

# **BENGER BEARS PRE-SCHOOL**

**The Village Hall  
Chestnut Road  
Sutton Benger  
Chippenham  
Wiltshire  
SN14 4RP**



**Registration Pack**

## Welcome

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A very warm welcome to you and your child to Benger Bears Pre-school. This booklet should provide you with all the information you need to ensure your child settles well at our pre-school. Please do not hesitate to ask either a staff or committee member if you have any questions.

## About Us

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Benger Bears provides a friendly, safe environment that, by way of learning through play, aims to assist in the development of “well-rounded” children. Benger Bears operates within the Early Years Foundation Stage which is the standard required of pre-schools by OFSTED (see page 5).

The pre-school sessions are held in the village hall, in a rural setting and maintain good links with the village school and church. Benger Bears is accredited by the Pre-School Learning Alliance under their “Aiming for Quality” scheme and we are regulated by OFSTED. Benger Bears Policies and Procedures are also available and we would encourage all parents to read through them. Our notice boards are used to display necessary legal documents and to keep us all informed about various events and activities that are happening. The Fire Brigade regularly inspects us and we hold regular practice evacuation procedures within sessions.

## The Staff

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Benger Bears have a committed team of staff with the resources in place to ensure that the children are offered a valuable pre-school experience.

The staff members are:	Karen Swannack	Supervisor
	Vanessa Cooper	Deputy Supervisor
	Julie Cain	Assistant
	Alison Larkins	Assistant
	Rose Moxham	Assistant
	Lucinda Prater	Administrator

Karen and her team plan each session. Each staff member works the same sessions each week, in order to provide continuity for the children. Our key-worker system ensures that each child and family has one particular staff member who takes a special interest in him or her. There is always a member of staff with Paediatric First Aid training on site.

## Staffing and Employment

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A high adult : child ratio is essential in providing good quality pre-school care. At Benger Bears we work to the Pre-School Learning Alliance recommendations and have at least one member of staff to each six children (1:6) over 3 years old and one member of staff to four children (1:4) under 3. This is increased to adult supervision of one to three (1:3) during outdoor activities. At Benger Bears we have:

- Termly staff meetings that provide opportunities for staff to undertake curriculum planning, discuss progress and any difficulties.
- A pre-school budget that includes an allocation towards training costs. Regular in-service training and development is available to all staff. All are trained in emergency first aid. Our supervisor is trained to at least NVQ level 3 in childcare. All other staff continually undertake relevant training.

- A committee that supports the work of the staff by means of regular meetings and annual appraisals.
- A commitment to recruiting, appointing and employing staff in accordance with all relevant legislation; we work towards an equal opportunities employment policy.
- Introduced an assessment process for each child, which is not compulsory, to assist the supervisor in helping each child to reach their potential.

### The Timetable

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Benger Bears Pre-school is open four days a week offering the following hours.

	Monday	Tuesday	Thursday	Friday
9am – 12pm (3hours)				Polar Bears
9am – 12.30pm (3.5 hours)	Packed lunch needed	Packed lunch needed	Packed lunch needed	Polar Bears Packed lunch needed
9am – 3pm (6 hours)	Packed lunch needed	Packed lunch needed	Packed lunch needed	Polar Bears Packed lunch needed
12pm – 3pm (3 hours)	Packed lunch needed	Packed lunch needed	Packed lunch needed	Polar Bears Packed lunch needed
12.30pm – 3pm (2.5 hours)				Polar Bears

Friday is a Polar Bear session for children who will be starting school in the following September.

Please note that if your child stays until 12.30pm they will need a packed lunch and if they are arriving at 12pm they will also need a packed lunch. The packed lunch will need an ice pack, especially in the warmer months, as the lunch boxes are not stored in chilled conditions.

We follow the same term times as the Sutton Benger Church of England Primary School. The pre-school will be closed on the school's Teacher Training Days. Details of the term times and closures of the pre-school will be given in the regular Newsletter distributed to all parents. See also the diary section on the website.

The children are encouraged to sit down and have a drink (milk or water) and a snack. The snack rota is displayed on the notice board and conforms to the healthy diet option that the Pre-School Learning Alliance encourages. Please make sure the staff are aware if your child has any special dietary requirements or allergies.

On some sessions age restrictions may apply. Any changes will be notified to parents in the Newsletter.

### The Fees

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Our current fees at September 2010 are £4.25 per hour for under 3 and £4 per hour for over 3s. Invoices are issued each term, to be paid monthly.

Benger Bears Pre-school will not refund any fees due to a child's absence from the Pre-school due to illness or holidays. In the case of a protracted absence due to illness,

the Benger Bears Pre-school Committee will use its discretion and may refund fees on a case by case basis. **One months written notice must be given in the case of a child's permanent withdrawal from the Pre-school.**

If you are going to be late please telephone the pre-school as soon as possible so that arrangements can be made for your child. We understand that there are times when you are late due to very valid reasons and we are aware that most parents pick-up on time. However, **persistent lateness will result in a fine and this will be based on our hourly rate.**

Fees are reviewed every September, although we reserve the right to review them more frequently. One month's notice will be given of fee increases. Benger Bears accepts voucher funding for three and four year olds from Wiltshire County Council. Details of voucher eligibility can be found on the Benger Bears notice board inside the Village Hall. For further information call **ask**, the children's information service 08457585072 [www.askwiltshire.org](http://www.askwiltshire.org)

Benger Bears is a registered charity (number 1029641) and the fees are kept to a minimum to cover our running costs. Fund raising is vital to pay our running costs and purchase and improve the resources we have to offer the children. We hope that you will support as many of our fund raising events as possible by supporting them financially and helping to arrange various events. If you are keen to help in the planning of various pre-school events, you are welcome to join the committee - please speak to a member of staff or a committee member if you are interested.

### **Wiltshire Council Nursery Funding**

All children aged 3 and 4 are entitled to 15 hours per week (for a maximum of 38 weeks per year) of free pre-school education in the funding period following their 3<sup>rd</sup> Birthday. Any hours your child attends which are additional to the 15 hours will be charged on an hourly/half hourly rate and billed monthly. When your child is eligible for funding you will be asked to sign a contract setting out the hours you will be claiming at Benger Bears Pre-school. Once this contract has been signed parents have 3 weeks to make any changes but after this period of time changes cannot be made except for the reasons set out by Wiltshire Council (telephone no. 0300 456 0100).

Parents must use a minimum of 2.5 hours in anyone day. Over and above this the hours are flexible; Benger Bears Pre-school encourages you to use our core blocks as these give continuity for the children. Parents must use their 15 hours per week over a minimum of 3 days per week

There are five valid reasons for changing providers - moving house, a change in the child's primary carer, where a sibling moves school and the child is able to attend a nearby setting, where loss of employment affects the childcare place eg if a child's provision was taken up near a parent's place of employment rather than their home, and health and safety issues, such as child protection as a result of domestic violence.

### **Non-payment policy**

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Non-payment and late payment of fees causes many problems with budgeting, and for this reason, we have a non-payment policy as follows:

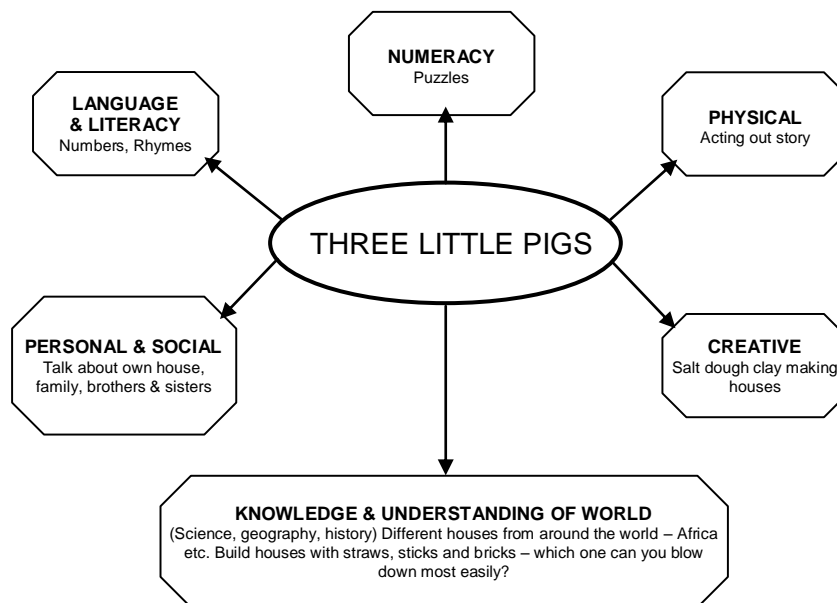
- a) If the payment has not been received within 2 weeks, a reminder will be sent out, giving 2 weeks notice
- b) If fees are still not received, a further 2 weeks notice will be granted

- c) If after this notice the money is still not received, your child will not be allowed to attend any sessions not covered by the Wiltshire Council grant

### Early Years Foundation Stage Goals

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Each term, themes are chosen by the staff (and are displayed in advance for parents to see). Each week the chosen activities are linked to the theme and are planned with the EYFS goals in mind (also necessary to conform to the requirement of the voucher funding). Children are encouraged to bring along any items that are relevant to the topic to share with the group. The boxes below show how activities are chosen with these goals in mind and are linked to the central theme (the Three Little Pigs in this example).



All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment will offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Special trips and visitors to the pre-school will be arranged where relevant to the different themes chosen, for example, a trip to a nearby woods or a visit from the local Fire Brigade.

### Admission and Settling In

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Benger Bears have agreed to adopt the following admission policy: A child may start at Benger Bears in the term that they turn 3, based on our 6 terms, (our Supervisor will consider earlier admission at her discretion). Friday (Polar Bears) is exclusively for the rising fives and is only available for children attending another session.

Benger Bears has six intakes for children, at the beginning of each term. (Benger Bears works to Wiltshire County Council's 6 term year). The pre-school is open to every family in the community. Children are admitted without reference to ability or aptitude. Our admission

policy is based on date of birth and availability of spaces. We are registered with OFSTED to take 24 children.

At Benger Bears we want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in our pre-school.

In order to help your child settle, you must accompany them for their first session. During this session the Supervisor will carry out the induction training to familiarise you with all aspects of the Pre-School. The role of the parent/carer is to support their child when necessary during the induction session(s); subsequently, there will only be a need to accompany your child if the staff advise it, or if the parent makes a specific request.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling procedure aims to help parents to help their children feel comfortable at pre-school, to benefit from what it has to offer, and to be confident that their parents will return at the end of the session. Please be aware that the car park is used by parents picking and dropping off at the school, and visitors to the Village Hall and Doctor's Surgery.

### **Keyworker System**

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Our keyworker system ensures that each child and family has one particular staff member who is allocated to take a special interest in him or her.

The main duties of the keyworker are to:

1. Assist the child in settling in to the pre-school
2. Ensure the child's physical and emotional needs are met
3. Observe, monitor and keep records of the child's progress
4. Liaise closely with parents to inform them of their child's daily activities
5. To be available at the beginning and end of each session to discuss their child's development and achievements
6. Identify individual children's needs to be included in the planning of the curriculum

You will be introduced to your child's keyworker when you visit the pre-school. She will explain what observations and assessments we make of your child.

Please note that the keyworker does not "shadow" her children throughout the session, nor does she work exclusively with the children allocated to her. We believe it is important for the children to develop a relationship with all the members of staff at the pre-school.

### **Guide for Parents/Carers accompanying their children**

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This section is to help allay any worries you may have and to answer some of the questions you may ask when your child is starting the pre-school, including during the accompanied visits.

The role of the parent/carer is to support their child when necessary during the session.

If you have any particular skills to offer, e.g. you enjoy reading to a group of children, please inform the supervisor and, if you and your child are happy, these skills could be utilised during a session.

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## Security

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You are required to sign your child into pre-school each session and sign them out when you collect them. Your child will be recorded on the attendance register by the Supervisor. If somebody other than yourself will be collecting your child please inform the supervisor and write his/her name in the book. We operate a password system. For further information please speak to the supervisor. Please be assured that only a member of staff or the chair of the pre-school committee is permitted to unlock the front door of the village hall to admit people and let people out. To ensure the safety and well-being of ALL the children at Benger Bears, the following times MUST be adhered to when collecting your child from pre-school:

9am – Pre-school opens  
 12pm – door opens  
 12.30pm – door opens  
 3pm – Pre-school closes

The doors will not be opened before these times (unless by prior agreement with the Supervisor.)

Please be aware that all visitors to the Pre-school will be asked to place their mobile phones in a locked box at the beginning of each session. If you are on duty and are concerned about school, family being able to contact you please leave them with the Pre-school mobile no. 07791896683. Phones can be collected at the end of your duty.

## Provisions for your Child

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You will need to provide the following for your child:

- A large cereal box (we usually have a supply of these), covered and with your child's name on. This box is used to take home any pictures, models, etc. that they have made during the session
- Suncream in hot, sunny weather, plus a sunhat (we have a supply of baseball caps available if needed)
- A lunchbox with ice pack if your child is attending the session extension
- Suitable clothing! Sweatshirts and T-shirts are available for sale, which means the child's own clothes don't get messy (sleeved aprons will be provided for messy play as necessary)
- Nappies/ pull-ups, wipes and nappy sacks if your child requires them.

## Parental Involvement

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At Benger Bears we understand the importance of the parents role in the education and well being of their children. We encourage all parents to take an active part in the pre-school, which includes:

Operating a Duty Rota  
 Provision of an Induction and Booklet  
 Access to the Policies and Procedures  
 Invitation to join the Committee and/or attend meetings  
 Regular liaison with Keyworkers  
 Participation on Outings, Visits, Special Events, etc. (enhanced CRB clearance may be necessary)  
 Invitation to Fundraising and Social Events

Utilising any skills they may have during sessions, etc.  
Access to information via the Newsletter and Notice-board

## Rota

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It is important for your child that you take an active part in the pre-school and we ask each parent / carer to be on duty rota each term. The maximum number of sessions you are asked to attend each term is the number of sessions each week your child attends. A copy of the rota will be placed in your slot each term and a master copy is pinned on the notice board. If you change/swap any of your duties, please amend the master copy so the staff know who will be on duty.

A morning rota duty is from 9am until 12pm, and an afternoon duty is from 12pm until 3.10pm. If you are on rota duty and your child does not normally stay for lunch they are welcome to stay at no charge, just remember to bring their lunch box!

Non-attendance for rota duty is a major problem for staff – finding a replacement parent/carer at short notice takes time that should be spent with the children. **It is your responsibility to find a replacement rota parent if you cannot attend for your allocated session.** We will invoice parents who do not ensure their rota duty is covered.

When you are on rota duty you are required to enter your details in the signing in/out book and to wear an apron and visitor badge, which are kept in the kitchen drawer. These aprons have the dual purpose of identifying the parent as being on rota duty for that day, and at the same time they protect clothes and cross-contamination when preparing food. There is a list in the kitchen for specific jobs that each rota parent/carer should check on arrival (a copy of this list is also enclosed for your information) You will be required to comply with our Food Safety and Health & Hygiene procedures, a copy of which is enclosed. If you would like further training/advice in these areas please contact the Supervisor or Committee Chairperson. The door to the kitchen should remain closed and no child is allowed in the kitchen or storeroom.

**We are unable to allow siblings to accompany parents on duty.** Under the Safeguarding Children legislation, you are only allowed to take your own child to the toilet. Please inform the staff if any other child needs help. We operate a strict non-smoking policy.

## Communication

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There will be a slot for any information such as newsletters, invoices or letters set up for your child in the box file near the kitchen. Please check this after every session your child attends. This box file also contains the Benger Bears policies and procedures and we would encourage you to read through them. The notice board in the kitchen hatch also provides further information and periodicals from the Pre-School Learning Alliance, etc. – please check them regularly.

## Confidentiality

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To ensure that all those attending and working at Benger Bears can do so with confidence, we respect confidentiality in the following ways:

- Parents have access only to their own child's records
- Staff will not discuss individual children, other than for purposes of curriculum planning, with people other than the parents/carers of that child.

- Information given to the pre-school leader or key worker by a parent/carer will not be passed on without permission
- Issues to do with the employment of staff will remain confidential to the people directly involved with making staffing decisions
- Members of the committee adhere to a strict confidentiality policy.

### **Equal Opportunities**

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Benger Bears works in accordance with all relevant legislation. We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in or volunteer to help with our pre-school have an equal chance to do so.

At pre-school our aim is to show respectful awareness of all the major events in the lives of the children and families in pre-school, and in our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this, we aim to acknowledge all the festivals that are celebrated in our area and/or by the families involved in pre-school.

Please contact the pre-school's supervisor if you require a copy of any of our documentation in another language.

### **Behaviour Management**

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All staff within Benger Bears will consistently apply the rules of the group so that the children know what behaviour is expected of them. The staff will conduct themselves in a manner that will be a positive role model for the children, with regard to friendliness and courtesy. Praise will be given for desirable behaviour such as kindness and willingness to share.

When children behave in an unacceptable way, physical punishment of any sort will neither be used nor threatened. There is no naughty chair and children will not be sent to the corner or out of the room. Adults will not shout or raise their voices in a threatening way.

Children who misbehave will be given one-to-one adult support and attention in seeing what is wrong and working towards better behaviour. In any case of misbehaviour it will be made clear that the behaviour is not welcome at pre-school. The staff will respect individual children's levels of understanding and maturity. Recurring problems will be dealt with by the pre-school in partnership with the child's parents. Staff are aware that some kinds of behaviour arise from a child's special needs.

### **Special Needs**

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At Benger Bears we aim to provide a welcome and appropriate learning opportunity for all children. Children with special needs, like all other children, are admitted to pre-school after consultation between parents and the pre-school supervisor.

Our key worker system ensures that each adult is responsible for, and close to, a maximum of eight children, so each child receives plenty of adult time and attention. Our supervisor, deputy supervisor and one other assistant attend the in-service training on special needs arranged by the Pre-school Learning Alliance and other professional bodies.

### **Sickness**

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There is a mobile phone at the Pre-school to use in case of emergencies. The number is 07791 896683.

Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that we can alert other parents, and make careful observations of any child who seems unwell. Details of any infectious illnesses will be prominently displayed on the notice board.

Parents are asked not to bring any child who has been vomiting or had diarrhea until at least 24 hours has elapsed since the last attack.

If your child becomes ill during the session you will be contacted and asked to collect them.

### **Emergency Procedures**

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If the pre-school needs to be closed during a session a member of staff will notify the Chairperson or next available committee member who will then contact you and you will be asked to collect your child. If a child has an accident which requires medical treatment or a trip to hospital you will be contacted immediately and asked to collect your child or meet a member of staff at the Doctors/Hospital. If we cannot contact you then the named person on your child's registration form will be contacted. A member of staff will remain with your child on the premises until a parent/carer arrives.

Please be reassured that these emergencies very rarely happen.

### **Toileting Practices**

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If your child is not toilet trained, you will be required to provide nappies, wipes and nappy sacks. The pre-school will provide changing facilities to ensure adequate hygiene and privacy standards are met when changing nappies.

Toileting accidents are not regarded as a problem at pre-school. Please be reassured that your child will be treated sensitively and calmly, without undermining their confidence or self-esteem in any way.

### **Policies & Procedures**

The following policies and procedures are in place to ensure that the pre-school is run efficiently and safely (we encourage all parents/carers to take the time to read through them):

- Admissions
- Behaviour
- Closure Procedure
- Complaints Procedure
- Confidentiality
- Contingency Arrangements
- Curriculum
- Employment
- Equal Opportunities
- Fire Protection
- Health & Hygiene
- Health & Safety
- Lost/ Uncollected Child
- Nappy Changing Policy
- Outings & Visits
- Parental Involvement

- Record Keeping
- Safeguarding
- Safety
- Settling In
- Special Needs
- Staff Induction
- Student Placement
- Toy & Equipment Cleaning
- Unannounced Visitor

### **Complaints Procedure**

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Please do not hesitate to discuss any concerns regarding the pre-school with a member of staff or the Committee Chairperson. If, after these discussions, there is still felt to be a problem, the pre-school has a formal complaints procedure to follow. A copy of this procedure is available on request. If the concern cannot be resolved via the complaints procedure then, following discussion, Social Services and the registering authority will be informed. All relevant addresses are available on the notice board.

### **Benger Bears Management Committee**

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The pre-school, which is a registered charity (no. 1029641) is managed by a committee of volunteers who, as a team, work alongside the staff to plan and run sessions and organise social and fundraising events. Members are elected at the Annual General Meeting, which is usually held in September.

The committee meets every term. Full details of the committee and its roles and responsibilities are available in the Management Committee's Handbook – contact the Chairperson for a copy.

**We are always looking for more parents to join the committee and help with the pre-school and its activities. Please feel free to volunteer either to join the committee or simply to help out on an occasional basis – without the parents help and support the pre-school would not be able to function.**