

Ladybirds Pre-School



New Parent Information Pack

Contact Details

Ladybirds Pre-School
Roebuts Close
Newbury
RG14 7AP

01635 551664

Email

manager@ladybirdsnewbury.co.uk

Ladybirds.registrar@gmail.com

Website

www.ladybirdsnewbury.co.uk

Staff list

Manager

Vikki Hart

Deputy Manager

Kathryn Johnstone

Business Manager

Sarah Steere-Smith

Lead Early Years Practitioners

Hayley Coles

Sue Tillen

Natalie Russell

Early Years Practitioners

Sophie Robinson

Emma Parish

Charlotte Adcock

Brooke Hamley

The Pre School Day

Opening Times

The Pre-School is open 38 weeks each year during school term times.

Morning Sessions*	Monday to Friday	9.00am to 11.30am
Lunch Club	Monday to Friday	11:30am to 12:30pm
Afternoon Sessions	Monday to Friday	12.30pm to 3.00pm
Full Day Sessions	Monday to Friday	9.00am to 3.00pm

*2 year olds are only able to attend morning sessions and lunch club.

3 and 4 year olds can attend ALL sessions.

Please note: Lunch Club is an 'add-on' session to a morning or afternoon.

Full day sessions

A full day session runs from 9am to 3pm. There is no food provided; all children must bring a packed lunch. We ask that children do not bring sweets in their lunch box, that you provide a drink and that both are clearly labelled. Grapes, cherry tomatoes and other similar foods should be cut in quarters in order to minimise choking hazards.

We do occasionally have children attending the Pre-School who have severe allergies. If applicable, at the start of term we will issue a letter detailing those items that are not to be brought into the school, and we would ask that you keep this somewhere visible and save as a reminder. Please remember that the Pre-School is a **nut free environment at all times**.

Fees

Our current fees are as follows:

£5.80 per hour

£0.40 per session healthy snack contribution

£5.00 per half-term cleaning contribution

Your child will become eligible for the education grant funding of 15 hours pre-school education per week at the start of the term following their 3rd birthday. (Children who are 3 on or before 31st August qualify for Autumn term funding, on or before 31st December qualify for January funding and on or before 31st March qualify for Summer term funding) The pre-school will organise the claim of this funding from the council, you will just need to sign a form each term and provide a copy of the child's birth certificate for our files.

30 hour entitlement is also available to working families from September 2017 and Ladybirds does offer 30 hour places. Other additional funding is available for families in particular circumstances, including funding for 2 year olds. Please visit www.childcarechoices.gov.uk for more details.

You will be sent an invoice in advance, at the end of each term for fees payable for the following term, clearly stating how the monies have been allocated. A payment date will also

appear and we request that payment is made within the specified date. We are reliant on the fees to pay for the running costs of the Pre-School.

We can arrange flexible payment schedules if required so please contact Sarah Steere-Smith should you wish to discuss this option.

We have accounts with a number of different childcare voucher schemes, if you would like to pay your fees in this way, please request further information from Sarah Steere-Smith. Information regarding help with childcare costs from the government can be found here: <https://www.gov.uk/help-with-childcare-costs/overview>

What to bring

Clothing

Please dress your child in old clothing that is labelled, practical and easy to manage. This will help them to be confident and independent as they will not need to worry about getting too messy or taking themselves off to the toilet.

Your child will need to bring a drawstring bag (this should be P.E. bag sized, no large bags or rucksacks please) clearly labelled, which will be kept on his or her peg. The bag should contain the following items: a complete change of clothes, including pants, socks and nappies, if applicable. Nothing else should be placed in this bag, as it is accessible to the children (i.e. sun cream, medication, plastic bags etc.)

Please ensure that your child is dressed for the weather. In winter this means jumpers, coats and hats in order to benefit from our covered courtyard suitable for outside play all year round. Gloves will be supplied by Ladybirds as these often go missing and do get very dirty! In summer, children must wear socks, safe shoes and clothing that covers the shoulders is essential. Ladybirds have enough legionnaire style hats for all children. All clothing and footwear must be clearly labelled.

We do keep a stock of spare clothes should any accidents happen! Clothes borrowed from the Pre-School should be washed and returned promptly as stocks run low very quickly.

Sun Care

Our more detailed Sun Care Policy will be available for you to read on your child's first day. However, please note that it is very important that we keep the children safe in the sun and certainly during the Summer Term our Sun Care Policy operates every day regardless of the weather. Please apply your own sun lotion to your child at home *before* the start of the session. Please note that if your child is attending all day the staff will apply a sun lotion after lunch. We will not re-apply sun lotion to those children attending only a morning or afternoon session. Parents will be required to confirm their child has had sun lotion applied as they drop-off, a confirmation record will be available to sign daily, at the start of each session.

Parking

For the safety of the children, only staff members should park in the area by the garages or outside the pre-school. Please park in Roebuts Close or Three Acre Road when dropping off or collecting your child. Do be mindful of our local neighbourhood and avoid parking on the grass verges or in areas that will block drives or other vehicles.

Security

We have a double entry gate system to improve safety. We ask that you observe the signs and remember to shut one gate before opening the next.

Dropping Off

Please use the back gate for dropping off at the start of the morning or afternoon sessions. The gate will be opened for morning sessions by a member of staff at 8:55am and closed at 9:10am. If you are collecting or dropping off at 11:30 or 12:30, gates open between 11:30-11:40am and 12:30-12:40pm. If your child is late for their session and the back gate is closed, please ring the bell. Place your child's lunch box/water bottle in the trolley/crate provided.

We use a self-registration system at the beginning of the session, which involves helping your child to find his/her name card and putting it into the post box provided. Alongside this an 'official' register is taken by a member of staff as children arrive, and numbers of children and staff in the setting are constantly monitored.

We like to encourage parents to say goodbye to their children at the back door. This helps to both gain the child's independence in hanging their coats etc. and stops the cloakroom from overcrowding.

Picking Up

Once again, please use the back gate when collecting your children. The gate will be opened by a member of staff at 2:40pm, please do not ring the bell before this time. Please wait in the shelter of the overhang and a member of staff will bring your child to you. Don't forget to collect lunch boxes from the trolley/crate and check your child's tray for communication and any artwork they have produced. If your child has had an accident during the session a member of staff will inform you and ask you to sign an Accident Form. We only bring the children out in groups of around 4, this is so we can ensure the safety of the children at all times.

Password Pick-up

For security reasons, we operate a password system for children being picked up by somebody other than yourself. Please inform a member of staff in good time if somebody other than yourself is collecting your child and remember to advise that person of the password.

Reporting an Absence

It is a requirement that we can account for the whereabouts of our children and all absences must be recorded. If your child is unable to attend their session, please let us know. Call 01635 551664 and leave a brief message so we can keep our records up-to-date.

Notice Boards

Various notice boards are located in the back playground and back gate area and you should try to check these regularly to keep yourself up-to-date with what is going on. Daily information about what the children have been up to is displayed, along with details of forthcoming events and a copy of the latest newsletter.

What happens during the session?

The session activity can vary depending on the children in attendance and if there are any special events, but the usual routine for each session is as follows:

- Arrival
- Time for two's talking/group time and outside to play
- Threes and fours welcome talk/"hello everybody song"/small key person group time (phase one phonics/areas of learning)
- Discovery Time - free flow play
- Tidy up time
- Home time

A wide range of activities is always presented to the children during free play, and our practitioners are constantly observing and facilitating their play, allowing opportunity to develop in all the areas of the early year's curriculum. The Learning and Development Requirements include three prime areas - communication and language, physical development, and personal, social and emotional development - and four specific areas - literacy, mathematics, understanding of the world and expressive arts and design - through which the prime areas are strengthened. The areas are connected, with learning and development in each area contributing towards that of the others. If you would like to learn more about the curriculum you can look at these websites.

<https://www.pre-school.org.uk/providers/support-and-advice/427/early-years-foundation-stage-eyfs>

<http://www.foundationyears.org.uk/eyfs-statutory-framework/>

Key Person

Whilst attending the Pre-School your child will be assigned a Key Person. All staff at the school will take responsibility for the care and education of your child. The key person is your point of contact for consultation meetings and they are responsible for monitoring and recording the progress and development of your child whilst they are at pre-school, including their two year development check (if applicable).

They also complete his or her online Tapestry learning journey. This will include photographs and observations of what your child does when they are at pre-school, along with next steps ideas outlining how we will help continue their development.

You can access this record at any time, upload your own observations from home, and additional meetings can be arranged if you wish to have more regular contact with your key person.

Parental Involvement

Charitable Incorporated Organisation (CIO)

Every parent is invited to become 'Named Members' of the CIO. Membership of the CIO is open to any parent or carer who is interested in helping further the Pre-School with new ideas and you will also have the right to vote on certain decisions. As a member you will be invited to attend meetings, however, the only one you are required to attend is the AGM. All parents are welcome to attend meetings but only 'Named Members' get a vote. If you would like to become a Named Member please let the office know. As a charity we are also required to elect volunteer trustees to be an integral part of the pre-school.

TRUSTEES - Katy Atkins, Gerard O'Neill, Michelle Merryweather and Vikki Hart

- Represents and acts as a spokesperson for the pre-school.
- Chairs meetings of the charity; including committee meetings, open meetings and general meetings, such as the Annual General Meeting (AGM).
- Co-ordinates the work of the committee to ensure effective administration.
- Acts as the 'Nominated Person' for Ofsted purposes.
- Line manages the Manager of the setting.
- Supports other committee members and authorises the work of the Treasurer.

Shared responsibilities for all members of the committee

- Act in the best interests of the charity; promoting its values and working to achieve its charitable objectives.
- Work as part of a team with the other trustees; whilst bringing their own ideas, perspectives and experiences to the committee.
- Regularly attend committee meetings and contribute to the effective management of the charity.
- Read committee papers and contribute to the decision-making process of the committee.
- Work with the Treasurer to set priorities for the budget.
- Undertake Ofsted suitability checks as required.
- Use safe recruitment procedures and work to Early Years Foundation Stage requirements to employ suitable adults to work with the children.

- Employ a Manager to act as the person in charge of the early years provision; supporting them to successfully manage the childcare provision and ensure that the Early Years Foundation Stage and Ofsted registration requirements are met.
- Ensure all committee members and staff have clearly identified roles and responsibilities.
- Submit the annual update, or annual return and accounts, to the Charity Commission.
- Ensure that the charity complies with the rules in its constitution, charity law, and other relevant regulations that govern the work of the charity.

If you have any interest in becoming a more active member of the committee then please do let us know. We re-elect the trustees at every AGM and as our children stay with us for a relatively short time we are always looking out for people who may wish to step into one of the roles in the future.

Trustee and Parent Meetings

Trustee Meetings will take place regularly throughout the year. There are also less formal parent group meetings that take place each term. We urge parents to attend these meetings as it is your opportunity to give feedback and voice any ideas or suggestions you may have. It is also an opportunity to meet other parents and learn a bit more about the work involved in running a Pre-School. The dates for these meetings will be given in the Newsletter and also displayed on the notice board at the back gate.

Annual General Meeting

Ladybirds is a registered charity and the Pre-School must adhere to a number of strict regulations and guidelines. We are required to hold an AGM once a year at which we must have a certain percentage of parents in attendance. Failure to meet the attendance numbers will deem the meeting invalid and the Pre-School could close.

The date of the AGM will be displayed on the notice board well in advance and we do ask you to do your utmost to attend. This meeting usually takes place in October/November of each year.

Fundraising

Whilst we are very proud of the contribution Ladybirds makes to your child's development unfortunately it all costs money. We run as a charity and are not-for profit, any money surplus to the daily running costs of the pre-school are put directly back into improving the school. With this in mind, we would welcome any contribution or fundraising ideas that you could help organise in order to keep Ladybirds running successfully. There will be a meeting at the start of each term for the fundraising team to organise the upcoming events, again all parents are encouraged to attend, even if it just to give their ideas.

Vodafone are one of a number of companies who offer a match fund scheme. If you or someone you know works for Vodafone, please speak to Sarah Steere-Smith who can explain how the scheme works. It is free money given away by a very large company!

Helping in the setting

Parents are warmly invited to come and volunteer to help within the setting, to read stories, help supervise play and lunch club, run specific activities or just help with the washing up! There are regular spring clean/maintenance events organised to help keep the pre-school fixed up and sparkling clean. If you wish to get involved, please do speak to the manager.

Finally...

Assuming you are not too exhausted having read all of the above, we very much look forward to welcoming you and your child to Ladybirds Pre-School and hope that it is a happy and fulfilling time for you all.

You will find further information on our website www.ladybirdsnewbury.co.uk

A copy of all our policies is available at the pre-school and on our website. If you wish to have a copy for your own reference please do let us know.

If at any time you have a query or concern, or just wish to clarify something, please speak to your child's Key Person or any member of the Ladybirds Team.