



# 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 age children. Our focus is to provide 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!

### **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

## **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-Thursday 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, 2year olds and unfunded 3year 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.

**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 14 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 15 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 'Boy's 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.

### **Key Workers**

Our Key Worker system ensures that each child and family have a member staff allocated to them when they start at our preschool. Their main duties as your child's Key Worker include:

1. Assist your child in settling into preschool.
2. Ensure your child's physical and emotional needs are met.
3. Observe, monitor and keep records of your child's progress.
4. Liaise closely with parents.
5. Identify individual children's needs to be included in the planning.

You will be introduced to your child's Key Worker when you visit our preschool. They will be with your child for the majority of their sessions.

### **Safeguarding Children**

Safeguarding is of paramount importance in our preschool. Should any member of staff have any safeguarding concerns about a child attending our preschool we have the right to contact and consult other safeguarding partners. We will always aim to do this with parent consent unless we feel this would be detrimental to the child's safety.

## Our Early Years Curriculum and the EYFS

Our curriculum is tailored to meet the needs of each individual child, allowing them to progress through the EYFS - 'Early Years Foundation Stage', foster a love of learning, develop confidence and enthusiasm for the world around them. This begins with the four principles of the EYFS

- 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

The Early Years Foundation Stage curriculum covers the 7 areas of learning and development.

### Prime Area

- **Communication and language** -opportunities for children to develop their confidence and skills in expressing themselves and learning to speak and listen in a range of situations
- **Physical** - Encouraging children to be active, develop co-ordination, controlled movement and to understand the importance of a healthy lifestyle
- **Personal Social & emotional** - Helping to form positive relationships and respect for others, a sense of self and community. Develop social skills and manage their feelings and emotions

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

- **Literacy** - To develop a love of books and written materials to ignite their interest in the written word. Developing pre-reading and pre-writing skills.
- **Mathematics** - An understanding of using numbers, shapes, space and measures.
- **Understanding the world** - Involves supporting children in making sense of the world around them and their community by providing opportunities to explore, observe and find out about people, places, technology and the environment
- **Expressive arts and design** - Enables children to explore and play with a wide range of media and materials, as well as encouraging the sharing of thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology

## **Our curriculum is supported by the Characteristics of Effective Learning**

- **Playing and Exploring** - Supports children's engagement and investigation and to experience things through being willing to 'have a go'
- **Active Learning** - Supports children's motivation to learn by helping develop their concentration, ability and will to keep trying when challenges occur and celebration of completing a task.
- **Creating and Thinking Critically** - Supports children's thinking skills through developing ideas, making links between differing ideas and create strategies for completing a task.

## **Aims & Principles of our Curriculum**

**Intent** - Our curriculum aims to prepare children in understanding the world around them and prepare them for the next stage of their education. We ensure children gain a rich knowledge across a range of topics that they are able to build on and develop. Ensuring each child is challenged to their full potential. We ensure children embrace diversity and understand clearly our British Values through a sense of Community. We ensure a varied and diverse range of activities and visits that provides essential knowledge that children need to prepare them for their future success

**Implementation** - Our weekly and long-term plans ensure we cover the whole early years curriculum. We determine our play activities based on what your child has already learnt to do as well as their current interests. Our key workers observe each child's progress as well as their interests. This enables them to plan enjoyable activities and ensure they are always moving forwards in their learning. Activities feel like fun and are done in a way each individual child will find stimulating. Our staff support and teach children in their play. Encouraging them to build their confidence, self-esteem and push new boundaries. Allowing them to develop, deepen and consolidate their learning.

**Impact** - We strive to ensure that our curriculum makes a positive impact to the outcomes of every child at our preschool. We track progress and achievement to ensure that children make rapid progress. We review progress termly to support planning. Monitoring of the impact of our curriculum comes from our children talking and demonstrating what they have learnt alongside key worker assessments. Pupils who are eligible for Pupil Premium funding and those with additional needs are monitored carefully to ensure that we continue to close any gaps and ensure progress. Evaluating the impact of our curriculum ensures children are ready for the next stage of their education.

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 contributions.

The Brize Norton Village Pre-school exists to provide a safe, developmentally appropriate environment for preschool 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.



## 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 technology)

Our secure all weather 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 interest and learning needs are met.



## REGISTERING AT PRESCHOOL

You can register your child for preschool as early as you like. Please complete a waiting list form and return it to us as soon as possible. We will confirm receipt once we have received your application and your child will be added to our waiting list. When they are nearing the age that they can start we will contact you to offer a place (subject to availability) and to arrange a visit to preschool to meet with the staff and also to complete registration paper work and finally confirm a start date. When your child

is formally offered a place at our preschool, you will be asked for a £50.00 deposit to secure their place. This deposit will then be deducted from your first invoice. The deposit is non-refundable so if after accepting a place you find you no longer require a place your deposit will not be refunded.

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, subject to availability. 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 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 preschool 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 hat.

### **Book Bags**

We strive to promote children's love of books and reading from an early age so children are actively encouraged to choose a book to take home to share with their parents every session. It is helpful if your child has a book bag to enable this. Please ensure all books are returned when your child leaves preschool.

## Arriving at Pre-School

Please help your child to find their named coat peg for all their belongings. Lunchboxes should be placed on the lunch trolley. Our staff are in the setting from 8.30am and the outside doors are usually open for you to wait in the foyer in the warm. The internal doors to the main playroom will remain closed until **9.00am**. Staff will take your child from you at the door into the main playroom. We have found that the children settle far quicker without parents entering the main hall and the children can begin their morning far quicker. We do however recognise this may not always be possible and we recognise that every child will settle in their own way. Please speak to a member of staff.

Parents/carers of new starters 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.

The outside door to the Elderbank Hall remains locked throughout every preschool session.

## 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. Details of daily snacks are posted on our closed parent's Facebook group.

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 to the hall is unlocked just before pick up times. Your child will be returned to you with all their belongings from the main Elderbank Hall door. **If someone other than usual is to collect your child please inform staff in advance.**

## Illness and Infections

Please call or text our staff if your child will be absent from pre-school with any 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. If you or your child displays any symptoms of Covid-19 please keep your child at home.

## Absences

Good attendance is vital for every child's learning and development. Please text or call staff if your child will not be attending preschool on their normal days. If we have not heard from parents / carers 20 minutes after their child's normal drop off time we will contact you by phone.

### **Medication**

If your child is on any prescribed medication, please advise our staff. If possible, the child's parent should administer medicines. If this is not possible you will need to complete and sign our Medicines book. We keep a record of the medicine name, dosage to be administered and timings of the medicine administered. You are also signing to confirm your permission for a member of staff to administer the prescribed medicine. You will be asked to once again sign this book when collecting your child confirming staff have administered the required medication.

### **Policies**

Brize Norton Village Preschool has an extensive range of policies and procedures such as Child Protection and Safeguarding, First aid, Fire evacuation and medication policies. These can be found in the Policies folder in the foyer or on our website [www.brizenortonpreschool.co.uk](http://www.brizenortonpreschool.co.uk). Policies are updated annually or as required.

In the event of a preschool closure due to unforeseen circumstance, such as a snow day, we will contact you via our closed Parent's Facebook group and/or e-mail. Please ensure your notifications are switched on so you always receive updates and posts. 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. As parents and carers you are your children's primary educators so we encourage a close working relationship between staff / keyworkers and parents. 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 our setting.

### **The Parents Committee**

Our preschool is a charity and therefore has to be run by a committee of parents. Without these parents the preschool could not be run. The committee are parents who volunteer to be elected to act as trustees for the preschool. They stand for election at the Annual General meeting. The roles we have are Chair person, Vice Chair, Treasurer and Secretary as well as general committee members. The committee meet 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 preschool. 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. We hold events throughout the year, so please look out for these events and give them your full support.

**Making a complaint-** please see our complaints policy or contact Jackie if you have any issues or concerns.