



INTRODUCTION

At Burham pre-school we aim to provide a warm, friendly, caring and safe environment with an emphasis on learning through play. We use a wide range of resources, and work to a high staff ratio to help us enhance the development of your children. Above all else we give all children and their families the opportunity to have fun. build self-esteem, friendships and have lots of opportunities for new and varied experiences.

PROVISIONAL TERM DATES 2023/24		
Please refer to the termly newsletter once started to check dates throughout the year.		
Term	Start	Finish
1	Monday 4th September	Friday 20th October
2	Monday 30th October	Friday 15th December
3	Thursday 4th January	Friday 9 th February
4	Monday 19th February	Friday 28th March
5	Monday 15 th April	Friday 24th May
6	Monday 3rd June	Monday 22nd July (morning only)

Opening Times 2024 to 2025

We are open Monday to Friday term time only.
Morning Sessions 9.00 am-11.30am
Lunch club 11.30am-12.20pm
Afternoon session 12.20pm-2.50pm
Early bird drop off available 8.30am for £3 or 8.45am for £1.50

Contact Details

Preschool Mobile Phone: 07710829954 – Used to report absence (holiday or sickness)
Supervisors Mobile Phone: 07920599287 (for emergencies only)
E:mail: burham.pre-school@hotmail.co.uk
Web site: burhampre-school.weebly.com (additional facebook/instagram page burham pre-school)

Our Pre-school

You will receive a termly newsletter with your invoice via e:mail this will keep you up to date with activities and general information about what is happening each term including curriculum planning and fundraising activities.

All policies are listed on our website and are available from Tracey should you want a hard copy at any time or they are available to view on our website. We would ask that you make sure you are familiar with our **parents code of conduct**, our **complaints policy** and our **safeguarding policies** our safeguarding officers for the setting are Tracey Beechey and Tanya Best and should you have any complaints or concerns about anything these two members of staff are your first points of contact. Alternatively, you can speak discreetly to the chair of our committee or contact Ofsted directly on 03001234666.

We are a registered charity and therefore we rely heavily on parent donations and contributions. Craft & cleaning supplies are always greatly appreciated and if you wish to find out how to become more involved in fundraising activities please join our parent committee at our AGM in October. The current chair of our committee is Carly Prentice and she can be contacted on 0770912099 (however this will change in October 2024), should you have any queries about the committee or running of the setting. ***Our pre-school cannot operate without a parent committee!***

Parental responsibility

Under the EYFS we need to know all details of any person with parental responsibility for your child. In England, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent. This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- (from 1 December 2003) by jointly registering the birth of the child with the mother.
- By a parental responsibility agreement with the mother
- By a parental responsibility order, made by a court

At registration please make sure we are aware of full parental responsibility and make sure we have details of any court care orders that are in place. We like to make sure we share information fairly and amicably between parents.

EYFS 2021 and our curriculum:

The EYFS is the statutory Early Years curriculum. This is mandatory for all schools, settings and childminders to follow from birth up to the end of reception. The EYFS sets out our legal obligations regarding things like adult:child ratios, suitable people, safeguarding and welfare, staff qualifications, and learning and development.

The team here work hard to ensure they know your children extremely well, we observe their play, development and interests, we assess what they know and what we want them to learn and then we plan activities and provision which will extend their development and teach them something new or help to bed in the skill they are already mastering. All of these things

are done by using our understanding of child development and our knowledge of your child as an individual person.

At Burham Pre-school our key principles are:

- ❖ Every child is a unique child who is constantly learning, we like to enable them to be resilient, capable, confident and self-assured within our warm welcoming environment.
- ❖ We encourage children to be strong and independent through positive relationships/role models.
- ❖ Children's experiences are a response to their individual needs and there is a strong partnership between staff and parents so that we can get to know your child really well.
- ❖ All children develop and learn in different ways and at different rates and this is where our key person system is in place to provide learning that is right for each child.

Key Person's

Children thrive from a base of warm and loving care, provided by having close relationships with people whilst in our setting. When a parent cannot be there, a key person is someone that takes responsibility for this caring role. They provide comfort and support when the child is distressed and upset and they get to know the child's sensitivities and personality well, so they can understand and meet their needs.

Every child in our setting is be allocated a key person and a buddy, these people will help settle your child into pre-school routines, they will be the main person to help your child with any personal care and they will be on hand to comfort your little one if needed. They will get to know your child's likes, dislikes and development levels and they will continue to monitor your child's progress during their time with us, feeding back any concerns and progress to the supervisor and families regularly. At Burham Preschool we allocate 2 people so that if one member of staff is off you always have a point of contact for that day. The details of your children's key persons will be in your welcome letter.

Your key person will keep a scrap book of WOW moments and progress your child has made during their time with us, this will be yours to keep they leave for school. You will receive 2 summary reports per year of progress made and this is a two-way process, we value parents input. We will hold a progress meeting with parents each year and we are happy to talk to parents at any time about any concerns, queries or achievements. Each term we ask for parents input in providing details of what children have been doing at home or outside of preschool, so that we can incorporate children's interests into our planning.

Special Educational Needs

If your key person identifies a need for additional support for your child they will liaise with the Special Needs Co-ordinator (SENCO) for the setting to work on targeted plans with you, we will also look into getting specialist help from outside of pre-school to help move your child's development forward.

The SENCO for Burham pre-school is Tracey Beechey and she will work with families to make sure your child is receiving the right care and support for their individual needs.

If identified needs mean that a child may injure themselves or others at any point a plan due to them struggling with their feelings and emotions will be agreed with parents on how to handle this situation safely.

Early Help

If you or your family are in need of additional help with finances, behaviour, bereavement, attendance, struggling to cope, being a carer, bullying, anxiety, domestic abuse, child abuse and many other things please speak to Tracey in confidence at any time or visit the following website to find out what help is available www.kent.gov.uk/earlyhelp.

Fees and Funding

All new starters are required to pay a £20 holding deposit for their space. This will be refunded on your first invoice once your child has started however if for any reason you do not decide to go ahead with the space your deposit will be kept to cover administration costs. If you have not already paid your deposit you will be asked to do so when you visit.

The fee for a 2.5hr session is £16 and lunch club is £5. Invoices are issued at the beginning of each term, there are 6 terms in the academic year and we ask that payment is made within 3 weeks of the invoice date.

Free Early Education for 3&4-year olds starts the term after their 3rd birthday and children can claim up to 15hours at our pre-school this equates to 6 sessions. This funding does not cover the lunch period (35minutes) this lunch club is a £4 charge. In order to claim funding, you will need to show your child's birth certificate and complete a parental declaration stating the hours you wish to claim at our setting. We aim to offer the full core 15hours if spaces are available and from September 2023 we are able to start offering some extended hours however these will only be offered once all children have their core hours. We must make you aware however that Burham Pre-school is current only open for 25 hours per week and we cannot therefore offer the full 30hours for academic year 2023-2024.

15 hours of free childcare of 2-year olds (FF2) – this scheme is for families who receive certain benefits and families with looked-after or adopted children. Eligibility criteria can be found here <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare>. Again, this equates to 6 sessions excluding lunch club. Children on this scheme are not required to pay the £20 deposit

Day-to-Day information

Drop off time is 9.00am you drop your little one at the main entrance, (please keep your child with you until it is their turn to enter), Tracey will be ready to greet you and check if you want to share any information such as who is picking up, if they have had a good night etc. and key workers will be just inside the main entrance to help your child with their morning routine and to settle them into each session.

Collection is the same process your child will be brought out to you and we will let you know about their day. Key workers are always happy to have a chat or discuss any issues with you daily so please make sure if you want to talk you have time at drop off or collection to wait to speak to your key person. Alternatively, you can contact Tracey via text or email to arrange a convenient time to talk.

Early bird drop off is available at 8.30am for £3, 8.45am for £1.50 you must be prompt at this time as there is no in between ie. 9.05am etc.

On collection we respectfully request that children are collected promptly at the end of their session. If your child is being collected by anyone other than the regular person who does so, then the supervisor MUST be informed verbally or via text. Please ensure that if someone not known to pre-school is collecting your child that they know your child's personal password.

Personal Care

If children are in nappies they will be changed at least once each session or as and when needed if more required to make sure they do not get too wet or sore, we will only speak to parents at collection specifically about this if we have concerns or problems at nappy changing times. If you are not happy with this and want a nappy changing record book please speak to Tracey at your induction.

Sleeping and Comforters

We recognise that children can become very tired during the day and that it is necessary to provide all children with the opportunity to rest or sleep during their pre-school session. We believe that every child's needs are different, and this is why we aim to provide flexibility and opportunities for children to take rests and naps as they need and desire. Please make sure you let us know when your child starts about any sleep times or even if they have had a bad night at drop off and may be tired.

The pre-school will not provide dummies for children nor shall the pre-school introduce a dummy to a child if they have not used one before at home. Parents are permitted to bring in a dummy from home for their child to use when at pre-school as we recognise a dummy can provide great comfort for a child during rest and sleep times however we only allow dummies if a child is particularly in need of comfort (for example if there are problems at home or they are new to the setting) as we know that overuse of dummies may affect a child's language development as it can restrict the mouth movements needed for speech.

What to Wear

Footwear – could you please ensure that your child has closed in, shoes, trainers etc doodles style are ideal. This is for safety on equipment reasons.

Clothing – please ensure that your child is dressed in clothes and shoes that are easy to manage as we encourage self-help skills, clothing that children sometimes struggle with are dungarees, belts, tights etc so please avoid them if you can. Children should come to pre-school in clothes that are suitable for messy play and coats, hats etc. should always be named.

Behaviour

Burham Pre-School believes that children flourish best when they know how they are expected to behave and are entitled to play and learn without fear of being hurt or unfairly restricted by anyone else. We use various strategies within our preschool such as a calm thinking area, visual cues and signs of expected behaviour and all staff act as positive role models at all times.

The following are our 5 main Pre-school behaviour 'golden' expectations:

Good Walking – Children are encouraged to walk and not run (except in designated areas) to help avoid accidents, such as falling on a toy, or knocking into someone else.

Good Sharing – The toys at pre-school are for all the children to play with and enjoy so we have to play together and take turns.

Respect for Others – treating others with courtesy at all times we believe that everyone has value, we encourage children use good looking & good listening as it may be very important.

Respect our Toys – We all help to care for our pre-school toys, we help to tidy them away when we have finished playing with them and we try not to break them.

Be Kind to Other's – We don't like to make others feel sad we ask children to be kind to others at all times i.e. no hitting, shouting etc

All children are treated as individuals if we identify that an individual is needing extra support in this area, we work with parents on how to manage behaviour appropriate for that child within the setting for example using calm time, visual timetables and removing them from a situation if they may cause harm to themselves or others

Medications/sickness procedures/Information

It is essential registration forms are completed so that we have all your child's up to date medical information and emergency contact details. This is especially important at this time as only medication prescribed by a doctor and in its original container can be administered.

If your child has a temperature, sickness, diarrhoea please keep them home for 48 hours after last occurrence or until their temperature returns to normal. Please see our **sickness policy** for full details and exclusion periods, please make sure you inform us on your child's first day of absence, giving details of why they are absent and when they are expected to return.

The importance of Health and Hygiene

Our welfare requirements states that settings are required to promote the "good oral health of children" this has been introduced following research by Public Health England that suggests that 1 in 5 children aged 5, have experienced tooth decay. At Burham preschool we do not brush children's teeth whilst in the setting however we promote good oral health by:

- Talking to children about the effects of eating too many sweet things
- Promoting regular toothbrushing – twice a day for 2 minutes using a fluoride toothpaste
- Encouraging children to visit the dentist regularly (twice a year is recommended)
- Encouraging parents to promote good oral health at home

A healthy, balanced diet and regular physical activity are essential for children's health and well-being. Research confirms that healthy eating habits in the years before school are very important because they influence growth, development and academic achievement in later life.

A healthy balanced diet for children aged one to five years is based on the four food groups listed below, which provide a range of essential nutrients that children need to grow and develop.

- Starchy foods
- Fruit and vegetables
- Meat, fish, eggs, beans and other
- non-dairy sources of protein
- Milk and dairy foods

One of the basic principles of healthy eating is variety, as eating a wider range of different foods provides a better balance of nutrients. Planning meals and snacks to include a variety of food and drinks from these four food groups each day will provide children with the good balance of nutrients they need.

At Burham pre-school we ask parents to provide a healthy snack and pack lunch each day for their child. Please see that attached sites for more information on healthy eating in early years:

<https://www.firststepsnutrition.org/eating-well-early-years>

<https://foundationyears.org.uk/eat-better-start-better/>

Online Safety

Burham Pre-school promotes online safety at all times, in and out of the setting, please see our safeguarding policies for further information and use the following links to make sure you are keeping your children safe whilst using any time of mobile device:

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.internetmatters.org/schools-esafety/parent-online-support-pack-teachers/>

Finally.....

We hope you find the information in the hand book useful and please remember we are always happy to talk any time. Your child's safety, wellbeing and care a of utmost importance to us at all times. We look forward to working with your to make your child's time at Burham Pre-school a great experience for all your family.

Auntie Tracey – Supervisor – safeguarding officer, SENCO

Auntie Tanya - Deputy – safeguarding office, SENCO

Auntie Sharon – Pre-school Assistant

Auntie Karen – Pre-school Assistant

Auntie Karly – Pre-school Assistant

Auntie Aline – Pre-school Assistant

Auntie Sara - Pre-school Assistant

Auntie Claire - Pre-school Assistant

Auntie Gemma – Pre-school Assistant

Auntie Esme – Pre-school Assistant

