



Registered charity no.295055

WELCOME PACK



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INTRODUCTION

Welcome to Turvey Pre-School Playgroup.

Turvey Pre-School Playgroup has been looking after the children of Turvey and surrounding villages for just over forty years, providing a caring, safe and stimulating learning environment in which children can develop and progress at their own rate with the individual support that they need.

Turvey Pre-School is a voluntary-run group and is a registered charity. A committee of parents looks after the management and administration of its affairs whilst the care and learning of the children is the responsibility of our experienced team of staff. The day-to-day running of the pre-school is overseen by the leader and her deputy.

We are particularly fortunate in one or two sessions to have the assistance of a regular volunteer from the senior members of our community, known affectionately as 'grannies' and of whom the children become particularly fond. The result is a friendly, family atmosphere that gives children a gentle introduction to spending time away from parents.

The Pre-School is registered with Ofsted and Bedford Borough Council and receives nursery education funding for three and four year olds, meaning that your child can have up to 15 hours free a week once they are eligible (usually the term following their third birthday and subject to places being available). The Council also offers a limited number of funded places to 2 year olds in special circumstances and we are registered for this. We are members of the Pre-School Learning Alliance.

We have exclusive use of a historic building in the centre of the village at the rear of which is an enclosed outdoor play area and a garden area to the front. This enables us to have a wide range of indoor and outdoor equipment, resources and experiences available to the children.

Parking is available for dropping-off and collection courtesy of the Village Hall, who do ask parents to take care in their use of the car park and to understand that priority is given to village hall users. There might also be times when we cannot use it.

AIMS OF TURVEY PRE-SCHOOL PLAYGROUP

- To provide your child with a safe and caring environment that is also secure and stimulating, and will encourage and support their individual development.
- To enhance the development and education of your child through planned activities and play.
- To offer equality of opportunities and access for all children and families.

At Turvey Pre-school we aim to help children learn through play. The age range of children attending our group means that they will all be developing different skills and learning new concepts at different times. Their learning is holistic and they need a varied range of experiences to enable them to learn in their own individual way. For this reason we offer planned, play-based activities and experiences which each child explores in their own unique way so that they can achieve the next step on their ladder of learning.

PRE-SCHOOL SESSIONS

When your child starts pre-school, we recommend beginning with two sessions per week. Subsequently, you may wish to increase their sessions and suggest you speak to a member of staff if you would like to do this. We are happy to discuss any such changes. Please bear in mind that at times there may be a waiting list for sessions.

We are open every day during term-time and generally follow the Bedfordshire term dates. We run sessions every day with a combination of mornings, afternoons or all day to fit within local school times. We aim to offer flexibility to parents and are always happy to discuss how we can best meet your needs with regard to sessions for your child. Opening times are as follows:

Monday	9 00 - 12 45 am
Tuesday	9 00 - 3 00 pm
Wednesday	9 00 - 3 00 pm
Thursday	9 00 - 3 00 pm
Friday	9 00 - 3 00 pm

With the introduction of Free Flexible Extended Entitlement for funded children from September 2010, and following consultation with parents, we are now offering two available drop-off times each morning at 9am and 9.30am which will enable your child to attend either 2.5 hours or 3 hours each morning.

Opening times for the afternoon are from 12.30pm until 3pm, or arriving earlier at 12 noon for lunch club. Below is a table to show the various possibilities available to you.

session times	lunch	MON	TUES	WED	THUR	FRI
9.00am-12noon (3hrs)	excludes lunch club	✓	✓	✓	✓	✓
9.30am-12noon (2.5hrs)	excludes lunch club	✓	✓	✓	✓	✓
9.00am-12.45pm (3.75hrs)	includes lunch club	✓	✓	✓	✓	✓
9.30am-12.45pm (3.25hrs)	includes lunch club	✓	✓	✓	✓	✓
9.00am-3.00pm (6hrs)	includes lunch club		✓	✓	✓	✓
9.30am-3.00pm (5.5hrs)	includes lunch club		✓	✓	✓	✓
12noon-3.00pm (3hrs)	includes lunch club		✓	✓	✓	✓
12.30pm-3.00pm (2.5hrs)	excludes lunch club		✓	✓	✓	✓

Your child can attend as many sessions as you wish, subject to availability. If your child is funded, fees are payable if they attend more than 15 hours per week. Please see page 17 for more information about fees.

There is also a lunch club available each day that is available to all children regardless of whether they attend morning, afternoon or all day. Lunch club will begin at 12 noon until 12.45pm. Please see page 12 for more information about this.

We are open to all children from 2½ years to school age and we do not insist on children being toilet trained.

All sessions are planned to provide a variety of activities, allowing the children to choose how they spend their time. All activities are planned with reference to the practice guidance offered by the Early Years Foundation Stage. The routine of the session includes free play, snack time, outdoor play and group time which includes songs and story time. We plan occasional outings and sometimes the children explore the local environment more widely. At each session there is an adult-led activity that children are encouraged to take part in (but not made to!) as well as a wide range of other activities to choose from.

THE EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) is a national framework that sets the standards for learning, development and care for children from birth to five years. It includes a statutory framework which stipulates the legal requirements we have to meet, and practice guidance which is about how we meet them and what we do day-to-day in pre-school.

The individual child is central to the EYFS and so it has four important principles which are expressed as themes and these are:

- A unique child
- Positive relationships
- Enabling environments
- Learning and developing

Within each theme there are four commitments that help us put the EYFS into practice. We have a photo display that shows how what we do fits within the EYFS. If you'd like to find out more about this, please feel free to ask.

The EYFS is about everything that we offer your child and sets out a structure for us to work from so that through our planning your child can access wide-ranging experiences and activities that cover six learning areas with the aim of supporting, enhancing and enabling their individual development.

The six learning areas are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Weekly detailed planning by staff means we can respond to children's interests and needs, introducing activities that will support their learning and development. We do cover some themes, such as the seasons, and different festivals from our own and other cultures. At times other themes may evolve from the children themselves, or there may not even be a specific theme as we often led by the children and their interests.

Some of the activities your child will have the opportunity to try while at Pre-School include messy activities such as feet painting, cooking, eg Christmas cakes, music and movement, role-play, making music, gardening, sand and water, or different physical activities, eg obstacle course, 'keep fit'.

Children will also be introduced to our 'blue bag' that helps them to learn about colours, shapes, letters and numbers by introducing letter sounds and objects linked to them, counting and recognising shapes in our surroundings.

Outdoor play is also an important part of the EYFS and is available for a large part of the day on a free flow basis, ie children can choose to be indoors or outdoors. A varied range of resources are available outdoors to cover the different learning areas of the EYFS. Children may also play in the front garden area which offers a different range of possibilities and learning to complement the playground and equipment we have at the rear of the building.

Throughout the year we also have various outings and other activities such as the Christmas party, Teddy Bears Picnic and walks in autumn and spring. These are offered on different days and the invitation is usually extended to all children (and their parents in most cases) as we aim to encourage as many children to participate in these pre-school activities as possible. No additional costs are incurred for attending such activities unless we are going further afield and admission charges are involved.

STAFFING

We understand that it is important that your child feels comfortable at Pre-School and our caring, friendly staff will do their best to make them feel at home.

We operate a ratio of staff to children of 1:4 for under 3's and 1:8 for over 3's. On average this means you will see 1 member of staff for every 6 children. This ensures that each child gets the individual attention he/she needs. In addition there may be a regular volunteer helper from the village and/or a parent helping at each session.

Quieter sessions have up to 12 children with 2 members of staff with the others generally having up to 18 children and 3 members of staff. Staffing numbers can vary though according to how busy sessions are and the ages of children attending.

We have a high proportion of qualified staff so that we can offer your child a high quality environment and curriculum. Several staff also undertake specific responsibilities - Special Educational Needs, Equal Opportunities, Looked-After Children, Health and Safety, Safeguarding Children, Behaviour Management.

The staff team is one of the most important resources at Pre-School because they have the care of your child and our experienced staff team will endeavour to do their best for them.

KEYPERSONS

Our 'keyperson' system means that a member of staff has responsibility for a particular group of children. Your child will have their keyperson allocated to them soon after they have started. A keyperson can ease the settling-in process for your child - you will be given more information on this role by your child's keyperson. Their keyperson will be your main point of contact and will maintain your child's records.

If you ever have any questions or concerns about your child, please feel free to speak with their keyperson. You can either do this at the end of a session (when there's more time) or arrange a mutually convenient time to speak with them.

TRAINING

We recognise the importance of training and are committed to the on-going development of staff skills. Everyone is encouraged to attend further training courses, whether short or long, both for the benefit of the group and for their personal development. We also undertake in-house training and network meetings and share what we learn at our staff meetings.

All staff are trained in first aid and we have staff who have received training in Safeguarding, Fire Awareness, Health & Safety, and Behaviour Management. Staff with a specific responsibility undergo the necessary training and continue to up-date themselves in various ways.

ICAN ACCREDITATION (ENHANCED LEVEL)

ICAN is the national children's communication charity which recognises that being able to communicate is one of the basic necessities for happiness and success. It works to support the development of speech, language and communication skills of all children and especially those with difficulties in this area. It helps to join up other initiatives such as the Inclusion development Programme and Every Child a Talker.

In the autumn of 2009 we undertook their accreditation at the enhanced level. This looked at everything we do for all children and involved all staff attending a series of training sessions with input from a Specialist Speech and Language therapist. We then prepared a detailed portfolio to show how we met the numerous ICAN standards covering professional, educational, service, quality and service development frameworks. This was followed by a 2 day visit by 2 assessors who observed staff at work, observed children, talked with staff about their work, talked with parents to seek their views and studied our planning and record-keeping.

We achieved the accreditation in November 2009, gaining 91 % for our portfolio. Doing this accreditation has had a real practical benefit to staff when working with the children.



SETTLING IN

The settling-in process is different for each child. You know your child best and we would suggest you speak with the Pre-School Leader or Deputy Leader at your visit about how best we can help your child settle. They are all individuals so what suits one may not suit another! We aim to be flexible as it is in all our interests for your child to settle as quickly as possible. A settled child is a happier child who can then move forward in their learning process and start to make friends.

Various approaches may be used. Here are a few suggestions that have worked for other parents.

- ❖ You may wish to say a brief goodbye and leave your child in the care of a member of staff, possibly to wave through the window, or simply for a cuddle.
- ❖ You may feel it is better to stay a short while and gradually over a few sessions let your child get used to you leaving while they play until you can leave with other parents.
- ❖ Your child may want to have a comforter available until they feel secure enough to no longer need it.

If you are concerned about how your child is settling, please don't go home and worry about it. You can always ring us later in the session to ask how he/she is getting on, and of course you can always speak to a member of staff at the end of a session. If your child is really distressed we would of course contact you.

We do have a Settling-in Policy that you would be more than welcome to read.

OTHER USEFUL INFORMATION

Here are a few more 'bits and pieces' that you may find useful to know:

- Your child will need their own bag which needs to be clearly named, with a spare change of clothes and nappies and wipes, if necessary. Due to fire and safety regulations, please put your child's bag on the upper pegs leaving a clear gangway to the emergency exit.
- Whatever stage your child has reached with potty or toilet training, staff will encourage and support them. Members of staff will change nappies (all staff are CRB-checked) but please supply a changing bag with the necessary supplies.
- Part way through the session, there is a snack time when milk or water are offered along with something to eat, usually fruit (fresh/dried) and bread or similar.
- We encourage you to deliver and collect your child promptly from pre-school. If you are delayed for picking up your child, please phone us to let us know - it saves anxiety all round! This is also a time when other contact numbers are important.
- If you have arranged for someone else to collect your child, please sign the collection sheet on the door to give your permission and details of who is collecting.
- Pre-school sweatshirts, t-shirts and sun hats are available to buy - just ask a member of staff.
- Children need to wear suitable clothes which they can get messy in without worry and can easily be removed by your child to encourage independence. Please don't send your child in their best clothes!
- In summer, we recommend your child has a sunhat as our outside play area gets full sun. You may also wish to apply sun cream to your child before arriving. Staff can apply sunscreen (supplied by you) with your written consent.
- Sensible and safe footwear is also advised throughout the year - flip flops in summer don't go well on a climbing frame!
- In winter, warm coats, hats, gloves, scarves are the order of the day - whatever your child needs to be warm when playing outdoors.

SNACK TIME

At Turvey Pre-School we have a policy of offering healthy snacks to children during our sessions. We aim to provide snacks from different food groups and to suit different tastes. In addition we take account of children's individual dietary needs, whether cultural or medical, and their likes and dislikes. A variety of snacks will be available each snack time from the list below.

<p><i>Fruit</i></p> <p><i>Fresh:</i></p> <p>Apples</p> <p>Pears</p> <p>Bananas</p> <p>Oranges</p> <p>Grapes</p> <p>Melon</p> <p>Pineapple</p> <p>Strawberries</p> <p>Plums</p> <p>Peaches</p> <p>Nectarines</p> <p>Mango</p> <p><i>Dried:</i></p> <p>Raisins</p> <p>Apricots</p> <p>Tropical</p>	<p><i>Vegetables</i></p> <p>Carrot</p> <p>Cucumber</p> <p>Pepper</p> <p>Tomato</p> <p>Celery</p> <p><i>Dairy</i></p> <p>Cheese (hard)</p> <p>Cream cheese</p>	<p><i>Bread products</i></p> <p>Brown bread</p> <p>White bread</p> <p>Breadsticks</p> <p>Pitta bread</p> <p>Naan bread</p> <p>Ciabatta</p> <p>Oatcakes</p> <p>Cheese crackers</p> <p><i>From other cultures</i></p> <p>Poppadums</p> <p>Prawn crackers</p> <p>Chinese food</p> <p>Samosas</p>	<p><i>Treats for special occasions</i></p> <p>Biscuits</p> <p>Chocolate biscuits</p> <p>Small cakes</p> <p>The above are usually to celebrate a birthday or special occasion</p>
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When covering certain festivals, we may vary our snack accordingly to reflect this. For example, at Chinese New Year we may include more Chinese foods, such as, fortune cookies, spring rolls etc. At Diwali, we may include onion bhajis, samosas etc. Foods from other cultures will also feature at snack time through the year.

If your child has any specific dietary requirements, please ensure you have informed us and recorded it on your child's registration form. If their needs change at any time, please let us know.

If you have any questions or comments regarding our snacks, please feel free to speak to us.

LUNCH CLUBS

Every day we offer a lunch club where children bring a packed lunch and sit together with staff to eat and enjoy a social meal. Obviously there are various learning experiences here and it adds further to their growing independence and preparation for school.

Lunch clubs run for 45 minutes (12 noon to 12 45 pm) and can follow a morning session or precede an afternoon one, or link morning and afternoon sessions if your child stays all day. Your child can attend as many times as you want them to and, if spaces are available, can be attended on an ad hoc basis. Our Treasurer will send you a bill each term.

We follow a policy of healthy eating with our snacks and would ask for your support on this with regard to packed lunches so that together we can encourage children in learning about good eating habits and offer them the nourishment they need.

For more information about lunch clubs, or ideas for packed lunches, please ask a member of staff, who will be happy to give you a sheet on this.

AD HOC SESSIONS AND LUNCH CLUBS

If you would like your child to attend extra sessions or lunch clubs on an ad-hoc basis, this is possible provided we have space. Please ask a member of staff who can let you know whether there is a place available.

On the day you will need to bring payment in a sealed envelope with your child's name, the relevant date and nature of ad hoc booking written on it. This should be placed in the Treasurer's in-tray.

COMMUNICATION

- Staff are available at the beginning and end of sessions if you wish to speak with them - the end is better for a longer chat (unless urgent or of course relevant to the session about to start).
- During sessions you can phone us on 01234 888970 if you need to let us know of different arrangements for your child or to check they are ok, or for any other matter. Occasionally, we aren't able to answer the phone and would ask you to leave us a message.
- Committee members are often about as parents themselves if you would like a word. Please see the noticeboard in the kitchen for a list of committee members with their contact details if you'd like to contact them outside of Pre-school..
- Newsletters and letters are issued throughout the year to keep you up to date with information and let you know what's happening. As from January 2011 we are sending communications home by email unless requested otherwise. If you don't have access to email, please let us know.
- You will have the opportunity to look at your child's scrapbook each term. You will also be offered the opportunity to come and talk about your child's progress with their keyperson. Should you have any issues of concern at any time please speak to their keyperson at the time and don't wait for keyperson meetings.
- There are correspondence trays in the main room (near home corner) for the committee chairperson and treasurer. Pre-School fees may be posted to the treasurer here in the white postbox. If you have any constructive ideas, suggestions or comments, please post these in the green letterbox to the side of the front door.
- Once a year in the summer term we carry out a survey of parents to give you a chance to comment on the quality of provision at the Pre-School. We would encourage you to complete and return this as it gives us an opportunity to know your views and to further improve on what we do.

NOTICEBOARDS

There are two noticeboards - one in the porch as you come in and one in the kitchen (on your right as you enter). These have various notices to provide you with information, some of it official that we are required to supply and some to keep you informed of what's happening (kitchen noticeboard) plus other events, activities, or services you may find of interest in the wider community (porch noticeboard).

MANAGEMENT OF THE PRE-SCHOOL

Turvey Pre-School Playgroup is a registered charity, managed by an elected committee who support the staff and are responsible for major decision-making.

The committee is elected at the Annual General Meeting and all parents are invited to attend this. Anyone can stand for election and everyone is encouraged to do so. Without a committee and officers, Pre-School cannot operate and would have to close.

The committee is responsible for the overall management of the group.

The committee and staff organise regular events such as the Christmas Party, Nativity Play, and, in the summer, the Teddy Bear's Picnic, as well as outings and visits. Parents, grandparents and friends are welcome to join us at the Nativity Play and Teddy Bears Picnic in particular, but are also invited on other outings.

The fundraising group also plays an important role and focuses on organising specific events and activities, allowing the committee to concentrate on other matters.

If you feel able to help out with any of these activities, please let us know. More information on these is given in the following pages.

GETTING INVOLVED

Turvey Pre-School Playgroup actively encourages parental involvement. There are lots of things you can do! You may want to become very involved or just help out occasionally. Whatever your skills, we welcome them!

As a voluntary-run group we rely on the goodwill of parents to support the Pre-School and enhance what it can offer your child. Below are just some of the ways you can help.

COMMITTEE

The management of the group is the responsibility of a committee of parents. It is a great way to become involved and can offer you great experience to put on your CV.

The Committee is elected once a year at the annual general meeting (usually held in October) and is largely concerned with decision-making for the group, ensuring that sound management principles are observed in all aspects of running the pre-school and that the facilities and amenities are all in good order.

You can join our committee at any time of the year. Meetings are generally held once every half term. Ask a member of staff who can let you know who to speak to, or check the kitchen noticeboard.

FUNDRAISING GROUP

We also have a fundraising group, which focuses on planning and organising various events and activities through the year to help raise the invaluable funds needed to enable us to provide such things as additional equipment for the children, entertainment at parties and carry out bigger maintenance tasks.

In recent years fundraising has contributed to a new cooker in the kitchen, central heating, front garden improvement and subsidising outings among other things, all of which enhance the day-to-day activities. We also aim to support other charities from time to time, such as Children in Need, as well as our Pre-school.

We welcome parents' support and involvement with fundraising so if you have ideas for fundraising, have a flair for organising or simply want to help out at events, this is for you.

PARENT ROTA

All parents are invited to come along and spend time at one of their child's sessions. Being a parent helper gives you an insight into the day-to-day running of Pre-School and how your child is getting on. It gives you the chance to informally speak with their keyperson and other members of staff.

The rota is pinned up on the portable noticeboard and to take part you just need to sign up in a slot to suit you. You can do this as many times as you wish as long as a slot is free.

When you are helping at a session, you may bring along a younger sibling; but due to our insurance policy, they must be at least 18 months old. Anyone with a child younger than this would unfortunately need to make other arrangements for them.

We also welcome parents' participating in other activities such as outings and visits

PRACTICAL HELP

There are times when practical help is invaluable. It may be that you have a particular skill or experience that you could come in to share with the children to enhance our activities, or you may want to share a festival that you celebrate.

Alternatively, there are times when we need to carry out certain maintenance and it may be that you have skills that would be helpful to us then. For example, a qualified electrician may sometimes be needed, or you may be willing to help out by cutting the grass in the summer months, or be able to put up a shelf. Any help you can offer would be much appreciated.

If you are interested in able to help in any way, please let us know.

FEES AND PAYMENT TERMS

The time your child spends at Pre-school is charged by the hour, where fees are payable, at a rate of £3.70 per hour (from September 2010).

If your child is under 3, you will be invoiced by the Treasurer of Turvey Pre-School Playgroup for the whole term approximately 2-3 weeks from the start of term. We aim to offer some flexibility to parents in terms of how and when they pay. Payment by instalments is possible and can be arranged with the Treasurer. Fees are payable within 7 days of receiving the bill. You should ensure that you speak with the Treasurer about how you prefer to pay. We do accept childcare vouchers.

Fees are reviewed annually or as necessary to cover costs and are in line with recommendations by Bedford Borough Council. When children are absent due to holiday or sickness during term time, fees are still payable.

Funding for up to 15 hours per week is available for all 3 and 4 year olds from Bedford Borough Council and this is usually from the term after your child has their 3rd birthday.

If your child attends another Pre-School or Nursery, then this funding may be split between the two settings. The application for funding is made by Turvey Pre School on your behalf, in accordance with your wishes, and each term you are asked to fill in the relevant form. This is our main form of income and unlike private nurseries we don't make any additional charges on top of this for attending sessions.

If your child attends more than their 15 hours per week, fees are payable at the rate given above and you will be invoiced in the same way as previously stated. You may occasionally wish your child to attend an extra morning/day on an ad hoc basis and this is possible, space permitting. More information is on page 12.

Lunch clubs last 45 minutes and are charged at the same rate as given above, where fees are payable, for all children who have booked a regular place. Invoices for the lunch club are issued in the same way and the same payment terms apply as above. If spaces permit, your child can also attend lunch clubs on an ad hoc basis. Please see page 12 about ad hoc attendance. Please check at the time for current costs.

Any changes to the above rates will be notified in writing to all parents via newsletter or letter.

(Information on fees and payment terms valid at July 2010)

POLICIES AND PROCEDURES

We have an extensive range of policies and procedures that cover everything we do. These are kept in a folder at Pre-School and you are welcome to look at them.

The following is a list of the main policies by which we operate. Please ask a member of staff if you wish to see them, or any of the procedures relating to them.

Admissions	Health and Safety	Confidentiality
Behaviour Management	Parental Involvement	Settling In and Transitions
Safeguarding Children	Food and Drink	Closure
Staffing & Employment	Equality and Diversity	Non-collection of children
Special Educational Needs	Complaints	Student Placements
Data Handling	Harassment & Bullying	

Below is some key information regarding some aspects covered in our policies.

BEHAVIOUR

Good behaviour is something we all want in our children. Naturally in the pre-school years they are learning what behaviour is socially acceptable. We endeavour to encourage this in a positive way and always use a positive approach when dealing with children's behaviour. If you would like to know more please speak to a member of staff or refer to our Behaviour Policy.

ILLNESS

For the benefit of all children, and the pre-school staff, we do ask that you keep your child at home if they are at all unwell. A child who is feeling unwell needs to be at home to receive the attention they need, and also to prevent germs from spreading to the rest of the group. After any sickness, diarrhoea or fever, we would ask for the child to be kept at home for 48hrs after it ceases. If in any doubt, please ask a member of staff.

SPECIAL EDUCATIONAL NEEDS

All children are special but some have more particular requirements. At Turvey Pre-School Playgroup we are sensitive to all children's needs and endeavour to meet them as far as we can. We have a member of staff who is a Special Education Needs Co-ordinator (SENCO) and has attended training for this role as well as attending ongoing networks to keep up-dated. If you have any questions, or would like a chat, please ask a

member of staff, who will direct you to Rachel, our SENCO. Please feel free to refer to our Special Educational Needs Policy.

COMPLAINTS

If you are not happy with any aspect of pre-school, please let us know. We find it is best for matters to be raised and discussed as they arise and then they can invariably be resolved to everyone's satisfaction. Please speak to the Leader, Rebecca, or the Deputy Leader, Maria, or refer to our complaints policy.

HOW TO CONTACT US

If you need to speak to us please phone:

01234 888970

Staff are always there during opening hours and often for some time afterwards. Outside of opening hours you can leave a message and we will get back to you as soon as we can.