



Memorial Hall, High Street, Bovingdon, Herts HP3 0HJ
Telephone: 01442 834188



@BovPreSchool

Email: admin@bovingdonpreschool.co.uk

WELCOME TO BOVINGDON PRE-SCHOOL

CREATING A LIFELONG LOVE OF LEARNING

Monday-Friday: Pre-School Session: 9.00am-12.00pm
Lunch-Club for Upper Pre-School: 11.50am-12.20pm
Lunch-Club for Lower Pre-School: 12.00pm-12.45pm
Breakfast club: 8am-9am

Monday, Tuesday, Wednesday, and Friday: Afternoon sessions available 12.00pm-3.00pm

- A well-established Pre-School that offers top quality practice supervised by a committed team of qualified staff.
- Welcoming children from 2 years through to 5 years.
- Large, airy, and warm premises with spacious outdoor play area and garden
- Predominately child-led, outdoor learning
- Links with local community
- Links with Bovingdon Primary Academy including a Walk to and from School/ Nursery service
- **OFSTED rating: GOOD**

Our Aim:

The principle aim of our Pre-School is to provide a safe, caring and stimulating environment in a residential setting where children can learn and develop positively as individuals. We aim to provide children with confidence, resilience, and the ability to communicate effectively with each other and the team of qualified staff, therefore easing their passage into primary education. We are passionate about the benefits of child led and outdoor learning and dedicated to ensuring top quality practice and provision in line with the key elements of the National Curriculum. Our large indoor and outdoor areas provide the perfect environment for our children to develop into confident, happy learners.

Our Staff:

The Pre-School is staffed by a dedicated team led by our Manager Allie Barnes. We have an ongoing training policy for staff to ensure they are up to date with the latest developments in early years childcare and education. All contracted staff, working with the children, hold an up-to-date certificate for Safeguarding and Paediatric First Aid. All accidents are entered on an Accident Report form and will be signed by both a member of staff and counter-signed by the person collecting the child.



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Staff

Name	Position	Qualifications
Allie Barnes	Manager DSP	<ul style="list-style-type: none"> • Post Graduate Certificate in Education, • BA Honours Degree in Education Studies • Safeguarding • Paediatric First Aid
Megan Woods	Deputy Manager	<ul style="list-style-type: none"> • Higher Education Level 3 Diploma in Early Learning and Childcare NVQ • Paediatric First Aid • Safeguarding Children
Claire Tomlin	Early Years Practitioner/SenCo	<ul style="list-style-type: none"> • Bachelor of Arts Sociology with Social Policy, NVQ Level 3 in Play work • Paediatric First Aid • Safeguarding Children • SenCo
Janice Barnes	Early Years Practitioner	<ul style="list-style-type: none"> • NVQ Level 2 Early Years Care and Education • Paediatric First Aid • Safeguarding Children
Kelly Stocker	Early Years Practitioner	<ul style="list-style-type: none"> • Working towards Level 3 Early Years Educator • Safeguarding Children • Paediatric First Aid
Julie Bell	Administrator/ Early Years Assistant	<ul style="list-style-type: none"> • Safeguarding Children • Paediatric First Aid

Staff - continued:

In addition, we also employ several flexible staff on an 'as needed' basis. All our staff are required to obtain an enhanced disclosing and barring (DBS) check to ensure their suitability for a job involving childcare.

We work on the Ofsted adult to child ratio of 1:4 for children under three years of age and 1:8 for children over the age of three years.

An extra pair of hands is always appreciated, and children love to have a parent or grandparent helping. If you feel you may be able to spend some time helping during a session or doing preparation work at home, please contact the Manager or Deputy.



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Key Person

Our key person system gives each member of staff responsibility for a group of children. Each child then has one special adult that they can relate to, which can make settling in easier. Records will be kept of each child's progress which parents are able to view at request. Each parent will know who their child's key person is and will be able to discuss their child's progress or any concerns they may have. We always welcome parental input.

Admissions Policy

Children are admitted from the age of 2 years and may continue until they start their first term at nursery school. We operate a registration list based on a first come first served basis, however, it is not guaranteed that a child will be given a place at the Pre-School as soon as he/she is 2 years as it depends on the space available at the time.

Approximately one month prior to your child turning 2 years we will contact you regarding availability of sessions. If your preferred sessions are available, then we will provide you with details of a preliminary visit date whereby you will come along with your child for half an hour. This is currently provided on a one-to-one basis and aids the 'settling in' process. During the visit we will discuss the Early Years curriculum, which we incorporate into the sessions, your child's individual learning requirements and answer any questions you may have about the Pre-School. You will also meet your child's key person.

We recommend a minimum of two days attendance per week to start with, which can be increased in your child's second term, subject to availability.

Children with special educational needs are very welcome at the Pre-School and prior to allocating a place the overall layout of the Pre-School and its resources will be reviewed and if the needs of the child can be met, then a place will be offered.

Fees

We ask for an initial registration fee of £30 (excluding funded families) prior to enrolment and our session fees are as follows:

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| • Breakfast 8am-9am | £6.50 per session |
| • Morning Sessions 9am-12 noon | £17 per session |
| • Lunch-Club 12 noon-12.45pm | £4.50 per session |
| • Afternoon Session 12 noon-3pm | £20.50 per session (including Lunch-Club) |
| • All Day Session 9am-3pm | £33.50 (including Lunch-Club) |



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Fees – continued

Fees are reviewed annually, and our sessions are from 9am—12:00pm for Upper Pre-School with Lunch-Club from 11.50am until 12.20pm.

Lower Pre-School session times are 9.00am-12.00pm with Lunch-Club from 12-12.45pm. Sessions must be paid in the first week of term or in advance by bank transfer, childcare vouchers, or cheque on a termly or half termly basis.

Two-Year-Old Funding: The Pre-School is part of a Hertfordshire scheme for funding vulnerable children, and families in receipt of certain benefits may be entitled to receive help with their fees from the term after your child turns two.

Three- & Four-Year-Old Funding: The term after your child turns three you will automatically be eligible for the government Free Early Education Place of 15 hours per week. A Parent Declaration form is required to be completed to confirm the number of free hours your child is attending Pre-School.

The above 15 free hours can be split between two settings and can also include breakfast and lunch-club.

30 Hours Funding for 3- & 4-Year-Olds

This is available for some eligible working families who fall into the criteria and means that your child can be cared for throughout a school day if required.

Your child will be eligible for a nursery school place in September if they have turned 3 by 31st August and should they move on to a Nursery class at Bovingdon Primary Academy (located next door) then, with the additional 15 free hours, your child could continue at Pre-School during an afternoon, whereby, we will collect your child from Nursery at 12pm and walk them back for lunch-club and our afternoon session. This could be on either or all of our afternoon days (Monday, Tuesday, Wednesday and Friday).

To check eligibility for either the 2 year funding or the 30 hours funding please visit <https://www.hertfordshire.gov.uk/services/schools-and-education/childcare-and-advice-for-parents/free-early-education-and-childcare/childcare-and-free-early-education.aspx>



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Breakfast Club

We run a breakfast club for parents needing provision early and this is available for children aged 2-5 years of age from 8am. A breakfast of cereal and/or toast with either milk, fresh juice or water and a variety of fresh fruit will be available. Following breakfast, your child will join the morning session from 9am. If your child has an older sibling and attends the reception class or morning Nursery at Bovingdon Primary Academy, they are also welcome to join us for breakfast and a member of staff will walk them along to their classroom for the start of their day. The cost for breakfast club is £6.50 for children attending Pre-School and £7.50 for any siblings requiring the walk to school. Please note, the Pre-School's liability insurance only covers children on the premises up to the age of 5 years. Breakfast can be booked in advance, or you can email the Pre-School up to a minimum of 48 hours in advance for ad hoc days.

Lunch Club

Lunch club is available daily from 12pm—12.45pm. At lunch club the children can relax, eat their lunch, read a story, or play a game. It operates on a flexible basis so your child can stay regularly or occasionally to suit your needs. Lunch club is £4.50 and payable on the day or included in your initial invoice should you require this regularly.

Parents/carers to provide a cold packed lunch which does not include sweets/chocolate, fizzy drinks or anything which may contain nuts. In addition, to prevent a choking hazard, please ensure any small items of food e.g., cherry tomatoes, grapes are cut in half lengthways.

From September 2022 - Collection from Nursery (Bovingdon Primary Academy only) at 12 Noon

If your child attends Bovingdon Primary Academy nursery class from September 2022, your child can return to Pre-School during an afternoon session, and we provide a service, which includes a qualified member of staff collection your child from their classroom and walking them back to Pre-School for Lunch-Club and the afternoon session. This service is available on a Monday, Tuesday, Wednesday and Friday and costs **£20**, which also includes the lunch club facility from 12pm-12.45pm (cold packed lunch to be supplied by Parent/Carer).

Procedure for Collection of Children

Children are released only to the adults advised by parents on the Consent Form previously provided by you. Release to any other adult may occur with a written authorisation signed and dated by you, or by direct communication. We have a password system in place for this. Identification may be requested at any time.



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Toilet Training

We recognise that not all children have reached this stage at the point of joining the Pre-School. If a child is in the process of being trained at home, we are happy to help continue with it at Pre-School. Nappies/pull ups to be provided by parent/carer and a change of clothes in case of accidents.

A Typical Morning Session

08.00	Breakfast (inc. walk to school service for children attending Bovingdon Primary Academy)
09.00	Register
09.15	Free play (both inside and outside) /adult initiated activity
10.00	Snack
11.00	Outside Play or Indoor Physical Play
11.25	Collection of morning Nursery children from Bovingdon Primary Academy
11.45	Nursery Children prepare for lunch
12.00	Home time/Lunch Club
12.25	Walk up to Nursery
12.45	Home time
13.00-15.00	Outdoor learning

What Will Your Child Be Learning?

Your child will be participating in a range of both child and adult led learning activities which are planned to follow the Early Years curriculum. These cover communication, language, and literacy; problem solving, reasoning and numeracy; personal, social, and emotional development; knowledge and understanding of the world; physical development and creative development.

We believe that children learn best in an environment that they have helped to create and so encourage them to look after and develop our large Pre-School garden.

All children are offered equal opportunities in an atmosphere that reflects a balanced and coherent, progressive model of planned learning



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Uniform

All children at the Pre-School have the option to wear a t-shirt with the Bovingdon Pre-School logo on the colour of the designated key group. This gives the children a sense of belonging and protects their clothes whilst doing activities such as painting. A t-shirt is included in the initial registration fee and further purchases of t-shirts can be made at any time for £5 each. We ask that children attending Upper Pre-School and using the Walk to Nursery provision wear their Bovingdon Primary Academy nursery uniform.

Other Activities

Aside from our everyday activities the Pre-School regularly holds sponsored events, a Christmas Activity morning, and parties. We also visit Bovingdon Primary Academy to watch their Harvest Festivals, Nativity, and Easter Assemblies and at the end of each summer term we arrange a visit to the Academy for the children going up to the Nursery and for the Nursery Teacher to visit the Pre School.

We welcome visitors from the emergency services, e.g., fire fighters, police officers and parents or carers with a new-born baby or a new pet for the children to meet. As well as arrange for outside agencies to come along during a session to show/teach the children a variety of different things e.g., learning basic Mandarin, see and touch small animals.

Management and Fundraising Committee

Bovingdon Pre-School is a registered charity and a 'not for profit making' organisation, therefore, all income is put back into the business. It is run by a voluntary management committee and meetings are held on a regular basis to ensure the efficient operation of the setting. Also held are regular fundraising meetings, which are fundamental to the existence of the Pre-School and helps to keep fees to a minimum. New members on both committees are always welcome and we encourage parents to become involved with the Pre-School as much as they can.

Further Information

If you have any questions or would like to look around the Pre-School, please contact us on 01442 834188 between 8am-1pm or alternatively you can email us at admin@bovingdonpreschool.co.uk.

We also have a website at www.bovingdonpreschool.co.uk with further information and details of our policies and last OFSTED report. Join our Facebook page for regular updates on activities and events.