

Introduction

Welcome to Bampton Pre-School Playgroup! This pack has been put together to make starting Pre-School as easy as possible for you and your child. We have tried to include all the information we think you will need, but please do not hesitate to ask if there is anything missing or if you have any other questions.

Who's Who

Pre-School Staff Team

There are currently seven members of staff: Debbie Wiles is Supervisor, Maggie Barrett is Deputy Supervisor and the four Pre-School Assistants are Clare Kemsley, Ann-Marie Norman, Clair Green and Samm Price. (Please see notice board for list of staff qualifications). We also employ an administrator - Angy Irvin.

After a few weeks at Pre-School your child will be allocated their own key person from the staff team. Key-persons have particular responsibility for monitoring your child's development throughout their time at Pre-School. Parent's evenings are held about twice a year, but please feel free to ask for time to discuss any concerns you may have about your child at any time, with your key person or the supervisor.

Management Committee

Pre-School is a Registered Charity and so is dependent not only on its staff, but upon its voluntary Management Committee for its daily running. The Committee is mainly made up of parents whose children attend Pre-School. Committee meetings take place once a month throughout the year and are an exciting way to get further involved in your child's Pre-School education. Anyone is welcome to attend and there is no obligation to take a named post (although we do require such dedicated people, so if at any point you feel the calling just let us know!) Fundraisers and social events take place throughout the year and provide another opportunity for you and your child to feel part of Bampton Pre-School and the wider school community. A list is displayed on the main notice board of the committee members and their contact details.

Before Your child Starts Pre-School

Funding

The Government provides funding for 15 hours per week (38 weeks per year) of nursery education for all children from the term after their 3rd birthday. Once your child is eligible for this funding, you will receive a funding form (from Pre-School) for you to complete at the start of each term. Your child is welcome to attend Bampton Pre-School for more than 15 hours per week (subject to availability of places), if so you will be charged the hourly rate for any extra hours they attend. Children who do not yet qualify for the Government Funding will also be charged at the hourly rate. Invoices are raised every half-term and are due immediately. If you have any queries regarding Government funding or fees charged please see the administrator.

What Your Child Will Need

Your child needs to come with a named flannel with a generous loop, to use as a hand towel and a pair of pumps or slippers to use as indoor shoes. A named drink (in a bottle) should also be provided each day. The towels need to be taken home to be washed when needed, please remember to return them! We are great believers in outdoor play whenever possible. Wellington boots are essential when there is a chance the ground is muddy. Please provide children with warm outdoor clothes (coats, hats, gloves) during the colder months as we will continue with outdoor play whenever possible.. In the summer, sunhats are a necessity, and sun-cream must be pre-applied. Please label all clothes that will be left at Pre-School or that you expect your child to take off (hats, plimsols, boots etc). It is also useful to provide a spare set of clothes on your child's peg, although we do keep spare clothes for emergencies! In order to feel free to explore and experiment with all kinds of activities, including messy ones, it is wise to dress your child in clothes that are easily washable or not too new! (Aprons are provided for messy activities but they do not provide complete protection).

Topics

Each term we choose a different theme to be explored. The theme is usually based around a book (eg. The Gruffalo) and is reflected in the arts and crafts and games the children take part in. In addition to this termly theme we also look at different events as they occur such as Chinese New Year, Mother's Day, and Easter.

Children are encouraged to bring in an item related to the theme or a favourite toy to show to the other children. Please place any items in the basket in the foyer. All items are returned at the end of the session.

Opening Hours

The Pre-School opening hours are as follows:

Morning Session : 8.55am-11.55am

Lunch Club : 11.55am-12.25pm

Afternoon Session : 12.25pm-2.55pm

Arrival At Pre-School

Pre-School is situated within the grounds of Bampton Primary School. To ensure the security of the entire school campus the main gates are locked during the school day. Please enter Pre-School as follows:

For an 8.55am start and a 2.55pm finish: please enter and exit the school grounds through the pedestrian gate next to the Children's Centre and walk across the school playground to the Pre-School building.

For an 11.55am-12.25pm start or finish : please cross the car park and enter or exit through the pedestrian gate adjacent to the school reception and follow the path around the side of the school buildings to Pre-School.

For entry or exit at any other time : please cross the car park and enter or exit through the school reception. You can then walk through the school building and through the door opposite to the Pre-School building.

Each child is allocated a named coat hook and a named slot. When you arrive at the start of a session, your child needs to change into their indoor shoes leaving their outdoor shoes in their red bag on their peg. Leave any coats, hats, etc on their hook, and their towel on their hook in the toilet area. A member of staff will be at the door to welcome you and sign your child in. The session begins by the children choosing an activity with staff. Parents usually accompany the child until he/she is settled into an activity before leaving.

We recognize that starting Pre-School can be a very daunting experience for some children. This is completely normal and our staff will do everything they can to make it as easy for them as possible. You are very welcome to stay with your child for as much of the session and for as many sessions as necessary for your child to settle if you so wish. You may choose instead to leave your child straight away. Both approaches are fully supported by the staff and you are encouraged to take whichever approach you feel to be best for you and your child.

Once your child has been at Pre-School for a few weeks, you may feel that the number of sessions you have selected for your child to be wrong, or the gap between sessions to be wrong, please do not hesitate to get in touch with our administrator who will endeavour to make the necessary changes for you (child and staff ratios permitting). Each term a "Change of sessions" form is given out to parents enabling them to increase or change the sessions their child attends in the following term. We try to accommodate all changes wherever possible subject to availability.

Collection Of Children From Pre-school

At the end of the session please wait in the reception area until a member of staff calls the children out. Don't forget to collect up their belongings and to check their slot! All of their completed work and pieces of art are put in their slot as well as information for parents, newsletters, etc. Check the noticeboard as well for things of note and the inevitable last minute announcements! We also regularly update the white board in the reception area with details of what the children have been doing which may help you talk to your child about their time at Pre-School. Written permission needs to be given by the parent/carer known to Pre-School staff for another person to collect their child. We have a permission book available which must be completed on any occasion when an unknown person will be collecting your child.

About Pre-School

Events and Outings

Pre-School recognize the importance of celebrating events throughout the year and put a lot of emphasis on this. At Christmas the children all take part in a concert for parents and carers, and also enjoy a Christmas party. During the summer term we go on an outing, in previous years this has included trips to Blenheim Palace, Cotswold Wildlife Park, and Roves Farm. Other annual events include the Easter Bonnet competition and Egg Hunt, Sports Day, and the fundraising Duck Race. We also take part every year in the community service for Remembrance Day. Pre-School also go for trips out in the community as often as we can. These include trips to the local fire station, the Bush Club (a local club for the older community) and to post letters at the post office.

Potty Training

Pre-School welcomes children at whatever stage of potty training they have reached. This Welcome Pack includes an additional information form in which we ask you for details of potty training. Pre-School staff will support the potty training process as much as they can. If your child uses nappies, please provide nappies and wipes to leave on their peg.

Special Needs Co-ordinator

Within Pre-School we have a Special Needs Co-ordinator, Debbie Wiles, who will work closely with any child and their family whilst liaising with the relevant professionals and other agencies if needed.

Sickness

If your child is unwell and unable to attend Pre-School please inform us. In line with the policy currently held in Bampton Primary School, if your child is suffering from vomiting and diarrhoea please do not send them back to Pre-School until at least 48 hours after their symptoms last appear. This is to prevent the spread of the infection.

Rota-Helper

At Bampton Pre-School Playgroup we believe that it is important for parents and carers to get involved with the Pre-School community and help out as often as they can. This may involve joining the committee (a night out!), attending fund-raising events (they are usually great fun!!) and taking part in the rota-helper system (the children love it and it is fun for adults too!).

The rota-helper system requires a volunteer helper to attend each session of Pre-School. The helper can be Mum, Dad, Grandparent, or other Carer who can attend a session to generally help out and play with the children. Parents are asked to attend as many sessions as rota-helper per term as their child attends per week. Therefore if your child attends 3 sessions per week, you need to attend as rota-helper 3 times every term (eg September to Christmas, New Year to Easter, Easter to Summer Holidays). If your child attends more than 5 sessions per week, the maximum rota-helper sessions we ask you to attend is 5 - although of course you are welcome to do more sessions than required! If you have more than one child attending Pre-School we only ask you to attend up to a maximum of 5 sessions. Younger siblings (over 6 months) are welcome to come to rota-helper sessions with you. If you have difficulty in attending session as rota-helper please speak to Debbie as there are various other ways you can get involved such as gardening, joining the committee, washing equipment etc. However we are always grateful for help with these tasks even if you do attend as rota-helper!

Pre-School Policies

As a registered Early Years setting, we have a number of policies and procedures that closely mirror those found in all Pre-Schools throughout Oxfordshire. These cover numerous subjects including Behaviour, Health & Safety and Equal Opportunities. The policies and procedures form the basis of our approach to care, education and safety of all children on our register and are therefore strictly adhered to. We therefore encourage ALL parents to take the time to read and familiarise themselves with them when their child first commences Pre-School. The Policy and Procedure Handbook can be found in the Reception area and whilst this file may not be removed from the premises, staff members will be happy to provide any copies you may require. The policies are also included on our website - www.bamptonpreschool.co.uk.

Travelling To Pre-School

We encourage children to walk, scoot or bike to Pre-School with their parents/carers. If you bring a bike or scooter please DO NOT ride it in the school grounds. Scooters and bikes can be left outside Pre-School in our bike park. (Please note that if you use the school bike shed, this is locked during the school day) If you do bring your child to Pre-School by car please note that the school has a "Voluntary One Way System" in place to try and reduce congestion during drop off and collection times. We would ask you to also follow this system in Bowling Green Close. The system requests that parents drive in a clockwise direction around Bowling Green Close, passing the school gates on the lefthand side and heading past the entrance to Chandlers Close before following the road around the corner and heading back out at the junction near the garages. There is no parking available at Pre-School. The school car park is for teaching staff ONLY. Please park safely outside the school grounds giving consideration to the local residents.

Moving On To School

Pre-School is situated in the Primary School grounds and is located next door to the Reception class building. Pre-School works very closely with the school and has formed a partnership with them. Pre-School children go on visits to the school and the Reception class pay visits to Pre-School. Most Pre-School children move on to Reception Class at Bampton Primary School and so start school with many familiar faces and friends. This makes the transition of children from pre-school to Reception Class much less traumatic. Pre-School supports the children through the transition stage, and works closely with the Reception teaching staff in the handover period.

Conclusion

We hope you and your child will be happy at Pre-School. The vast majority of children settle in quickly and enjoy their time at Pre-School. If you do have any concerns please do not hesitate to discuss them with staff or committee members. Please complete and return the attached forms at your next visit or first session at Pre-School. We look forward to welcoming you and your child to Bampton Pre-School Playgroup.