



**Broadbottom  
Pre-School**

Handbook for Parents/Carers

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## **Introduction**

Broadbottom Pre-School was established in 1971 by a group of interested parents and has been operating continuously ever since. Children come to the group from Broadbottom, Mottram, Charlesworth and further afield! Children are welcome from 2 years-old to school age. We are registered for 20 children per session. The Pre-School is held in Broadbottom Community Centre on Market Street in Broadbottom.

The Pre-School is a member of the Pre-School Learning Alliance and is a Registered Provider of nursery education. Registered Provider status means the group is inspected by Ofsted regularly to make sure it is reaching a high standard of care and education. We were the first group in Tameside to be inspected and have received excellent reports – please ask if you would like to see our latest report or read it on the website.

As a registered Provider, children over 3 will receive Free Entitlement Funding (FEF) from the term after their third birthday. When children reach 3 they embark on the Early Years Foundation Stage which continues until the end of Reception year.

We also offer 2 year funding which you may be entitled to. Please speak to Donna, the Manager, for more information.

## **Aims**

Broadbottom Pre-School aims to:

- offer a friendly and caring environment where children can learn to interact with other children and adults.
- encourage children to experience a wide range of social activities such as sand play, playdoh, painting, stories, gluing, singing, etc.
- encourage imaginative play.
- promote co-ordination and physical skills.
- encourage social skills and acceptable behaviour.
- prepare children for school by promoting their independence and self- confidence.

## **What is the EYFS?**

EYFS stands for the Early Years Foundation Stage. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early experiences should be happy, active, exciting, fun and secure; and support their individual development, care and learning needs. At Pre-School we follow a set of guidelines set out by the EYFS called the Early Learning Goals. These goals help us to support and encourage each child to develop and achieve in all areas.

### **The Early Learning Goals are:**

#### **Prime Areas**

Personal, Social and Emotional Development – making relationships, self-confidence and self-awareness; managing feelings and behaviour.

Communication and Language – listening and attention, understanding and speaking.

Physical Development – moving and handling, health and self-care.

#### **Specific Areas**

Literacy – reading and writing.

Mathematics – numbers, shape, space and measure.

Understanding of the World – people and communities, the world, technology.

Expressive Arts and Design – exploring and using media and materials, being imaginative

The activities and experiences of Pre-School are planned around each individual child and aim to include and cover the Early Learning Goals. PLAY is the key learning process in the early years so all of our activities and experiences are child focused and child led where possible.

## **New Children**

Children can start Pre-School when they are two years old. A parent or carer will probably need to stay for the first few sessions until the child is comfortable with us. Each child will be allocated a key person, usually during the first few days if a bond begins to form. Joining Pre-School is a very big step and some children take longer to settle than others. Don't worry! Stay with your child until you and your child's Key Person feel that he or she is happy to be left.

Children who are not fully toilet trained are welcome to start Pre-School, and should come prepared with spare nappies as required. All young children have the occasional 'accident', particularly when they are very busy playing. Don't worry – we have spare clothes and a mop! We do have some spare clothes but we do ask you to provide a set of spare clothes, hat/gloves (depending on the season) and wellies for our walks.

It is best to send children dressed in clothes which are easily washable and not too new. Some activities are messy even with overalls on! It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and put on/take off their outdoor clothes without being too dependent on adult help. Dungarees and belts are very difficult for small children to manage without help. If children do get paint on their clothes it is best to soak in cold water before washing.

Please remember that you must not leave your child with us until you have completed an enrolment form and given it to the Manager. If you are concerned whether your child has settled or you are going to be a few minutes late picking up please ring us rather than worry – most children settle quickly but if we have concerns we will get in touch with you. Please make sure we have an up-to-date phone number for you and at least one other emergency contact phone number. We also have a password system for those times that you may need to ask someone else to pick up your child. If you could either tell us when you drop off or call to let us know if someone else will be collection your child. While we understand that lots of our parents are friends within the village and often collect each other's children, we would appreciate it if you let us know beforehand to save any awkwardness at pick up times.

## **Staffing**

The ratio of adults to children is very high to ensure that children receive individual attention and care when needed. The actual number takes into consideration the number of and age of the children in each session. There are usually four members of staff present and up to 20 children. There will always be a Supervisor on site; Donna (Manager) is an Early Years Professional and Janice (Deputy Manager) is qualified to NVQ Level 3 with more than 15 years' experience at our Pre-School. All members of staff have received appropriate training in Early Years. Most staff are qualified to NVQ2 and NVQ3 levels. Staff regularly attend training to support their professional development and to keep abreast of new legislation and areas of teaching and learning in relation to the Early Years Foundation Stage.

## **The Importance of Parents**

We believe that Parents and carers are children's first and most lasting educators. It is vital for parents/carers and Pre-School staff to work together to help children develop and learn.

- Parents/carers are very welcome to stay for the session occasionally to see activities, and how their child, and other children of similar age, behave and respond.
- Parents/carers and grandparents are a valuable resource for us, e.g. on Rain or Shine sessions, visits from parents who are nurses, police or fire officers, taking part in cooking club or just to read stories.
- We ask parents to help us on trips to school, nature walks, pond dipping, etc.
- Pre-School Committee – the Pre-School is run by a committee of parents/carers who are appointed by the parents at the Annual General Meeting in the autumn term. The committee is responsible for employing the staff and the general management of the group, including financial control. They are also involved in fund-raising to supplement Pre-School income. All parents/carers are welcome to attend meetings which are very informal.
- Staff are available before and after sessions to talk to parents and carers, listen to concerns and offer help and support. Privacy and confidentiality are respected.
- Staff will, both informally, through daily communication and formally via summative bi-annual reports, keep parents up-to-date with their child's progress.
- Staff would appreciate being kept informed of any changes which might unsettle a child, e.g. change of routine, family bereavement so that we can provide extra support for that child and their family where possible.
- All accidents and incidents are recorded and held in the child's personal file for Safeguarding reasons. Parent/Carers will be shown the record at the end of session and asked to sign. All staff hold relevant First Aid qualifications.

## **Complaints**

If you have any complaints about the running of the Pre-School or a specific incident involving your child, please do not hesitate to speak to the Manager or an officer of the committee. There is a separate room in the centre where you can talk to someone in private. Problems can usually be sorted out in this way but, if necessary, you can enter a written complaint in the complaints file or in a letter to the Chair of the Committee.

## **Policies**

Broadbottom Pre-School is committed to providing equality of opportunity to all children and families. To help it do this, there are policies for; Equal Opportunities; Special Needs; Behaviour; Safeguarding; Healthy Eating; Media and photography (Digital Cameras); Mobile Phone and Social Networking. Please ask a member of staff if you would like to see policies which are kept in the office.

The designated Special Educational Needs and Disabilities Co-ordinators (SENDCo) are Donna Lynch and Janice Rapuano, although all staff have some training in Special Needs. Our behaviour policy is simple and consistent. We aim to reinforce good behaviour and encourage children to respect each other and adults. We do not impose any sanctions on children.

## **Behaviour**

We encourage positive behaviour at all times, and staff role model appropriate behaviour to the children eg manners, asking permission to do things, walking indoors and using quiet speaking voices. If a child demonstrates unwanted behaviour, he/she will be taken out of the situation where the behaviour occurred. If another child has been upset or hurt this child will be comforted as a priority. A supervisor or assistant will explain to the child why their behaviour was inappropriate. The child will then be placed at another activity. Children are encouraged to say sorry.

If the behaviour is regarded by the Manager as serious or if it occurs regularly, the Manager will discuss her concerns with the parent in private. This will help Pre-School and parents to support each other and work together to help the child. We do not accept violent behaviour from children at Pre-School.

Staff are entitled to feel safe at Pre-school and so aggressive and/or inappropriate behaviour and/or language will not be tolerated from parent's/carers at any time.

## **Extra Activities**

All children are encouraged to go in their key group into the smaller room once a week for 10-15 minutes. This is an opportunity for guided activities, games, matching, sorting and experiments. Children love the extra attention from an adult and the chance to chat with them! We cover topics which will help prepare them for school. These include pencil control, colours, shapes, numbers and letters. Small group work at Pre-School increases the children's self-confidence and prepares them for changes ahead. Pre-School and School work closely together to ensure the transition to school is as smooth as possible. Children are never forced to engage in these sessions and the Key Person will find other ways to engage these reluctant children through play.

## **VIP's**

All children will have the opportunity to be a VIP once each half term. During their VIP week, the children may be given additional responsibilities such as helping at snack time and during hand-washing when we need help with the paper towels!

## **Routine**

Activities will vary but the pattern of the session is fairly constant. Our experience tells us that children feel more secure and comfortable if they know what to expect. The stable framework to the day is reassuring to children and allows them to play and learn with increasing confidence.

## **Pre-School Opening Times**

There are currently six sessions per week. Monday to Friday morning sessions start at 9.00 and finish at 12.00. The afternoon session on Thursday afternoons runs from 12.30 to 3.30pm. We also offer a full day session on a Thursday for those children who will be going to school in September. Children are asked to bring a packed lunch.

At present, the session times reflect the availability of staff and fit with local school opening hours. Term dates are generally the same as local Tameside Schools.

## **A Typical Session**

<b>Time</b>	<b>Activity</b>
<b>9.00</b> <b>Or</b> <b>12.30</b>	<b>Children Arrive &amp; Welcome</b> We ask that parents sign their child in, hang up coats on their child's named peg and encourage the child to find their name to post in the box and write their name on the whiteboard. A chance for parents to have a chat with Pre-School staff
<b>9.15-10.30</b> <b>Or</b> <b>12.45-2.00</b>	<b>Free Play/Continuous Provision &amp; Focused Lesson</b> Children are free to choose from a wide range of activities including playdoh, painting, construction, role play, modelling, sand, jigsaws, small world (zoo, garage, farm, etc) and the library. We use a small enclosed outdoor play area during this part of the sessions which children have continuous access to.
<b>10.30-10.45</b> <b>Or</b> <b>2.00-2.15</b>	Children and adults tidy the toys and sit together to share a story and songs. We also take the register.
<b>10.45-11.00</b> <b>Or</b> <b>2.15-2.30</b>	<b>Hand-washing &amp; Hygiene, Snack</b> Milk and water and a variety of snacks are offered, with the emphasis on healthy eating, e.g. apples, raisins, toast, crackers, etc.
<b>11.00-11.45</b> <b>Or</b> <b>2.30-3.15</b>	<b>Continuous Provision, free play outdoors</b> including activities to encourage large motor skills such as bikes, scooters climbing frame, balls, water play, construction. Quiet toys are also available – small world, books, jigsaws, etc. Most days, we will use the large secure outdoor area at the front of the building for this part of the session.
<b>11.45-12.00</b> <b>Or</b> <b>3.15-3.30</b>	<b>Songs and Rhymes, Musical Instruments</b>
<b>12.00</b> <b>Or</b> <b>3.30</b>	<b>Parents and Carers arrive</b> A chance for parents to have a chat with Pre-School staff.

## **Emergency Closure**

In the unlikely event of emergency closure of Pre-School (such as severe weather, health and safety concerns, etc), a notice will be put on the front door of the Community Centre. Parents will be sent a text message at the earliest opportunity. It is imperative, therefore, that mobile numbers are kept up-to-date. An email will also be sent, where parents have provided an email address.

## **Parking**

There are solid white lines outside the Community Centre. Parking is prohibited outside Pre-School and the Police are very keen to patrol this. There is limited parking in Market Street, however, there is a car park off Mill Brow (turn at Hair Gallery).

## **Fees**

Fees are £13.50 per session. Fees are charged to cover staff wages and rent. Other costs such as new equipment are generally met by fund-raising. We are not a profit-making organisation and any shortfall in fees has to be made up from fund-raising. If your child is absent from a sessions which he/she normally attends, that session must be paid for. Fees can be paid weekly or half-termly. Please note that unless the previous half-term has been paid for in full the child may not begin another half term. Anyone having difficulties paying fees should speak to a supervisor – support may be available.

Children are entitled to apply for free entitlement funding in some cases from age 2 and for all children the term after they are three. This covers their Pre-School fees until they start school and is paid directly to the group.

**Broadbottom Pre-School – Enrolment Form**

Please detach and return to Pre School as soon as possible to secure your place.

I would like my child \_\_\_\_\_ DOB \_\_\_\_\_

to attend Pre-School from \_\_\_\_\_ (start date) for the following

sessions (please tick):

- Monday morning
- Tuesday morning
- Wednesday morning
- Thursday morning
- Thursday afternoon
- Friday morning

I understand that I must pay for each session allocated, whether or not my child attends.

Signed \_\_\_\_\_ (Parent/Carer)

Name and relationship to child \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)

Name and relationship to child \_\_\_\_\_

Date \_\_\_\_\_

**Broadbottom Pre-School – Child Details**

Child's Full Name \_\_\_\_\_

Known as \_\_\_\_\_ Date of Birth \_\_\_\_\_

Starting Date \_\_\_\_\_ FEF? \_\_\_\_\_

Proof of DOB \_\_\_\_\_ Seen by \_\_\_\_\_

Does your child attend another setting? **Y / N** (If yes, please fill in a sharing information form).

Have you completed an Ages and Stages Questionnaire (ASQ) for your child with a healthcare professional? **Y / N**

If yes, would it be possible for you to provide us with a copy of the ASQ, or give consent for Pre-school to contact your healthcare professional to obtain a copy?

I do/do not give permission to contact my healthcare professional.

Contact details \_\_\_\_\_

\_\_\_\_\_

Child's home Address (including postcode) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Who lives at this address? \_\_\_\_\_

Parent/Carer 1(adult with parental responsibility for the child); name address and telephone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Carer 2 (or other adult with parental responsibility for the child); name address and telephone number; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To save paper we send out some information by email. To be included in the email notifications please add an email address below:

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We also send text reminders. To be included in these text reminders please add your mobile number \_\_\_\_\_

It is important that in the event of an emergency situation, if we cannot contact you, that you provide at least 1 other emergency contact. Please provide name, contact details and relationship to you/your child.

1) \_\_\_\_\_

2) \_\_\_\_\_

Name of Child's Doctor \_\_\_\_\_

Doctors Address \_\_\_\_\_

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Doctor's Telephone Number \_\_\_\_\_

Has your child any health issues or special educational needs/ disability?

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Is your child allergic to anything/is there anything you don't want your child to have?

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Has your child any dietary requirements (e.g. vegetarian/Lactose intolerant)?

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**Please make sure you let us know of any changes to contact numbers – particularly mobile numbers.**

## Parental Consent

Children are sometimes taken out for short walks. Written permission from a parent/guardian is required for insurance purposes. It helps greatly if parents can give permission for all outings on the understanding that each child's safety is taken very seriously on each outing.

**I do/do not give permission for Pre-School staff to take my child out of Pre-School for walks/trips throughout his/her time in Pre-School.**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

Staff sometimes photograph children at work and play. These photos are usually displayed for children to see or put into their learning journey. We also put some photographs on our Website and Facebook page so that parents can see the activities that we have been enjoying at Pre-school. Online Photographs will be anonymous ie; no faces will be shown.

**I do/do not give permission for my child to be photographed at Pre-School.**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**I do/do not give permission for my child's photograph to be used on Social Media and the setting Website**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

Occasionally, during events or performances parents wish to record (film) or take photographs of their child. We will only allow children to be included in non-Pre-School recordings or photographs with your permission.

**I do/do not give permission for my child to be included in Non-Pre-school video recordings or photograph.**

**\*\*Pre-school can take no responsibility for these images.**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

Sometimes, a child comes in to Pre-School with a plaster that comes off or scratches his/herself during the session. We would like to be able to put a small plaster on a very minor injury but we need your permission to do so. Please let us know if your child is allergic to Elastoplast.

**I do/do not give permission for a member of staff to apply a plaster to my child in the event of a minor injury.**

**Signed \_\_\_\_\_ (Parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

In case of injury requiring hospital treatment, you will be contacted immediately. If you cannot be contacted a Pre-School supervisor will accompany your child to hospital and stay until you can arrive. Your written permission is required for the supervisor to act on your behalf.

**I do/do not give permission for a Pre-School supervisor to accompany my child to hospital in case of emergency and I give permission for my child to receive emergency medical treatment if required.**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

It is important for us to protect your child from the sun. We recommend that you apply sun cream before pre-school if it is a sunny day but we will apply sun cream if necessary on your behalf. We do provide a sensitive sun cream however you can provide your own brand.

**I do/do not give permission for a member of staff to apply sun cream to my child where required.**

**Signed \_\_\_\_\_ (Parent/guardian) Date \_\_\_\_\_**

**Signed \_\_\_\_\_ (parent/guardian) Date \_\_\_\_\_**

**Learning Journey; Permission for staff to complete at home**

**Child's Name** \_\_\_\_\_

**Date** \_\_\_\_\_

I \_\_\_\_\_ do / do not give permission for my child's key person \_\_\_\_\_ to take my child's Learning Journey home to complete observations, assessments and tracking. I understand that the Learning Journey may contain photographs and some sensitive information.

I also understand that my child's key person has guaranteed that the Learning Journey will not be left anywhere, unsecured eg, in the car or on the side at home and will be returned safely when it is up to date.

Signed (Parent/Carer) \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_

**Password System**

Children are often dropped off and picked up from Pre-School by grandparents, Childminders etc and staff will make a point of getting to know the 'regulars'. If you know that your child is being collected by someone we may not have met before please tell us as you drop off your child.

We also ask for you to provide a confidential and memorable password in case you have to ask someone we do not know to collect your child.

**Password** \_\_\_\_\_

**Thank You**