Years Foundation Stage is a government set framework for standards for learning, development and care for children from birth to 5; all government funded preschools must follow the principles of the EYFS.

As Brize Norton Village Pre-School receives funding for the education of children from 3-5 years, we plan activities and experiences that help each individual child's progress in their development and learning in accordance with the EYFS.

The EYFS is made up of Three Prime areas of learning:

- 1. Personal, Social and Emotional Development**
- 2. Communication and Language**
- 3. Physical Development**

The Revised Early Years Foundation Stage 2012 guidance promotes the above areas of learning as being vital for children to be able to then progress onto achieving the following four Specific Areas of learning:

1. Literacy
2. Expressive Art and Design
3. Mathematics
4. Understanding the world

There are early learning goals in each of these areas which most children will have achieved by the end of their reception year at school.

At Brize Norton Village Pre-School we recognise that all children are different. Children learn and develop at different rates and some may achieve these goals earlier and some later.

### **LEARNING THROUGH PLAY**

Children learn about themselves and the world around them through play at Brize Norton Village Preschool, your child's play is supported and extended in a friendly and caring environment.

In line with Early Years Foundation Stage guidance, Brize Norton Village Preschool offers continuous provision of these areas of learning:

- Construction
- Books / Reading Area
- Malleable Area
- Paint and Graphics Area
- Sand Play
- Music and Sound-making
- Mathematics Area
- Collage/Modelling
- Water Play
- Writing and Mark-Making
- ICT (information techno

Our secure garden area provides the children with lots of opportunities for exploring and learning. There are areas for activities and experiences that every child will enjoy, are planned around the continuous provision, of the areas of learning and the interests of each unique child. In conjunction with the children's own exploration and play, Adult-led focused activities are planned on a weekly basis. These activities enhance the continuous provision

of the areas of learning and ensure that every child's individual interests and learning needs are met.



## Our Early Years Curriculum

Here at Brize Norton Village Preschool our curriculum begins with the four principles of the Early Years Foundation stage. We believe and promote:

- Every child is unique, and we encourage them to be resilient, capable, confident and self-assured
- We promote positive relationships, so children become strong and independent
- Our preschool ensures we offer a safe and secure environment, an environment that enables and supports learning
- We acknowledge that children learn in different ways and at different rates. We recognise that all areas of learning are important and are interconnected

We strive to ensure children develop an understanding of

- Respect for others
- Understanding of rules
- A curiosity and an eagerness to learn
- Sense of right and wrong
- Confidence in social situations and self-control
- An ability to persist when facing difficulties
- A positive attitude

Our curriculum covers the three prime areas of learning through detailed planning

- Physical Development
- Communication and Language
- Personal, social and emotional development

We acknowledge that the four specific areas are dependent on good knowledge and progress in the three prime areas.

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



Our environment and planning support all of the areas of learning ensuring that we acknowledge children's rights to learn, be safe and healthy, enjoy achieving and make positive contribution's.

The Brize Norton Village Pre-school exists to provide a safe, developmentally appropriate environment for preschool and school age children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

This is supported by the characteristics of effective learning: Playing and Exploring / Active Learning/ Creating and Thinking Critically

## **REGISTERING AT PRESCHOOL**

You can register your child for Brize Norton Village preschool as early as you like and they will go on a waiting list. When they are nearing the age that they can start we will contact you for more details, to arrange a visit to the preschool, a meeting with the staff and also to complete registration paper work and finally confirm a start date.

To be fair to all we arrange our waiting list in birth order and our admissions policy may also take into account the following:

- The vicinity of home to the preschool.
- Siblings already attending the preschool.
- Date waiting list received

We are only able to honour first choice of days for children starting at the beginning of the academic year. Children starting throughout the year will be offered the sessions available at the time of their starting. We cannot reserve sessions for children starting after Christmas and Easter.

## **STARTING PRESCHOOL**

**Your child will need the following CLEARLY NAMED in their school bag**

- Nappies, wipes and nappy bags (if needed)
- Full change of clothes
- Wellies
- Warm coat, hat and mittens for Winter
- Light Jacket/ Sweater/ Cardigan for Spring and Summer outdoor play
- Sun cream and Hat for Summer
- Book bag
- Named water bottle, we ask these are taken home, washed and refilled daily for your child to drink throughout the session

We do not have a mandatory school uniform but Brize Norton Village Preschool, sweatshirts and T-shirts can be from the MyClothing website. Your child will explore and experiment with all kinds of materials and engage in lots of physical activities whilst at our Preschool, so it is best to send them in clothes that are suitable for active play, messy activities, painting, modelling and water play. Please ensure that your child is suitably dressed for outside play, as children have free access to the garden, wellies are a necessity and are also required for visits to our allotment. **Please put wellies in a canvas bag/ shopper as plastic carrier bags are a hazard to all young children in the building.** We encourage children to become independent so please ensure their clothes are easy, to allow them to dress and undress independently and help to build self-confidence. We have spare clothes if your child needs changing, but please bring a spare set of clothes in your child's pre-school bag clearly named. When the sun does come out please send in sun cream clearly labelled with your child's name on, and a sun hats

### **Book Bags**

Children are encouraged to choose a book to take home to share with their parents every session and it is helpful to have a book bag to enable this.

### **Arriving at Pre-School**

Please help your child to find their named coat peg. Our staff are in the setting from 8.30am and the outside doors are usually open for you to wait in the warm, the internal doors to the main playroom will remain closed until **9.00am**.

The outside door to pre-school remains locked throughout every preschool session.

### **Settling In**

You and your child are very welcome to visit our pre-school before the start of your time with us; this will help your child get to know the setting and the staff. Your child can not however be left without a parent/ guardian as we work to a strict adult and child ratio.

When your child first starts, you may wish to stay to settle them in. There is no wrong or right way to leave your child for the first time, this is your choice and is for as long as you both feel it is necessary. You may prefer to settle your child with a member of staff and leave. We are there to offer support and guidance and we recognise that every child will settle in their own way.

Parents/carers of new starts can arrange to pick up their child earlier than normal. If you feel this would be good for your child, please see a member of staff for a suitable time for you and your child.

### **Snack Time**

We understand the importance of a good diet and actively promote healthy eating at pre-school. We display information on notice boards about healthy eating. Each session the children have a snack and a drink of milk or water and on occasion something we have all cooked together during the session.

Please ensure staff members are aware of any special dietary requirements and/ or allergies.

We celebrate this social time with the children, bonding and encouraging good manners, promoting good behaviour by positive reinforcement.

### **Leaving Pre-School/ Pick up Time**

The main door is unlocked every day at 11.55am & 2.55pm. At 12.00pm & 3pm (home time) a member of staff will open the playroom door and once they have seen you they will escort your child to you. **If someone other than usual is to collect your child please inform staff in advance.**

### **ILLNESS & INFECTIONS**

Please let our staff know if your child is away from pre-school with an infectious illness. It is very important to help prevent the spread of infection that any child should be kept at home when they are unwell.

If your child has diarrhoea or vomiting, please ensure they are symptom free **for at least 48 hours** before they return to the setting. If your child is prescribed antibiotics please keep them at home for the first 48 hours of being prescribed.

### **Medication**

If your child is on prescribed medication please let us know. If possible, the child's parent should administer medicine. If not, we need to keep a record of information from the parent/carer giving clear instructions about the dosage of administration and permission for a member of staff to follow the instructions.

### **POLICIES**

Brize Norton Village Pre-School has an extensive range of policies and procedures such as the illness and medication policies and these can be found in the Policies folder in the foyer or on our website [www.brizenortonpreschool.co.uk](http://www.brizenortonpreschool.co.uk).

In the event of a preschool closure due to unforeseen circumstance, such as a snow day, we will endeavour to contact you via text, Facebook and/or e-mail and announcement will be on local radio. As a rule, if Brize Norton Primary school is closed we will also be closed.

## **A PARTNERSHIP WITH PARENTS**

Brize Norton Village Preschool would not exist without the support of parents. You are welcome to come along and help during your child's session. Please speak to a member of staff to arrange. Parent partnership enables us to offer better care for the children day to day, it also offers an opportunity for parents to give feedback on the setting.

On occasions we will ask for a number of helpers for some activities, visiting the allotment or the play park, as we require a higher adult to child ratio outside the setting.

### **The Parents Committee**

The pre-school is a charity and therefore has to be run by a committee and without these parents the pre-school could not be run. The committee are parents who volunteer to be elected to act as trustees for the pre-school. They stand for election at the Annual General meeting in October. The roles we have are Chairman, Vice Chair, Treasurer and Secretary as well as general committee members. The committee meet at least once a term to discuss all matters of policy, fundraising and administration. The more parents who are willing to be actively involved the better it is for the pre-school. It is your chance to directly shape, and contribute to your child's education, so please get involved. Please see Maria Dix or a member of the Committee for details of our next meeting.

## **FUNDRAISING**

As with any charitable organisation fund raising is essential, in order to function we need more money than we receive from the government each year.

We hold events throughout the year the committee advertise these events, so please look out for these events and give them your full support.



