

The Beacon Church Preschool

TERM DATES FOR September 2016 -- March 2017

- **AUTUMN TERM 2016**

Monday 5th September -- Friday 16th December

Half term -- Monday 24th October / Friday 28th October

- **SPRING TERM 2017**

Monday 9th January -- Friday 7th April

Half term -- Monday 13th February / Friday 17th February

- **SUMMER TERM 2017**

To be agreed

The Beacon Church Preschool
Mitchell Road
Canford Heath
Poole
Dorset
BH17 8UE
e-mail preschool@churc.co.uk
Tel (01202) 686965

Dear Parents / Carers,

Welcome to The Beacon Church Preschool. We hope you will find all the information you need here and in our policies booklet. We look forward to meeting you and working together for the care and education of your preschool children.

The preschool is owned and offered to the community by The Beacon Church (Canford Heath United Reformed Church - charity number 1134115) As such it is run in all ways in full respect of the Christian ethos of the Church, under the guidance of its leadership, as part of the Church Community. The Church and its employees offer input to the life of the pre-school as appropriate, and have a controlling interest on the preschool's committee.

Our aim is to enhance the development and education of under statutory school age children in a safe, secure and stimulating environment that offers equal opportunities to all children and families, within the framework of the Early Years Foundation Guidance.

All of our children have opportunities for fun and friendship with both the adults and other children. Families are encouraged to become involved in the preschool's activities and in their child's progress.

We hope to give to each child the necessary support to develop their potential at their own pace in a warm, caring atmosphere, like an extended family.

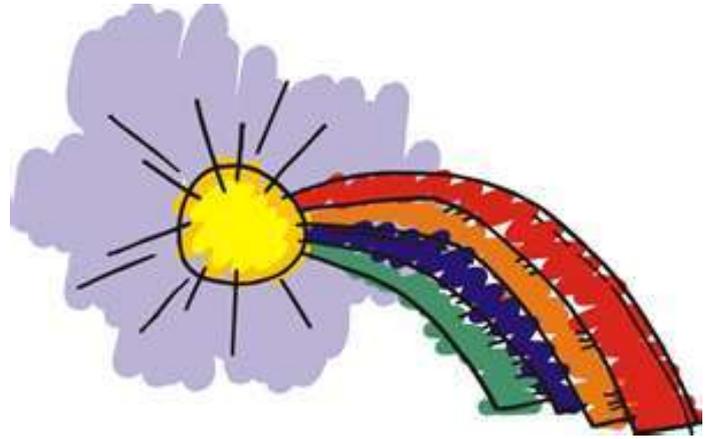
Should you have any questions or queries whatsoever please do hesitate to contact us.

Yours sincerely.

Anne Ridgway / Heather Gardner -- Preschool Managers.
Ray Stanyon – Church Minister and Preschool Chair

INTRODUCTION.

Our preschool for children aged 2 years to 5 years is open to every family in the community. We meet in two bright, airy rooms at The Beacon Church, one meets downstairs in the St Andrews room (class 2) the other in the Simmons room upstairs in the Beacon centre (class 1).



Our classes have up to 26 children, both boys and girls and mixed ages from 2 up to 4 years old. The children then stay with this class throughout their time at preschool building good relationships with the adults and making friendships that will carry on with them when they start school.

We are registered with and inspected by Ofsted, accept 3 and 4 year old Free Entitlement and accept child care vouchers from a range of companies. We also are approved to accept 2 year funding for those children who are eligible.

We are open every morning and three afternoons each week, you may choose from a variety of sessions and finish times to suit your child and family. We plan for our three and four year olds to attend a minimum of nine hours a week and our 2 year olds a minimum of six hours a week with no upper limit, but are very happy for our children who may need a longer settling in period to build up to their planned hours. All sessions start at 9.15 and either finish after 3 hours at 12.15, or the children stay for lunch and finish at 12.45 or they stay on for the afternoon and finish at 3.15. The upstairs class is only available on Monday and Tuesday afternoons and the downstairs class on Monday and Wednesday afternoons.

OPENING HOURS

Monday	9.15 to 12.15 or 12.45 or 3.15
Tuesday	9.15 to 12.15 or 12.45 or 3.15
Wednesday	9.15 to 12.15 or 12.45 or 3.15
Thursday	9.15 to 12.15 or 12.45
Friday	9.15 to 12.15 or 12.45

MANAGEMENT, ADMINISTRATION and FUNDING

Our Preschool is owned by The Beacon Church, though the day to day running is in the hands of experienced staff. From time to time the Church invites parents and children to share their events. We have a Church run preschool committee with parents represented on the committee. Our AGM is held in January each year to which you are invited to attend.

Our policy statements --you will be given a copy when your child starts preschool. They are designed to offer the best experience possible for the children and families in our group. They are reviewed on a regular basis and any comments or suggestions you might have are welcome. We hope that your child's time at preschool will be a happy and productive one, if you have any queries or if we can be of any help, please speak to the staff at any time.

Free Entitlement is available the term after a child's third birthday for 15 hours a week for 38 weeks a year. For free funding terms start 1st September, January and April. Some families are entitled to 2 year free funding however this is dependent on your financial circumstances please ask for details if you think it might be you. You can access less/more or exact funding to which you are entitled and will be asked to agree this at the end/beginning of each term. We offer all funded children a minimum of 9 hours a week.

All fees are payable in advance, £4.40 per hour for 3 and 4 year old funded children who access more than their free 15 hours and £5.00 per hour for non funded 2 year olds and not yet funded three year olds. You will receive an invoice at the beginning of each term.

All payments must be made by the dates specified, must include all absences, illnesses and holidays. Continued attendance is dependent on payment of fees and in cases of any difficulty please speak to your child's class leader as soon as possible. Cash or cheques may be handed over to a staff member for which you must be given a receipt, or you may choose to pay by BACS.

Making a BACS payment.

1. Let the preschool know this is your plan and they will provide you with remittance advice slips.
2. Details needed The Beacon Church Preschool. Barclays bank. Account number 50273201. Sort code 20-68-79
3. Ensure you put your child's full name on the payment as a reference.
4. Fill out a remittance advice slip and bring into preschool.



WHAT YOU CAN EXPECT

Once you have been offered a place we aim to give you a trial session with your child and a home visit before their agreed starting date. Your child will be allocated a key person, which is one adult who takes a special interest in your child and along with the team, will settle and encourage your child, record their achievements and plan their next steps with you. An individual folder for each child is built up over their time with us containing your child's personal information, examples of their art work and photographs, their learning stories and pathways. This folder returned to you on your child's last day is a wonderful record of your child's learning journey through the preschool years.

We provide termly parent/carer consultations for information sharing, but you are welcome to chat and ask questions at any time.

The preschool day starts at 9.15am when you are requested to bring your child into the playroom and settle them before leaving. This may be with another adult or at an activity. A child who is tense or unhappy will not be able to play or learn properly, and so it is important for parents and staff to help them feel confident and secure in the setting. This takes longer for some children than others and we can look at hours and patterns of attendance for a child who is finding this difficult.

We have an outside play area with a soft play surface and pots for planting. We also have regular access to the youth centre sports hall for physical play. Alongside our usual activities the children have a wonderful time visiting the local Library, going on walks, picnics or to the park with us. At Harvest and Christmas time we celebrate with a service in our Church, (if you wish to withdraw your child from any of the religious celebrations please inform us). Our emphasis is learning in a fun filled atmosphere with friends.

In order to feel free to explore and experiment with all kinds of materials, including messy ones it is best to send children dressed in clothes that are easily washable and not too new. It is important that removable clothing e.g. coats and hats and property is clearly marked with your child's name. It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to learn to manage the toilet and to put on and take off outside clothing without being too dependant on other peoples help.

Shoes - must have covered toes and enable children to run, climb and play, please no crocs as too many of the children trip in them.

Sun hats - we expect every child to have a hat that stays in preschool from the beginning of April to the end of September, preferably a bucket or legionnaire style hat that covers the back of their neck and ears.

Coats - we go outside all year round so a warm rain proof coat is essential.

Please also make sure your child brings a named bag containing spare clothes to every session.

There is a box for children to keep items brought from home, these must be named. We cannot be responsible for lost or damaged valuables, jewellery, watches, toys etc

We provide milk or water and a choice of snack during the morning, this is occasionally a snack made by the children. We offer a wide range of foods for children to try from dips and chopped veggies to breads, fruits and yoghurts, with the occasional biscuit or birthday cake. The children will often try new foods when their friends are eating them. Please do not provide your child with sweets or anything else to eat.

Our day ends at 12.15 or 12.45 or 3.15

Downstairs class please wait in the hallway outside the downstairs playroom the children will be sent out to you. Upstairs class children wait outside the main playroom door and you will be invited in to collect them. All children must be collected by the parent/carer or another **adult** whose name has been given to the leader. Any child whose parents/carers are late collecting them will stay with 2 members of staff for which you may be charged.

Remember to pick up any children's art work or letters and anything they have put in the going home box, as well as coats and bags. All children must be collected by the parent/carer or another adult whose name and contact details have been given to the leader. Any child whose parents/carers are late collecting will stay with two members of staff for which you may be charged

Daily Routine

8.45 Tea and Coffee, books and comfy chairs are available in the coffee bar area of The Beacon Centre. You may wait here or outside your child's preschool class until opening time. The children also like to hang their coats and bags on their named pegs or choose a book from the lending boxes to take home.

9.15 Staff will welcome you into the room, please hand over any payments or remittance advice. Please write in the collection book if your child is going home with someone else signing your name next to your message. Help your child to find their name card set out on the table and put it in the tray. Please put any toys or comforter in the home box. Settle your child at their chosen activity and say goodbye, if they are upset a member of staff will help to settle them. If you have any information to share with staff please do this before saying goodbye.

9.15 registration and settling in.

9.30 free play with a selection of toys and activities and options to go outside or in the sports hall.

10.30 snack is available, each child may visit once.

11.40 tidying up and packing away some of our toys.

11.50 story, song and rhyme time

12.15 children going home sing goodbye.

12,15 children staying wash hands and have lunch.

12.45 children leaving sing goodbye song.

12.45 children staying have quiet time before planning afternoons activities. Free play with a selection of toys and activities and options to go outside or in the sports hall.

3.15 children leaving sing goodbye song.

Timings are a guide to provide the children with a very valuable routine, but are flexible to allow us opportunities for outings, visitors to the setting or special celebrations.

We believe a love of books is a gift for life and actively promote sharing books with your child through visits to the library, gifting bookstart packs, sharing world book day events and vouchers.



We also operate a book lending scheme where each child will have the opportunity to buy a book bag (like they take to school costs £3.20 from Anne or Heather) and as a library select one book take it home and share with their family before returning it and choosing another. Please only borrow books if you have a book bag. Books can be found in the coffee bar area from 9am.

Parents In Preschool

The Pre-School Learning Alliance, to which we belong, recognises parents as the first and most important educators of their children. Research shows that children learn better when their parents are involved. We have a rota system to include all parents/carers who would like to help in the group on a voluntary basis. This is usually found on the preschool notice boards and everyone is encouraged to help once a term after their child has settled into the group. This helps to maintain the individual care and attention for each child. You may read with the children or help with a planned activity or provide the essential extra support we need when going out for walks and visits. It gives you a chance to take an active part in the group, to see what happens there and talk about it afterwards with your child. It also gives your child an opportunity to see you in a new role. You can also assist us with fund raising e.g. collect vouchers, buy books from our book club or share a special skill with us like sewing or speaking another language.

Our preschool aims to support parents/carers and from time to time will send home information leaflets or arrange coffee and chat style information mornings where we can share more information with you.

You will be encouraged to share in your child's progress and invited to a meeting with your child's key person once a term. You can arrange any additional meetings as you would like and are welcome to share information with us at any time. It is really helpful to know that they didn't sleep well last night or that they are really excited because Grandma is visiting. Information and certificates are displayed on notice boards outside the preschool room and on the doors, children's work will usually be on the table.

We have three notice boards that display current information and our certificates – one on the main board in the Beacon Centre at the bottom of the stairs by the pool table (advertise local groups for children, committee meeting minutes etc) another for class one on the pool table and another for class 2 outside the downstairs playroom door both displaying what's going on this week, reminders etc.

We advise you to put the preschool telephone number (**01202 686965**) into your mobile phone so that you can contact us quickly in the event of an emergency. That includes if you are running late.



We have activities throughout the school year to which you are invited, usually our Christmas church service, sports day and nursery rhyme challenge. We also have a Church run preschool committee with parents represented on the committee. Our AGM is held in January each year to which you are invited to attend.

You will receive a termly letter with important dates, celebrations and notices. Our curriculum boards contain all the information you need to know what your child is doing this week, along with reminders and suggestions for home learning. Our big planning books are also kept out in the playroom for you to comment on how your child enjoyed an activity or make a suggestion. These are by the main playroom door for the downstairs class and on the table at the bottom of the stairs in the coffee bar area for the upstairs class. Children with shared care will have a home school book so that both settings can share information and progress the child is making. Please ask your key person at any time if you want to know what your child is doing.

We are a nut free preschool, please do not provide your child with any food containing nuts or nut products e.g. peanut butter spread, some chewy bars, either in their own lunch box or for shared food such as parties or birthdays. If your child has eaten nut products before coming to preschool please ensure you have washed their hands and face afterwards.

Staying To Lunch

Lunch time is from 12.15 – 12.45. This is a social time when the children sit down in groups around a table with an adult to eat and chat. Time after lunch is spent relaxing with books and puzzles.

Please provide your child with a plastic lunch box with their name clearly on the top of it. Place all lunch boxes on the trolley (downstairs outside the main playroom door and upstairs inside the playroom) children will help staff to put them in the fridge after all the children are settled. Water is always available but you may wish to include a diluted fruit juice drink.

A balanced packed lunch should contain:

Starchy food e.g. bread, pasta, rice, potatoes

Protein foods e.g. meat, fish, eggs, beans.

A dairy item e.g. cheese, yoghurt.

Vegetables or salad, and a portion of fruit.

Add a drink of water or diluted fruit juice,



Some ideas

Starchy foods are a good source of energy and should make up a third of their lunch box. Instead of always giving them sandwiches try bagels, pitta bread, wraps or baguettes. Use brown wholemeal or seeded bread and not white bread. Children like foods they can eat

with their fingers, so chop up raw veggies such as carrots and peppers, and give them a dip e.g.

houmous to dip their veggies in. Breadsticks and wholemeal crackers are also great finger foods and can be spread with low fat soft cheese or reduced fat cheddar and pickles.

Replace chocolate bars and cakes with fresh or dried fruit. Vary the fruit each day and encourage children to try new fruits. Chop, peel fruit and serve in small snack pots. Try a fruit salad.

Safety

Small round foods like grapes and cherry tomatoes **must** be cut in half lengthways as they are a choking hazard. This is usually a relaxed social time and with many children enjoying it we do not have time to cut up everyone's fruit. Please also cut up any other foods your child does not usually like to eat whole.

Make it fun,

Let your child choose their lunch box.

Decorate their sandwich bags or yoghurt pots with stickers, or draw a funny face on fruits like banana skin.

Involve them in deciding what goes into their lunch box.

Do not's

We have a nut free preschool, please do not provide your child with any food containing **nuts** or **nut products** e.g. peanut butter spread, some chewy bars, if you are in any doubt please speak to a staff member as this is for the welfare of children and staff who have a serious nut allergy. Children are not allowed to share or swap food. Please consider portion size and do not over fill, any remaining food will be left in your child's lunch box so that you can clearly see what they have eaten. No sweets or glass containers please. We discourage crisps, sweet drinks and sugary products e.g. biscuits and cake and reserve the right to return these to you.

Your Child's Health

We are required to keep a record of all absences and illnesses. A register is taken at the beginning of each session and absences noted, reasons for which will be followed up on return to the group.

You are asked to keep your children at home if they have any infection or illness and, to inform us by telephone (**01202 686965**) on the first morning so that we may alert other parents and make careful observations of any child who seems unwell.

There are special arrangements for children who require medication whilst attending preschool. Should any child feel unwell or require treatment we would always endeavour to contact the parent / carer.

During any one session at least half the staff hold child carers first aid certificates. We keep a record, as they occur, of any accidents/incidents which happen in the group. Parents/carers are always informed.

We ask you to remember to inform us of any changes in your child's health.

How long to keep your child off Preschool

Chicken pox	5 days after spots first appears, when spots have dried up.
Common skin infections	until treatment started.
Conjunctivitis	until clear
Flu	until recovered.
German measles	6 days from rash appearing
Hand/foot/mouth virus	once they feel physically well.
Head lice	after treatment
Impetigo	until healed
Measles	4 days from rash appearing.
Mumps	5 days from onset of swelling
Ringworm	until treatment started
Respiratory Syncytial Virus (RSV)	until symptom free
Scabies	following treatment
Slap Cheek	once they feel physically well.
Temperature over 37°C	until returned to normal
Sickness and diarrhoea	until at least 48hrs from last episode of sickness or diarrhoea.
Threadworms	until treatment started
Whooping Cough	21 days from onset of illness or 5 days from commencing antibiotic treatment.

The Early Years Foundation Stage curriculum

The Early Years Foundation Stage (EYFS) is how the government and early years professionals describe the time in your child's life between birth and age 5. Nurseries, preschools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework. The framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- Personal, Social and Emotional Development (making relationships, self-confidence & awareness, managing feelings and behaviour)
- Physical Development; (moving & handling, health & self-care)
- Communication and Language; (listening & attention, understanding, speaking)

These prime areas are the most essential for your child's healthy development and future learning, they begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy; (reading, writing)
- Mathematics;(numbers, shape, space & measure)
- Understanding of the world; (people & communities, the world, technology)
- Expressive arts and design (exploring & using media & materials, being imaginative)

The specific areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

What makes a good learner?

Children are competent learners from birth and develop and learn in all sorts of ways. We therefore look carefully at our children, think about what their needs and interests are, and current their stage of development and use all of this information to help plan a challenging and enjoyable curriculum through planned, purposeful play, with a balance of adult-led and child-initiated activities.

Characteristics of Effective Learning:

- Play and exploring (finding out & exploring, playing with what they know, being willing to have a go)
- Active learning (being involved & concentrating, keep trying, enjoy, achieve what they set out to do)
- Creating and thinking critically (having their own ideas, making links, choosing ways to do things)

The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

The EYFS asks us to look at children's development in the following stages–

Birth-11months, 8-20 months, 16-26 months, 22-36 months, 30-50 months, 40-60+ months. The broad stages of development overlap because children develop at different speeds in different areas and some children need more support, or more challenge, than others.

Your child's key person will record each child's progress in their individual folders under the EYFS which will show their skills and development in each area and is shared with you termly. We also record each child's development using the every child a talker programme (e cat) helping to identify children who are both ahead and at risk in developing speech and language skills. Additionally we are required to provide a written summary of how your child is progressing for children aged between 2-3 years under the 3 prime areas of learning. (this is called the progress check at 2)

You can find more information about the Early Years Foundation Stage at www.foundationyears.org.uk , the foundation years web site also includes a range of resources and contacts.

Staffing

We are proud of the skills and knowledge of our highly trained staff which ensure the individual needs of your children are met.

Aim

We aim for all regular staff to hold: a basic child care qualification, safeguarding children, equality & diversity training, first aid, hygiene and signing. We will achieve this with a rolling programme. In-service training will be made available to all staff.

Casual staff will be encouraged to attend safeguarding children, equality & diversity training, and first aid training as able.

All staff will be instructed in fire safety and safe lifting, as many staff as possible will undergo courses as able.

At least two members from each class will hold Special educational needs training and Behaviour management training.

Management training courses will be made available to those in a management position.

Our team for this year in class 1 will be



Anne Ridgway - Manager/class 1
Clair Bone – Deputy/class 1
Leighanne Robbins- Assistant
Teresa White – Assistant
Karen Sutton - Assistant
Rachel Caines – Assistant
Gayle Fellows – Assistant

Children's Care Learning and Development NVQ 4
QCF Early Learning and Childcare Level 3
Children's Care Learning and Development NVQ 3
NNEB
Early Years Care and Education NVQ 2
Early Learning and Childcare Level 3
Primary Education Certificate in Teaching

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Casual staff will be encouraged to attend safeguarding children, equality & diversity training, and first aid training as able.

All staff will be instructed in fire safety and safe lifting, as many staff as possible will undergo courses as able.

At least two members from each class will hold Special educational needs training and Behaviour management training.

Management training courses will be made available to those in a management position.

Our team for this year in class 2 will be



Heather Gardner - Manager/class 1

Amanda Head – Deputy/class 1

Tracy Daniels - Assistant

Julie Rose – Assistant

Briony Martin - Assistant

Hannah Stanyon – Assistant

Early Years Care and Education NVQ 3

Early Years Care and Education NVQ 3

Early Years Care and Education NVQ 3

Early Years Care and Education NVQ 2

Children & Young Persons Certificate Level 2

BTEC Advanced Practice children & families Level 5