



***'A hive of activities'***

# Busy Bees Pre-School Prospectus 'Outstanding' Childcare and Education



Visit us at [www.busybeespreschool.org.uk](http://www.busybeespreschool.org.uk)

[Charity Number; 10144692](#)

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## Welcome to our Preschool

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Busy Bees Pre-School, is charity pre-school which is run by a Committee of parents. Busy Bees has been established since 1968 and is now situated in its own premises on the Manor Fields Primary School site, off of Highbury Avenue in Salisbury.



### **Busy Bees Aims:**

Busy Bees Pre-School is dedicated to our community's children's right to good quality, affordable education and childcare, delivered in a way that enriches and empowers them regardless of race, colour, gender or ability.

- ✚ **The Purpose:** to support and educate local children and their families
- ✚ **The Business:** Educate, respect, train, support and provide
- ✚ **The Values:** Children that are balanced, confident and secure and families that are supported and fulfilled.

We are an OFSTED registered community group; at our last inspection on 10<sup>th</sup> November 2015 we were graded as 'Outstanding' in all areas for the third time! To view the Ofsted report please visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or speak to a staff member

*"Managers and staff place children's learning and development at the centre of their practice. All children make rapid progress in preparation for their future learning"*

*"They provide a welcoming environment for all children and inclusion is at the heart of their practice."*

**OFSTED Nov 2015**

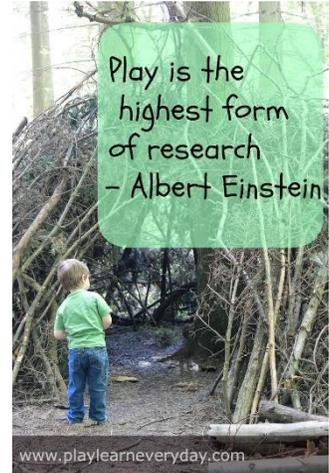
## Our Approach to Children's learning and development

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## Learning through play

Busy Bees ethos and planning centres around the children's interests and fascinations taking into account their individual needs and stages of development. The environment and activities are changed or adapted to meet the individual needs and development stage of the children. During any one session every child has the opportunity to take part in a selection of stimulating hands on activities, both inside and outside, promoting skills in all areas of learning and development.

As well as a great range of resources and toys within the setting the Preschool are dedicated to offering your child a range of experiences and opportunities including visitors to the setting and trips out too.



## Key Person

A Key Person has special responsibility for a set amount of children within the preschool. Parents and children will be informed of your child's Key Person at the stay and play sessions when your child is settling. Your child's Key Person will;

- Ensure that your child's needs and interests are recognised and met .
- Help your child settle at preschool.
- Regularly talk & meet with the parents to discuss your child's learning and development and to feed-back information that might be important to parents or any worries the keyperson has
- Observe, keep records and monitor your child's progress and share and encourage parents to participate in their child's development

## Learning Journey's and Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or sometimes videos of the children to document their progress and to identify next steps. We believe that parents know their children best and we ask them to contribute to assessment, sharing information about what their children like to do at home and how parents are supporting development.

All children have a Learning Journey in which their observations, assessments and photos are kept, and we encourage parents input into the Learning Journeys too. These are truly a wonderful keepsake of your child's time at Busy Bees!

# September 2019

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From September 2019 we will be providing two rooms of mixed aged children, sometimes known as ‘Family Groupings’.

This means that the rooms will no longer be defined by age, instead they will both have children from 2 years upwards.

Research shows, and we have observed, that not defining children by age has huge benefits for all children. Older children within the group generally show lots of care and concern for the younger children, and will show their younger peers how to do things and be great role models for play and language, and therefore younger children having those older children to watch, learn from and look up to. More evident are some of the younger children who may have English as an additional language or a language delay need good role models around them, to provide a rich language experience.

As parents if you have children of different ages you will have first- hand knowledge of how your children can help and learn from each other.

A room for your child will be allocated based on your childcare needs and the availability in the rooms and key groups.

## The outside environment

Space to run, jump, climb, play, create, explore.....and much more!



# EYFS Curriculum

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Busy Bees has strong links with Wiltshire Early Years Department of Childcare and Education and uses the Revised Early Years Foundation Stage framework (EYFS) as guidance for its planning for children's education. The Foundation Stage begins at birth and continues until the end of the Reception Year. The underpinning principles of the EYFS framework ensure Busy Bees is a high quality child care setting. The curriculum is based on seven areas of child development

## 3 Prime areas

**Communication and language**, this helps children to...

- development involves giving children opportunities to experience a rich language environment;
- to develop their confidence and skills in expressing themselves;
- to speak and listen in a range of situations.



**Physical development**, this area involves....

- providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement.
- Help children to understand the importance of physical activity,
- and help children to make healthy choices in relation to food.



**Personal, social and emotional development**, this area involves.....

- helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others;
- to develop social skills and learn how to manage their feelings
- to understand appropriate behaviour in groups; and to have confidence in their own abilities.

## 4 specific areas

**Literacy** development involves....

- encouraging children to link sounds and letters and to begin to read and write.
- Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.



**Mathematics** involves providing children with.....

- opportunities to develop and improve their skills in counting, understanding and using numbers,
- calculating simple addition and subtraction problems;
- and to describe shapes, spaces, and measures.



**Understanding the world** involves guiding children to.....

- make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



**Expressive arts and design** involves enabling children to.....

- explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology



### **Characteristics of Learning**

Learning how to learn! The characteristics of effective learning are behaviours which must be developed to enable children to become effective learners.

We are aiming for children who are self- motivated, have the courage to try something new, to be able to concentrate and persist at challenges, to have their own ideas and solve problems.

- Playing and exploring; this area is all about engaging with others, objects and environments.
- Active Learning; This area is all about being motivated to engage in play and learning
- Creating and thinking critically; this area is all about promoting children’s thinking skills.

### **Special Educational Needs**

We recognise the wide range of special needs of children and families in the community and will consider how best to meet them. We provide an environment in which all children are supported to reach their full potential.

We use a ‘graduated approach system’ for identifying, assessing and responding to children with special educational needs. This means using a step-by-step response through the various levels of intervention and support given. Our SENCO (Special Educational Needs Co-ordinator), Nikki Dawkins, has attended a variety of training courses including ELKLAN- supporting children’s’ communication development and Autism training. The SENCO and staff team have had

Makaton training and are experienced in providing tailored support for children with a variety of additional needs. We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership to ensure that their needs are met and they can be included in the life of the setting as fully as possible. THE SENCO will work with all our staff team and other professionals and agencies to ensure provision is relevant and appropriate for all children.

For further details see our Inclusion policy.

## Our staff team

- We are proud of our friendly, highly qualified and experienced team of staff.
- **All our staff** hold the appropriate qualification for their roles within our Pre-School. All staff are currently trained or training to NVQ level 3, or equivalent, the Deputy has Early Years degree
- **All staff** have undertaken Safeguarding training which is updated annually,
- **All staff** have current Paediatric First Aid qualifications,
- We provide all staff members with regular in service training through external agencies including Wiltshire Council and the Preschool Learning Alliance.

# How to help and support the Preschool

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## Management of the setting

The setting is managed by a parent committee and management team- whose members are elected by the parents of the children who attend the setting. The elections take place at our Annual General Meeting. The committee are responsible for:

- managing the setting's finances
- employing and managing the staff team
- making sure that the setting has - and works to - policies that help it to provide a high quality service
- making sure that the setting works in partnership with the children's parents

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

## Working together- how parents take part

- regularly exchanging knowledge about their children's needs, activities, interests and progress with your child key person
- attending meetings with your child's Key Person
- coming along during 'parents week' to play with your child and see how we do things

- donations list; helping to provide snacks and materials used in the children's play activities
- being part of the committee of the setting
- supporting fundraising events held by the preschool
- building friendships with other parents in the setting

Busy Bees work with parents to maintain a healthy two way flow of information between the Pre-School and home. Parents' knowledge and expertise of their children is valued and used as support to plan for children's learning opportunities. Busy Bees will regularly communicate and keep all parents updated via the following; termly newsletters and reminders, noticeboards, emails, private social media group.

If you would like to arrange a visit, register your child or require more information, please call into the Pre-School or telephone and speak to the Manager.

To register your child you will need to complete an initial registration form with your child's details and also provide details of the childcare you would like throughout their time at Busy Bees. We are also required to clarify all children's date of birth so you will need provide your child's birth certificate/passport during the registration process.

## Additional Information

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### Opening Hours

The Preschool is open for 38 weeks a year in line with Wiltshire Schools opening hours as much as possible.

From September 2018-Session times;

Monday- Thursday from 9am-12 & 12-3pm.

All day session from 9-3pm & Friday 9-12

Early start option- from 8.30; subject to availability. This can be used as part of funded hours

4 O'clock club; collection by 4PM- this is available from Monday to Thursday and can be used as funded or paid hours

We strongly advise that all children attend a minimum of 2 sessions per week.

### Fees

Fees are set by the Committee Trustee group and are payable at the beginning of the term. If you have difficulty paying please speak to the manager or deputy manager. It may be possible to arrange a payment plan. If your child is absent from pre-school the running costs of the group remain the same so we are unable to give refunds. In the event of long-term sickness reduced fees can be arranged in order to secure your child's place. Should your child leave the group for any reason, four weeks' notice is required and full fee is payable in lieu of notice.

#### **Fees currently from September 2017;**

£4.20 per hour for 3-4 year olds; £12.60 per 3 hour session. £5.00 for 2 year olds; £15.00 per 3 hour session

#### **Fees from January 2020;**

£4.30 per hour for 3-4 year olds, £12.90 per 3 hour session

£5.25 per hour for 2 Year olds, £ 15.75 per 3 hour session

### **Free Entitlement Grant**

In the term following your child's third birthday, subject to session availability, you will be eligible for the Nursery Education Funding for up to 15 hours per week for 38 weeks over the year. Additional sessions may be arranged, to be paid for at the usual rate.

Busy Bees Preschool offers the 30 Hour Funding, for those families who meet the criteria. Please contact the preschool for more information or go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) to find out if you qualify. This website provides you with all the information you need about all Early Years funding.

### **2 Year Funding**

As an outstanding setting Busy Bees also provides care for children who are entitled to 2 Year Funding, for up to 15 hours a week. To find out or apply more go to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### **Illness and Pre-School**

Parents are asked to keep their children at home if they have any infection. In the case of sickness or diarrhoea please do not send children to school until at least 48 hours has lapsed since the last bout. Also please inform the Pre-School of the nature of any infections and illnesses to allow the Pre-School to alert other parents and make careful observations of any child who seems unwell.

**To register for a place at Busy Bees please complete the registration form with as much detail about the childcare you require both now and in the future, and return to the preschool. The preschool will then confirm a place via email or letter**

### **Contact details:-**

**Nikki Dawkins, Manager & SENCO**

Busy Bees Pre-School

Manor Fields Primary School

Wilton Road

Salisbury

Wiltshire

SP2 7EJ

E-Mail: [enquiries@busybeespreschool.org.uk](mailto:enquiries@busybeespreschool.org.uk)

Telephone: 01722 328799

For more information and full details of all policies go to [www.busybeespreschool.org.uk](http://www.busybeespreschool.org.uk)