

## The Duke of Bedford Pre-School

Wisbech Road, Thorney, PE6 0ST

### Welcome

Welcome to The Duke of Bedford Pre-School; a happy, safe and caring environment where your children can develop confidence, independence and a love of learning.

Our Pre-school is within the grounds of The Duke of Bedford Primary School, enabling children to build familiarity and relationships with staff and pupils at big school. We offer an exciting curriculum through indoor and outside provision. Our dedicated Pre-school staff act as 'Keyworkers', building strong relationships with their children which allows them to plan activities centered around the children's interests and specific needs.

It is a pleasure and a privilege for us to be at the start of your child's educational journey and we look forward to supporting them at this important milestone in their lives.



Inspiring a love of learning, at the **HEART** of all we do!

[enquiries@dukeofbedford.net](mailto:enquiries@dukeofbedford.net)

01733 270095

## Pre-School Staff



Hannah Hopson  
*Pre-School Manager*



Sade Moore  
*Deputy Manager*



Kelly Plavec-Brigham  
*Pre-School Assistant*

Your child will be paired to a key person, who will ensure continuity of care. Each key person within the environment is aware of their key children's needs and have a strong relationship with the parents to enable clear communication.

## Session Times



**All Day Session:** 9:00am-3:00pm

**Morning Session:** 9:00am-12:00 midday

**Afternoon Session:** 12:00 midday-3:00pm (The afternoon session will include lunchtime) ***\*Extended session until 3:15pm at an extra cost.***

The Pre-School is open to children who are aged 2-4 years, at the session times above. All children enter Pre-School via the green gate at the Pre-School garden. This will be opened at 8:50am to allow a 10 minute dropping off window. The Preschool gate will be closed at 9am. If you arrive after this time you will need to go to the main school office.

The end of the Pre-School day is 3.00pm. The children will be dismissed at the same time at 3pm, unless you have arranged for an extended collection time of 3:15pm.

All arrivals and collections will be at the green gate in the pre-school garden.

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## School Dinners

If your child would like a hot meal for lunch this is charged at £2.72 and is ordered and paid for via School Grid.

Please contact the school office if you would like a School Grid account for lunches.

Lunch is part of the full day and afternoon session. You will need to provide a packed lunch for your child if you do not wish to have a hot meal.

## Fees

At the Duke of Bedford Pre-school, our sessions are charged at an hourly rate, if you are taking up a paid placement.

2 year olds - **£6.00** per hour      3 & 4 year olds - **£5.00** per hour

Pre-school fees will be paid a month in advance. Please note that you are NOT charged for school closure days i.e. holidays and training days, but you are charged if you keep your child off Pre-School for illness, holiday or other reasons.



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## Funding

30 hours funded childcare is available to eligible families from 9 months to when they reach school age. If eligible, families can access this funding the term after their child turns 9 months. The funding terms are January, April and September.

All 3 and 4 year olds are entitled to 15 hours government funded childcare a week.

To keep accessing your 30 hours, you must reconfirm your eligibility code every 3 months. The dates below will tell you when you need to apply between.

1<sup>st</sup> January – 31<sup>st</sup> March for Summer Term Funding

1<sup>st</sup> April – 31<sup>st</sup> August for Autumn Term Funding

1<sup>st</sup> September – 31<sup>st</sup> December for Spring Term Funding.

For families of 2 year olds who are receiving some additional forms of support, you may also be entitled to 15 hours funding a week.

For funding information please speak to the Pre-School Manager or visit:

[Best Start in Life - Best Start in Life](#)

[Childcare Eligibility Checker - Best Start in Life](#)



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## Illness/Medication

If your child is too poorly to attend their Pre-School session please call us on 01733 270095 to notify us. Sickness and/or diarrhea require a 48-hour absence period from Pre-School since the last episode. If your child has a temperature then they must remain at home until they no longer have a temperature without the need of fever-reducing medication.

Please inform staff immediately if your child has any allergy, if your child is asthmatic, epileptic or has any other medical need. Medical forms will need to be completed and medication such as inhalers or epi pens that are in Pre-School must be named and in date.

If your child is prescribed medication that needs to be taken four times a day, please speak to the Pre-School Staff who will give you a form to complete, so that they can administer one dose during the day.

On the rare occasion that a child becomes ill during the day, the Pre-School will inform you straight away (using the contact details that you have provided) and your child will be cared for by a first aider, until you can get to school.



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## Wellies

Please can the children bring a pair of named wellies that can be left in Pre-School. These are useful when the children use the outdoor play area all through the year.



## Slippers



Please can you provide a pair of hard soled slippers for your child to wear inside the Pre-School room, this is to enable us to keep the classroom as clean as possible while at the same time giving the children a suitable foot covering should they need to exit the building during a fire alarm.

## Suncream

When the weather is very hot, please apply sun cream to your child before they come to Pre-School. Any sun cream that is sent to Pre-School must be clearly named and given to a member of staff. Adults in class will help the children to dispense the cream, but they are encouraged to rub it in themselves.



## Drinks

Water bottles should be sent into Pre-School with your child. The bottles should be clearly named and should be separate to those intended for the packed lunch box. No fizzy drinks allowed.

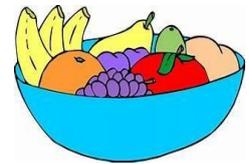
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## Personal Property

Children should not bring sweets or valuables to the Pre-school, including jewellery and toys from home, since staff cannot be held responsible for any personal belongings being lost or damaged.

## Snack

We have morning snack around 10:30am. You may send a healthy snack option of fruit or vegetables in with your child for the day, or we will provide a healthy snack for them. Please ensure that if you are sending grapes or cherry tomatoes that they are cut into quarters as a precautionary measure to avoid choking.



## Collection of Children

We will only release children to their parent/carer at the end of their session. If your child is being collected by any other adult, please inform Pre-School staff or phone the school office. We take this issue very seriously and will not hand over your child to anyone without your prior permission.

Please also ensure that any contact information that has been shared with the Pre-School is kept up to date. If you or someone on your child's contact list changes their phone number, please inform the Pre-School Manager.



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