



INFORMATION FOR PARENTS AND CARERS

Biggin Pre-School
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WELCOME TO BIGGIN PRESCHOOL

Welcome to Biggin Pre-school! We are a small, friendly pre-school based in the heart of a rural community. Our caring staff are dedicated to making children, happy, safe and ready for school.

Biggin Pre-school is a well-established group with years of experience in providing pre-school care and education in the local community. Our inclusive setting is situated within Biggin C of E Primary School. We have an allocated classroom exclusively for pre-school which provides a bright and welcoming environment for learning, in addition to our own garden which is full of resources and areas for the children to explore. Children are welcome at Biggin pre-school from the age of 2 years. Free funding is available to all 3-4 year olds. In addition some 2 year olds are also eligible for free funding under the new criteria. Advice on eligibility of funding for your 2 year old is available through Derbyshire County Council (01629) 539319.

We are non-profit making charitable organisation run by a dedicated parent committee. The committee support the 3 members of staff in providing a safe and happy childcare setting. Our staff are fully qualified to level 3 in childcare and enhanced DBS checks are renewed every three years. Qualified paediatric first aiders are available at each session.

All children are allocated a key worker which enables them to spend time getting to know each child as an individual and in turn supporting them to fulfil their potential. Our aim is to provide a safe, caring, secure environment which encourages children to continually develop. Using the Early Years Foundation Stage (EYFS) as a framework, activities are child centred with their abilities and interests being fully addressed. We encourage children to develop their skills, knowledge and attitudes from first hand experiences.

Transition into full time education is very important at Biggin pre-school and we have formed strong links with the school in which we are set, in addition to surrounding schools, to ensure we make this an easy and exciting experience for your child.

THE STAFF

Lisa Blood

Leader

NVQ Level 3 in Early Years

Paediatric First Aider

Linda Wright

Deputy Leader

NVQ Level 3 in Early Years

Paediatric First Aider

Kerry Slinn

Leader

NVQ Level 3 in Early Years

Paediatric First Aider

Biggin Pre-school staff are passionate in working with children which is reflected in their warm, caring and attentive relationships with every individual. Each staff member works closely with families to ensure the provision we make reflects the child as a whole and continue in their emerging interests and skills during their time with us.

There is a high ratio of adults to children ensuring individual care and attention at all times. At least two qualified members of staff are always on duty. All staff have relevant Disclosure and barring checks and there is always a first aider on site.

The staff review and assess the need to update their skills and regularly attend training sessions to continue their professional development. As members of the Pre-school Learning Alliance we remain informed all new initiatives and developments within child care and education.

MANAGEMENT

Overall responsibility: Biggin Pre-school is run by a dedicated parent committee whose primary role is to support the staff in the running of the Pre-school. The Committee is responsible for reviewing policy and practice and for the employment and appraisal of members of staff.

The current Preschool Committee members are:

Chairperson:	Anne Bunting
Secretary:	Debbie Porratt & Kim Allsopp
Treasurer:	Melanie Wilton
Committee member:	Jennifer Barker
Committee member:	Annmarie Bonsall
Committee member:	Lucy Mycock
Committee member:	Katie Ashby

All committee members are DBS checked and we continually encourage and welcome all parents to join. The committee meets at least 4 times a year including the AGM.

Day-to-day responsibility: The staff are responsible for the day-to-day care of your child, planning activities for each session, ensuring that the equipment used is safe and appropriate and helping each child develop to their full potential in all areas of the Early Years Foundation Stage Curriculum.

FEES & FUNDING

Children are welcome at Biggin pre-school from the age of 2 years. Two year olds will be charged at £8.50 per session and £17 for full days.

Free funding is available to all 3-4 year olds. The date in which eligibility for a child's free entitlement is determined is by the date in which their 3rd birthday falls:

Autumn school term

1st April to 31st September following the child's 3rd birthday

Spring school term

1st September to 31st December January following child's 3rd birthday

Summer school term

1st January to 31st March April following a child's 3rd birthday

In addition some 2 year olds are also eligible for free funding under the new criteria. Families who are in receipt of benefits might be entitled to the free funding element for two years olds. Advice on eligibility of funding for your 2 year old is available through Derbyshire County Council on 01629 539316 / 01629 539317.

OPENING TIMES

Monday: 8.45am - 12.30pm & 12.45pm -3.30pm

Tuesday: 8.45am - 12.30pm & 12.45pm -3.30pm

*Children who wish to stay for the full day can bring a packed lunch in on these days.

Wednesday: 8.45am - 12.30pm

Thursday: Closed

Friday: 8.45am - 12.30pm

REGISTRATION FORMS

Information on the registration form is confidential; please include any information that will be helpful to us. We need to see your child's birth certificate which should be brought along with the completed registration form it will also need to be photocopied in readiness for your child's funding application.

STARTING PRE-SCHOOL

You are welcome to stay with your child for the initial few sessions until they are happy to be left. Sometimes a child may be upset when you first leave but we find they usually settle down quickly and happily into play. Your child will never be left to cry and if they do not settle we will phone you to return; please ensure you leave an up to date contact number.

SAFEGUARDING CHILDREN

Biggin Pre-school aims to provide a friendly, welcoming environment where all children feel safe, secure and free from harm. We promote and safeguard the welfare of children in our care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Social Care or the police. A copy of our Safeguarding Children Policy is available for parents to read (see Policies File in Pre-school).

HEALTH & SAFETY

We carry out risk assessments of the building, equipment and all activities on a regular basis. All staff know what to do in the event of a fire and the children participate in the fire drill practice run by the school in which we are sited each half term.

We are diligent in ensuring parents are informed of infections and ways of avoiding them.

We have robust procedures for administering medicines and, if specialist knowledge is needed, all staff will undergo training. No medicines are administered unless this is requested by parents - a medical form must be completed. We inform parents of any injuries.

ILLNESS/ABSENCE

Biggin Pre-School seeks at all times to promote the health of children in our care.

If your child is absent for any reason, please contact Lisa Blood/ or a member of staff on the Preschool number before 9.00am on the day.

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear 48 hours after symptoms have stopped. Any child with an infectious disease/illness is asked not to attend until the incubation period is over. Ofsted will be notified immediately of any infectious disease that a qualified medical person considers advisable (no names will be passed on to Ofsted). A copy of our full policy on Sick Children and Medicine is available to view in our Policy file at Pre-school.

HOLIDAYS

If you are taking your child/ren on holiday during term time, please provide prior notice to a member of Pre-school staff. You will be expected to pay for missed sessions. However, where at all possible we will try to accommodate your child if space is available on an alternative day. Please note this cannot be guaranteed. Pre-school holiday dates run in conjunction with those of Biggin C of E primary school. A full list of term dates are available from the Pre-school.

DROPPING OFF/COLLECTING CHILDREN

Please do not leave your child before 8.45am and ensure you collect your child promptly at 12.30pm for the morning session and 3.30pm for the afternoon session. Late collection can be very upsetting for some children. Occasionally, you may be unexpectedly delayed, we ask that you let the staff know as soon as possible if this is going to be the case. For recurrent late collections an additional fee may be incurred to cover the cost of keeping a member of staff on site beyond their working hours. We will only let children go home with a known adult - you will be asked to nominate another adult in your registration documents. We ask all parents/carers to co-operate with our opening and collection times to avoid disruption to the rest of the group.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

Biggin Pre-school has regard to the Special Needs Code of Practice. This code recognizes education settings should make sure that all children with special needs and disabilities are supported, in order that they may reach their full potential. Biggin Pre-school aim to provide equality of opportunity for all the members of our Pre-school, and this includes children with special educational needs. Our staff to child ratio enables us to provide a greater level of attention for each child with and without disabilities. Our staff have completed extensive training in many additional areas which enables us to integrate children with special educational

needs to the setting happily and safely. We regularly liaise with professionals to ensure we continually progress and develop our experience and care. Our Special Needs policy is set out in our Policies file within Preschool which is available for you to read.

EQUAL OPPORTUNITIES

Biggin Pre-School treats each of the children as an individual, valuing their unique quality and the family of which they are part.

We recognize each child's religious beliefs are unique and important both to that child and the child's family. We draw children's attention to and celebrate whenever possible major religious festivals, playing, singing and dancing accordingly.

We understand racial identity and origin is vital to understanding oneself and each other. Toys, books, language, poems, songs and visual representations are used to promote and acknowledge the children's origin in a non-threatening and understanding way.

ACTIVITIES & THE CURRICULUM

Our first priority is to make sure your child feels happy, confident and settled in the group. We treat the children as individuals and understand that they all develop in different areas at different ages.

Each child will have their own key person (a member of staff) who will help settle your child into pre-school and will be responsible for their well-being within the group. You will be informed who your child's key person is following their registration. They will support and observe your child's development throughout their time in pre-school.

We are required by Ofsted to keep certain records about each child. We regularly inform you of how well your child is progressing through assessment forms and in turn ask you to provide any home feedback on these forms. This enables us to keep you informed of both successes and any concerns regarding your child.

Biggin pre-school follow Early Years Foundation Stage (EYFS) curriculum which is under the two main learning areas below:

The prime areas of learning are:

Communication and language

Physical development

Personal, social and emotional development

The specific areas of learning are:

Literacy

Mathematics

Understanding the world

Expressive arts and design

We plan varied and focused activities during each session to ensure we allow all areas of skills to develop as part of this programme. Below we have outlined how Biggin Pre-school enhance learning through these areas of the curriculum:

Communication and language

- Encourage and support children to be confident to speak to others.
- Encourage children to ask lots of How? Why? When? Questions.
- Encourage good listening and speaking skills.
- Encourage children to use language to answer open ended questions that they are asked about activities or their own interests.

Physical development

- Promote independence in self care skills e.g. dressing, hand washing.
- Encourage the children to learn about the importance of healthy practices such as hygiene, healthy eating, exercising.
- Encourage children to develop their gross motor skills through planned activities incorporating running, jumping, climbing, balancing, pedalling, bikes and throwing and catching.
- Encourage the use and development of fine motor skills such as drawing, writing, threading, using scissors, small world play and peg boards.
- Encourage the children to become aware of their own space but also to be respectful of other peoples space.

Personal, social and emotional development

- Support children through the settling in process.
- Support children to be confident.
- Support children to make relationships with both adults and children.
- Support the children to be aware of their feelings and aware of their actions.
- Encourage the children to show care and concern for others.

The specific areas of learning are:

Literacy

- Reading and looking at books.
- Writing-encourage children to mark make using a wide range of resources e.g pens, chalk, paint, water and brushes, squirty bottles, flour, sand and shaving foam.
- Each child is encouraged to do self registration to support them with name recognition.
- Sounds and letters activities e.g. rhyming.

Mathematics

- Use of games, play and a recognition of a child's individual interests to support counting, adding, taking away and estimating.
- Knowledge of shape, space and measure is achieved through activities like jigsaw puzzles, building blocks and construction sets. We look at shapes in our environment and compare sizes, length and weight using a variety of resources.
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Understanding the world

- Explore other cultures, religions and beliefs by taking part in celebrations and by the use of dressing up clothes and music to provide the children with a greater understanding.
- Local visits to the park, Tissington Trail, local farms to provide an understanding of the rural setting around them.
- Use of electronic toys, telephones, CD players, computer laptop, cameras, remote control cars to develop the children's understanding of technology.

Expressive arts and design

- Explore a wide range of media and materials e.g. paint, playdoh, foam and baking.
- Encourage imagination through dressing up, taking on roles and characters during play.
- Explore sounds and musical instruments.
- Learn songs and rhymes. Encourage the children to make up their own songs and routines.

WHAT DOES MY CHILD NEED TO BRING TO EACH SESSION?

This will vary slightly depending on the session.

Each child will be given a named tray for precious items, work and letters to be taken home. As well as being an important 'personal' space, these will help your child learn to recognise his/her own name.

The Pre-school has a non-compulsory uniform, consisting of a selection of clothing items with the school logo on and these are available for parents to purchase; an order form is included in the registration pack. Although we aim to keep children clean and dry with aprons and supervision, accidents may happen. We ask that you provide appropriate clothing for each session such as wellies, warm outdoor clothing for winter and sun hats and sun screen in the summer.

There is a stock of nappies, wipes, nappy bags and a selection of spare clothes at school. However, these are for emergencies only and parents are asked to provide their child with a named bag containing at a minimum, nappies, wipes and nappy sacks. Please note: due to health regulations we cannot dispose of nappies in Pre-school, therefore all dirty nappies will be sent home in a nappy sack for you to dispose of safely.

WHAT WILL MY CHILD EAT AND DRINK?

A healthy eating snack is provided during both the morning and afternoon. Attention will be paid to children's particular dietary requirements so please ensure staffs are notified of any allergies/intolerances or any other relevant information specific to your child.

*Milk or water is provided at snack time.

*Water is available throughout the day.

*A selection of fruit is offered at snack time.

*Packed lunch is supplied by parents. Please see our Food Health and Safety policy for guidance on what to include in your child's packed lunch. This is available at Pre-school in our Policy folder.

All staff members handling food have had appropriate training.

When cooking with children as an activity, staff aim to provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.

POLICIES & PROCEDURES

The Management committee has participated in the formulation of policies and procedures to ensure the safety and well-being of every child. Copies of these policies are held in the Policy folder within Preschool and available to view on request. Below is a full list of the policies we have in place:

- *Admissions Policy
- *Behaviour Management Policy
- * Complaints Procedure
- *Employee's salary policy
- * Equal Opportunities policy
- *Food Health and safety policy
- * Health and Safety policy
- *Key worker and staff responsibilities
- *Learning and development policy
- *Management and Administration policy
- *Parents and partners policy
- *Procedure for the event of emergency
- *Safeguarding policy
- *Smoking and Drugs policy
- *Sick children, medicine and administering policy
- *Social Networking Policy
- * Special Needs policy
- *Supervision Policy
- *Uncollected children policy
- *Toileting & Nappy changing policy
- *Mobile phone and camera policy
- *Bringing animals into school policy

- *Whistle blowing policy
- *Food Health and Safety Policy
- *Disciplinary and Grievance Policy

A FINAL WORD

Thank you for taking the time to read this prospectus. We hope it has provided you with a clear idea of what Biggin Pre-school has to offer and how it is run.

If you have any questions or would like to discuss anything further, please do not hesitate to ask. Lisa Blood the leader, a member of staff or a member of the management committee will always be happy to answer any questions or listen to your valuable feedback.

We look forward to welcoming you and your family to the pre-school.