



**Registered Charity no: 1032642**

# ***PROSPECTUS***

(Short Version)

**FOR ACADEMIC YEAR 2018-2019**

**REVIEWED ANNUALLY**

**LITTLE OAKS PRE-SCHOOL  
SCHOOL LANE  
WADDESDON  
BUCKINGHAMSHIRE  
HP18 0LQ**

**TEL: 01296 655162**



## WELCOME TO LITTLE OAKS PRE-SCHOOL

This prospectus aims to introduce you to the many and varied aspects of play and education in our pre-school, but a written introduction will always only be able to show part of the picture.

We warmly encourage visits to meet the staff and see the children at play and enjoying themselves in the happy, secure and supportive environment provided by Little Oaks.

**Sally Warren**  
**Pre-school Manager**

### **INTRODUCTION & GENERAL INFORMATION**

Little Oaks Pre-school is a voluntary parent-run group with charitable status (registered charity no. 1032642). We are members of the Pre-School Learning Alliance and have adopted their Constitution that sets out the rules by which the Pre-School must be managed. The Charities Commission has approved the Constitution and we submit an annual report and annual audited accounts to them. In addition, in order to qualify for 2, 3 and 4 year old funding from Buckinghamshire County Council we have to follow certain rules set by the Council. We work closely with Buckinghamshire Learning Trust, and Speech & Language, and have regular contact with a development officer from Buckinghamshire County Council.

Little Oaks Pre-School offers a bright friendly, inviting, happy and safe environment for all children with the emphasis on learning through play.

#### **Our aims are:**

- To enhance the development and education of children under statutory school age in a parent-involving community-based group
- To provide a safe, secure and stimulating environment where the children can develop through talking, observing, planning, questioning, experimenting, testing, repeating, reflecting and responding to adults and to each other.
- To work within a framework which ensures equality of opportunity for all children and families.
- Maintain Ofsted recognition as an officially outstanding pre-school, achieved in 2012 & 2016.

### **SETTING**

Little Oaks Pre-school has been established since 1992 and was run from the village hall, in 2008 we moved to purpose built premises on the site of Waddesdon Village Primary school – a very exciting move for us giving us limitless possibilities to build on our collaborations with both the primary and secondary school. The setting promotes free flow play by offering a large play area inside and outside. Our outdoor play area is fully enclosed and has a grassed area, a tarmac area, with a canopy covering part of the garden to offer shade during wet and sunny weather. We also use a large amount of the toys from inside the setting in our outside space.

We have a notice board in the room and parent folder, which displays all information regarding staff, themes and any pre-school communications. We also have a leaflet & information display rack in the room; please ask a member of staff for assistance.

## **THE ADULTS AT LITTLE OAKS PRE-SCHOOL**

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. The staff at Little Oaks Pre-School are highly motivated and working towards providing exceptional play opportunities for your child. All our staff regularly attend training courses. Our members of staff like to be called by their first name and they are:

### **THE MANAGEMENT TEAM**

**Sally Warren (L3)**  
Pre-School Manager & Safeguarding

**Debbie Albrighton (B.Eng)**  
Business & Finance Manager

#### **Acting Deputy Managers**

**Julie Arnold (L3)**  
Behaviour Officer

**Sam Clark (L3)**  
Health & Safety Officer

**Shelley Dennington (L3)**  
Deputy Safeguarding Officer

#### **PRE-SCHOOL ASSISTANTS**

**Mandy Scarlett (L3)**

**Fred Worrell (L2)**  
Special Educational Needs &  
Disability Co-ordinator

**Marta Niedziela (L2)**

**Olivia Barrett (L3)**  
On maternity leave

**Perry Taylor (B.Soc.Sc)**

**Amybeth Brown (U)**

**Rheanne Ellis**  
Maternity Cover

**Claudine Dunning (L3)**

#### **PRE-SCHOOL BANK STAFF**

**Sally Coyne (L2)**

**Tracy Gibson (U)**

**Jennie Wilson (L3)**

**Becca Booroff (L3)**  
Volunteer

## **MANAGEMENT COMMITTEE**

The overall management of pre-school and ultimate legal responsibilities are vested in the Management Committee (analogous to a school governing body). The committee is made up of parents or affiliated/co-opted individuals who are elected at the Annual General Meeting. Names and contact details are displayed on a notice board in pre-school.

## **COMPLAINTS**

Little Oaks hopes very much that you will never need to complain about our service. However, no organisation is perfect and we have a comprehensive complaints policy. In essence it involves 3 stages:

1. Discussing the matter with staff
2. Discussing the matter with committee
3. Referring the matter to Ofsted.

Please refer to the full prospectus and or notice board for more information.

**Little Oaks Pre-school is governed by OFSTED, and is a registered charity (1032642); we are also members of the Pre-School Learning Alliance.**

## **OPENING HOURS**

Little Oaks Pre-school normally opens for 10 sessions per week as follows:

Days	Morning Sessions	Lunch Bunch	Afternoon session
Mondays - Fridays	09:00 – 12:00	12:00 – 12:30	12:30 – 15:30

This is dependent on numbers, more information will be issued to parents in their starter pack, which is available at the Open evening, or Ripple Morning and this will also include term dates.

## **TRAVELLING TO PRE-SCHOOL AND PARKING**

As a pre-school catering largely for the children of Waddesdon village, we do encourage parents/carers to walk with their child to pre-school. For those of you living outside the village, who need to arrive by car, please note that we have no parking facilities of our own. There is **NO PARKING** for parents either on the School site or in School Lane. Please respect this rule. You can of course continue to park in Baker Street, Chestnut Close or Grove Way and walk to pre-school from there.



## **NO DOGS ON SITE**

Strictly no dogs (except guide and assistance dogs) are allowed on the school site. If you do use the school run to exercise your dog, please do not leave it tied to the school gate. We take this breach of rules seriously and will take any necessary action required to prevent dogs accessing school grounds.



## **WHAT TO WEAR**

It is **compulsory** for the children to wear Little Oaks pre-school uniform (i.e. plain red top – with or without school logo), as well as protecting their ‘own’ clothes; it helps them to feel part of the club. Little Oaks sweatshirts and polo shirts are available for purchase from the Business & Finance Manager; we also sell plain red polo shirts and sweatshirts in a wide variety of sizes.

*It is **absolutely essential** that for any trip offsite your child wears a red top.*

*Please ensure that all coats, hats, boots, lunchboxes, etc. are **CLEARLY** marked with your child's name.*

## **SNACK TIME**

The children sit down for a healthy snack in the middle of the morning and the afternoon sessions. Little Oaks Pre-School follows the government’s healthy eating policy. We will be providing a healthy snack, usually a variety of fruits or vegetables, plus a carbohydrate each session. This may encourage them to eat different types of healthy snack, which they may have refused before.

**Please ensure you have made us aware of any allergies which your child has, forms are available from pre-school if you think your information is incorrect or needs updating.**

Little Oaks provides and consist of a choice of milk or water at snack time, and drinking water is available at all times.

## **LUNCH**

We offer Lunch to all children, from 12:00 - 12:30 each day, for a small charge (£2.50 per session); parents are asked to provide a healthy packed lunch and a drink for your child to enjoy in the company of their friends. The children love this session. It is also a valuable opportunity for them to develop their social skills and table manners! **Please note that lunch bunch is not part of the state funding for 2, 3 & 4 year olds.**

**+Please note we are a nut free pre-school, so no Nutella/chocolate spread, or nuts in cereal bars etc, any queries please speak to a member of staff.**

Please note the children only have about 20- 25 minutes to eat their lunch so we advise all parents that 4 to 5 items at lunch is adequate please see suggestions below, this is not set in stone, and these are guidelines only:

### **Lunch box A**

- \*Sandwich with choice of filling<sup>+</sup>
- Crisps
- Yoghurt
- Piece of fruit (prepared how the child likes it)
- Drink

### **Lunch box B**

- Crackers/breadsticks/Ritz Style cheese biscuits
- Cheese string/triangle
- Small muffin
- Piece of fruit (prepared how the child likes it)
- Drink

### **Lunch box C**

- A cheese and ham Pitta bread or plain with houmous dip & sliced pepper/carrots/cucumber
- Piece of fruit (prepared how the child likes it)
- Small flapjack
- Savoury Cracker (i.e. Ritz/Cheddars)
- Yoghurt drink

### **Lunch box D**

- Cooked Pasta with sauce (served cold)
- Piece of fruit (prepared how the child likes it)
- Small Cake
- Yogurt
- Drink

*\*We suggest one slice of bread cut into two, for our younger children, alternatively this could be a bagel, thins or a roll, etc.*

For more information, or healthy choices please go to <http://www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx>

If you have any queries please speak to your child's keyworker.

## **THE CHILDREN AT LITTLE OAKS PRE-SCHOOL**

The children at Little Oaks Pre-School are encouraged explore, investigate and learn from different materials, mediums and situations, learning to negotiate and co-operate with adults and other children during their time here.

### **The first days**

A child who is tense or unhappy will not be able to learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

### **Settling in without tears (IMPORTANT INFORMATION)**

Leaving your child at pre-school can be quite hard especially if it is the first time for you. Whilst it marks a big step in your child's life, it does not have to be a tearful and painful one. There are three stages in settling in children and following these should lead to having a more or less tear free goodbye. Ignoring or rushing the stages is potentially damaging to your child and may result in your child bedwetting, becoming clingy or having sleepless nights. You can avoid these consequences by taking the time with the setting to settle in your child.

Please note that children under 3 years old may need a little more time for each of the stages:

#### **Stage 1 - Familiarisation (Visit 1) – This is the first session you child starts at pre-school**

This stage is the first step towards helping your child to settle in. The aim of this stage is to help your child feel familiar with their environment.

Children visit Little Oaks during a session and stay for about an hour and a half. Show your child where the toilet is, play with your child and point out what play activities there are. Do not expect your child to want to leave you or to play with others. Let your child's key-worker play alongside you.

#### **Stage 2 - Forming an attachment (Visit 2 and 3, if needed)**

As well as feeling familiar with a new place, young children also need to become familiar with the people who work at Little Oaks. This stage encourages the child to feel comfortable with their key-worker. This is an important stage and relies on you gradually distancing yourself from the child, helping the child to learn to stay with their key-worker. Try to visit Little Oaks at least twice a week so that your child quickly gets to know the routine and their key-worker.

- When your child is playing happily next to you and the key-worker, you should begin to sit back and become less involved in the play. Let the key-worker talk and play; try to become invisible!
- Wander across to the other side of the room and pretend to be picking up something. Leave your child for 1 or 2 minutes. Immediately return to the child. Repeat this stage several times until your child no longer looks around for you. Proceed to the next step only when your child is no longer looking for you when you wander across the room.
- When your child is playing happily with the key-worker, tell him/her that you are just popping to the toilet or other place out of sight. Return after 2 or 3 minutes. Repeat until the child stops waiting for you or looking around. Lengthen the time to 5 minutes and repeat until the child is perfectly happy.

### **Stage 3 - Gradual separation (Visit 3 or 4)**

The aim of this stage is to try out some small separation.

- When your child is playing happily, the key-worker or Manager will ask you to go out of the room to get something for them. Ask the child if you can just pop out, as you will only be a minute. Go out of the room and swiftly return. If your child is very unhappy, try returning to stage 2.
- When your child is playing happily, the key-worker or Manager will ask you if you can go and get something away from the premises (you can maybe wait in the committee room). Tell your child that you have been asked to get something and you will not be long. Pop out of the room for 5 - 10 minutes. The Manager can always call you to come back in if your child is unhappy. It is normal for some children to 'protest' for a few minutes, but if they are ready to separate from you they will quickly settle down to play.

*Exceptions to the above would include a child who has attended day care in the past, or a child who has had an older brother or sister at Little Oaks, so the setting will already be familiar to them, you would still be expected to stay for at least one session, please note this is at the Managers discretion.*

*Please note we will always take the needs of the individual child into consideration, and any decision about the individuals settling in procedure will be made by the keyworker/manager in association with the child's parent/carer.*

### **CURRICULUM**

Within the group, all children are supported in developing their potential at their own pace. Our key-worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. Children can choose from lots of self-help units, and key-workers interact with them to develop their knowledge and extend their learning appropriately. We have a dedicated "quiet area" with a large range of resources including ICT, books, small world and sensory toys. We offer a curriculum, which leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum. Little Oaks Pre-School follows the curriculum guidance for the Early Years Foundation Stage (EYFS), which is organised, into 7 areas of learning:

- Personal, social and emotional development
- Communication and language
- Literacy
- Mathematics
- Understanding the world
- Physical development
- Expressive arts & design

### **FUNDING AND FEES**

#### **Government funding for 3 and 4 year olds**

Under current government legislation, your child will be eligible for a grant-funded place at Little Oaks for a maximum of 15 hours per week for up to 38 weeks each year from **the term following** their 3rd birthday. Working parents may be eligible to up to 30 hours a week, please refer to the childcare choices website for more information <https://www.childcarechoices.gov.uk>

**2 year old funding** is available if you meet the set criteria, for more information please refer to <http://www.buckscc.gov.uk/education/early-years-and-childcare/free-childcare-for-2-year-olds/>

*In order to receive your funded sessions, you will need to complete the necessary paperwork and also provide proof of your child's birth date, such as a birth certificate or passport.* Our Business & Finance Manager will supply you with the necessary forms and will advise you of the deadline by which they must

be returned. Please ensure you meet the deadline, or we cannot guarantee that funding will be secured for your child. The Education Authority will send any funding directly to Little Oaks. If your child attends for more than five sessions per week plus any Lunch Bunch sessions the usual fees will apply. Please note should your child leave our setting to attend another pre-school/nursery part way through a term, funding is non-transferable.

### **Fees**

Fees are currently £5.25 per hour. We also hold music sessions and Sports sessions once a week (run by outside contractors with support from staff); if your child attends this session you will be asked for a voluntary contribution to cover cost (further details are on our fees invoices). Fees are payable half-termly and costs are reviewed on a regular basis, although we aim to give parents at least 1 month's notice of any increase. Fees continue to be payable if a child is absent without notice for a short time. If you choose to withdraw your child from Little Oaks midway through a term, the fees for that half term cannot be refunded, funding is also non-transferable. We are unable to give refunds for any holidays that are taken during the pre-school term-time. Additionally, we are unable to give a refund if a child is absent due to illness. In cases of prolonged absence, parents should consult the Committee who will take a final decision.

**Charges may be made if you are continuously late collecting your child; these are to cover our cost, which includes the pay of at least 2 members of staff, who are required to stay with your child until they are collected.**

In the case of unexpected closure of the pre-school, due to circumstances beyond our control, e.g. bad weather, heating breakdown, burst pipes we regret that we are unable to refund any fees paid.

In the event that a child remains absent from the pre-school and/or their fees remain unpaid for more than 4 weeks without explanation, the committee may consider it necessary to reallocate their place to another child on the waiting list.

If at any time you experience difficulty in paying Little Oaks fees, please do not hesitate to contact our Business & Finance Manager. All conversations are strictly confidential.

Weekly or Monthly Payment plans available on request.

### **Ad-hoc Sessions**

One off Ad-hoc sessions can be booked in advanced (depending on availability) a charge of £21 will be made for a 3 hour session, please contact Debbie for more information.

***Our fundraising efforts provide extra resources to purchase new items of equipment and to subsidize the children's end of term parties, and outings. Your support at these events is vital if we are to keep our fees at an affordable rate. Similarly, voluntary contributions enable us to extend the educational opportunities available to your child, e.g. music.***

### **ILLNESS, ACCIDENTS & EMERGENCIES**

Please do not bring your child to Little Oaks if they are unwell. Our staff will ask you to take home a child who appears ill or feverish on arrival or will contact you should your child develop these signs during a session. We hope you understand that this is for the benefit of the other children and staff.

If you are keeping your child at home due to illness, please inform a member of staff so that they can alert other parents if it is likely that there may be an outbreak of a contagious illness such as chickenpox.

If your child has been ill with sickness or diarrhoea, please allow a period of **at least 48 hours** after the last bout to elapse before bringing them back to Little Oaks.

If your child becomes ill during a session, parents will be notified promptly. For this reason we ask all parents to provide emergency contact numbers and to keep us updated with any changes.

### **Existing Injury Form**

Parents are required to complete an existing injury form, should their child attend preschool with an injury sustained outside of the setting. Forms will be located by the signing in book, once you have completed the form please hand it to your child's key-worker or the Manager.

### **Emergency Treatment**

In the case of accidents or the need for medical treatment, the Manager and staff would make every effort to contact parents immediately. In the event that this is not possible, we consider it in your child's best interests if we had your permission to act on your behalf for the child. Please complete the letter of consent that is included in your registration pack, but note this is not compulsory.

### **Medication**

The letter of consent also includes some optional clauses, which parents are asked to sign which allows Little Oaks staff to seek emergency treatment or, for example, supervise the use of an asthma inhaler or apply a plaster if necessary. Written permission from the parent is required for any type of medication or treatment, which you would like members of staff to administer during a session. If your child uses an inhaler you will be required to train all members of staff in its use and sign a disclaimer before you can leave your child at the pre-school.

### **Safety**

The safety of the children at Little Oaks is of utmost importance. Equipment in the room is checked on a regular basis. All dangerous materials, such as cleaning materials, are stored out of reach of the children. Children are not permitted in the kitchen area or store cupboards. All our cleaning products comply with the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**.

### **Accident and Incident Report Book**

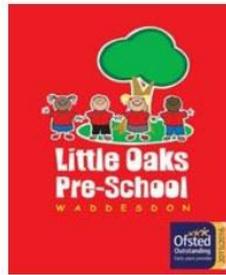
If an accident or incident occurs the details are written in an accident and incident report book. If your child has been involved in an accident, the parent or carer will be asked to read and sign the report and will be given a copy to take home.

### **Emergency Evacuation Procedure**

The staff and children at Little Oaks regularly practice how to evacuate the premises quickly and quietly in the event of a fire or other emergency. At least one drill takes place each year without staff receiving any warning. Should such an emergency occur the children would be taken out, onto the KS2 playground of the primary school where the register will be taken. They would then await instructions from the Emergency Services or the relevant authority before re-entering the building.

***We hope that your child's time in pre-school will be a very happy and productive one. If you have any queries, please contact a member of staff, management committee or management team at any time.***

# Fundraising Opportunities



Support Little Oaks Pre-school and be in with a chance of winning prizes of upto £25,000, by Visiting: [www.ValeLottery.co.uk](http://www.ValeLottery.co.uk) And Search For: Little Oaks

## shop & make a difference

It's really easy to raise funds for Little Oaks Pre-school with Easyfundraising and Give as you Live. You can shop online at over 500 well-known retailers and every purchase you make will generate a free cash donation for us.

Easyfundraising and Give as you Live are FREE to use and you won't pay a penny more for your shopping. You could even SAVE money with over 100 exclusive online offers from many of your favourite high street stores. You could raise much needed funds for us, just by making all your online purchases through Easyfundraising or Give as you Live all year round.

Start raising funds today by registering for free at

[www.easyfundraising.org.uk/littleoakswaddesdon](http://www.easyfundraising.org.uk/littleoakswaddesdon)

[www.giveasyoulive.com/join/little-oaks-pre-school/EC92978](http://www.giveasyoulive.com/join/little-oaks-pre-school/EC92978)

**New equipment for the children of Little Oaks**

Text LOPS18 £2/£5/£10 to 70070 to donate now. eg LOPS18 £5

**JustTextGiving**  
by **vodafone**

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