

Welcome to Banstead Bunnies Pre-school



Bunnies aims to provide a high quality, fun and exciting learning experience, where children play in a safe and nurturing environment. A place for growing minds to develop, learn new skills and form the building blocks for future life and successes.

We are delighted that you have chosen Banstead Bunnies Pre-school for your child, and we hope you find this parent pack helpful in preparing for and settling your child into the Pre-school routine. All staff are happy to help you with any questions or queries, and we look forward to building a strong and positive relationship with you and your family.

All our policies and procedures are available for anyone to see anytime, if you require any help please do not hesitate to ask.

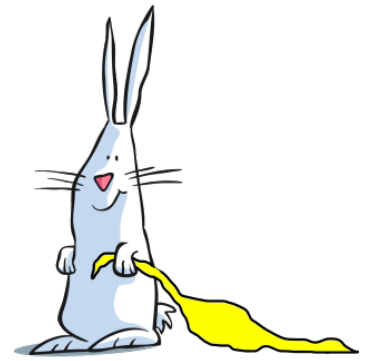
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Starting Pre-school

We recognise and understand the excitement and also anxieties for both parents and children when starting at Pre-school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

To support you and your child when settling, we offer as many settling-in visits as needed for each child, where your child can do reduced hours if you require (N.B. they are charged as a full session, due to staff requirements). If you wish, you may stay with your child on their first visit, (although we do advise a least a brief vacation of the main room) after this we recommend leaving them with us (for about an hour and a half), enabling their Key Worker to start to form a relationship with them. Upon your return, the staff will update you on your child's progress.

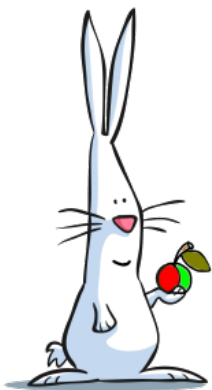


What do I need to bring to Pre-school for my child ?

We ask that you provide in their bags

- A spare set of clothes (in case of accidents and spillages).
- Indoor shoes (to help keep the indoor environment clean).
- Wellington boots (so children can put them on for outdoor play).
- A coat (waterproof is best, as children will have the opportunity to play out in the rain if they like).
- A sun hat and sun cream for the summer.
- A warm hat and mittens/gloves for the cold weather.
- Nappies, or pull-ups, wipes, nappy bags, and cream if your child is not toilet trained (our admissions policy states children need not be toilet trained before they start with us, but you are asked to provide the materials your child needs).
- A donation of fresh fruit once a week (for our snack bar, which is open for an hour each session, a bag of apples/bananas, or whatever your child likes).
- A named water bottle which they have access to all session (NO JUICE PLEASE).

We provide fresh milk and children have access to their own and extra water throughout the day.



Lunches

Children who stay all day on Wednesday and Thursdays must come with a packed lunch. Please ensure that within the pack lunch you add a small ice pack to keep the lunch cool until it is eaten at 12pm. We insist that the lunch is 'NUT FREE' as a preventative measure for allergy suffering children in the group, and as we encourage healthy eating to the children – please no sweets, fizzy drinks or chocolate bars. Lunch children will brush their teeth after eating their lunch, and parents are required to provide a toothbrush and paste for this. There is a £4.50 charge for children who stay for lunch to cover staff supervision, and amenity use.

Term times and Opening times

Term Dates for Year 2023-2024

Autumn term

Mon 4th September - Fri 20th Oct (7 weeks)

Half term - 23rd-27th Oct - Closed

Mon 31st Oct - Fri 15th December (7 weeks)

Spring term

Mon 8th January - Fri 9th Feb (5 weeks)

Half term - 12th Feb-16th Feb - closed

Mon 19th February - Thurs 28th March (6 weeks)

Summer term

Mon 15th April - Fri 24th May (6 weeks)

Half term - 27th May - 31st May - Closed

Mon 3rd June - Fri 19th July (7 weeks)

Total = 38 weeks.

(The above dates may be subject to change)

Our opening times are 9am – 12pm Monday to Friday. Afternoon sessions are 12.20pm–2.50pm Wednesday and Thursday

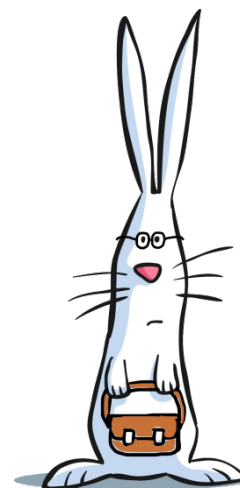
Arrivals and Collections

Parents bring their children into the building (from 9am), change into indoor shoes and use the toilet/ensure nappies are clean, ready for a staff to receive the children. Please bring your child in the main hall and help them self-register with their name card on the board, a member of staff will at this point have noted the child, who has dropped them off. Other staff will receive the children and direct them to play/comfort them where needed.

If someone other than the drop off parent/carer is picking up the child, please inform the staff member on the door.

NO CHILD WILL BE ALLOWED TO LEAVE WITH A PERSON UNKNOWN TO HAVE PARENTAL CONSENT TO COLLECT THE CHILD, or with anyone whom we believe poses an immediate risk to the welfare of that child.

Please see full policy and non-collection/late collection of child policy on our website.



Fees

The cost of a morning session is £29.10 and the cost of an afternoon session is £25.50 from September 2023. Those children who are eligible for Free Entitlement, their fees are claimed from the County Council directly to us via forms we ask you to complete. Fees are invoiced at end of each month for payment by the 7th of the month to which they apply.

If bills remain unpaid by this date, the management reserve the right to refuse entry to the sessions until the bill is settled.

If your child does both a morning and afternoon session on the same day, and you want them to stay on for lunch, you must provide a packed lunch for your child and there is a £4.50 charge for the 20 minute supervised lunch period.

Please see Fee Payment Policy on our website.

Clothing

At pre-school we partake in many messy activities, from paint and glue, to sand, water, mud, corn flour and foam. Aprons and protective clothing are provided. We ask that children are not sent to Pre-school in their best clothes, as we would not want the children to feel worried about joining in wholeheartedly. If children refuse to wear aprons they will **not** be excluded from taking part.

In line with the Early Years Foundation Stage (Sept 2021) children must have access to outside areas, and so will have the opportunity to go out even in poor weather, at some time in the session so long as it is safe to do so. Please bear this in mind and **ensure your child has a coat with them every day**, as we also often have impromptu visits to the woods at the back of the hall.

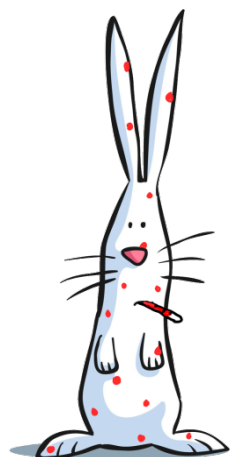
We do have Banstead Bunnies t-shirts and sweatshirts available to purchase. They have the pre-school name and logo on and are priced reasonably, but please rest assured they are not compulsory.

We would ask that where possible children are dressed to encourage independence in toileting. Please no dungarees/tights under shorts and all in one suits as they can cause them problems and children can get very upset if whilst trying so hard, they are hindered and don't make it in time.



Absences and Illness

We kindly request that if your child cannot attend their session that you inform us as soon as possible. This would ideally be by telephone conversation, otherwise by a voice message or text message.



If your child is absent for 2 sessions and we have had no contact from you, we will attempt to make contact to ascertain the reason for absence and to comply with our policies and duty of care to safeguard the child.

If your child is ill, we require that you keep them at home until they are well enough to return.

If you need to medicate your child with Calpol for them to get through the session then your child is not well enough to attend.

We also ask that we have at least two emergency contact numbers, in case of illness or accident and emergencies at Pre-school. You will receive a list of communicable diseases and the recommendations regarding their containment.

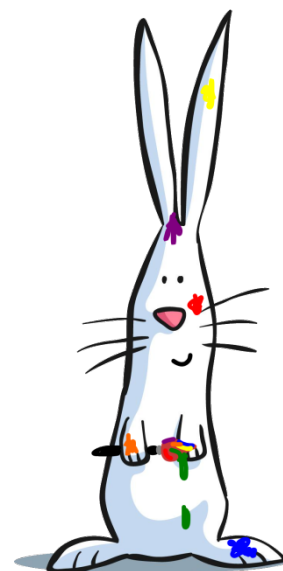
Medicines

Most Children are at Pre-school for a small number of hours and therefore it is often not necessary for us to administer medication. If medication is necessary it will only be administered, and witnessed, if prescribed by a doctor, or paediatric nurse and parents will be asked to sign consent forms. A full copy of our medication policy is available on request.

Learning through Play

How do we plan for your child's learning?

Our staff members are trained to plan for children's individual learning needs. Staff will observe their key children and identify strengths, development needs and interests and build on these through weekly plans. We encourage you to contribute to these plans in various ways, including pre-school diaries and observation notes on our baby's days system. The system enables you to record observations on your children at home or in various situations, and share them with us, helping us build a better understanding of your child. Your child's Key Person can use these to identify areas of learning, and use this information to extend your child's learning at Pre-school.



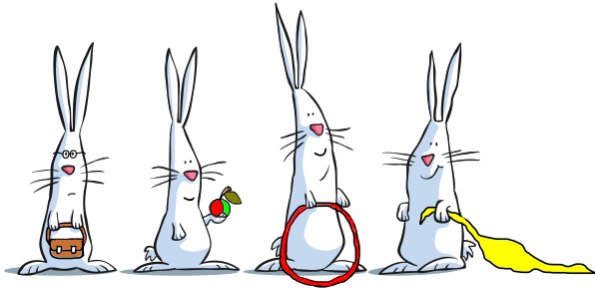
How do you assess my child's learning and development?

Your child's Key Person is responsible for completing an Individual Learning Journey record for your child. This is now done electronically on a system called Baby's Days. Your child's progress and developmental achievements will be recorded by staff against the areas of learning outlined under the Revised Early Years Foundation Stage (Sept 2021). It enables staff to understand how your child needs to be supported and enables them to share information with you about your child's progress.

When your child starts with us, over the first 6 weeks we will do a baseline assessment around their general development. This will be discussed with you and kept in their Learning Journey. Your child will also receive a 27month integrated review (progress check 2yrs) which sits with the health assessment they will receive from the health visitor.

You will be given a log in and password for the system, enabling you to see their progress and activities at any time.

If your child attends another Pre-school or childcare provision (including childminders) it is important that we are made aware of this so we can share information and assessments with your child's other key carers. We report to parents formally twice a year, in January and July, and we have a formal parent consultation in early July. We do however have an open-door policy and would like you to feel comfortable to come and talk to us /ask about any concerns you may have on a daily basis.



Daily Routine

Morning sessions

9am – Doors open, children come in and self-register*. All indoor areas are accessible for children to explore, play and learn.

9.20am – Talk time – carpet time involving one or more of: children's news, focus topic, numeracy, stories, daily helper and good choices

9.30 -11.15am – Free play – Children are able to move around the environment and experience different activities, cohort groups. ISP work goes on at this time.

During this time there will be a Focus learning activity around our focus topic.

The outdoor area is open during this time, so long as the weather is safe.

10-11.am – Snack bar is open.

11.15am – Group time (children are in smaller groups with a member of staff/key worker)

11.30am - Tidy up time.

11.45am – Stories/singing/dancing /group games.

12pm – Parents/carers collect.

Afternoon sessions

11.45pm – **Wednesday and Thursday** Lunch club wash hands, and sit for lunch.

12.20pm – Doors Open, children come in and self-register*. All indoor areas are accessible for children to explore, play and learn.

12.30pm- Wednesday – Forest School leaves.

12.40pm – Talk time – carpet time involving one or more of: children's news, focus topic, numeracy, stories, daily helper and good choices

12.50 –2.15pm – Free play – Children are able to move around the environment and experience different activities, cohort groups, ISP work, goes on at this time.

During this time there will be a focus learning activity around our focus topic.

The outdoor area is open during this time, so long as the weather is safe.

2pm – Snack time – group snack time of drink/milk and biscuit

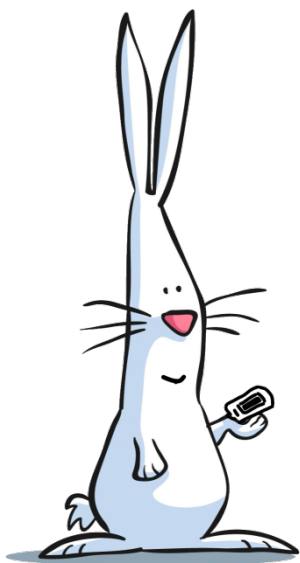
2.15pm – Tidy-up time.

2.35pm – Stories/singing/dancing /group games.

2.50pm – Parents/carers collect.

*children are also registered by a supervising adult in line with legal requirements.

Communication and Complaints



Every child is treated as an individual and it is important to us to communicate regularly with you. Staff are always ready to talk and if there are time constraints, or it's more appropriate, we will schedule a separate time to discuss fully any needs or concerns, as effective communication is the key to building positive relationships between you and the Pre-school.

Each week you will receive a 'pre-school diary' on your child's Baby's days system, where your child's Key Worker will tell you about our latest activities and developments your child has made. We would ask that you too write about achievements and special activities/happenings at home to keep us up to date with the important things in your child's life. Your child's learning journey is sent home twice a year for you to view and add to.

We aim to offer you as much information as possible about the Pre-school. You will find various information boards in the hall detailing EYFS information, term dates, safeguarding information, health and safety information, complaints procedures, Ofsted information, topic information, and news. We will also send you information by email. We have a news blog on the website, as well as a Facebook page for families to follow. You can also request a meeting to discuss your child's progress with the Manager or Key Person at any time.

Feedback from our parents and carers is always welcome, and necessary for us to continually improve. From time to time we will ask for formal feedback through questionnaires.

Complaints should in the first instance be brought to the attention of the Manager, who will endeavour to deal with it to everyone's satisfaction. Formal complaints can be written on our forms available in the hall way and will be dealt with following our strict procedure, or you can contact Ofsted directly at the address in the contact details section of this pack.

The Pre-school will have an Ofsted inspection every 6 years. A copy of the Ofsted report is available on our website, and notice board or you can download it from the Ofsted website.

Partnership with parents & carers

We encourage parental/carers involvement within the pre-school, either volunteering in sessions, (at Forest school too) offering expertise in certain areas of work, hobbies, topics or cultures, helping with fundraising, and offering feedback both positive, and areas for development or improvement.*

Please tell us about any particular festivals, or celebrations you have with your family which we can talk/learn about and celebrate with you. We ask for your support in complying with our policies and procedures as they are in line with safeguarding and welfare interests of the children in our care.

*Please be aware parents who are volunteers will not be allowed to be unsupervised with the children at any time, other than their own children, unless enhanced DBS certified.

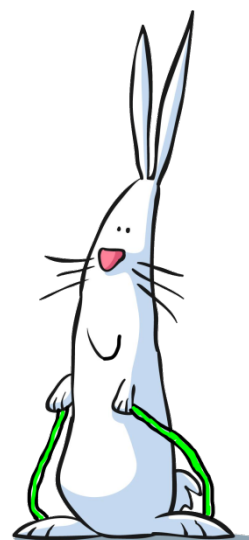
Equal Opportunities Statement

Banstead Bunnies Pre-school operates an equal opportunities policy. This means that no child will be refused access to the group on the grounds of race, class, gender, religion or disability. All children have equal access to all equipment and facilities and will be treated equally with regard to discipline.

Children with special educational needs and disabilities (including children with learning or behavioural difficulties, and gifted children) are welcome in the Pre-school. Depending on the nature of the special need, consideration will be given to access, toileting, availability of specialist equipment and additional adult help. Careful planning with parents/carers to consider the individual child's needs and wants will be particularly important for the child's welfare and happiness. Health visitors, social workers and any others involved in the care of the child should be involved in consultation prior to the child's admittance to the Pre-school, to ensure that the child's needs are being properly catered for, by our environment and staff. The Pre-school has a Special Educational Needs Co-ordinator (SENCO) who is fully trained in the most recent Code of Practice for the Identification and Assessment of Special Educational Needs. Our Local offer is available on our website and a copy can be provided for parents on request.

The welfare of the children is our highest regard, and as a result we will share information with other necessary professionals and parents/guardians to aid that welfare and enhance the development of the child.

Our fully equal opportunity policy is available on request, and on the website.



Staff

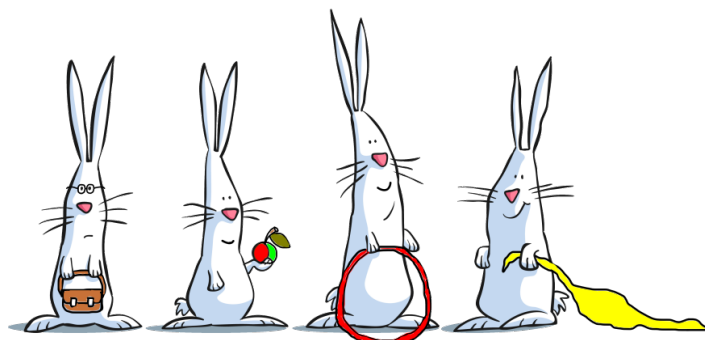
There are strict stipulated ratios set out by legislation of the Statutory Requirements for the EYFS and we adhere to these ratios at all times. Please find an up to date list of staff and their qualifications on the website as well as on the information board in the hallway. From time to time there may also be bank staff who work at the Pre-school, they will be covering staff illness or training. All bank staff are subject to the same recruitment and vetting procedure as full time staff.

Emergency Closure

You will be given advance notice of any closure needed for specific staff training or polling days. Fees are not charged for these days. In extreme circumstances the pre-school there may be unplanned closure due to snow, floods, staff shortages (where we cannot meet the ratio requirements for that day), failure of services, natural disasters, etc. **fees will not be refunded in these circumstances.** Where possible we will, as a goodwill gesture, try to replace your child's missed sessions, but it is at the manager's discretion and may not be possible.

Safeguarding Children

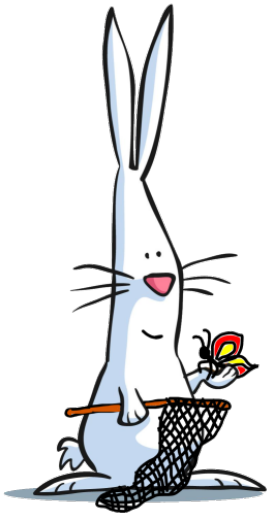
As childcare professionals, we have a duty to safeguard and promote the welfare of children. The Pre-school has trained members of staff who are responsible for the implementation of our safeguarding



policies and procedures. **Our Child Protection Officer is Emma Mayo, and the Deputy Lisa Taylor.** We are also bound by the Local Authority child protection procedures and have a legal duty to discuss with, and obtain advice from, the local Social Services Child Protection Team relating to any concerns we may have about any child in our care. In **extreme circumstances**, if we deem a child to be at risk, we are duty bound to contact the local Children's Safeguarding Board to raise our concern without seeking consultation or permission from the child's parent/carer. Our safeguarding policy has been sent with this pack and for view each day on the notice board.

All staff in the Pre-school are aware of their duties regarding child protection matters and have regular training in our safeguarding policies and procedures. To ensure our staff are suitable to care for children they undergo an enhanced Criminal Records Bureau check (DBR) prior to being given unsupervised access to children. These checks are updated each year. In addition to this a member of staff will not commence employment at our Pre-school until two suitable references have been obtained.

Outings



From time to time we may feel a short walk, or local visit may be appropriate to assist the learning and development of the children, (e.g. a visit to the church or the woody area behind the hall, or walk to see housing/building or transport). As a result of this we ask for signed permission for your child to be involved.

All activities will be risk assessed prior to their occurrence and staff ratio's and outing procedure will be followed at all times. As a result of our risk assessment our adult to child ratios may change and this is an area we would encourage parents /carers to get involved with, and help.

Documentation

Why so much paperwork ?

It is of the upmost importance that we obtain as many details about your child as possible to ensure his/her welfare at Pre-school.

Before your child's starts there are forms which accompany this pack for you to complete and return to us before your child's first settling-in visit. They request information regarding personal contacts, emergency contact details, family information, medical details and forms which require your signature. This data is held in compliance with GDPR regulation. At the first settling-in visit a member of management will meet with you to confirm we have all the forms and ask for any clarifications needed.

We are sure you can appreciate there are many legal requirements to which we must adhere. When staff request signatures or information from you, this is because we have a legal duty to obtain this.

Contact details

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