



Welcome Pack



Our Pre-school

We are an experienced, enthusiastic and dedicated team of early years professionals, who are committed to providing quality early years care and education for 2 to 4 year olds. The pre-school is OFSTED registered and managed by a voluntary parent-led committee.

Our Aim

To provide a solid foundation for individual learning and development for all children, to gain knowledge, skills and independence in preparation for school.

Our Philosophy - Learning, playing, growing together

At Boley Park Pre-school we believe that care and education are equally important in a child's development, so provide a warm, safe, stimulating and fun learning environment for all our children. We offer a wide variety of resources and well-planned activities incorporating learning opportunities based around children's individual learning styles, observed interests and identified 'next steps'. We support children's all round development and instil in them a positive attitude towards learning through play. In addition, we foster close partnerships with parents and carers encouraging them to share in their child's time with us.

Our Location

We can be found at: - Boley Park Community Centre,
7 Ryknild Street,
Lichfield,
Staffordshire, WS14 9XU

Telephone: - 07925 035804
E-mail: - boleyparkps26@gmail.com
Website: www.boleyparkpreschool.com

Our Opening Hours

The pre-school operates during term time only: -

- Monday – Friday (Morning session) 9:15 - 12:15 - £16.50 per session
- Monday – Friday (Lunch Club) 12:15 – 12:45 - £2.75 per session
- Tuesday (Afternoon session) 12:15 – 2:15 - £11.00 per session

A weekly fee of £2 per child, is payable to cover resources and snack

Please note a non-refundable £20.00 registration fee is payable.

Our Learning Framework

All children are supported in developing their potential at their own pace and in their own unique ways.

We follow the revised Early Years Foundation Stage (EYFS) (2021) which recognises and values the importance of child-centered learning for all young children. This means that pre-schools and school nurseries follow the same framework with a focus on play, exploration and creativity rather than 'structured' learning.

For further information, please see the link below:

<https://www.foundationyears.org.uk/eyfs-statutory-framework/>

Key Workers

Your child will be assigned a **key person**, who will take responsibility for them during their time at pre-school. They will help settle your child into pre-school and be responsible for their learning and development, making observations, identifying next steps and completing a learning journey for them. Close relationships are formed between the children, parents/carers and staff, which enables us to work well in partnership. If you have any concerns regarding your child, please see your key worker as your first point of contact.

Learning Journey

The pre-school keeps a confidential on-line learning journey for each child. This focuses on your child's progress, growth and development, and personal achievements, whilst highlighting your child's particular likes and interests. These are available to view throughout the year on the tapestry platform.

We hold two parent appointments each year to discuss your child's progress and the 'next steps' for their continual learning and development in the pre-school and at home.

These records can be shared with the school or next setting with parent's/carer's permission.

Starting at Boley Park Pre-school

First Days

We encourage parents/carers to come for a visit with their child before starting the pre-school, which will offer your child the opportunity to meet the staff, other children and experience part of a session. We want your child to feel happy and secure when they are with us and as such staff will work closely with families to ensure this process is a positive experience. You are welcome to stay with your child during their settling in period, however long you feel this may take. New children are welcome to bring in a comforter from home and we will endeavour to take good care of these. Although we discourage the use of dummies we understand that for some children, these may be a comfort during the settling in period.

We kindly request you bring your child's birth certificate and red book on their first day.

Items your child needs-All personal possessions to be clearly labelled.

- Suitable footwear that can be worn both outdoors and indoors. If your child wears wellies, please provide a suitable pair of indoor shoes.
- Suitable outdoor clothing as we go outside in all weathers. This includes a sunhat in summer and a hat and gloves in winter.
- Please apply sun cream prior to your child arriving.
- Clothing that enables your child to experience messy play activities. Aprons are provided; however, they do not always fully protect clothing.
- There is an optional Boley Park Pre-school polo shirt, children may like to wear, which is available to purchase from the setting.
- A child's rucksack clearly named which contains:
 - Several changes of clothes, especially when your child is potty training.
 - Nappies, wipes and nappy sacks (if your child wears nappies).
 - Hats and gloves.

PLEASE DO NOT PLACE MEDICATION, FOOD OR SUNCREAM IN THIS BAG.

The Session

Every session is exciting and different but they all incorporate the following aspects:

- Group welcome time.
- Free play, both inside and out, where children can self-select activities covering all areas of learning.
- Adult-led activities, which introduce new experiences and develop new skills.
- Small age-appropriate circle times which teach 'letters and sounds' and numeracy skills.
- Snack time.
- Story time

Outside Play

We have a large, secure outside area, which enables the children to be physically active and also to gain an awareness of the world around them. Alongside our play equipment we have a garden area where the children help to plant and care for flowers and vegetables.

Toileting

We are happy to accept children in nappies and have a designated area for changing the children. When your child starts to show an interest in toileting, you may wish to borrow one of our potty packs. (Please see a member of staff for more information). You are welcome to bring in your child's own potty as an alternative to using the pre-school's. Your child may require extra supplies of clothing during this time. We do have a few spare clothes for use in an emergency and ask that these are washed and returned to us.

Medical Needs

If your child has a known medical condition or allergy, please discuss this with a member of staff. A health care plan will be devised to ensure that your child's needs are met.

We regularly have children who have food allergies. Please can you ensure that no food or drink is left in your child's bag.

Snack Time

We make snack time a social occasion, where staff and children sit together. Healthy eating is promoted by offering a wide selection of snacks with milk or water to drink. The children have free access to drinking water during session times, including outside during warm weather.

- For children with specific dietary requirements, we kindly ask parents/carers to provide their own snack in a named container. This should be given to a member of staff at the beginning of the session.
- All daily snacks and allergens are displayed on the notice board.

Lunch Club

Children are invited to extend their morning session to include lunch club from 12:15 – 12:45. If your child is attending the lunch club they will require a packed lunch in a separate, named lunch bag. Please place your child's lunch bag in the designated container at the pre-school when you arrive. As there are no refrigeration facilities to accommodate these, please include an ice pack. Please also note that due to allergies your child's lunch box should not contain any nut products. This includes Nutella and cereal bars containing nuts.

Funding

Think 2 funding is available for some 2 year olds, beginning the term after their second birthday. Please see the link below or the parent information folder.

We offer NEG funding for all three year olds, starting the term after their third birthday. Up to 15 hours can be claimed and can be shared between two settings. Some children may qualify for 30 hours funding. Please see the link below or the parent information folder. In addition, some children claiming the NEG funding may also be eligible for EYPP (Early Years Pupil Premium). This money is given to the setting to be used to benefit the child. Think 2 funding is also available for some two year olds - please see the parent notice board for details, or alternatively:

<https://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/Early-Education.aspx>

Policies

All of our policies are reviewed and updated annually and are available for parents/carers to view on our website or in the parent information folder.

When registering a child at our pre-school, parents/carers are agreeing to abide by these policies.

Special Needs and Disability

As part of the pre-school's policy to ensure its provision meets the needs of each individual child, we take account of any special needs a child may have. We adhere to the requirements of the 2014 Special Educational Needs and Disability (SEND) system for young people 0-25 years. The preschool has a named SENCO officer.

ENCO

Our pre-school is open to all members of the community. It is our policy to ensure equality of opportunity for all our children, and value the diversity and contribution of their families. The pre-school has a named Equality Coordinator.

Safeguarding

The safety and well-being of our children is paramount at Boley Park Pre-school. As such, the staff are caring, nurturing and empathetic towards children, fostering a positive environment of mutual respect. We adhere to the Rehabilitation of Offenders Act, the 1989 Children Act, the 1998 Human Rights Act, the 1984 Data Protection Act, GDPR 2018 and the 1999 Protection of Children Act. The pre-school has a named Safeguarding Officer.

Behaviour

We have clear and consistent boundaries and expectations of children and reward positive behaviour as set out in our behaviour policy. We encourage sharing and turn-taking in the younger children and support the older children in resolving conflicts independently. We work in collaboration with parents to ensure a consistent approach to behaviour. We adhere to the 1989 Children Act section 6.22. The preschool has a named Behaviour Coordinator.

Staff Development

All our staff undergo enhanced security clearances (DBS) and are supported in maintaining current first aid and safeguarding training. In addition, all staff either hold or are working towards a qualification in childcare and education.

Each staff member undertakes statutory training to ensure they are up to date with recent developments and legislation in early years. Staff also complete specialist training to continually enhance their knowledge and skills.

Parental Involvement

Management and Administration

Boley Park Pre-school is a charitable organisation, managed by a parent-led committee. This ensures that all decision-making is in the hands of the parents and carers affiliated with the children we care for. A parent committee enables the pre-school to operate successfully and to continue to develop and is essential for the pre-school.

The committee is responsible for:

- management of the pre-school's finances
- employment and management of staff
- ensuring the pre-school has and abides by up to date policies and procedures to help maintain a high standard of care in accordance with Ofsted and The Pre-school Learning Alliance requirements
- ensuring the close partnership between staff and parents is maintained
- fundraising activities

All parents/carers are invited to become a member of the committee. As such, you are able to decide your own level of involvement and are welcome to attend committee meetings which are

held every half term. The committee are always grateful for new members and would love to welcome you. Please drop them an email.

Minutes of the meeting are available for parents/carers to view on request.

Committee email: bpscommittee@gmail.com

Other Ways to Join In

The parent rota is an opportunity to share a session with your child, and be further involved during their time with us. Children appear to enjoy their parents/carers taking part in their pre-school activities and sharing their experiences with them. It is undertaken on a voluntary basis and if you can spare the time and are interested please sign up.

Alternatively, if you have any particular hobbies or an occupation you would like to share with us, please talk to a member of staff about coming into a session.

In addition, if you have any ideas or suggestions regarding our pre-school, we would love to hear from you.

Primarily, Boley Park Pre-school hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating.

Website: www.boleyparkpreschool.com **Email:** boleyparkps26@gmail.com

Registering

In accordance with OFSTED regulations, a registration pack must be completed for your child and returned prior to you leaving your child in our care. Upon receipt of your confirmation of a place, a registration pack will be sent via e-mail to you. A paper copy is also available for you to collect from us.



Admissions Policy



Statement of Intent

Boley Park Pre-School has a very active waiting list extending several years into the future.

Our waiting list to preschool placement is very simple and places are allocated in the following order.

1. Children currently attending the pre-school
2. Siblings of children who do or have attended pre-school
3. Date to waiting list in correlation with the needs of the child/family and requested sessions

Policy

In explanation, those children already attending the preschool are first asked if they require additional sessions, we then consider any siblings who may require sessions, before offering sessions to other children on the waiting list (in date to list order).

We do our best to accommodate parents with specific requests as their desired places become available. However, due to availability of places, parents with more flexibility may be accommodated first. If we cannot cater for your needs initially, your place on the waiting list is secure, and will continue to move upwards at all times.

Our waiting list is a working document, with registers being reviewed half-termly. Places will continue to be offered and allocated as they arise.

If you are offered a place with the preschool based on your initial requirements as discussed with the setting manager, but then decide to decline one or more sessions, you may elect to be placed back on the waiting list to wait for a new term start, but the 'Date to Waiting List' will be altered accordingly.

We regret that we cannot 'defer' your place until the following term as this would require us to hold a vacant place. This is because the preschool is a non-profit organisation and is run by a volunteer management committee. As such, our running costs – hall hire, staff wages, etc. remain the same regardless of any money that we take. Thus, the only way that the preschool can remain financially viable is if any taken or deferred places are paid in full. We apologise for any inconvenience this may cause.

Children leaving Boley Park Pre-school for a school based preschool or maintained nursery class:

The summer term (after Easter) is the most busy and important, for considering our numbers for the next academic year, in the allocation of places whilst accommodating those children waiting for confirmation of a place in a nursery class.

We plan our September register at the beginning of the summer term starting with the allocation of places vacated by 'school leavers' according to our policy. This enables the setting manager to start confirming places to returning and newly starting children as soon as possible.

We do not finalise our register until all children wishing to remain with us in September have been confirmed. However, we need to remain financially viable, therefore compensating for any children leaving the preschool with new starters is of paramount importance. As a result, although we will always honour any current sessions held by children, we cannot guarantee that those children not securing a nursery class place will automatically be able to increase to five sessions (at the preschool) in September.

Parent partnerships are an integral part of our preschool's practice; therefore, we do our utmost to meet the needs and requirements of all our families. We do appreciate your child's care and education is of paramount importance, and will support you in any decisions you make, whether you decide to stay with us or not. In return, we ask for your understanding if your requests cannot always be fully met.



Fees Policy



Our fees

Boley Park preschool is a non-profit making registered charity with only limited government funding (for those children over 3 years, and some 2 year olds) and, as such, operates on a very tight budget.

The fees are £16.50 per session, which are payable half-termly in advance. We accept a wide range of nursery vouchers (please ask for details). There is also an initial non-refundable registration fee of £20.00.

All sessions must be paid for, even when your child is absent. This is to maintain your place with the preschool and take account of the fact that our running costs including rent, resources and staffing will remain the same. Payment of the fees allows us to update our resources and equipment, which in turn benefit the children. **Please try to inform us if your child is to be absent.** If there is an unexplained absence of 3 weeks without notification (with any collected fees being retained and our fees policy being applied as appropriate), your place may be allocated to the next child on the waiting list. We will of course make every effort to contact you first if this becomes our next course of action. We request 4 weeks written notice of your child leaving, otherwise you will be invoiced for unattended sessions.

Policy

Our fees are payable half termly in advance. Invoices are issued in the first week of the new term and we expect punctual payment within 2 weeks by cash, cheque, BACS or childcare vouchers for the full amount unless previously discussed with either the setting manager or treasurer of the Pre-school committee.

If you have been able to begin with us part way through a half term, we will invoice you as soon as possible on or following the day that you start for the your sessions in the remainder of the half term. Your next invoices will be in the same 'advance' pattern as everyone else's.

Any parents who have not made the expected payment within the first 2 weeks of the new term will receive a reminder letter and will be asked to make their payment within 7 days.

If payment is still not received after these 7 days, a £5 fee will be applied for each 15 days thereafter that the payment is late until the account is settled.

If there are two missed invoices (cumulatively, and with associated late fees for the first one) the child will be refused entry to the Pre-school from the day that a second set of late fees is due. Their place will be suspended until discussion has taken place with parents and a payment plan put in place to settle the outstanding arrears, or a full lump sum payment has been received.

If there is no attempt to pay for the place, or make a payment plan during the first three weeks that the place is suspended, the place will be offered to the next person on the waiting list and the Pre-school will seek reimbursement for the unpaid fees through court proceedings. All court and solicitor fees will be added to the outstanding bill for payment.

Children who are absent due to sickness and holiday time must still pay the full amount for the half term during which the absence occurs as our running costs remain the same and the attendance of children is planned for in advance so that we can ensure the correct staffing levels and resources. Any additional sessions your child wishes to attend will be invoiced regardless of previous absence.

If a parent has genuine difficulty or financial hardship that results in problems with paying the Pre-school fees, please speak in confidence with the setting manager or chair of the committee so that a payment plan can be arranged to the benefit of the child in attendance. While we recognise that our fee policy needs to be robust to protect the longevity of the Pre-school and the positions of those employed by the setting, we also pride ourselves on our flexibility and sensitivity to individual circumstances.

We require 4 weeks written notice period when leaving the Pre-school or reducing the number of sessions. Those who do not provide it will be liable for the outstanding amount. Parents of funded children will need to sign a leaver's form, to ensure their child's funding can be adjusted accordingly.

If a space is accepted at the Pre-school by a family and confirmed by the setting manager, either during a phone call, email or in writing, and the child fails to attend as planned, an invoice will be posted to claim the entire half term's fees in lieu of notice and the normal fees policy will apply until the fees are settled and written confirmation of the intention not to take up the place is received.

As soon as you make your agreement with the setting manager to accept the offered places, it is our pleasure to provide your child with a guaranteed place that we are not able to offer to anyone else.

If you have any queries about this policy, please speak to the chair of the committee.



Parent Confidentiality Policy



At Boley Park Pre-school, we strive to protect the children in our care and maintain the confidentiality of their families. We also seek to uphold the on-going good reputation of our preschool and its standing in our local and wider community. To this end, we kindly request the following:

- Parents should refrain from speaking about individual children outside or away from the preschool.
- Parents should not bring the preschool into disrepute by speaking out of turn, or by actions that may be associated by the public with the preschool.
- Parents should not discuss the preschool on their own social networking sites, or other websites, or mention any individuals associated with the preschool by name.
- Cameras from home or camera phones are prohibited from use within the preschool as a matter of child protection, so please do not attempt to use them. The preschool has its own designated camera and appropriate parental permissions for capturing 'Wow!' moments.
- There may be exceptional circumstances when personal cameras may be used, such as Christmas and leaver's parties. Permission should first be sought from staff and other parents present however, if some parents dissent, their wishes should be respected. During such situations whereby no personal photography is permitted, staff will use the preschool camera and pass photographs on to you.
- If you should inadvertently overhear discussions of a private/confidential nature between members of staff or the committee about named individuals, please refrain from repeating these and, instead, inform the setting manager who will deal promptly with any breaches of confidentiality.
- There may be times when your child is involved in a disagreement or accident with another child, staff are not permitted to divulge who the involved children are, we request that you do not press staff for this information.

Please note that failure to comply with the above requests may result in the reconsideration of your child's place at Boley Park Pre-school as partaking in any of the above actions would be considered as behaviour that is harmful to the children in our care and would be a breach of the trust that we all place in each other.