

BLAKENEY PRESCHOOL



Parents and carers Pack

Blakeney Preschool

The Lodge, c/o Blakeney School, High Street, Blakeney,
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Charity Number - 1060878

Ofsted Registration number 510052

INTRODUCTION

Blakeney Preschool is an independent charity setting, operating for the benefit of children and families in the Forest of Dean. We aim to provide a safe, friendly and stimulating environment for children to learn, explore and develop through play.

We are set in the grounds of Blakeney Primary School in the centre of the rural village of Blakeney. Our building is a purpose-designed wooden Lodge built in 2006, with an inviting preschool area, kitchen, disabled access and other facilities. There is a safe enclosed outside area for outdoor play and bike riding, and we also have access to the large field, wildlife area, woodland corner all within the security of the school grounds. Regular trips are also undertaken to local places of interest. There is a large car park to safely drop off and collect children.



We welcome children from 2 years up to school age.

We have planned and varied high quality play sessions, providing the opportunity for the development communication and language, personal, social and emotional skills, physical ability, creative interests, imagination and children's love and understanding of the world around them. The current government framework we adhere to is the Early Years Foundation Stage (www.direct.gov.uk/eyfs).

Choosing the right setting for your child is an important decision. We recognise that the most important quality we can offer is that your child is happy and enjoys their experience at preschool.



SESSION DETAILS

Some of our activities are planned in advance to cover all aspects of children's development through play. Each week our planned activities are listed on Facebook and on Tapestry, our sessions are based around the children's interests and next steps in learning-and can change and evolve during the week (or even on a daily basis!)

General things you need to know.

Provide a packed lunch and a drink for them. If they require cutlery -please make sure you pop it in their lunch bag -as we are unable to provide it. (See packed lunch advice)

Water is always available in all sessions, in their own personal water bottle. Please make staff aware of any allergies/ food intolerances your child has, or special dietary requirements.

Children should wear clothes suitable for play, aprons are provided for messy play -but it's surprising where paint, etc can end up, so please bear this in mind!

Hot days - please provide a named sun hat and apply sunscreen to your child before leaving home, also leave a named bottle of sun cream in their bag.

Cold days - please provide a warm coat, hat, and gloves. We do try to go outside to play in all weathers!

Please provide spare nappies/pull ups, wipes and nappy sacks if your child is toilet training, also every child will require spare sets of clothing.

For those children requiring inhalers for asthma and/or creams for eczema, we ask that you provide a spare so they are available during the session, a medical form will need to be completed.



Parents should not send a child to Preschool who is unwell, there are various exclusion periods we must adhere to. A list of some of the more common illnesses can be obtained from a manager or are available on Tapestry, e.g., 48 hours absence from preschool since the last occurrence of sickness or diarrhea. If you are unsure whether to send your child in to preschool, please call before coming and we can advise you.

If your child will not be attending preschool for any reason, please call us and let us know on 01594 510270, or message us via text /messenger/wots app, it is important that we are made aware if your child will not be attending.

No smoking or vaping is allowed in the group or on the school premises at any time.





PERSONNEL

Staff

We are very lucky to have such an experienced, qualified and dedicated team working here who encourage individual children to develop at their own pace and parents to take an active interest. They undertake continued training, expanding and updating skills and knowledge in childcare and education.



Rachael Thomas - Early years manager NVQ Level 2 and 3 in Children's Care, Learning and Development, Child Protection Training, Fire Safety Training, food hygiene trained, Child protection officer, early years first aid training.



Cathy Rowlands - Early years manager

NVQ Level 2 and 3 in Children's Care, Learning and Development, Child Protection Training, Fire Safety Training, Early Years First Aid Training, food hygiene training, health and safety training, SENco L3 trained. Adverse

childhood experiences L2. ELKLAN L2 trained.



Emma Evans - Deputy Manager

NVQ level 3 in children's care, learning and development. First aid trained. Child safeguarding trained.

Julie Hodges - Early years practitioner

NVQ level 3 in children's care, learning and development. First aid trained. Child safeguarding trained.



Anna Webb -bank early years practitioner

Child protection training
Qualified teacher status.

Our staff to child ratio is: 1 to 8 for 3 years old and over,
1 to 4 for under 3 years old.

The manager will be available on your visit if you wish to book one to help you and your child and to answer any questions you may have. At the end of their first session any member of staff will be available to tell you what activities they have joined in with and how they have enjoyed their time with us.

What we do to help

Your child will have a key worker; this is a member of staff who is assigned to your child and keeps records of their progress and development. Every member of staff will encourage your child to settle in and develop by:

- Giving your child individual attention.
- Introducing the child to a small group of children
- Giving reassurance promptly and sympathetically.
- Preparing the staff and children already attending Preschool.
- Maintaining a calm and relaxed environment.
- Using your child's preferred name.
- Giving physical comfort if needed i.e., cuddles and hugs.
- Helping them to become familiar with the Preschool layout, both inside and out.

As starting a Preschool may be stressful, we will verbally encourage your child to join in activities, but at this stage they must feel free to make their own choice, they may feel all they want to do is watch from the side lines until they feel more confident, we will be led by the child.

YOUR CHILDS PROGRESS

We are always available for general, or private and confidential consultations if you have any concerns about your child. It may be the first time you have left your child in the care of others. You naturally will worry about them settling in and their development. Please just ask at anytime.

Staff keep regular records of the children's development over the year. These records are confidential; they will only be available to the manager, the child's key worker and the child's parents/carers. They may include photos (permission required), descriptions of what your child has been doing, the child's work, how they are learning and developing and their interests. The records also help staff to discuss the children's progress and any future goals with their parents. Regular termly meetings are held between the child's key person and parent. We use *Tapestry*, an online journal to help record all the learning and fun of children's early years education - we will send you a login when your child starts.





PARTNERSHIP WITH PARENTS

Our preschool recognises that parents are the first and most important educators of their children. We aim to support the parents and encourage them:

- To be involved in their child's development records
- To work in the group with the children by doing parent rota - see below
- To assist with fund-raising
- To take part in the management of the preschool

We welcome **ANY** feedback from you, it is very important for us to resolve issues and improve the setting. Any positive comments, suggestions or complaints concerning your child, the setting, staff or committee may be discussed with the playleaders, committee or OFSTED (www.ofsted.gov.uk_03001231231) in confidence.

Parents form part of our management committee and help with fundraising or future development plans. We welcome all involvement. Please let us know if you would like to join our committee.

SESSION FEES

Blakeney Under 5's is a registered charity and depends on government funding for eligible children, and session fees. Our fees cover running expenses such as staff wages, insurance, consumables, snacks and play equipment, and all profits go towards improving our setting.

The fee is currently £14.15 per half day session / £28.30 per full day, this is reviewed every 6 months.

All booked sessions must be paid for, regardless of whether they attend or not. Due to our very tight budget, this rule must apply in all cases of absence including illness, family holiday etc.

Invoices are emailed to you in advance for the upcoming month. Payment is requested within 30 days and a late payment charge of £10 will be applied. Parents failing to pay the fees will be asked to withdraw their child from the Preschool unless there are mitigating circumstances.

If it is easier for you, you can pay monthly, weekly or per session, just let us know. Please don't let the fees be a problem to you, feel free to talk to us in confidence.

In the term after your child is 3 years old their place will be funded up to by the Governments 'Free for 3 to 4' scheme. Some children may be eligible for 2-year-old funding or 30 hours funding - please ask a manager. If extra hours are claimed, then you will be invoiced at our usual rate.

PRESCHOOL POLICIES

We have a collection of policies and procedures that ensure the current Early Years Foundation Stage standards are met. These are continually reviewed and updated. They cover all aspects from Equal Opportunities, Safeguarding Children and Child Protection, Confidentiality and Information Sharing to Making a Complaint. These can be found in a blue A4 file in the entrance lobby, and are available on Tapestry, and on our website. Please feel free to look at them at anytime. We encourage all parents to read and familiarize themselves with our policies and procedures.

We reserve the right to alter our terms, conditions and policies.

Daily routine

Drop offs are made at the preschool gate. A member of the preschool staff will meet you at the gate at your allotted time.

8.15 / 8.45 / 9am Children will come into the lodge, hang their coats and wash their hands.

8.15am - 10.45am - toast + free play

11 - 11.30 snack

11.30 - 1pm free play

12pm - home time for our half day children (Old Station Close gate for collection)

1pm lunch

1.45 free play

2.40pm tidy up

2.50 story time

3pm home time

Things to help your child before starting preschool.

Encourage your child to wear a hat -especially in sunny weather, all children in preschool wear a hat when playing in the sun.

Encourage them to sit whilst eating, as all children in preschool sit at mealtimes (due to choking hazard)

Encourage your child to carry their own bag / backpack etc. - this will help them at drop off and collection.

Naturally we will help all children and will continue to show them how to do things independently in preschool, every child is unique and an individual -we understand that every child has different abilities.

