



# WELCOME PACK

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Registered charity no.295055





## INTRODUCTION

Welcome to Turvey Pre-School Playgroup.

Turvey Pre-School Playgroup has been looking after the children of Turvey and surrounding villages for almost fifty 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 oversees the management of its affairs whilst the day-to-day running of the pre-school is the responsibility of the leader and our experienced team of staff all contribute to the care and learning of the children.

We are particularly fortunate to have the assistance of a regular volunteer once a week, from the more senior members of our community, 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 in April 2017 was graded Outstanding. You can read the report on our website or via <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/219100>. The Pre-school is a member of the Pre-School Learning Alliance and a registered early years provider with Bedford Borough Council. We receive early years funding for two year olds (where applicable) and for three and four year olds, both the universal 15 hours a week and the extended 30 hours a week (see later section on Funding and Fees).

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 most days for dropping-off and collection courtesy of the Village Hall. **Please take care when using the car park and be aware that priority is given to village hall users.** Please be aware that pre-school parents cannot always use the car park if the hall is booked. A village hall noticeboard is displayed at these times.

## AIMS OF TURVEY PRE-SCHOOL PLAYGROUP

At Turvey Pre-school we aim to support children’s learning and development through play. The age range of children attending our setting 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 a mix of 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. Our aims are:

- To provide your child with a safe and caring environment that is also secure and stimulating, and that will encourage and support their individual development.
- To enhance the learning and development of your child through play, through child-led/adult-led activities, and through planned/unplanned activities.
- To offer equality of opportunities and access for all children and families, and to respect and reflect the range of families and cultures our children come from.

### PRE-SCHOOL SESSIONS

Pre-school sessions are open to all children from the age of 2 years up to school age. When your child starts pre-school, we recommend beginning with two sessions per week. You may later wish to increase their sessions and we are happy to discuss any such changes. Of course you may want your child to start with more sessions but whatever your requirements, we will discuss this with you. Please bear in mind that at times there may be a waiting list for sessions.

We are open every day during term-time and usually follow Bedford Borough term dates. We aim to offer flexibility with the range of sessions available - you can choose from mornings, afternoons or all day. We are always happy to discuss how we can best meet your needs with regard to sessions for your child. Pre-school opening times fit within local school times and are as follows:

Monday	9 00 – 12 45 am
Tuesday - Friday	9 00 – 3 00 pm

We offer two available drop-off times in the morning (9am or 9.30am), for a session of either 2.5 hours or 3 hours. Afternoon sessions run from 12 noon until 3pm (this includes lunchtime). 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 lunchtime	✓	✓	✓	✓	✓
9.30am-12noon (2.5hrs)	excludes lunchtime	✓	✓	✓	✓	✓
9.00am-12.45pm (3.75hrs)	includes lunchtime	✓	✓	✓	✓	✓
9.30am-12.45pm (3.25hrs)	includes lunchtime	✓	✓	✓	✓	✓
9.00am-3.00pm (6hrs)	includes lunchtime		✓	✓	✓	✓
9.30am-3.00pm (5.5hrs)	includes lunchtime		✓	✓	✓	✓
12noon-3.00pm (3hrs)	includes lunchtime		✓	✓	✓	✓

Your child can attend as many sessions as you wish, subject to availability. If your child is funded, fees are payable if they attend over and above their funded hours per week. Please see the section on Funding and Fees for more information. Each day children can stay for lunch regardless of whether they attend morning, afternoon or all day. Lunch runs from 12 noon until 12.45pm. Please see the section on Lunches for more information.

In addition, we run a Before School and After School Club, which your child can attend from the age of 3 years. You can use this on a regular or occasional basis. See later for more information.

### AD HOC SESSIONS AND LUNCHES

Sometimes you may like your child to attend extra sessions to their regular attendance, or lunch, on an occasional basis, eg if you have an appointment or change to work hours. This is possible provided we have space. To find out, ask a member of staff who can check to let you know whether there is a place available and will book your child in for that session.

If your child attends any ad hoc sessions you will receive an invoice specifically for this. These invoices are sent each half term and should be paid immediately you receive them.

### CURRICULUM

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 framework offered by the Early Years Foundation Stage (see later section for more on this). The routine of the session includes free play, snack time, outdoor play and group time which may include songs or story time. We plan occasional outings so that the children can explore the local environment more widely. Each day 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.

When we plan, we plan with the children very much in mind and take account of their interests and their learning and development needs. We hold a weekly staff meeting where each keyperson (see later section on Keypersons) talks about their key children. This includes their next steps for learning (taken from their termly Learning and Development summary), recent observations that may reflect a child's interests or further next steps for learning, and our knowledge of each child. We also take account of any input from parents and as a team we discuss those interests/needs and plan activities to offer in the coming week to meet them.

We also plan 'in the moment'. In other words, activities may also be introduced on the same day or day after to respond to something specific. This is why we do not make long term plans that involve regular themes etc. We do, however, plan activities based around specific learning, eg mark-making and early writing, and numbers (often arising from child-based observations), also festivals, especially if relevant to any of our children, and the seasons, but these are covered alongside responding to the children and may also be used as a way of responding to their interests/needs.

## WHAT WILL MY CHILD DO AT TURVEY PRE-SCHOOL?

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 are led by the children, their interests and their learning and development needs.

Some of the types of activities your child will have the opportunity to try while at Pre-School include messy activities, eg hand and feet painting, cooking, music and movement, role-play, making music, gardening, sand and water, obstacle courses, running games, 'keep fit', mark-making, junk modelling, number and shape activities.

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 support the different learning areas of the EYFS. We also use 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 – visits to the local park and children's play area, walks around the village, autumn and spring country walks. These are offered on different days and the invitation is often extended to all children (and also parents for some activities) 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. Traditionally, we also hold a Christmas party and, at the end of the summer term, a Teddy Bears Picnic for everyone.

## BEHAVIOUR

Good behaviour is something we all want in our children. Naturally in the pre-school years children are learning how to behave appropriately, how to manage their feelings, and 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.

Briefly, this means that in practice we use praise to encourage the behaviour we want and try to minimize any negative behaviour. This doesn't mean that we don't deal with it but rather that we give more attention for positive behaviour. We also deal differently with children according to their age and level of understanding. All staff undertake training in behaviour management and a member of staff has responsibility for this important area of development. If you would like to know more please speak to a member of staff or ask to see our Behaviour Management Policy.

## 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, including their first year at school. It includes a statutory framework which stipulates the legal requirements we have to meet, and practice guidance for what we do day-to-day in pre-school. A revised version has been in place since September 2012 with the statutory framework updated in April 2017.

The individual child is central to the EYFS and four themes run through it, all of them important in contributing to your child's development. These themes underpin the guidance and practice to work together for your child. The four themes are:

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

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 and support your child can access wide-ranging experiences and activities that cover the Areas of Learning and Development, enhancing and enabling their individual development.

The ways in which your child engages with other people and their environment underpins their learning and development. These are called the Characteristics of Effective Learning and they can be seen across all areas of learning, and support your child in being, and remaining, an effective and motivated learner. They can be described and observed in three ways:

- Playing and exploring
- Active learning
- Creating and thinking critically

The Characteristics of Effective Learning and the Areas of Learning and Development are all interconnected. There are three prime areas and four specific areas. The prime areas run through and support learning in all the other areas and are fundamental throughout the EYFS. These are the main focus for children's learning and development from birth to the age of three. The three prime areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The four specific areas include essential skills and knowledge that provide important contexts for learning. They are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

## STAFFING

The staff team is one of the most important resources at Pre-School because they have the care and well-being of your child, as well as their learning and development, as their central focus and our experienced staff team will always do their best for them.

We understand how important it is that your child feels comfortable at Pre-School and our caring and friendly staff will do their best to make them feel at home. Your child will have a specific member of staff allocated as their keyperson (see next section for more information) to help with their settling-in process and beyond.

All staff are not only qualified to Level 3 so that we can offer your child a high quality environment and curriculum, but also mums ourselves with our own experience to bring to our work. Several staff also have specific responsibilities relating to key policy areas:

- Safeguarding Children
- Behaviour Management
- Health and Safety
- Special Educational Needs and Disability, Inclusion, Looked-After Children

We comply with the EYFS required ratio of staff to children of 1:4 for under 3's and 1:8 for over 3's. This ensures that each child gets the individual attention they need. In addition there may be a regular volunteer and occasionally a parent or student helping.

Staffing levels are adjusted accordingly through the year dependent on the number of children attending but usually there will be 2 or 3 members of staff present. Typically, it is quieter in the Autumn Term with older children having left to start school and gets busier through the year as numbers attending start to increase. The Summer Term is therefore the busiest and numbers can go up to 18-20 with 4 members of staff.

## KEYPERSONS

Our 'keyperson' system means that a member of staff has responsibility for a particular group of children, looking after their individual needs, being a main point of contact for you, and keeping your child's records. Your child will have a keyperson allocated to them when they start and you will be given more information on this role. The main thing to remember is that your keyperson will be there for both you and your child through your time at pre-school.

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



## SETTLING IN

The settling-in process is different for each child. You know your child best and we will talk about how you might like to do this at your home visit. You can also talk with your keyperson at your introductory visit and discuss further 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 and have successfully used several different ways of helping children to settle. A settled child is a happier child, who can then move forward in their learning process and enjoy their time here.

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 your keyperson or another member of staff at the end of a session. If your child is really distressed please be assured that we would contact you. We would also talk further with you if we felt the settling-in process

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, clearly named on the outside, with a spare change of clothes, also nappies and wipes, if necessary. For fire and safety reasons, 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 DBS-checked to enhanced level) but please bring 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 and bread or similar (see later for what we offer).
- We encourage you to deliver and collect your child promptly from pre-school. It also sets good habits for starting 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 inside the main room to give your permission and details of who is collecting, or phone to let us know if arranged later.
- Pre-school sweatshirts, t-shirts and sun hats are available to buy – please ask about this.

- 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 – you will only be frustrated if paint won't come off.
- 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 suncream with your written consent.
- Sensible and safe footwear is also advised throughout the year – flip flops in summer don't work for running about or on the 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. Raincoats and welly boots are needed for wet weather.

### 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.

If your child appears to be unwell while with us, we will call you to ask you to take them home. After any sickness, diarrhoea or fever, we would ask for the child to be kept away for 48hrs after it ceases. If in any doubt, please ask a member of staff.

### SPECIAL EDUCATIONAL NEEDS AND DISABILITY

All children are special but some have more particular requirements. At Turvey Pre-School we are sensitive and supportive to all children's needs and endeavour to meet them as far as we can. We have a member of staff who is Special Education Needs and Disability Co-ordinator (SENCO) and has attended training for this role and also keeps up-dated as part of her professional development. You can also refer to our Special Educational Needs and Disability Policy.

## SPEECH, LANGUAGE AND COMMUNICATION

### *Lift Off To Language*

A programme to support and promote children's speech, language and communication skills in pre-school, two members of staff are trained to run this. LOTL also supports attention and listening skills, concentration and turn-taking, so is valuable for many of our children. Training sessions covered running groups for 3 and 4 year olds, and 2 year olds. Held weekly over a 6 week period, we aim to run a group for each age group and over the year will offer it to all our children.

### *Talk For All*

Early in 2016 our Senco undertook this Level 3 qualification which Bedford Borough is promoting in order to address increasing issues regarding speech and language development in the early years. The idea is that there is someone qualified here on the ground to advise and put in place initial support for children with any issues as well as support and advice for parents. Following on from this we registered for a new programme called Lift Off for Language launched in 2016 (see above).

### *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.



We undertook this accreditation at the enhanced level. This looked at everything we do for all children and involved all staff attending training sessions with a Specialist Speech and Language therapist. A detailed portfolio had to show how we met the numerous ICAN standards across five areas. Then came a 2 day visit when 2 assessors observed staff at work, observed children, talked with staff and with parents, and studied our planning and record-keeping. We achieved the accreditation in November 2009, gaining 91 % for our portfolio of evidence.

Doing this accreditation had a real practical benefit to staff when working with the children. Although it is now some years since we did this, we still feel its benefits and it set us on the path to give strong support to children in this very important area. We have since gained more experience to further enhance our learning and knowledge (see above) This means we can better support children and their families in the field of early communication.

### *Every Child a Talker*

Following the success of being involved with ICAN, in 2010-11 we went on to become a 'buddy' setting for the programme Every Child a Talker, which focused on the importance of communication skills for all children. The programme lasted for 1 year with Michael Jones as a leading trainer on this. We worked with other settings and attended specific workshops and training days on promoting and supporting children in their communication.

## 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. When covering certain festivals, we may vary our snack accordingly to reflect this. Foods from other cultures will also feature at snack time through the year. Each day the snack will differ to offer variety. Snacks on offer are usually from the list below.

<i>Fruit</i>	<i>Vegetables</i>	<i>Bread products</i>	<i>Treats for special occasions</i>
<i>Fresh:</i>	Carrot	Bread/rolls	<i>(usually to celebrate a birthday or special occasion)</i>
Apples	Cucumber	Crumpets	Biscuits
Pears	Pepper	Muffins	Chocolate biscuits
Bananas	Tomato	Breadsticks	Small cakes
Oranges	Celery	Pitta bread	<i>Festival foods:</i>
Melon	<i>Dairy:</i>	Naan bread	Poppadums
Pineapple	Cheese (hard)	Ciabatta	Prawn crackers
Strawberries	Cream cheese	<i>Other:</i>	Chinese food
Plums	<i>Other:</i>	Oatcakes	Indian food
Peaches	Houmous	Cheese crackers	Samosas
Nectarines	Dips	Rice cakes	
Mango	Eggs		

If your child has any specific dietary requirements, please ensure you have told 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.

## LUNCHES

Children can stay for lunch every day and lunchtime lasts 45 minutes (12 noon to 12 45 pm). This can be booked as part of their regular attendance (covered by funding or fees), or can be on an ad hoc basis, space permitting. Children bring a packed lunch and sit together with other children and staff to eat and enjoy a social meal. Obviously there are various learning experiences here and it adds further to their growing independence.

We follow a policy of healthy eating with our snacks and promote this for packed lunches too. We ask for your support in this so that together we can encourage children in learning healthy eating habits and offer them the nourishment they need. For more information, or ideas for packed lunches, please see separate sheet.

## COMMUNICATION BETWEEN PARENTS AND PRE-SCHOOL

- Staff are available at the beginning and end of sessions if you wish to speak with them – the end is usually better (unless urgent or of course relevant to the session about to start). For a longer chat, it's probably best to arrange a time with your keyperson.
- During sessions you can phone us on 01234 888970 for any reason. There is often someone in the office to answer your call. Occasionally, we can't do this and would ask you to leave a message.
- You can email us on [admin@turveypreschool.org.uk](mailto:admin@turveypreschool.org.uk) at any time, for whatever reason. Please be aware that the office is not manned all the time so we may not see your email immediately and there may be a delay in replying. For anything urgent, please phone as staff will answer the phone downstairs when there is no-one in the office.
- Committee members are often about as parents themselves if you would like a word with them. The kitchen noticeboard has a list of committee members and their contact details.
- Emails are our main written communication home. Emails, newsletters and letters are sent throughout the year to keep you up to date and let you know what's happening. We try to keep emails brief and sometimes include attachments. A copy of attachments is put on the kitchen noticeboard in case of problems opening them. If you don't have email at all, please let us know.
- Your child's development record (scrapbook) will be sent home each term for you to look at. Please ask if you'd like to see it in between. You will also have the opportunity to talk about your child's progress with your keyperson at a parents' evening in the Spring Term. You can of course do this at any time if you wish and if you have any concerns please don't wait, but speak to your keyperson at the time. It is far better to alleviate any concern at an early stage and discuss any possible actions rather than wait for set keyperson meetings.
- Turvey Pre-school has a Facebook page and if you 'like' this then you will get to see photos of what we've been doing as well as other updates.
- If you have any correspondence for the committee, please hand to a member of staff, or post in the green letterbox on the outside wall. If you have any constructive ideas, suggestions or comments, please speak to us or, if you prefer, post them in the green letterbox to the side of the front door, or put on our annual survey.
- Once a year in the summer term we carry out a survey 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 know what we can do to further improve.

## NOTICEBOARDS

There are two noticeboard areas - one in the porch/lobby as you come in and one in the kitchen (on your right as you enter). The kitchen noticeboards provide you with information relevant to pre-school, some of it official, that we are required to display and some to keep you informed of what's happening at pre-school. The porch noticeboard displays notices of activities, or services you may find of interest in the wider community. Both places display information on who to contact if you have concerns about safeguarding of children.

## GETTING INVOLVED

This is your child's pre-school and you and your family are very much a part of it. At Turvey Pre-School we actively encourage parental involvement and it is an essential part of the group. 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 and you can play an important role. 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 pre-school is supported by 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 each year at the Annual General Meeting in October 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 supports the leader and staff team and are responsible for major decision-making, including future development, managing finances and fundraising, maintenance and repairs. The committee also helps in planning regular events such as the Christmas Nativity and Party and the Teddy Bears Picnic as well as occasional outings and visits. The Pre-school Leader and Deputy Leader attend committee meetings and work together with the committee. As stated earlier, the day-to-day running of the pre-school is the responsibility of the leader.

While the AGM is in October, you can join our committee at any time of the year. Meetings are generally held once every half term. Being a committee member is a vital role and well worth taking a part. Please speak to one of us if you'd like to know more.

## FUNDRAISING

Fundraising is very important for the pre-school and the committee do this along with help from other parents. Each year we aim to raise extra funds which are invaluable and enable us to provide such things as additional equipment for the children, entertainment at parties and carry out bigger maintenance tasks. (Fees and funding should cover running costs). Fundraising

activities don't only raise valuable monies for us to spend on equipment for the children but they also pay for additional 'treats'.

In recent years fundraising has paid for an iPad, Christmas Party entertainment, music visits for the children, a new laptop in the office, re-wiring and re-decoration. It has previously contributed to central heating, front garden improvement and subsidising children's outings, all of which enhance the day-to-day activities. Fundraising activities can also provide opportunities to socialise together and offer events for the wider village calendar.

We welcome, and need, parents' support and involvement with fundraising so if you have any great ideas, have a flair for organising or just want to help out at events, or would like to help with fundraising in other ways, please let us know!

We do support other charities from time to time, such as Children in Need or Comic Relief, as a way of helping the children to learn about other children and their lives and to encourage a sense of doing something to help others.

#### HELPING IN PRE-SCHOOL SESSIONS

Helping in a pre-school session 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. You don't have to spend the whole morning here. If you can only spare an hour, that's fine. You can read to children in the book corner, play with them or help with an adult-led activity.

Alternatively, 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. One mum brought her baby in to give her a bath and the children loved it! We also welcome parents participating in other activities such as outings and visits

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.

#### PRACTICAL HELP

There are times when practical help is invaluable. At times 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.

## FUNDING AND FEES

Funding is our main form of income and we don't make any additional charges on top of this for attending sessions, unless a child attends more hours than they are funded. Fees are another income source and together funding and fees have to cover our running costs (wages, rent, utilities, supplies etc).

We have a Fees Policy which you will be given a copy of when your child starts pre-school. Please keep this for future reference but bear in mind it may be subject to change and is reviewed annually. Where fees are payable, we aim to offer flexibility to parents in terms of how and when they pay. Please see below, and check our Fees Policy, so you know what to do.

### *Fees*

- The time your child spends at Pre-school is charged by the hour, where fees are payable, at a rate of £4.50 per hour (September 2017). This is reviewed annually. Any changes in the hourly rate will be notified in writing to all parents via email or letter.
- When you pay fees, an invoice is sent to you by email for the whole term, eg Spring Term = January to March. You should receive this in the first 2-3 weeks of the term. You will receive 3 invoices to cover the whole year (September – July).
- Fees are payable within 14 days of receiving the invoice (see Fees Policy). Payment by instalments is possible and can be arranged. Our Administrator deals with invoices and payments and you should speak with her about how you prefer to pay once you receive your invoice. You can pay by cash, childcare vouchers, bank transfer or cheque.
- When children are absent due to holiday or sickness during term time, fees are still payable.
- If you have any problems with making payments, please let us know and we will work with you to find a way forward. Failure to pay fees may result in your child's place being withdrawn and/or further action being taken to recover monies owed.

### *Funding*

Funding is available from the government and is paid to us via Bedford Borough Council. If your child qualifies for funding we usually deal with any paperwork on your behalf though you will invariably need to complete the necessary forms on a termly basis. Below you will see key information about funding and the three types of funding that are possible.

- Funding is available for some 2 year olds where criteria are met. You can easily check on-line to find out if you meet these criteria at [www.myearlylearning.co.uk](http://www.myearlylearning.co.uk). If you/they are eligible, your child will qualify for up to 15 hours funding per week, ie they can attend pre-school for anything up to 15 hours a week at no cost to you.



- Funding for up to 15 hours per week is available for all 3 and 4 year olds. This is usually from the term after your child has their 3<sup>rd</sup> birthday. There are 3 cut-off dates through the year (31 March, 31 August, 31 December) and your child must have turned 3 years old before the cut-off date in order to qualify the following term.
- Funding for up to 30 hours per week is available for some 3 and 4 year olds from September 2017. Please see separate sheet for our 30 hour offer. This funding is for working parents and you can check if you qualify for this funding at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). The same cut-off dates apply as for 15 hour funding and if you qualify you will need to register on-line and supply us with the relevant details and your consent. We then have to check your eligibility. The system is not yet fully set up but it is expected you will have to fill out forms each term as for the other types of funding. In addition, you will need to re-register on-line before the end of each term to re-establish that you qualify for the following term and we will need to re-check your eligibility.
- For all funding types, if your child attends another pre-school or nursery (or childminder for 30 hours), funding may be split between the two settings. The application for funding is made by Turvey Pre School on your behalf, and each term you are asked to fill in the relevant form.
- You will receive a termly statement of funded hours. If your child attends more than their 15/30 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.

#### BEFORE AND AFTER SCHOOL CLUBS

Started in September 2013, these clubs are primarily for children attending Turvey Primary School and those aged over 3 years at Turvey Pre-school. They are staffed by pre-school staff and are underpinned by Playwork Principles which emphasise a child's right to play and the importance of play.

The Before School Club opens at 7 45 am. Breakfast is available until 8 15 am (toast, healthier cereal, fruit and milk/water to drink) and quieter activities are encouraged. The cost is £4.50 (September 2017) including breakfast. At 8 30 am we prepare to leave for school by 'walking bus'. Pre-school children who attend walk with us and return to pre-school by 9 am.

The After School Club is open until 6 pm with a shorter stay possible until 4 30pm. Children from Turvey Primary School children are collected by 'walking bus', with pre-school children usually joining us on this as in the morning. A light snack is on offer at this session. Costs for this session are £11.25 to 6 pm and £4.50 to 4 30pm (as at September 2017).

For more information, or to book, please ask or look at our website where you will also find a booking form ([www.turveypreschool.org.uk](http://www.turveypreschool.org.uk)).

## TRAINING

We recognise the importance of training and are committed to the on-going professional development of staff skills. All staff are trained in first aid, safeguarding, food hygiene, and behaviour management. In addition, staff with a specific area of responsibility undertake training in that field and continue to up-date themselves in various ways, as well as keep the staff team aware of these important areas with practical advice and support.

Each year, each member of staff is encouraged to undertake further training, whether courses, workshops or seminars, short or long-term, both for the benefit of the pre-school and for their personal development. We share what we learn at our staff meetings. We also undertake other training or research ourselves, eg reading, in-house, and discussion of topics at staff meetings.

## POLICIES AND PROCEDURES

We have an extensive range of policies and procedures that cover everything we do. These are kept 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.

## 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 procedures.



## HOW TO CONTACT US

**01234 888970**

**Email: [admin@turveypreschool.org.uk](mailto:admin@turveypreschool.org.uk)**

You can speak to someone when we are open (7 45 am – 6 pm each day). Outside of opening hours you can leave a message and we will get back to you as soon as we can.

You can email at any time. Emails are dealt with several times a week when the office is manned.