

**WELCOME TO  
BRINKWORTH BUTTERFLIES  
PRE-SCHOOL**



**Welcome**

Thank you for choosing Brinkworth Butterflies as your child's pre-school. We hope your child will be happy and derive maximum benefit from being with us.

This booklet has been put together to give you information about our pre-school that we hope you will find useful, and answer any questions that you may have. Should you have any other queries or problems, please contact the supervisor or committee, who will only be too happy to assist.

**Pre School Manager  
Wendy Massingham**

**Tel: 07814 567960 01249 721066**

**BA Hons Degree in Early Years and Education**

**OFSTED Registration no 199420 & EY334365**

**Registered Charity No 1037965**

**The Village Hall, The Street, Brinkworth, CHIPPENHAM, Wilts SN15 5AF**

**Brinkworth Earl Danby's School Hall, The Green, Dauntsey, Chippenham, Wilts. SN15 5AX**



## Contents Page:

<b>Our Aim</b>	<b>Page 3</b>
<b>Background</b>	<b>Page 3</b>
<b>The Curriculum</b>	<b>Page 3/4</b>
Personal, social and emotional development	
Communication language and literacy	
Mathematical development	
Knowledge and understanding of the world	
Physical development	
Creative development	
<b>Guidelines and Procedures</b>	<b>Page 5</b>
<b>Policies</b>	<b>Page 5</b>
Sessions	
Fees	
Fundraising	
<b>Rules of Attendance</b>	<b>Page 6</b>
Notice for non- attendance	
Parent /carer helper rota	
<b>Staff</b>	<b>Page 6</b>
<b>Safety</b>	<b>Page 7</b>
<b>Child Protection</b>	<b>Page 7</b>
<b>Complaints</b>	<b>Page 7</b>
<b>Other information:</b>	<b>Page 7</b>
Clothing, outside play, outings	
Nappy & toilet training policy	<b>Page 8</b>
Head lice Policy	
How parents take part in the pre-school	
Learning opportunities for adults	
<b>The Committee</b>	<b>Page 9</b>

## **Our Aim is to**

- provide high quality care and education for children primarily below statutory school age from their second birthday;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community; and
- offer children and their parents a service which promotes equality and values diversity.

As a member of Brinkworth Butterflies Pre-school, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure your child makes satisfying progress;
- is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- is in a pre-school in which parents shape the service it offers.

## **Background**

Brinkworth Playgroup came into being in February 1968. This was after seven months of hard work by seven mothers, who were prepared to work with the authorities to form a playgroup in the village. Mavis Young and Mrs Mann started the group with 10 children, in the old village hall, using items given or bought from an initial £5 donated by the founder members forming the committee (all mums). Equipment was basic, with a baby's bath being the first sandpit. Playgroup developed through the 70's and 80's under Lorna Williams and Di Williams who both held the supervisor's post for over ten years between them. In 1999 the name was changed to Brinkworth Butterflies Pre-school

We are now overseen by OFSTED and work to "The National Standards for under 8's day care and childminding 2003" laid down by them. In our most recent educational assessment we received passes in all areas. We are validated to accept government funding for 3 and 4 years olds.

We are a member of the Pre-school Learning Alliance.

## **The curriculum**

Children start to learn about the world around them from the moment they are born. The care and education offered by Brinkworth Butterflies helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

For all children the pre-school provides "The Early Years " Foundation stage" of education.

The guidance divides children's learning and development into six areas:

- personal, social and emotional development;
- communication, language and literacy development;
- mathematical development;
- knowledge and understanding of the world;
- physical development; and
- creative development.

For each area, the guidance sets out early learning goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education.

For each early learning goal, the guidance sets out building blocks, which describe the stages through which children are likely to pass as they move to achievement of the goal. Brinkworth Butterflies uses the early learning goals and their building blocks to help us to trace each child's progress and to enable us to provide the right activities to help all of the children move towards achievement of the early learning goals.

### **Personal, social and emotional development**

This area of children's development covers:

- having a positive approach to learning and finding out about the world around them;
- having confidence in themselves and their ability to do things, and valuing their own achievements;
- being able to get on, work and make friendships with other people, both children and adults;
- becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- being able to dress and undress themselves, and look after their personal hygiene needs;
- being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

### **Communication language and literacy:**

This area of children's development covers:

- being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- adding to their vocabulary by learning the meaning of - and being able to use - new words;
- being able to use words to describe their experiences;
- getting to know the sounds and letters which make up the words we use;
- listening to - and talking about - stories;
- knowing how to handle books and that they can be a source of stories and information;
- knowing the purposes for which we use writing;
- making their own attempts at writing.

### **Mathematical development**

This area of children's development covers:

- building up ideas about how many, how much, how far and how big;
- building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- building up ideas about how to use counting to find out how many;
- being introduced to finding the result of adding more or taking away from the amount we already have.

### **Knowledge and understanding of the world**

This area of children's development covers:

- finding out about the natural world and how it works;
- finding out about the made world and how it works;
- learning how to choose - and use - the right tool for a task;
- learning about computers, how to use them and what they can help us to do;
- starting to put together ideas about past and present and the links between them;
- beginning to learn about their locality and its special features;
- learning about their own and other cultures.

### **Physical development**

This area of children's development covers:

- gaining control over the large movements which we can make with our arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- gaining control over the small movements we can make with our arms, wrists and hands, so that they can pick up and use objects, tools and materials;
- learning about the importance of - and how to look after - their bodies.

### **Creative development**

This area of children's development covers:

- using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; a

- becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Brinkworth Butterflies uses the early learning goals and their building blocks to plan and provide a range of play activities which help children to make progress in each

of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the early learning goals and building blocks has been used to decide what equipment to provide and how to provide it. Sessions tend to be themed over time periods with extra events added in eg festivals.

## GUIDELINES AND PROCEDURES

This document and others located in the folders on display in the entrance foyer form our operational plan, which covers all aspects of the pre-schools running.

### POLICIES

The policies listed below can be found in the complete Operational Plan found on the registration desk in the entrance area, which can be borrowed if you wish to read at your leisure.

Administering Medicines Policy	Alcohol and Substance Abuse Policy
Admissions Policy	Confidentiality Policy
Settling in Pre-school Policy	Behaviour Management Policy
Parental Involvement Policy	Equipment and resources Policy
Food and Drink Policy	Staffing and Employment Policy
Student Placement Policy	Equality and Diversity Policy
Missing Child Procedure	Special Educational Needs/disability Policy
Fees Policy	Non-collection of Child Policy
Child Protection Policy	Health and Safety Policy
Emergency Evacuation	Children Arriving & Leaving Policy
Complaints Procedure	Emergency/Fire Procedure
Outings Procedure	Sick Child Procedure
Staff Training and Development Benefits Policy	No Smoking Policy
Winter Heating Procedure	

### SESSIONS

The pre-school is open 38 weeks each year. Term dates are displayed on the notice board or as advised in a newsletter.

#### The pre-school currently is open:

<b>Mondays</b>	9.00 – 12	3hr session	12 -1pm – Lunch club	12-15.00pm	3hr session
<b>Tuesdays</b>	9.00 – 12	3hr session	12 -1pm – Lunch club		
<b>Wednesdays</b>	9.00 – 12	3hr session	12 –1pm - Lunch club		

**\*Thursday's** 9.15 – 11.45 2 ½ hr session 11.45 – 12.45 lunch club

**Session for over 3's priority given to Pre-reception school starters held at Brinkworth Earl Danby's Lower School hall.**

<b>Fridays</b>	9.00 – 12	3hr session	12 – 1pm Lunch club	12 –15.00pm	3hr session
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Children can be enrolled for any or all the sessions,

\*These sessions will be open to over 3's with priority given to older children who are due to attend Primary School the following year.

Our Thursday morning session which is held at Brinkworth Earl Danby's Lower School Hall. Children will be required to bring along a named bag with P.E. kit consisting of a T-shirt, shorts, pumps/plimsolls. Children will need to provide a small snack of fruit or a healthy option, in a named container, Water or Milk will be provided.

## **FEES**

The fee for each session is £11.58 per child over 3 years old for a 3 hour session or one allocation of N.E.G funding. £3.86 per lunch club for 1 hour. Children who are aged 2 years will be charged £13.20 per 3 hour session and £4.40 per lunch club for 1 hour. This is to cover the costs of the higher staff to child ratio needed for this age group. There is also a snack fee of £2.50 per child per half term. Fees are paid half-termly in advance. Following enrolment, any difficulty in making payments should be addressed to the fees secretary/chair. Our fees cover staff wages, rent, insurance, snacks, and other essentials. Therefore unfortunately refunds cannot be given for non-attendance, however caused. We are sure you will appreciate this. **There is a registration fee of £15.00 including sweatshirt.**

Brinkworth Pre-school is a charity and all monies from fees and fundraising are used for the operation of the pre-school. From September 2011 any claims for N.E.G funding a birth certificate must be shown to the pre-school manager.

## **FUNDRAISING**

As Brinkworth Butterflies is a community run pre-school and registered Charity, we organise various fundraising events and activities. These events enable us to continue to provide good quality play equipment, new books activities and outings for the children. We very much hope that all parents/carers will support us in these events and we welcome any ideas, thoughts and comments that parents may have.

## **RULES OF ATTENDANCE**

**Staff are responsible for children between the hours of 9.00am-12.30 or 1500 only.** Please ensure that children do not enter the hall early without prior arrangement and that they are collected promptly. If a child is collected late, and due to the fact that staff will be required to work additional time, a charge will be made accordingly. Additionally, please can you inform the supervisor if anyone, other than yourself, will be collecting your child as well as recording it in the signing in book. Once your child has been returned to you, staff will be engaged in clearing up and can no longer supervise your child.

## **NOTICE FOR NON-ATTENDANCE**

For a child to leave pre-school, for reasons other than attending school, a minimum of 6 weeks' notice is required. If a full half terms notice is not given, it will be charged unless the place can be filled by the waiting list. Please can absence for sickness be notified by telephone or text message to the pre-school mobile (see cover). There is also a fee for late pick-up's which covers the staffs wages..

## **PARENT/CARER HELPER ROTA**

One helper is currently required for each session; this may vary according to the current make up of the group. This assistance forms an important contribution to the session and is also a good opportunity to get to know the staff and the environment that your child is in. We find plenty of ways for parents/carers to help in their rota sessions, including preparation of snack, washing up, clearing tables, putting things away and of course the fun part, playing with the children! The rota will be displayed in the foyer of the hall and you will need to check this to see when your allocated session is. Hours are flexible and we can fit in with your requirements.

**Parent Helpers are vital in helping us** to ensure that the hall is set out and cleared away promptly ensuring the maximum time possible is used educating your child. If circumstances make it impossible for you to attend a duty session, **it is your responsibility to contact other parents and attempt to swap duties for a convenient date.**

## **STAFF**

There are at present 3 members of staff, the supervisor, Wendy Massingham has a BA Hons Degree level in Childcare and Education in Early Years, SENCO and is a qualified 1st Aid, NSPCC. She is assisted by Julie Chivers who also has a NVQ Level III qualification in Childcare and Education in Early Years, SENCO, NSPCC and 1st Aid. Michelle Gale is our final team member who is NVQ III qualified in Childcare and Education in Early Years, NSPCC and 1<sup>st</sup> Aid. OFSTED and the Criminal Records Bureau carry out checks on all staff. All Staff under go training in child protection. Staff work on a ratio of 1:4/8 in our pre-school with a minimum of 2 at all times. For outings this ratio is 1:3/4 .

## **SAFETY**

We have a bolt and alarm system on our internal main door, which is activated when all children for the session have arrived. During the sessions the front door is bolted shut and visitors are required to use a door bell, so that a member of staff can let them in.

Children are not allowed to leave the building without an adult. When using the forecourt the gate is closed and a member of staff is always present. Fire drills are held regularly. Our emergency evacuation place of safety is the Brinkworth site of Brinkworth Earl Danbys school. Children are not allowed in the kitchen at any time and the door is kept shut during pre-school hours.

All staff and children are adequately covered under an insurance policy issued to the pre-school. This is a standard policy from the Royal & Sun Alliance used by all pre-schools in the Pre-School Learning Alliance. A copy of the certificate is on display on the noticeboard in the main hall.

## **CHILD PROTECTION**

As a day carer registered with OFSTED, we are required to follow the child protection procedures agreed through the Area Child Protection Committee in Wiltshire and Swindon. As a day carer involved in the care of your child, we will try at all times to share with you any concerns we may have. However, we do have a duty to refer to social services if we suspect that child abuse maybe an issue. Our first concern will always be the welfare of your child. We have a copy of the local Multi-agency Guidance for you to see if you wish. Further information is available from the Chippenham Child protection Duty Desk 01249 444321.

## **COMPLAINTS**

We try and run the best pre-school we can within our resources. We do however accept that at times things may not run as smoothly as we would like. If you are unhappy about any issue related to your child's care we would like you initially to approach the employed staff members verbally. If you are not able to do this, please feel free to contact the committee chair or other committee member if appropriate and please be aware of our complaint procedure including the role of OFSTED, whose contact details are displayed on the notice board.

## **OTHER INFORMATION**

Items from home: Please label all items that are bought into pre-school to ensure safe return.

*Clothing:* We supply a Butterflies sweatshirt upon your registration, although it is not compulsory uniform. As children are painting/sticking etc in most sessions, we have a number of overalls which we ensure are worn, however, do not send children in their 'Sunday Best'. Should you wish to provide your own apron please mark it with you child's name. Please ensure all removable clothing is named, including outdoor wear. T-shirts are also available to purchase @ £4.00 each.

*Outside Play:* Weather permitting, we use the hall forecourt for play on a daily basis. It is requested therefore that children have suitable clothes when attending, e.g. coats, Wellington boots, including in the summer a hat and sun block should be provided if you wish your child to use it.

*Outings:* We organise from time to time visits to local places of interest. Your consent is required as shown on the registration form and you will be given notification of such outings. Appropriate staff ratios will be adhered to. Children should be sent with appropriate clothing for the weather conditions.

## **NAPPY & TOILET TRAINING POLICY**

Brinkworth Butterflies' staff, are experienced in the care of children who are not "toilet trained". Children in nappies should be sent to pre-school with spare nappies and wipes. Nappies are not changed routinely but on a needs basis e.g. faeces or large amounts of urine or leakage. We dispose of dirty disposable nappies. Washable nappies will be returned wrapped to be cleaned.

The children have free access to the toileting facilities and are encouraged to be independent. Help and guidance will be provided as needed. Please send them in suitable clothing.

We have spare clothes available if children are caught short at pre-school. We ask if these could be returned to us laundered after usage. Soiled clothes will be wrapped for cleaning at home.

## **HEADLICE**

These are a common problem in children due to the close nature of their contact and can cause a great nuisance as well as other more serious symptoms such as tiredness. Eradication of them once caught is reliant on careful combing to remove eggs and adults. If we spot your child is infected we will notify you and expect your active involvement in treating your child. We will ask you to confirm that you have. We will advise other parents to also check their children attending.

## **How parents take part in the pre-school**

As a member of the Pre-school Learning Alliance Brinkworth Butterflies Pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- joining in community activities in which the pre-school takes part; and
- building friendships with other parents in the pre-school.

## **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the pre-school staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The pre-school also keeps itself up-to-date with best practice in early years care and education through the Pre-school Learning Alliance's magazine Under Five and publications produced by the Pre-school Learning Alliance. The current copy of Under Five is available for you to read.

## Brinkworth Butterflies Pre-school



Ofsted reg no 199420 Reg Charity no 1037965

## THE COMMITTEE

The management of the pre-school is assumed by the committee for the community. The committee usually comprises of the Chairman, Secretary, Treasurer and Rota Secretary and other committee members. Members of the committee are usually elected at the AGM and meet formally, and informally in smaller groups, to make decisions and work on behalf of our Pre-school. All parents are encouraged and welcomed to attend committee meetings or submit suggestions and ideas for discussion. We are always on the look out for new committee members.

It is important that parents understand the roll of the Committee. Without it, the Pre-school literally cannot exist, as it acts as the employer of the Pre-school staff as well as the body responsible for making important decisions on its behalf, liaising with OFSTED and as the trustees of the charity.

It is therefore desirable that as many parents as possible are involved in its work and in attending the AGM and other parent meetings.

We hope this leaflet explains the procedures and is of help to you. You are welcome to attend any meetings or make any suggestions to us. This is your pre-school and we hope you will take pride in helping us to provide the best we can for our children.

Following our recent AGM July 2011, your new committee members are as follows:

Chair	Kim Poulton
Deputy Chair	Jo Burridge
Treasurer(s) & payrole	Jo Burridge & Amanda Skyes
Fees	Anita Stewart
Secretary & parent liason	Lisa Chisnall
Rota & newsletter	Kirsty Peters & Samantha Starr
Website & buy.@	Samantha Starr
Health & Safety Rep -	Emma Lewis
Child Protection Rep -	Emma Rose
Grant information -	TBC
Fundraising	Jo Burridge, Kirsty Peters, Samantha Starr & Anita Stewart

Toddler Group Liason	Anita Stewart
Milk	Wendy Massingham (manager)
Weekly Shopping	Emma Lewis
Hygiene, Laundry & Equipment repair	Everyone

Please let us know if you can help out. A list of the current members and their contact details are in the parents information folder found on the signing in table.