

# PROSPECTUS



The Mobile  
St Mary's CP School  
Elmham Road  
BEETLEY  
Dereham, Norfolk  
NR20 4BW

01362 860860

[beetleypreschool@hotmail.com](mailto:beetleypreschool@hotmail.com)  
[www.beetley-preschool.org](http://www.beetley-preschool.org)



## PROSPECTUS



## BEETLEY & DISTRICT PRESCHOOL

Registered as a charity Number 1029927

## ABOUT OUR PRESCHOOL

### Our Aim

- Is to have a happy, stimulating, safe environment, provided by qualified experienced staff, in which preschool children can develop to their full potential.
- Our staff will give your child comfort, a hug or cuddle, if they are distressed, hurt, worried, upset, or instigate the need for affection. Our aim is to treat your child as you would, if you were here – we realise the importance of re-assuring a distressed child. All our staff are DBS checked (Disclosure & Barring Service) and a minimum of 2 staff are present however few children attend sessions.

### Mission Statement

- We believe that children benefit most from early years education and care when parents and settings work together in partnership. Our aim is to support parents as their children's first and most important educators, by involving them in their children's education and in the full life of the setting.

### Playtime

- In preschool, the adults have plenty of time to listen to your children and talk with them, to answer questions and share new discoveries. There is time for telling stories and enjoying songs and rhymes. There is opportunity for your children to try out different activities, allowing them to concentrate and finish any activities before having to pack them away.

## Playmates

- In preschool, your children have the chance to be in a group which values everyone, whatever their sex, age, race, cultural background or abilities. They are able to make friends with other children of their own age and relate to other adults. They learn to share and take turns, and they gain independence and confidence. They also develop self-discipline based on consideration for others.

## Playthings

- Your children can choose from a range of carefully selected toys, which will develop skills of hand and eye, mind and body. There is a wide variety of equipment for stimulating play and exciting material for creative activities.

## Play-space

- Preschool has space for children to use all their energy; room to climb and dance; to build and explore. There is space for active play and quiet play; indoor play and all-weather outdoor play on our impact absorbent safety surface; safe space that is planned to meet the needs of young children.

## WE OFFER

A tailored curriculum, following the Early Years Foundation stage, which continues through the Reception year of School, leads to nationally approved learning outcomes and which prepares children to progress with confidence to the national curriculum, key stage 1.

<b>The Early Years Foundation Stage Principles</b>			
<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1:1 Child development 1:2 Inclusive Practice 1:3 Keeping safe 1:4 Health and Well-being	2:1 Respecting each other 2:2 Parents as Partners 2:3 Supporting Learning 2:4 Key Person	3:1 Observation Assessment And Planning 3:2 Supporting Every child 3:3 The Learning Environment 3:4 The wider Context	4:1 Play and Exploration 4:2 Active Learning 4:3 Creativity and Critical Thinking 4:4 Areas of learning and Development

**The EYFS covers the following areas of learning and development:**

### **Prime Areas:**

Personal, Social & Emotional Development.  
Physical Development  
Communication and Language

### **Specific Areas:**

Literacy  
Understanding the World  
Mathematics  
Expressive Arts and Design

## Observations, Tracking and Assessments.

During your child's time with us we will observe them during their play to make sure their learning experience is enjoyable and supports their learning and development to enable them to reach their full potential.

We will make notes and maybe take a photo or use other media. These observations will be uploaded to Tapestry, an online learning journal. Using the EYFS framework your child's key person will identify where your child is in their development and use this information to plan future activities to meet their interests and needs.

### Tapestry

Tapestry can be accessed by computer, laptop, Apple and Android devices such as tablets and smart phones.

Safeguarding of our children is very important to us and everything that is added to Tapestry will be added to our preschool account. This can only be viewed by preschool staff and parents who have been sent their own unique password. As a parent you will be able to add to their Learning Journal with information on things they do at home.

An invitation to access Tapestry will only be sent once parents have signed and agreed to our 'User Agreement', which is attached to the registration form.

Parents will only have access to their own child's learning journal.

Information and videos about Tapestry can be found at <https://tapestry.info>

## WHAT ? WHERE ? WHEN ? WHO?

Beetley Preschool, a member of the Preschool Learning Alliance, is a community group owned and run by the parents of its children, together with paid staff. At the Annual General Meeting in the autumn term, a committee is elected to administer and be responsible for the organisation and policy of the group. We are registered as a charity. We rely on fees, LEA funding, grants and fund-raising to enable us to operate. The Preschool is registered with Ofsted who make regular inspections and issue a report. Please ask our Supervisor, if you would like to look at the latest report.

We are housed in a mobile building in the grounds of St Mary's Primary School, Elmham Road, Beetley, with whom we have very close links. We are open during term time only: and run various groups to suit different ages and needs

2-3 Club (ages 2-3)	Mon & Friday 1.15pm - 3.15pm (2 hours) or 1.15pm – 3.45pm (2 ½ hours)	20 places
Preschool (ages 3-5)	Monday & Friday, 8.30am to 1.00pm Tuesday & Thursday 8.30am to 4pm Wednesday 8.30 to 3pm	24 places

## **STAFF AND KEY PERSON**

Our Manager, Mrs Diane Calvert, or the deputy Mrs Emma Ellis, together with trained staff, manage each session. Training courses are taken as and when places are available, thereby maintaining the high staffing standards we demand. We are constantly in touch with new thinking in the field of child care and education, and our staff have regular Supervision meetings. In addition, all staff are required to attend a paediatric first aid course.

We operate a Key person system, whereby each member of staff has a particular responsibility for a number of children. Your child's key person is the main point of contact within the setting and will help your child to become settled, happy and secure. They are responsible for sharing information with you with regards their progress and give you ideas as to how you can help your child at home.

## **SETTLING IN**

We will work with parents, and the child's needs to support and provide the best settling in process for each child.

**Comfort Book** - When settling children into a new setting, especially 2-3 Club, it has been found useful to have some familiar photographs for them to look at. Consequently, we may use a 'Comfort Book' in which photos of family, friends, pets, etc., can be placed to share with an adult or another child. (Copies can be made of precious photos so originals will not be spoiled). If a child has a particular 'comforter' that helps them feel secure, toy, blanket etc. and they can easily keep it with them, please don't discourage them from bringing it.

## **PRACTICAL MATTERS**

A member of staff records arrival and collection of all children in the register, this is backed up by a name card system, administered by another member of staff, who ensures your child goes only with the authorised person/s. If someone else will be collecting your child, please let us know by completing the 'Record' available for this purpose at preschool or, if an emergency arises, telephone with your authorisation, this information will also be recorded, and a password required for the person collecting.

### **Non-arrival of Parent/Carer to Collect Child**

If a child is not collected, the parent/carers will be contacted and staff will wait with the child until they arrive. In the event of being unable to contact the parent/carers, the child will be taken care of by 2 members of staff, on the preschool premises, who will continue to try emergency and other telephone numbers supplied. If they are unable to make contact with parent/carers or authorised persons within two hours, Children's Services will be contacted.

### **Recording injuries that have occurred outside preschool.**

At times where children arrive at preschool with injuries, i.e. bruises, abrasions etc. We will record the details on a log sheet, (blank ones are kept in the safeguarding folder on the white shelf) in the presence of the parent who will sign the sheet. These will be kept in the locked filing cabinet in the office.

### **Nappy changing and Toileting Procedure**

We have low level toilets and washbasins for the children's use. They are encouraged to wash their hands before and after any activity involving food, after 'messy' play and, of course after using the toilet. Please bring a **small named** towel (face cloth) with a hanging loop, to each session. (Small towels, with loop and nametag, are available to purchase at Preschool).

Nappies will only be changed by a member of staff who have had a DBS check. As we do not have the facility to dispose of the nappies they will be put outside for parents/carers to take when

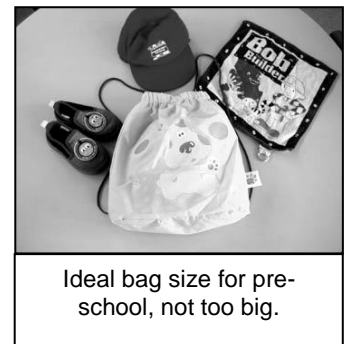
collecting their children. Staff will follow the procedure below:

1. Staff will inform another staff member when they are changing a nappy or supporting a child in the toilet.
2. Staff will collect the child's bag with nappies, change of clothes, wipes and plastic bags for disposal.
3. The nappy will be changed in the disabled toilet with the door jammer fitted, leaving the door slightly ajar.
4. Adults will wear fresh disposable gloves and apron.
5. Staff will calmly and sensitively change your child or support them using the toilet.
6. Soiled items will be wrapped in a plastic bag and put outside ready for collection by the parent/carers.
7. Children and adults will wash their hands.

The children are encouraged to be as independent as possible, taking themselves to the toilet, putting on their own shoes and coats at the end of the session. Help is given if it is needed. However to make it easier for them, it is helpful if they are dressed in clothes and shoes which they can manage for themselves.

A named bag (**not plastic**) for hat, sun cream, slippers, towel, spare clothes & for taking home 'works of art' is a good idea.

**Old clothes** are best for preschool as glue and paint have a habit of finding their way onto clothes. Please ensure all outdoor clothes, including boots, hats and gloves, **are clearly named**. We encourage children to wear hats in all weathers. Sun hats **must** be worn in the summer when in direct sun and parents should provide a bottle of sun cream (named) for staff to apply.



## Snack & Lunch Times

Beetley Preschool promotes healthy eating, by providing healthy choices at snack time. We promote healthy choices for packed lunches, asking parents to consider what they put in their child's lunchbox to offer a balanced diet.

**This setting is a 'no NUTS' provision.**

## SEVERE WEATHER

In the event of severe weather, e.g. Snow and floods, Beetley and District Preschool will abide by the decision made by the head of St Mary's School as to whether the school, and therefore preschool, will be closed. We will notify you by text message should we need to close the preschool unexpectedly or please listen to Radio Norfolk for clarification or check the School Closures website, linked on our website, [beetley-preschool.org](http://beetley-preschool.org)

FM 95.1      MW 855 - FM 103.4      MW 873

## PROBLEMS

If you have an **emergency** and need to contact us during a session, our Telephone number is **01362 860860**, there is an answering service on this number, for calls out of session times.

We want you and your family to be happy during your time with Beetley and District Preschool. If however, there is anything you're not sure about, or you have a point you would like to raise,

please feel free to contact either the Manager or the committee chairperson. All the names and telephone numbers are listed at the back of this booklet.

## **SPECIAL NEEDS**

We are experienced in working in close liaison with professionals, across the range of special needs. If you would like to discuss our ability to meet your child's needs, please see the Manager or deputy.

## **IDENTIFICATION OF ILLNESSES, WHICH JUSTIFY EXCLUSION FROM THE FACILITY**

### Extract from policy

1. Parents will be encouraged to keep children away from Preschool if they have any minor illnesses. Children who are obviously not well, or have been ill during the previous night should not be accepted to attend.
2. If a child becomes ill during a session, parents should be contacted as soon as possible and the child kept under strict supervision and made as comfortable as possible. Other children in the group should be protected from any infection.
3. With regard to specific communicable diseases, the document 'Guidance for Schools on Communicable Disease Matters' (as displayed in the Preschool) will be consulted and action taken accordingly.
4. Chickenpox, The Health Protection Agency recommends that children should stay away from school/preschool until all vesicles have crusted over.

### **Note:**

***The exclusion period for Gastroenteritis is 48 hours after the symptoms stop. (June 2009).***

## **HEADLICE**

Preschool recommends that parents check their child's hair on a regular basis, ideally once a week. Should head lice be detected the use of hair conditioner is recommended. If we are advised that any child has head lice, **all** parent/carers will be notified that a check would be advisable. Current leaflets giving advice on detection and treatment of head lice are available from Preschool.

## **FUND-RAISING**

Fund-raising is an important part of our income to enable us to operate, and so from time to time, announcements will appear on the notice boards or in a 'newsletter' giving information about the latest fund-raising effort. Please read these regularly and help where you can - It is your child's development we are trying to help. Please note you do not have to be on the committee to help out.

## **SWEATSHIRTS ETC.**

Sweatshirts and polo shirts with our distinctive logo, are available for sale; please ask the Supervisor for further details.

## **POLICIES AND PROCEDURES**

Beetley and District Preschool operates in accordance with a number of policies and procedures which have been drawn up by the committee and approved by Norfolk County Council and Ofsted. These are listed below and a copy is available for your inspection at the preschool mobile.

01 ADMISSIONS AND OPERATION OF WAITING LIST

02 EQUAL OPPORTUNITIES

03 FEES AND CHARGES

04 USE OF VOLUNTEERS

05 CHILD PROTECTION: SAFEGUARDING

- *Reporting Of Suspected Child Abuse/Neglect*

06 LOOKED AFTER CHILDREN

07 EMERGENCY PROCEDURES

08 PROMOTING POSITIVE BEHAVIOUR

09 HEALTH & SAFETY DOCUMENT

- *Health - including the identification of illnesses*
- *Which justify exclusion from the facility*

10 SPECIAL NEEDS POLICY

11 COMPLAINTS POLICY (Making concerns known)

12 CONFIDENTIALITY POLICY

13 STUDENT PLACEMENT POLICY

14 EQUIPMENT & RESOURCES POLICY

15 THE ROLE OF THE KEY PERSON & SETTLING IN

16 PARENTAL INVOLVEMENT

17 TRANSITIONS

18 WORKING IN PARTNERSHIP WITH OTHER AGENCIES

19 ETHICAL INFORMATION SHARING

20 SAFEGUARDING; USE OF MOBILES & CAMERAS

21 RECRUITMENT AND SELECTION OF STAFF,

- *Employee and employer rights and*
- *Obligations and disciplinary procedures*
- *Recruitment and selection*
- *Induction of new staff members*
- *Training and development*
- *Standards of behaviour - guidance for employees*
- *Grievance procedure*
- *Disciplinary procedure*
- *Baby Sitting*



- *General Data Protection Regulations*

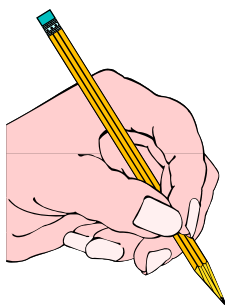
## **Review**

The committee/parents and staff review policies regularly, any changes in legislation, circumstances, or improvements to working practices are incorporated and the necessary amendments made.

[Copies of all the above policies are available to read at the preschool](#)  
[Some are also available on our website - \*beetley-preschool.org\*](#)

## **INTERESTED ?**

If you would like a place for your child at Beetley and District Preschool, please complete a Registration form, available to download from our website or from the preschool, fill it in and return it to us. Alternatively, feel free to contact our Manager for an informal chat on (01362) 860860



## **STAFFING**

Staff are employed in accordance with current guidelines.

These are: Preschool (age 3-5) 1 adult to 8 children  
 2-3 Club 1 adult to 4 children.

We welcome visits from volunteer parents / carers to join in with our sessions.  
 A rota is displayed in the foyer to confirm your visit.








### **FEES**

2-3 Club .....	£3.35 per hour
Preschool .....	£3.05 per hour

Fees are reviewed annually in the autumn term,  
 and changes to the above may occur thereafter.

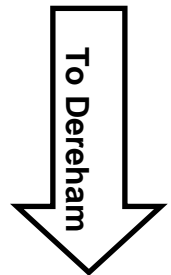
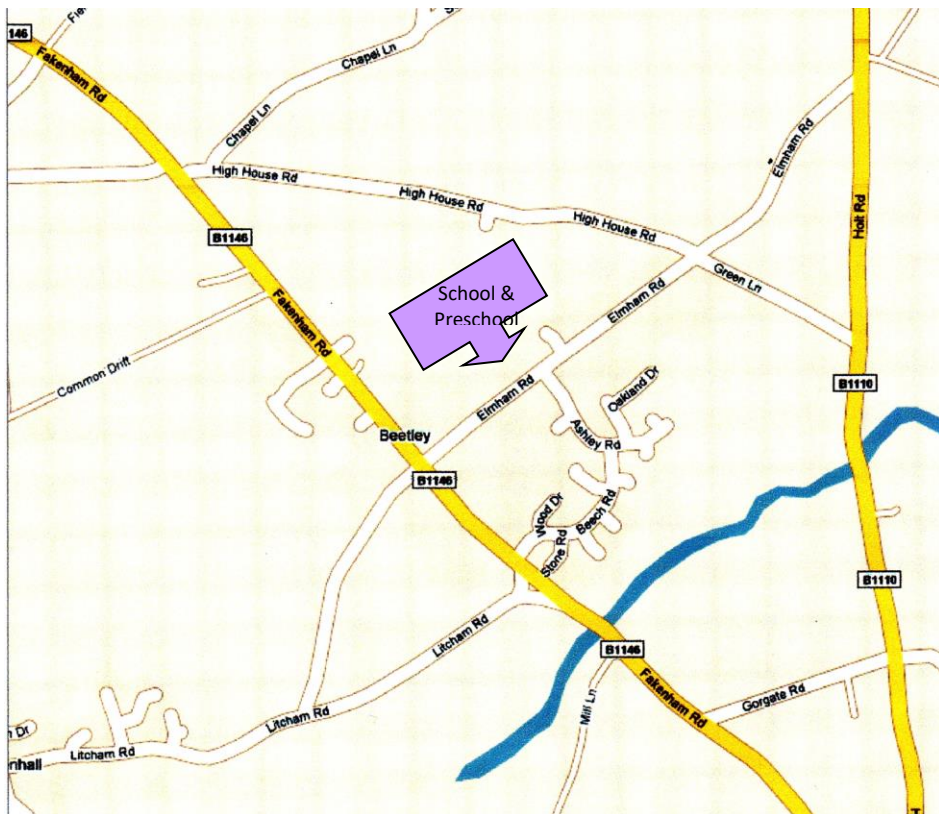
Children are eligible for  
 Local Education Authority Funding the term after their 3<sup>rd</sup> birthday.  
*In some cases a child may be eligible the term after their 2<sup>nd</sup> birthday.*  
*Please speak to a member of staff for further information.*  
 At present they will be funded for a maximum of 15 hours per week.

## STAFF, QUALIFICATIONS AND COURSES UNDERTAKEN

<p>Preschool Manager <b>Diane Calvert</b></p>		<p>Foundation Degree Level 5 in Early Years Management. Paediatric First Aid Certificate Keeping Records Workshop Action Kids. Physical Development Safeguarding Lead Practitioner.</p>
<p>Preschool Deputy Manager <b>Emma Ellis</b></p>		<p>CACHE Level 3 Diploma for the Children &amp; Young People's Workforce Paediatric First Aid Certificate Safeguarding Lead Practitioner.</p>
<p>Preschool Early Years Practitioner <b>Kate Melton</b></p>		<p>NVQ 2 Early Years Childcare &amp; Education PLA Introductory Course PLA Behaviour Management Paediatric First Aid Introduction to Signing Workshop Child Protection Training</p>
<p>Preschool Early Years Practitioner <b>Sarah Knights</b></p>		<p>CACHE Level 3 Diploma for the Children &amp; Young People's Workforce Paediatric First Aid Certificate Safeguarding Lead Practitioner.</p>
<p>Preschool Early Years Practitioner <b>Hollie Durrant</b></p>		<p>NVQ 3 – Early Years Childcare &amp; Education OU – Working with Children in the Early Years Paediatric First Aid Certificate NCCMA Child-minding Practice Child Protection Training</p>
<p>Preschool Early Years Practitioner <b>Gemma O'Brien</b></p>		<p>Level 3 City &amp; Guilds, Early Years Childcare and Education. Working towards a Foundation Degree in Early Years</p>
<p>Preschool Early Years Practitioner <b>Connie Kitchen</b></p>		<p>Working towards Level 3 City &amp; Guilds, Early Years Childcare and Education.</p>



We hope that your child and family have an enjoyable time in our preschool community.





### **Useful Telephone Numbers**

Supervisor. Mrs Di Calvert	01362 860860
Chairperson. Mrs India Bonnett	01362 860260
Preschool Learning Alliance	01603 767525
Norfolk Childcare Information Service	01603 222747 01603 622292
NCCMA Norfolk County Childminding Ass.	01603 615667 08456 404045
Ofsted	08456 404040 03001 231231

Links to services available on our website;  
[beetley-preschool.org](http://beetley-preschool.org)