



Registered Charity no: 1032642

PROSPECTUS

(Short Version)

FOR ACADEMIC YEAR 2020-2021

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.*

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 is available on request) with information regarding pre-school, children’s health and development, we can also signpost you to outside agencies; please ask a member of staff for assistance.

VIRTUAL TOUR & TESTIMONIALS

*As we were unable to facilitate visits during covid-19 and for the foreseeable future we have compiled a virtual tour of pre-school life, we have also received testimonials from our parents just to give you a little flavour of the service we offer. **The link will be sent to you via e-mail with your stay and play/ripple date and time which will be happening 2nd-4th September 2020.***

OPENING HOURS

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

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

Due to social distancing constraints and working in partnership with both Waddesdon Village Primary School and Waddesdon C of E School, we request that parents arrive promptly at 09.00 and depart by 09.15, we would also ask that you promptly leave the site following collection time 15.30. Entry into the building will be restricted at this time - please refer to the procedure and kit list letter in the welcome pack.

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 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 rules seriously and will take any necessary action required to prevent dogs accessing school grounds.



No Dogs
except guide and
assistance dogs

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ADMISSIONS

We aim to ensure that all sections of our community have access to the pre-school through open, fair and clearly communicated procedures.

In order to achieve this aim, we operate the following admissions policy:

- We work on the following dates for admissions throughout the Academic Year:
 - Autumn Term (September) must have turned 2 on or before 28th February
 - Spring Term (January) must have turned 2 on or before 31st May
 - Summer Term (April) must have turned 2 on or before 31st August
- Different rules apply for a 2-year-old funded, and a "looked after" child, these are looked at on a case by case basis.
- We normally close our waiting list on 31st December of each year (i.e. 9 months before the academic year starts), or when our list exceeds 80 children, enquiries received after this event will be held on a holding list until a place becomes available.

In the event that sessions are oversubscribed, priority is given as follows:

- "Looked after" children
- Children already attending the pre-school in receipt of government funding.
- Local (Waddesdon Village) children not currently attending the pre-school in receipt of government funding.
- Children already attending the pre-school not in receipt of government funding.
- Children who have spent the longest time on our waiting list.
- Non-local children in receipt of government funding.
- Children with siblings already attending the setting (sibling must be attending the pre-school in the same academic year for this to apply).
- Proximity to the pre-school.

NB. In year admissions from families moving into the village will be allocated on availability.

Our pre-school and its practices treat individuals equally, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity, or competence in spoken English, and enables children with disabilities to take part in the life of the pre-school.

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
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts & design

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) Manager, Behaviour Officer, & Deputy Safeguarding	Debbie Albrighton (B.Eng.)(L4) Business & Finance Manager, & Special Educational Needs & Disability Admin	
Kirsty Johnson (L4) Deputy Manager, Safeguarding Officer		
PRE-SCHOOL ASSISTANTS		
Perry Taylor (B.Soc.Sc)(L3) Health & Safety Officer	Fred Worrell (L2 wt L3) Special Educational Needs & Disability Co-Ordinator (SENDCO)	
Olivia Barrett (L3) Behaviour Officer	Claudine Dunning (L3)	Marta Niedziela (L3) On Maternity Leave
Rheanne Ellis (L3)	Pavani Dudyala (U)	Jodie Edwards (L2)
PRE-SCHOOL BANK STAFF		
Denise Deacon (U)	Alexandra Wilson (U)	Elly Cahill (L3)

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.

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.

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.

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KIT LIST (Please note children are not permitted to bring in their own toys from home.)

We ask that you supply everything that is requested below as well as ensuring your child is dressed appropriately for the weather conditions, failure to provide these items may mean that we will not be able to accommodate your child until these steps have been taken. (This list is seasonal and will change depending on your child's start date, please check your welcome pack for relevant seasonal items).

Daily requirements:

- Sun cream **MUST** be applied prior to arriving at pre-school for the day, during the early autumn and summer months.
- Refillable water bottle - we will encourage the use water bottles during the day including snack/lunch times so vital these are clearly labelled and your child knows which is theirs.
- If you child is staying all day or until after lunch you need to provide a named lunch bag with a healthy packed lunch (see below).

To help reduce the risk of cross-contamination, please could you provide the essential items listed below in a **CLEARLY & VISIBLY NAMED** backpack which can be left onsite until it needs replenishing. The items are the same as our standard requirements, so we hope this is not a problem.

Backpack containing: **Please again label all items clearly,**

- Several changes of clothes including
- Pants/knickers, or nappies, wipes and nappy sacks if applicable
- Wellies
- Socks
- Hoody/Cardigan
- Shorts/trousers
- Spare carrier bags
- Waterproof jacket
- T-shirts
- Hat, gloves. Snood/scarf

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.

LUNCH

Lunch sessions are from 12:00 - 12:30 each day (these sessions are chargeable depending of level of funding received); 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!

Lunch Ideas	
Lunch box A	Lunch box B
<ul style="list-style-type: none">• *Sandwich with choice of filling*• Crisps• Yoghurt• Piece of fruit (prepared how the child likes it)	<ul style="list-style-type: none">• Cooked Pasta with sauce (served cold)• Piece of fruit (prepared how the child likes it)• Small Cake• Yogurt
Lunch box C	Lunch box D
<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• Crackers/breadsticks/Ritz Style cheese biscuits• Cheese string/triangle• Small muffin• Piece of fruit (prepared how the child likes it)

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 above, this is not set in stone, and these are guidelines only:

*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.

+ 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.

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.

These procedures may change due to current government guidance, staff will brief parents on the day or during the stay and plan session.

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 some children may need a little more time for each of the stages.

Stage 1 - Familiarisation (Visit 1) – This is the first session your 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. Some children may only need one visit to be comfortable in our care, others may need lots of short visits to feel more confident about staying in the environment without a carer, we will work with you to decide what works best for your child, please note during this time we will take current social distancing and government guidance when deciding what options we can provide to ensure that our staff and children are safe.

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/management team in association with the child's parent/carer

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 Management team 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 Management team 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. A member of the Management team 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 Management's discretion.

ILLNESS, ACCIDENTS & EMERGENCIES

Please do not bring your child to Little Oaks if they are unwell, they do not benefit from the session and run the risk of making staff and other users ill too. This is particularly important in helping control the Covid-19 pandemic and children who demonstrate the following Coronavirus Symptoms must stay at home and follow government guidelines, these symptoms include at least one of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The individual should be tested for COVID-19 - this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

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 Management team.

Emergency Treatment

In the case of accidents or the need for medical treatment, the Management team 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 if applicable (i.e. head injury).

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.

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 half-term, funding is non-transferable unless transferable unless due to an exceptional circumstance.

Fees

Fees are currently £5.50 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-terminally 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.

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 fees will not be refunded.

Late Collection Charges - Charges will be made if you are continuously late collecting your child or if you are late collecting your child and you have not informed us, a rate of £20 per hour or part hour will be charged per child; these are to cover our cost, which includes the pay of at least 2 members of staff, who are required to stay until the last child is collected, if we cannot get hold of you we will contact your emergency contacts to collect the child, we will refer to our Late collection Policy if a child has not been collected or we haven't made contact by 3.45 p.m.

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.

Fundraising

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, sports.



Little things you can do to help!

Raise money for us whilst you shop **Easyfundraising** and **Give as you Live** are FREE to use and you won't pay a penny more for your shopping, 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.giveasyoulive.com/join/little-oaks-pre-school/EC92978



www.easyfundraising.org.uk/littleoakswaddesdon

Support Little Oaks Pre-school and be in a chance of winning prizes of up to £25,000, by visiting www.valelottery.co.uk and search for Little Oaks



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.