



Bradworthy

Pre School

**Information
Pack**

24/11/2021



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INTRODUCTION

The staff and committee of Bradworthy Pre-School would like to welcome you and your child.

This pack contains all the relevant information you will need prior to your child starting at the pre-school and should provide an ongoing point of reference whilst your child attends the pre-school. Should you have any questions or concerns that are not covered by the information in this pack, please don't hesitate to approach one of the members of staff who will be happy to assist you in any way they can.

Important information is highlighted in red throughout the pack. We would also like to draw your attention to our Policies and Procedures section on page 11.

Bradworthy pre-school originated in 1970 as a parent-run playgroup held in the Memorial Hall. In 1985 the group moved to a classroom within the school and remained there until September 2013 when it was moved to the current purpose-built classroom within the school grounds in order to make way for the current school hall.

Bradworthy pre-school is OFSTED registered to provide early years education and childcare following the Early Years Foundation Stage (EYFS) for children aged 2 to 5 years. It is our policy to provide children with 2 full school years at Pre School before they attend school.

The pre-school is open to every family in the community and has an equal opportunities policy in place along with a policy for supporting children with special educational needs.

Our pre-school is a charity run by a committee of parents/carers who work closely with the staff to ensure that the pre-school provides high quality education and childcare. We believe that a strong partnership between all parents/carers and the pre-school is vital in creating a secure and nurturing environment in which the children in our care can grow educationally and emotionally. We aim to involve parents/carers in all aspects of their child's development and rely on help and information provided by parents/carers in order to do this to the best of our ability.

OUR AIMS

- To meet the child's individual needs within the setting.
- To work in partnership with parents/carers to help children to learn and develop.
- To provide high quality childcare and education for children below statutory school age, within a safe and stimulating environment.
- To add to the life and well-being of the local community.
- To offer children and their parents/carers a service that promotes equality and values diversity.

Bradworthy Pre School



CONTACT INFORMATION

Bradworthy Pre-school, Bradworthy Academy, Mill Road, Bradworthy, Holsworthy, Devon. EX22 7RT

Pre-school Mobile: 07944 116331
 Pre-school E-mail: bradworthypreschool@gmail.com
 Pre-school Facebook: bradworthy preschool
 Pre-School closed Facebook: bradworthy pre-school communication page
 (for current enrolled children's parents/carers only)
 Pre-school Webpage: <http://www.bradworthyacademy.co.uk/playgroup>
 Bradworthy Academy: 01409 241365

Committee Members 2021/2022

Chair Person: Kirsty Andrew 01409 241910 07535 575914
Vice Chair Person: Andrea Cleave 01288 331553 07891465038
Treasurer: Mandy Vanstone 07766 080723
Secretary: Kat Pomeroy 01409241658 07858068206
Safeguarding Officer: Kirsty Andrew 01409 241910 07535 575914
Risk Assessor:
Elected Members: Bev Pomeroy, Rachel Bennett, Lyndsey Slocombe, Lucy Clark & Louise Dack
Safeguarding Officer (staff): Louise Dack 07944 116331

Pre-School Staff

Staff Member	Qualifications	Job Title	Other Roles
Louise Dack	Level 6 BA Early Years Degree	Manager	Designated Safeguarding Officer (DSO) Fire Manager Paediatric First Aid
Tish Shere	Level 3 Diploma Children & Young People NVQ Level 2	Deputy Manager	SEN Co-ordinator Deputy DSO Paediatric First Aid
Helen Rice	NVQ Level 2	Play Assistant	Food Hygiene Risk Assessor Paediatric First Aid
Danielle Bailey	Children & Young People Level 3	Play Assistant	Paediatric First Aid
Rachel Lebe	Children & Young People Level 2	Admin Assistant	Paediatric First Aid

ADMISSIONS

We encourage parents/carers to visit the pre-school with their child prior to starting in order to look around the setting and speak to the staff. This can be arranged by telephoning the pre-school mobile number (07944 116331) and speaking to the Play Leader.

In order to enrol you will be given an information pack and a pack of enrolment forms. To apply for a place at pre-school please complete and return the enrolment forms. We are unable to process your application and confirm a place until we have received these forms. The enrolment forms are as follows:

Enrolment Form – includes all the personal details for you and your child that we need to keep on record. Please ensure that we are informed of any change of circumstance especially contact details or anything related to parental responsibility or persons allowed legal access to a child. Please also inform us of any health issues that arise especially allergies.

30hr Funding Form – to be completed if 30 hours funding is available to you if it is you need to Inform us of receipt of 30hr funding and eligibility code and National Insurance number ASAP. Your eligibility must also be reconfirmed every 3 months.

Early Years Pupil Premium Registration Form – to be filled in if your child is between 3-4 years.

Session Request Form – complete to request which days and sessions you wish your child to attend pre-school. You will be contacted to confirm your child's place at pre-school and which sessions they will attend. If we are unable to fulfil all your requests you will be offered alternative sessions if they are available. You may make requests for extra sessions or a change to sessions at any time and we will do our best to accommodate these. You will be asked to complete a new form prior to the start of each term.

Financial and Correspondence – provides information for us to send invoices and how you wish to receive correspondence from the pre-school.

All About Me – first side to be filled in by parents and second side will be filled in by staff during your child's first few weeks at pre-school. This form will be shown to you once the staff have completed it and will then be kept in your child's learning journey.

2 Year Old Funding Form – to be filled in if your child is between 2-3 years and you are eligible for funding.

Absence Forms – must be filled in any time your child is absent from their usual session/s. It is a requirement for us to retain records of absences regardless of whether your child is funded or not. Further forms are available at pre-school. Attendance at pre-school is not compulsory so you are entitled to take your child out of pre-school for whatever reason you wish.

Information sheet for New Starters – this is included with the above forms as a checklist for you in preparation for your child's first sessions.

If you require any assistance with completing these forms please speak to a member of staff who will be happy to help you.

Once the forms are completed please return them to the pre-school by post or in person so that they can be processed. All personal information is kept confidential and stored in a lockable file.

If we are close to reaching capacity for all our sessions we may temporarily close to new admissions and implement a waiting list whilst we assess how many sessions are available. Should we reach full capacity for all sessions we will close to new admissions and run a waiting list as per our policies and procedures. Please refer to our admissions policy and procedures for full details.

SETTLING IN

Before your child's first day please read through the New Starters information sheet which can be found in the enrolment pack.

To ease your child's transition into the setting, start dates will be staggered from the beginning of term. This enables the staff to focus more fully on each child on their first day. This was something we tried in September last year and found children settled generally quicker than if all new starters started in the same week as in previous years. This we feel was because of the additional level of attention we were able to give those settling in. You will be contacted by the settling manager to advise you of your child's start date. On your child first day we recommend that for your child's first session you arrive 15 minutes after the start time. This is because drop off and pick up times are often very busy and your child may find this a little overwhelming at first. It also gives the staff chance to speak to you individually after other parents have left and allow time to settle your child into the session.

There are no set rules as to whether you should stay with your child to begin with. We appreciate that every child is individual and will have differing experiences of being in a childcare setting. The staff are happy for you to decide what is best for your child and if or for how long you wish to stay with them during their first few sessions. Staff are always available to advise parents/carers and work with you to ensure your child settles in happily.

KEY PERSON

When your child starts at the pre-school they will be allocated a Key Person. This is the member of staff who will be personally responsible for overseeing your child's development whilst they are at pre-school. Their role is to help ensure that your child's care is tailored to meet their individual needs, to help your child become familiar with the setting and build a relationship with your child and you the parents/carers.

A list of the staff and their key children can also be found in pre-school.

Your child's Key Person should be your primary point of contact at pre-school. They will work together with you to help your child develop and learn in the secure environment of our pre-school and provide support in guiding your child's development at home. You can ask to have an informal meeting with your child's Key Person at any time.

DROP OFF AND PICK UP TIMES

Whoever brings your child to pre-school for each session must complete the register which is kept just inside the front door on the left side. They should tick which sessions your child is attending that day and note the drop off time, whether your child requires school lunch and who will be collecting the child.

If during the day there is a change to the person named as collecting the child, please ring the pre-school mobile number (07944 116331) to inform staff of this change. If the person collecting your child is not known to staff they will be required to provide the child's password as detailed on their registration form.

The safety and security of the children in our care at pre-school is our highest priority. When dropping off and picking up children you will need to knock on the door and wait for the security lock to be released from inside by a member of staff.

When collecting your child from pre-school, if you arrive early please wait outside until the time the session finishes. Please do not distract the children from their activities by looking through the door. If you have made plans to collect your child part way through a session please knock on the door and wait for a member of staff to admit you.

At very busy times you may be asked to wait outside for a short while as it can be difficult for the staff to admit many people at once. Your patience and co-operation is greatly appreciated if you are asked to wait when either dropping off or picking up your child.

If an emergency arises and you are unable to collect your child at the usual time please contact either the pre-school or school (who will pass on a message) so that the staff are aware of the situation.

SESSION DAYS AND TIMES

Current term dates are available at www.bradworthyprimaryacademy.co.uk

Opening Times

Day	Session 1	Session 2	Session 3
Monday	9.00 – 12.00	9.00 – 1.00	1.00 - 3.30
Tuesday	9.00 – 12.00	9.00 – 1.00	1.00 - 3.30
Wednesday	9.00 – 12.00	9.00 – 1.00	1.00 - 3.30
Thursday	9.00 – 12.00	9.00 – 1.00	1.00 - 3.30
Friday	9.00 – 12.00	9.00 – 1.00	1.00 - 3.30

Please Note: All sessions are subject to availability and are subject to review at any time. Currently we limit each child to 3 full days (6 sessions) so that we are able to split provision fairly.

EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) sets the standards that must be met to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's "school readiness" and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Our pre-school reflects the four overarching principles of the Statutory Framework for the EYFS.

1. *A Unique Child*: Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
2. *Positive Relationships*: Children learn to be strong and independent through positive relationships.
3. *Enabling Environments*: Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
4. *Learning and Development*: Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

There are seven areas of learning and development that shape our educational programme. These are comprised of three **prime areas** and four **specific areas**.

Prime Areas:

1. *Personal, social and emotional development*: making relationships; self-confidence and self-awareness; managing feelings and behaviour.
2. *Physical Development*: moving and handling; health and self-care.
3. *Communication and language*: listening and attention; understanding; speaking.

Specific Areas:

1. *Literacy*: reading; writing.
2. *Mathematics*: numbers; shape, space and measures.
3. *Understanding the world*: people and communities; the world; technology.
4. *Expressive arts and design*: exploring and using media and materials; being imaginative.

ASSESSMENTS AND LEARNING JOURNEY

When your child starts at pre-school they will begin their “Learning Journey” which tracks their progress from their initial starting point, all the way through to their transition to school.

The pre-school staff assess how the children are learning and developing by observing them in their day to day activities. These observations are recorded in the children’s personal online Learning Journals in the form of short written summaries and with photographs/videos of the children engaged in their activities. Once your child has been allocated a Key Person, this member of staff will take on the responsibility of collating information for your child’s online Learning Journal. The “early years outcomes” provides a guide to making best-fit judgements about whether a child is showing typical development for their age. Staff at pre-school will refer to this when making their observations of your child and will highlight the areas of learning covered by different activities. For more information on the early years outcomes please speak to a member of staff. For our online Learning Journals, we use Tapestry, a system, which is hosted on secure servers in the EU. You will have secure access (via email address and password) to your child’s Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us. You will receive all additional information and forms regarding Tapestry once your child has started at the pre-school.

An initial “All About Me” sheet will be completed partly by parents/carers as part of the registration process and partly by staff during the first few weeks your child is at pre-school. This sheet enables staff to learn a bit about your child’s home life, likes and dislikes before they join the setting. It also provides a bit of feedback in the early weeks as to what your child has enjoyed and activities they have experienced whilst at pre-school. This sheet will be uploaded to your child’s Learning Journal once it has been completed and discussed with you.

The Early Years Foundation Stage requires that we supply parents/carers with a short written summary of their child’s development in the three prime areas of learning and development (see page 8 for details) when a child is aged between 2-3 years. This two year progress check is carried out by the child’s Key Person and parents/carers are encouraged to contribute by sharing their views.

We recognise parents/carers as being the principle source of their children’s learning and education and encourage them to contribute by sharing information about their children and how their development is being supported at home. The staff at pre-school are always willing to discuss an individual child’s progress and assist in ways you as parents/carers can engage your child in activities at home. We rely on an open two-way communication with parents so if you have any ideas for activities the children can participate in or topics they could cover during the year, the staff welcome any suggestions. Took out section about communication book.

Your child’s online Learning Journal is available for you to view at any time with your secure login in and you will receive notifications when new observations have been uploaded. We also encourage parents to add their own observations or comment on existing ones. If you do not have the facility to access your child’s journal online a printout can be provided at requested intervals. When your child leaves pre-school you will be given the opportunity to download a pdf of your child’s Journal, again if you unable to do this we can provide a print out at request.

DAILY ROUTINE AND ACTIVITIES

Our sessions are planned so that children can choose from a range of activities, some of which are adult-led and some are child-led. A range of activities are provided throughout the day so that there is the opportunity for children to gain a variety of experiences and skills, whilst keeping them stimulated.

Every half term the planned activities are based around a different topic. This topic is incorporated into different activities such as play, artwork, open discussion, story time, music etc. Parents will be informed of what the current topic is by reading the notice board, closed pre-Facebook communication page, on our **(took out newsletter)** website or by asking a member of staff. Parents are encouraged to further their child's learning at home by talking with them about the current topic and incorporating the theme into daily life. Staff welcome any suggestions from parents regarding possible topics or specific activities the children could do.

To encourage the children's physical development and health we have a partly covered outdoor area. Weather permitting and for parts of the day, children are given free access to our outdoor activities including water, sand, ride-on toys, chalk boards and much more. Outdoor play is always supervised by at least one member of staff.

We also have access to a secure Forest School area a short walk from the Pre-School to further encourage children's physical development and engagement with nature. Staff will advise parents/carers when visits to the forest school will be happening so welly boots and waterproof overalls can be provided (the preschool will ensure we have spare wellies and waterproof overalls should anyone not be able to provide some)

Indoor activities include art and creative projects, books, and story time, dressing up, Duplo and other building bricks, puzzles, toy kitchen and various other creative play items. Activities are changed regularly so that children attending on multiple days will not always have the same activities. Some weeks the children will be focussing on a particular project and this will be available throughout the week so that all children attending the setting will have the opportunity to take part in the activity.

POLICIES AND PROCEDURES

The policies and procedures we have in place at the pre-school ensure that we provide high quality childcare and education which meets the requirements set out by the Statutory Framework for the Early Years Foundation Stage and Ofsted Registration.

All staff, volunteers and parents are obliged to follow the policies and procedures for Bradworthy pre-school. Many of the policies have been set out by the Early Years Alliance, of which Bradworthy pre-school is a member. Our policies and procedures are reviewed annually by the pre-school committee, and we welcome input from staff and parents to keep them updated.

A copy of our policies and procedures is available to all parents/carers on request. Important points have been included in this information pack for your convenience, but it is the responsibility of every parent/carer to familiarise themselves with the full policies and procedures. A full copy is available to view on the website. www.bradworthypreschool.co.uk

The policies and procedures in their entirety are essentially the rules and regulations by which the pre-school is run. They cover all aspects of our day to day management and running of the pre-school and include items such as safeguarding children, first aid, health and safety, staff training and complaints procedures.

We also have policies and procedures in place regarding parent's/carer's failure to collect a child from pre-school and procedures to be followed in the event of a child going missing either from the setting or whilst on an outing.

CONSTITUTION, INSURANCE AND CHARITY STATUS

The Pre-school is governed by a constitution which outlines our aims and objectives as well as how the committee is formed and manages the pre-school. We have adopted the Pre-school Learning Alliance Model Constitution 2011.

The pre-school has full insurance cover through Zurich. Our current certificate of insurance is displayed in the area just inside the front door along with our current Ofsted registration certificate. Our Ofsted Unique Reference Number (URN) is 106302

The pre-school is registered with the Charity Commission (Number 1028935).

FUNDING AND FEES

Funding

Early Years Funding

Each child is entitled to 15 hours of funding per week, from the term that starts after they have had their 3rd birthday. In order that the pre-School can claim this funding, a Child Information Form must be completed and handed to a member of staff along with a copy of your child's birth certificate. This will be submitted to Devon County Council.

The dates for eligibility are:

Children who are 3 years old

Between 01 September to 31 December

Between 01 January to 31 March

Between 01 April to 31 August

Funding starts this term

Spring (after Christmas holidays)

Summer (after Easter Holidays)

Autumn (after Summer Holidays)

The 15 hours can be split between care providers (e.g. OFSTED registered pre-schools, nurseries, child minders), but the total number of funded hours declared must not exceed 15 hours per week overall for your child.

Extended Entitlement (30 hours funding) is available from September 2017. It is available to eligible working parents for 3&4 year olds. To apply for extended entitlement or see if you are eligible go to the government childcare support page. Use the following link <https://childcare-support.tax.service.gov.uk/> If eligible you will be given an 11 digit code, this must be supplied to the Pre School on an extended entitlement funding declaration form stating how many hours will be used at the setting. *Currently we limit each child to 3 full days (6 sessions) so that we are able to split provision fairly.* (Ask in Pre School for a form or email us). Codes must be verified by the setting prior to the start of each term, if not verified funded hours will not be available until the following term. Funded hours will be subject to available sessions and it may not be possible for all 30 hours to be used at the setting.

2 Year Old Funding is available for 2 year old children from families who meet the following criteria:

- Income support
- Employment and Support Allowance
- Child Tax Credit without Working Tax Credit, with an annual taxable income of less than £16,190
- Income Based Job Seeker's Allowance
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- From September 2014 families receiving Working Tax Credit with a household income under £16,190 are also eligible.

This funding is also for 15 hours per week. For further details visit <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

Pupil Premium provides an extra 53 pence per hour funding. The Pre School is able to claim PP for some 3&4 year olds. Please complete the PP registration form, this will be given with the enrolment pack. Early Years PP cannot be claimed unless this form is completed.

For help with childcare costs visit www.childcarechoices.gov.uk

Head Count Week

To claim funding the Pre-School needs to complete a headcount form, this is completed near the beginning of each term. If you do not complete and sign this form then we will be unable to claim funding for your child. You will be notified when headcount week is each term.

Fees

Unfunded hours are charged at £3.75 per hour, and will apply to:

- Children who are entitled to funding but exceed their funded hours
- Or
- Children who are not eligible for funding.

In order to keep bills manageable and improve cash flow for our charity, invoices are sent out monthly. These fees are due 2 weeks after invoice date. A late payment fee may be applied for overdue invoices plus daily interest of (3%) above bank of England base rate charged on the outstanding amount. If fees remain unpaid children's hours may be reduced to funded hours only and in some circumstances the place removed.

We strongly encourage fees to be paid by standing order/bank transfer on a monthly basis.

The pre-school bank details are:

Sort code: 09-01-52

Account number: 84448907

Please use surname as a reference.

Fees can also be paid by cash or cheque.

Half a term's notice will be given to inform parents/carers of any changes to fees. If you have any problems paying these fees please contact the Committee Treasurer or Pre School Administrator. Any discussions you have will be confidential.

Tax Free Childcare

Tax Free Childcare is a government service to help parents to pay for childcare. For every £8 a parent pays into their childcare account the government will add an extra £2 into the childcare account. Parents can use that money to pay for childcare. For more information and apply go to <https://childcare-support.tax.service.gov.uk>

Childcare Vouchers

Bradworthy Pre School also accept childcare vouchers. Edenred account number is P20502039.

Absence

To ensure each session's costs are covered, fees will still be due if the child is absent due to sickness (this can be reviewed in exceptional circumstances). If your child misses a session due to sickness it may be possible to attend on an alternative day (providing a vacancy exists) and in this case the alternative session must be taken within one week of the sick day.

If your child is going to be absent due to a holiday or other day off, you will not be charged for the sessions providing one weeks' notice is given and an absence form is filled in and authorised by a staff member. If this procedure is not followed you will be charged full price for the missed sessions.

For whatever reason, if your child leaves part way through a session, fees will still be charged for the whole session. This is due to the fact that we would not be able to accommodate another child for a part session.

To comply with the Early Years Education Funding criteria, absence notes will be required if your child is unable to attend a session. These can be found next to the register at the pre-school. Please hand completed slips to a member of staff who will ensure the details are retained.

Leaving Pre School

You are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends – together with any previously invoiced amounts which remain outstanding. Please speak to a member of staff for a leavers form if required.

Further Information

This is intended as a general guide to the funding system. Please check the following for comprehensive information: www.childcarechoices.gov.uk

SAFEGUARDING

As a pre-school we have a legal obligation to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are protected from the likelihood of abuse in our setting and we have a procedure in place for managing complaints or allegations against a member of staff. All staff and volunteers are fully vetted by carrying out Disclosure and Barring Service (DBS, formerly CRB) checks.

We have strict policy in place to ensure that photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development and are only taken on secure devices belonging to the pre-school. Parents/carers are asked for their consent for this on the Registration form. Please note that this does not extend to public or social events such as outings, sports day, nativity but we do ask parents/carers not to put pictures containing children other than their own onto social media sites.

If staff have any safeguarding concerns regarding your child, they will keep a written record of any observations they have made. These concerns will usually be discussed with the parents/carers and a note of any such discussion will also be made. If staff are suitably concerned, they will refer cases to social services.

All our staff are kept up to date with safeguarding training and our Safeguarding Designated Officer is Louise Dack. We also have a Safeguarding Officer on the committee and aim to provide all committee members with safeguarding information and training.

If you have any concerns about a child's well-being please speak to one of our safeguarding team. Alternatively you can contact MASH (Multi-Agency Safeguarding Hub) on 0345 155 1071

EMERGENCY PROCEDURES

Please ensure you advise the pre-School immediately of any contact changes so we have up to date information in case we need to contact parents/carers in the event of an emergency.

We carry out regular fire drills in order that children are familiar with what this involves. Our fire exits are either through the front door out into the school play area or through the fire doors into our outdoor play area and out through the gate in the fence.

There are two evacuation plan notices in the pre-school building; one on the wall in front of you when you enter through the front door and one to the left side of the double fire doors out into the play area.

Should the building need to be evacuated, staff will accompany children and remain with them either until they can return to the building or until all children have been collected. Assembly points are either the school playground, the playing fields behind the school or the school hall. You will be informed where to collect your child from should this be necessary.

ACCIDENTS AND FIRST AID

All our staff have up to date training in first aid including first aid for young children. If an accident occurs our staff will provide immediate first aid and seek further advice or assistance from the emergency services or local doctor's surgery as required. Parents/carers sign the Registration form to give consent for their child to receive medical aid as appropriate, including being taken to the nearest Accident and Emergency unit.

If your child suffers an accident at pre-school the staff will make a record in our Accident book and will fill out a form to be read and signed by whoever collects the child from pre-school that day. If your child injures themselves at home, please inform staff of the injury so that they are aware of it and can avoid activities that may worsen your child's condition.

A first aid kit is kept on site at all times and a kit is also taken on outings. The contents of the kit are regularly checked and replaced as needed.

ILLNESS AND MEDICATION

If your child has an illness such as vomiting, diarrhoea, fever or any contagious illness such as hand foot and mouth, conjunctivitis or chicken pox, please do not bring them to pre-school. Please phone the pre-school to inform staff that your child will not be attending and the reason why. Staff will maintain confidentiality whilst being able to inform other parents /carers that there may be a risk to them or their child of becoming ill. This is particularly the case for pregnant women being exposed to chicken pox.

If your child has had vomiting and/or diarrhoea we request that they do not return to pre-school until they have had no vomiting or diarrhoea for 48 hours.

The best place for children who are feeling unwell is at home. Should your child become unwell during the day, staff will contact parents/carers as listed on the child's Registration form to arrange for the child to be collected. They will do everything possible to keep your child comfortable and cared for until someone is able to collect them.

If your child is prescribed medication for their condition we ask that they are kept at home for at least the first 48 hours after starting the medication in order to allow the medication to take effect and to ensure there are no side effects.

Staff will only administer medication to children at pre-school that has been prescribed by a medically qualified person. You will be required to provide written consent for our staff to administer medication and will need to sign our Medicine Record book each day your child attends and is given medication.

FOOD AND DRINK

The pre-school promotes healthy eating and we rely on parents to support us in this.

Healthy morning snacks are provided for the children in pre-school and they are offered water or milk to drink. We also ask parents/carers to send water rather than juice in for their children to drink during the day. We ask parents/carers to provide details of any specific dietary requirements on their child's Registration form so that we can cater for their needs at snack time.

At lunchtime children can have either a packed lunch from home or a school lunch which can be ordered and paid for at pre-school. A school menu is kept in pre-school next to the register. Please speak to a member of staff for more information and cost of a school dinner. Our snack and lunch times are considered a social time during which children and adults eat together.

If you are sending a packed lunch for your child please try to make it balanced and healthy. We would urge parents/carers not to send sweets or large amounts of chocolate and crisps but modest treats are acceptable.

We operate a no nuts policy due to the risk of allergic reactions.

We advise that you do not send your child with rice based meals as rice is a high risk food for causing food poisoning.

It is recommended that all year round, but especially in warmer months, you place an ice pack in your child's lunch bag to keep perishable items cool. If you have any queries regarding packed lunches please speak to the member of staff responsible for Food Hygiene.

CLOTHING

Please ensure that your child attends pre-school in clothing suitable for the weather. In winter a coat and hat plus gloves and scarf if needed will allow your child to play outside, welly boots at waterproof overalls maybe required at times and parents/carers will be advised as necessary. In summer a sunhat plus loose fitting clothing and thin layers are best.

The Pre School have an **optional** uniform. The uniform comprises of:-

- Red Polo Shirt or
- Red T-Shirt
- Red Sweatshirt

We hold a small stock of uniform supplied available to purchase from the preschool. Jumpers are £10 and polo shirts are £7.50. Both the jumpers and polo shirts come in sizes 22 & 24 inches. Alternatively you can buy online via Tesco at <https://myclothing.com/> and enter Bradworthy Pre-School Playgroup into the search bar (from experience these tend to come up on the small side)

Alternatively, some opt to go for the plain red t-shirts and jumpers etc from any of the supermarket school uniform ranges. The choice is yours!

Footwear

Footwear that is suitable for indoor and outdoor wear is required. If children wear wellies to pre-school you will be asked to provide another pair of shoes for them to wear at the setting and to leave the wellies at the door. In the summer the children may make use of the playing fields and will need trainers or other such shoes for running. If you are at all unsure about the suitability of your child's footwear please speak to a member of staff.

Change of Clothes

Please remember to send a change of clothes with your child each day in case of accidents, spillages or messy play.

Aprons are provided for children when they are involved in messy play or working with paint but we cannot guarantee that clothes will remain unsoiled. Whilst we use washable pens and paints these can occasionally leave stains on clothing. Please bear this in mind when selecting what clothes to send your child to pre-school in.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

Our policy for supporting children with special educational needs ensures we provide an environment in which all children are enabled to reach their full potential. By taking account of any special needs a child may have we fulfil our policy to make sure that we meet the needs of each individual child.

We have a designated member of staff who is our Special Educational Needs Co-ordinator (SENCO). Please speak to our SENCO if you consider that your child has a special educational need, or if you have any concerns regarding your child, or feel they have any individual needs, at whatever level.

It is essential that pre-school staff know if your child is receiving outside agency help, such as speech therapy or portage, so their needs can be better supported. We have regard for the SEND code of Practice 2014.

The pre-school has full wheelchair access including a disabled toilet.

Please see our policies and procedures for further information.

TOILETING

We encourage children to gain independence in the use of the toilet and staff are happy to help children when needed. We have a policy of only allowing one child at a time to each toilet and have two toilets specifically for the children as well as the staff/disabled toilet.

If your child is still in nappies we have a nappy changing table for carrying out this procedure and we exercise good hygiene practices including the wearing of disposable gloves and aprons. Please see our nappy changing policy and procedures for full information.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support of our staff. If you wish to discuss your child's toilet training and need any specific help from our staff with this, or your child has any issues with using the toilet, please speak to your child's Key Person.

Please ensure that you send sufficient nappies and other nappy changing items with your child when they attend pre-school. Please also ensure that we have a spare change of clothes in case of accidents.

MANAGEMENT OF PRE-SCHOOL

The pre-school is managed by a committee of parents who are elected at the Annual General Meeting (AGM) which is usually held in September/October each year. The elected committee are the trustees of the setting; the people entrusted with the overall responsibility for ensuring that the group runs successfully in accordance with its aims.

The committee is responsible for: managing the setting's finances; employing and managing the staff; making sure the setting has, and works to, policies that help it to provide a high quality service; and making sure that the setting works in partnership with the children's parents.

The AGM is open to the parents/carers of all the children who attend pre-school. Each family is entitled to one vote at any general meetings held. The AGM is when we reflect back on the previous year's activities and achievements and make plans for the coming year.

If you would like to discuss any matters relating to the running of the pre-school or are interested in joining the Committee please contact the current Chair whose details can be found on page 4 of this document. If your query is regarding financial matters please contact the current Treasurer.

The Pre School is a registered charity with the charity commission. It's charity no.1028935.

FUNDRAISING

As the pre-school is run as a charity we rely heavily on fundraising events throughout the year to enable us to maintain the high standard of care and education we provide. Fundraising allows us to buy resources and toys and to facilitate outings and social events for the children.

As parents/carers of children at pre-school you will be asked to contribute in various ways to help raise funds. This could be by providing cakes for a cake sale, raffle prizes, assistance on the day of fundraising or encouraging friends and family to support our events in any way they can. If you have any particular ideas for fundraising or can assist in any way please speak to a member of the committee. Your help will always be greatly appreciated as without the support of parents during fundraising events we would not have a pre-school.

Easyfundraising

One way we have successfully managed to raise funds has been through Easy Fundraising. When shopping on-line if you visit the retailer through the easy fundraising website, the pre-school will receive a donation from the retailer. Please note that by shopping this way it does not cost you any extra.

It's very easy to set up, just visit the website: www.easyfundraising.org.uk

Click on the green box on the right "support a good cause". Find Bradworthy Pre School, select this cause. You will then be asked to set up an account using your name, email address and a password.

The main thing is to remember to go to the easy fundraising website and access the on-line retailer through this site in order for us to get the donation.

Amazon smile

AmazonSmile offers all the same items, prices, and benefits of its sister website, Amazon.com, but with one distinct difference. When users shop on AmazonSmile, the retailer's Foundation contributes 0.5% of eligible purchases to the charity of your choice. For frequent Amazon users, this additional perk is a great way to give back to charities effortlessly.

AmazonSmile can be a bit confusing for first-time users. Here are some things to remember.

- The Internet address is smile.amazon.com. But the company uses the term AmazonSmile in its explanatory information.
- If you already have an Amazon account, when you click on smile.amazon.com, you will be asked to sign in. If you do not have an account, you will need to set one up. It does not cost anything to set up an Amazon account. There is a fee if you set up an Amazon Prime account.
- Once signed into smile.amazon.com, you will be prompted to pick a charity. To pick us you need to search and select “**Bradworthy Playgroup**” Once you do that, a percentage of your purchase price on many, but not all, items will be donated to the charity of your choice.
- You must remember to go to smile.amazon.com each time you shop for all of this to work. So, consider bookmarking the site.

All users must do is to visit smile.amazon.com (Amazon.com and Amazon mobile app purchases do not apply) to earn 0.5% of their eligible purchase for their favourite non-profit or cause.

There is no cost to charities or customers, and 100% of the donation generated from eligible purchases goes to the consumer's charity of choice

COMMUNICATION AND COMPLAINTS

At pre-school we strive to maintain good levels of communication between staff, parents/carers and the committee. We welcome feedback and suggestions on anything we may be able to do to improve this so please contact us with any questions, suggestions, or concerns.

There are many ways you can communicate with staff or committee members:

- Speak to a member of staff at pre-school or ask for a meeting with a staff member
- Speak to a committee member in person or contact them by telephone (page 4), numbers can also be found on the notice board outside pre-school or beside the register in pre-school
- Phone or text preschool on 07944116331
- E-mail pre-school manager: bradpreschoolmanager@gmail.com

We view communication as a two way process and encourage parents to get involved in all aspects of their child's care at pre-school. At times you may be asked for feedback either by a staff or committee member and your views are important as they allow us to improve how the pre-school is run.

Facebook Page – As a parent/carer with a child at Pre School you can request to join our page (Bradworthy Pre School Communication Page). It is a closed group page which means only people in the group can see and post comments. The page is run and maintained by the Pre School staff. This page will be used to post notices, news and information relating to activities in Pre School. On your child leaving Pre School you will be removed from the closed group.

We anticipate that any concerns that arise regarding the running of the pre-school will be resolved quickly and informally either by talking with staff or a committee member. If this does not achieve the desired result we have a set of procedures in place for dealing with complaints. Please refer to our policies and procedures for full information.

Should any informal discussion you have with a member of staff or committee member not resolve your concerns, please put them in writing to the manager and/or committee. We are required to keep a record of any complaints that are received in writing and make a note of their outcomes. We have a Complaint Investigation Record for this purpose.

Parents/carers are entitled to contact Ofsted at any time during a complaint's procedure or for any other matter. Their general helpline number is: 0300 123 1231 or their website address is www.ofsted.gov.uk

PRIVACY POLICY

Bradworthy Pre School Privacy Notice

Bradworthy Pre School
Mill Road
Bradworthy
Holsworthy
Devon
EX22 7RT

Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data [I/we] collect, why [I/we] collect it, how we use it and how we protect it.

What personal data do Bradworthy Pre School collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for funded childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs, we will require sight of your child's birth certificate

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home address, phone numbers, emergency contact details, family details, email address, personal characteristics (such as ethnicity, language, nationality) and attendance information.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours funded childcare, pupil premium payments or 2gether funding we will also collect:

- Your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

Why Bradworthy Pre School collect this information and the legal basis for handling your data

Bradworthy Pre School use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have

- Process funding claim for statutory 15 hour Early Years Funding
- to process your claim for up to 30 hours funded childcare (only where applicable)
- to process Pupil Premium claims and 2gether funding (only where appropriate)
- to keep you updated with information about [my/our] service

With your consent, we will also record your child's activities for their individual online Learning Journal/Record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who Bradworthy Pre School share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- the Local Authority (where you claim up to 30 hours funded childcare, Pupil Premium or 2gether funding)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

Bradworthy Pre School will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our or others rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer/operator so they may continue the service in the same way.

Bradworthy Pre School will never share your data with any other organisation to use for their own purposes

How long do Bradworthy Pre School retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

We protect unauthorised access to your personal data and prevent it from being lost accidentally destroyed, misused and disclosed.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/ Our registration number is: **ZA565283**

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

INFORMATION SHARING

Any personal information you give to us will be kept confidential and stored in a secure, locked file and Tapestry secure server. During your child's time at pre-school, any discussions you have with a member of the staff or committee will be treated confidentially if you wish.

Any forms you fill in or are asked to sign will be kept in your child's personal file along with any other confidential matter kept by staff relating to developmental concerns or child protection matters. Occasions where staff may record confidential information would include; observation of injuries, changes in a child's behaviour or anything the child may have disclosed. As parents you will usually be informed of any issues arising where such material may be added to your child's file. You may make a request in writing to the pre-school manager to view the contents of your child's personal file. We retain children's information for three years or longer if there has been a child protection concern.

Your consent for us to share confidential information will usually be sought prior to doing so. However, we are obliged to share confidential information without parental consent if there is evidence or reasonable cause to believe that a child is suffering. It is our duty to prevent significant harm arising to the children in our care. Please refer to our Information Sharing Policy and Procedure for full details.

When your child transfers to school or another setting we are required to share both developmental records (transition record) and confidential information regarding any safeguarding or child protection concerns. The confidential information will be transferred separately to the developmental records and given to the person with responsibility for such matters at the new setting.

OTHER MATTERS

We operate a No Smoking policy both inside and outside the pre-school building and appreciate the co-operation of parents/carers in adhering to this. See our smoking policy.

We have a range of books available at pre-school for children to borrow one book at a time. Please speak to a member of staff if you wish to borrow a book. We appreciate the prompt return of all books.

The pre-school appreciates that children within our care may come from a variety of cultural and religious backgrounds. We are happy to incorporate particular religious or cultural celebrations into our activities at Pre-School. Please speak to a member of staff if you have any specific requirements.

For children's birthdays we are happy for them to bring in a cake to share at snack time. If no cake is supplied we use a pretend cake. If you do not wish the group to celebrate your child's birthday please inform a member of staff.

The pre-school has a selection of ride-on toys and other outdoor toys for the children to use. If you would like your child to wear a safety helmet, please provide one from home at each session.

