



DUXFORD PRESCHOOL

Parent Information Pack

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Introduction

Welcome to Duxford Preschool and thank you for registering your child with us. We know how important your child is and we strive to deliver the highest quality of care and education to help them to achieve their best. We offer a warm and welcoming environment, where learning is fun and 2-5-year olds are provided with the opportunity to learn through play in a creative and nurturing environment. Established in 1970, the Preschool has over 40 years' experience of providing excellent childcare in a safe and stimulating setting. We have a highly-qualified, enthusiastic team of childcare professionals and we are run by a dedicated parent management committee, who all believe there is huge benefit to children attending a small, welcoming pre-school which is a real part of the local village and the surrounding communities.

This information pack aims to provide you with an introduction to Duxford Preschool, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs.

Duxford Preschool aims to:

- provide high quality care and education for children from the age of two and three months until they are ready to start school;
- work in partnership with parents to help children to learn and develop;
- offer children and their parents a service that promotes equality and values diversity.

As a charity-run setting that is a member of the Early Years Alliance, all parents are regarded as members who have full participatory rights. These include a right to be:

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

We also depend on the good will of parents and their involvement to keep going. This can be through being on the management committee, fundraising/donations or as a parent helper, participating in a session and sharing your own unique interests and skills with all the children.

We aim to work in partnership with parents and positively encourage any suggestions or offers of help. Parents are always welcome to speak to members of staff before or after sessions or by prior arrangement at a time outside normal session hours.

The Management of our Setting

As a Charitable Incorporated Association (CIO), the Preschool is managed by a committee of trustees, generally made up of parent and carers of children who attend the setting. The trustees are elected on an annual basis at the Annual General Meeting. The committee is responsible for:

- managing the setting's finances;
- employing staff;
- making sure that the setting has and works to policies that help it to provide a high quality service in line with statutory requirements;
- making sure that we work in partnership to our parents.

The Annual General Meeting, held in September usually, is open to all parents/carers of the children who attend Duxford Preschool. It is a shared forum for looking back over the previous year's activities and shaping the plans for the forthcoming year.

Our Setting

At Duxford Preschool, we strive to provide a happy, safe and caring environment in which we can offer a variety of stimulating and meaningful activities to support and encourage the children in all areas of their development. We absolutely believe that play is the most effective way to engage the children's interest and imagination and to help them to learn.

We have an outdoor area with large play equipment, sandpit and mud kitchen. Indoors, there is a quiet area where children can take part in a range of activities they like to do, as well as a good selection of books which are regularly rotated. Children are offered opportunities to join in with a variety of different creative and exploratory activities, use our technology equipment, make choices about their play and develop a range of skills through both adult led and child led activities.

Children are encouraged to share their home lives and cultures with us and we aim to raise children's cultural awareness through various celebrations, festivals and activities throughout the year. In addition, we offer children the chance to participate in cooking activities on a regular basis and would welcome any tried and tested recipes you have.

Children's Development and Learning

Duxford Preschool ensures that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of qualified staff to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward their learning and development by being encouraged to build on what they already know and are able to do;
- has a key person who ensures each child makes satisfactory progress;
- is in a setting where parents help to shape the services offered;
- is in a setting that sees parents as partners in helping each unique child to learn and develop;
- has the right to develop at his or her own pace and feels comfortable to do so.

Provision for the development and learning of children from birth to 5 years is governed by the statutory requirements for all early years settings as contained in The Statutory Framework for the Early Years Foundation Stage (updated 2021). Our provision reflects the four overarching principles as laid out in the framework:

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: children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development: children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

How we Provide for Development and Learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Duxford Preschool helps children to continue to do this by providing all of the children with

interesting activities that are appropriate for their age and stage of development. The 7 Areas of Development and Learning comprise:

3 x Prime Areas which are the solid foundations to any future learning:

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

4 x Specific Areas which build on those Prime areas:

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

We organise our activities so that children have access to a broad and balanced programme of events, based on their interests as well as the areas of development in which they may need support. We use all our resources, routines and the knowledge and skills of our practitioners to provide a range of ways to extend all the children's experiences.

Children have a lot of free choice throughout the session. Those who want to write, paint, build, glue, run, climb, read etc. have the opportunity to do what interests them. We gently introduce the children to the alphabet, numbers and colours through songs, rhymes, games and play. We have an interactive whiteboard solely for the children's use and a variety of educational software to support all areas of learning. We have continuous provision in areas such as music, woodwork, junk modelling, clay, books, block play, sand, water and outdoor play which are available each day plus extra provision built into our planning such as cooking, gardening, trips off site and visitors in to Preschool. The Preschool environment is laid out to allow continuous access to a role play area including a home corner, book corner, ICT resources, arts and crafts materials, loose parts, small world materials including farms, fire engine, dolls house, dinosaurs and hospital!

Planning in the Moment

Previously at Duxford Preschool, we worked on a 3-week planning cycle, led by children's interests and special events etc. However, a couple of years ago, after reflecting on our practice in delivering the Early Years Foundations Stage, we came to the conclusion that as adults we don't know what the children may want to do in 3-weeks time, therefore we weren't achieving best practice by planning that far ahead. As a setting, we booked and attended training to support our practice and we now work to a system known as 'Planning in the moment'.

Children live in the here and now and we as practitioners need to be able to seize the moments when children first show curiosity and support their next steps immediately. This is not a new concept, parents and carers respond like this with their unique children every day and in settings where they have implemented planning in the moment, children have been shown to be more resilient, motivated, excited about learning, more deeply involved in their play and to make excellent progress. As practitioners we complete the cycle of observe, assess, plan and teach hundreds of times every day and we are now celebrating that, rather than trying to spread the process over 3 weeks in a rather less 'natural' way.

You can find a lot more information on planning in the moment on the internet, particularly the work of Anna Ephgrave and if you would like to chat about any issues or questions please don't hesitate to talk to any of us and we will do our best to explain why we feel passionately that this is a positive change for Duxford Preschool. Every child will have a 'focus week' and as this comes around there will be an intense period of focus and an observation updating you on their progress and posted by their Key Person onto Tapestry. Prior

to their focus week your Key Person will send home a form asking for your thoughts on your child's current progress and development and asking if there are any significant events happening at home. The week after their focus week their Key Person will invite you in or arrange a virtual zoom call to discuss your child's future needs, wellbeing and special interests etc. For children under 3 years old, there will be focus week for them every half-term. For children over 36 months, they will have a focus week every term. This means you will be offered either 3 or 6 parent consultations every academic year, depending on your child's age. It must be said that all staff will always be observing and playing with all the children all the time, focus week or not; the child's focus week just means their keyworker will be more closely focused on them. Obviously, we will still all be available at any time to discuss your child's progress and wellbeing if you would like a catch up.

We really believe that this way of working together supports strong links between Duxford Preschool and home, helping us work in partnership to enable all the children to be interested in and excited about learning, with high levels of involvement and wellbeing. For the last couple of years we have been building a strong ethos committed to interacting more with the children, planning responsively and being less 'led' by paperwork or electronic recording which inevitably takes time away from the children and their play.

Learning & Development Records

The setting keeps an online learning journal for each child, which includes photographs and observations from their 'Focus Week', as well as 'Wow Moments' and summative assessment reports. This online learning journal is done via a programme called Tapestry, which allows staff to save time doing paperwork and therefore concentrate more on the needs and interests of the children, as well as developing greater partnerships with parents through information sharing.

Parents are able to access their child's online learning journal at their convenience via an individual secure username and password, which will be given to you once your child has started with us, as well as upload their own observations, photographs and information about their child for us to see too. These are all used to track each child's learning and development under the Early Years Foundation Stage (2021) and to identify any additional support a child may require.

The staff write a longer report known as a summative assessment twice a year which provides a summary of your child's learning and development for that particular period of time. Accessed via Tapestry, it documents any areas for development and next steps, as well as highlighting any concerns if they arise.

Working Together for Your Children

At Duxford Preschool we maintain or exceed the ratio of adults to children as required in the Early Years Foundation Stage (2021). Our minimum ratio is 1:4 for children under the age of three and a minimum of 1:8 for children age three and over. We also, where possible, have an extra member of staff to provide additional support as well as students and volunteers. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide;
- allow the children to explore and be adventurous in safety;
- extend children's learning through positive role modelling and active engagement;
- deal with any emergency situations effectively and safely without disrupting the care and education of others attending the setting.

We also work closely with Duxford Primary School, particularly during the summer term, when we are preparing children for their transition to school. We also have great working relationships with other settings in the area and both the local Children's Centre and many departments within the local authority.

Staff Members

The most important people as far as your children are concerned are our staff. All our staff are all highly qualified, dedicated and caring, with a wealth of experience and most of them are parents themselves. Our staff team is made up of a Manager, two part-time Deputy Managers and 4 Preschool Practitioners.

Name	Title	Qualification
Katie Draper	Manager	BA in Early Years Level 5 PANCo Level 4 Paediatric First Aid, Basic Child Protection Food Hygiene Level 2 Prevent Duty & FGM Makaton Level 1 CYP Mental Health
Carrie Darlington	Deputy Manager	Early Years Level 3 Special Educational Needs Co-ordinator (SENCo) Paediatric First Aid Basic Child Protection Food Hygiene Level 3 Prevent Duty & FGM Makaton Level 1
Kayleigh Kearns	Deputy Manager	Early Years Level 3 Designated Person for Child Protection (DP) Paediatric First Aid Basic Child Protection Food Hygiene Level 2 Prevent Duty & FGM Makaton Level 1 Yoga for CYP
Chloe Jeggo	Preschool Practitioner	Foundation Degree in Early Years Level 4 Paediatric First Aid Basic Child Protection Food Hygiene Level 2 Prevent Duty & FGM
Gail Farr	Preschool Practitioner	Early Years Level 3 Special Educational Needs Co-ordinator Level 3 (SENCo) Fire Safety Officer Paediatric First Aid Basic Child Protection Food Hygiene Level 2 Prevent Duty & FGM Makaton Level 1
Tracey Taylor	Preschool Practitioner	Early Years Level 3 Paediatric First Aid Basic Child Protection Food Hygiene Level 2 Prevent Duty & FGM Makaton and PECS

We also have a Business Manager, Natalie Hanlon, who works in the setting, but not directly with the children.

All staff have appropriate qualifications, skills and experience so that we can provide the best care for the children in our setting. Additional training is regularly available for all staff, to enable them to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise. Further staff information, along with an up-to-date list of qualifications can be found on our website.

Opening Times & Term Dates

We are open Monday to Friday during term time only, with each day split in to a morning (9-12pm) and afternoon (12-3pm) session. Children are able to attend for a half day or whole day. Lunch is at midday and forms part of the afternoon session. We also take part in approximately three professional days each year, so that staff can attend training, develop resources and share ideas. Term dates are usually in line with Duxford Primary School, and for the 2021-2022 academic year are as follows:

Autumn Term 2021

- Term begins: 6 September
- Half term: 25 October to 29 October
- Term ends: 17 December

Spring Term 2021

- Term begins: 5 January
- Half term: 14 February to 18 February
- Term ends: 29 March

Summer Term 2021

- Term begins: 19 April
- Bank holiday: 2 May
- Half term: 30 May to 3 June
- Term ends: 22 July

How Parents take Part in the Setting

Duxford Preschool setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting where appropriate;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

Key Person and Your Child

Each child is assigned a key person. Their role is to ensure that every child's care is tailored to meet their individual needs and to help the child become familiar with the Preschool. In addition, a key person offers a settled relationship for the child and builds a relationship with the child's parents/carers. The key person will

keep you up-to-date with your child's progress and can guide you in how to best support your child's learning and development at home. You will also be assigned a 'buddy keyperson' who acts as a secondary key person and back-up in your key person's absence.

Your Child's First Days at Duxford Preschool

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide how best to help your child settle. You may stay for as long as you feel is necessary to help your child settle into the setting and we encourage you to visit with them before their first day and we will arrange a home visit from a member of staff (usually your child's key person). Your child will have their own drawer at Preschool that we use to share information with you and some of the artwork they create. You may like to encourage your child to decorate a shoe box which they can bring in with a comforter, other toy or personal belonging that makes them feel happy. We will store this in the office and bring this out for them to play with if they become a little homesick.

Your child's key person will be introduced to you if they were unable to attend your home visit and will, where possible, show you around the setting with your child if you were not able to visit. There may be some paperwork to fill in if we have not received it all from you before starting but we aim to have it all completed beforehand. On their first session, after leaving your child, please feel free to ring or email us at any time if you would like to check on them, but be assured we are a team of well qualified and experienced childcare professionals who take time to get to know your child, their needs, interests and personality to ensure they settle in as quickly as possible.

The Sessions at Preschool

Duxford Preschool believes that care and education are equally important factors in the experience that we offer children. The routines and activities that make up the sessions are provided in ways that:

- help each child to feel a valued member of the setting;
- provide children with opportunities to learn, develop their independence and help them to value learning;
- ensure the safety of each child whilst allowing them to take risks;
- help children to gain from the social experience of being part of a group setting.

We organise our sessions so that the children can choose from a range of activities, and in doing so, build up their ability to select and work through a task to its completion. The children can participate in adult-led small and large group activities which introduce them to new experiences they may not otherwise have chosen. This supports them in gaining 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, and we keep the door to the rear decking area open to allow free flow between the outside and inside areas, so the children have the choice of where to play. We also have a grassy outdoor area with large play equipment, sandpit, mud kitchen, bikes and climbing equipment.

The setting caters for children's individual needs for rest and quiet activities during the day, with an extensive book corner and quiet area. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

In these ways, we aim to help the children to achieve the confidence and social skills they will need to settle in full time education. We want to ensure that the transition from preschool to school is as smooth as possible,

and we maintain close links between our Preschool and the Reception class teacher. We also have excellent relationships with other local Primary Schools.

Premises and Equipment

Duxford Preschool is currently based in the Rainbow Room, a mobile unit on the grounds of Duxford Community Primary School, following a devastating fire in 2020. There is a current planning application for the Preschool to move into a purpose built unit, with a garden, adjoining the site of Duxford Primary School from September 2022.

The equipment owned by the Preschool is:

- organised in a way which meets the needs of the children (e.g. low storage);
- is appropriate for the ages and stages of the children’s development;
- offers challenges to developing physical, social, personal and intellectual skills ;
- enables children, with adult support, to develop individual potential and move towards desired learning outcomes;
- features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities;
- includes a range of raw materials which can be used in a variety of ways and encourages an open ended approach to creativity and problem solving;
- conforms to all relevant regulations and is sound and well made.

Our Daily Routine

Whilst no two days are the same at the Preschool, we aim to follow a general ‘routine’ so that the children become familiar with, and secure within, the Rainbow room environment.

Time	Activity
9.00 am	Children arrive
9.00 - 11.30 am	Free play combined with adult led activities
9.45 - 10.30 am	Rolling snack time
11.30 - 12.00 pm	Group time
12.00 - 12.45 pm	Collection by parents at 12pm or lunchtime
12.45 - 2.45 pm	Free play combined with adult led activities
2.45 -- 3.00 pm	Group time
3.00 pm	Children collected by parents

Children are also encouraged to tidy up their own activities as they go along and everyone participates in tidy up time before lunch and the end of the day.

Snacks and Meals

Duxford Preschool believes it is important to make snack and lunch a social time at which children and adults eat together, supporting the child’s Personal, Social and Emotional and Language development skills. We run a rolling snack policy for the morning which allows the children to have a snack when they wish, so that they

do not need to be interrupted in their play. We give the children healthy, seasonal, nutritious, and varied snacks such as fresh and dried fruit, vegetables and salad, crackers, bread sticks, fruit toast, houmous etc. We offer the children a drink of water or milk to have along with their snack. Independence is encouraged as we allow the children the opportunity to help prepare snack, pour their own drinks and to clear away, then wash up their own plates and cups.

Food from a range of cultures is offered so that children from all backgrounds encounter familiar tastes, and that all have the opportunity to try unfamiliar foods. The dietary rules of religious groups and vegetarians/vegans are always taken into consideration when planning activities involving food.

Please ensure we are notified as soon as possible of any special dietary requirements, allergies or intolerances that your child may have so that we can meet their individual needs.

Please note that Duxford Preschool has a nut free policy. If your child attends the setting for lunch, please ensure their lunch does not include any nuts or nut products including nut-based chocolate spreads. We also ask that any small round foods such as grapes, tomatoes and olives are sliced in half lengthways, as a precaution against choking.

If your child attends the afternoon session (12.00 – 3.00pm) they will need to be provided with a packed lunch.

Clothing

We do not have an 'official' uniform at Duxford Preschool, and we only ask that clothing should be comfortable and suitable for getting messy in. Even though we use aprons for messy activities such as painting and cooking, accidents do happen, so you may wish to send your child in wearing our special 'Duxford Preschool' t-shirts, sweatshirts, fleeces and hoodies which are available to order through the Preschool. These encourage the children to feel part of the Preschool team and help to prepare them for wearing a full compulsory uniform when they move on to school. Of course it is absolutely fine not to purchase any uniform, but please do not send your child to Preschool wearing his or her special clothes as some days can get very messy and there is only so much we are able to do with aprons.

We encourage children to gain skills that help them to become independent and look after themselves. These include taking themselves to the toilet, handwashing and taking off and putting on outdoor clothes. Clothing that is easy for them to manage (e.g. leggings or track suit bottoms) will help them to do this. Clothes with buttons or that are non-stretchy (such as jeans), or shoes with laces can often hinder a child's independence in the early days so we would not recommend them.

In addition, we ask that children bring a full change of clothing with them each day, including socks and if possible, shoes. We aim to play outside, no matter the weather, so your child will also need a warm coat, and a sun hat (and sun cream) in the summer months. When the weather gets warmer, we also ask you to please also ensure that your child's shoulders are fully covered and wearing shoes with closed heels and toes for Health & Safety reasons.

Policies

Duxford Preschool's policies ensure that the service provided by the setting is of a high standard and that being a member of Duxford Preschool is an enjoyable and beneficial experience for each child and her/his parents or carers.

The staff and committee of Duxford Preschool work together to shape and adopt the policies, which are then reviewed on a regular basis, and all the main policies are available to read on our Website or in our policies folder in the setting.

Information we Hold about You and Your Child

The staff will keep various records relating to your child and family within the setting, such as emergency contact, medical and parental responsibility information as well as various permissions. Please be assured that these will be kept in a locked filing cabinet within the setting to which only staff have access. We also keep records on your child's learning and development which you are able to access at any time upon request. Please see our Confidentiality & Client Access to Records Policy for more information.

We have procedures in place for the recording and sharing of information about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

Safeguarding Children

Duxford Preschool has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are protected against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Our Designated Persons for Child Protection (DP) are Pippa Eccleston, Kayleigh Kearns and Natalie Hanlon

Special Educational Needs

As part of Duxford Preschool's policy to ensure the provision meets the needs of each individual child, we take account of any additional needs a child may have. The setting works to the requirements of the Children and Families Act (2014), the Equalities Act (2010) and The Special Educational Needs Code of Practice (2014). Our Special Educational Needs Coordinators are Carrie Darlington and Gail Farr. Through our observations and assessments of your child we will discuss with you any additional needs we believe s/he may have and how we can work together with you and any outside agencies to meet their needs.

Attendance Matters

As a registered early years setting we have a duty to record child absences. Although it is not a legal requirement for your child to attend all of their booked sessions with Duxford Preschool, the management have a duty to monitor absences. We ask that if your child is not going to attend a session you either email

businessmanager@duxfordpreschool.org.uk or telephone in the morning between 8.30-9.00am to let us know. If we do not hear from you by 9.20am or 12.20pm (depending on which session your child would normally attend) on a day your child is booked to attend, then we will telephone you to find out the reason for their absence. If we cannot make contact at this time, then the absence will be recorded as unauthorised. If unauthorised absences become frequent we will meet with you to discuss the reasons for this and if there is anything we can help with.

Fees

The Preschool is a charity that operates on a not-for-profit basis. Therefore, all income received from fees and funding is retained by the Preschool to cover rent, wages, equipment and resources etc.. The prompt payment of fees is vital to help us meet our financial obligations. We invoice all parents & carers in advance at the start of each term and we ask that the fees are paid within fourteen days. Please note that we are unable to give refunds for days missed through sickness, holidays or leaving part way through a term. If, at any time, you wish to cancel your child's place at the preschool or reduce their sessions, we require a full half term's written notice.

Late payments will incur a £20 administration charge. If you are having difficulty paying your child's fees, please inform us immediately and we will be willing to discuss alternative arrangements. If invoices are not paid and no alternative arrangements have been agreed, we may pursue legal action to recover the debt and any fees associated with this course of action will be passed on to the parents or carers concerned. In addition, your child will be refused admittance to Preschool (for any hours over and above their 15 hour entitlement) until the debt is settled in full. Please refer to our Fee Policy for further information.

Early Years Funding

We are registered with the Local Authority as a provider supporting the national scheme to offer funded early learning and childcare places to all children aged 3 and 4 and some 2-year olds meeting certain criteria. The universal scheme offers all three and four-year olds up-to to 15 hours of funded early years education per week (over 38 weeks per year), until they either go into reception class or reach compulsory school age (the term following their fifth birthday).

In addition to the universal 15 hours, the Government has extended the funded childcare entitlement for working parents who qualify, to a maximum of 30-hours per week. We currently offer 3 spaces where parents can take up to the full 30 funded hours with the preschool, and they are offered on a first come, first served basis. When these 3 spaces are filled, we are only able to offer a maximum of 18 funded hours per week at the setting for any remaining families who are eligible for these extra hours.

Fair Funding & Consumables Supplement

As you may be aware, Duxford Preschool is a registered charity and we operate as a 'not for profit' organisation, reinvesting all our income into the running of the Preschool.

Most of the children attending the Preschool are 'funded children', in receipt of the 15/30 hours of free education. Whilst the funding from the government means parents and carers are supported with their childcare needs, unfortunately the amount the setting receives per hour, per child, doesn't cover our costs. We only receive £4.26 per hour for a 3 or 4-year-old, but it costs us around £5.50 per hour for every childcare place. The funding is also not intended to cover any snacks, consumables or additional activities. This partial funding seriously affects our sustainability, and we are keen to ensure that this does not result in our compromising of the standard of care and education that we currently offer.

We have therefore introduced a 50p per hour 'fair funding and consumables supplement' for all children attending the Preschool for the government funded hours. We continue to allow parents the flexibility to use their funded hours however they choose across the week, with no restrictions on when or how you can access the funded hours. Whilst this is non-compulsory, we hope that our families understand the reason behind its introduction, and your support that will ensure we can maintain the high standards that our fantastic team at the Preschool set, and we all enjoy.

Session Booking

In order to arrange appropriate staffing levels, all parents and carers must request their preferred sessions for their child in advance of each school term, and we will send you a form to complete via email to make this request. While we will endeavour to accommodate changes wherever possible, we unfortunately cannot guarantee that your request will be fulfilled.

We recognise that from time-to-time, your child may need to attend an additional session and we will do our best to accommodate these additional sessions if it is within the permitted staff to child ratios. Please note that we require 24 hours of any ad-hoc requests, and payment must be received in advance of the session.

Late Collection Fee

Duxford Preschool aims to ensure that all children are collected on time by either a parent, carer or other authorised person. It is a parent's responsibility to inform all authorised persons of the collection times of midday and 3pm and to ensure their child is collected promptly at the end of every session. If, due to unforeseen circumstances, a parent/authorised person is going to be late, then they must inform the staff as soon as possible and make alternative arrangements to have their child collected immediately.

A late collection charge will apply if a parent/authorised person arrives to collect their child after 12pm or 3pm. On the first occurrence of being late, the lateness will be recorded by the member of staff on 'door duty'. A second or any subsequent occurrence will incur a flat fee of £20.00 for the first 15 minutes (or part thereof). In the event that a child has not been collected by an authorised person within 15 minutes of the session ending, we apply our child protection procedures as set out in our Uncollected Child and Safeguarding Policies. Any late collection fees incurred require payment within 7 days of receipt of invoice.

Medications

We are happy to administer **prescribed medication** for your child, such as such as antihistamines, antibiotics or inhalers, provided that:

- the medicine is provided by you, in the original container and box and is clearly named.
- the medicine is signed into our medicine log and handed to a member of staff.
- a medication form is completed for each occasion, detailing the medicine, dosage and times to be administered, and reason for medication.
- the prescribed dosage instructions are clearly labelled on the bottle or packaging.

The Preschool will store all medicines appropriately and securely and a signed record that the medication has been administered according to instructions and witnessed by another member of staff will be kept.

Toileting

It is not essential that your child is dry when they start at the preschool, and we are happy to change children in both disposable and re-usable nappies. If your child is not yet reliably dry, we recommend that you speak with your child's key person about their current or future toilet training needs so that we can support you in your approach. We realise that accidents may still occur with some children and, should this happen, it will be

handled discretely while maintaining the child's dignity. Therefore, it would be beneficial for your child to have their own set of spare clothes in a named bag.

Toilet trained children are encouraged to use the toilet whenever they need to throughout the session, assisted by staff as necessary.

When you start with us at Duxford Preschool, you will be given a washable 'wet bag' to keep in your child's bag for every session so we can return any wet clothes to you on the day. We do not use plastic carrier bags at Preschool so we ask that this wet bag is always available for every session. When you leave Duxford Preschool we ask that this bag is returned to us so we can re-use it with another family.

Babysitting

We understand that parents may sometimes have the need for a babysitter and may want to approach our staff to do this, as they are familiar to your children and hold relevant qualifications; however, it is our policy that staff members, including students, are not permitted to provide babysitting services for parents/carers of children at the setting. For the most part this is to avoid any potential conflict with regard to our safeguarding, confidentiality and health and safety policies and the possibility of conduct issues, grievances or other claims arising. In order to avoid any embarrassment or awkwardness, we politely request that you do not ask staff members to babysit for you.

Website and Social Media

Please see our website for information about Duxford Preschool including term dates and events coming up and our most recent newsletters at www.duxfordpreschool.org.uk.

We also have a Duxford Preschool Facebook page with updates about activities the children have been involved in and photographs of their latest art and craft creations, as well as details about vacancies and forthcoming events etc. Please give us a like! <http://www.facebook.com/duxfordpreschool>

Ofsted

We were last inspected by Ofsted in May 2018. A copy of the report can be found on both the Ofsted website and our own website. The inspector found that Duxford Playgroup was 'Good' in all areas and summarised:

- Leaders and managers display a strong commitment to the continued development of the pre-school. They evaluate the progress children make. They seek and act on parents' views. This ensures they continue to meet the needs of all children who attend.
- The manager identifies training opportunities to help staff to develop their practice. Staff use ideas from training to provide focused learning experiences for children, such as to help them to develop their language skills and to learn about healthy eating.
- Staff work in partnership with parents to complete important assessments of children's progress. Parents contribute to assessments made on entry. This helps staff to identify children's starting points in learning and plan precisely for their continued development.
- Children enjoy their time at the pre-school and show that they feel safe and secure. They behave well. Children know the rules that they must follow. Staff help children to use different strategies to manage challenging situations, such as when sharing toys.
- Children build secure attachments with staff and enjoy playing alongside them. Children build good friendships with their peers and play cooperatively together.

Complaints

We believe that parent & carers should be entitled to feel that they can comfortably approach a member of staff should they have query or wish to make a complaint. Most concerns can be quickly resolved with an informal chat to one of our Managers or Committee Chair. Staff are always willing to talk to parents or carers at the beginning or the end of a session. If it is more appropriate, an appointment can be made. If you do not feel that you have had a satisfactory outcome to your concerns, then you may put your complaint in writing to the Committee Chair or our Regulatory Body (Ofsted). All staff and the Committee are fully committed to confidentiality regarding any matters relating to children or adult members of the group.

OFSTED
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Royal Exchange Buildings
St Ann's Square
Manchester
M2 7LA

Tel: 0845 6404040

Contact Us

If you need to contact us, please use the numbers and email addresses below:

- Telephone: 01223 830459 (please leave a message if no one is available to answer)
- Manager (Pippa Eccleston): manager@duxfordpreschool.org.uk
- Business Manager (Natalie Hanlon): businessmanager@duxfordpreschool.org.uk
Committee Chairperson (Steve Burgess): committee@duxfordpreschool.org.uk