

Westbury Baptist Pre-school

Prospectus

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Welcome to Westbury Baptist Pre-School

Westbury Baptist Pre-School provides a caring environment with a Christian ethos and is open to children aged 2 years 10 months - 5 years old.

We believe that every child in our care is unique, an individual and as such should be given every opportunity to reach their full potential by allowing them to progress at their own particular stage of development.

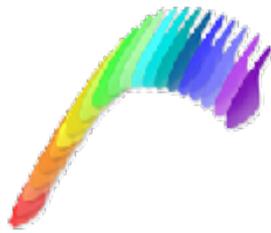
This aim is underpinned by the current national curriculum framework, namely the EYFS (Early Years Foundation Stage) document. We promise to provide a safe, healthy, happy environment where children can enjoy achieving, can make a positive contribution to their learning and where children and their families can be assured that no barriers exist to prevent them from gaining access to our provision.

We believe that children learn well when they are happy, feel secure and are having fun. They learn through play, bringing with them their own experiences and through social interaction with their peers and encouragement from supportive, positive adult role-models. We encourage the children to actively participate in their own learning and foster an atmosphere where, we hope, they will want to explore and learn more, building high levels of self-esteem and self-confidence, developing care and respect for themselves, others and their environment.

Children's learning is tracked using on-going observational assessment and planned for around their individual interests and needs. Consequently, we can ensure that every child is progressing at their appropriate level and that no child gets left behind.

We also recognise that parents/carers are the primary educators of children in their early years and believe that it is important that parents feel included and involved in their child's learning and development at pre-school. We encourage strong parent/carer/pre-school relationships where parents feel their contribution is valued.

Our aim is to have fun and learn skills, attitudes and knowledge to prepare the children for school.



Mission Statement

At Westbury Baptist Preschool we inspire curiosity, confidence and creativity by providing a stimulating, safe and nurturing environment. We encourage children to become successful independent learners.

Vision Statement

We will continue to provide experiences that enrich each child's social, emotional, spiritual, physical, intellectual, and creative abilities and interests. Through partnership with their families and the wider community, our goal is for each child to become a lifelong learner.

Our Strategies and Aims

We aim to provide a high quality early years environment ensuring that children are happy and involved with their own learning, and that parents are happy and included in their child's care and education.

To do this we aim to:

- Provide an inclusive, safe, caring and stimulating environment
- Provide a balance of child-initiated and well planned, carefully structured activities for your child, based on his/her individual development needs and to foster their well-being, self-esteem and personal development.
- Provide a well-balanced curriculum that meets the requirements of the Early Years Foundation Stage (the EYFS), in a multi-sensory, varied approach to cater for all learning styles and preferences.
- Provide regular opportunities for communication, where parents/carers and keyworkers can exchange and discuss information concerning the child's development, where parents are partners in decisions affecting their child.
- Have fun!

Opening Hours

The Pre-School is open Monday to Friday during Term Time, except for Bank Holidays. Our opening hours are: Monday - Friday: 9.00am - 12.00 noon with the option of staying for lunch until 1.00pm (parents provide a healthy, nut free packed lunch) In addition on Mondays, Wednesdays and Thursdays our opening hours are: 9.00 - 3.00pm.

Funding & Fees

We are registered for the Free Early Education Entitlement, which is available to all children from the term following their third birthday.

For those children who are not yet eligible for the Free Early Education Entitlement or who claim it all elsewhere, or need to pay for extra hours, the fees will be as follows:

| | |
|------------------------------------|--------------------|
| Morning session (9.00am - 12.00pm) | £18.00 per session |
| Morning session (9.00am - 1.00pm) | £24.00 per session |
| All Day session* (9.00am - 3.00pm) | £36.00 per session |

(*Monday, Wednesday and Thursdays only)

30 Hours Free Childcare (Extended Hours)

All three- and four-year-olds in England are currently eligible for funded early years' provision for 15 hours per week (universal offer), 38 weeks of the year.

In September 2017, this increased to 30 hours per week (extended offer), for three and four-year-olds from eligible working families. This coincided with the launch of Tax Free childcare which will replace childcare vouchers.

Westbury Baptist Pre-school will be offering a total of 26 hours per week (subject to availability), term time only:

Monday - Friday

9.00am - 12.00pm (3 hours session)

9.00am - 1.00pm (4 hours session)

Monday, Wednesday & Thursday

9.00am - 3.00pm (6 hour session)

The following 2 links are very helpful.

www.childcarechoices.gov.uk

www.bristol.gov.uk/30hours

Voluntary Contribution

At the start of each term (Autumn/Spring/Summer) the Pre-school invite you to make a voluntary contribution, suggested amount **£1.50** per session, to help with extra/special activities which are not normally covered by the requirements for the Free Funding Entitlement, such as the daily snack, cooking, parties, occasional outside visitors e.g the zoo lab, seasonal activities such as the Easter egg hunt and presents for birthdays and leavers.

Staffing

The Pre-School staff members are all qualified and experienced in working with children. In order to keep up to date they regularly attend relevant training courses, including Child Protection and Paediatric First aid, for example. The Staff to Child ratio is 1:8. All staff have an Enhanced DBS check.

Accidents, Incidents and Illness

Any accident or incident during your child's time at Pre-School is recorded in a book which you will be asked to sign. Please let a member of staff know if any accidents or incidents occur before your child attends Pre-School as we keep an existing injuries record too. It is helpful if

parents inform Pre-School if a child will not be attending any sessions. Any child with sickness or diarrhoea must be kept away from pre-school for at least 48 hours after the last episode of sickness and/or diarrhoea

Structure of a typical day

| | |
|-------------------|--|
| 9.00am - 9.20am | Registration and Circle time |
| 9.20am - 10.30am | Free play, including outside play, and structured activities (Child and adult led) |
| 10.30am - 10.40am | Tidy up time |
| 10.40am - 11.00am | Small Group/Large Group (a time for key workers to engage with their children to ensure progression) & Story |
| 11.00am - 11.30am | Toilet and wash hands followed by Fruit snack and milk or water time - with a thank-you prayer |
| 11.30am - 11.55am | Whole group game/PE Activity/singing |
| 11.55am - 12.00pm | Hand out any painting/craft & Good bye to morning children |
| 12.00pm - 1.00pm | Lunch time session and Free Play |
| 1.00pm - 3.00pm | Afternoon session involving floor level experiences, board games, construction, cooking and gardening. |

Each session has been arranged in order to give children a broad range of opportunities and stimulating activities. There are times for them to make their own choices and times for them to follow an adult's lead; times to play together and times to play alone; times to be quiet and restful and times to be active. All of these sessions lead to the continuing development of your child's independence, social skills and will help them with their transition from Pre-School to School.

Circle time

Circle time provides opportunities for listening, developing focus, promoting communication and learning new concepts and skills. It's a time for memory development, sensory experience, socialisation and a time for fun. This is an important start to our day where the children sit quietly and together we look at the days of the week, the date and month, the weather, count the children, sing a song and if the children have brought something in from home they wish to share they can: often based around a theme eg the letter, shape or colour of the week.

Free Play - inside ...and outside

A wide range of activities are provided during free play, some very open-ended, some very imaginative and some more clearly defined. There will be sand and water play, construction, fine motor activities, maths activities, puzzles, games, role-play, dressing up, a home corner, small world play, free painting, free mark making activities, craft activities, play dough, bikes, balls and balancing activities, as well as many others. There is also a quiet area with a carpet and cushions where children can relax, enjoy a book, or spend some quiet time with their friends.

Free play also provides opportunities for adult-led structured activities and 1:1 support.

The activities are balanced to provide a range of learning and play opportunities which:

- Stimulate and encourage children to explore freely and safely
- Develop their self-confidence, self-esteem and skills for learning
- Cover all areas within the Early Years Foundation Stage
- Meet the developmental needs of the children attending that session

Tidy Up

All the children help to tidy up and are encouraged to take care of the resources and their environment. This is supervised and assisted by adults, encouraging participation and responsibility.

Small group/Large group & Story time

While some of the children may be taking part in their small group, the rest of the children will listen to a story. As well as stories it includes songs, poems and rhymes, using puppets and props, big books and story bags. There are opportunities for joining in and times when the children are expected to listen.

Snack Time

This is an important social occasion, where we share fruit and milk or water. The children sit with their key person in small groups, quietly chatting and taking turns with the plate of fruit which is passed around the table. Hygiene is emphasised and children are encouraged to be independent in clearing the tables and helping to tidy up the chairs.

Whole Group Game

This is a time where all the Pre-School children have the chance to play together. This may take the role of a music and movement activity, or parachute games, or group games such as a popular favourite; Duck, duck, goose, or What's the time Mr. Wolf? for example. These games often involve taking turns and listening to instructions.

Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is mandatory for all OFSTED registered settings and schools caring for children under the age of 5. The EYFS comprises four themes which guide the work of all early years practitioners: -



- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive relationships** - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning.
- **Learning and Development** - children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The EYFS has 7 areas of learning and development;

- Personal, social and emotional development
- Communication & Language
- Literacy
- Maths
- Understanding the world
- Physical development
- Expressive arts and design

Each of these areas is broken down into stages. Each stage is typically associated with a particular age range; birth - 11 months, 8-20 months, 16-26 months, 22-36 months, 30-50 months and 40-60+ months. There are clear overlaps in these stages recognising the wide variations in children's development. It is important to recognise that all children will progress at a different rate and at different times.

We use these themes and areas of learning and development to help us plan our activities and to help us plan your child's next steps. The areas of learning often overlap and interlink. In any one activity children will often experience elements from several of the areas.

We review and evaluate our practice daily to ensure that it is appropriate and meets the needs of all the children.

Good Practice - The Bristol Standard

In order to help us continually develop and improve our provision, the Pre-School is participating in the Bristol Standard, a self-evaluation scheme that is externally validated. We submitted our first entry in 2006 and were delighted to have our submission approved and validated. We have continued to submit full and interim reports as required thus maintaining our Bristol Standard accreditation to the present day. Most recently the Bristol Standard validation group commented on "The photographic evidence clearly demonstrated the breadth of experiences offered to the children. It is evident that children's views are taken into account and they are encouraged to be independent learners."



OFSTED Report

We were inspected on 27th June 2018 and OFSTED reported that the quality of our provision was 'Good'. They commented that:

'The play leader and staff are constantly reflecting on the provision.....they use feedback and extra funding effectively to make positive changes'

'Staff form secure attachments with children.....children settle well and children make good progress in their learning.'

'Staff have enhanced the play environments and make sure that children can readily access play materials'

'Children are superbly confident in making choices'

'Staff are excellent role models for children.....children's behaviour is extremely good'

'Staff prepare children well for the transition on to school'

A copy is displayed in the entrance hall and is also available on request.

Our Partnership with Parents/Carers

Westbury Baptist Pre-School encourages an atmosphere where communication occurs readily between the pre-school and home. We help to foster this culture and build strong pre-school/parent/carers links by:

- Sharing information before the child starts
- A settling in period
- A key person system
- Regular communication about the child's day
- Regular opportunities to discuss a child's progress -through our 'Happy Hours'
- A welcome board containing relevant information
- Frequent newsletters
- A Parent/Carer volunteer rota

Before your child starts

We encourage all parents to visit the Pre-School for as many times as is felt necessary for your particular child. Our application form requests basic information concerning the child and parents/carers, medical, dietary and religious/cultural information.

Key person system

Each child has a key person. This is a specific adult who has responsibility for your child's well-being and development at Pre-School. They will be the first point of contact for parents and will keep, maintain and share information about your child in the form of a Learning Diary.

Settling in

The Pre-school team very much welcome the opportunity to get to know the children before they start and also for the children to become familiar with the pre-school surroundings. We suggest two or three short visits during the term before they are due to start. Supplementary information is gathered, on an 'All about me' sheet, for example information about siblings, preferences, family, friends and experiences.

The pre-school will also make a short home visit of about 20 minutes on the date they are due to start. This will provide an opportunity for the Key person and one other to get to know the child in their own familiar setting and for parents to ask any questions. The child's Key Person will be responsible for the child's developmental records and for sharing information on a regular basis with the parents so that more insight can be gained into the child's background

and needs. There will be an opportunity to meet with the child's key person after 1 term (approx 6 weeks).

The day after the home visit, the parent will stay for the first hour and a half with their child at pre-school and then they will start independently of parent with negotiated separation periods based on the child's need.

Learning Diaries

Pre-School will keep and maintain records that record your child's learning and development whilst they are at Pre-School, in the form of a Learning Diary. These are compiled by your child's key person, but will be contributed to by all the Pre-School staff. They help us not only to record your child's learning and development, but also aid us to plan your child's next steps. We welcome parental input to these records. These records are only shared with parents/carers. These Learning Diaries include many photos, quotes and observations, which provide detailed evidence of your child's continuing development. They are also a lovely memento of your child's time with us which parents thoroughly enjoy reading.

Welcome Board

In the foyer there is a welcome board displaying notices and posters to share information with parents/carers. It includes Staff Photos, relevant training certificates belonging to staff, complaints and fire procedures etc.

Newsletters

Newsletters are sent home on a termly basis via e-mail to keep parents informed of the activities and any special events in Pre-School. This information is also displayed each week on the welcome board.

Policies and Procedures

We have included sections of the main policies and procedures within this Welcome Pack. If you wish to see the full versions of these policies or any of our other policies please ask any member of the pre-school team.

Admissions

It is the aim of the Pre-school to give genuine access to all children aged between 2 years 10 months and 5 years and their families based on the authorised total number of children allowed by Ofsted and on the ratio of children to staff also authorised by Ofsted. We are a community resource and do not discriminate between children's backgrounds or place of residence when allocating places. If additional support is required for a child to attend the setting, eg a support worker or if a child has medication needs, the pre-school will work with the parents/

carers and other relevant professionals prior to admission and will aim to accommodate individual needs.

Settling & Home visits

We want children to feel safe and happy at Westbury Baptist Pre-school, in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards, the new learning experiences enjoyed in the Pre-school.

The Pre-school team very much welcome the opportunity to get to know the children before they start and also for the children to become familiar with the pre-school surroundings. We suggest two or three short visits during the term before they are due to start.

On their first day, your child's key worker along with one other member of staff will visit you at home. This will be an opportunity to meet their key person in the child's familiar home environment and discuss any particular likes/dislikes or concerns you may have anything regarding your child's entry to pre-school. This meeting should last no more than half an hour.

On their second day, we will welcome you and your child to Pre-school at 9.00am where you will both be invited to stay for an hour and a half. Thereafter your child will attend pre-school on the days agreed.

The Pre-school Team Leader and Key Person will be available to discuss concerns and explain routines and procedures and answer any queries that may arise. It will be made clear to families from the outset that they will be supported in the Pre-school for as long as it takes to settle their child.

Equal Opportunities

At Westbury Baptist Pre-school every person connected with the Pre-school and Pre-school community is held to be of equal value and is entitled to equal access to opportunities regardless of age, race, gender sexual orientation, marital status, religion, disability, academic ability or social class. For the purposes of this policy the term "race" is taken to include colour, nationality, ethnic or national origins. We are committed to following the principles and statutory requirements which relate to equal opportunities as they are set out in legislation and local requirements

Safeguarding

The Pre-school supports each child's development in ways which foster security, confidence and independence through its Safeguarding and other policies. We consider it the duty of members, staff and volunteers to protect children and young people who they come into contact with from abuse. This is part of our safeguarding children procedure along with the following:

All staff and volunteers will be checked by the Disclosure and Barring Service (DBS) on joining the preschool, to be renewed every 3 years

All connected with the setting must declare their disqualification status and that of other persons in their household. We will check the disqualification status of new employees prior to them starting work.

Staff will be expected to attend training to keep up to date and informed on Safeguarding issues.

Health and Safety

Westbury Baptist Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We aim to make our setting a safe and healthy place for children, parents, staff, volunteers and visitors by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. Staff and volunteers are given a clear explanation of health and safety issues so that they are able to adhere to the Pre-school's policies and procedures and understand their shared responsibility for health and safety. Children are made aware of health and safety issues through discussions, planned activities and routines. Parents are informed of health and safety issues so that they understand the part played by these issues in the daily life of the Pre-school

Child Sickness

The pre-school provides a healthy and safe environment for all children. We cannot accept a child who is who is unwell or who has had a serious infectious illness. Parents are asked to keep their children at home if they are ill and to inform the Pre-school as to the nature of the illness. If a child arrives at the pre-school and the leader does not consider them well enough to attend, the parent/carer will be advised accordingly. This will allow the Pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell. Below is a list of the most common childhood ailments that are infectious and the recommended exclusion period.

- Coughs, colds and sore throats - we appreciate that children often pick up cold viruses without being ill and accept they do not need to be stay away from the setting, however,

if they have raised temperature, continued cough, or are unable to eat, then exclusion will be necessary

- Any child with sickness or diarrhoea must be kept away from pre-school for at least 48 hours after the last episode of sickness and/or diarrhoea
- Temperatures - any child with a raised temperature, even if not accompanied by any other symptoms, should be kept away.

Administration of medicines

The Pre-school recognises that children will require the administration of medication periodically and consistently.

Prescription Medicines

Medicines will only be administered when it is essential: that is where it would be detrimental to a child's health if the medicine were not administered during the setting's hours. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration. Staff will not accept medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Non - Prescription Medicines

We will **not** administer non-prescription medicines to children. Parent/carers will need to discuss individual circumstances with the Team Leader. We will **never** administer non-prescription medication that contains aspirin.

Emergency Medical Needs

Some children may require medicines in particular circumstances, Examples of emergency medication are Buccal Midazolam for epilepsy, inhalers for severe asthma and Epipen for severe allergic responses.

Parents will need to meet with the Team Leader and discuss the issues involved. We will aim to meet the need dependent on staff training, supervision needs, staff confidence and insurance cover. A Medication Care Plan will be completed. The Team Leader will follow the Long - term needs and Emergency Medication Procedure. Before we are covered by our insurers to administer epipens we must submit the following:

- A letter from the child's GP or consultant stating the child's condition and the treatment required
- The parent/guardian's written consent to allow staff to administer medication
- Proof of staff training in the administration of such medication by a qualified nurse or GP. The parent will arrange staff training with the GP/Health visitor

Arrival and Departure Procedure

Arrival - Doors are unlocked at 9.00am. One member of staff is on the external door to greet and check those coming in and leaving after their child/children have gone into pre-school. The children self register by putting their names on the notice board and then go the carpet for circle time. One member of staff ticks children off the register noting time of arrival, whilst another member of staff sits on carpet with children while they all arrive. Other staff are available to help with queries or to sit with the children as needed. When no more children are arriving, the member of staff on the external door shuts and locks the door and then shuts and locks the hall door

Departure - The children sit in a semi circle with the things they have made during the morning and sing the pre-school home time song. Children staying for lunch and the afternoon on Mondays and Thursdays sit and play on a carpet at the far end of the hall supervised by one member of staff. The parents wait outside except in bad weather when they are allowed to wait in the entrance area outside the hall. The doors are opened at 12.00 noon. One member of staff is on the external door to check those coming in and leaving. One member of staff checks out each child as he/she is collected noting the time of departure. Passwords are required from anyone other than those listed on the Registration Documents before they can collect any child. Staff will sit with any child whose parent/carer does not arrive immediately. The external doors and the hall doors are shut and locked when the children have left. The above procedure is used for children staying for lunch until 1.00pm, and for those leaving at 3.00 pm.

Late Collection fee

If a child is not collected at the agreed time of collection (either 12pm, 1pm or 3.00pm) then the Pre-school needs to be informed.

If the Pre-school has not been informed and the child is not collected within 15 minutes of the agreed collection time, then a late collection charge of £6.00 will be required. If the child has still not been collected a further £6.00 will be payable for every 15 minutes thereafter. If the child isn't collected within an hour then the police and social services will be notified

Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their personal, social and learning needs through play and learning without fear of being hurt or hindered by anyone else. Children need to learn to consider the views and feelings, needs and rights, of others and the impact that behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example.

Complaints

We welcome comments from parents at any time (this can be written in the complaints book). If you have any concerns about your child's time at our Pre-school, please contact the Pre-school Team Leader. However, if any such matters are not resolved to your satisfaction or you do not feel that it is appropriate to contact the Pre-school Team Leader, you should write to the Chairperson of the Pre-school Committee (address displayed on the notice board) All complaints notified in writing will be recorded confidentially and investigated. Complaints sent directly to Ofsted (address displayed on notice board) will usually be referred back to the Pre-school to investigate. The parent who made the complaint will be notified of the outcome of the investigation within 28 days. Ofsted will be informed of the complaint and the outcome.

Finance

The Fee structure is reviewed annually and is as specified in the current Charges document. There is no reduction for siblings. Any changes to fees will be notified at least one month in advance of the change taking place.

Payment of fees

- Invoices are calculated by the Administrator and given to parents/carers at the beginning of each term (September, January and April) or on the day the child starts Pre-school.
- All payments are due on receipt of the invoice.
- Payments can be made by BACs, cash, cheque or childcare voucher.
- Fees may be paid in instalments (please speak to the administrator to arrange).
- Parents/carers who do not pay fees after being reminded at least once will be referred to the Treasurer and then the Committee.
- No refunds are given for non-attendance eg for holidays or sickness. In case of need application can be made in writing to the Committee as above.

Free Early Education Entitlement

Parents are required to supply a copy of their child's birth certificate and to sign the EYR 1 - Parent/Carer/Guardian Declaration and Amendment form (start of term or if any changes are being made for the following term) provided by Bristol City Council for the hours of entitlement that they are claiming through the Pre-school and if appropriate other nursery/pre-school. The

Administrator is responsible for informing parents of the Free Early Education Entitlement and making all claims to Bristol City Council. Parents should be aware that if they decide to remove their child from pre-school for whatever reason, the pre-school will only transfer their funded hours to another setting if the parent gives 6 weeks' notice.