

Westbury Baptist Pre-school

Prospectus

2022-2023

Westbury Baptist Church, Reedley Road, Westbury on Trym, Bristol, BS9 3TD

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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.

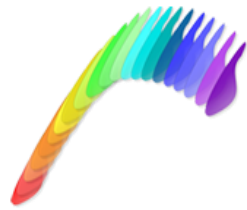
This aim is underpinned by the current national curriculum framework, namely the EYFS (Early Years Foundation Stage) document. We promise to provide a safe, healthy, happy environment where children can enjoy achieving, can make a positive contribution to their learning and where children and their families 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.



Westbury Baptist Pre-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 and Sessions

The Pre-School is open Monday to Friday during Term Time, except for Bank Holidays.

Our preschool sessions are:

Monday - Friday: 9.00am - 12.00 noon

Monday - Friday: 9.00am - 1.00pm (parents provide a healthy, nut free packed lunch).

Monday - Thursday: 9.00am - 3.00pm (parents provide a healthy, nut free packed lunch).

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, our hourly rate is £6.50 per hour and the fees will be as follows:

Morning session (9.00am - 12.00pm)	£19.50 per session
Morning session (9.00am - 1.00pm)	£26.00 per session
All Day session* (9.00am - 3.00pm)	£39.00 per session

(*Monday, Tuesday, Wednesday and Thursdays only)

Once you have accepted a place you will be given a **Registration and Information form** to complete and return. You will be asked to pay a refundable deposit of **£30.00** which will be returned to you in Term 6 before your child starts school. If you decide to withdraw your child from pre-school for any reason then the deposit will not be refunded.

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 28 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, Tuesday, 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

Snack Charge

There is a termly (Autumn, Spring & Summer) snack charge for all children attending preschool, based on the number of days in attendance.

Please see below:

2 days - £4 per term

3 days - £6 per term

4 days - £8 per term

5 days - £10 per term

The snack consists of a healthy mix of fruit and vegetables.

If you would like to opt-out of the snack provided by preschool or if you cannot pay please speak to the Administrator or another member of staff.

Voluntary Contribution

The Preschool invite families to make a voluntary contribution of **50p** per session three times a year - September, January and April. This contribution is to help with extra/special activities and to help bridge the shortfall in government funding (which is at the same level as in 2016).

The voluntary contribution will help towards (but is not limited to) end of term parties, presents for the children (birthdays, Christmas and leavers), preschool events, cooking activities and preschool resources etc.

Termly Invoice

The Preschool will send all families an invoice at the start of each term, September (Autumn), January (Spring) and April (Summer) detailing hours covered by the Free Early Education Entitlement (FEEE), any additional hours, the snack charge and the voluntary contribution.

Please note the voluntary contribution cannot be paid for using tax free child care (childcare vouchers), as this should be for paid childcare only.

During the first two weeks from when a child starts preschool and is settling-in, families will only be charged for the hours that their child attends (to the nearest hour).

From the third week the family will be charged for the child's full sessions unless otherwise agreed by the Preschool Manager.

Staffing

The staff to child ratio is 1:8. All staff have an Enhanced DBS check and regularly attend relevant training courses such as child protection and paediatric first aid.

Accidents and Incidents

Any accident or incident during your child's time at preschool 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 preschool as we keep an existing injuries record too. Due to safeguarding, parents must inform preschool if a child will not be attending any sessions.

Structure of a typical day

9.00am - 9.15am	Registration and welcome time
9.15am - 9.45am	Adult-led activities and free play
9.45am - 10.15am	Hand-washing and snack time
10.15am - 11.30am	Free play using both indoor and outdoor spaces
11.30am - 12noon	Tidy-up time, story and singing/games
12noon	Some children go home and some children stay for a packed lunch and play
1.00pm - 3.00pm	Afternoon session involving child-led play and a range of activities e.g. gardening, cooking and board games.

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 preschool to school.

Welcome time

Welcome time provides opportunities for listening, developing focus, promoting communication and learning new concepts and skills.

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. Activities include; 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 book area 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

Story time

Story time is an opportunity to listen to and join in with stories, poems and rhymes, using puppets and props, big books and story bags.

Snack Time

Snack time is a social occasion, where we share fruit and milk or water.

Whole Group Game

This may take the role of a music and movement activity, parachute games or group games such as a popular favourite; duck, duck, goose or What's the time Mr. Wolf?

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 principles which guide the work of all early years' practitioners: -

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
- Children learn to be strong and independent through **positive relationships**
- Children learn and develop well in **enabling environments with teaching and support from adults**, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.



- Importance of **learning and development**. Children develop and learn at different rates.

We use themes, follow the children's interests and the 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 preschool is participating in the Bristol Standard, which is an annual self-evaluation scheme that is externally validated.

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 preschool and home. We help to foster this culture and build strong preschool/parent/carer 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

Before your child starts

As part of our induction process we invite families to visit preschool the term before they are due to start. Our registration 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 preschool. 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 preschool 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 preschool surroundings.

Supplementary information is gathered, on an 'All about me' sheet, for example information about siblings, preferences, family, friends and experiences.

You will be invited for a welcome visit which will take place in preschool. This will provide an opportunity for the Key Person and another member of the team to get to know your child and for you to ask any questions. There will be an opportunity to meet with the child's key person after 1 term (approx 6 weeks) to discuss how they have settled.

For your child's first day at preschool you are welcome to stay with them for the first hour and then they will start independently of parent with negotiated separation periods based on the child's need.

Learning Diaries

Preschool will keep and maintain records that record your child's learning and development whilst they are at preschool, in the form of a learning diary. These are compiled by your child's key person, but will be contributed to by all the preschool 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.

Newsletters

Newsletters are sent on a termly basis via e-mail to keep parents informed of the activities and any special events in preschool.

Policies and Procedures

We have included sections of the main policies and procedures. If you wish to see the full versions of these policies or any of our other policies please ask any member of the preschool team.

Admissions

The preschool admissions policy is available to view on request.

Safeguarding

The preschool supports each child's development in ways which foster security, confidence and independence through its safeguarding and other policies. Please refer to the preschool's safeguarding policy which is available to view on request.

Behaviour Management Policy

The preschool behaviour management policy is available to view on request.

Arrival and Departure Procedure

Preschool opens at 9.00am. Please use your allocated entrance which will either be the main entrance on Reedley Road next to the preschool sign, the lower garden gate or the upper garden gate.

At collection time the parents/carers wait outside the main entrance. The children are brought to the main entrance by one member of staff to be collected. The doors are opened at 12.00 noon for the morning session, 1.00pm for the lunch session and 3.00pm for the afternoon session.

Equal Opportunities

At Westbury Baptist Preschool every person connected with the preschool and preschool 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.

Health and Safety

Westbury Baptist Preschool 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.

Child Sickness

The preschool 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/carers are asked to keep their children at home if they are ill and to inform the preschool as to the nature of the illness. If a child arrives at the preschool and the Preschool Manager does not consider them well enough to attend, the parent/carer will be advised accordingly. This will allow the preschool 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 a 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 preschool 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 home.
- If your child has any Covid related symptoms please follow the government guidelines and carry out a PCR test. Please keep preschool informed.

Administration of medicines

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

Generally the preschool does not administer non-prescription medicines to children.

Parent/carers will need to discuss individual circumstances with the Preschool Manager. 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 Preschool Manager 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 Preschool Manager 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

Late Collection fee

If a child is not collected at the agreed time of collection (either 12.00pm, 1.00pm or 3.00pm) then the preschool needs to be informed.

If the preschool has not been informed and the child is not collected within 15 minutes of the agreed collection time, then a late collection charge of £6.50 will be required. If the child has still not been collected a further £6.50 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.

Complaints

If you have any concerns about your child's time at our preschool, please contact the Preschool Manager. However, if any such matters are not resolved to your satisfaction or you do not feel that it is appropriate to contact the Preschool Manager, 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. 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)
- 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 or passport 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.

Privacy Notice

In order to be compliant with the new General Data Protection Regulations (GDPR) you need to be aware that data you provide to Westbury Baptist Pre-school will be shared in order to improve outcomes for your child.

We collect personal information from you and may receive information about you and your child from your previous childcare provider. We hold the following data about your child:

- Contact details
- Learning Diaries
- Attendance registers
- Personal characteristics (such as your ethnic group)

- Special educational needs
- Relevant medical information
- NI number of parents (for funding purposes)

We hold this personal data to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well we are doing
- Access free funding for your child

You have the right to be informed. We will communicate clearly with you and if you would like to receive a copy of our Data Protection Policy and/or Privacy Notice or information about you that we hold or share, please contact our Administrator. Our Privacy Notice is also available on our notice board and website.

We will not give information about you or your child to anyone without your consent unless the law and our policies allow us to. We are required by law to pass some information to our Local Authority and the Department for Education.