



Teaching Tots Ltd

Welcome to Overdale Tots Pre-School

We hope that this leaflet contains all the information that you will need. If there is anything that you are unsure of, please do not hesitate to ask **Tracey 'Owner/Manager'** or **Emily 'Administrator'** any of the members of staff who will be happy to help. There are 8 members of staff working with the management team Leanne, Lisa, Kelly, Aleks, Amy, Kim, Caroline. Staff are qualified to a NVQ level 5, 3, 2 and the Manager holds a B.A Hons degree.

You can ring pre-school 01234 327247/07510598316 between 8am till 6pm if you are interested in sessions for your child.

LOCATION:

We are situated in High View (off Bow Hill), in a light and airy self-contained unit with a garden and covered outdoor play area. We have a large outside area with a separate area for the Caterpillars (2 years old) and an area for the Butterflies (3-4 years old). We have our own access off High View. Our facilities enable us to have 40 children per session.

DAILY SESSIONS:

We have a choice of session's morning, afternoon or 'all day' or a mixture of all three!

We are open: Monday to Friday 8.00am to 6.00pm all year round, except bank holidays.

The government fund children a term after they are three for 15 hrs a week for 38 weeks term time only.

There is also two year old funding for 15 hours a week however not all two year olds are allocated this.

Parents need to be in receipt of one of the following in order to receive two year funding:

- Income support
- Income - based Jobseekers Allowance
- Income - related Employment and Support Allowance
- Child tax credit, and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credits (including those in receipt during the four week period immediately after their employment ceases, or after they start to work fewer than 16 hours per week) with a household income of less than £16,190 as assessed by HMRC

You can apply online at

http://www.bedford.gov.uk/education_and_learning/family_information_service/financial_support_for_parents/funding_for_2_year_olds.aspx or contact the early years support team at Bedford borough or we can help you apply.

Sessions Fees if Applicable

- Mornings: 9.00am -12.00noon Cost - **£9.00**
- Afternoons: 12.15-3.15pm Cost - **£9.00**
- All Day: 9.00-3.00 Cost - **£18.00**
- All Day: 8.00-6.00 Cost - **£28.00**

Before & After Club:

If you would like your child to stay longer at pre-school, we also offer this facility:

- Before: 8.00am-9.00am -
- After: 3.00pm-6.00pm - A snack and drink will be available to your child.

The cost is **£3.00** per hour, or **£10.00** if your book all four hours

Holiday Club:

Operates throughout the school holidays from 8.00am-6.00pm. We cater for children from 2+ to 11 years of age. You can decide which sessions and how long each day. A whole day 8.00-6.00 costs **£23.00** per child, per day, discount will be offered for families, using this facility with more than one child; a half day if you book between these times 8-1/1-6 is **£12**. Alternatively you can pay **£3.00** per hour per child for the hours that you require. When booking, payment for full or half the amount will be required, this will secure you child's place. For more information, contact either of the above mobile numbers or ask a member of staff.

SET UP:

Overdale Tots consists of up to 40 children per session aged between 2 & 4+. We work towards building your child's development using the '**Early Years Foundation Stage Curriculum (Guidance)**'. The main aim of this programme is to help children develop at their own pace, building on their interests in a safe, stimulating and happy environment.

Their progress is continuously monitored through observation, evaluation and planning, including a tailor made individual learning plan. To achieve this we maintain a ratio of 1 adult to every 8 children for 3 year olds and 1 adult to every 4 children aged 2 years, and provide various stimulating experiences through play and enjoyment.

ACTIVITIES:

We provide a variety of activities every day, but this does not necessarily mean that your child will bring something home with them every time. Please remember that there are lots of things for them to do & they may have been busy playing with something else. This does not mean that they have not been learning, children learn most things through play & this is what they are encouraged to do.

SNACK TIME:

We have snack in 2 groups the caterpillars (2 years) and butterflies (3-4 Years). They will sit at the 'snack table' with some friends during this time. We operate an '**healthy eating**' & will offer a variety of fruit, vegetables, bread, crackers etc. We welcome donations of snacks from parents; please look at our snack menu if you would like to donate any food. If there is a problem with your child having milk or any other food then please make sure that the staff has been informed.

KEY PERSON:

We operate a key person system, giving each member of staff special responsibility for a group of children either on the caterpillar side or butterflies side. You will be given the name of your child's key person when your child begins pre-school. You are welcome to make an appointment to see your key person at any time. During this time, you will be able to look at your child's development records & discuss your child's progress with your key person. It is also an opportunity for you to give us your views, ideas & any concerns you may have regarding your child. We believe that it is very important for you to be involved in your child's development & to see what your child does during their time with us.

PARENTAL INVOLVEMENT:

As parents we feel you are members of the pre-school too. Please don't be afraid to step forward with ideas or even just to come & play with the children. We believe that parents have a very important role to play in their children's education and we value and appreciate your input and support. If you or a family member has a hobby or skill that you can share with the group, we would love to have you come in whether it's knitting or martial arts.

COLLECTING:

At the end of each session, the staff will open the door and send your child out to you. **No child will be allowed to leave unaccompanied, or with a person not known to staff, unless given specific instruction by you. No child will be allowed to be collected by a minor who is younger than 16 years of age.** Please do look at our notices whilst you are waiting.

Please make every effort to collect your child on time, as it is distressing for your child to be the last to leave. Our insurance only covers your child during our opening hours. It is our policy to charge **£5.00** if you are late. Our collecting times are **12.00noon** for a morning session, **3.00pm** for an 'all day' session & **3.15pm** for an afternoon session and **6pm** for after hours.

Funding: The government provides funding for children the TERM AFTER they become 3. The sessions are allocated within the registered limit of pre-school. We will contact you when your child is entitled to this funding. Please refer to page 1 to see funded sessions.

FEES:

The cost per session is **£9.00** for a **morning session**, **£9.00** for an **afternoon** and **£18** from 9-3. This **MUST** be paid half termly; we will send you an invoice at the beginning of each half term. Child care vouchers can also be used. If you prefer to pay monthly, or by standing order, this must be paid in advance. (Please ask one of the staff for details). You are asked to make payments at the beginning of the half term; we will provide you with a receipt when you make a payment. If you have any difficulty in making your payments, please talk to Tracey, who will try to help in any way she can.

If you wish to withdraw your child from pre-school, we require 2 week's notice (wherever possible) or fees will need to be paid at full rate in lieu. Until such time, all fees continue to be payable.

HEALTH:

For protection of the other children & staff, please do not send your child to pre-school if they have an infectious or contagious illness. **Fees are still payable when your child is ill.**

Head Lice: We also ask that you regularly check your child for head-lice; this is a national problem & needs everyone to be vigilant. If you find that your child has become infected, please inform a member of staff so that we can issue guidelines to ALL parents with a leaflet, which is available from pre-school.

Toilet Training: We accept children who are not toilet trained; they can come in pull ups, or nappies. The staff will help them when they begin toilet training.

CLOTHING:

Please send your child to school in appropriate clothing, ensuring easy access for going to the toilet & also clothes that you won't mind getting spoiled with paint, glue etc. All coats need to be named. Please ensure that your child wears suitable shoes.

Outdoors: As we like to play outside, please provide a warm hat & coat for cold weather & a sun hat for when the weather is hot. We require your written permission to enable us to apply sun cream & suggest that you apply your own before each session. **Please label your child's outdoor clothing.**

Jewellery: Please do not send your child to pre-school wearing jewellery, especially earrings as it can get caught during play. If you would like any special considerations, or have any other questions about this, please do not hesitate to ask.

SCHOOL:

Your child is only eligible to remain at pre-school, until the end of the term PRIOR to them starting school, i.e. if they start school at Easter, they will finish pre-school at the end of spring term. You will need to register with the school of your choice as well as fill in the Borough Council's 'Admissions Form'. You can ring the School Admissions number: 718120 or register on line at www.bedford.gov.uk/admissions.

PREMISES:

- Mobile Phones are not permitted in the main room or outside area where the children are playing.
- Do not park cars in ways which may cause nuisance to others
- Do not smoke on pre-school premises
- Do not bring dogs onto pre-school grounds
- Do not leave litter on pre-school grounds
- Supervise your child before & after pre-school while on pre-school grounds - do not allow children to climb on fences/gates etc
- Respect pre-school grounds & property
- Respect other children & adults
- Respect neighbouring properties

Thank you for taking the time to read this information, if you have any questions regarding any of the above, please does not hesitate to come and speak to one of the staff. We will be only too willing to help.

We do hope that your child has a happy and fun time with us at Overdale Tots.