



Welcome Pack

The Preschool telephone number is: 01932-988120
Forest School telephone number is: 01932-988170
Manager's Email is: Manager@burwoodpreschool.co.uk

Your welcome pack includes:

- * Welcome letter
- * About us
- * Introduction
- * Our aims
- * The Early Years Foundation Stage information
- * Opening times and prices
- * Childcare Vouchers
- * Free early education for 2 years (FEET)
- * Working Parents of 2 year olds
- * Universal Free early education for 3 and 4 year (FEE)
- * Plus 15 early education for 3 and 4 year (30 hours)
- * Staffing
- * Visits and key persons
- * What you will need to provide for your child
- * An example of our daily routine
- * Home/Preschool agreement
- * Nonpayment of fees and notice period
- * Late collection of children
- * Accidents and incidents
- * Child illness
- * Sunscreen
- * Potty training
- * Healthy eating
- * Security
- * Parents and committee
- * Parent volunteers
- * How we work within the OFSTED standards
- * A little about our main policies and procedures

Documents to complete and return before the start of your child's first session. This will allow us to enter your child's details on our system.

- * Contract (to be signed and returned)
- * Information form with consent forms
- * All about me
- * All about my child

- * Regular collection permission form
- * Parents and committee form (if applicable)
- * Early Years pupil premium form (if applicable)
- * Working Parents of 2 year olds Form (if applicable)
- * 30 hours funding form (If applicable)



About us

Burwood is Charity run, non-profit organisation, Our Preschool is situated in Faulkners Road in Hersham and our Forest School is situated in Burhill Road, Hersham. We provide a warm, fun and friendly learning environment for children aged 2 to 5 years.

All our activities within the Preschool and Forest School are based around the children's individual needs and interests in both the indoor and outdoor environment, at Forest School we will be mostly outdoors in the woods weather permitted but we do have a warm building if we need this. We are committed to providing every child in our care, with high quality care and education through the implementation of the Early Years Foundation Stage.

Burwood Preschool has been inspected by Ofsted and received a Good rating. Our Forest School has been inspected by Ofsted by the new grading system we received 3 areas of Strong Standard and 3 areas of Expected Standard. Please visit our website to have a look at both reports 😊 [Burwood Preschool | Hersham Village | Childcare](#)

We receive government funding for both settings which are for 2 year olds (either FEET or Working Parents) , 3 and 4 year olds and 30 hours. (Please note both funding for a 2 year old is subject to eligibility criteria and also for the 30 hours for 3 and 4 year olds)

Introduction

When first coming into the Preschool or the Forest School both you and your child are bound to feel a little strange and unsure. Please don't! This welcome pack is an outline of where things are, and how things run to make your early days here as easy as possible. Always feel you can talk to any member of staff about anything, we will always make time for you.

- ★ We have no set criteria on how to settle individual children; we feel it is important for you to decide how long you wish to stay with your child in order to settle them in. Please feel free to allow your child to bring with them comforters if you feel this will help them to settle in.
- ★ If you bring a buggy, this can be left outside either settings in the nicer weather, but please note this is left at your own risk.
- ★ For the Preschool If you arrive by car you can park on the road outside or in the All Saints Catholic church which is located at the end of Faulkners Road on Queens Road, but please do not obstruct any neighbour's driveways, or park on the yellow lines or in the residents bays.
- ★ For the Forest School you can park outside or use our car park, but please remember this will be busy on drop offs and collection so be mindful of where you park.
- ★ At the Preschool we have an entry gate and an exit gate when you line up outside you will see a parents notice board on the left hand side before the door, please check this board for information.
- ★ Please do not bring your child to preschool or Forest School if they are unwell. If they have sickness and/or diarrhea they must be kept home for 48 hours after the last attack. If your child needs Calpol or Nurofen then they are not well enough to come to Preschool or Forest School.
- ★ Please check your child for head lice regularly and treat if necessary. Please inform staff if you find head

lice in your child's hair.

- ★ For Preschool please make sure your child has warm clothes, a coat, a hat and gloves on cold days for outside play, and plenty of spare clothes in their bag, please make sure all items are named.
- ★ For Forest school children must wear lots of layers, coat, gloves, hat and sensible waterproof shoes as they will be outside for most the day, there is no such thing as bad weather just bad clothing. Also have spare layers in their bag including socks. Also have a spare pair of indoor shoes for them. Again these all will need to be named.
- ★ Please make sure your child has sun cream (labelled and in date) and a hat and a water bottle.
- ★ Make sure all your child's clothing and belongings are clearly named.
- ★ Please make sure your child always comes to preschool and forest school with a bag so we can make sure all paintings etc get sent home.
- ★ Please check your child's bag after every session for letters, drawings, wet clothes etc
- ★ If your child wears nappies please remember to supply them together with wet wipes, nappy sacks and any creams (in date), and remember to replenish them if staff inform you they are running out.
- ★ Please note the doors for both settings will not open before 9am and our staff finish work at 3pm so please be prompt to collect your child.

We provide a safe, stimulating, encouraging and inspiring environment in both settings in which all children can grow, develop and flourish at their own individual pace.

In order to ensure learning is of maximum value to each individual child, all our Staff are quick to respond to each child's particular interests and needs.

We also value input and the views of all Parents and Carers as this helps ensure our Staff provide children with a safe, enjoyable stimulating and encouraging environment throughout their stay at Burwood Preschool and Burwood Forest School.



Our Aims

- To provide a high quality service for children and their families.
- To provide a safe, secure and stimulating environment through a balance of directed and free choice activities aimed at all round child development.
- To encourage children to develop independence, self-direction and self-control.
- To develop self-expression through various activities including drama, music, storytelling, science and other forms of play and activities.
- To provide a warm and welcome atmosphere through the development of excellent child, staff and Parent partnerships.
- To ensure a safe environment which protects children from harm, abuse and neglect at all times.
- To develop mutual respect for individual and cultural differences.

- To use assessment information effectively to identify needs and plan the next steps for learning and development.
- To evaluate each child regularly to meet any changing needs.
- Comply with all statutory responsibilities for safeguarding, child protection, inclusion and SEND.
- To achieve a high standard of thoughtful and courteous behavior for both staff and children.
- To use thorough and concise monitoring, evaluation and system review for the effective use of all policies and procedures.
- The appropriate use of rewards and sanctions which promote children's emotional wellbeing.
- To ensure confidentiality of records

The Early Years Foundation Stage

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provision will keep their children safe and help them to thrive.

The Early Years Foundation Stage (EYFS) is the framework that provides that assurance. The overarching aim of the EYFS is to help young children achieve the five Every Child Matters outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by:

- Setting the standards for the learning, development and care young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and that no child gets left behind;
- Providing for equality of opportunity and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability;
- Creating the framework for partnership working between parents and professionals, and between all the settings that the child attends;
- Improving quality and consistency in the early years sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks, and providing the basis for the inspection and regulation regime;
- Laying a secure foundation for future learning through learning and development that is planned around the individual needs and interests of the child, and informed by the use of ongoing observational assessment

The curriculum is organised into seven areas of learning, each of the seven areas are broken down into age appropriate development stages. These range from birth to the early learning goals - early learning goals being the knowledge, skills and understanding which young children should have acquired by the end of the academic year in which they reach the age of five (Reception year);

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World

- Physical Development
- Expressive Arts and Design

None of these areas of Learning and Development can be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development. All the areas must be delivered through planned, purposeful play, with a balance of adult-led and child-initiated activities.

Personal, Social and Emotional Development

Children must be provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills; and a positive disposition to learn. We must ensure support for children's emotional well-being to help them to know themselves and what they can do.

Communication and Language

Children's learning and competence in communicating must be supported and extended. They are provided with opportunity and encouragement to use their speaking, listening and attention, skills in a range of situations and for a range of purposes, and are supported in developing the confidence and disposition to do so.

Literacy

Children should be encouraged to link sounds and letters to enable them to begin to read and write. Children are given access to a wide variety of reading material (books, poems, comics and other written material) to develop their interest.

Mathematics

Children must be supported in developing their understanding of Mathematics in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding. They are provided with opportunities to practice and extend their skills in these areas and to gain confidence and competence in their use of numbers, shapes, space and measures.

Understanding the World

Children must be supported in developing the knowledge, skills and understanding that help them to make sense of the world and their community. Their learning is supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical 'experiments'; and work with a range of materials and technology.

Physical development

The physical development of babies and young children must be encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. They are supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. They are supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

Expressive Arts and Design

Children's creativity must be extended by the provision of support for their curiosity, exploration and play. They are provided with opportunities to explore and share their thoughts, ideas and feelings, for example, through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics, and design and technology.

How parents take part in our setting

Our setting recognises parents as the first and most important educators of their children. All of the staff work in partnership with you in providing high quality care and education for your child.

There are many ways for parents to have a personal input within the setting;

- Exchanging knowledge about their children’s needs, activities, interests and progress with the staff
- Helping in the setting
- Coming in to share their own special interests with the children
- Being part of the parent committee
- Attending events and informal discussions about the activities provided by the setting
- Building friendships with other parents

In both settings, all parents are regarded as members who have full participatory rights. These include the right to be:

- Valued and respected
- Kept informed;
- Consulted
- Involved
- Included at all levels



Preschool OPENING TIMES (TERM TIME ONLY)

Day	Breakfast	Mornings	Lunch club	Afternoons
Monday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00
Tuesday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00
Wednesday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00
Thursday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00
Friday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00

Forest School OPENING TIMES (TERM TIME ONLY)

Day	Breakfast	Mornings	Lunch club	Afternoons	Afterschool Club
Monday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00	15:00-18:00
Tuesday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00	15:00-18:00
Wednesday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00	15:00-18:00
Thursday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00	15:00-18:00
Friday	07:45-09:00	09:00-12:00	12:00-13:00	12:00-15:00	15:00-18:00

If your child does not receive any Free Education our fees are as follows:

For each 3 hour session (09:00-12:00 / 12:00-15:00) the cost will be £28.00.

If you are staying for the lunch hour following on from the morning session, there will be a £9.33 charge on top of your morning session this cannot be included within the funding hours.

Our Breakfast Clubs are £7.50 per session and Afterschool Club is £13.50 (Afterschool club is located at the Forest School, if your child attends Preschool and wishes to do after school club then our staff will walk them from the preschool to the forest school at 3pm) These are not included with your funding.

Invoices are sent out on the 1st of every month for the following calendar month, this must be paid within 10 days of receipt of the invoice, all fees are payable in advance of the sessions.

For families that are not in receipt of Free early years education for 2 year old we ask for a voluntary contribution for 50 pence per session for snacks.

All fees are payable monthly in advance. See our non-payment of fees page included in this pack.



The process of receiving and paying with our Childcare Vouchers is designed to be simple and straightforward for both employers and employees.

Most employers who provide Childcare Vouchers do so through a salary sacrifice scheme. This means you agree to reduce your salary by a certain value, and receive Childcare Vouchers to the same value but pay no tax or National Insurance on these vouchers.

Burwood Preschool and Burwood Forest School accepts many different childcare vouchers. To find out if we accept yours please speak to the manager.

If we are not registered to accept them, we will do our best to do so to enable you to use them.



Free Early Education for Two year olds (FEET) is an offer of up to 15 hours of free early education and childcare a week. To receive this funding you must meet certain criteria. Follow this link to check if you are eligible and complete the application form. <http://new.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-2-year-olds-feet>

You can apply for FEET the term your child turns two but you won't receive the free hours until the following term. This means eligible children will be able to receive FEET from the following terms:

Born between 1 April to 31 August – autumn term (September)

Born between 1 September to 31 December – spring term (January)

Born between 1 January to 31 March – summer term (April)

Your child can continue to receive FEET until the term after their third birthday when they will become eligible for Free Early Education for 3 and 4 year olds.

2 Year Old Working Parent Free childcare



From September 2025 most working parents of 2 year olds will be eligible for 30 hours of free childcare a week, term time.

Who is eligible for 30 hours?

In a two-parent family, both must work full or part-time and in a one parent family the sole parent must work full or part-time.

How will parents show that they are eligible for 30 hours?

The government is setting up a new process for parents to check their eligibility through an online process. This will give parents an eligibility code which they'll need to pass on to us to show that they are eligible for the 30 hours of childcare. Parents will have to do this **every three months** to show they are still eligible. We will need to record this code and quote it when claiming the funding. [Apply for free childcare if you're working - GOV.UK](#)

What happens if you no longer meet the eligibility criteria?

If your family no longer meets the criteria you will stop being eligible to claim the hours. However, there will be a grace period until the start of the next funded period to give you the opportunity to regain employment. If your circumstances change during the grace period you can reapply again and continue to receive the 30 hours



In England all three and four year olds are entitled to up to 15 hours of free early education a week for up to 38 weeks a year. This is to give children the opportunity to take part in planned learning activities, and help prepare them for school through the early learning goals set out in the Early Years Foundation Stage.

<http://new.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/paying-for-childcare/free-early-education-for-3-and-4-year-olds>

Children become eligible to receive free early education from the start of the school term following their third birthday.

Born between 1 April to 31 August – autumn term September

Born between 1 September to 31 December – spring term January

Born between 1 January to 31 March – Summer term April

Your child can continue to receive free early education until they either start in a reception class at a local authority maintained school or reach compulsory school age, which is the school term after their fifth birthday.

Children who start at a non-maintained (independent) school are able to continue to claim the funding until they reach statutory school age, which is the term after their fifth birthday.

Funding can only be applied for at certain times of the term and therefore may not always be able to start straight away, even if their child is age appropriate. Should a child be withdrawn mid-term, Burwood Preschool is not obliged to relinquish the funding until the end of term if unable to fill the vacated space.



From September 2017 most working parents of 3 and 4 year olds will be eligible for an extra 15 hours of free childcare a week, term time. Added to their current universal entitlement of 15 hours, this means that their free early education entitlement will increase to a total of 30 hours a week, term time.

Who is eligible for 30 hours?

In a two-parent family, both must work full or part-time and in a one parent family the sole parent must work full or part-time.

How will parents show that they are eligible for 30 hours?

The government is setting up a new process for parents to check their eligibility through an online process. This will give parents an eligibility code which they'll need to pass on to us to show that they are eligible for the 30 hours of childcare. Parents will have to do this **every three months** to show they are still eligible. We will need to record this code and quote it when claiming the funding. [Apply for 30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-30-hours-free-childcare)

What happens if you no longer meet the eligibility criteria?

If your family no longer meets the criteria you will stop being eligible to claim the extra hours. However, there will be a grace period until the start of the next funded period to give you the opportunity to regain employment. If your circumstances change during the grace period you can reapply again and continue to receive the extra hours

You will still be able to receive the universal 15 hours of Free childcare for all 3 and 4 year olds even if you are no longer eligible for the extended entitlement.



STAFFING

We at Burwood Preschool and Burwood Forest School are a dedicated team of childcare professionals and it is our aim to make every child, within our care, feel unique and special.

We offer a friendly atmosphere and are approachable at any time. We have a consistent team of staff working with the children and they are effectively deployed to meet the children's needs.

As well as having qualifications in the early years care and education, our staff are committed to ongoing professional development, accessing a wide variety of training courses to extend their skills and knowledge and to keep up to date with changes in the early years sector. All staff are DBS checked and are all Pediatric First Aid trained. Lisa and Stef are Forest School First Aid trained too.

The staff team are as follows:

Samantha Hope	Manager – for Preschool and Forest school and wraparound care /DSL	Level 3 Early Years Educator	manager@burwoodpreschool.co.uk
Jo Raggett	Deputy Manager /Senco/DDSL	Level 3 Early Years Educator	senco@burwoodpreschool.co.uk
Abigail Wilkinson	Assistant Manager – For Preschool and Forest School	Level 3 Early Years Educator	
Anita (Bixi) Dixon	Preschool Practitioner	Level 3 Early Years Educator	
Donna Pugh	Preschool Practitioner	Level 3 Early Years Educator	
Donna Kelly	Preschool Practitioner	Level 3 Early Years Educator	
Kelly Thornton	Preschool Practitioner	Level 3 Early Years Educator	
Mel Wood	Preschool Assistant	N/A	
Natasha Hargraves	Forest School Practitioner & Senior Afterschool Club Assistant	Level 3 Early Years Educator	
Nicola Ayton	Forest School Practitioner & Afterschool Club Assistant	Level 3 Early Years Educator	
Lisa Barca	Forest School Leader	Level 3 Forest School Leader	
Stef Hooper	Forest School Leader & Afterschool club assistant	Level 3 Forest School Leader	
Summer Hargraves	Forest School Practitioner	Level 3 Early Years Educator	



Visits and Key Persons

You will also be given the opportunity to settle them with a short visit to the preschool or Forest School.

Induction: during this visit to the preschool/forest school, we ask you to stay for a short time. Your child will get to know the staff and from this we will be able to see who is best suited to be your child's keyperson, and we will inform you who this will be, this is also a great time to give you all the outstanding paperwork for you to complete and make sure this is returned before your child starts. After a short time, we suggest that you leave your child with us for about 1 hour so that we can see how they adjust without you - do not worry we will ensure that they are happy and settled.

During the session we will make sure that all the children in the group are stimulated and have plenty of opportunity to try activities new and old. Please feel free to speak to your child's keyperson or any staff member at any time regarding anything at all – if it is important to you it is important to us.



What you need to provide for your child

Spare clothes

Named please! If your child is toilet training please supply plenty of changes of clothes and remember to take soiled or wet clothing home at the end of the day.

Preschool and Forest School staff will let you know how the toilet training went each day.

Suitable clothing

As we like to spend as much time outside as possible, even during the colder months, please ensure your child has suitable clothing for example hats, gloves, robust shoes etc. For Forest school they must have lots of layers on and have lots of spare clothes in their bag including socks.

During the summer months you will need to supply a sunhat which gives protection to the face and neck and a named bottle of sun lotion which can be applied during the day, please refer to our sun care policy and a water bottle. For Forest School children still need to wear long sleeves and long trousers in the woods due to ticks and insect bites.

Please remember that children enjoy having fun and getting messy and, although we do encourage them to wear an apron during all messy activities we do advise you **do not to send your child to preschool/forest school in "best clothes."**

Burwood Preschool clothing

Preschool t-shirts, jumpers, fleece jackets & hats are available to purchase from [My Clothing Limited](#), [your premier school uniform supplier](#)

We do not have Forest school clothing yet.

In addition, please provide a named bag for your child to put his/her belongings in, and a named water bottle for the session, a separate named lunch box if your child stays during the lunch hour.

How we learn at Burwood

In the Moment Planning

Our newfound passion of loose parts play and the curiosity approach to learning has led us to change how we do things, we are so passionate about child led play that this has given us the opportunity to introduce in the moment planning, which we are excited and committed to getting the most/best out of our children.

We have been looking at this new approach for a while now and feel it would allow us to make a real difference to the children's learning by seizing the moments when children first show interest and curiosity and immediately supporting their next steps.

Planning in the moment is nothing new, it is exactly what a responsive parent does every day with their child, it is also exactly what a skilful practitioner has always done. Every time an adult looks and listens to a child they are assessing and planning how to respond. The adult will be considering whether they can add anything in the moment to benefit the child (teachable moment). If so, they will respond and interact accordingly.

How is it achieved?

The nursery setting is organised so that each child can decide where to go, inside or outside, which resources to use, whether to be alone or with others and for how long they want to pursue an activity. By doing this they become deeply involved in their task and progress is happening constantly. However their level of involvement may drop for a variety of reasons: they may not know what to do or how to do something, or how to use a piece of equipment, another child may be disrupting their play or they may need something adding. When this happens, the child will seek help either from another child or an adult. This is when a skilful practitioner would step in and assess what is needed for the child to carry on. This is what we would call a teachable moment. These moments will either be recorded as observations or WOW moments.

We endeavour to keep paperwork to a manageable level so that practitioners time will be spent interacting with the children. We will be focusing on specific children every week and if it is your child's focus week you will know before hand and be asked to contribute to their learning. Please ensure you contribute as much as possible.

One way to help us keep paperwork to a manageable level is to make sure we are only writing meaningful and useful observations and WOW moments. Writing lots of observations becomes repetitive and they often do not serve any real purpose. At the end of your child's focus week, we will post all observations we have taken on them and links to the areas of learning for parents to view. If it is not your child's focus week then please be reassured that lots of learning is still taking place as the environment will be carefully planned according to their needs and interests. We will still post WOW moments on tapestry as they occur. We would encourage parents to do the same by sending us photos or notes about learning that is happening away from Preschool/Forest School to help us build a complete picture of the child. You can use Tapestry to upload these.

We feel sure that In the Moment Planning is the best way for us to go and if we all work together each child will flourish. The staff will be more than happy to talk with you about all of this please feel free to ask.



Home/Burwood Agreement

Whilst your child attends Burwood Preschool and/or Burwood Forest School we want your child to be very happy, stimulated, and confident, and to be able to reach their full potential.

We will:

- Ensure that your child is in a safe, happy and stimulating environment at all times.
- Discuss your child's day, morning or afternoon, with you.
- Give your child written and verbal reports of your child's progress at preschool.
- Keep you informed with regular newsletters.
- Inform you of how the preschool works and how we will conduct the day with your child.
- Inform you of all our preschool policies and procedures available in our operational plan.

We ask that you:

- Send your child to preschool/Forest School as regularly as possible.
- Ensure that your child arrives and is collected on time.
- Let us know if your child cannot attend.
- Inform us of any illness, injury or injections your child may have had.
- Tell us if you have any worries or concerns.
- Name your child's belongings.
- Let us know if you are unable to attend any preschool/forest school appointments.
- Pay your fees promptly, not allowing arrears to accumulate.
- Do not send your child in with sweets, unless they are for a special occasion to share with the other children.
- Notify us immediately of any changes in home life circumstances, addresses, telephone, email contact or anything you feel we need to know.



Nonpayment of fees and notice period

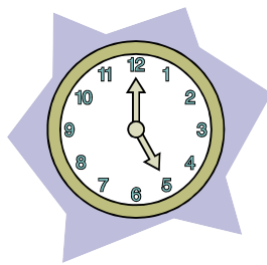
All fees are charged monthly and invoices are sent a month in advance and must be paid within 10 days of receipt of the invoice. Fees will be invoiced to the person(s) named on the Registration Form by either email or letter depending on what has been selected as method of communication.

Fees are payable during periods of absence from the Preschool/forest school, including sickness and any holidays taken when the Preschool and Forest School is open. Any parent(s)/Carer's having financial difficulties or a change of circumstances should discuss this in confidence with the Preschool Manager or Deputy Managers. Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by the Preschool/Forest School at least one term in advance of the increase being applied. Prices quoted are per child/per session.

One half term's written notice by either letter or email is required if you no longer require the setting place. If you wish to withdraw your child or make changes to your child's sessions or days, fees will remain payable until such date.

Fees will not be refunded or waived for absence through sickness or any other reason. This rule is necessary so that the Preschool and Forest School can properly budget for its own outgoings which continue whether or not all children are present and to ensure that the cost of individual default does not fall on other parents.

If the Preschool/Forest School has to be closed due to any reason beyond the control of the Preschool, such as power failure or adverse weather conditions, no compensation will be paid or refund given.



Late Collection of Children

If you arrive persistently late to collect your child after their session has ended you will be asked to pay a late fee of £1.00 for every 1 minute you are late. This will ensure that safeguarding standards are met. There will be no charge for emergency occasions.

We do understand that occasionally there are circumstances beyond your control that will prevent you from picking up your child on time, however we would ask that, should this occur, please telephone the preschool/Forest School to let us know what is happening. It can be very distressing for some children if their parents/carers are late. See our late collection/Non collection policy.



Accidents and Incidents

Unfortunately, accidents do sometimes happen at preschool/Forest School even though we try to prevent them. All accidents are recorded on an accident form, which tells you what has happened, where it had happened and how the child was. You will be asked to sign this form when you collect your child as well as the person who dealt with the accident and the manager in charge that day. In the event of a serious accident taking place we will contact you immediately to advise you of the event and what action has been taken.



Child Illness Policy

In order to maintain a healthy environment, children should be kept at home if unwell. Minor coughs and colds will not exclude attendance at preschool/forest school, as long as the child is well enough to cope with the day.

The preschool/forest school staff will only administer medication when it has been prescribed by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition with the child's name on the prescription in the original box.

The appropriate forms must be completed and signed by the parent/carer.
Non-prescription medication will not be given to a child.

The preschool and Forest school has an exclusion period which must be adhered to for certain illnesses. Speak with a member of staff if you are unsure on the exclusion periods.

If your child is ill and cannot attend preschool/forest school you will still be charged FULL FEES.

If your child becomes ill during a session, the supervisor in charge will contact the parent / carer or the emergency contact indicated on the Registration Form. Please make sure that your emergency contacts are able to get to us within 30 minutes.



Sun Safety

We have a suncare policy, which has been developed to ensure that all our children can enjoy the sun safely throughout the summer months when the sunrays are particularly strong and can damage children's skin.

Your child's health and wellbeing are very important to us. We actively encourage all children to wear a hat when they play outside so please send your child to preschool wearing a comfortable wide brimmed hat or legionnaire style cap when necessary.

We would also ask that you supply additional protection by providing a labelled high factor sun cream. The staff will supervise children applying sun cream and helping those who are not able to apply it themselves.

Please send in the sunscreen, clearly labelled, during the summer months.



Burwood/Parents Potty Training

When you feel your child is ready to potty train we would like to work alongside you to ensure the process is as painless as possible!

The potty training process is a natural progression in your child's development. Don't think you are doing anything wrong or that you are not a good parent if your child has an accident, accidents will happen!

We suggest you bring in lots of changes of clothes, but remember every child is different- some may train up in a couple of weeks, others may take two or three months.



Healthy Eating in Burwood

There has been a lot of influence in schools and nurseries as a result of the Jamie Oliver campaign to improve the standard of food offered to our children. We have the advantage over many maintained settings where we can directly choose what to feed our children and do not need to rely on long-term contacts with big suppliers.

We believe that good eating habits in the early years are extremely important. We provide plenty of fresh fruit and vegetables as snacks daily.

We recognise our influence on children's food intake and eating behaviour and we encourage our children to try new foods and to sit down at the table.

Children are required to bring a packed lunch if they are at either setting over the lunchtime sessions (All day, or 12-3 session, or if your child stays for lunch club). Please inform the preschool/forest school by filling out the relevant dietary requirement forms enclosed within this pack if your child has any specific dietary requirements and allergies so we are able to take steps necessary to ensure that your child does not come into contact with certain foods.

No nuts of any kind are allowed within the preschool or Forest school at any time.



Security at Burwood

It is the parent / carer's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification from the Parent/Carer with legal responsibility for the child.

We ask if someone other than the Parent/Carer will be collecting your child to please fill out the Regular Collection Permission form enclosed within this pack- we also request where possible for you to include an up to date picture of all persons named.



Parents and Committee

Our children are our main priority and the staff work hard to maintain a high standard of care and education for each child in our care.

Burwood Preschool and Burwood Forest School are a registered charity and a non-profit making organisation. It is run by a parent-led voluntary committee comprising Chairperson, Vice Chairperson, Treasurer, Secretary and general committee members. As a community based, voluntary managed setting, we depend on the goodwill of parents and their involvement to keep going. Joining the committee is an excellent way of getting involved with your child's early education.

The committee meets once a term via zoom and is responsible for the effective running of Burwood, such as managing the setting's finances, ensuring the setting has, and works to, up to date policies that help it provide a high quality service, and making sure the setting works in partnership with the children's parents.

All you need is enthusiasm and a little spare time to attend meetings when you can.

If you would like any further information about the committee, please see the Manager Samantha. If you would like to join, please complete the attached form and return to the Chairperson, Kirsty Hammatt.



Parent volunteers

Parents

We're always happy for parents or carers to come in read to the children or to help out during busy times or trips. Please complete the volunteer form if this is something that interests you. You can give as little as 1 hour a month or even a few hours a week.

Training Volunteers

As part of our ongoing "working with the local community" ethos we welcome volunteers who may be training towards a recognised childcare qualification. These volunteers offer a valuable contribution to our setting.

You will be required to have a criminal record check (DBS) to enable you to become a volunteer and to ensure we are safeguarding the children

How we work to the Ofsted National Standards

The following information can be found in the policies and documents listed below. These are available for inspection in the playgroup operation file, kept opposite the notice board in the main hall.

Standard 1 – suitable person

Staff recruitment procedure
Staff development and training
Code of conduct
Inclusion, special educational needs, disability and equality of opportunity
E-safety and acceptable use
Babysitting

Standard 2 – organisation

Admissions
Non-attendance
Arrival and collection
Key person
Complaints and compliments
Confidentiality and access to records
Equipment and resources
Parental involvement
No smoking, vaping, alcohol and drugs

Standard 3 – care, learning and play

EYFS policy
Settling-in
Key person
Inclusion, special educational needs, disability and equality of opportunity
Safeguarding and child protection
Whistle-blowing
Promoting positive behaviour
Equipment and resources
Play policy

Standard 4 – physical environment

Equipment and resources
Health and safety general standard
Risk assessments
Inclusion, special educational needs, disability and equality of opportunity

Standard 5 – equipment

Equipment and resources
Play policy

Standard 6 – safety

Health and safety general standard
Risk assessments
Missing child
Non-attendance policy
Illness, accident and injury
Emergency evacuation

Standard 7 – health

Health and safety general standards
Healthy eating : food and drink
Administering medicines
Illness, accident and injury
Nappy changing
Suncare

Standard 8 – food and drink

Food hygiene
Healthy eating : food and drink
Health and safety general standards

Standard 9 – equal opportunities

Inclusion, special educational needs, disability and equality of opportunity
Admissions policy
Recruitment policy

Standard 10 – special needs

Inclusion, special educational needs, disability and equality of opportunity
Admissions policy
EYFS policy

Standard 11 – behaviour

Promoting positive behaviour

Standard 12 – working in partnership with parents

Parental involvement policy
Admissions
Settling in policy
Confidentiality and access to records
Arrival and collection

Standard 13 – safeguarding children

Safeguarding and child protection policy
E-safety and acceptable use of ICT
Photography
Acceptable use of images
Use of mobile phones
Non-attendance policy
Uncollected child
Missing child
Whistle blowing
Staff recruitment

Standard 14 – documentation

Data protection
Confidentiality and access to records

A little about our main policies and procedures

Inclusion policy including SEND and equality of opportunities

This policy shows how we value all children, parents and staff in Burwood regardless of race, gender, religion or disability. We are open to all members of the community and ensure we promote this in our practice and information provided.

Risk assessment policy

We ensure Burwood is a safe environment for your child, we risk assess all furniture, rooms and resource to ensure the preschool is safe for children at all times. We ensure all activities are safe for the children and check the indoor and outdoor environment for risks before opening.

Administering medicines

We make sure all medicines are kept either in the fridge or in a locked cabinet in the kitchen should we have them on site, we only give children PRESCRIBED medicines, supplied with prescription label, giving name and date of prescription. Parents need to sign a permission slip to allow us to administer such medicines. Every dosage is accounted for, dated and signed with a witness on your child's medicine sheet.

Managing allergies at Burwood

We do not allow nuts or nut related food groups in Burwood. When serving food we ensure that constant VIGILANCE is portrayed at all times to ensure that a child with an allergy does not share another child's food. If you bring in Birthday cake to celebrate you child's birthday please ensure it is from a shop so we can check the ingredients. All birthday treats will be given to each child on leaving the setting, for parents/carers to decide when/if they are eaten.

Promoting positive behaviour policy

We believe in promoting positive behaviour at Burwood, we encourage this through using golden rules, special helpers and praise. Our staff role model to the children and value each child as an individual.

Health and safety policy

Our staff have a food hygiene certificate and are fully trained in food handling and health and safety. We ensure all rooms are cleaned throughout the day and at the end of the day and children's toys are cleaned daily, staff wear gloves and aprons to change nappies, we encourage children to wash their hands before eating or after being outside. Children with a contagious illness must not return to Burwood until 48 hours after symptoms have disappeared.

Burwood has a system in place to ensure children are not able to get out, others cannot get in and a fire safety procedure, all fire equipment is checked and replaced regularly.

Safeguarding policy

We take safeguarding extremely seriously and have designated leads who are fully trained in this area. DSL's are: Samantha Hope, Joanna Raggett and Natasha Curtis.

Privacy Notice

Privacy Notice – Data Protection Act 1998

We, Burwood Preschool and Forest School, We comply with all applicable requirements of current Data Protection legislation including the Data Protection Act 2018 and the General Data Protection Regulation (retained (EU) (2016/679) (“GDPR”) in force from time to time and any applicable national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any replacement legislation in the UK to the Data Protection Act 2018 and the UK GDPR.

Burwood Preschool are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child from your previous setting and the Learning Records Service. We hold this personal data and use it to:

- ★ Support teaching and learning
- ★ Monitor and report on progress
- ★ Provide appropriate pastoral care
- ★ Assess how well the setting is doing

This information includes your contact details, learning results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact the Manager.