



WELCOME PACK

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Registered charity no.295055



INTRODUCTION

Welcome to Turvey Pre-School Playgroup.

Turvey Pre-School Playgroup has been looking after the children of Turvey and surrounding villages since 1969, providing a caring, safe and stimulating learning environment in which children can develop and progress at their own rate with the individual support that they need.

Turvey Pre-School is a voluntary-run group and is a registered charity. A committee of parents oversees the successful running of the pre-school whilst the day-to-day management is the responsibility of the leader, and our experienced team of staff all contribute to the care and learning of the children.

We are particularly fortunate that we sometimes benefit from having a volunteer join our sessions, usually someone who now has some time to give. Volunteers come in once a week to join our team and spend time with the children, adding another dimension and level of support, and of whom the children become particularly fond. The result is a friendly, family atmosphere that gives children a gentle introduction to spending time away from parents.

The Pre-School is registered with Ofsted. You can read our reports on our website or via <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/219100>.

The Pre-school is a member of the Early Years Alliance and a registered early years provider with Bedford Borough Council.

***** (see later section on Funding and Fees).

We have exclusive use of a historic building in the centre of the village at the rear of which is an enclosed outdoor play area and a garden area to the front. This enables us to have a wide range of indoor and outdoor equipment, resources and experiences available to the children.

Parking is available most days for dropping-off and collection courtesy of the Village Hall.

Please take care when using the car park and be aware that priority is given to village hall users. Please be aware that pre-school parents cannot always use the car park if the hall is booked. An email may be sent to tell you this and/or a noticeboard displayed at the car park entrance at these times.

AIMS OF TURVEY PRE-SCHOOL PLAYGROUP

At Turvey Pre-school we aim to support children's learning and development through play. The age range of children attending our setting means that they will all be developing different skills and learning new concepts at different times. Their learning is holistic and they need a varied range of experiences to enable them to learn in their own individual way. For this reason we offer a mix of play-based activities and experiences, which each child explores in their own unique way so that they can achieve the next step on their ladder of learning. We also offer some adult-led activities with a particular focus of learning, often aimed at supporting specific skills or learning.

Our aims are:

- To provide your child with a safe and caring environment that is also secure and stimulating, and that will encourage and support their individual development.
- To enhance the learning and development of your child through play, through child-led/adult-led activities, and through planned/unplanned activities.
- To offer equality of opportunities and access for all children and families, and to respect and reflect the range of families and cultures our children come from.

HOW IS THE PRE-SCHOOL RUN?

As stated earlier, day-to-day running of the pre-school is the responsibility of the Leader, assisted by her Deputy. Between them they cover the week so that a senior member of staff is invariably there. The Leader reports to the committee to keep them informed of anything relevant. The pre-school is supported by a committee of volunteers, usually parents, and oversees its successful running.

COMMITTEE

This is your child's pre-school and you and your family are very much a part of it. The committee plays a vital role and is well worth taking part in. Being a committee member is a great way to become involved in your child's pre-school. It means you can have input to the pre-school and play an important role behind the scenes, taking part in discussions and decisions. It also gives you greater insight into the workings of the pre-school and can offer you experience to put on your CV. You can join our committee at any time of the year though often people join at our Annual General Meeting, when we review the past year. Please ask if you'd like to know more.

The committee supports the leader and staff team and is involved in major decision-making to ensure the success and sustainability of the pre-school. This includes future development,

finances, maintenance and repairs and fundraising. Meetings are held once every half term, every 6-8 weeks. The Pre-school Leader and Deputy Leader attend committee meetings and work together with the committee. The committee also helps at the Christmas Nativity and Party and may also help with planning occasional outings further afield.

The committee is elected each year at the Annual General Meeting in October/November and all parents are invited and encouraged to attend. Anyone can join the committee and is encouraged to do so. Without a committee and officers, Pre-School cannot operate and would have to close. The committee is responsible for the overall management of the group. For more ways to help out see later section on Getting Involved.

PRE-SCHOOL SESSIONS

Pre-school sessions are open to all children from the age of 2 years up to school age. When your child starts pre-school, we recommend beginning with two sessions per week. You may later wish to increase their sessions and we are happy to discuss any such changes. Of course you may want your child to start with more sessions but whatever your requirements, we will discuss this with you. Please be aware that we may not always be able to offer the sessions you want but we will always do this if we can. At times there may be a waiting list for places.

We are open every day during term-time and usually follow Bedford Borough term dates. We aim to offer flexibility with the range of sessions available - mornings, afternoons or all day. We are always happy to discuss how we can best meet your needs with regard to sessions for your child. Pre-school opening times fit within local school times and are as follows:

Monday	9 00 – 12 45 pm
Tuesday - Friday	9 00 – 3 00 pm

We usually offer two available drop-off times in the morning (9am or 9.30am), for a session of either 2.5 hours or 3 hours. Afternoon sessions run from 12 noon until 3pm (this includes lunchtime). Below are the various possibilities available to you.

session times	lunch	MON	TUES	WED	THUR	FRI
9.00am-12noon (3hrs)	excludes lunchtime	✓	✓	✓	✓	✓
9.30am-12noon (2.5hrs)	excludes lunchtime	✓	✓	✓	✓	✓
9.00am-12.45pm (3.75hrs)	includes lunchtime	✓	✓	✓	✓	✓
9.30am-12.45pm (3.25hrs)	includes lunchtime	✓	✓	✓	✓	✓
9.00am-3.00pm (6hrs)	includes lunchtime		✓	✓	✓	✓
9.30am-3.00pm (5.5hrs)	includes lunchtime		✓	✓	✓	✓
12noon-3.00pm (3hrs)	includes lunchtime		✓	✓	✓	✓

Your child can attend as many sessions as you wish, subject to availability. If your child is funded, fees are payable if they attend over and above their funded hours per week. Please

see the section on Funding and Fees for more information. Each day children can stay for lunch regardless of whether they attend morning, afternoon or all day. Lunch runs from 12 noon until 12.45pm. Please see the section on Lunches for more information.

In addition, we offer extended childcare through our Before/After School Club, which your child can attend from the age of 3 years on a regular or occasional basis. (see later section).

AD HOC SESSIONS AND LUNCHESES

Provided we have space, your child can attend an extra session or lunch session on top of their regular attendance if wanted, eg if you have an appointment or change to work hours. To find out, ask a member of staff who can check and confirm if there is a place available and will book your child in for that session. Invoices for ad hoc sessions are sent each half term and should be paid immediately you receive them.

SETTLING IN

Once you have agreed with us when your child will attend, we will confirm to you details for joining. The joining process usually involves a home visit when the pre-school leader visits you at home for an informal chat to meet you and your child and get to know more about them, as well as to let you know more about the pre-school. Your keyperson will also come on this visit if practical (see later for more about the keyperson role). This means they can start to build a relationship with your child, which is vital to helping with settling in.

The home visit is followed by an introductory visit for you both to the pre-school. You will again meet your keyperson (if not possible for the home visit, this will be your first meeting) and help them to build a picture of what your child can already do plus spend time at a session to see it for yourself, and meet other staff too. After that, your child will start according to the settling-in process we will have agreed.

The settling-in process may be different for each child. You know your child best and we will talk about how you might like to do this at your home visit. You can also talk about this at your introductory visit and discuss further how best we can help your child settle. They are all unique so what suits one may not suit another! We aim to be flexible as it is in all our interests for your child to settle as quickly as possible and have successfully used several different ways of helping children to settle. A settled child is a happy child, who can move forward in their learning process and enjoy their time here.

If you are concerned about how your child is settling, please do not go home and worry. You can always ring us later in the session to ask how they are getting on, and of course you can speak to your keyperson or another member of staff at the end of a session. If your child is

really distressed, please be assured that we would contact you as it is in no-one's interest, least of all your child's, to be very upset. We would also talk further with you if we felt the settling-in process needed to be reviewed. Please ask to see our Settling-in Policy if you wish.

WHAT TO BRING AND WHAT TO WEAR

What to bring – please send your child with the following:

- a named water bottle, which we can re-fill as needed
- a named bag (please label clearly on the outside) with a full change of clothes in plus suitable clothing, eg sunhat or extra layers, as needed for the weather at any time of the year
- nappies and wipes should also be in the bag if needed for your child,
- plenty of spare underwear if toilet training
- a packed lunch if staying for lunch

No toys from home should be brought to pre-school but a comforter can be useful for some children to help with settling in. Please discuss this with us – a comforter can be put in their bag to be available as needed.

What to wear - children need to wear suitable clothes which they can get messy in without worry and can easily be removed by your child to encourage independence, eg when using the toilet or potty. Please don't send your child in their best clothes – it will only be frustrating if paint won't come off. Pre-school sweatshirts and t-shirts are available to buy – please ask about this and please put names in them if you do get them.

Your child will need clothing and footwear suitable for the weather and for indoor/outdoor play so please remember to bring a coat/raincoat/jumper etc. Outdoor and warm clothing is especially important to remember if travelling to pre-school by car.

In winter, warm coats, hats, gloves, scarves are the order of the day – whatever your child needs to be warm when playing outdoors. Raincoats and welly boots are needed for wet weather. Wellies can be left at pre-school so they are always available. Names in coats and boots are really helpful, so do please label them.

In summer and hot weather, please ensure your child has a sunhat and please apply sun cream to your child before arriving. Staff can apply suncream later in the day – please send this with them. Loose, light-coloured clothing is best and tops that cover shoulders. Long sleeves/trousers are ideal to protect your child's skin.

Sensible and safe footwear is also advised throughout the year – flip flops and open-toed sandals in summer don't work for running about or other physical play. Again, shoes that your child can manage for themselves will boost their growing independence.

PRE-SCHOOL ROUTINE

Arrival and collection of your child – the door is opened at 9 am and 3 pm and also at 12noon and 12 45pm for you to drop-off or pick up your child. Please wait outside until the door opens, or ring the bell if you arrive later than 9am or collect before 3pm. Please drop your child off and pick them up at the door –this works very well for the children by enhancing their independence and building their confidence. When settling in, you may prefer a different approach for your child initially – please do discuss this with us.

We encourage you to deliver and collect your child promptly from pre-school. It also sets good habits for starting school. If you are delayed for picking up your child, please phone us to let us know – it saves anxiety all round! This is also a time when other contact numbers are important as we may need to contact someone if we haven't heard from you and can't contact you.

If you have arranged for someone else to collect your child, please tell us and sign the collection sheet to give your permission and details of who is collecting, or phone to let us know if arranged later. Anyone collecting your child should be over 16 years of age and be listed as authorised to do so on your registration form. You may wish to bring them along to introduce them to us before they collect on their own, or you can give them the password you have created. Having ID on them will also be useful.

Coming into pre-school your child is supported to find where to put their water bottle and lunch bag (if staying), to hang up their coat (each child has a named peg) and bag, wash hands and then find their name card among the group on the table and put this on the door (self-registration). Name cards have a coloured shape as well as your child's name except for children in their last term. They then go to play and engage with activities, choosing what they'd like to do.

Snack-time – 10am and 2pm are our two snack times. A member of staff oversees this, and a specific area is used for snack. They will be offered a range of snack throughout the week. Giving children the variety of food groups. Each child is entitled to an amount of free milk and this is offered at snack-time. Alternatively, they can drink water.

Group time, story and singing – towards the end of the morning and afternoon, everyone is encouraged to help tidy up and we then come together as a group on the carpet to enjoy a story, sing songs or do music and movement, tell a story or talk.

Lunchtime – children all wash their hands before lunch and collect their lunch bag and water bottle before finding their name at a table. Children sit together in small groups with a member of staff joining them to supervise and help as needed. We encourage healthy eating and would encourage you to provide healthy choices in your child's lunch.

In between these parts of the day, children are free to choose what they would like to do in terms of playing indoors/outdoors and what activities they prefer. All children are asked and encouraged to come to the adult-led activity.

KEYPERSONS

Your child will have a keyperson allocated to them when they start. The main thing to remember is that your keyperson will be there for both you and your child through their time at pre-school. A keyperson is a member of staff who has responsibility for a particular group of children, looking after their individual needs and ensuring they are met, being a main point of contact for you, and keeping your child's records. Key to this role is building a strong relationship with your child and with you so that we can work in partnership to help your child be the best they can be.

If you ever have any questions or concerns about your child, please feel free to speak with your keyperson. You can do this at the beginning or end of a session or arrange a mutually convenient time to speak with them. At the end of each term your keyperson will share with you what we have noted about your child's learning and development. We also usually hold a parents evening in the Spring Term to give you opportunity to talk further with your keyperson. However, please remember you can do this at any time if you wish to.

Your keyperson does not work exclusively with her group of key children but does build a good relationship with each of her key children and is there to support them while they are at pre-school. Occasionally, we also operate a 'buddy' system, where there is a second member of staff to be there for your child. This may happen following discussion with you and based on when your child attends and when their keyperson is there.

NAPPIES AND TOILET TRAINING

Whatever stage your child is at, we are here to support them. Members of staff will change nappies (all staff are DBS-checked to enhanced level) but please bring the necessary supplies in your child's bag. Nappies are changed as needed but are always checked late morning and late afternoon and changed then if they haven't been in between.

When your child reaches potty or toilet training, staff will encourage and support them. We will work with you in the way you are doing this at home. We are also here to support you, to discuss toilet training or give advice – we know it can be a difficult time!

ILLNESS

For the benefit of all children, and the pre-school staff, we do ask that you keep your child at home if they are at all unwell. A child who is feeling unwell needs to be at home to receive the attention they need, and also to prevent germs from spreading to the rest of the group.

If your child appears to be unwell while with us, we will call you to ask you to take them home. After any sickness, diarrhoea or fever, we would ask for your child to be kept away for 48hrs after it ceases. If in any doubt, please ask a member of staff.

As stated earlier, please don't give your child Calpol before coming to pre-school – it will keep them going but mask symptoms and possibly spread illness. If you think they need Calpol, they need to stay at home.

Children's Well-being

Turvey Pre-school is dedicated to providing and promoting physical activity and healthy eating as part of the child's well-being. This will be achieved by all staff at Turvey Pre-school promoting and providing activities for children to learn through play.

We will inform parents/carers and staff about nutrition, mealtimes and physical activity at Turvey Pre-School. It is to help, support and cater for individual needs to promote healthy eating and physical activity in a relaxed environment.

Healthy eating

Turvey Pre-school is a NUT free Pre-school.

Snacks and mealtimes are an important part of the day, children are sociable and learn about healthy eating at mealtimes.

All snacks, meal and cooking activities will be nutritious and balanced for a healthy balanced diet and fresh drinking water will be available for children at all times during their session, inline with the early years statutory framework (EYFS).

Food handling

Turvey Pre-School will follow all guidelines to prepare food on site. All staff handling food will have food hygiene training. As defined in our health and safety policy Food will be prepared in line with the NHS eat well guide.

Dietary requirements

Children with dietary requirements, food allergies and food preferences will be adhered to. Before a child starts at Turvey Pre-School, they will be required to fill in a registration form, with a section on dietary requirements, for the setting to have prior knowledge of dietary requirements, food allergies and preferences. All dietary requirements of children will be displayed in the kitchen area and at the snack area.

If there are changes to a child's dietary requirements it is the parents/carers responsibility to inform Turvey Pre-School immediately for changes to take place at the setting.

Lunch boxes/food from home

All children attending Turvey pre-school will be required to bring in lunch.

Lunch boxes will be stored in the kitchen on a shelved rack. An **ice block/gel** pack will be needed in the lunch box. This is due to limited space in the fridge.

For safety and children's health the following should **not** be included in a child's lunch or snack:

- glass jars or bottles
- drinks with a high sugar content, pre-mixed or fizzy
- food with a high salt content
- sweets, chocolate, foods with a high sugar content
- foods which could cause a choke hazard e.g uncut grapes
- foods which may cause a known allergy e.g nuts (*Please refer to our Nut policy for full information*)

For guidance please refer to eat well guide include at the bottom go healthy eating.

If any foods from the above list is found in a child's lunchbox, it will be removed and sent home.

Turvey Pre-School will provide an alternative if the child does not have a sufficient lunch.

All food needs to be cut appropriately and in line with the food standards agency for preventing a choke hazard.

Please follow the link for advice

https://www.food.gov.uk/sites/default/files/media/document/Early%20Years%20Choking%20Hazards%20Poster_English.pdf

Lunch boxes are monitored, if a child brings in a lunch which is high in fat/sugar/salt for extended periods of time, and does not have a nutritious value to their lunch, this will be discussed with parents/carers. Turvey Pre-School can support and recommend services available to support healthy eating.

All food consumed by the children at Turvey Pre-school is supervised to prevent cross contamination for food with children with dietary requirements and to prevent a risk of choking.

Guidance for lunchbox

- one portion of fruit
- one portion of vegetable
- meat, fish or other source of non-dairy protein e.g hummus or lentils
- starchy food, bread pasta or couscous
- dairy food, milk, yoghurt
- drink- water only (still)

All uneaten food from the child's lunch box will be returned home.

Nut free

Turvey Pre-School is a **nut free** setting. No nuts are permitted on the site. If nuts are found in the children's lunchbox they will be removed and returned to parents/carers at pick up time. This is be discussed with parents and advise given.

If there is a known allergy within Pre-school, all parents will be informed and parents will be asked for their support in limiting reactions, eg checking food labels before putting in lunch boxes.

Celebrations

Turvey Pre-School recognises the importance of celebrating birthdays and cultural festivals.

Birthdays - Children will have 'Happy Birthday' sang to them with our birthday cake tin with candles for them to blow out. This will happen at group time at the end of each session when a child has a birthday to celebrate. We will also speak with the birthday child and do an activity of their wishes, maybe party games, a special story or songs, or a cooking activity.

Turvey Pre-school does not permit sweets, chocolates, home baked goods (e.g fairy cakes) coming in to given out to other children from home. (Please refer to our celebration policy for full details)

Cultural festivals/celebrations

Turvey Pre-school will share foods from different cultures when appropriate.

Cultural festival/celebration:

- Harvest festival
- Eid
- Diwali
- Christmas

- Shrove Tuesday/pancake day

Information will be shared with parents/carers of cultural festivals/celebration Turvey-Pre-School will be taking part in.

Personal hygiene

All children will be required to wash their hands before snack, lunch time and any cooking/food prep activity.

All staff will follow food hygiene guidelines when washing hands before handing food and serving food.

All staff at Turvey Pre-school will follow this, they will encourage, support and promote healthy eating.

COMMUNICATION BETWEEN PARENTS AND PRE-SCHOOL

Talk to us - Staff are available at the beginning and end of sessions if you wish to speak with them. You may want to share anything we need to know for that day, or have a concern or question to discuss. We can arrange to speak more privately if preferred. For a longer chat, it's probably best to arrange a time with your keyperson. We are happy to arrange a phone call or meeting to discuss something specific with you.

Call us - During sessions you can phone us on 01234 888970 for any reason. We can usually answer the phone and there is often someone in the office to take your call, but this is not always the case. If we can't answer, please leave a message or call back.

Email - Email is the main way that we will contact you to let you know about things that are happening at pre-school. Emails sometimes include attachments. A copy of attachments can be printed out for you if you prefer, or in case of problems opening them – please ask. If you don't have email at all, or have difficulty opening attachments, please let us know.

You can also email us on admin@turveypreschool.org at any time, for whatever reason. Please be aware that we can't guarantee to pick up emails every day, so for something urgent or relevant to that day, please phone.

For a query regarding finances/invoices, email finance@turveypreschool.org

For more sensitive or confidential matters, email leader@turveypreschool.org
This email address is only accessed by the pre-school leader.

Please be aware that as the office is not manned all the time, we may not see your email immediately so there may be a delay in replying. For anything urgent, please phone as staff will answer the phone downstairs if they can when there is no-one in the office.

About your child - Your child's development record (scrapbook) will usually be sent home each term for you to look at. Please ask if you'd like to see it in between. You will also have opportunity to talk about your child's progress with your keyperson each term when they share your child's termly Learning and Development Summary with you. A parents' evening is held in the Spring Term. You can of course speak to us at any time if you wish and if you have any concerns please don't wait until these times. It is far better to let us know any concern at an early stage so we can deal with them and discuss any possible actions rather than wait for set keyperson meetings.

Other ways of keeping in touch:

- Committee members are often outside as parents themselves - feel free to speak to them. (We send out a list of committee members and their contact details after the AGM).
- Follow our Facebook page (Turvey Pre-school Playgroup) to see any updates shared on that.
- There is a green letterbox on the outside wall to the left of the door. Please use this if you have any correspondence (letters, annual survey, constructive suggestions or comments) for pre-school, committee, or staff.
- Once a year in the summer term we carry out a survey to seek your views and comments on the quality of provision at the Pre-School. We encourage you to complete and return this as it gives us an opportunity to know your views and to know what we can do to further improve.

LUNCHES, SNACK TIME AND FOOD-BASED ACTIVITIES

Lunches - Children can stay for lunch every day and lunchtime lasts 45 minutes (12 noon to 12 45 pm). This can be booked as part of their regular attendance (covered by funding or fees), or can be on an ad hoc basis, space permitting. Children bring a packed lunch and sit together with other children and staff to eat and enjoy a social meal. Obviously, there are various learning experiences here and it adds further to their growing independence.

As it says above, we follow a policy of healthy eating and promote this for packed lunches. We ask for your support in this so that together we can encourage children in learning healthy eating habits and choices and offer them the nourishment they need. For ideas for packed lunches, please ask for our information sheet.

Snack time- Milk is on offer to all children as they are eligible for free milk under the government scheme. Water is an alternative if your child doesn't like or can't drink cow's milk. (You may wish to provide an alternative).

Snack is provided by Turvey Pre-school. Our two snack times are 10m and 2pm. Children will receive a variety of snacks over the week. Snacks provided will include, houmous, cheese, soft cheese, bread sticks, crackers, rice cakes, oat cakes, wholemeal toast, pitta, yogurt and a variety of seasonal fruits and vegetables.

Different foods will be offered for am and pm snack. We will also ensure that as parents you are informed daily of the snacks that we will be offering.

Throughout the year we will offer celebratory foods for Chinese New Year, Eid, Christmas, Shrove Tuesday etc.

We will also try and include children preparing their own snacks where possible, making sandwiches, muffin pizza, soups, fruit or vegetable kebabs etc. This will then be adding to the learning aims for the children, teaching life skills.

We will use the snack time as an opportunity to talk about nutrition and realise that variety is key. We will plan weekly our snack offer and ensure that the same snacks are not served too frequently.

With Turvey Pre-school providing snack, we ask for a voluntary contribution from parents. We are suggesting £1.50 per week contribution. This contribution will be requested each half term. We aim to provide an enriched, quality, varied, healthy snack for all children to enjoy. The voluntary request will not be expected from families who qualifies for Early Years Pupil Premium (EYPP) or 2 year old family funding for low income families.

Food-based activities – again we reflect our healthy eating policy in these activities. We also take account of children's individual dietary needs, whether cultural or medical (please ensure you have put this on the registration form and keep us informed of any changes). We regularly cook with the children, varying the days to ensure all have the opportunity. Cooking may be linked to specific festivals or special times. We also do food-tasting at times.

FINANCES

FUNDING AND FEES

Funding and fees are our main form of income. When a child is funded, we don't make any additional charges on top of this for attending sessions, unless they attend more hours than they are funded for, or opt to pay fees. Fees are charged for those children who don't qualify

for funding yet, or who go over their funded hours, or for any ad hoc sessions. Together funding and fees have to cover our running costs (wages, utilities, supplies, maintenance etc).

You will receive a copy of our Fees Policy when your child starts pre-school. Please keep this for future reference but bear in mind it may be subject to change and is reviewed annually. Where fees are payable, we aim to offer flexibility to parents in terms of how and when they pay. However, we have a responsibility to ensure fees are paid in good time to ensure the financial stability of the pre-school. Please see below, and check our Fees Policy, so you know what to do. For any queries contact our Financial Administrator on finance@turveypreschool.org or phone.

Fees

- A £25 registration fee is charged for all new starters, payable before your child starts to confirm their place. It is refunded to you after your child has started or offset against fees.
- The time your child spends at Pre-school is charged by the hour, where fees are payable, at a rate of: £7.42 for 2 year olds and £6.75 per hour for 3 and 4 year olds (from April 2025). This is reviewed annually. Any changes in the hourly rate will be notified in writing to all parents via email.
- When you pay fees, an invoice is sent to you by email for the whole term, eg Spring Term invoice will bill for the whole term January to March. You should receive your invoice towards the start of each term. You will receive three invoices per year being September for Autumn Term sessions, January for the Spring Term sessions and April for the Summer Term sessions.
- Fees are payable within 14 days of receiving the invoice (see Fees Policy). Payment by instalments is possible and can be arranged. Our Administrator deals with invoices and payments. You should speak with her, or email, about how you prefer to pay once you receive your invoice. You can pay by bank transfer, tax-free childcare, childcare vouchers, or cash. To find out about tax-free childcare, go to <https://www.gov.uk/tax-free-childcare>.
- If children are absent due to holiday or sickness during term time, fees are still payable.
- If you have any problems with making payments, please let us know and we will work with you to find a way forward. Failure to pay fees may result in your child's place being withdrawn. Further action will also be taken to recover monies owed as we have a duty to ensure the pre-school has sound finances to cover its costs and remain sustainable.

Funding

Nursery Education Funding is available from the government and is paid to us via Bedford Borough Council. If your child qualifies for funding of any type, the application for funding is

made by Turvey Pre-School on your behalf, and each term you are asked to fill in the necessary funding form at the start of each term (we provide this). Below you will see key information about funding and the three types of funding that are possible.

- Funding is available for 2 year olds where criteria are met. You can easily check on-line to find out if you meet these criteria at childcarechoices.gov.uk. This is from the term after your child has their 2nd Birthday. If you/they are eligible, your child will qualify for up to 15 hours funding per week, ie they can attend pre-school for anything up to 15 hours a week at no cost to you.
- Funding for up to 15 hours per week is available for all 3 and 4 year olds. This is from the term after your child has their 3rd birthday. There are 3 cut-off dates through the year (31 March, 31 August, 31 December) and your child must have turned 3 years old before the cut-off date in order to qualify the following term.
- Funding for working families for up to 15 hours for 2 year olds and up to 30 hours per week for 3 and 4 year olds is available if the criteria is met. This funding is for working parents, many of whom qualify, and you can check your eligibility for this funding at www.childcarechoices.gov.uk. The same cut-off dates apply as for 15 hour funding. If you qualify you will need to register on-line and supply us with the relevant details on our consent form for us to check your eligibility. We have to check this through a secure on-line system. **In addition, you will need to re-register on-line by a date given to you, to re-establish that you qualify for the following term.**

For all funding types, if your child attends another pre-school or nursery or childminder, funding may be split between two settings.

You will receive a termly statement of funded hours. If your child attends more than their 15/30 hours per week, fees are payable at the rate given above and you will be invoiced in the same way as previously stated. You may occasionally wish your child to attend an extra morning/day on an ad hoc basis and this is possible, space permitting.

FUNDRAISING

Fundraising is very important for the pre-school and the committee do this along with help from other parents. In most years we aim to raise extra funds which are invaluable and enable us to provide such things as additional equipment for the children, entertainment at parties, occasional outings and carry out bigger maintenance tasks or improvements. (Fees and funding are to cover day-to-day running costs). Fundraising activities, therefore, not only raise valuable monies for us to spend directly on the children but also pay for necessary background projects that enhance the pre-school environment and ensure we maintain high standards of health and safety.

In recent years a major fundraising campaign was launched in order to raise funds to purchase the building we have leased for many years. All fundraising efforts went into this and with great support from the local community, we were successful in raising the £90,000 needed. Fundraising will now return to supporting its more usual range as well as much-needed building maintenance. Fundraising activities provide great opportunities to socialise together and offer events for the wider village calendar.

We welcome, and need, your support and involvement with fundraising so if you have any great ideas, have a flair for organising or just want to help out at events, or would like to help with fundraising in other ways, please let us know!

We do support other charities from time to time, such as Children in Need or Comic Relief, as a way of helping the children to learn about other children and their lives and to encourage a sense of doing something to help others.

WHAT WILL MY CHILD DO AT TURVEY PRE-SCHOOL?

Throughout their time with us your child is offered the support and encouragement they need as individuals. A wide range of open-ended activities is on offer that are accessible to children of all ages and stages of development. Our experienced and fully-trained staff team are there to help children get the most from activities to enhance their experience and learning opportunities. Your child can move around to activities of their choosing. Each day there is also an adult-led activity to support specific skills or learning, which is open to all children, though some are particularly encouraged to join this as these activities are planned with a focus on specific learning aims.

Some of the types of activities your child will have the opportunity to try while at Pre-School include messy activities, eg hand and feet painting, cooking, music and movement, various role-play scenarios (eg home, doctors, shop, cafe, post office), physical activities to promote building large and small muscle strength, making music, gardening, sand and water, mud kitchen, construction large and small, obstacle courses, running games, sharing books, yoga, different types of mark-making, junk modelling, number and shape activities.

Outdoor play is equally important and is available as much as possible on a free flow basis, ie children can choose to be indoors or outdoors. A varied range of resources is available both outdoors and indoors. Outdoors offers some additional opportunities, - mud kitchen, loose parts construction, racing and chasing, risky play. The front garden area offers some different possibilities to complement the rear playground and equipment we have there.

Weekly detailed planning by staff means we can respond to children's interests and needs, introducing activities that will support their learning and development. We offer activities related to the seasons and to different festivals from our own and other cultures, in particular those that reflect our children's family lives. We offer activities to support specific learning, eg maths. At times activities evolve from the children themselves, from their interests and learning that particular day or week. Often we are led by the children in this way.

Throughout the year, when possible, we go on various outings locally– to the local park and children's play area, walks around the village and local countryside. These are offered on different days and for some walks the invitation may be extended to all children and parents to offer as many children chance to participate in these pre-school activities as possible. No additional costs are incurred for attending such activities unless we are going further a field and admission charges are involved. Traditionally, we also hold a Nativity at Christmas, a Christmas party and, at the end of the summer term, a Teddy Bears Picnic for everyone.

PLANNING WHAT WE DO AT PRE-SCHOOL

All sessions are planned to provide a variety of activities, allowing the children to choose how they spend their time. All activities are planned with reference to the framework offered by the Early Years Foundation Stage (EYFS - see later for more on this). We plan occasional outings so that the children can explore the local environment more widely. Each day there is an adult-led activity that children are encouraged to take part in (but not made to!) as well as a wide range of other activities to choose from.

When we plan, we plan with the children very much in mind and take account of their interests and their learning and development needs. We hold a weekly staff meeting on Monday afternoons during which we plan for the coming week. Each keyperson talks about their key children - their next steps for learning (taken from their termly Learning and Development summary), recent observations that may reflect a child's interests or further next steps for learning. We also take account of any input from parents and share our knowledge of each child. As a team we discuss their interests/needs and plan activities to offer in order to meet them.

We also plan 'in the moment'. In other words, activities may also be introduced on the same day or day after to respond to something specific. This is why we do not make long term plans that involve regular themes etc. We do, however, plan activities to support specific learning, eg mark-making and early writing, numbers and shapes (often arising from child-based observations). We also celebrate festivals, especially if relevant to any of our children, and the seasons, but these are covered alongside responding to the children's interests, learning and development needs, and may also be used as a way of responding to these interests/needs.

BEHAVIOUR

Good behaviour is something we all want in our children. Naturally in the pre-school years children are learning how to behave appropriately, how to manage their feelings, and what behaviour is socially acceptable. We endeavour to encourage this in a positive way and always use a positive approach when dealing with children's behaviour.

Briefly, this means that in practice we use praise to encourage the behaviour we want and try to minimize any negative behaviour. This doesn't mean that we don't deal with it but rather that we give more attention for positive behaviour. We also deal differently with children according to their age and level of understanding. All staff undertake training in behaviour management and a member of staff has responsibility for this important area of development. If you would like to know more please speak to a member of staff or ask to see our Behaviour Management Policy.

THE EARLY YEARS FOUNDATION STAGE

The Early Years Foundation Stage (EYFS) is a national framework that sets the standards for learning, development and care for children from birth to five years, including their first year at school. It includes a statutory framework which stipulates the legal requirements we have to meet. A revised version of the EYFS came into place from September 2021.

The Early Years Foundation Stage (EYFS) forms the basis of what we do, with children at the centre of what we plan. We offer all children opportunities for learning, development and building on their skills. Through our planning and support your child can access wide-ranging experiences and activities to enable and enhance their individual development.

The individual child is central to the EYFS and four themes provide a key focus that contribute to your child's development and underpin the guidance and our practice. These are:

- A unique child
- Positive relationships
- Enabling environments
- Learning and developing

How your child learns and how we teach them or support their learning are also very important. In the EYFS these are called the Characteristics of Effective Teaching and Learning. The Characteristics of Effective teaching and Learning are, therefore, very important. They can be described and observed in three ways:

- Playing and exploring
- Active learning
- Creating and thinking critically

The EYFS has are 3 prime areas of learning:

Communication and Language

Physical Development

Personal, Social & Emotional Development

These areas are the essential building blocks to a child's development in all areas and set the foundations for them not just for school but for life. These prime areas are of key importance for children under the age of 3 years.

There are also 4 specific areas of learning in the EYFS and these are:

Literacy

Mathematics

Understanding the World

Expressive Arts & Design

Our wide range of activities covers all 7 learning areas.

SPEECH, LANGUAGE AND COMMUNICATION

Communication skills are very important throughout life and we want to support your child in developing the best possible skills in this area. We lay particular focus on encouraging children to talk and to listen to them, to encourage them to listen and to take turns when talking. These are all things you can also do at home. Increasingly, it is realised that not all children have these skills and need more support to develop them. At Turvey Pre-school we have taken part in various programmes over the years to enhance our skills in supporting children's speech and language development. Below you can read more about this.

Early Years Communication toolkit

We use this to help us identify any aspect of communication where a child may need support. An initial screening is done at an early stage, once your child has settled, so we can put in place any support if needed. If it is, even for a short time, we will always share this with you. The Toolkit has a range of activities linked to it to help us give your child the support they need.

Lift Off To Language

A programme to support and promote children's speech, language and communication skills in pre-school, two members of staff are trained to run this. LOTL also supports attention and listening skills, concentration and turn-taking, and of course speaking, so it is valuable for many of our children. Groups are run for 3 and 4 year olds, and 2 year olds. Held weekly over a 4-6 week period, we aim to run a group for each age group, focussing on those who would

benefit most. However, as we see benefits for all our children we do aim to offer it to all of them if we can.

Talk For All

Our Sendco holds this Level 3 qualification which Bedford Borough promotes in order to address increasing issues regarding speech and language development in the early years. The idea is that there is someone qualified here on the ground to advise and put in place initial support for children with any issues as well as support and advice for parents. Following on from this we registered for the Lift Off for Language programme (see above).

Speech and Language UK (Formally known as ICAN) Accreditation (Enhanced Level)

Speech and Language UK is the national children's communication charity which recognises that being able to communicate is one of the basic necessities for happiness and success. It works to support the development of speech, language and communication skills of all children and especially those with difficulties in this area. It helps to join up other initiatives such as the Inclusion Development Programme and Every Child a Talker.

We undertook this accreditation at the enhanced level some years ago and it was the start of our on-going interest and desire to support children's communication skills. This accreditation looked at everything we did for all children and involved training sessions with a Specialist Speech and Language therapist, a detailed portfolio to show how we met the many ICAN standards across five areas, and a 2 day assessment. We achieved the accreditation, gaining 91% for our portfolio of evidence.

Doing this accreditation had a real practical benefit to staff when working with the children and set us on the path to give strong support to children in this very important area. We have since gained more experience to further enhance our learning and knowledge (see above) so we can better support children and their families in the field of early communication.

Every Child a Talker

Following the success of being involved with Speech and Language UK, we went on to become a 'buddy' setting for the programme Every Child a Talker, which focused on the importance of communication skills for all children. The programme lasted for 1 year with an expert leading trainer brought in to Bedford Borough on this. We worked with other settings and attended specific workshops and training days on promoting and supporting children in their communication.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

Some children have more particular requirements. At Turvey Pre-School we are sensitive and supportive to all children's needs and endeavour to meet them as far as we can. We have a member of staff who is Special Educational Needs and Disability Co-ordinator (Sendco) and has

attended training for this role and also keeps up-dated as part of her professional development.

SEND is a regular item at our weekly staff meeting and our experienced Sendco is able to advise on any additional support needed by any child. Keypersons can also ask questions or raise concerns regarding any of their children. Our Sendco is happy to discuss with you any concerns you may have about your child and we would always talk to you about any potential issues there might be. Please see our Special Educational Needs policy if you wish.

STAFFING

The staff team is one of the most important resources at Pre-School because they have the care and well-being of your child, as well as their learning and development, as their central focus and our experienced staff team will always do their best for them.

We understand how important it is that your child feels comfortable at Pre-School and our caring and friendly staff will do their best to make them feel at home. Your child will have a specific member of staff allocated as their keyperson (see keyperson section for more information) to help with their settling-in process and beyond.

We have 2 staff members who are Level 4 Advanced Practitioners and all other staff are qualified to Level 3, so that we can offer your child a high quality environment and curriculum. In addition, we all bring our own experience as mums to our work. Some staff have specific responsibilities, often relating to key policy areas:

- Safeguarding
- Behaviour Management
- Health and Safety
- Special Educational Needs and Disability, Inclusion, Looked-After Children
- Two year old co-ordinator
- Physical & nutrition co-ordinator

We comply with the EYFS required ratio of staff to children of 1:4 for under 3's and 1:8 for over 3's. This ensures that each child can get the individual attention they need. There may also be a regular volunteer and occasionally a student helping.

Staffing levels are adjusted accordingly through the year dependent on the number of children attending but usually there will be 2 or 3 members of staff present. Typically, it is quieter in the Autumn Term with older children having left to start school and gets busier through the year as numbers attending start to increase. The Summer Term is usually the busiest with numbers up to around 20 with 4 members of staff.

TRAINING

We recognise the importance of training and are committed to the on-going professional development of staff skills. All staff are trained in paediatric first aid, safeguarding (Leader and deputy advanced training), food hygiene, and behaviour management. In addition, staff with a specific area of responsibility undertake training in that field and continue to up-date themselves in various ways, as well as keep the staff team aware of these important areas with practical advice and support.

Each year, members of staff are encouraged to undertake further training, whether courses, workshops or seminars, short or long-term, both for the benefit of the pre-school and for their professional development. We share what we learn at our staff meetings. We also undertake other training or research ourselves, eg reading, in-house, and discussion of topics at staff meetings.

GETTING INVOLVED

At Turvey Pre-School we actively encourage parental involvement and it is an essential part of the group. There are lots of things you can do! You may want to become very involved or just help out occasionally. Whatever your skills, we welcome them and you can play an important role. As a voluntary-run group we rely on the goodwill of parents to support the Pre-School and enhance what it can offer your child. Below are just some of the ways you can help.

HELPING IN PRE-SCHOOL SESSIONS

Helping in a pre-school session gives you an insight into the day-to-day running of Pre-School and how your child is getting on. It gives you the chance to informally speak with their keyperson and other members of staff. You don't have to spend the whole morning here. If you can only spare an hour, that's fine. You can read to children in the book corner, play with them or help with an adult-led activity.

Alternatively, it may be that you have a particular skill or experience that you could come in to share with the children to enhance our activities, or you may want to share a festival that you celebrate. One mum brought her baby in to give her a bath and the children loved it!

When helping at a session, you may bring a younger sibling; but due to our insurance policy, they must be at least 18 months old. Anyone with a child younger than this would unfortunately need to make other arrangements for them.

PRACTICAL HELP

There are times when practical help is invaluable. At times we need to carry out certain maintenance and it may be that you have skills that would be helpful to us then. For example, a qualified electrician may sometimes be needed, or you may be willing to help out by cutting the grass in the summer months, or be able to put up a shelf. Any help you can offer would be much appreciated. If you are interested and able to help in any way, please let us know.

BEFORE AND AFTER SCHOOL CLUBS

These clubs are primarily for children attending Turvey Primary School and those aged over 3 years at Turvey Pre-school. They are staffed by pre-school staff and are underpinned by Playwork Principles which emphasise a child's right to play and the importance of play.

The Before School Club opens at 7 45 am. Breakfast is available from 8.15 – 8.45am, which is included in the cost (toast, healthier cereal, fruit, milk/water to drink) and quieter activities are encouraged. Primary school aged children will be collect from the breakfast club at 8.10 and go to school by 'walking bus'.

The After School Club is open until 5 30pm with a shorter stay possible until 4 30pm. Turvey Primary School children are collected by 'walking bus', with pre-school children joining us on this. A light snack is on offer at this session, included in the cost

Fees for school children are currently (April 2025) as follows:

Before School Club	£5.00 termly regular booking/£5.50 ad hoc booking
After School Club	£5.60 until 4 30 pm termly regular booking
	£6.10 until 4 30pm ad hoc booking
	£11.20 until 5 30 pm termly regular booking
"	£12.20 until 5 30 pm ad hoc booking

Fees for pre-school children are currently (April 2025) as follows:

Before School Club	£7.00 termly regular booking/£7.63 ad hoc booking
After School Club	£8.40 until 4 30 pm termly regular booking
	£9.15 until 4 30pm ad hoc booking
	£14 until 5 30 pm termly regular booking
"	£15.25 until 5 30 pm ad hoc booking

For more information, or to book, please ask or look at our website where you will also find a booking form (www.turveypreschool.org). Fees are reviewed annually.

NOTICEBOARDS

We usually let you know things by email. We may also post on our Facebook page and posters may be placed in our notice board. We will also add relevant information to our daily notice board, which we hang on the front door.

POLICIES AND PROCEDURES

We have an extensive range of policies and procedures that cover everything we do. These are kept at Pre-School and you are welcome to look at them.

The following is a list of the main policies by which we operate. Some have other policies or procedures related to them. Please ask a member of staff if you wish to see them.

Admissions	Health and Safety	Confidentiality
Behaviour Management	Parental Involvement	Settling In and Transitions
Safeguarding Children	Food and Drink	Closure
Staffing & Employment	Equality and Diversity	Non-collection of children
Special Educational Needs	Complaints	Student Placements
Harassment & Bullying	Covid-19	

COMPLAINTS

If you are not happy with any aspect of pre-school, please let us know. We find it is best for matters to be raised and discussed as they arise and then they can invariably be resolved to everyone's satisfaction. Please speak to the Leader, Jodie, or the Deputy Leader, Rachel, or refer to our complaints procedures.

HOW TO CONTACT US

01234 888970

Email: admin@turveypreschool.org

You can speak to someone when we are open (7 45 am – 5 30 pm each day). Outside of opening hours you can leave a message and we will get back to you as soon as we can.

You can email at any time. Please note the office is not always manned. Emails are dealt with several times a week when the office is open.