

Parent Handbook

Shipton Bellinger Preschool

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Welcome to Shipton Bellinger Preschool



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About Our Company

Here at Shipton Bellinger Preschool, we partner with parents to support children on their journey to school.

We use an online learning journal to share development, wow moments and group interactions. Parents are encouraged to help us get a complete picture of learning by adding observations through the app. All we need is an email address and a signature. At the end of your child's time with us, we will download the journal for you to keep forever.

We have a closed Facebook page where we share information, events and what we have been doing throughout our week.

We like to set monthly challenges to promote home learning and prepare the children for school – you can add these to the children's learning journal too.

Preschool is an educational establishment; we learn through play at Shipton Bellinger Preschool. Play is essential to every child's life,

forming their first early learning experiences. Using various resources, children can develop physical, social, cognitive, and emotional skills.

This helps to form the foundations of learning in literacy, maths, and social skills. It also gives children the opportunities to explore failure in a fun and positive way, take risks and find ways to overcome these with help and support when needed from the adult.

We support children's play by following their interests, extending their knowledge, and understanding by bringing as many areas of learning into their ideas. We ask open-ended questions to support language development and to spark new ideas.

Outdoor play is just as important as indoor play. All weather can be played in if appropriately dressed; we help to promote this at preschool.

We welcome all children from all walks of life.





Opening Hours

We are a term time only Preschool following the Hampshire term times dates. We have five training days that will be set out each year.

The preschool opening hours are 8:50-3:20. We offer sessions in the morning, afternoon, and full days.

- A morning without lunch 8:50 -11:50
- Morning with lunch 8:50 -12:50
- An afternoon with lunch at 1:50 - earliest leaving time at 2:50
- An afternoon without lunch 12:50 - 2:50
- We offer three different leaving times – 2:50, 3:05, 3:20

Quality Childcare

We deliver exceptional childcare by adopting a fully inclusive approach and being sensitive to each child's unique needs. As your child begins their journey with us, we work closely with you to ensure a smooth transition into our nurturing environment, fostering positive relationships, confidence, safety, and security.

We understand the challenges of balancing life, work, and parenting. At Shipton Bellinger Preschool, we aim to build a strong partnership with you, giving you peace of mind knowing that your child is in good hands while receiving exceptional care. We are here to listen and cater to your and your child's needs.



Daily Routine

Our daily routine is flexible and will go with how the children would like to play; this is a rough idea for our day:

8.45-9.00 Children arrive, and the school gate will be closed at 9 am. Please make sure you are in before then.

If you are running late, go to the green security gates and call the preschool, a member of staff will come to meet you. Free flow between inside and outside with various activities on offer. Adults will lead activities to offer new experiences and consolidate or extend knowledge.

Free flow snack is provided between 10.15-10.45. 11.40 – 11.50 Group time, in the current situation, these groups will be split into small groups where they will play a game, sing songs, and read stories.

12.00-12.50 Lunchtime – on busier days, lunches will be over two sittings. Free flow between inside and outside with various activities on offer. Wake up and shake up movement is offered. Adults will lead some activities to provide new experiences or consolidating/extending knowledge.

Please make sure your child is clothed for the weather; we will be allowing children to go out in all weather. We ask for a donation for snacks of 50p per day to allow us to buy a variety of foods for the children to experience.





Lunchtimes

Please consider what your child likes to eat. Make their lunchbox a mix of yummy, healthy, easy-to-open foods they enjoy.

Try not to give them foods they have never tried before. You can send your child a drink at lunchtime; we will still offer them their water bottles. We will wipe lunch boxes down before they enter the building. Staff will eat with the children to model good eating and table manners.

We are a nut-free preschool.



Funded spaces

We take children with 2, 3 and 4-year-old funding. We can advise if you are eligible for the 2-year or extended funding once over 3.

Funding starts the term after the child's birthday. Please go to <https://www.childcarechoices.gov.uk> to learn about allotment or how to reduce childcare costs.

Keyperson

Every child is assigned a key person; this person will start to build a relationship with your child from the moment they meet. Your child's key person will write observations on your child, keep track of their development and report to you how they are doing through regular handovers, termly assessments and parents' evenings.

To support the key person, you can send in on tapestry different things you do at home – children can act differently in other places, and you sending in clips to us will help the critical person build an excellent idea of your child. These are also perfect conversation starters and support your child to use their memory to recap what happened. Please ask if you are unsure of who the key person is.

Bag List

We will ask for your child's bag to stay in preschool; it will be sent home at the end of every half-term for you to review. We are asking for no toys from home unless a comforter can stay with us for the foreseeable future. If your child does need a comforter, please bring a duplicate or a substitute.

- Spare clothes – a complete outfit, including underwear. We will send home any soiled/wet items; please bring a new set the next time your child comes to preschool
- Weather-appropriate clothing, coat, hat, and shoes. We do have waterproof trousers.
- Nappies and wipes if your child needs them; we do not have spares. If we do not have any, you will be called to drop bring some in

If you have spoken to staff about medication that will stay in preschool, do not leave it in their bags; give it to a team member who will put it in the appropriate place.



Terms and Conditions

person collecting your child is who we were expecting, we will not release your child into their care until we have checked with you.

2.6 You must inform us immediately if you are not able to collect your child by the official collection time. You must make arrangements for another authorised person to collect your child as soon as possible. A late payment charge will be applied.

2.7 You will inform us as far in advance as possible of any dates on which your child will not be attending.

2.8 You will provide us with at least one month's notice of your intention to decrease the number of hours your child attends or to withdraw your child (and end this Agreement). If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. If you are ending this Agreement, notice must be given by completing our Notification of Leaving Date form which is available on request.

2.9 You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

3.0 Payment of fees

3.1 Our fees are based on an hourly fee that shall be notified to you in advance of your child starting. We may review these fees at any time but shall inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end this Agreement by giving us one month's notice, by completing our Notification of Leaving Date form which can be obtained from our setting manager.

3.2 Fees must be paid on a monthly basis, in advance. We calculate the amount payable by you each month by multiplying the hourly Fee by the number of hours they attend each month. Fees may be paid weekly, in advance, by special arrangement.

3.3 All payments made under the Agreement should be by bank transfer or cash unless payment by cheque is agreed with us in advance. All payment, regardless of method, shall be made by you monthly, in advance 7 days from receipt of invoice. Late payments incur a late payment fee of £5.00 per week whilst amount remains outstanding (unless previously agreed with the committee.)

3.4 If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare facilities, we will raise the applicable charges under a separate invoice for payment.

3.5 No refund will be given for periods where the place is unfulfilled due to illness or holidays on the part of either party. We are closed on bank holidays and for 5 training days per year to support our continuing professional development for the benefit of children and families; no refund is given for this closure as this has already been taken into account when calculating your child's fees. We accept no liability for other costs which you incur if we are unable to provide childcare for any reason.

3.6 In the event of late collection of your child, we reserve the right to charge for each additional 15 minutes, or part thereof, on a pro-rata basis.

3.7 We ask you for a £10 admin fee when signing your child up to start with us.

4.0 Suspension of a child

4.1 We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.

4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice, which will take effect on receipt of the notice.

4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend the provision of childcare whilst we try to address these issues with you and external agencies as appropriate.

4.4 During any period of suspension for behaviour-related issues we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.

4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3 we shall give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

5.1 You may end this Agreement at any time, giving us at least one month's notice by completing the 'Notification of Leaving Date' form.

5.2 We may immediately end this Agreement if:

5.2.1 You have failed to pay your fees with no explanation for this;

5.2.2 You have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time after we have drawn it to your attention;

5.2.3 You behave unacceptably, as we do not tolerate any physical or verbal abuse or threats towards staff;

5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

5.3 It may become apparent that the support we are able to offer your child is not sufficient to meet his/her needs. In these circumstances we will work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.

5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

6.0 General

6.1 If we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Hourly Fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days.

6.2 If you have any concerns regarding the services we provide, please discuss them with your child's key person. If these concerns are not resolved to your satisfaction, please contact the manager. Customer satisfaction is paramount, and any concerns/complaints will be dealt with in line with our Making a Complaint Policy.

6.3 From time to time we will take photographs and video recordings of the children who attend.

These photographs are used for on-going recording of our curriculum and for children's individual development records. They are stored on our computer/tablet whilst your child is with us. The photographs are used for display and for your child's records within the setting. If we wished to use any image of your child for training, publicity, or marketing purposes, we would always seek your written consent for each image we intend to use, as indicated on our Registration Form.

6.4 We reserve the right to refuse to admit your child if they have a temperature, sickness and diarrhoea or a contagious infection or disease on arrival at our setting, or to ask you to collect your child if they become unwell whilst in our care, in line with our Managing Children who are Sick, Infectious or with Allergies Policy.

6.5 Whilst food and drink is provided on the premises, we are not a commercial kitchen and may not be able to cater for the individual needs of every child. As cross contamination cannot be ruled out, a risk assessment is conducted for children with any known allergies. Every effort is made to follow recommended food preparation guidance and to ensure that all staff involved in the preparation and serving of food are suitably trained.

6.6 Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

6.7 In hot weather you agree for us to apply sun cream. You should supply the cream for us to apply. Failure to supply cream will result in us charging you for sun cream purchased by the preschool to protect your child.

7.0 This Agreement

7.1 We reserve the right to vary the terms and conditions contained in this Agreement

7.2 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of this Agreement except to the extent that we vary terms from time to time.

7.3 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.



Accommodating the demands of a busy family life



Contact with us

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