



Prospectus

Biddenden Playschool
John Mayne Primary School
Biddenden
Kent
TN27 8AL

Site Tel. No: 07902231911

Office Tel. No: 01233 820378 / 07814976562

Email: michaela@biddendenplayschool.co.uk

Website: www.biddendenplayschool.co.uk

Dear Parents/Guardians

Thank you for showing an interest in Biddenden Playschool. We shall briefly outline a few basic details about ourselves, our policies and aims.

We are a private group situated within the grounds of John Mayne Church of England Primary School and are registered with Ofsted under the Early Years Childcare Register. We first opened in April 2007. Close links with the school continue to be developed. We are registered with Ofsted for a maximum of 26 children per session so, through a high ratio of adults to children and keyworkers, we ensure individual attention to help meet the needs and development of each child. Names, photos, positions and qualifications of staff are displayed on our notice board. Children's development is recorded through a system of developmental record keeping, which is available for parents/carers to read. We encourage parents to share in these records by recording any developmental achievements at home, this will enable us to work together in the development of each child and can be discussed further at our consultations. Our professional team of trained/experienced staff will encourage the children to explore and learn about the world beyond home, to find new interests, make friends and to have fun.

Children begin at two years old. Please provide spare Nappies/Pull-ups if needed and a change of clothes and shoes which can be stored on your child's named peg or in their tray.

Our curriculum follows 3 prime and 4 specific areas of learning, which work towards young children's development and learning outlined by the Early Years Foundation Stage (EYFS). These are:-

Areas of Learning & Development

Prime areas

Personal, Social and Emotional Development

Communication and Language

Physical Development

Specific areas

Literacy

Mathematics

Understanding of the World

Expressive Arts and Design

Aspect/Early Learning Goal

Making relationships
Self- confidence and self-awareness
Managing feelings and behaviour
Listening and attention
Understanding
Speaking
Moving and handling
Health and self-care

Reading (includes aspects of Linking sounds and Letters)

Writing (includes aspects of Linking sounds and Letters)

Numbers
Shape, space and measures
People and communities
The world
Technology

Exploring and using media and materials
Being imaginative

This will be discussed further at our consultations, including the new assessment on progress for 2-3 year olds.

Our termly curriculum planning and topics are posted on the parent notice board at the start of each term and also on the website, this includes a letter/sound and number of the week.

Children will be directed to activities through their own choice. They will have freedom to choose what they want to do within a structured environment and once shown how to do an exercise may return to it at will. Later, if a child is ready, reading, writing and number skills will be introduced and encouraged; however, not all children will have the need to read and write before Infant School and they will not be forced to do so.

As part of our ongoing approach to improving our service, we constantly assess our premises and equipment, staff training requirements and try to replace/update areas that may be needed to help in children's individual development.

TIMES

Full and part day sessions are offered on Mondays to Fridays (term time) as follows:

9.00 am – 3.00 pm (to include a packed lunch)

9.00 am – 12.00 pm

Please note that on Monday and Thursday, morning sessions are Forest school activities.

Tuesday PM sessions are offered to children moving into school the following September.

Charges will be £6.00 per hour.

Please bring your child to the playroom entrance to be welcomed by the staff and recorded in the Register. Never take your child home without telling us. Please be prompt in delivering and collecting your child. If you need to discuss something with the leader, if possible please leave it to the end of the session or provide a note for us to address it during the session. We will, of course, provide immediate attention to any urgent issues.

FEES FOR NON FUNDED CHILDREN

£18.00 for each 3 hour session [am 9-12.00]

£36.00 for each 6 hour session [9-3] *(Please provide a packed lunch).

We are registered with the Free For 2 Scheme (you can speak to Michaela or contact you Children's Centre for more information) and also to receive Free Early Education Funding for 3- and 4-year olds This contributes towards the cost of Childcare – We offer 15 Universal hours or 30 Extended hours [to those who are entitled] per week term time only, for 38 weeks per school year. Our stand-alone pattern for 15 hours is 6 x 3 hr sessions to be taken in a 3 day period (2 whole days 9.00 to 3.00 and 1 half day 9.00 to 12.00) and 30 hours is 5 days x 6hr (9.00 to 3.00) sessions, subject to availability. Any additional hours will be charged at £6.00 per hour or pro rata for part hours. We will inform you of any additional fees and when your child is eligible. Fees are invoiced each seasonal term [Autumn, Spring and Summer] and are payable in advance. These can be paid weekly or if preferred in larger amounts eg monthly/half termly or termly, the first payments must be received within the first 2 weeks of each half term and there after paid in advance and kept up to date. Fees must be paid on time to guarantee your child's non funded place is kept open. Also a late Payment fee will be charged [see your invoice/parent contract for details] Fees are due whether or not your child attends, as his/her place has to remain open and our expenses do not vary regardless of the numbers in attendance.

6 week's notice in writing is required if a child is leaving. Please note we request a 2 week notice period for any permanent change of a child's session/s, please ask for a '*Change to Session Request Form*' giving a 2 week notice period.

MEDICINE ADMINISTRATION

Please only provide a request to administer medicines when it is essential. These must be prescribed by your GP/Doctor and a consent form will need to be completed. Please ask for more details.

DATA PROTECTION

We have both Playschool and KCC policies/information. Please ask if you would like more details.

REFRESHMENTS

As part of our daily timetable, children are provided with a snack mid-morning and afternoon. This consists of milk or water with a varying range of finger foods (eg fruit, raw vegetable, toast, raisins, cheese, biscuit/cracker etc). A drink of water is available throughout the day as required. Please inform us on the Registration Form of any allergies your child might have so we can address them and provide a suitable alternative.

THANK YOU PRAYER

Prior to eating lunch we all say a short thank you prayer. If any parent/carer would like to discuss this, please speak to one of our leaders.

CLOTHING

1 - We advise you to clothe your child so that they can look after themselves when they go to the toilet, as we strive for independence. We do some “messy” activities so don’t send them in their best clothes!

2 - During each session all children have the opportunity for physical play using equipment in the hall, playschool garden, playground or field. ***Please ensure your child is suitably dressed to participate.*** In wet weather please provide Wellingtons. We will supply all-in-one wet weather playsuits. To avoid accidents we would request that ***suitable shoes are worn at playschool – no open-toed/backed sandals or shoes/boots with high heels.*** We would also request that no earrings/jewellery be worn. Please provide your child with a hat and put sunscreen on your child prior to coming to playschool on hot days. (Please see sunscreen consent on registration form.)

3 - Could you please ensure that names are put on your children’s sweatshirts, hats, coats and lunch boxes.

4 - Playschool clothing, printed with our logo is available to purchase. Please see order form for sizes and prices.

ILLNESS

If your child is suffering from a stomach upset or any children’s disease eg Chicken Pox, would you please not send him/her to playschool and, if possible, let us know.

Forty-eight hours must have elapsed since the cessation of diarrhoea and vomiting before a child can be readmitted. Remember German Measles is dangerous to an unborn child and we need to warn expectant mums should there be an outbreak at Playschool. There are information sheets available on infectious disease and food hygiene. Please ask if you are interested.

PARENT PARTICIPATION

We are always open to new ideas and interesting projects, so would welcome any parent, guardian, grandparent, childminder or friend who would like to spend a morning within the group, or who feels they may be able to contribute by bringing their skills to broaden our activities, thereby further improving our service. (Please see Registration Form.)

SETTLING IN

We recommend that you come and spend some time with your child before you register. This will enable you to get an idea of how we work. During this visit we would be happy to discuss any

requirements regarding your child's culture, religious observation, diet, clothing, development or physical needs. Details of our daily routines and the types of activities provided for children can also be discussed. Once you have registered your child, you are welcome to stay as long as you feel the need, although it is to your child's advantage that we settle him/her as soon as possible. If, at any time, you should have any worries or anxieties about your child or the running of the group, please do not hesitate to contact us so that we may discuss them.

We look forward to hearing from you and hope your child will enjoy his/her time at our Biddenden Playschool. If you would like to know more, please call Michaela or our Leaders to arrange a visit.

Michaela Millen
Playschool Manager

Copies of the following policies are available. Please ask if you wish to read any or have a copy.

Admissions Policy
Arrival and Departure Policy
Behaviour Management Policy
Complaints Procedure
Confidentiality Policy
Data Protection
Drug Administration Procedure
Emergency Medical Procedure
Equipment & Resources Policy
Fire Drill Procedure
Health & Hygiene Policy and Staff Responsibilities for Health & Safety
Inclusion and Equality of Opportunities Policy and Procedure
No Smoking Policy and Staff Smoking, Alcohol and Drugs Policy
Nappy Changing Policy and Procedure
Lost Child Procedure
Outings Procedure
Parental Involvement Policy
Safeguarding Children - Child Protection policy and procedure
Safeguarding Children - Child Protection Policy re Allegations against staff or a volunteer
Safety Policy
Settling in Policy & Practice
Sick Child/Adult Policy
Special Needs Policy
Staffing & Employment Policy
Uncollected Child Procedure

Last Ofsted Inspection Report October 2017

Our policies are reviewed on a regular basis. Should you have any comments then please let us know.

Company Registered Office: High Oak Farm, Bethersden, Ashford, Kent, TN26 3JY

Company Registration Number: 3757345

Registered at: Companies House, Cardiff on 21.04.1999

Office Tel No: 01233 820378/ 07814976562