



09.1a About our childcare and early education

Welcome to North Bushey Preschool and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This document aims to provide you with an introduction to North Bushey Preschool, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare and Early Education Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers
- has the chance to join in with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes satisfying progress
- is in a setting that sees parents as partners in helping each child to learn and develop

- is in a setting in which parents help to shape the service it offers

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2023):

- *A Unique Child*

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

- *Positive Relationships*

Children learn to be strong and independent through positive relationships.

- *Enabling Environments*

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between educators, parents and/or carers.

- *Learning and Development*

- Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

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 the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

- *Prime Areas*

- Personal, social and emotional development.
- Physical development.
- Communication and language.

- *Specific Areas*

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- self-regulation
- managing self
- building relationships

Physical development

- gross motor skills
- fine motor skills

Communication and language

- listening, attention and understanding
- speaking

Literacy

- comprehension
- word reading
- writing

Mathematics

- number
- numerical patterns

Understanding the world

- past and present
- people, culture and communities
- the natural world

Expressive arts and design

- creating with materials
- being imaginative and expressive

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory education programmes to plan and provide opportunities which will help children to make progress

in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by educators.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically - thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's records of achievement/learning journeys. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement/learning journeys

We keep a record of achievement/learning journey for each child. Your child's record of achievement/learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's progress. Together, we will then decide on how to further support your child's learning and development.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff
- contributing to the progress check at age two
- helping at sessions of the setting
- sharing their own special interests with the children
- helping to provide and look after the equipment and materials used in the children's play activities
- being part of the management of the setting, where appropriate
- taking part in events and informal discussions about the activities and curriculum provided by the setting
- joining in community activities, in which the setting takes part
- building friendships with other parents in the setting

Joining in

Our setting has a rota which parents can join if they would like to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

Parents can also offer to take part in a session by sharing their own interests and skills with the children. We welcome parents to drop into the setting to see it at work or to speak with the staff/me.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining relevant qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice, as a

member of the Early Years Alliance, through *Under 5* magazine and other publications produced by the Alliance. The current copy of *Under 5* is available for you to read. Occasionally, we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to all areas of learning and development, including their health and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Snacks and meals

We make snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs, particularly any known allergies or food intolerance and we will plan accordingly.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available to view on our website or parents table, and we can also provide policies and procedures on request.

Our policies help us to make sure that the service we provide is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
4. accurate and, where necessary, kept up-to-date
5. kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special educational needs

To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Lidia Araujo

The management of our setting

Our Preschool Interim Manager is Lisa Beacham Our Preschool Interim Deputy is Beverley Billett

The setting is owned and governed by Sally Zou

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the role of the key person and Settling-in is enclosed with this document or is available from North Bushey Preschool.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or to respond to any questions.

Fee Payment Policy

A copy of our Fee Payment policy is given to parents and carers to sign when completing Registration with our Preschool.

To ensure the continued high standard and sustainability of the Preschool, we must ask parents/carers to respect the policy regarding fees. Policies are in line with the terms and conditions and is accessible from our webpage at: www.northbusheypreschool.com.

Deposit

Once you have been offered a place at the preschool, parents/carers are required to complete and sign 1) a Registration forms (Registration Pack and All About Me form), and 2) a Parent Declaration form if your child is having funded sessions with us. A Deposit and an Administration fee will be taken to secure a place for your child. Please be aware that all the above conditions must be met for a successful enrolment.

The amount of deposit is £50.00 per child, and the administration fee is £25.00 per child, this makes a total of £75.00, and is required to be settled before the Registration forms and Parent Declaration form (if applied) are signed and returned. The £50.00 deposit will be refunded at the end of your child's first term with us. We reserve the right to not refund the deposit if your child fails to attend on the date as agreed or in the event of withdrawal earlier than your child's first term with our Preschool.

Sessions and club Fees

Consumable fees are included in our Standard Fees.

Standard Fees per session/club	
Morning Session (8.45am to 11.45am)	£28.00
Afternoon Session (12.15pm to 3.15pm)	£28.00
All Day Session (8.45am to 2.45pm)	£56.00
All day Session plus 30 minutes Club (8.45am to 3.15pm)	£60.50
(For 30 hours free childcare – All Day session) Plus 30 minutes Club (2.45pm to 3.15pm)	£4.50
Breakfast Club (8.15am to 8.45am)	£7
Afternoon Club (3.15pm to tbc)	£14/hour TBC

Consumable fee

When your child is eligible for Government funded sessions (childcare support for 2-year-olds, 15 hours free childcare 3-4 years old and 30 hours free childcare) we ask for a consumable fee of £1.50 per session

that can be paid in full or term time in advance (this can be discussed with our administration team). The Consumable fee covers snacks, consumables and other activities. Consumables details can be found on the preschool Key Information document.

Consumables are included on standard fees for sessions that are not using Government funded sessions.

Invoices

- Our sessions fees are invoiced on monthly basis and are issued mid-month for the following month. We are sending invoices by email prior to your child starting.
- The Consumable fees can be settled:
 - Per term, and the invoice will be issued mid-month before the start of each term (for Autumn term you will be invoiced mid-August; for Spring term you will be invoiced mid-December; for summer term you will be invoiced mid-March).
 - Per year, we also give you the option to settle your invoice for the whole year when your child starts Pre-school. The invoice will be issued mid-month before your child starts.
- Payments should be received via internet banking by the end of each month.
- Late payments incur a late payment fee of £10 a week for each week the invoice is overdue. Please see procedures for non-payment of fees below.
- Fees remain payable if parents fail to return their Government Funding application form by deadline stated and the preschool is unable to claim that child's funding for the term.
- Fees remain payable when we are unable to claim funding because parents decide to opt out from sessions without giving at least one-month notice.
- Fees remain payable on all sessions booked whether or not your child attends the preschool, and this includes session missed for family gatherings, holiday or sickness.
- Fees remain payable when the preschool is closed due to reasons beyond our control (snow, flood etc.)
- It is parents/carers responsibility to ensure all documents are signed or signatures are obtained in time of the child's enrolment (e.g., on Individual Health Plan, for children requiring lifesaving or invasive medication and/or care, the requirement of the child GP signature), fees remain payable if the child enrolment is delayed.
- All fees are subject to an annual review. However, we reserve the right to increase the fees at other times upon giving one calendar month's written notice to the Parent/Carer.

Procedures for Non-payment of fees

1. An electronic invoice is issued at least 7 days prior to the start of the month.
2. **After 5 days:** an electronic reminder sent to parents/carers for fees and a late payment fee of £10 incur from day 7.
3. **After 14 days:** a late payment fee of £20 incur from day 14.
4. **After 21 days:** a warning that Child's place will be withdrawal if payments are not received within 7 days.
5. If there are still outstanding fees remain, the child's place will be withdrawal and the preschool will start proceedings with the small claim court to recovery debt.
6. We reserve the right to give parents and carers one month notice to either withdraw the child's place or reduce hours to Government funded sessions, in case of recurrent late payment (3 times).

Late Collection charge

We would like to invite our parent to respect our operating time as our staffs have families to care after-school. In the inevitable case of late collections, we reserve the rights to charge each additional 15 minutes for £10 and if parents are going to be 20 or more minutes late, you will be charged with the whole hour, which is £25.

Your late collection charge needs to be settled within 7 days and we will handle any failed payment in the same procedures for non- payment fees.

Withdrawal of your child's place at the Pre-school

Please discuss with us about your concerns before you decide to withdraw from our preschool. If you decide to proceed after discussing with us, we require at least a one-month notice by completing the 'Notification of Leaving Date" form, which can be found from our website. Fees will remain payable for the time being.

We reserve the right to not refund the Deposit in the event of withdrawal earlier than the child last academic year with our preschool.