



# Prospectus

Marlow Bottom Pre-school CIO  
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[www.marlowbottompreschool.org.uk](http://www.marlowbottompreschool.org.uk)

Registered Charity No: 1155265

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# **Welcome to Marlow Bottom Pre-school Charitable Incorporated Organisation**

## **1 About the Pre-school**

Marlow Bottom Pre-school CIO is a happy, warm and friendly pre-school where children can thrive and learn under the supervision of trained, caring and competent staff.

### **1.1 Our Aim**

To advance the development and education of pre-school children and to encourage their independence and self-confidence through the provision of equal learning opportunities within a safe, secure and caring environment.

### **1.2 What we provide**

Marlow Bottom Pre-school CIO is a popular and successful pre-school catering for the needs of children between the ages of 2 and 5 years.

The pre-school is open from 9.00 a.m. until 12.00 p.m., Monday to Friday and Monday, Tuesday, Wednesday and Friday afternoons, 12.30 p.m. to 3.30 p.m. We also have a lunch club on Monday, Tuesday, Wednesday and Friday from 12.00 p.m. to 12.30 p.m.

The pre-school is registered to accept 28 children in each session.

Our high ratio of at least 1 adult to 5 children for 3 – 5 year olds and 1 adult to 4 children for our 2 year olds enables us to provide individual attention to each child.

## **2 Our History**

Established in the early 1960s, the pre-school was opened in the Village Hall to provide a happy and stimulating environment for the children of the community. In 1990, the pre-school became a parent-run pre-school and achieved charity status shortly afterwards.

## **3 The Venue and what it has to offer**

Marlow Bottom Pre-school CIO is held at the Village Hall, which is situated on the Marlow Bottom Road next to the Barn Club. The hall is light and spacious, and is large enough to accommodate all the vital equipment required by the pre-school to provide a wide variety of activities for the children, e.g. a large climbing frame, sandpit, water play, dough, sticking and craft table.

We have a large kitchen which is used for cooking on a weekly basis with the children either individually or within small groups.

The cloakrooms are always clean and consist of two girls' toilets and one boys' toilet and one urinal. We have nappy-changing facilities on-site and our staff are happy to continue any potty-training routines that are being used at home. We also have disabled facilities.

Behind the hall there is a large enclosed garden which has an area of soft rubber playground safety surface and artificial grass enabling us to use the garden all year round. We have a large wooden outdoor climbing frame.

The pre-school is surrounded by protected woodland providing a source of materials for projects on nature study and the environment. This enables us to offer Forest School sessions, forest school helps to develop confidence and self-esteem through hands on learning experiences in the woodland setting..

There is ample car parking to the front of the Village Hall and in the Barn Club car park.

The shops situated across the road provide the children with opportunities to explore various topics they have been studying, e.g. 'looking at different foods', 'what happens in the Post Office'.

## **4 The Curriculum and Activities**

Parents are encouraged to visit the pre-school with their child before they start so that they are familiar with the pre-school and can see us in action. It is also a great opportunity to get answers to any questions they may have. The following is an outline of how we structure the children's time, and the key educational guidelines that we follow.

### **4.1 The Curriculum**

Our curriculum is prepared and planned in accordance with the Statutory Framework for the Early Years Foundation Stage. This comprises two areas:-

Prime areas:

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

Specific areas:

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

The pre-school provides daily session plans, and weekly, half-termly and termly curriculum plans. Daily session plans are tailored to meet the individual child's needs. A copy of the half-termly curriculum plan is sent to parents so that children may be encouraged to participate by bringing in items for 'show and tell' and for the interest table.

## 4.2 Activities

We offer each child the chance to learn through play. This means that the children are learning whilst having fun. With the support of trained, caring staff, they develop an understanding of themselves, of others and of the world around them.

### 4.2.1 Morning Sessions

Children can choose from a variety of structured activities designed to enable them to achieve the Early Learning Goals and which are planned within a themed curriculum. Activities include climbing, role-play, puzzles, painting, chalking, gluing, threading and reading. As our activities relate to a theme, the role-play area may become a hospital, post office, travel agent or a shop as appropriate.

We provide a daily variety of healthy snacks and drinks for the children during the morning and afternoon sessions. Show and tell, keep-fit, music, drama, team games, cooking, gardening and road safety are just a few examples of activities incorporated into the curriculum.

Story-time is a group activity which provides an ideal opportunity to discuss the morning's activities, find out what has been learnt and for the children to talk about their latest news.

During the morning, small groups of children join a member of staff to cover aspects of the curriculum, through the use of games and other activities. Children progress at different rates and are given the opportunity to work within their own levels of achievement.

Every child is encouraged to explore our extensive range of books in the book-corner, to become familiar with them, and to understand their use as a source of stories and pictures and as a reference, with staff support.

We invite people from the community to visit us to discuss their jobs, interests, etc. with the children. Policemen, firemen, florists, vets, nurses and dentists are just some of the people who have visited us in the past.

### 4.2.2 Afternoon Sessions

Children are encouraged to transfer to the afternoon sessions during the school year in which they become 4 years old. During the afternoon sessions the pre-school provides:

- An excellent opportunity for your child to play and work alongside other children who may soon become classmates.
- A specially tailored curriculum for older children which includes:

- activities which promote independence, e.g. practicing taking off shoes and coats in preparation for school
- music – identifying rhythms and tones
- activities which improve listening skills
- lateral thinking games
- complex construction toys, providing simple motor skills, mathematics, problem-solving strategies, etc.
- discovering science – sinking, floating, measuring and weighing
- letter and number skills leading to phonics and the concept of numbers
- team games using physical skills, learning to work together as a team, taking turns and sharing
- complex puzzles, jigsaws and board games
- drama and active participation of story-telling to promote self-confidence and communication skills
- 1:1 activities providing the essential learning skills required for school, including using computers.

We work very closely with Burford School and in particular with the Reception teachers. This way we can be sure that all our children leave us ready to start school with confidence, skills, and the ability to handle the change of environment, structures and processes that this big step entails.

We also work with parents to help them understand how to prepare both themselves and their child for this next exciting step.

### 4.3 Keyperson

We recognise that parents play the most vital role in the education of pre-school children and believe that it is important for pre-school staff to work closely with parents in order to provide the best facilities and opportunities for learning; and to ensure that all children are supported in achieving their full potential.

To help this partnership, each child is assigned a keyperson. This enables parents and staff to communicate and exchange information about their child. Observation and assessment records are kept by each keyperson which are used as a basis for drawing up a learning plan for each child. All records are strictly confidential. These records are given to the next setting the child will attend, but parents can have access to these records whenever they wish. Parents are encouraged to discuss their child's progress and achievements with their keyperson whenever they wish. We have an Open day held annually in the summer term on a Saturday to enable parents to meet their child's keyperson and discuss their progress.

## 4.4 Special Needs

Our high staff to child ratios enable us to provide individual attention to each child. Every child, with or without additional needs, is encouraged to progress at their own rate with the help of planning and record-keeping.

One member of our staff has special educational needs training, and is our Special Educational Needs and Disability Co-ordinator (SENDCo). We are able to liaise with all relevant professionals including therapists, health visitors, psychologists, social workers and paediatricians, regarding a child's special needs. Our keyperson and record-keeping system enable us to monitor each child's needs and report back to parents on progress, with the help of Individual Education Plans (IEPs).

Please speak to the Pre-school Manager or SENDCo for further information on our ability to meet your own child's special needs. Our Equality of Opportunities Policy is available for you to read.

## **5 Educational Institutions & How we work with them**

### 5.1 Buckinghamshire Early Years

We are registered with Bucks County Council Education Department to receive funding for our three and four year-olds. We also accept 2 year olds who are eligible for the Two Year Old funding. This funding comes direct to us from the Education Department.

This department also communicates changes to educational guidelines as well as providing help and support on implementing the curriculum.

### 5.2 Early Years Alliance

The pre-school is a member of the Early Years Alliance ([www.eyalliance.org.uk](http://www.eyalliance.org.uk)) which is a national educational charity with more than fifty years' experience working with pre-school children. Their aim is to promote high standards of quality care and education.

### 5.3 Ofsted

The pre-school was inspected by the Office of Standards in Education (Ofsted) in June 2017. The Report and Action Plans are available to read on our website. All parents/carers receive a copy of the report when we are inspected.

## **6 Links with other groups**

We maintain close links with Burford School in Marlow Bottom. In the summer term, as part of a pre-school session, children going on to Burford School are invited to visit the School to look around and to meet their new teachers. The teachers also visit Pre-school before the children move onto school.



## **7 Fees and Funding**

### **7.1 Funding**

Every child is entitled to receive free early years' education from the term after their third birthday until the end of the term in which they have their fifth birthday. Every eligible child is entitled to access **15 hours** of free early years' education per week over a 38 week period per year.

To enable children to access the full 15 hours per week of free early years' education, Marlow Bottom Pre-school CIO sessions are 3 hours long.

- Morning sessions are 9.00am – 12.00pm
- Afternoon sessions are 12.30pm – 3.30pm
- Lunch club is 12.00pm -12.30pm and is available to children attending a morning or afternoon session.

The 15 hours per week of funded education may be taken by attending one 3 hour session per day. However, it can also be taken flexibly, and can include Lunch club. For example, 13 hours can be taken by attending two full-day sessions, or 15 hours can be taken over three days. Only funded children are able to attend full-day sessions.

Our priority is to provide every funded child with their full entitlement to free early years' education. This may limit our ability to offer any extra hours beyond the free entitlement, should this be requested.

From September 2017, the government extended the 15 hours to 30 hours to help eligible families with 3 and/or 4 year olds start back into work or to extend their working pattern. To be eligible for the 30 hours, you have to meet certain criteria;

- Both parents are working (or the sole parent is working in a lone parent family), and each parent earns on average; (A weekly minimum equivalent to 16 hours at the National Minimum Wage (NMW) or the National Living Wage (NLW); (You do not need to actually work 16 hours per week, but your earnings must equal at least 16 hours work at minimum wage / national living wage. This equates to a minimum income requirement for a parent/carer over the age of 25 of £120 a week) and
- Both parents each earn less than £100,000 per year.

If your child is eligible and you wish to use your entitlement for 15 or 30 hours of funded education, we will ask you to complete a Parent/Provider Agreement for Free Entitlement. This needs to be completed as it records your child's eligibility to a free place and sets out the days and hours you have agreed your child will be attending. These forms are sent to the parents of eligible children before the end of the previous term and are required to be filled in to ensure that we can claim funding on your behalf. Parents are also asked to supply evidence of the child's date of birth e.g. passport or birth certificate. Buckinghamshire County Council will then pay us for the hours your child attends.

Please be aware we are only open for 29 hours per week and so will be able to offer 29 hours per week of free childcare to some eligible families. We will limit the number of families who can receive this offer so that we continue to operate as a preschool that can serve the community and be available to children from the age of 2.

We also take 2 year olds who are in receipt of funding.

## **7.2 Fees**

For children under the age of 3, we charge £6.00 per hour. Older children are charged at £5.70 per hour for sessions which are not funded. These charges are from September 2017.

Pre-school fees for non-funded children are invoiced half termly at the beginning of the each half term. For funded children the invoice will be sent out at the start of the term.

We prefer payment to be made online, but we also accept payment via cheque or childcare vouchers.

Sickness and holidays taken during the term must be paid for so that we can keep your child's place open.

Fees will be charged from the agreed start date and for the sessions originally agreed in the joining letter.

## **8 Staff**

We are very proud that our staff are extremely dedicated, caring and hard-working.

We are lucky that some of them are parents whose own children attended our pre-school and we feel that this experience helps the way in which they deal with the children, support each other and work as a team with the Committee.

At present we have nine members of teaching staff plus an administrator who deals with the waiting list, fees and funding.

A number of our staff have qualifications in early years' education, childcare, food hygiene, first aid and epi-pen training. As a member of the Early Years Alliance we are committed to an on-going staff training programme.

## **9 The Committee**

The pre-school is managed by an elected parent committee which ensures that major decision-making is made by parents whose children attend the pre-school. The committee is the employer of all pre-school staff and is responsible for ensuring that the pre-school is run efficiently and effectively.

The committee consists of three officers – Chairperson, Treasurer and Secretary - who are nominated by the outgoing committee at an Annual General Meeting held in October. Other elected members have specific duties, i.e. fundraising, public relations, website and marketing,. All parents are welcome to participate in committee meetings – it gives you a chance to be involved with the discussions and decisions, and understand more about how pre-school works.

The committee meet at least once every half term to discuss any issues that may have arisen, organise fundraising events, discuss accounts, agree new policies, amend existing policies and make any necessary changes to the organisation of the pre-school.

If you are interested in becoming a committee member, or supporting the committee in any way, please speak to either the Chairperson or Pre-school Manager. The County Council offers training to parents who play an active role in the committee.

## **10 Fundraising**

The pre-school is a charitable, non-profit making organisation. Whilst fees and funding cover our running costs, they do not provide all the funds we need to maintain and improve the pre-school.

Therefore we hold a number a variety of fundraising events throughout the year to raise money that goes towards the purchase of new equipment and improvements to the pre-school.

Typical fundraising events that we run are our annual Balloon Race and Christmas Bazaar, sponsored activities for the children to take part in and quiz nights or race nights for the adults to take part in. We also look for other fundraising initiatives that don't always require people digging into their pockets. For example we have recycled clothes, books, CDs and DVDs and also printer cartridges.

## **11 Key Information for Parents**

### **11.1 Admissions**

We have an Admissions Policy and priority is given to families in Marlow Bottom. If we have space available we will take children from outside of Marlow Bottom, and will consider factors including having a sibling at Pre-school, length of time on the waiting list, distance to pre-school, and family connections or a sibling at Burford School.

For further information please contact the Pre-school Administrator or see the website.

### **11.2 Settling your child into Pre-school**

We strongly encourage accompanied visits to pre-school for several weeks prior to the agreed start date. This will enable you and your child to become familiar with the pre-school, participate in the activities during the session and meet your child's Keyperson. Our experience shows that this helps your child to feel secure and confident on their first day and eases the transition of being separated from you.

### **11.3 Starting Pre-school – the First Day**

We recommend that you bring your child into pre-school at 9.15 a.m./12.45 p.m. on their first day. It is quieter at this time and your child's Keyperson will be able to dedicate time to your child so that you may leave them and feel confident that they are settled, secure and happy to enjoy their session.

Children should wear appropriate clothing that is comfortable and washable. Simple clothes, which they can undo themselves, will enable them to get to the toilet when they want to so that they will not feel dependent on staff helping them. All bags and coats should be clearly labelled with your child's name.

We do take children who are still in nappies and we will continue with any potty training that you are doing at home.

### **11.4 Delivering and collecting children**

We operate a signing in and signing out system. Parents/carers are required to write in the register the name of the person who is collecting their child at the end of the session. If this should change during the session, staff must be advised by telephone.

### **11.5 At the end of the session**

Children's paintings, other work and letters are placed under their nameplate for parents/carers to take home.

### **11.6 Behaviour and Discipline**

We aim to provide an environment in which all our children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Behaviour that might cause injury to themselves or others will be discouraged.

We operate a Behaviour Management policy and the rules regarding behaviour in pre-school are explained to each child. Staff will ensure that these rules are applied consistently.

### 11.7 Parents' Involvement

We welcome parents to spend time with their child at pre-school so that they can see how their child's time is spent. Parents are welcome to help in pre-school on a regular basis, to join the committee and become involved in the running of the pre-school. DBS (Disclosure and Barring service) checks are required by all paid staff, volunteers and committee members.

Parents may also help in many other ways; for example reading, baking, mending, photocopying and helping at fundraising events.

### 11.8 Health and Safety

The health and safety of our children are of paramount importance. A well-equipped first aid box is available at all times. Pre-school staff are trained to administer life-saving medication, e.g. epi-pen for children with allergies, but will only do so with prior written permission from parents and details from the family doctor regarding dosage and administration instructions. Pre-school staff should be notified of any specific requirements before your child starts. If your child should have an accident whilst at pre-school it will be recorded in the Accident Book which you will be required to counter-sign.

In accordance with Safeguarding guidelines, you may be required to give an explanation if staff see any unexplained bumps or bruises on a child.

Parents/carers are requested to keep their child at home if they are unwell or have any infections and should inform pre-school as to the nature of the illness so that other parents can be alerted as necessary. Children should not attend pre-school within 48 hours of any bout of vomiting or diarrhoea.

In the garden we provide a shady area where the children can play away from the glare of the sun. Parents should provide their child with a named sun hat and apply appropriate sun block cream to protect their child's skin before arriving at pre-school. In the winter months, parents are requested to provide appropriate clothing for outdoor play.

### 11.9 Visitors

Visitors are asked to sign the Visitors' Book. All children visiting who are not registered with the pre-school must be accompanied by, and remain under the supervision of, their parent/carer.

### 11.10 Parking

All visitors to the pre-school are kindly requested to park in the allotted car parking area and Barn Club car park. If you wish to park directly outside the hall please check with us first since priority is given to those transporting equipment and people with limited mobility. The hall drive and gate should be kept clear for access by emergency vehicles.

### 11.11 Communication

Further information about pre-school events and activities will be notified to parents in our half-termly newsletter, on our notice board and by other specific letters or emails.

## **12 Policies**

We have the following policies which are all available to view at pre-school and on our website

- Admissions
- Aims and Objectives
- Behaviour Management
- Children under 2
- Complaints Procedure
- Confidentiality
- Definition of Terms
- Disciplinary & Grievance Procedure for Pre-school Employees
- Equality of Opportunities
- Early Education Funding
- Food and Drink
- Health and Safety
- Helplines and Referrals
- Illness and Injuries
- Lost or missing child
- Managing Medicines
- Non-Collection of Children
- No Smoking
- Notice of Leaving/Reduction in Sessions

- Outings
- Parental involvement
- Payment of fees
- Play
- Safeguarding/child protection
- Settling into Pre-school
- Sharing information
- Sickness
- Staffing and Employment
- Student Placement
- The Curriculum

## **13 Next Steps**

Thank you for taking the time to read this prospectus and for the interest you have shown in the Marlow Bottom Pre-school CIO. We welcome any feedback on your thoughts and impressions of us, our staff, the venue and the children within our care.

This prospectus provides a flavour of our pre-school's aims and policies, and we would be pleased to discuss all aspects of our pre-school in more detail with you personally.

Please let us know what you would like to do next – come and try a session, join the waiting list, or simply get started.