



Prospectus



Berrynarbor Preschool
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Berrynarbor Preschool is a small rural preschool, set in the beautiful village of Berrynarbor situated between the villages of Combe Martin and Ilfracombe.

Originally registered to provide childcare in 1984, the preschool has continued to expand, improve and grow its provision.

The preschool is a registered charity and is managed by a voluntary committee, mainly parents of the children on register.

We offer childcare with education for children aged between 2 to 4 years old. Berrynarbor Preschool has good links with local primary schools and the community.

Our setting aims to:

- offer “*a first taste of education*” by providing high quality education and childcare.
- work in partnership with parents to help children learn and develop.
- offer a service which promotes equality and values diversity.
- promote the continual development of the preschool, through staff training, good communication with other agencies and keeping abreast of developments within the Early Years sector.
- add to the life and well-being of the local community.

We aim to ensure that each child:

- is in a safe and stimulating environment.
- shares their interest and has the chance to join other children in play and learn together.
- learns through play and discovery, supporting their development as an individual, building up their confidence and independence in readiness for school.
- is helped to take forward their learning and development by building on what they already know and can do.
- has a key person who makes sure each child makes progress.
- sees their parents working in partnership with preschool in helping them learn and develop.

We aim to ensure that all parents have the right to be:

- valued and respected.
- kept informed.
- consulted.
- involved.
- included at all levels.

Admissions

The preschool is registered on the Early Years Register and can provide childcare for a maximum of 14 children in a session aged from 2 years to 4 years old.

When sessions are oversubscribed, we offer a waiting list.

Preschool: (3–4-year-old provision)

Children become eligible for 15 or 30 hours of free education the term after their 3rd birthday.

Please check your entitlement here: [30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/30-hours-free-childcare)

Preschool: (2-year-old provision)

Some families may also be entitled to 2yr old funding.

Please check your entitlement here:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

Funding and Fees

Our current fees are:

2-year-olds - £6.00 per hour.

3 – 4-year-olds - £6.00 per hour

(From September 2023)

You are welcome to choose how you arrange your child's sessions, choosing a morning or afternoon 3-hour session or an all-day 6-hour session.

Opening Times

Monday - Friday

8:30am to 4:00*pm

*Subject to requirement

The preschool is **open term time only**, closed during school holidays and bank holidays.

We offer the following session.

Day	Early Bird	Morning	Afternoon	All day	Extended session*
Monday To Friday	8.30am	9am-12pm	12pm-3pm	9am-3pm	3pm - 3.30pm or 4pm *Subject to requirement

We are Ofsted registered (URN. 106297) and in receipt of the 2-year-old scheme and the Early Years Entitlement for 3 – 4-year-olds.

Our additional sessions are charged at the rate below:

Early Bird session	8.30am to 9am	£3.00 a session
Extended session*	3pm to 3.30pm	£3.00 a session
Extended session*	3pm to 4pm	£6.00 a session

*Subject to requirement

Costs

We have a registration fee of £10.00 which includes a preschool T-shirt, a book for your child's learning journey and a scrapbook to record your child's artwork.

We accept all childcare vouchers through work scheme, and we are part of the government Tax-Free Childcare scheme where parents can open a new childcare account, where every £8.00 paid into their childcare account, the government will pay in an extra £2.00.

Attendance

Please can you ensure that if your child misses a preschool session that you inform the preschool as soon as possible. This can be by phone on the day if your child is unwell or in advance in the case of a doctor or dentist appointment.

In all cases we will need to complete an absence slip, available at preschool, stating the date and reason for the absence. This is a requirement as your child to receive government funding. If there are a number of unauthorised absences, then funding may have to be returned. Unfortunately, you will become liable to pay the full amount of the funded session.

Starting at Berrynarbor Preschool

The first days

During your initial visit, we will discuss the best settling in routine for your child.

Where possible, we will try to book in two settling in sessions before your child starts. These short 1-hour sessions will allow your child to explore the setting with you there.

We want your child to feel happy and safe at preschool. We like to build up to a full session gently allowing your child to get to know the staff, other children, and the routines of preschool. To make sure that this is the case, the staff will work with you to decide on how best to help your child to settle into the preschool.

Clothing

We have our own logo jumper and T-shirts which can be purchased from Excel Embroidery in Ilfracombe or through ourselves.

The preschool provides protective clothing for the children during messy play activities. We encourage children to gain 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 that is easy for them to manage will help them do this.

A kit list

- Water bottle
- Lunch bag with a freezer block to keep food cool and fresh.
- Spare clothes (especially if toilet training)
- Nappies, wipes and nappy sacks if required.
- Wellies.
- Winter: waterproof coat & spare trousers.
- Summer: Sun hat and sun cream.

Please ensure all your child's belongings are labelled with their name.

Morning snack and afternoon break.

Parents need to provide a piece of fruit and a biscuit or small savoury sandwich for their morning and afternoon break times.

Drinks are still provided, a choice of either milk or water.

Occasionally we might provide a snack in line with the children's learning as we explore different foods, fruits or vegetables.

Lunch

Parents need to provide their children with a healthy packed lunch bag. A cool block should also be included to keep their food cool and fresh.

If you would like some ideas of what to provide your child with for lunch, visit

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

The staff make lunchtime a social time at which children and adults eat together.

The session

The preschool organises its sessions so that the children can choose from and work at a range of activities and in doing so, build up their ability to select and work through a task to its completion. 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.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Curriculum

We follow the Early Years Foundation Stage (EYFS)

The EYFS framework:

- sets the standards that all early year's providers must meet to ensure that children learn and develop well.
- ensures children are kept healthy and safe.
- ensures that children have the knowledge and skills they need to start school.

There are four principles of EYFS.

- A unique child. Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
- Positive relationships. Children learn to be strong and independent through positive relationships.
- Enabling environments.
- Learning and development.

More information can be found following the links below.

[Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/446474/20170901-eyfswf-000001.pdf)

[EYFS-What parents expect 16.09-21.pdf](#)

Children's Profiles

The preschool keeps a profile for each child. Staff record observations and next steps for each child as well as carry out assessments, in all areas of learning. All information is shared with parents through termly reports or meetings. However, profiles are available on request, but need to remain on preschool property. Your child's profile helps us celebrate together his/her achievements and to work together to provide what your child needs for his/her well-being to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and your child's key person will then decide how to help your child progress to the next stage. You will receive termly reports on progress and a meeting each term with your child's key person.

How parents take part in the preschool

Berrynarbor Preschool recognises parents are the first and most important educators of their children. All the preschool staff sees themselves as co-workers with you in providing care and education for your child. There are many ways in which parents can take part in making the preschool a welcoming and stimulating place for children such as:

- Exchanging knowledge about their child's needs, activities, interests and progress with the staff.
- Sharing their 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 preschool – joining the committee
- Taking part in events and informal discussions about the activities and curriculum provided by the preschool.
- Joining in community activities in which the preschool takes part.
- Building friendships with other parents in the preschool.

Learning opportunities for adults

The preschool keeps itself up to date with best practice in early years care and education through the Early Years Alliance, the Early Years Alliance magazine - Under Five and publications produced by the Government.

The Preschool Leader also receives weekly emails from OFSTED, Devon County Council Early Years Children Service (EYCS) weekly newsletter, updates with the latest publications and legislation.

As well as gaining qualifications in early years care and education, all the preschool staff takes part in further training to help them keep up to date within childcare and education.

Parents are also invited to join us in gaining a qualification in early year and we are associated with the Children Centre in Ilfracombe. Training in First Aid, 'how to use a defibrillator' as well as meeting/training from the Heath Team such as oral health.

The Staff that work at Berrynarbor Preschool are:

Staff	Position	Qualifications
Susanna Hands	Preschool Leader Key Person	Diploma in Preschool Practice (DPP) Play worker Level 2 Paediatric First Aid certificate Safeguarding Children level 3 Health and safety risk assessment Certificate in Food Hygiene Total communication EYFS Training 2021 EY – Closing the word gap
Lynne Parkinson	Preschool Assistant Key Person	Diploma for the Children and Young People's Workforce. Paediatric First Aid Safeguarding Children Level 3 Early Learning EYFS Training 2021 EY – Closing the word gap
Lisa Cox	Preschool Assistant Key Person	Diploma in Preschool Practice (DPP) Safeguarding Level 2 Paediatric First Aid EYFS Training 2021 EY – Closing the word gap
Lorraine Blackmore	Preschool Assistant Key Person	Diploma in Preschool Practice (DPP) Paediatric First Aid Safeguarding Level 2 EYFS Training 2021 EY – Closing the word gap
Leah Harvey	Preschool Assistant Key Person	BA Hons – Professional Practice – Early Childhood NVQ Levels 2 - 3 Supporting Teachers and Learning in School EY – Continuous provision 2022
Ellie Harris	Preschool Assistant Bank staff	Diploma in Preschool Practice (DPP) EYFS Training 2021 EY – Closing the word gap. EY Sensory Processing Autism Awareness - 2023

Key Person

The preschool operates a key person system. Each member of staff has a group of children for whom they have particularly responsible. Your key person is the person who works with you to make sure that your child needs and interests are met.

When your child first starts at preschool, the key person will help your child to settle and throughout your child's time at the preschool your child's progress will be followed, recorded and reports written.

Children with Additional Needs

As part of the preschool policy, we make sure that our provision meets the needs of each individual child. We take account of any additional needs which a child may have.

From 1 September 2014, changes have been introduced to the way children and young people with special educational needs and disabilities (SEND) are supported. The SEND

reforms are set out in part 3 of a new law called the Children and Families Act 2014.

Policies

Copies of the preschool policies are available on request and can be found on our web page <https://sites.google.com/site/berrynarborpreschool/>

The preschool policies help us to make sure that the service provided by the preschool is a high quality one and that being a member of the preschool is an enjoyable and beneficial experience for each child and his/her parents/carers.

The staff and parents/carers of the preschool work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies enable the preschool to provide a quality service for its members and the local community.

The management of the Preschool

The preschool is managed by a 'parent management committee'. These members are elected by the parents of the children who attend the preschool and preschool staff.

The elections take place at the preschools Annual General Meeting (AGM).

The committee are responsible for:

- Managing the preschools finances.
- Employing and managing the staff.
- Making sure the preschool has and works to the policies which help it to provide a high-quality service.
- Making sure that the preschool works in partnership with the children's parents/carers.

The AGM is open to the parents/carers of all the children who attend the preschool and members of the local community.

Committee:

"We are always looking for parent to join on our preschool committee.

The preschool cannot operate without you support and positions such as a Chairperson, Secretary are Treasurer are vital. Other potions such as fundraising are also important as we run as a charity. Initially, a DBS (Police check) needs to be completed and then an Ofsted/EY2 application. We meet around 4-5 times a year in the evening. You could also be involved in proof reading policies and help make decisions about the preschool.

Our AGM is held every October with all parents' welcome. If interested in becoming a committee member, please speak to a member of the committee or member of staff".

The current post holders are:

Chairperson – Katrina Brown

Treasurer - Jody Latham

Secretary - Natalie Heath

Safeguarding officer - Natalie Heath

Fundraising team – Sarah Lewis

Berrynarbor Preschool hopes that you and your child enjoy being members of the preschool and that you both find taking part in our activities interesting and stimulating. Both members of staff and committee at preschool are always ready and willing to talk to you about your ideas, views or questions.

Further information about our setting can be found on our website. Follow the link below.

<https://sites.google.com/site/berrynarborpreschool/>