



A Handbook for Parents and Guardians.

First Edition : March 2020

Beenham Pre-School
The Community Room, Picklepythe Lane, Beenham, RG7 5NN
info@beenhampreschool.org
www.beenhampreschool.org
Out of sessions : 07793 116937
During sessions : 07395 123177



Welcome to Beenham Pre-School !

We hope that you will find the information in this Booklet both useful and interesting. If you have any questions or suggestions for how we might improve the information included please do not hesitate to talk to Paula Read (Manager) or any of our Committee Members listed below.

1. General Information

We are a Registered Charity (No 294376) which is overseen by a committee of volunteers. We are registered with OFSTED (URN 508015) and are also a Member of the Early Years Alliance.

We have been established since the 1970's and are registered for up to 24 children in any session. We take children from their 2nd birthday up to Primary School entrance. Located at the heart of Beenham Village we are easily accessible from the A4 whilst still benefitting from our beautiful rural surroundings and large secure outside play areas.

We follow the Early Years Foundation Stage Curriculum in a happy, safe and stimulating space, enabling each child to develop and explore at their own pace. We pride ourselves on providing "a rich learning environment" (OFSTED) leading to a smooth transition into the Primary School of your choice.



We are proud to remain the only mainstream early years setting in Berkshire to hold accreditation from The National Makaton Charity. www.makaton.org

2. Sessions and Fees

We are open for 30 hours per week throughout term time and we adhere to West Berkshire core term dates. Our sessions Monday to Friday are as follows:

Morning : 8.45am-11.45am

Lunch : 11.45am - 12.45pm

Afternoon : 12.45pm - 2.45pm



Our hourly rates are £5.26 for children aged 2 and £3.95 for children aged 3 or over. (January 2020)

We are registered for Universal Grant Funding up to 15 hours per week and also accept up to 30 hours funding per week with no additional fees for funded sessions. More information on any funding available to your family may be found online at <https://www.childcarechoices.gov.uk>

Fees are payable at the start of each term. Arrangements may be made in special circumstances if you wish to pay monthly or weekly. Please do discuss this privately with our Manager; all discussions will be held as confidential.

Any outstanding Late Fees will be communicated to the family concerned 3 weeks after the bill is issued. Any fees which remain unpaid after 5 weeks will be formally pursued. Any children with fees outstanding at this time will only be entitled to attend their government funded sessions until any unpaid cash fees have been settled.

3. Our Committee

The Pre-School is overseen by a committee of volunteers who meet with the Manager once a term and who are responsible for reviewing both policy and practise and also for monitoring staff performance and adhering to safer recruitment procedures.

All parents and guardians are invited to become involved with the committee either as Office Holders, Committee Members or as willing helpers at fundraising and promotional events. Being a Committee Member is a great

way to meet other parents and to feel involved in your child's Early Years Education. Do contact a member of the Committee if you would like more information.



Chairperson - Jo Peate
chair@beenhampreschool.org
07956215216

Secretary - Louise Grace
secretary@beenhampreschool.org

Treasurer - James Wadsworth
treasurer@beenhampreschool.org

Current Committee Members : Becky Barden, Emma Brignall, Kirsty Clarke, Carly Madders and Beth Tayton.

4. Our Manager and Staff

Paula Read (Manager)
info@beenhampreschool.org
07793 116937

Paula has worked at Beenham Pre-School since 2003 and has been Manager since 2014. She is also our SENco, working closely with any families requiring additional support. Paula leads a team of 5 staff members. Our staff are all qualified (or in one case working towards their Level 3 qualification).

Beenham Pre-School uses a Key Person system so that each family has a designated person to work with their child, foster strong relationships and manage the learning journal, Next Steps, etc. As we are a small setting all staff make observations on each of the children and share those observations with the Key Person ensuring that the children all benefit from the experiences and expertise of each staff member.

5. The Role of Parents and Guardians

We recognise that Parents and Guardians are the experts in their own children and we encourage rich and productive communication between home and setting. There are many ways that family members can feel involved in our setting. We have an open door policy which enables parents to spend voluntary time in setting with the children sharing their time and any special talents they may have ! We also hope that families will support our fundraising events and attend social events organised by the Committee.

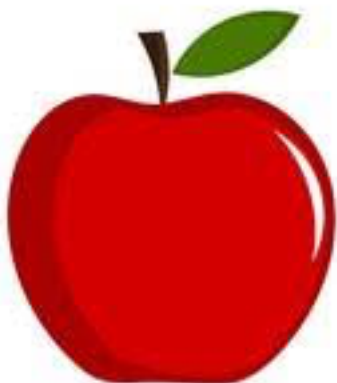


6. Starting Pre-School

Settling in is an important time for any child and their family. Some children settle quickly and others take a little longer. We welcome children to attend for taster sessions and parents may remain on site if they wish to do so during those early sessions. We communicate openly with parents and guardians at all times and we often find that text message updates sent at regular intervals during those first sessions can reassure concerned family members that all is well.

7. Food and Drink

Beenham Pre-School is a NUT FREE site. We are happy to accommodate other food allergies and intolerances so please do discuss any concerns with our Manager at the point of admission or whenever concerns may arise.



Healthy snacks are provided during the morning and afternoon sessions. The morning snack is served cafeteria style so that children help themselves to the food and water/milk with staff supervision and support. The afternoon snack is eaten communally and provides a valuable opportunity for staff and children to discuss the learning which has taken place that day.

Lunch can be brought in as a packed lunch from home or ordered as a professionally cooked lunch through the Primary School kitchens :

Packed lunches may contain a sandwich (or equivalent), fruit, yoghurt, etc. A "sweet treat" can be provided for the end of the meal if you wish but we would ask that no chocolate/sweets are included.

Cooked Lunches may be ordered on an ad hoc basis from a menu sheet supplied to all families. The cost of lunch (£2.35 Jan 2020) is payable on the day or a balance may be paid in advance.



Water is available to drink at all times.

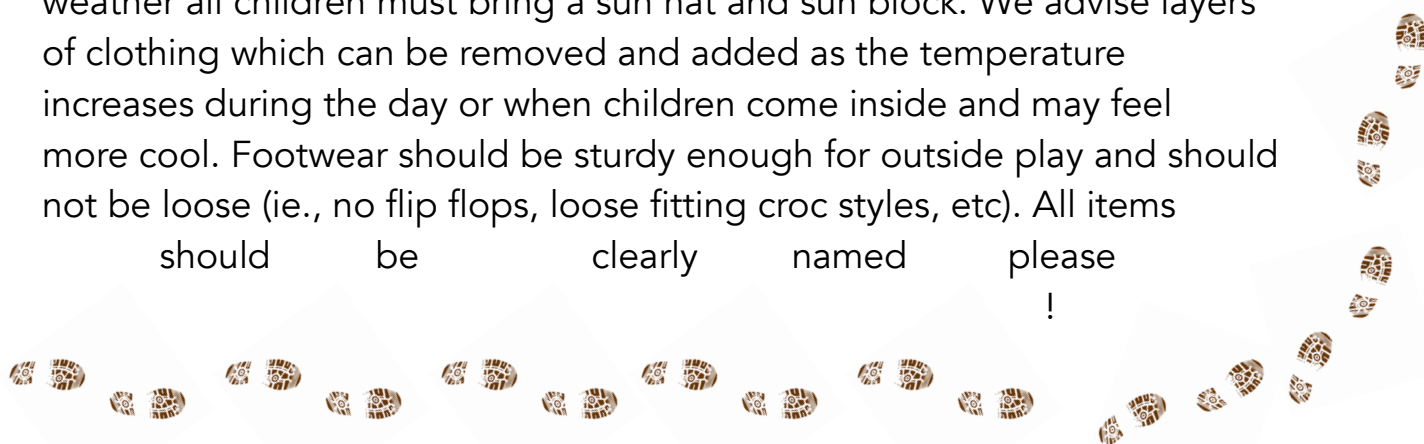
8. Nappies and Toilets

We are happy to support families at whatever stage of toileting they find themselves. We are happy to change nappies and have a variety of potties, steps and toilet seats for the children to use. You may also bring in a favourite potty/seat from home if you prefer. Children using nappies should bring in a named bag containing enough nappies for the day, wipes, nappy sacks and a change of clothing in case of leaks.

9. Suitable Clothing

Beenham Pre-School operates a free-flow policy between our inside and outdoor environments in all but the most extreme weathers. The children move freely between the two environments as they wish. In colder weather all children must have suitable outer layers including hats and gloves. Wellington boots may be left on site or can be brought in daily. In warmer weather all children must bring a sun hat and sun block. We advise layers of clothing which can be removed and added as the temperature increases during the day or when children come inside and may feel more cool. Footwear should be sturdy enough for outside play and should not be loose (ie., no flip flops, loose fitting croc styles, etc). All items

should be clearly named please !



10. Late Collection

To avoid distress and confusion for your child we would ask that you arrive promptly at the end of the session. We do understand that the unexpected can happen so if you are delayed please contact staff as soon as safely possible to alert them to your late arrival time. Two members of staff will remain with your child in line with our safeguarding procedures and where this is not possible one member of staff will wait with your child in the Primary School Reception.

For unannounced or repeated late collections the following charges will apply :

Up to 15 minutes late £5.00

£2.50 for every 5 minutes thereafter.

These late collection fees will be added to the next billing period.

11. Medicines and Illness

We would ask that children do not attend if they are unwell. If your child becomes unwell during the session then they will need to be collected as a matter of urgency. There is a standard 48 hour exclusion period from the last "incident" of sickness/diarrhoea and children with a temperature should not return to setting until their temperature is at a normal level.

Staff are able to administer prescription medication (and some non-prescription at our discretion) and Parents/Guardians will be asked to complete a permissions slip. We will not administer medicine to reduce a fever or high temperature.

Asthma inhalers can be administered once a permissions slip has been completed.

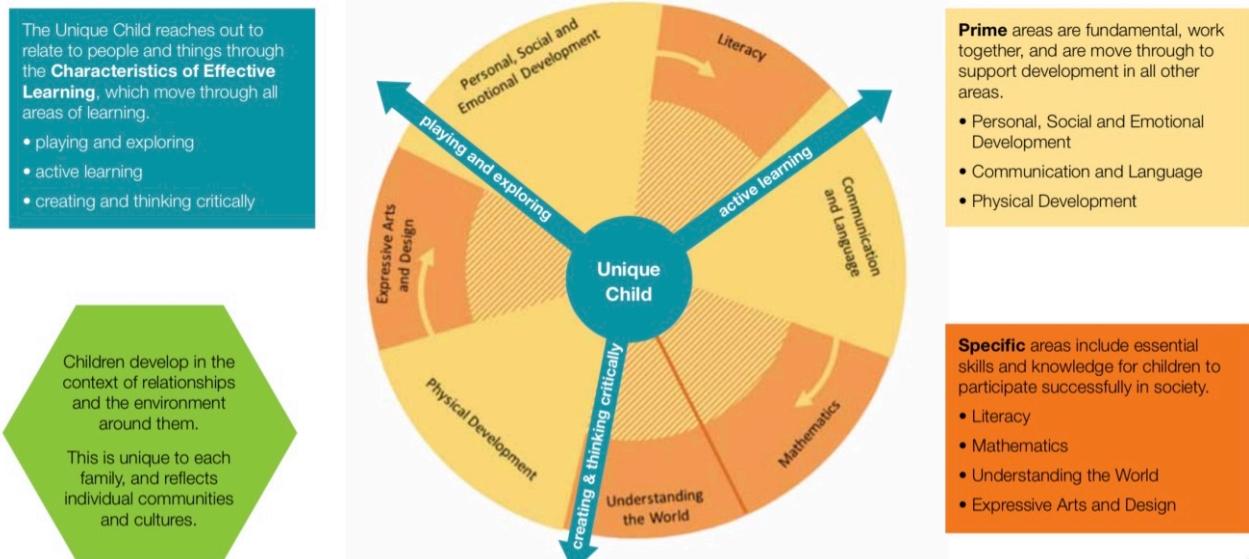
All medications must be given to a senior member of staff on arrival and will be stored in the 'fridge/medical box as appropriate. No medications of any description should be left in a child's bag at any time.

12. Safeguarding

Our safeguarding procedures are robust and are at the heart of everything we do. Our site is secure and any visitors will be signed in either at the Primary School Reception (if visiting the School site) or at our own entrance if specifically visiting Pre-School. We have a range of Safeguarding procedures which are available on request.

13. Our Educational Programme

In making our observations and assessments, and in drafting each child's individual development plan, we adhere to "Development Matters". This non-statutory guidance material supports practitioners in implementing the statutory requirements of the EYFS. Our educational programme hinges on the principle that each child is unique.



Children learn best through play and our "rich learning environment" [OFSTED] along with our Planning in the Moment approach enables children to guide their own learning based around their own interests as staff scaffold and support their learning towards agreed developmental targets.

14. Online Learning Journals and Developmental Tracking

Beenham Pre-School subscribes to the Tapestry On-line Journal programme. Parents/Guardians are given a unique personal log-in so that they can view their child's journal at leisure. Families may wish to allow extended family members to have access to this application and this can be arranged for each family. More information on Tapestry will be supplied to you with the relevant permissions forms at the point of entry.



Each child is observed closely by their Key Person and other staff members. All children are given carefully considered and targeted Next Steps so that they have a unique learning programme during their time with us.

Parents and Guardians are invited to attend formal Meetings three times a year (September, Easter and Summer) to discuss their child's progress and Next Steps with their Key Person. However, we operate an open-door policy and staff are available for informal chats at drop-off and collection times or a meeting can be scheduled at any time in the diary if you prefer.

15. Makaton

Makaton is a system of signs and symbols which supports communication and works alongside the spot word. Beenham Pre-School is the only mainstream early years setting in Berkshire to have accreditation from the national Makaton Charity. We sign with all of the children throughout the day as well as in scheduled Makaton activities. All staff have undertaken Makaton training and we provide Taster Sessions for those parents or family members who wish to learn more.



There is no additional charge for our Makaton programme.

16. ECAT



Beenham Pre-School is a member of the national Every Child a Talker (ECAT) programme which supports communication skills amongst early years children. Language is important because it forms the foundations for interacting with other people – for communicating our needs, our thoughts and our experiences. To support each child's ability to develop language we provide a rich environment of words, sounds, rhythm, and verbal and non-verbal expression.

17. SENd and Local Offer

Beenham Pre-School is a fully inclusive setting with a strong and productive history of working with SEN families.

If you wish to discuss our SEN provision or any specific Special Educational Needs please do contact us.

18. Policies and Procedures

We have an extensive list of Policies and Procedures which are reviewed annually and throughout the year as legislation changes. We invite families to read these documents and to make any comments as they wish. Please let our Manager know if you would like to be supplied with copies.

Child Protection

1. Children's Rights and Entitlements
2. Safeguarding Children and Child Protection
3. Looked After Children
4. The Uncollected Child
5. The Missing Child
6. The Use of Mobile Telephones, Smart Watches and Cameras
7. Electronic Social Networking
8. The Prevent Policy : British Values in EY.
9. The FGM Policy

10. Supervision of Children on Outings and Visits

Suitable People, Staff and Personnel

11. Employment
12. Student Placements
13. Induction of Employees and Volunteers
14. No-Smoking Policy
15. Staff Clothing and Staff Medication
16. First Aid
17. The Role of the Key Person
18. Staffing

Health and Well-Being

19. Administering Medicines
20. Managing Children who are Sick, Infectious, or with Allergies
21. Recording and Reporting Accidents (and Incidents)
22. Nappy Changing
23. Food and Drink
24. Food Hygiene
25. Dental Health and Hygiene
26. Looking After Children in Hot Weather

Managing Behaviour

27. Promoting Positive Behaviour
28. Physical Intervention Policy

Premises and Equipment.

29. Health and Safety General Standards
30. Maintaining Children's Safety and Security on the Premises
31. Visitor Admittance Policy
32. Lock Down Policy
33. Risk Assessments
34. Fire Safety and Emergency Evacuation
35. Animals in the setting

Families, Equal Opportunities and Inclusivity

36. Valuing Diversity and Promoting Equality
37. Supporting Children with Special Needs

- 38. Admissions
- 39. Parental Involvement
- 40. Communicating Disciplinary Matters with Parents

Information and Record Keeping

(A GDPR information sheet is also included)

- 41. Children's Records
- 42. Provider Records
- 43. Transfer of Records
- 44. Confidentiality
- 45. Working in Partnerships
- 46. Making a Complaint



We hope that this Booklet has been useful to you as you join our Pre-School Community. Please do contact our Manager at any time if you have any concerns, questions or suggestion for additional services we might offer.

Thank you !