



Registered Charity no: 1032642

PROSPECTUS

(Short Version)

FOR ACADEMIC YEAR 2022-2023

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.

**Debbie Albrighton
Business & Finance 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.**

OPENING HOURS

Little Oaks Pre-school normally opens weekly from 09.00 till 15.30 as follows:

Morning	Lunch Bunch	Afternoon session	5 Hour session	All Day
09:00 – 12:00	12:00 – 12:30	12:30 – 15:30	09.00 – 14.00	09.00 – 15.30

Please refer to your session allocation e-mail for further information, all changes need to be requested in writing and will be confirmed via email.

We may reduce the hours your child is attending if you child struggles to settle in the initial weeks this will be discussed with you at the earliest opportunity.

Term dates will be issued with your pack and are subject to change.

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.



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 two on or before 28th February.
 - Spring Term (January) must have turned two on or before 31st May.
 - Summer Term (April) must have turned two 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 eighty children, enquiries received after this event will be held on a holding list until a place becomes available.

r 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 keyworkers 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		
Kirsty Johnson (L4) Manager Safeguarding Officer	Debbie Albrighton (B.Eng.) (L4) Business & Finance Manager, & Special Educational Needs & Disability Co-Ordinator (SENDCO) & 2-Year-Old Lead & Behaviour Officer	
Vacancy Deputy Manager		
PRE-SCHOOL ASSISTANTS		
Perry Taylor (B.Soc.Sc) (L3) Supervising Sessions Health & Safety Officer	Claudine Dunning (L3)	Pavani Dudyala (L3) Supervising Sessions
Olivia Barrett (L3)	Marta Niedziela (L3) Maternity Leave	Maxine Drake (U)
Alex Wilson (U)	Deepika Sathe (U)	Helen Cade (U)
PRE-SCHOOL BANK STAFF		
Shelley Dennington (L3)	Denise Deacon (U)	

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.

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** (the companies detailed below in the infographics sell good quality iron and stick-on labels, or a black marker pen is more than sufficient).

Several changes of clothes including (Pants/knickers, or nappies, wipes, and nappy sacks if applicable):

- | | | |
|------------------|----------------------|----------------------------|
| ▪ Wellies | ▪ Shorts/trousers | ▪ T-shirts |
| ▪ Socks | ▪ Spare carrier bags | |
| ▪ Hoody/Cardigan | ▪ Waterproof jacket | ▪ Hat, gloves, Snood/scarf |

COLOUR STICKERS ARE THE MOST VERSATILE NAME TAGS: THEY CAN BE APPLIED TO CLOTHES AND EQUIPMENT, AND ARE WASHING MACHINE, DISHWASHER AND MICROWAVE PROOF.

- Suitable for clothing
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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 or dietary requirements which your child has, forms are available from pre-school if you think your information is incorrect or needs updating.

Little Oaks provides a choice of milk or water at snack time, **please provide a refillable water bottle filled with water every session your child attends, we will refill the bottle when needed throughout the day.**

LUNCH

Lunch sessions are from 12:00 - 12:30 each day (these sessions are chargeable depending on the level of funding received); parents are asked to provide a healthy packed lunch and a water bottle* 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! **In line with our healthy eating policy we request water only at lunch. No squash, smoothies, or fruit juices. If your child would rather a carton of plain milk is acceptable, but milkshakes and flavoured milks are to be avoided please.*

Please remember to cut grapes, tomatoes, and similar size fruits into half lengthways (top to bottom) to prevent choking.

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. Please do not put any peanut butter, Nutella/chocolate spread, or nuts in cereal bars, pesto etc in your child lunch box, 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 to explore, investigate, and learn from different materials, resources, 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 play 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. Due to Covid-19 our setting in policy has had to change.

Stage 1 - Familiarisation (Visit 1) – Usually an open event the term before your child starts 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/stay and play event 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 keyworker 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.

Stage 2 – Home Visit (Visit 2) – Pre-booked at the open event

Two members of staff visit you and your child at home, the aim of this stage is for further familiarisation with your child and the pre-school staff, visiting in an environment they feel happy and confident in. During this short visit (around 30 minutes), staff will spend some time talking with parents and some time playing with the child, asking them if they have a favourite toy, etc. This also gives staff a valuable opportunity to meet you, away from other families should you wish to raise any concerns you may have but do not feel happy talking about in a busy room.

Stage 3 – Your child's first day (Visit 3)

We will welcome your child into setting with an adult (please enter via the garden door) on their first day as it's likely to be very busy at drop and having a familiar face show them where to put their rucksack, bookbag etc. puts them at ease. Once you have put their belongings away, please help your child to sit at an activity table with a member of staff and then say goodbye. If your child is clingy their keyworker or another member of staff will happily sit with them when you leave. If they continue to be upset after 15 minutes, despite efforts to console and engage them in an activity we will give you a call and arrange a plan of action. During the Covid-19 pandemic we have found children settle into the session much quicker without parents entering the room; with this in mind all existing children will be dropped off at the door and collected by a member of staff, once your child is familiar with this routine, we would encourage you to drop them in the same way. We will communicate with you throughout your child's first few days/weeks if we believe they would benefit from some additional support during this process.

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.

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 report existing injuries sustained outside of the setting, you can email the pre-school via littleoakspreschool@yahoo.co.uk, or tell a member of staff at drop off, a form will be completed and when you collect your child you will be asked to sign the form to confirm the details given at the time.

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/incident, 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 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)**.

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 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 choice's 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 <https://familyinfo.buckinghamshire.gov.uk/childcare-and-early-years/paying-childcare/2yo-funded-childcare/>

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.

Registration Fee

We have introduced a registration fee for the children who will start the setting before they are funded. This has been set at **£35**. This fee pays for administration costs associated with all new starters. The £35 will be deducted from your **second fees invoice**, if this fee applies to your child, you will be informed via email.

Fees

Fees from September 2022 will be £6.00 per hour. We also hold 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), sessions run by other outside agencies may take place these are bookable on a first come first served basis and are charged separately from your fees invoice. 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.

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 £25 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.

Bacs payments can be made to Little Oaks Pre school Charity Reg no 1032642 Sort code 09-01-53, Account number 73523289 with Santander, please use your child's name(s) as the payment reference.



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., yoga, 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.easyfundraising.org.uk www.easyfundraising.org.uk/littleoakswaddesdon

www.giveasyoulive.com/join/little-oaks-pre-school/EC92978



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 Pre-school, Waddesdon

Support Little Oaks Pre-school every time you shop with Amazon via Amazon Smile at no extra cost to you and you can still use your Prime benefits

https://smile.amazon.co.uk/ref=nav_logo



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.