

# Pre-school Nursery Prospectus



**Holy Family Primary School, Ongar Hill, Addlestone, Surrey, KT15 1BP**

**Telephone: 01932 827556**

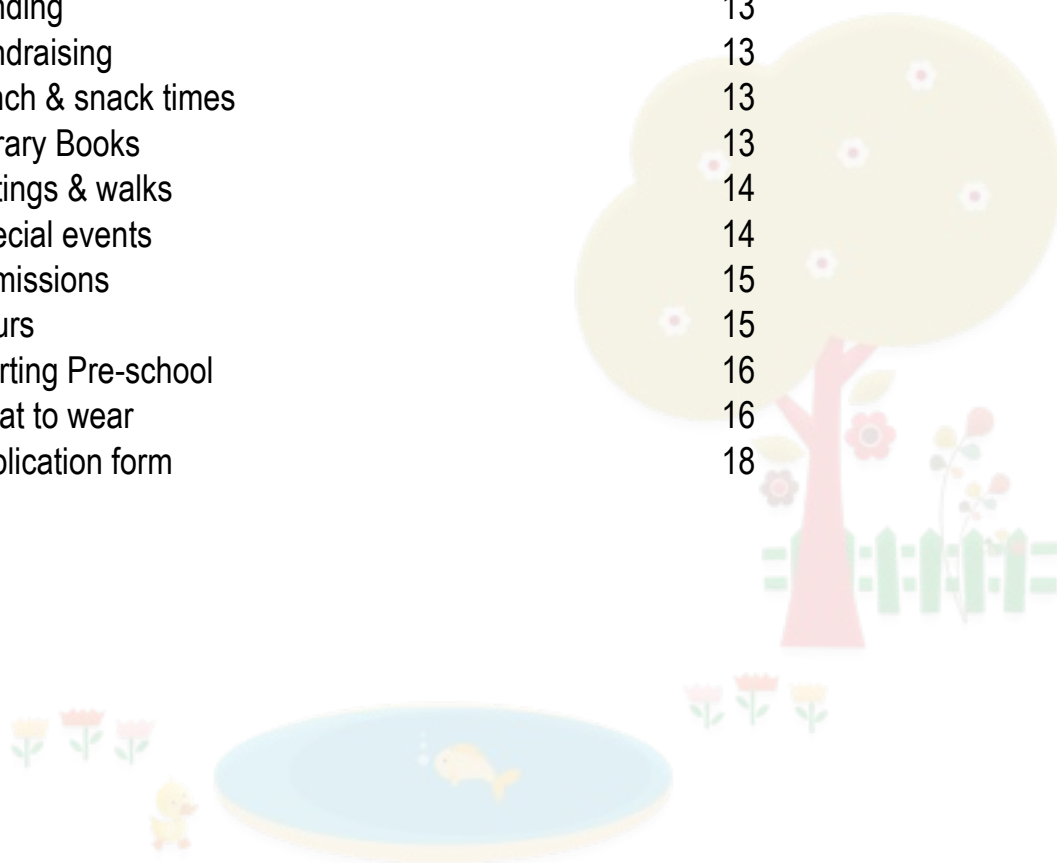
**Email: [admin@bucklesandbows.org.uk](mailto:admin@bucklesandbows.org.uk)**





## CONTENTS

• About our Pre-school Nursery	4
• Aims & Objectives	4
• Curriculum	5
• Staff	7
• Key-persons	7
• Observations & Record Keeping	7
• Special Educational Needs	8
• Management Committee	9
• Parents role at the nursery	9
• Health & Safety	10
• Illnesses	10
• Policies	12
• Funding	13
• Fundraising	13
• Lunch & snack times	13
• Library Books	13
• Outings & walks	14
• Special events	14
• Admissions	15
• Hours	15
• Starting Pre-school	16
• What to wear	16
• Application form	18



## ABOUT OUR PRE-SCHOOL

Buckles and Bows Pre-school Nursery is a committee run, non-profit making group which was established in 1977. The committee are a group of volunteer parents who hold regular, informal meetings to discuss the running of the group and fund raising events. New parents are encouraged to attend and become involved. Being on the committee means that you can make a difference to what happens at the nursery and can be involved in the decision making. We are also happy for parents to help during sessions if they wish.

Our pre-school offers education and care for children below school age and over the age of 2. We operate from a purpose built portacabin classroom in the grounds of the Holy Family School in Addlestone. We have a patio garden that we use daily (including a wet weather area) for playtimes and to give the children the opportunity to experience learning opportunities outdoors. We also have the use of the main school field during the summer term, and other school facilities throughout the year. Although we have a close relationship with the Holy Family School, we are not a Catholic Nursery and welcome children from all faiths.

Buckles & Bows Pre-school Nursery is a registered charity and a member of the PLA (Pre-school Learning Alliance). The Alliance provides practical support and training for staff, committee and parents helping to ensure that all of its member pre-schools achieve the desired high standards. The Nursery is also registered with Ofsted under the Children's Act 1989 and inspected three to four yearly as required. We are also registered with the Early Years Development and Childcare Service.



## AIMS AND OBJECTIVES

Our main aim is to enhance the development and education of pre-school children in a safe, secure and stimulating environment. We believe that pre-schoolers learn most through play activities. Through careful planning, we aim to meet the individual needs of each child, offering a well-balanced curriculum and send them off to primary school as happy, well-balanced children who enjoy learning and face challenges with enthusiasm and confidence.



## **CURRICULUM**

### **The Foundation Stage curriculum for children three to five years**

Within the group, all children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum that enables children to progress towards the Early Learning Goals throughout the Foundation Stage and prepares them for the National Curriculum, which begins at Year 1 in primary school.

#### **Personal, social and emotional development**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

#### **Communication, language and literacy**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning,



to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories and pictures.

#### **Problem solving, reasoning and numeracy**

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities that form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.



### **Knowledge and understanding of the world**

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. They learn to respect other people, and expect to be respected for themselves. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

### **Physical development**

A range of equipment and opportunities, both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are helped to develop the fine motor skills they will need to use tools, including pens and pencils, and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.



### **Creative development**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources provide for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as part of a group.



## STAFF

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. All staff have to undergo vetting by OFSTED, which includes medical and police checks, before working at the Nursery.

### Manager

Our manager is LISA FULLER who has a Diploma in Pre-school Practice, and many years experience of working in Pre-schools.

Our other staff include a deputy manager, 2 Early Years practitioners and up to 2 learning support assistants. In addition, we have occasional help from students training for their NVQ Levels 2 and 3 in Early Years Education and also pupils from local schools gaining work experience.

### Key Person

Our key person system gives each member of staff particular responsibility for just a few children.



Each child in the group has one special adult to make an attachment to, which can make settling into the group very much easier. In addition, the key person is in a position to tailor the group's curriculum to the unique needs of each individual child. The key person maintains links with the child's home setting, working with parents through shared record keeping to ensure that all children are supported in reaching their full potential.

### Observations and record keeping

Because so many adults help in the group, we are able to implement an excellent record-keeping system in which observations of the children in the group and at home are used as a basis for drawing up a curriculum for each child. Parents may ask to see these records at any time with their child's key worker so that they can be explained. Parent's meetings are held at the end of your child's first term to establish how well they have settled in and at the end of the school year to report on progress. However, if you wish to see your child's key person at any other time, please feel free to make a mutually convenient appointment.



## Special educational needs

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs, and we operate in accordance with the government's Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the pre-school leader or your child's key worker.





## MANAGEMENT COMMITTEE

### Committee Members

The pre-school is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group. A voluntary parent committee, that is elected at the AGM each Autumn term, RUNS THE NURSERY. NO COMMITTEE – NO NURSERY!! We are always in need of new committee members and helpers and can never have enough volunteers. The committee has overall responsibility for the educational provision at the Nursery and is responsible for the employment and appraisal of staff, policy making, running the business side of the Nursery and fund raising. The committee meets regularly to discuss any issues that arise and to organise fund raising events. Please REMEMBER - the committee is only a group of mums and dads like you, so don't ever feel worried about joining in or making suggestions - it can be a lot of fun. Being on the committee can be a very rewarding opportunity to have an influence over the early education of your child. DBS checks are required as part of the registration process in order to safeguard our children.

The specific roles within the committee are below but there are also opportunities as general committee members.

Position	Role
Chairperson	Chairs meetings, overall responsibility for Nursery. Oversees the Administrator.
Vice Chairperson	Assists and deputises for Chairperson –composes newsletter
Committee Secretary	Minute taking at meetings, prepares agenda for meetings
Treasurer	Organises all financial matters relating to Nursery including fees. Oversees the book-keeper
Vice Treasurer	Assists Treasurer, collects and banks fees.
Fund Raiser	Chief Fund raiser, responsible for fund raising team
Vice Fund raiser	Assists fund raiser.

### Parents – Your Role at the Nursery

We recognise the great importance of parental involvement in the education of their children and encourage your participation in all aspects of Nursery life.

Please remember to praise your child's 'works of art'. Though they may look simple to us, a child will have put a great deal of effort and thought into what they have made, drawn or painted so be sure to take an interest.



## HEALTH & SAFETY

### Accident Procedures

We are fully insured in case of injury and if any serious accident occurred, we would firstly telephone an ambulance and then call the parent/guardian. If the parent/guardian cannot get to the Nursery before the ambulance arrives, a senior member of staff (Supervisor or Deputy) would attend with the child to hospital. Obviously, we take great care that these accidents do not happen; however, minor scrapes do sometimes take place when the staff (all of whom have a first aid certificate) are always ready with a cuddle. A parent is always called if a child receives a very bad bang to the head so that a doctor can check the child. We have a first aid box stored in the kitchen and we are required to complete an accident book when an injury occurs.

Before your child starts Nursery, you will be sent a registration form which asks for Emergency Treatment Consent and Contact Numbers. Please ensure that this is completed and returned to the Administrator so that we have every chance of contacting you should an emergency arise.

### SMOKING AND VAPING ARE NOT ALLOWED ON THE PREMISES.

### Kitchen

The children are not allowed in the kitchen and are prevented from entering by means of a hook at the top of the door.

### Security

Doors are secured with key pads as fire regulations prevent us from locking them. The majority of visitors to the Nursery are known by staff (i.e. OFSTED, Speech Therapists, PLA, Health Visitors, Suppliers, Church, School, prospective parents), however, visitors to the Nursery that are unknown would be asked to show some form of identification before entering the Nursery.

### Fire Drill

Fire drill is performed each half term so the children become familiar with the 'warning bell' and the drill. They are instructed to form an orderly line at the fire exit and quickly but calmly walk out onto the school playground. The register is then called.

### Illness

Children who are unwell with an infectious disease should not be at the Nursery as they pose a risk of infection to others. They should not return to Nursery until the risk has passed.

**Staff have the right to refuse to allow a child entry to the Nursery should he/she appear unwell when brought in for their session.**



<b>Illness</b>	<b>Period to be kept away from Nursery</b>	<b>Comments</b>
<b>Chicken Pox</b>	5 days from onset of rash	It is not necessary to wait until spots have healed or crusted.
<b>German Measles</b>	5 days from onset of rash	The child is most infectious before the diagnosis is made. Preventable by immunization.
<b>Molluscum Contagiosum</b>	None	Self-limiting.
<b>Measles</b>	5 days from onset of rash	Preventable by immunization.
<b>Scabies</b>	Until treated	Children can return as soon as they are properly treated.
<b>Scarlet Fever</b>	5 days from commencing antibiotics	
<b>Diarrhea and /or Vomiting</b>	Until diarrhea and vomiting has settled for at least 48 hours	Excluded from swimming for 2 weeks after last episode of diarrhea.
<b>Whooping Cough</b>	5 days from commencing antibiotic treatment or 21 days from onset if no antibiotic treatment	Treatment is recommended though not infectious. Coughing may still continue for many weeks.
<b>Mumps</b>	5 days from onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunization.
<b>Hepatitis A</b>	Exclusion may be necessary, always consult with HPU	Good hygiene minimizes danger of spread.
<b>Slap Cheek</b>	No exclusion necessary	Infectious before illness is apparent.
<b>Conjunctivitis</b>	Exclusion recommended	If an outbreak occurs consult your doctor.
<b>Head Lice / Threadworms</b>	No exclusion necessary if treated	Treatment may be needed for all the family. Please inform Nursery staff if found.
<b>Cold Sores</b>	No exclusion necessary	



## **POLICIES**

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. A folder containing all our policies is available for all parents to read in the Parents Information Corner in the lobby.

### **Special Educational Needs**

Buckles & Bows believes that all children are special and aims to provide appropriate learning opportunities for all children. Children with special educational needs are admitted, like all other children, after consultation between the parents and Nursery. We aim to give each child plenty of time and attention and where necessary, we will work with outside agencies to obtain extra support for a particular child (following the code of practice for children with special educational needs).



### **Safeguarding Children**

Staff have full training on safeguarding and we have a lead safeguarding officer and deputy. We maintain a close link with any health professionals involved with our children and Surrey Safeguarding Board and are required by them to record any concerns regarding a child's welfare and be prepared to take action when it is deemed necessary. Don't hesitate to contact them if you have any problems that we can all work together to relieve.

### **Toilet policy**

Children do not need to be toilet trained in order to attend the nursery, but if they are still wearing nappies, we ask that you provide enough nappies & wipes for their session. When your child is ready to start toilet training, please speak to your child's key worker and we can discuss how we can support you with this.



## FUNDING

From the term after your child's third birthday, the Nursery will claim the Early Years Free Entitlement (EYFE) on your behalf. This will pay for the first 15 hours until the time your child moves up to 'big school'. Any hours taken above the first 15 hours will be charged at the current hourly rate.

If your child is under this age, we will send a termly invoice which can be paid in a variety of ways including childcare vouchers.

## FUNDRAISING

The Nursery is a registered charity and therefore NEEDS to fund raise. We organise many events during the year which we require and expect all parents to participate in. This is a very important part of Nursery life and we cannot exist without it.

Fees paid to the Nursery only cover costs such as wages, electricity, insurance, ground rent, building maintenance etc. Any extra money for toys, books, equipment, parties, outings etc. has to be found through fund raising. Please let us know if you have any ideas for future events – your input is very welcome.



## LUNCH AND SNACK TIME

Each session the children are provided with a healthy snack of either fruit or, for example, rice cakes or carrot sticks and houmous. The Nursery provides milk and different types of milk, e.g. Soya, can be catered for. There is a small charge for this which will be added to your invoice

We ask that all children staying for lunch are provided with a healthy nut free lunch complete with a cool pack.

## LIBRARY BOOKS

Our Nursery has a library from which the children may choose a book and take it home. When the book is returned they may choose another one



## SHORT OUTINGS AND WALKS

Occasionally staff will take the children out for a short walk, perhaps to the local shops or to post a letter etc. It is essential that we have your written permission for your child to be included in this. Safety is our uppermost concern at all times and a risk assessment will always be carried out to ensure an appropriate ratio of adult to children is always observed. A notice will be placed on the board asking for volunteers to maintain the adult: child ratio. Without your help, the children will be unable to leave the Nursery.

## SPECIAL EVENTS

We always give the children a Christmas, Easter and Summer Party. We hire a performer for the Christmas party and have a visit from Father Christmas. At Easter, we hold an Easter competition and, in the summer, we again hire an entertainer and have our leavers graduation.

An outing is arranged once a year which is usually held in June for older children. The cost of these trips is subsidised by fundraising, if spaces are available younger children will be offered spaces on a first come first served basis.





## ADMISSIONS

Buckles and Bows is open to every family in the local community and we make every effort to ensure that the group is genuinely accessible to all. We currently take 24 children per session aged between 2 and 5 years old.

Children are normally admitted the term after they are 2½, although children aged 2 may be admitted at the managers discretion. We generally have two intakes which are in September and January, although we do offer flexibility. We offer places in order of length of time on the waiting list. Our sessions have a mix of age groups although we try to limit the number of 2 year olds in each session to 4. We can accommodate full day (including a lunchtime session) or half day sessions, depending on the availability.

## HOURS

Morning Sessions	Monday to Friday	9.00 am – 12 noon
Lunchtime Sessions	Monday to Friday	12 noon – 12:45 pm
Afternoon Sessions	Monday to Friday	12.45 pm – 3.15 pm.

**All sessions are open to all children and the lunch session can be included within the 15 funded hours.**



## STARTING PRE-SCHOOL

### The first days

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child to feel confident and secure in the group. This will usually include some shorter sessions with a parent/carer present to settle them in followed by a shorter session where they are left. However, all children are different and requirements vary.



### What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in the nursery uniform of yellow polo shirt, red sweatshirt and navy bottoms. The children should wear plimsolls or slippers in the Nursery. You are also asked to leave a pair of wellies for your child as these are much preferable to shoes when it is wet or muddy outside. In the summer term, girls may wear a school summer dress in red or yellow check. All children may wear navy blue shorts.

It is good for children to practise the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

Book bags are available to buy from the Nursery, so that pieces of work and letters can be transported home safely.

We hope that your child's time in pre-school will be a very happy and productive one. If you have any queries or if we can be of any help, please contact the staff, administrator or committee at any time.



Please complete our application form at the back of this booklet and return to our Administrator to enable your child's name to be added to the waiting list. If you wish to guarantee a place for your child, either before or after you have joined the waiting list, you may include £50 which consists of a £25 non-refundable Administration Fee, plus a £25 deposit which is held until the last invoice.

When your child is due to start Pre-school you will be invited along with your child to attend a number of settling in sessions with your child to help with the settling in process.



## FURTHER INFORMATION

For further information about Buckles and Bows, please feel free to contact our administrator, Lottie Saunders on 07733 320950 or the Nursery Manager Lisa Fuller on 01932 827556. You will also be welcomed if you drop in for an informal visit.

**Childs Full Name:**

**Mobile Number:**

**Sex: M F**

**Home Number:**

**D.O.B:**

**Email Address:**

**Address:**

**Nationality:**

**Religion:**

**Home Language:**

**Languages spoken by child:**

**Does your child have any special educational needs/disabilities?**

**NO YES (please give details, including support received i.e. speech therapist, occupational therapist or other)**

**Does your child have any specific dietary requirements including allergies or preferences (i.e. gluten or dairy free, vegan or vegetarian?)**

**Does your child have any medical requirements? (i.e. inhaler, epipen)**



\* I/We wish to guarantee a place at Buckles & Bows Pre-School Nursery and enclose £50.

\*I/We wish to go on the waiting list and understand that, if offered, I/we will have to pay £50 to confirm and guarantee the place.

Please indicate if you'd be interested in joining the committee .....

From ..... (Date) (\*Delete where applicable)

If we are offered a place which we no longer require, we will inform the pre-school as soon as possible. We understand that the £50 consists of a £25 non refundable Administration Fee, plus a £25 deposit which is held until the last invoice. Should we cancel the place prior to starting at Buckles and Bows we understand that we will forfeit the full £50 deposit. Once our child has started at Buckles and Bows if we fail to give 6 weeks written notice of withdrawing our child, we also understand that we forfeit this £25 refund.

Signature of parent .....

Date.....

Please make cheques payable to 'Buckles & Bows Pre-School Nursery' and return with form to:  
Zoe Hall at the nursery tel: 07733 320950

#### ADMISSION TO BUCKLES & BOWS PRESCHOOL NURSERY

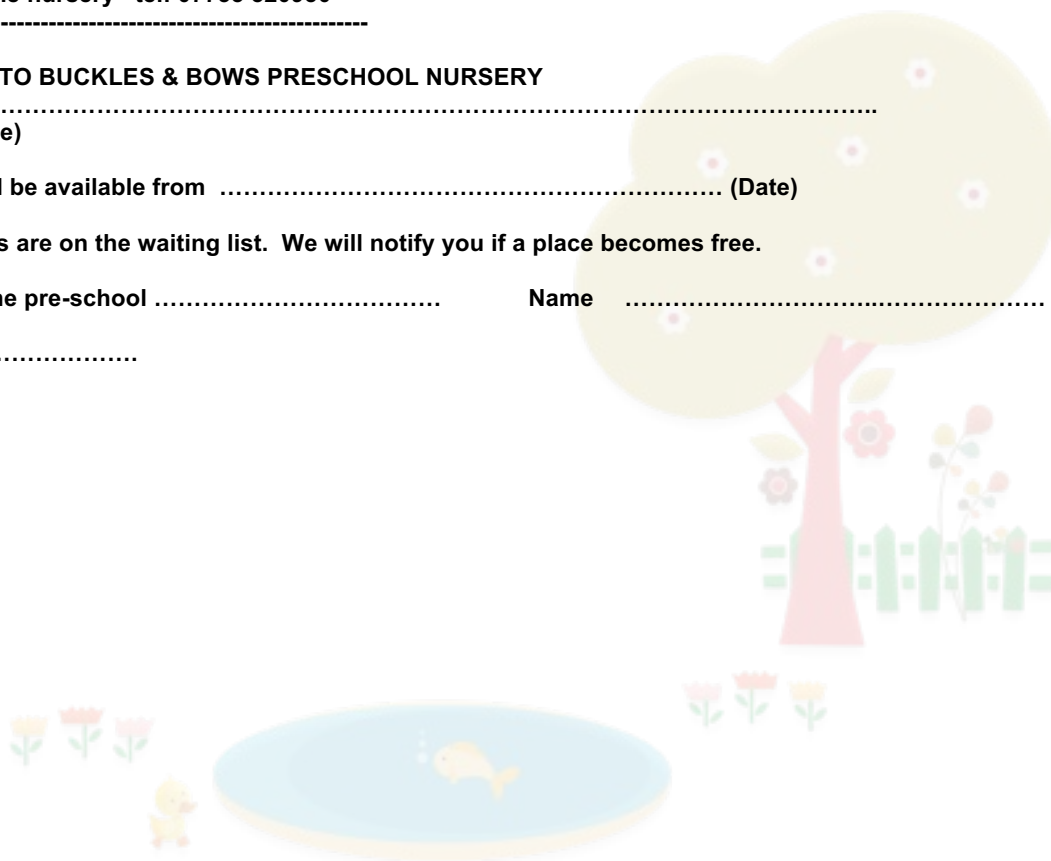
.....  
(Child's name)

\* A place will be available from ..... (Date)

\* Your details are on the waiting list. We will notify you if a place becomes free.

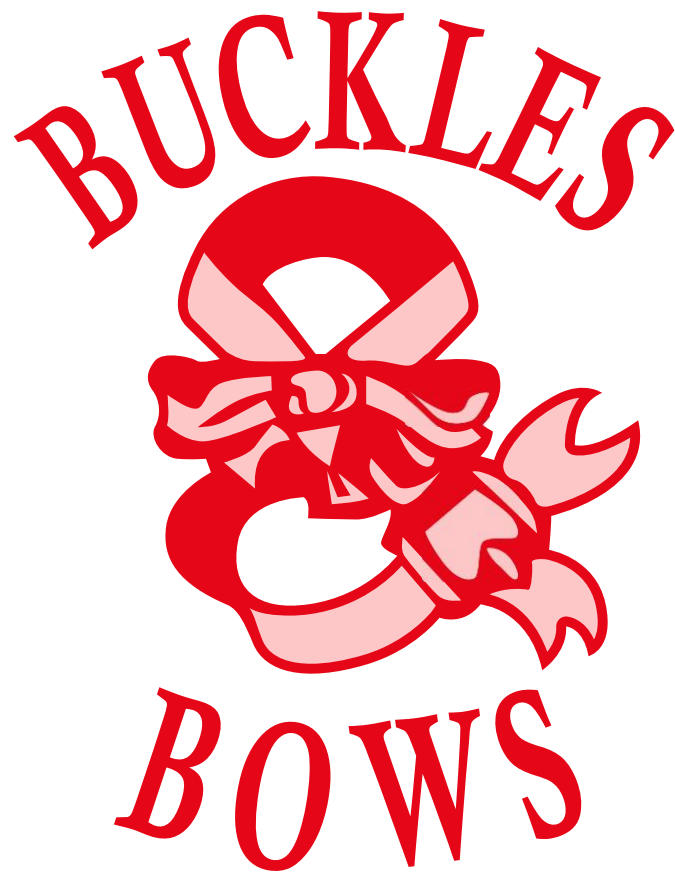
Signed for the pre-school ..... Name .....

Date .....









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Ongar Hill**

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