

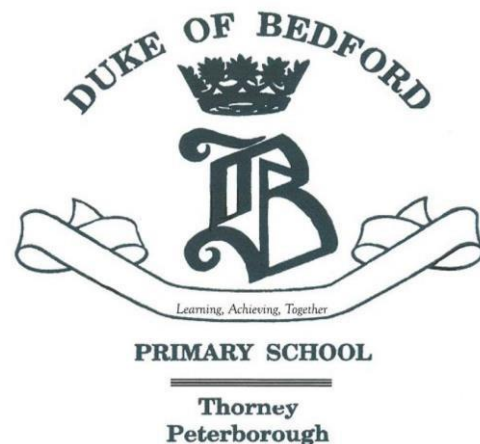
Duke of Bedford Pre-School

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## Pre-School Prospectus

March 2023

Duke of Bedford Primary School, Wisbech Road, Thorney, PE6 0ST  
Tel: 01733 270243 Website: [www.dukeofbedford.peterborough.sch.uk](http://www.dukeofbedford.peterborough.sch.uk)



## **Pre-School Prospectus**

Welcome to The Duke of Bedford Pre-School and thank you for registering your child with us. We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best. At the Duke of Bedford Pre-School, we realise the importance of a smooth and enjoyable start to Pre-School for your child and, initially this is our main aim. We also value links between home and Pre-School and believe that the quality of relationships made between staff, parents/carers and the children will form a base that will enhance and contribute to a successful and productive learning experience. This prospectus aims to provide you with an introduction to our Pre-School, our routines and our approach to supporting your child's learning and development.

Our setting aims to:

- Provide high quality care and education for children below statutory school age;
- Work in partnership with parents to help children to learn and develop;
- Add to the life and well-being of the local community; and
- Offer children and their parents a service that promotes equality and values diversity.

## **Opening Hours**

The Duke of Bedford Pre-School is open Monday to Friday 9:00am-3:30pm Term Time Only. We provide childcare to children aged 2-4 and offer both funded and non-funded spaces.

All Day Session: 9:00-3:30pm  
Morning Session 9:00-12:00  
Afternoon Session 12:30-3:30  
Lunch Session 12:00-12:30

All children enter Pre-School via the green gate at the Pre-School garden. This will be opened at 9:00am. The end of the Pre-School day is 3.30pm. Parents/carers should wait by the garden gate and the Pre-School staff will bring the children out to you. All arrivals and collections will be at both green gates that enter the preschool garden.

## **Preschool Staff**

Preschool Manager	Hannah Cooper
Deputy Manager	Claire Cobbin
Preschool Assistant	Kelly Plavec-z-Brigham
Preschool Assistant	Stephanie Derrante

We ensure our staff ratios are adhered to at all times and all staff have the required childcare qualifications.

Each child will be allocated a key worker before they start preschool to help settle them in. They will also carry out individual and group activities to monitor and track their development and progress.

### **Settling in Process**

Before starting at our setting, we offer settling visits for your child. These are offered so the child and parent/carer can come into the setting, become familiar with the environment and get to know the other children and staff. This is a good opportunity to discuss with staff members the child's interests and individual needs, outlining any medical or dietary needs that the Pre-School need to be aware of. Any concerns or worries the parent/carer has about their child starting Pre-School can also be addressed during these settling visits. The settling visits will also help staff members to build their relationships with their key children.

The settling visits consist of;

- 1<sup>st</sup> Visit – 1 Hour Session with Child and Parent/Carer
- 2<sup>nd</sup> Visit – 1 hour Session for your child to stay on their own

We recognise that younger children may take longer to settle in, as well as children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re-settle them. At any time, if the child is finding it difficult to settle, we will always phone the parent to let them know how their child is getting on and that they may need collecting if they continue not to settle.

When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when. This helps to reassure the child that their parents will be coming back to collect them if they are struggling to separate.

### **Collection of Children**

We will only release children to their parent/carer at the end of their session or Pre-School day. If your child is being collected by any other adult, written permission or a telephone call to Pre-School or the school office must be made.

If you fail to collect your child on time, we make every effort to contact you through the numbers that you have provided us with. Please also ensure that any contact information that has been shared with the Pre-School is kept up to date. Only those persons identified on the contact details/emergency contacts will be authorised to collect your child, unless permission has been provided by parents. If you or someone on your child's contact list changes their phone number, please inform the Pre-School Manager. We take this issue very seriously and will not hand over your child to anyone without your prior permission.

## **Funding**

Early Year's government funding is available for all 3 and 4 year olds the term after their third birthday. Some 2 year olds are also eligible.

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

- <https://www.peterborough.gov.uk/residents/nurseries-and-childcare/free-childcare-for-three-and-four-year-olds/>
- <https://www.childcarechoices.gov.uk/>

Funding for the 30 hours for 3 and 4 year olds must be applied for three months in advance at a time (e.g. apply in August for September, October and November then reapply in November for December, January and February etc.). Confirmation should be provided to the Pre-School.

## **Fees**

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

- 2 year old - £5.70 per hour
- 3 & 4 year olds - £4.77 per hour

### *Additional Charges:*

If your child would like a hot meal for lunch this is charged at £1.50 and is paid for via ParentPay. If your child attends a half day session and you would like them to come/stay for lunch then the fee for the lunch session is £1.50 if this takes you over your funded hours.

- School Lunches are charged by the School using ParentPay.
- Lunch Sessions are invoiced by Pre-School.

\*A Late Collection Fee is also added to your invoice if you arrive persistently late to collect your child. £5 will be charged for the first 10 minutes you are late and £1 for every minute thereafter.

Invoices are sent out at the start of each month for the month previous. All details on how to pay are outlined on your child's invoice.

You will still be invoiced for sessions if your child is unwell as you are paying for their space at preschool.

## **Preschool Day**

We organise the day so that children can take part in a variety of child-led and adult-led activities. These take account of children's changing energy levels throughout the day and their individual needs and interests. Outdoor play opportunities are provided and contribute to children's health, their physical development and their knowledge of the world around them. We have several small group times where children spend time with their key worker, playing a game or carrying out a small activity. We have circle times together to welcome everyone in on each day and provide chance for children to develop their listening and communication skills, through discussions with the adults and listening to their peers.

## **Snacks and meals**

At the Duke of Bedford Preschool, snack and lunch times are a home from home experience where children and adults eat together. We have a morning snack with the children and provide a healthy snack for your child or alternatively, you may wish to provide this yourself. If bringing in a snack from home, then please ensure you send in a piece of fruit/veg for your child. Lunch time is from 12:00 and children can have a paid school meal or bring in a packed lunch from home.

Drink 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. Your child's drink's bottle may have either water or weak squash in.

## **Clothing**

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. If your child is going through toilet training, then clothing that is easy for them to pull up/down themselves is essential.

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

## **Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

We offer support to families for a wide range of needs. Referrals to appropriate agencies are also made where necessary to help families in difficulty and to safeguard children. Please approach Pre-school staff if you feel that you need support at any time and our safeguarding team can work with you.

**Special Educational Needs** – please see the SEND Policy and Information Report on the Main School Website.

To make sure that our provision meets the needs of each individual child, we take account of any additional needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is: Jo Sewell

The setting is governed by: The Duke of Bedford Primary school

Contact us: 01733 270243

Please see the SEND Policy on the school website and approach a member of Pre-school staff if you have any concerns about your child.