



Registered Charity no. 1031610

Nurture | Encourage | Support | Transition

Redbourn Methodist Church Hall, North Common, Redbourn. AL3 7BU

E: admin@redbournpreschool.co.uk | T: 07814 634808

www.redbournpreschool.co.uk

What is Redbourn Pre-School?

Redbourn Pre-School was established in 1987 by a group of local parents wanting an affordable pre-school in the community. On a day to day basis, we are run by a team of caring well-qualified childcare professionals. As a registered charity, we are run by a Management Committee made up from parents and carers of children attending, or who have attended, the pre-school and volunteers from our wider village community. Our aim is to provide affordable childcare and education to the local community, offering a safe and happy environment for our children, with an emphasis on fun! Redbourn Pre-School is registered with OFSTED, who inspect regularly to ensure standards are maintained. Our most recent report January 2019 rated the Redbourn Pre-School as 'Good' and commented: "The highly qualified and experienced staff understand how to support children in their next steps of learning." A copy of the report is available to read on the notice board or on our website. We are also a member of the Early Years Alliance, a national registered education charity.

Opening Times

We are open Monday through to Friday during term time for children aged between two and five years. Our doors open at 9.00am when we welcome your child into their three-hour session, ending at 12.00pm. We offer an Early Morning Drop Off from 8.30am at a cost of £2.50 per session. We also offer a lunch club which runs from 12.00pm to 1.00pm, paid in advance at a cost of £5 per session, where we ask parents and carers to provide a healthy packed lunch, which doesn't contain any nuts. This is in line with the government's aim for all nursery establishments to provide 15 hours a week of nursery care for children aged three and above.

Settling In Period

We recognise starting at a pre-school can be daunting for a child, so we encourage visits in the half term before your child starts. Parents and carers are welcome to stay to settle their child.

Daily Structure, an example of our day....

- 8:30 Early Drop Off
- 9:00 Free Play - Children choose from a wide variety of activities
- 9:30 Circle time (registration, discuss topic of the day, show and tell)
- 9:45 Small group activities and crafts
- 10:00 Children are encouraged to have a snack and a drink
- 10:30 Finish off activities and crafts
- 10:45 Tidy up time
- 11:00 Musical activities
- 11:15 Outside play
- 11:45 Story time
- 12:00 Home time
- 12:00 Lunch Club until 1.00pm

At home time parents and carers should wait outside the hall until a member of staff unlocks the door. Your child will remain seated and is individually called by staff to be taken home.

Security

Once a session is in progress, the door is locked, so please ring the bell to be let in if you need to return before the end of the session. Should you wish someone else to collect your child, please inform a member of staff at the start of the session, when you will be asked to disclose the child's password, detailing who is collecting your child and giving authority for this.

Activities

The children enjoy a wide variety of activities including play dough, sand and water, art and craft (painting, gluing, scissor work, clay and glitter), imaginative play, role play (home corner, dressing up, doctors tools, greengrocers shop, post offices) books, puzzles, fine motor skill activities such as threading, construction games, small world activities, music, cookery, horticulture, appreciation of nature and outdoor play with ride on toys, climbing, ball and throwing games. We have outdoor play at every session and have an outdoor undercover area for wet weather days.

Refreshments

A drink of milk or water is provided. Please advise staff of any special dietary needs or allergies. Please bring a piece of washed fresh fruit or raw vegetable to each session to be shared at snack time. If this is not possible a contribution of 20p is requested.

Clothing

Aprons are provided for craft activities, but please send your child in suitable clothing. There is the option to purchase Redbourn Pre-School branded T-Shirts. We encourage your child to be as independent as possible, so we suggest you dress your child in easily managed clothes for toileting. The children usually play outside for part of the morning so please ensure that your child has, a sun hat and sunscreen is applied at home in summer and a warm coat, hat, gloves and wellington boots in winter. Please bring slippers, or similar, for your child to wear indoors for comfort and to help the cleanliness of the setting. Nappies/pull ups and wipes are to be provided at each session, by parents and carers in a named bag, along with spare clothes where applicable.

Ill Health

If your child is unwell, please keep them at home. If your child has been vomiting or had diarrhoea, please keep them at home for at least 48 hours after the last episode. Please allow your child time to recover fully before restarting pre-school, we suggest a 'well day' at home after illness, as a session may be very tiring. Please inform us if your child develops an infectious illness such as chickenpox or scarlet fever etc, so that we can inform others if necessary. If your child becomes unwell during a session, we will contact you to arrange for them to be collected early. In the event of a serious accident we will seek medical assistance. Any accidents will be recorded, and you will be informed and asked to sign the accident logbook.

Communication

Your child's progress will be discussed with you throughout their time with Redbourn Pre-School. Each child will have a Learning Journey, which we add to weekly. You are welcome to view this anytime and the Learning Journey will be given to you when your child leaves the pre-school. Please feel free to discuss any concerns or suggestions with staff at any time. We offer termly meeting with your child's keyworker. A weekly newsletter is sent to parents and carers as an update on what the children have been enjoying this week and plans for next week.

Behaviour

Children develop self-discipline and self-esteem where there is mutual understanding. We provide an atmosphere of care and respect in which known rules serve to produce a secure framework for everyone's activities. We use a reward tree to encourage positive behaviour. Physical punishment or humiliation is never used. Misbehaviour is always discussed with the child at their understanding and the parent informed if necessary.

Fees

Our fees are currently £20 per session and are reviewed annually, lunch club is £5 per session and early drop off is £2.50. Fees are billed in advance at the beginning of each half term and must be paid within two weeks, after which a 10% increase will be applied. We are a non-profit making charity and these fees pay staff wages and rent. Your child will be unable to attend if fees are not paid within three weeks of the start of term. Please speak to our Pre-School Manager or the Committee Chair as soon as possible if you are having difficulty in paying the fees. We can offer government funded places for 2-year-old children under certain criteria, we can offer advice on this. The term after your child's third birthday, they will receive government funding which will cover your child's fees up to 15 hours per week.

Special Educational Needs

We operate an all-inclusive policy. We will do all we can to include all children by providing a suitable environment and resources and work with parents and carers in the best interests of the child.

Equal Opportunities

Redbourn Pre-School believes that pre-schools are for all children in the community. None of the Pre-School's practices, procedures or policies exclude or disproportionately affect groups or individuals (either staff, children or their families) based on their age, sex, disability, culture, ethnic origin, or religious beliefs. We endeavour to provide resources that reflect this policy.

Insurance

Redbourn Pre-School is insured by a policy recommended by the Pre-School Group Association, a copy is displayed on the notice board.

Complaints

Any complaints or concerns should be discussed with the Pre-School Manager privately at the end of the session. Should the issue not be resolved, it may be taken in writing to the Management Committee Chairperson. OFSTED Early Years Directorate can be contacted for further advice on 0845 601 4772.

Notice of Withdrawal

Parents and carers are requested to give four weeks' notice in writing if they intend to withdraw their child from Redbourn Pre-School. The Management Committee reserves the right to request that a child is withdrawn from Redbourn Pre-School.

The Committee

Redbourn Pre-School is a non-profit making charity and is run by a Management Committee made up from parents and carers of children attending, or who have attended, the pre-school and volunteers from our wider village community. The Management Committee is responsible for a variety of areas including staffing, finances, fund raising and equipment provision for the pre-school. Redbourn Pre-School could not function without this Committee and parents and carers are encouraged to join and to participate in fund raising events. Your involvement can take up as much or as little of your time as you have available and it can also be a fun way to meet others, make new friends and be involved in your child's early years education. If you are interested, please speak to the Pre-School Manager who will put you in touch with the Committee or you can contact the Committee through the Contacts page of our website.

Policies and Procedures

A full copy of all policies and procedures is available for parents and carers to read at pre-school, these are also available on our website. A copy of the weekly planning schedule is available for parents and carers to read on the hall notice board.

Car Parking

Please show consideration for the residents by driving slowly and parking with care.