



Bratton Fleming Pre-School CIC

Parents Handbook 2024



'Learning through play and making friends'

Bratton Fleming Pre-School C.I.C,
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A warm welcome from all at Bratton Fleming Pre-School!

Firstly, we would like to welcome you and all your family into our Pre-School community. We look forward to sharing this special time with you.

This handbook has been created to ensure parents are fully informed of our policies and procedures; to give you the opportunity to read and digest lots of information and to invite you to speak to us if you have any queries.

We operate a Key Person system so that you and your child feel secure in the knowledge that there is a Key Person that you can relate to. This will enable us to meet your child's individual needs should you need to discuss any aspect of their development and welfare.

Policies

The Pre-School 'Operational Plan' is available to you and contains all our policies and procedures in full. It is located in the foyer area of the Pre-School in the 'Parent's Box'.

There are a number of policies that relate directly to you as parents; to your obligations and our expectations of you as parents. These policies also relate to and influence our commitment to providing you and your child with the best possible care and Early Years Education.

We have abbreviated these policies for you below.

Our Admissions Policy

At Bratton Fleming Pre-School it is our intention to make our setting accessible to children and families from all sections of the local community through open, fair and clearly communicated procedures.

Having made the decision to join us we will ask you to complete paperwork to ensure that we have all the information necessary to provide the best possible care for your child. Prior to starting you are welcome to have a home visit so that your child can get to know a member of staff in their own environment.

Our Settling In Policy

We aim to ensure every child's transition into Pre-School is a positive experience for all. We suggest your child attends when you visit us and once booked into Pre-School lots of positive 'chat' at home to encourage enthusiasm! For example, 'Do you remember the lovely toys that you played with at Pre-School? What was your favourite?'

We would also encourage your child is left in the care of a member of the family or close friend on a few occasions before starting with us to ensure Pre-School is not his / her first experience of separation from parents.

For those children in our Under 2s provision we will meet with you during your child's first visit to discuss their home routine and how best we can support this at Pre-School eg. naps, feeding times etc.

When you arrive for the first session, you will be greeted by a member of staff who will be happy to answer any queries or questions. We would then encourage you to say 'goodbye' and leave; if your child is initially distressed please be assured that he/ she will be comforted. If this is the case, we will definitely call you to reassure you and help set your mind at rest of how they have settled. We may suggest an early pick up time as your child may find the first few sessions quite tiring. You can be absolutely reassured that we will be very honest with you and work very closely with you to ensure your child's settling in experience is a positive one.

Our Child Protection Policy

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right. Statutory Framework for the Early Years Foundation Stage (EYFS)

Safeguarding in Bratton Fleming Pre-School is considered everyone's responsibility and our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Bratton Fleming Pre-School recognises the contribution it can make in ensuring that all children registered or who use our setting have a trusted keyworker with whom they feel safe and that they will be listened to and appropriate action taken. We recognise that this is especially important for children who are unable to communicate e.g. babies and very young children that they have a strong attachment to their care givers. We will work to ensure children's safety by working in partnership with other agencies i.e. Early Help, MASH, Police and Social Care as well as seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

All of our Staff will be included in the work of safeguarding the children in our care. Leanne Taylor (Manager) is named as our setting representative.

A few reminders for parents in relation to safeguarding;

- Please bear in mind the setting is a mobile phone free zone.
- Please do not take photos in the setting without the prior permission of staff and of your child only.
- If you wish to accompany your child to the toilet; please use the accessible toilet.
- Please inform us if someone other than those nominated by you will be collecting your child.

Our Health and Safety Policy

Bratton Fleming Pre-School believes the health and safety of children is of paramount importance. We ensure our Pre-School is a safe and healthy place for children, parents, staff and visitors.

We aim to provide suitable premises, environment and equipment in order to safeguard and promote the health and welfare of children. We aim to make children, parents and staff aware of health and safety issues and promote systems and procedures that ensure hazards and risks are kept to a minimum.

Our Behaviour Management Policy- Achieving Positive Behaviour

We believe that children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

We explain and explore the following 'Golden Rules' with the children;

- Careful hands.
- Listening ears.
- Walking feet.
- Quiet voices.
- Sharing and taking turns.

Our Uncollected Child Policy

To maintain ratios children must be collected from Pre-School at the agreed time. Although we understand there will be unavoidable times when parents may arrive late to collect their children, please if possible phone the setting so we can reassure your child; in order to cover our staffing costs and discourage late collection a late fee will be charged at £5 every 15 minutes until your child is collected. (Subject to Manager's discretion)

We ask you to let us know if you are aware in advance that a child will be collected late. If no such phone call has been received, staff will attempt to contact you or the named emergency contact.

If, after all reasonable attempts to contact you have been made and there is still no contact with you, the staff will apply the uncollected child procedure and will contact Social Care to arrange care for your child.

Our Complaints Procedure

We believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns about the running of our setting to a satisfactory conclusion for all of the parties involved.

Our Administration of Medicines Policy

Whilst it is not the policy of Bratton Fleming Pre-School to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

Medication prescribed by a doctor can be administered, ie antibiotics. The medication must be in-date and prescribed for the current condition. Parents must give prior written permission for the administration of medication.

Parents should hand all medication, clearly named, to a Pre-School member of staff, along with instructions on administering. The medication will then be placed in the kitchen area or fridge if required.

Our Sickness Policy

We provide care for healthy children and promote health through identifying allergies and through preventing cross infection of viruses and bacterial infections.

If children appear unwell during the day - have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach - the manager calls the parents and asks them to collect the child, or send a known carer to collect on their behalf.

Parents are asked to take their child to the doctor before returning them to Pre-School; the Pre-School will refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.

After sickness or diarrhoea, parents must keep children home for 48 hours after the last bout of sickness or until a formed stool is passed.

After a temperature parents must keep children home for 48 hours after the last recorded raised temperature.

The setting has a list of excludable diseases and current exclusion times. The full list is obtainable from www.hpa.org.uk and includes common childhood illnesses such as measles.

Fees

To ensure the smooth running of our Pre-School and its continued success we ask all fees are paid on time. Late payment will result in a £10.00 administration charge and dishonoured cheques will incur a £10.00 administration charge. Interest will be charged on unpaid fees outstanding for more than one month at the rate of 10% per term and the Pre-School reserves the right to exclude children if the fees remain unpaid.

A registration fee of £10 is payable upon registration should your child not be eligible to funding to secure your child's place.

Please bear in mind 4 weeks prior written notice of your intention to withdraw your child or reduce their hours is required.

- ❖ Full fees are payable during holiday and sickness absences. Should you need to do any extra sessions, we do need to have as much notice as possible in order for us to accommodate your children. Likewise if you then cancel your extra sessions within 48 hours, you will still be charged as staff will have been put in place. If it is going to be regular then we

will need to charge for a regular session termly so we have adequate staffing in place.

Fees may be paid by cheque, cash or Internet banking. Cheques should be made payable to "Bratton Fleming Pre-School".

- 0 - 3 years not eligible for funding £6.50 per hour from 8am-5.30pm
- 3 - 5 years not eligible for funding £6.00 per hour from 8am-5.30pm

Working Tax Credit

If you are working more than 15 hours per week, you may be entitled to financial help towards your Pre-School fees. Check out the Inland Revenue website: www.hmrc.gov.uk for further details.

Childcare Vouchers

We accept Childcare Vouchers. All eligible working parents, with children aged under 16 are entitled to Childcare Vouchers regardless of tax status. They are non-taxable and exempt from National Insurance Contributions (NIC) for employees and offer National Insurance savings for employers. For further information ask your employer.

Tax Free Childcare

This is an on-line 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 to their Childcare Account for them to then use to pay for their childcare. For further information visit Childcare Choices website

Funding for 3 & 4 year olds explained

Early Years Entitlement is a Government Scheme which pays towards 3 and 4 year olds to have Early Years learning and care. Below is a brief summary of the conditions, however if you have any questions or require information, please do not hesitate to ask.

All eligible children are able to access either the universal or extended entitlement as follows:

- Universal entitlement - funding cannot exceed 15hrs per week for 38 weeks per year
- Extended entitlement - funding cannot exceed 30hrs per week for 38 weeks per year

Minimum of 1hr per day and a maximum of 10hrs in a day

- Funding can be used at a maximum of two sites in a day

(The way in which providers offer the 15hr entitlement will vary. Please check the details with your provider)

2 year old funding including working entitlement

We are an approved setting to accept 2 year old funding for 2yr olds, you may be entitled to receive funding for up to 15 hours of early learning and childcare a week. Please enquire at the Pre-School for further details.

30 hour free childcare extended entitlement

From September 2017 there will be an additional 15 hours funding available for 3/4 year olds, this comes with a criteria base for working parents which is as follows: both parents are working (or the sole parent is working in a lone parent family) and each parent earns on average a weekly minimum equivalent to 16hrs at national minimum wage (NMW) or national living wage (NLW) ie. earnings of £107 a week.

Working will include employed and self-employed persons.

It includes those parents on zero hour contracts who meet the criteria.

There will be an income cap so that, when at least one parent in a household has income of £100,000 or more, that family will not be eligible to take up the extra free hours.

For the Universal 15hrs funding children become eligible the term following their 3rd birthday as per the following dates:

| Date of Child's Birth | Term in which funding starts |
|----------------------------------|--|
| Before 31 st March | Summer Term (after Easter holidays) |
| Before 31 st August | Autumn Term (after Summer holidays) |
| Before 31 st December | Spring Term (after Christmas holidays) |

For the Extended entitlement you need to apply the term before the child can access the funding for the following term ie. deadline for eligibility codes to be validated by 31st March, 31st August or 31st December for which funding starts the following term.

Additional Information

-Please provide suitable shoes and a waterproof (warm coat and gloves in winter) for your child as we encourage outside play on a daily basis.

-Please provide a change of clothes for your child (even if potty trained). This can be kept on their peg in Pre-School.

-If your child is in nappies please provide a supply of nappies, wipes and nappy bags.

-Each child has a drawer with their name and a photograph clearly displayed. These can be found within the play area of the Pre-School. Staff will check the drawers for works of art and newsletters etc.

-Our Parent's notice board is located in the foyer area which holds lots of information for the whole family.

-We welcome parents into our setting and value parent volunteers. However, there will be occasions where we do not feel this is appropriate. For example, if the parent needs to bring a younger sibling with them or we have a child who will be unsettled by having a parent present.

-If your child stays for lunch please supply a named lunch box with a healthy selection of food and a drink. We recommend sandwiches or equivalent, a piece of fruit, yoghurt or similar and a small treat. Lunch is enjoyed with a member of staff who will encourage your child to eat their sandwiches first and treat last! Should your child require a hot dinner from the school, please advise us at the beginning of the week. These cost £2.50 for a dinner and a dessert.

-Please keep us informed of any changes in your child's dietary or medical needs.

-If your child is under the supervision of the health care services such as speech and language, please supply us with a copy of the latest reports so we are able to work alongside you to provide the best possible care for your child.

Please also note that access to the Pre-School setting is via the bottom gate on foot as the car park adjacent to the setting is strictly for Primary School staff and visitors only.

Data protection: Bratton Fleming Pre-School complies with the GDPR regulations and will only collect relevant data regarding your families' personal details. Such information will be handled sensitively and securely, will only be used if necessary and will then be disposed of appropriately after the required period, as per privacy notice and policy. We recommend that parents read our privacy notice and policy to enable full understanding of our commitment, this can be found in our Operational File which is kept in the parents box in the foyer.

Thank you for taking the time to read and digest this information.

Please be aware on signing the registration form you accept the terms and conditions as set out in this handbook.

We hope the information in this handbook will help to make your child's transition into Pre-School even easier.

If you have any queries or concerns, please do not hesitate to chat with a member of the Pre-School staff.

Very best wishes,

Staff and Directors of Bratton Fleming Pre-School.