

# Busy Kids



# @ Bromham

## Pre-School Prospectus

Charity no.1023829

Busy Kids, St Nicholas School, The Leaze, Bromham, Chippenham, Wiltshire

Enquiries: 01380 859389

E-mail : [busykids@tiscali.co.uk](mailto:busykids@tiscali.co.uk)

# Contents

Introduction	4
History	4
Our Aim	4
What We can offer your child	4
Management	4
The Curriculum	5
Communication, language and literacy	5
Personal, social and emotional development	5
Problem solving, Reasoning and Numeracy	5
Knowledge and understanding of the world	6
Physical development	6
Creative development	6
A principled approach	6
Keyworkers	7
Parent Evenings	7
Pre-school sessions	8
Opening times	8
Holiday Play Scheme	8
Fees	9
Staff	9
Nursery Supervisor - Sharon Clarke	9
Deputy Pre-school Supervisor - Debbie Smith	9
Pre-school Assistant - Carol Shore	10
Pre-school Assistant - Binzie (Belinda) Dunn	10
Pre-school Assistant - Bev Smith	10
Pre-school Assistant - Emily Williams	10
Pre-school Assistant - Kimberley Higham	10
Manager - Amanda Wallis	10
Training	11
Admissions and Settling in	11
Starting Nursery	11
The first days	11
Clothing	11
Outdoor Play	11
Snack Time	12
Lunchtime	12
Collecting your child	12
Outings	12
Nappies	12
Illness	13
Parent/Carer Help	13

Parking	13
Policies	13
Special Educational Needs	13
Day Carers and Child Protection	14
St Nicholas School	14
Emergency Meeting Point	14
Complaints	14
Contact Names and Numbers	15
POLICIES	15
Arrival and Departure of Children Policy	15
Behaviour Management Policy	15
Complaints Policy	15
Health and Safety Policy	16
Inclusion	16
Lost Child Policy	16
Outings Policy	16
Safeguarding the children policy	16
Sleeping/resting child policy	17
Sun smart policy	17

## **Introduction**

In this prospectus we have attempted to bring together all the information that you will need to know as a parent/carer of a child at Busy Kids.

## **History**

Busy Kids has been in its present purpose built building since December 2004. Prior to that it operated over 3 mornings a week for many years in the Social Centre in Bromham. In 2002 the committee started fundraising to provide our own building which could open 5 days a week. Over £100,000 was raised through grants and fundraising activities to provide the building we have today. We are very proud of Busy Kids and continue to work very hard to provide the best possible care for our pre-school children.

## **Our Aim**

The aim of Busy Kids is to develop each child's potential, through structured play in a safe stimulating and happy environment.

We achieve this by providing the highest quality education and care for all our children. We offer a welcome to each individual child and family that provides a warm and caring environment within which all children can learn and develop as they play.

We work hard to develop a partnership with parents and the community as a whole and we warmly welcome suggestions on how to improve our group at any time.

## ***What We can offer your child***

- A specially tailored curriculum leading to approved learning outcomes.
- Individual care and attention made possible by a high adult to child ratio.
- Fun and friendship with children and other adults.
- The support of a personal key worker and experienced staff.
- Opportunities for you and your family to be directly involved in the activities of the group and your own child's progress.
- We are registered and inspected regularly by Ofsted and other relevant bodies.

## **Management**

Although the Manager is responsible for the day to day running of the pre-school, Busy Kids is a community group and has an elected committee of trustees which 'owns' and manages it. The committee decides policies, helps to employ staff, fund raises and oversees the finances. The staff and committee work closely together. All families are welcome to committee meetings, but only the committee members may vote.

The committee is elected annually, so please think about joining the committee as your views are valued.

Busy Kids is a registered charity and the group has adopted a Charity Commission constitution.

## **The Curriculum**

We follow the Statutory Framework for the Early Years Foundation Stage (EYFS) which covers children's learning from birth until the end of the reception year. The curriculum is carefully planned to provide the children with the knowledge, concepts, attitudes and skills to meet the early learning goals within the six areas of learning and development that the EYFS recommends.

All children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual staff input, we offer a curriculum which leads to nationally approved learning goals and prepares children to continue with the Foundation Stage Curriculum in the reception class at school.

The early learning goals are:-

### **Communication, Language and Literacy**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, to use drawn and written symbols themselves. The book corner gives every child the opportunity and encouragement to become familiar with books, to be able to handle them and be aware of their uses.

### **Personal, Social and Emotional Development**

Children are individually supported in developing confidence and self respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing, and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings, and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and for the group, its members and its property.

### **Problem Solving, Reasoning and Numeracy**

By means of adult supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities, which form the basis of early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use vocabulary of mathematics, identify objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and to use simple mathematical operations such as adding.

## **Knowledge and understanding of the world**

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities and begin to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and the wider community. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

## **Physical development**

A range of equipment and opportunities both indoors and out of doors, allows children to develop confidence and enjoyment in the use and development of their own body skills, including controlling movement, climbing and balancing. At the same time children are supported in the development of fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

## **Creative development**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings. Art equipment including paint, glue, crayons and pencils as well as natural resources and junk modelling, provides for open ended exploration of colour, shape and texture. Children join in with and respond to music and stories and there are many opportunities for imaginative role play.

## **A Principled Approach**

Effective practice in the EYFS is built on four guiding themes which describe how staff should support the development, learning and care of young children. Each theme is broken down into four commitments describing how the principles can be put into practice.

**A Unique Child** - Recognises that every child is a competent learner from birth who can be resilient, capable, confident and self assured. The commitments are focused around development; inclusion; safety; and health and wellbeing.

**Positive Relationships** - Describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. The commitments are focused around respect; partnership with parents; supporting learning; and the role of the key person.

**Enabling Environments** - explains that the environment plays a key role in supporting and extending children's development and learning. The commitments are focused around observation, assessment and planning; support for every child; the learning environment; and the wider context - transitions, continuity, and multi-agency working.

**Learning and Development** - recognises that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter-connected

## Key workers

Your child will be allocated a key worker on starting pre-school. You will be given an initial assessment to fill in, about your child's family, likes, dislikes etc. which your key worker will discuss with you. This will help us to make your child feel at home. The key worker will be responsible for monitoring your child's progress.

The group's learning aims are planned for the term and are on the notice board in the playroom. Your key worker will work with these and pick something relevant to your child's stage of development within all six 'Early Learning Goals'.

The key worker will make regular observations on your child and record them, using photographs, in your child's Learning Diary. You may look at these at any time. They will go directly to the school to be continued up until the end of the reception year as part of the Early Years Foundation Stage.

Your child will work with all members of staff - and you can talk to whom ever you wish. If you have a concern about an allocated key worker please discuss it with the Pre-school Supervisor or Manager.

Please tell the Pre-school Supervisor of any incidents at home or changes in family circumstances which may affect your child's behaviour at Busy Kids.

## Parent Evenings

We have a parents evening once a year. This is an opportunity for all parents/carers to talk to their child's key worker and hear how they are getting on. But please feel free to discuss your child's progress with staff at any time.

## Pre-school sessions

Activities are carefully structured to meet the differing developmental needs of all children. Although the precise content will vary, there will usually be some form of painting, gluing, play dough, water and sand. The rest of the room has tables for drawing, puzzles, games, construction toys or play dough. There is a book corner and a home corner - which also turns into an office, garden, hospital, fire station etc.

Please do not expect your child to bring something home every day. We encourage children to make their own choices.

## Opening Times

We are open term times, Monday to Friday 8 am to 6.00 pm.

Session times are :-

Breakfast club	8.00 - 9.00
Morning session	9.00 - 12.00
Lunch	12.00 - 1.00 pm
Afternoon	1.00 - 3.00 pm
After school club	3.00 - 6.00 pm

You can choose to book your child in to any combination of the above sessions. There will also be a limited capacity to book your child in on a one off basis for part or whole sessions. Please fill in a booking slip and speak to the Manager to see if there is a place available.

Individual sessions can be booked by the half hour and are charged by the half hour or part thereof.

A separate prospectus for Breakfast and after school club is available.

Parents/carers should arrive on time to collect their child. You will be charged for an extra hour if you are late. If you are consistently late it may be necessary to charge a late fee of £10

## Holiday Play Scheme

Busy Kids also runs a holiday play scheme for 2 - 11 year olds throughout the school holidays (excluding Christmas). Please ask for more details.

## **Fees**

Fees are £3.50 per hour for Preschool children, After School and Holiday Club. £2.95 for school aged children attending Breakfast Club.

We ask for a deposit of £25 at the time of enrolling your child into the pre-school. This will be deducted from the last month's fees. Concessions are available for low waged/unemployed.

Fees are collected monthly in arrears. If you wish to pay weekly or fortnightly please arrange this with the Manager. Cheques should be made payable to 'Busy Kids'.

Fees continue to be payable if a child is absent through illness, holidays (in term time) or for any other reason. If you wish to terminate your child's place we require six week's notice.

Government funding for all children occurs the term after your child is 3. They can receive funding for 5, 2½ hour sessions per week for 38 weeks a year. Funded sessions run from 9am - 11.30 am and 12.30pm - 3pm. For full details please ask for a leaflet.

If you envisage any difficulties with paying the fees please speak to the Manager.

## **Staff**

The regular staff in the group are;

### **Pre-school Supervisor – Sharon Clarke**

Sharon is married with two children. She has worked at various care homes and playgroups. She has achieved a Btec Diploma in Care, the National Association for Maternal and Child Welfare Diploma and an NVQ level III in Early Years Childcare. She has attended courses in curriculum planning, First Aid and Food Hygiene.

### **Deputy Pre-school Supervisor and Child Protection Officer – Debbie Smith**

Debbie is married with two children. She has been working at Busy Kids since 2004. She has worked with young children for much of her adult life, both as a nanny and, for 4 years, as a child minder. She has an NVQ level III in Early Years Childcare as well as certificates in First Aid and Food Hygiene.

### **Pre-school Assistant - Carol Shore**

Carol is married with two children. She has been involved in childcare for a many years. She has a Level III qualification in Childcare and Education, First Aid and Basic Food Hygiene. Carol has been with the Pre-school since 1997.

### **Pre-school Assistant - Binzie (Belinda) Dunn**

Binzie has lived in Bromham since childhood. She has been with the Pre-school since 1996 and has attained an NVQ Level II in Early Years Childcare. She also has qualifications in Health and Safety, First Aid and Food Hygiene.

### **Pre-school Assistant - Bev Smith**

Bev is married with three grand children and` has been working at Busy Kids for a number of years. She has attained an NVQ Level II in Early Years Childcare as well as certificates in First Aid and Food Hygiene. She is committed to furthering her knowledge in pre-school and she is working towards an NVQ III in Childcare, Learning and Development.

### **Pre-school Assistant – Kimberley Higham**

Kimberley is married with two children. She has been working alongside the staff at Busy Kids since 2005; Firstly as a one-to-one assistant and then as a member of bank staff. She is currently working towards an NVQ III in Early Years Childcare, Learning and Development.

### **Deputy Manager and Special Educational Needs Co-ordinator – Emily Williams**

Emily is married with five children. Emily has been involved in child care in a voluntary capacity for a number of years, from toddler and pre-school groups to helping out in primary school. She has an Education degree and holds the Early Years Professional Status qualification.

### **Manager – Amanda Wallis**

Amanda is married with two young sons. Prior to working at the pre-school, Amanda was the treasurer for the committee for a number of years. She has previous childcare experience as a child minder. Amanda has an NVQ level II in Early Years Childcare, Learning and Development, certificates in First Aid, Health and Safety and Food Hygiene and is continuing her training by studying towards the Foundation Degree in Early Childhood Studies.

Amanda has overall management responsibility for Busy Kids.

## Training

We are constantly in touch with new thinking in the field of child education and care. There is a budget allocated for training each year. Our staff keep up to date with training in order to keep a flow of new ideas and activities within the Pre-school.

## Admissions and Settling in

Your child can start Pre-school as soon as they are 2.

We encourage you to visit the Pre-school during the weeks before an admission is planned. There are three free sessions available to you for settling in, in the 4 weeks prior to your start date. For many younger children settling in can take a number of weeks - you may need to stay with your child for part of the session in these first few weeks.

## Starting Nursery

### The first days

It is important for parents/carers and staff to work together to help your child feel confident and secure in the group. This can take a little longer for some children than others. Do not feel worried if your child takes a while to settle. You are welcome to stay for as many sessions as it needs for your child to be settled. However once your child is settled we find it best if parents say goodbye in the reception area.

### Clothing

Aprons are provided for messy play. Your child will need to be dressed in something which is easily washed as clothes may become paint or glue covered. Your child will also need to wear clothes that are easy to manipulate when going to the toilet. Wearing a uniform gives a strong sense of belonging to the group, which children generally enjoy, as well as keeping other clothes clean! Busy Kids t-shirts and sweatshirts are available to buy from the office. Please label **all** clothes with your child's name. We ask that all children have a spare set of clothes at pre-school in case of accidents.

### Outdoor Play

Your child will have the opportunity to play in the fresh air every day, weather permitting. This will be in the playground, on the school field or on outings. Please provide:-

Coats, hats and wellies in winter      Sun hats in summer

Sun cream will be provided by Busy Kids. This will be administered by staff (with your permission).

## **Snack Time**

Your child will be offered milk or water and a healthy snack mid-morning and mid afternoon. The daily snacks are displayed on the menu in reception. Please inform staff of any special dietary requirements or allergies.

## **Lunchtime**

If your child is staying for lunch you need to provide them with a packed lunch and drink in a named container. Busy Kids can provide water to drink. We encourage children to have a well balanced packed lunch with e.g. sandwiches, fruit and yoghurt with limited crisps and chocolate. There is no facility to refrigerate lunchboxes. In warmer weather we suggest that parents put a small freezer pack in their Childs lunchbox.

Alternatively, you can order a cooked lunch for your child from St Nicholas school's kitchen through the Pre-school. These cost £1.45 and must be paid for in advance. Meals include a hot first course and a sweet and a different choice is available each day. The menu is displayed at Busy Kids and copies are available.

## **Collecting your child**

Please arrive promptly to collect your child at the end of the session. If you arrive late you will be charged £3.50 for an extra hour. If you are consistently late it may be necessary to charge a late fee of £10. In the enrolment form you state who will collect your child. We can only release your child to this person, unless you make another written arrangement with us in advance.

## **Outings**

We take the children on organised outings throughout the year. Usually we need extra adult help to ensure the safety of the children so volunteers are always welcomed. You may also be asked to provide transport for the children. We ask that parents make transport arrangements with other parents. All parents who drive pre-school children on outings need to have fully comprehensive cover for their own vehicle. Parents must provide a copy of their insurance certificate for our records. All children should be in a suitable car seat.

## **Nappies**

Up to the age of 3 we understand that some children will be in nappies, whilst others will be learning to use the potty or toilet. We will work with parents/carers and will encourage the use of potties/toilets when your child is ready. We understand that accidents do happen.

If there is a recognised problem, medical or otherwise, why your child needs to wear nappies then please discuss this on an individual basis with the Nursery Supervisor.

## **Illness**

Children who are ill will not be allowed to attend Busy Kids. You are asked to keep your child at home if they have any infection, virus or other transmittable illness, and to inform the pre-school as to the nature of the ailment so that we are able to alert other parent/carers if appropriate. If your child is unwell please telephone to let us know that they will not be attending. You will still be charged if your child does not attend in accordance with our fee structure.

**Do not** bring your child to nursery if they have diarrhoea or vomiting. They can return when the last attack was more than 48hrs previously.

Cuts and open sores must be covered with a dressing.

Head lice are a common problem. Please check your child's head regularly. Clear any lice as soon as they are spotted and before arriving at nursery, using the 'wet combing' method. We will notify all parents/carers of any outbreaks.

If you feel that your child needs Calpol/Calprofen (or any other medicine designed to reduce pain or fever) you should consider whether your child is well enough to attend.

## **Parent/Carer Help**

Wherever possible, we would like to encourage parents/carers to come and help during one of the pre-school sessions that your child attends. Please speak to a member of staff if you wish to help out.

## **Parking**

There is no parking available at Busy Kids. Please do not park in the school car park; it is for school staff only. Please park in the village car parks at the Social Centre or Greyhound.

## **Policies**

All policies are reviewed regularly. Comments and suggestions from parents are always welcome. A full copy of policies is available for you to read. Please return this to Reception when you have read it.

## **Special Educational Needs**

We are experienced in working closely with a range of different health and education professionals. If you would like to discuss the group's ability to meet your own child's needs,

please talk to the Special Educational Needs co-ordinator, Emily Williams, or your child's key worker. We have a full Special Educational Needs (Inclusion) policy.

## **Day Carer and Child Protection**

Our first concern will always be the welfare of your child. As a day carer, we will try at all times to share with you any concerns we may have. However, we do have a duty to refer to Social Services if we suspect that child abuse is taking place.

Further information is available to you from The Children and Families Team at :-  
Child Protection Unit, The Cedars, Bath Road, Devizes, Wilts SN10 2AP  
Tel 01380 730055 Fax 01380 730022

## **St Nicholas School**

We have a close relationship with St Nicholas school and are developing ways to work together with the reception year children, making the transition to school easier. We hold joint events with Class 1 throughout the year. During the second half of the summer term children who will be starting school have a number of planned visits to the reception class.

St Nicholas school can be contacted on 01380 850391

## **Emergency Meeting Point**

In the event of a fire or any other situation where we have to evacuate Busy Kids, the emergency meeting point will be the playing field behind the Busy Kids building at St Nicholas School.

## **Complaints**

If you should have a complaint about any aspect of your child's experience at Busy Kids, you should raise it initially with your Key worker.

We believe that most complaints are made constructively and can be resolved at an early stage. Please consult the complaints policy should the matter not be resolved at this stage.

**We hope that your child's time in pre-school will be a happy and productive one. If you have any queries or if we can be of any help please contact a member of the staff or committee at any time.**

## Contact Names and Numbers

Busy Kids Office		01380 859389
Busy Kids Manager	Amanda Wallis	
Pre-school Supervisor	Sharon Clarke	
Committee Chairman	Bridget Johnstone	
St Nicholas school		01380 850391
Head teacher	Paul Bacon	
Revised September 2008		

## POLICIES

Below is a summary of some of our policies. A full copy of all the policies is available from the office.

### Arrival and Departure of Children Policy

Your child will not be released to a person other than the person(s) stated on the registration form. If the person collecting is not one of those listed on the Registration Form we will require advance written notice from the Parent/Carer. We will not hand children over to anyone under the age of sixteen.

### Behaviour Management Policy

We believe children flourish in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. Adults in pre-school will praise desirable behaviour and will take positive steps to avoid a situation in which children receive adult attention for undesirable behaviour. In any case of undesirable behaviour it will always be made clear that it is the behaviour, and not the child that is unwelcome. Children will be given one-to-one adult support in understanding what was unacceptable and will work towards a better pattern of behaviour. Physical punishment will not be used or threatened. For recurring problems an Individual Behaviour Plan will be drawn up in conjunction with the parent/carers.

### Complaints Policy

We aim to provide the highest quality education and care for all our children. From time to time problems may arise and on most occasions these can be dealt with in an informal manner with your child's carers. Concerns will always be carefully listened to and discussed in an objective manner. Minor concerns should be raised immediately with a member of staff. Major concerns

should be raised with the Supervisor/Manager. If not resolved at this stage the chair of management committee should be informed.

## **Health and Safety Policy**

There will be a fire drill once a term. This will be recorded in the Fire Drill register.

All accidents will be recorded in the Accident book.

A member of staff qualified in First Aid will be present at all times.

Parents are asked to keep children who are ill at home. Please tell us if your child is suffering from an infectious illness such as impetigo, chicken pox, tape or ringworm, mumps, measles or head lice. We will then inform other parents.

Children who become ill whilst at Busy Kids should be collected and taken home.

Risk Assessments are carried out when a new piece of equipment arrives or annually for older equipment. Before any outing a Risk Assessment will also be carried out.

## **Emergency Meeting Point**

In the event of a fire or any other situation where we have to evacuate Busy Kids, the emergency meeting point will be the playing fields behind the pre-school at St Nicholas School.

## **Inclusion**

Busy Kids recognises the wide range of needs of all children and works with other professionals to provide appropriate provision for children with special educational needs. Children with a specific need will be given the same opportunities and experiences as other children.

## **Lost Child Policy**

All available staff will look for the child. Committee members will also be contacted to help out as necessary. If the child has not been located within 20 minutes the police will be contacted.

## **Outings Policy**

Outings by coach will be available to all children.

Before an outing parents/carers must provide a suitable car seat. In the event of an outing by car, all those transporting children should have fully comprehensive insurance, and give a copy of their policy to Busy Kids. An adult to child ratio of 1:2 for the two year olds and 1:4 for the three year olds and above will be maintained.

## **Safeguarding the Children (formerly called Child Protection Policy)**

All staff will be police checked. All visitors must sign in and out. All children will be signed in and out by a member of staff. Staff will ensure that the child is collected by the correct person.

Staff should be aware of any changes in a child's physical or mental state, these should be noted and the Supervisor informed.

Any child who confides in a member of staff about any problem must be listened to and taken seriously. The member of staff will not ask the child any leading questions relating to the matter. Everything will be written down and a report completed.

Our first concern will always be the welfare of your child. As a day care provider we will try at all times to share with you any concerns we may have. However, we do have a duty to refer to Social Services if we suspect that child abuse is taking place.

Further information is available to you from the children and families team at:-  
Child Protection Unit, The Cedars, Bath Road, Devizes, Wiltshire, SN10 2AP  
Tel: - 01380 730055 Fax: - 01380 730022

### **Sleeping/resting child policy**

Children will be given the opportunity to rest or have a quiet time through the day as needs arise with a particular emphasis being placed on after lunch time for those children staying all day.

### **Sun Smart Policy**

Children will be provided with sun cream before going outside. If a child has sensitive skin we will ask the parent to provide a suitable sun protection product. Parents are asked to provide a labelled sun hat and clothing that is appropriate to protect them from the sun's rays.

Revised September 2008