



Starfish
Pre-School 

Prospectus

Opening Hours

Monday to Friday 8.55am – 11.55

Starfish Pre-School, Bacton Primary School, Walcott Road, Bacton, NR12 0EY

Tel: 01692 650240

Website: www.coastalfederation.com/

Email: starfish@coastalfederation.com

Ofsted registration number: **EY430000**

Registered Charity Number: **1143085**

Our vision

'Our committed Pre-School team, alongside The Coastal Federation, aspire to provide opportunities related to children's individual needs through a rich, safe, exploratory and nurturing curriculum to ensure that all children achieve their potential, make progress and develop a love of learning.'

Committee Management Team

Chair of Governors: **Annie Edwards**

Executive Head : **Simon Wakeman**

Head of School Bacton: **David Hopkins**

Business Manager: **Jenny Goodman**

Pre-School Manager: **Clare Cubitt**

Deputy Manager: **Sophia Andrews**

Administrator: **Mrs Howes**

Our Pre-School

We are a small rural Pre-School based at Bacton Primary school. We have our own purpose built building and outdoor play area for our children. Starfish Pre-School welcomes all children and our setting aims to provide high quality care and education for children from 2 years old until starting school.

We work in partnership with parents, the local community and The Coastal Federation to help children to learn and develop. Our ambition is to add to the life and well-being of the local community and offer children, parents and their families a service that promotes equality and values diversity.

We believe that children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Pre-School Structure

All staff are DBS (Disclosure and Barring Service) checked and continue to train in different areas of the curriculum to support the children at pre-school.

Pre-School Manager: **Clare Cubitt**

Qualifications:

PHOTO

Deputy Manager: **Sophia Andrews**

Qualifications:

PHOTO

Pre-School Functions

Child places

Starfish Preschool offers places for children aged 2 years to 4 years.

Opening hours

Monday to Friday 8.55 - 11.55 Term time only

(The preschool will open afternoons once the afternoon sessions demand is sufficient to cover running costs)

Sessional fees

	8.55 -11.55
2 Year olds	£13.20
3 years and above	£12.00

The Pre-School team will do everything they can to support families in the payment of Pre-School fees. Please speak to Jenny Goodman, our Business Manager, regarding these matters or to discuss any difficulties. However, if fees are not paid on a regular basis and no efforts to make payments are made, it will result in the loss of the child's place. We rely on our income to ensure that the Pre-School is sustainable and legal action will be taken to recover outstanding debt in line with our policies and procedures.

Funding/Fees

Starfish Pre-school is registered to accept Early Years Entitlement Funding (EYEF) for children aged 2-4 years old (subject to meeting NCC eligibility criteria – please speak to a member of staff or the school secretary to find out more).

To accept this funding parents & carers need to complete and sign a Norfolk County Council (NCC) funding claim form held at the setting.

Age of Child	Norfolk County Council (NCC) claim criteria
2 years old	Subject to NCC eligibility criteria, we can claim for two year old funding the <u>term after</u> the child's second birthday. Funding runs to the end of a claim period (even though the child maybe three part way through this period).
3 years old	We can claim funding from the <u>term after</u> their third birthday for 15/30 hours per week
4-year-old	Funding is provided until the child goes to school for 15/30 hours per week.

The NCC free hours hold a maximum claim of 30 hours a week. Any sessions in excess to funding are invoiced.

Please note that funded session cannot be swapped, we cannot give refunds for sessions missed due to sickness or general absence, as we need to ensure that we have the correct child to adult ratios in place. Please let us know if your child will be absent from preschool.

We require one month's written notice for changes of circumstances (e.g. moving to a different pre-school). Fees / funding will be charged / claimed up until this point. Fees are invoiced one month in advance by email unless otherwise requested. We ask that payment is made either by cheque or by BACS with 14 days of the invoice. Further payment details are given on every invoice.

If you are experiencing payment problems parents & carers are encouraged to contact starfish@coastalfederation.com within 14 days of an invoice to work out a payment plan.

Unpaid invoices will be pursued through the small claims court after 28 days.

Absence and Illness ★

If your child is absent, please telephone us as soon as possible. If your child is ill due to vomiting or diarrhoea, they must have 48 hours CLEAR of illness before returning to pre-school.

If your child is quite poorly and requires paracetamol, we would ask that they remain at home for rest. We cannot administer paracetamol or ibuprofen if your child is poorly, unless prescribed by a Doctor. Antibiotics can be administered by staff once your child is feeling better, and a medicine authorisation form needs to be completed with clear instructions on how to store, dosage etc.

Please note: We cannot refund sessions not attended due to sickness

Admissions ★

We operate a waiting list, which is arranged on a first come first serve basis. If a place is not available at the time, and you wish to enrol your child, we will notify you as soon as a place becomes available. In addition our policy may take into account the following:

- Siblings already attending the Pre-School
- Emergency admissions
- Looked after children

Parents who wish to enrol their child in the Pre-School will be required to complete an admissions form and arrange a visit with the Pre-School Manager to chat informally about their child's needs and to learn more about the Pre-School.

Collecting your child from Pre-School ★

We ask that you let us know who will be collecting your child on a regular basis. If you have arranged for someone different to collect your child please inform the member of staff. If you are unable to collect your child and have made alternative arrangements for your child's collection, please contact the Pre-School. We will not let your child leave the setting unless we have received instruction from you. Please note that collecting relatives or friends must be over 18 years of age. Siblings aged 16 and above are able to collect only if written permission is provided.

Late Collection

We understand that there may be rare occasions when you may be late to collect your child due to circumstances beyond your control. However, it is our expectation that you will contact us to inform us of this or any alternative arrangements made. Unfortunately, late collection of children has a cost implication for the Pre-School. It is therefore necessary to charge parents/carers £5 for every fifteen minutes that the child remains in our care outside their session times.

Safeguarding and Child Protection ★

At Starfish Pre-School we are committed to ensuring that all children attending our setting are safe and protected from harm. We have a legal responsibility to safeguard and promote the welfare of children at our Pre-School. All staff receive training in Safeguarding and Child Protection.

The following staff are trained Senior Lead Professionals in our setting:

 		Executive Head Bacton Head of School Phase 1 Leader Family Support Worker
		   
Sarah Hutt	Helen Peck	Simon Wakeman David Hopkins Abi Howett Boo Tumber
01263 720401	01692 650240	01263 720401 / 01692 650240
Head of Schools/SDP	SDP	Alternate DSL

Our Safeguarding and Child Protection Policy is available to you on the school website and in the Pre-School, please ask if you would like more details. We are committed to working with parents positively, openly and honestly and respect parents' rights to privacy and confidentiality. Sensitive information will not be disclosed without consent unless it is necessary to do so to safeguard a child from harm.

AS PART OF OUR SAFEGUARDING PROCEDURES PLEASE HAND YOUR MOBILE TELEPHONE TO A MEMBER OF STAFF IF YOU ARE VISITING PRESCHOOL. THE USE OF MOBILE TELEPHONES INSIDE THE PRESCHOOL IS STRICTLY PROHIBITED.

Health and Safety

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a preschool. We are committed to providing and maintaining a safe, healthy environment for our staff, children and others whom we work with. We carry out regular risk assessments of our environment and activities we partake in. We practise fire drills to ensure that staff and children are familiar with the procedure.

Working in Partnership with Parents and Carers ★

Working with parents/carers is a central aspect of all we do at Pre-School. You know your child best and your support in their learning and development is crucial. When parents and practitioners work together in early years settings, the results have a positive impact on children's development and learning. Parents/Carers are always warmly welcomed into our preschool and we work hard to provide opportunities for you to come into the setting. For example to share soup and rolls with the

children at harvest time, Christmas performances, sharing stories and Sports Day.

Whilst you are welcome to discuss your child's progress with Preschool staff at any time we hold termly parents evenings to provide an opportunity for you to meet with their key person.

Key Person System ★

Every child who attends the Pre-School is allocated a 'key person' who will be the main point of contact for you and your child. This relationship provides each child with a sense of security so that they feel confident to explore their world and form further relationships. The role of the key person is to know their individual children and to support their sense of identity and individuality. The key person is responsible for your child's Learning Story which is a record of your child's learning and development containing observations and assessments during their time at the Pre-School.

Settling In ★

Parents are welcome to arrange to visit the preschool with their child before they start with

us. A member of staff will show you around the preschool and answer any questions you may have.

Please be assured that if your child struggles to separate from you, staff will phone you to let you know how they are later in the session, you are also very welcome to phone us if you are worried.

The Early Years Foundation Stage ★

The Early Years Foundation Stage (EYFS) is the curriculum used in early years from birth to age 5. The framework sets out the legal welfare requirements everyone registered to look after young children must follow to keep children safe. There are 7 areas of Learning and Development, which guide staff and ensure children reach their full potential.

The **3 prime areas** of learning and development are:

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

As your child grows and develops, the prime areas will help your child to develop skills in **4 specific areas** which are:

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

As part of the revised EYFS staff are required to provide a written summary of every child's progress from 2 years of age.

In addition to our inside area, the children have access to our wonderful sensory outdoor space. There is a large sandpit, water play, willow story dome, mud kitchen and climbing equipment for children to enjoy and develop their physical skills. We also have use of a large section of the playing field, which is securely fenced off for running freely, playing football, and using the giant parachute amongst other things. There are four vegetable beds in this area so encourage the children to grow their own food for cooking and snack.

Special Educational Needs and Disabilities, Equality and Diversity ★

We aim to provide an environment in which all children, including those with special educational needs, are supported to achieve to their best abilities. We designate a member of staff to be responsible for SEND, who has specific training with additional educational needs. They are available to speak with if your child has any specific requirements, including medical conditions, allergies, illness and disability, behaviour concerns, speech and language or toilet training.

We also make sure we meet the needs of all children, and recognise that children and their families come from different cultures and backgrounds. Our setting is committed to anti discriminatory practice and welcomes all children and families from the community.

Behaviour Management ★

The staff team will encourage and support all children in order to promote positive behaviour. We believe that children flourish when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Training staff in behaviour management strategies is a priority in the preschool and a consistent approach is always maintained. We work in accordance with our Early Years Behaviour Management Policy which is available in the office if you would like to read it.

Any concerns/incidents related to your child's behaviour or when your child is affected by the behaviour of another child will always be communicated with parents/carers. We ask that you keep us informed of anything that may affect your child's behaviour and strategies you use at home.

Clothing

We expect children to get messy during their play! We provide aprons for messy play and waterproofs for outdoor play. Please dress your child in clothes that you don't mind getting dirty.

Please ensure that your child is dressed appropriately for the weather. We do spend quite a lot of time outside in all weathers, so a sun hat in the summer and a warm winter coat, scarf and gloves need to be provided in the autumn/winter.

We encourage the children to become independent, taking themselves to the toilet, getting ready to go outside etc. Clothing that is easy for them to manage will help to support this.

Please can we ask that children do not stay in welly boots all day, and if you come to preschool in welly boots they have suitable footwear to change in to during the session

Timetables and Routines ★

It is the pre-school's aim to provide a flexible routine for the children. The routines and activities that make up our day are provided in ways that:

- Help each child to feel that they are a valued member of the setting
- Ensure that children are kept safe
- Help the children to form friendships with other children and adults by being part of a group
- Provide children with many different experiences and opportunities to learn, not just educationally but also to learn important life skills

The sessions are organised so that children have free choice, and can play with a wide variety of toys and activities.

Although our sessions are very flexible we do have a routine as this helps children to feel settled. A rough guide is as follows:

- Beginning of session – We welcome the children in to setting. Weather permitting, we have registration outside where we encourage communication and language through talking to each other, recognising our names, counting and maths and songs.
- Free play – After registration we have free play, where the children can engage in play of their choice or take part in adult led planned purposeful play activities. During our play time/activity we offer the children a healthy snack. This is a sociable time where the children and adults can sit and have a conversation.
- Tidy up time – towards the end of the sessions we encourage the children to help to tidy up.
- Story Time – at the end of a session we all sit for a story, or a song, or just to chat about what we have done during the day.
- End of session – The children are given help if needed to put on their coats ready to go

home.

Snacks, Drinks and Packed Lunches ★

During each session we provide a range of healthy snacks, drinks and the occasional treat. Please provide a water bottle for your child so they can have a drink if they are thirsty. We do not allow fizzy drinks.

Please inform a member of staff if your child has any likes or dislikes, allergies or intolerances or cultural preferences.

WE ARE A NUT FREE SETTING

CHECKLIST ★

Here is a checklist of things to bring with your child for preschool

- A change of clothes
- Nappies or pull ups and wipes
- A water bottle that can stay at preschool
- A warm coat, gloves, hat for the cooler months
- A sun hat, sun protection cream during the warmer months
- Any long term medication – for example asthma inhalers. If you have indicated that your child has asthma we must have an inhaler in setting.
- A completed welcome pack questionnaire. Completed admission forms/funding forms if not already given in

We hope that you have found this prospectus useful, for any other queries please contact us or ask a member of staff. We can be contacted by telephone on

01692 650240