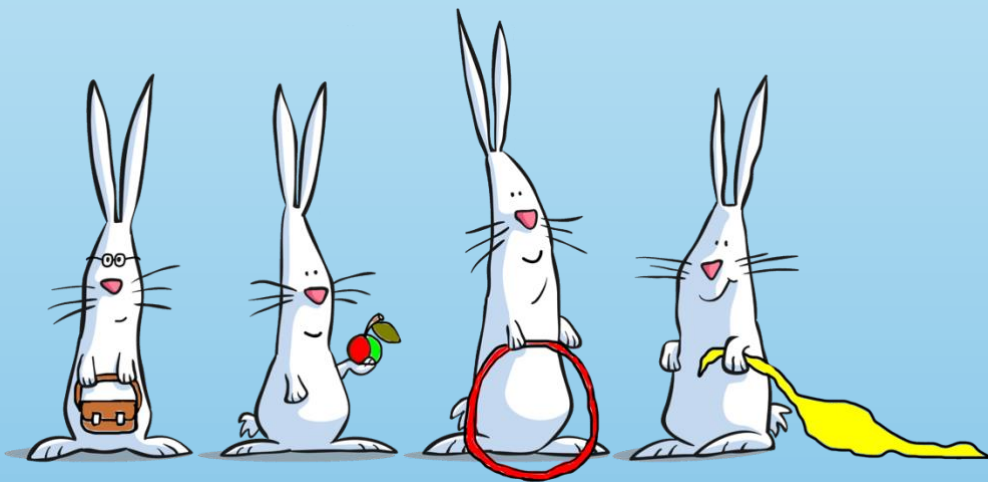


Banstead Bunnies Preschool

Parent and Carer's Pack



St Paul's Church Hall, Warren Road, Nork, Banstead, SM7 1LG

Correspondence address:

Flat 2 Outwood Court

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www.bansteadbunnies.co.uk



Welcome to Banstead Bunnies Preschool

Vision and Values

At Banstead Bunnies Preschool, we nurture every child's natural curiosity and love for exploration. We aim to preserve childhood and spark a lifelong love of learning by creating an environment filled with wonder, discovery, and joyful experiences.

As part of our Bunnies family, children are supported to imagine, investigate, and express themselves freely. We believe that when children are inspired by a world of wonder, they grow into confident, unique, and independent learners.

Curriculum

Our imaginative curriculum is designed to support children's development both now and as they move beyond the early years. Inspired by *The Curiosity Approach*, we encourage children to ask questions, explore possibilities, and engage in meaningful, hands-on experiences that support deeper learning.

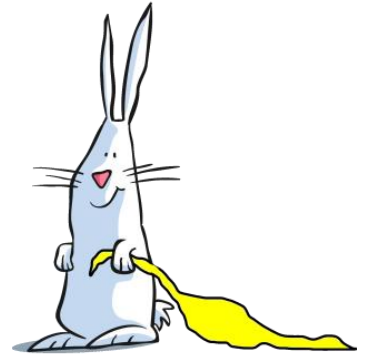
Our approach is strengthened by committed professional development, reflective pedagogy, and strong links with our community. Together, these shape a holistic curriculum that supports every aspect of a child's growth.

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Starting preschool

We recognise and understand the excitement and anxieties for both parents and children when starting at preschool. 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 preschool for my child?

We ask that you provide in their bags:

- A spare set of clothes (in case of accidents and spillages).
- 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 (no pull-ups) 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 named water bottle which they have access to all session (WATER ONLY PLEASE).

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

Clothing

At preschool we partake in many messy activities, from paint and glue, to sand, water, mud, cornflour, and foam. Aprons and protective clothing are provided. We ask that children are not sent to preschool 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 (EYFS) 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 preschool 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 suit 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.



Breakfast Club

Breakfast club is available every weekday 8.35am – 9am at an additional charge of £6.50. Children will be provided with a variety of foods such as, cereals, toast, croissants, fruit, milk, and juice. We request a minimum of 24-hour notice so we can be sure to have enough supplies for the children.

Snack Time

Children will be provided with fresh fruit, toast and milk each morning session they attend, and we ask for a 75p contribution each attended session towards this. You are welcome to bring a healthy fruit snack for your child each day, if you prefer not to pay.

Lunches

Children who stay all day on Tuesday, 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.

Opening Times and Fees

Our opening times are 9am – 12pm Monday to Friday.

Afternoon sessions are 12pm – 2.50pm Tuesday, Wednesday and Thursday.

Breakfast club sessions are Monday – Friday 8.35am – 9am.

The cost of a 3-hour session for 2-4 year olds is £29.10 and for 18 months – 23 months is £36.10. Those children who are eligible for Free Entitlement, their fees are claimed from Surrey 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.

Breakfast club is also available every weekday 8.35am – 9am at an additional charge of £6.50. Children will be provided with a variety of foods such as, cereals, toast, croissants, fruit, milk, and juice. We request a minimum of 24-hour notice so we can be sure to have enough supplies for the children. Please see Fee Payment Policy on our website.

Extracurricular activities

Boogie Beats (Tuesdays: 9.30am)	£5.40
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Playball (Wednesdays: 11.30am)	£7.10
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Whilst Boogie Beats and Playball are optional, I would like to emphasise that should we not receive enough interest, these activities will not be able to take place. We have noticed a substantial development in children's learning since starting these sessions, from boosting their confidence, supporting executive functioning as well as improving their physical development. Of course, we must mention how much our bunnies enjoy immersing themselves in the experience! Please follow the links below to find out more.

'Our unique sessions combine traditional fairy tales and nursery rhymes with energetic dance routines, interactive props, and plenty of fun! Each class is packed with music, creativity, and excitement—perfect for learning and entertainment.

Our sessions help children build confidence, improve coordination, and enhance social skills, all while encouraging self-expression in a fun, welcoming environment.

*Plus, Giggles the Boogie Beat Monkey joins every class for extra fun as he watches and dances with the children! - **Boogie Beats***

<https://boogiebeat.co.uk/>

'Children thrive in our fun-filled, high quality sport lessons. Creating a learning environment, which boosts confidence and self-esteem, is paramount.

Your child will be coached to engage confidently in a wide range of sport skills preparing them for years of positive and competent sports participation.' – **Playball**

<https://www.playballkids.com/about-us>

Term Dates 2025-2026

Autumn term

Mon 7th Sept – Fri 16th Oct (6 weeks)

Half term: 19th Oct – 30th Oct (closed)

Mon 2nd Nov – Thur 17th Dec (7 weeks)

Spring Term

Tues 5th January – Fri 12th February (6 weeks)

Half term: 15th – 19th February (closed)

Mon 22nd February – Thur 25th March (5 weeks)

Summer Term

Mon 12th April – Fri 28th May (7 weeks)

Date tbc – Polling Day: Preschool closed as the premises is used as a polling station

3rd May – BANK HOLIDAY

Half term: 31st May – 4th June (closed)

Mon 7th June – Tues 20th July (6 weeks)



INSET Days

18th December

4th January 2026

(The above dates may be subject to change)

Arrivals and Collections

Parents bring their children into the building (from 9am), 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, comforting them where needed.

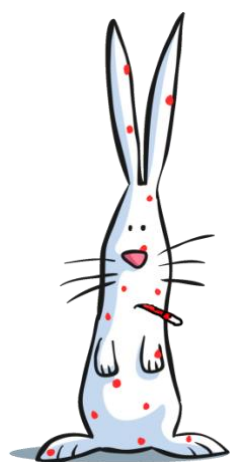
If someone other than the drop off parent/carer is picking up the child, please inform the staff member on the door.

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.

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 on our preschool number 07985705224.



If your child is absent a session 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 preschool. You will receive a list of communicable diseases and the recommendations regarding their containment.

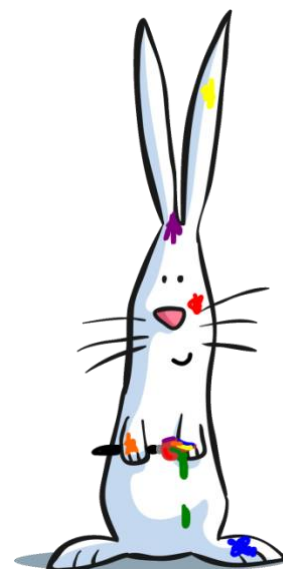
Medicines

Most children are at preschool 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 the child's curiosities, strengths and development and build on these through weekly plans. We encourage you to contribute to these plans by viewing and sharing your child's interests and milestones on our Baby's Days learning platform. Baby's Days allows 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 preschool.



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 Baby's Days. Your child's progress and developmental achievements will be recorded by staff against the areas of learning outlined in the EYFS. Baby's Days identifies how your child needs to be supported and allows us to share information with you about your child's progress.

When your child starts with us, a baseline assessment will be completed around their general development. This will be discussed with you and can be found on Baby's Days. Your child will also receive a 27-month integrated review (progress check at 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.

If your child attends another preschool 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 February. 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 daily.

Daily Routine

Morning sessions

9am-9.20am – 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 to introduce the day: share news, days of the week song, walk-through of play areas and activities.

9.30 - 11.15am – Free play – Children can move around the environment and experience different activities.

The snack bar is open, and the outdoor area is open, if the weather is safe.

During this time, practitioners will interact with children and support their development; implementing our 3i's (Intent, Implementation and Impact) as suggested through weekly planning.

11am - Cohort activities: children will work 1:1 or in small groups to complete a specialised activity that supports additional needs or provide deeper learning opportunities.

11.15am – Tidy up time

11.30am – Buddy reading

11.35am – Show and Tell

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

12pm – Parents collect.

Tuesday: Boogie Beats – 9.30-10am (provision continues as normal after this session)

Wednesday: Playball – 11.30-11.55am

Please note: Daily routine times are flexible to meet the needs of the children.

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

Daily Routine cont.

Afternoon sessions

12pm – Tuesday, Wednesday and Thursday – Lunch club wash hands and sit for lunch.

12.45 – Talk time-carpet time to register children and introduce the afternoon.

12.50 – Mindfulness/relaxation time. If your child requires a nap, we will follow the Safer Sleep Awareness guidance by The Lullaby Trust <https://www.lullabytrust.org.uk/professionals-hub/>

1.10pm – Key group time. Children will complete an adult facilitated activity linked to their area of development.

1.20pm – Free play – Children can move around the environment and experience different activities.

During this time, practitioners will interact with children and support their development; implementing our 3i's (Intent, Implementation and Impact) as suggested through weekly planning.

The snack bar is open, and the outdoor area is open, if the weather is safe.

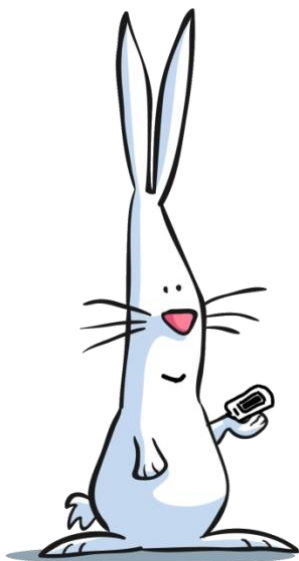
2.20pm - Tidy up time.

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

2.50pm – Parents 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. Effective communication is the key to building positive relationships between you and the preschool and staff are always ready to talk. If there are time constraints, or it's more appropriate, we will schedule a separate time to discuss any needs or concerns.

Your child's Key Worker will tell you about your child's activities and developments on Baby's Days. 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.

We aim to offer you as much information as possible about the preschool. You will find various information boards in the hall detailing EYFS information, term dates, safeguarding information, health and safety information, complaints procedures, Ofsted information, and news. We will also send you information by email. We have a website, an Instagram and 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 hallway 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 preschool 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 preschool, either volunteering in sessions, 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 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.

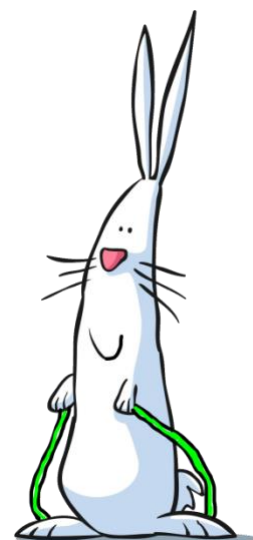
Equal Opportunities Statement

Banstead Bunnies Preschool 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 with equity, considering the needs of the individual.

Children with Special Educational Needs and Disabilities (SEND), including children with learning or behavioural difficulties, and gifted children, are welcome in the preschool. Depending on the nature of the additional need, consideration will be given to access, toileting, availability of specialist equipment and additional adult help. Through parent and professional partnerships, the individual child's needs and wants will be considered for the child's welfare and happiness. Health visitors, social workers and any other professionals involved in the care of the child should be involved in consultation prior to the child's admittance to the preschool, to ensure that the child's needs are being properly catered for, by our environment and staff. The preschool 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 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/carers to aid that welfare and enhance the development of the child.

Our Equal Opportunity Policy is available on request, and on the website.



Staff

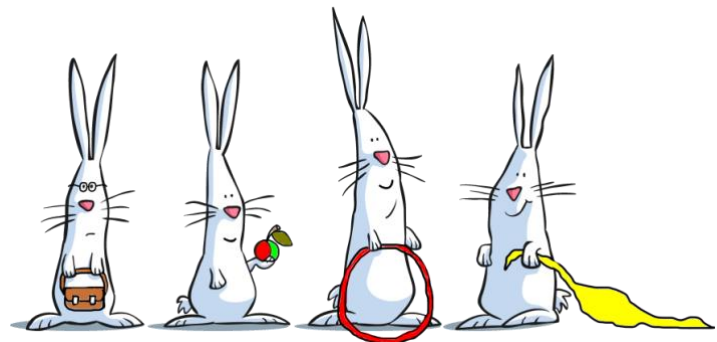
There are strict stipulated ratios set out by legislation of the Statutory Requirements for the EYFS and we always adhere to these ratios. Please find an up-to-date list of staff and their qualifications on the website as well as on the information board in the hallway. From time to time there may also be bank staff who work at the preschool, 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, where 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, the Manager will try to replace your child's missed sessions, as a goodwill gesture.

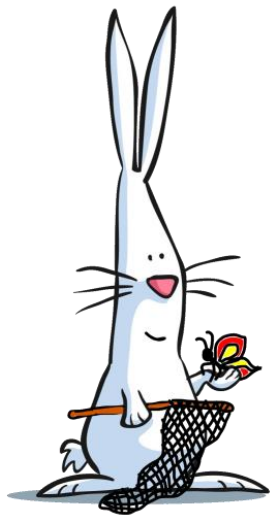
Safeguarding Children

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



safeguarding policies and procedures. **Our Child Protection Officer is the Manager: Joanna Joannou and the Deputy Manager, Joanna Sullivan. Maria Pailthorpe is the Deputy Designated Safeguarding Lead.** 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 Children's Single Point of Access (C-SPA) 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 preschool 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 Disclosure Barring Service (DBS) check 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 preschool 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 woodland 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 ratios and outing procedure will be always followed. 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 their welfare at preschool.

Before your child's starts there are forms for you to complete and return to us before your child's first settling-in session. 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 regulations. At the first settling-in session 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

PRESCHOOL NUMBER: 07958039372

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