



BUSY BEES PRE-SCHOOL



Prospectus

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CONTENTS

Introduction

The Management of Busy Bees Pre-school
Fundraising

Welcome to Busy Bees Pre-School

Aims

Staff

Policies

Starting at Busy Bees Pre-school

Clothing

Getting Busy

Learning and Development

Working in partnership

Lunch club

Fees and Funding

INTRODUCTION

Busy Bees Pre-School, formerly known as Busy Bees Nursery Group was established in the 1980's and was based at the Methodist Church, Chapel Road, Flitwick until November 2007, when it relocated to a purpose built unit in the grounds of Flitwick Lower School.

Busy Bees has developed an excellent partnership with Flitwick Lower School whilst on site, but also continues to work in partnership with the other surrounding schools. As an independent group we are a registered charity and therefore a non profit making organisation. Busy Bees is managed by a committee of elected volunteers, whom are responsible for the administration and accounting of the pre-school and a team of highly qualified staff who are employed to provide high quality care on a day to day basis.

The aim of the pre-school is to enhance the development and education of all children in a happy, secure and stimulating environment. This is achieved through well planned activities that support and extend on children's interests.

We are a member of the Pre-school Learning Alliance and regulated by Ofsted . A copy of our latest OFSTED inspection report is available on site at Busy Bees or on the web site www.ofsted.gov.uk.

Busy Bees Pre-school welcomes viewings so please do not hesitate to contact us if you would like to see us in operation or require further information.

The Management of Busy Bees Pre-school

The Pre-school is managed by a committee of elected volunteers, consisting principally of parents and carers of the children who attend the pre-school. Elections take place at the Annual General Meeting which is held in the summer term where committee members are elected by the parents and carers of the pre-school. It is the responsibility of the committee to manage the pre-school's finances, employ and manage the staff, and make sure that the pre-school's Policies and Procedures are adhered to and updated. Continually providing a high quality service; that ensures the pre-school supports and works in partnership with all parents and carers as well as the local community.

Fundraising

As a registered charity Busy Bees Pre-school is constantly seeking to raise funds to provide additional equipment and materials. Regular newsletters are sent out which include details of forthcoming events and news of how previous events went together with the amount of money raised.

We like to make these events fun and always welcome any help and new ideas from parents/carers. We would encourage anyone who is interested in supporting our fundraising activities to share their thoughts with us and would like you to feel that all members of staff and committee are approachable, and value your involvement.

In addition to local fundraising events Busy Bees also seeks funding from other organisations to pay for larger projects. In the past we have received grants from The Big Lottery Fund - 'Awards for All' and Central Bedfordshire Council. Accessing this funding has allowed us to install a canopy in the rear garden area, create a sensory garden for the children and purchase additional equipment, making a big difference to the quality of our provision.

Now a little information about our Pre-school

Welcome to Busy Bees Pre-school

You are always assured of a warm welcome at Busy Bees Pre-school. We are registered to provide care and education for children aged between 2 years and 5 years in our calm, happy, environment.

We asked the children.....

'What do you like doing at the Pre-School?'

Here are some of the responses we got.

'Playing on bikes'

William

'The Kitchen'

Sam

'Drawing and play dough!'

Sienna

'Animals'

Ben

'Playing in the dirt and play dough'

Ronin

'Bikes, toys, everything!'

Ben

'Crayons and painting!'

Emily

'Dolls and ALL the toys!'

Beatrice

'Singing'

Polly

AIMS

Busy Bees Pre-school aims to:

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

As a member of Busy Bees Pre-school, your child:

- Is given generous care and attention, because of our high ratio of adults to children;
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Has a key-Person who encourages your child to work to their potential;
- Is in a pre-school which sees you as a partner in helping your child to learn and develop;
- Is in a pre-school in which parents and carers help to shape the service it offers;
- Is in a safe and stimulating environment.

Opening times

We are open during term time Monday-Friday.

Morning session- 8.50-11.50

Afternoon session- 12.20-3.20

Lunch club- 11.50-12.20

Staff

Busy Bees Pre-school is pleased to offer a high adult to children ratio in the setting. This allows staff to give plenty of time and attention to each child. Staff can listen to the children and talk with them about their interests and activities, extending their experience of the activities provided while allowing them to explore and be adventurous in safety.

Our staffing structure includes the Play leader with Early Years Professional Status, Deputy Play leader with relevant Level 3 qualification, Qualified Assistants who hold a Level 2/3 qualification as well as General Assistants. Staff names and photographs are displayed in the entrance hall.

We aim for all staff to undertake available training courses run by Central Bedfordshire Council, Pre-school Learning Alliance and other recognised bodies, and set aside a budget to achieve this. All staff have recognised paediatric First Aid certificate and attend Safeguarding Children training courses that are appropriate to their job role and responsibilities. We also recognise the importance of staff development and keeping up to date with current best practice; we therefore support and encourage staff to undertake appropriate formal childcare qualifications.

Policies and Procedures

The pre-school's policies and procedures are essential in helping us to meet our aims and make sure that the service provided by the pre-school is of high quality, and that being a member of the pre-school is an enjoyable and beneficial experience for each child and their family.

Staff, committee, parents and carers work together to adopt the policies and procedures of the group they also contribute to the annual review and updating of the policies and procedures.

Copies of the pre-schools policies are kept on the premises and they are available for perusal. Below is a brief outline of just a few of Busy Bees policies. If you would like a copy to keep please ask a member of staff.

Equality and Diversity

Busy Bees welcomes families from all backgrounds and where possible all cultural, medical and dietary needs will be met. All resources are chosen to give children a balanced view of the world and opportunities will be provided to help children recognise, acknowledge and value differences between themselves and others. Busy Bees has an Equal Opportunities Co-ordinator whose name is displayed on the notice board.

Safeguarding Children

Busy Bees recognises that all children have a right to be protected from harm and it is the responsibility of everyone in the group to protect them. We aim to provide an environment which is safe and secure. The layout of the pre-school permits constant supervision of all children at all times. Our recruitment procedures ensure all staff are suitable, all references and checks are carried out in line with our procedure. Busy Bees has a Safeguarding Children Co-ordinator whose name is displayed on the notice board.

Special Education Needs and Disabilities (SEND)

It is part of the pre-school's policy to ensure that our provision meets the needs of each individual child. We understand our statutory duties and responsibilities under the reforms in the Children and Families Act 2014 taking into account children who have, or may have, special educational needs or disabilities (SEND).

The pre-school works to the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) and The Special Educational Needs and Disabilities code of practice 0 -25 years, 2014. The pre-school has a Special Educational Needs and Disabilities Coordinator (SENDCo) whose name is displayed on the notice board in the entrance hall.

We work in partnership with parents and carers to meet the underlying principles described in the SEND Code of Practice to meet the needs of children with SEN or disabilities. When necessary we will seek additional support and funding to meet the individual needs of the child.

Behaviour Management

We aim to support children to develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. All adults will provide a positive role model and provide strategies for children to handle conflict. Adults will praise and endorse desirable behaviour. Any concerns/difficulties a child may be experiencing within the pre-school will be discussed with the parent. Busy Bees has a named Behaviour Management Co-ordinator whose name is displayed on the notice board in the entrance hall.

Confidentiality

Busy Bees respects the confidentiality of all families and staff. Staff will only discuss children with their parent/carer or with other staff to support the group's planning, and not with other people. Parents will only have access to their child's records and not to others. Busy Bees is registered with the Data Protection agency.

Starting at Busy Bees Pre-school

We want your child to feel happy, confident and secure at the pre-school. Initially we ask you to come along with your child for a visit. This helps your child to become familiar with the setting and get a flavour of what being at pre-school is like. Your child will be able to play with the toys, join in with the activities and meet our friendly staff while you are with them. You will also have an opportunity to talk about some of her/his favourite activities and interests they enjoy doing at home.

When it is time to start, we will discuss the best way to settle your child, you may wish to stay with them initially then leave them with us for gradually longer periods. We appreciate some children take longer than others to settle in and we want to reassure you that our staff will work with you to decide on the best way to help your child become settled and feel secure.

We have a policy outlining how we support parents and help children to settle into the pre-school, a copy is available upon request.

Clothing

We provide aprons for the children when they take part in messy activities, but ask parents to send their child in clothes which they do not mind getting messy.

There is no compulsory uniform, however clothing with the Busy Bees logo is available to purchase, including sweatshirts and T-shirts. Wearing these items is a good way to keep ordinary clothes clean and more importantly it gives the children a sense of belonging and being part of Busy Bees.

The Pre-school encourages children to gain the skills which will help them to be independent. These include taking themselves to the toilet and washing hands. Clothing which is easy for them to manage will help them to do this.

Getting Busy

We offer all children the opportunity to learn through stimulating fun play activities, in a safe, secure environment. These activities are carefully planned with the children's interests in mind and lead to positive learning outcomes where learning through play is fun!

Activities

During each session, the children have plenty of time to choose from a wide range of inside and outside activities. These activities include role play, construction, drawing, enjoying books and stories, exploring puzzles, experimenting with paint, sand and water play, using large outside equipment, messy play, manipulating dough, and enjoying music and dance. Children can develop confidence in themselves and in their own abilities.

The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outside

The outside area is used as an extension of the indoor space and many 'indoor' activities take place outside. Also children are able to enjoy larger equipment and use wheeled toys in a larger area. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

Group Times

This is a time where the children can enjoy coming together as a group. They share experiences, sing songs together, listen to and participate in stories.

Snacks

The pre-school promotes a healthy lifestyle and provides healthy, nutritious snacks. Enjoying snacks together is a relaxed, pleasant social time and learning time for the children. Children's individual dietary needs are catered for.

Becoming independent

The pre-school encourages children to gain the skills which 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 which is easy to manage will help them to achieve this. The pre-school provides protective aprons for the children when joining in with messy activities.

Learning and Development

We work towards the Early Learning Goals set out in the Early Years Foundation Stage (EYFS) when considering the learning needs of children in our care. Stimulating, interesting activities are provided which are appropriate for the children's age and stage of development and led by the children's interests. Parents and carers are given information about the themes and some of the activities which are going to take place each term.

The EYFS supports children's learning and development while ensuring they are kept healthy and safe. The four guiding principles which shape our practice are -

- **A unique child** - recognising that each child is individual, constantly learning and can be resilient, capable, confident and self-assured.
- **Positive relationship** - children can learn to be strong and independent when they are included and involved.
- **Enabling environments** - in which children's experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.
- **Children develop and learn in different ways and at different rates** -

providing inclusive practice where the education and care includes all children, of all abilities, regardless of special educational needs and disabilities.

There are seven inter-connected areas of learning and development that we consider when planning activities for the children in our care. The three **prime** areas support children's curiosity and enthusiasm to learn, while the four specific areas build on the essential skills and knowledge children need to participate in society.

The seven areas are as follows:

Prime Areas

- Communication and language
- Physical development; and
- Personal, social and emotional development.

Specific Areas

- Literacy
- Mathematics
- Understanding the world; and
- Expressive arts and design.

For each area the guidance sets out early learning goals which indicate the level of progress children are expected to have attained by the end of the EYFS. (*Statutory Framework for the Early Years Foundation Stage, Department for Education (DFE) 27th March 2012*)

Further information about the Early Years Foundation Stage is available on request or visit www.early-education.org.uk.

Key-Person

Busy Bees recognises the need for all staff to work closely together and provide support to all children. To ensure we meet the needs of all children and families the pre-school operates a key-person system. This means that each member of staff has a group of children for whom s/he is responsible for. Your child's key-person will work with you to make sure that what the pre-school provides is right for your child's particular needs and interests.

Records of achievement

The pre-school keeps a record of each child's learning and development throughout their time with us. Staff and parents/carers working together on their children's records is one of the ways in which we work in partnership. Your child's records help us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key-person will work with you to keep this record up to date. To do this we will carry out observations to gather information about your child's needs activities, interests and achievements. This information will enable the key-person

to identify your child's stage of development. Together we can then decide on how to help your child move on to the next stage.

Working in Partnership

Busy Bees Pre-school recognises parents as the first and most important educators of their children. The staff consider themselves as co-workers, working with you to provide care and education for your child.

We welcome parents and carers and there are so many ways in which you can be involved for example:

- exchanging knowledge about your child's needs, activities, interests and progress with the staff
- helping at sessions of the pre-school
- sharing your own special interests with the children
- helping to provide, make and look after the equipment and materials used in the children's play activities
- being part of the management of the pre-school
- taking part in events and informal discussions about the activities provided by the pre-school
- joining in community activities in which the pre-school takes part, and building friendships with other parents in the pre-school.

We welcome parents, carers and grandparents help during sessions. Helping out at a session enables parents to see what the day to day life of the pre-school is like and to enjoy joining in and helping the children to get the best out of their activities.

Also parents/carers offer to take part in a session by sharing their interests and skills with the children. For example we have had a parent visit the pre-school to tell the children a little about how the Post Office works, another parent bathed their baby and others have played musical instruments or brought along their child's pets. Do feel free to arrange to drop into the pre-school if you would like to see it at work or to speak with the staff.

Lunch Club

The lunch club takes place each day between the morning and afternoon pre-school sessions. Children are supervised while they eat their packed lunch brought from home.

Lunch Club contributes to children's developing social skills and confidence. It is available to children from the term in which they are 3 years old and can be used as an addition to the afternoon session, or is ideal for children who require a full day at Pre-school.

There is a fee for the lunch club, payable in advance each half term. However, children who receive Nursery Education Funding may attend Lunch Club as part of their funded hours.

Fees and Funding

Children receive Nursery Education Funding from the term after their third birthday. Busy Bees is also registered to receive 2 Year Old Funding for those families that qualify. Each child is entitled to receive a maximum of 570 hours over the 38 week academic year, which is claimed on a termly basis and equates to approximately 15 hours free care and education per week. Any additional hours will be charged at Busy Bees current hourly rate. Further information can be obtained from www.centralbedfordshire.gov.uk/learning/schools/choosing-childcare

There is an hourly fee in place for all unfunded children. Our current fee rates are displayed in the Pre-school or available on request.

The following procedure for paying fees applies:

- Fees are payable termly, half termly or monthly by agreement
- A 'Fee Advice' clearly showing the child's expected hours of attendance, hours funded, and total fees payable for the following term, will be issued at the end of each preceding term
- We accept payment by cash, cheque, bank transfer or childcare vouchers as indicated on the 'Fee Advice'

Busy Bees is registered with a number of 'Childcare Voucher' providers, parents who have access to these schemes through their employer should inform the pre-school of their intention to make payment this way.

There are no reductions made for absence through sickness or holidays and if parents/carers decide to relinquish their child's place a minimum of one half terms notice is required or the parent/carer may be liable to pay the equivalent in fees.

Busy Bees endeavours to support parents/carers who have difficulties with paying their fees, therefore flexible payment options are available should this be required.

Busy Bees Pre-school hopes that all parent/carers and children enjoy being members of the pre-school and find taking part in our activities interesting and stimulating. The staff are always ready and willing to answer any questions or talk to you about your ideas and views.