

March 17

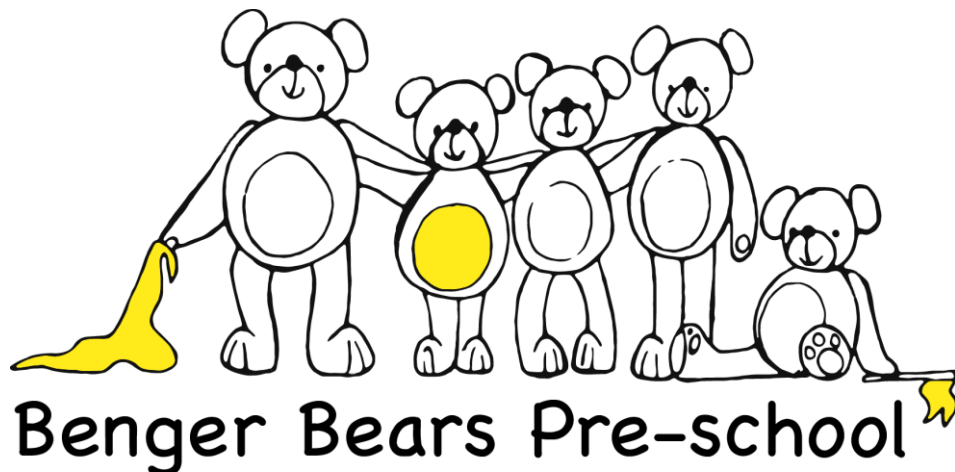
BENGER BEARS PRE-SCHOOL

**The Village Hall
Chestnut Road
Sutton Benger
Chippenham
Wiltshire
SN15 4RP**

Telephone number during opening hours:

07791896683

Email: benger.bears@yahoo.com



PARENT INFORMATION PACK

Dear Parents/Carers

A big welcome to you, your child and your family to Bengier Bears, we look forward to working with you to provide a safe, secure and enjoyable time for your child.

We have put together this information pack which we hope you will find useful. A lot of the information will be discussed at your induction meeting, but you can take this pack away with you which may have additional information which you will find useful.

The pack includes:

1. What you can do to prepare yourself and your child for pre-school
2. What your child needs to bring to pre-school
3. What to expect on the first day
4. Key policies and procedures you need to be aware of:
 - Security Procedures and Safeguarding
 - Mobile phones and Photography
 - Sickness and Absence
 - Allergies
 - Achieving positive behaviour
5. The Early Years Foundation Stage
6. Fees
7. Communication
8. The Bengier Bears committee and parental involvement

1. What you can do to prepare yourself and your child for pre-school.

Visit the pre-school the term before your child starts for a stay and play. This should be pre-arranged with the manager, just to make sure the pre-school do not have anything planned like a trip to the woods or the park. You should aim to stay for approximately 1 hour.

Talk to your child about starting pre-school and read the 'Benger Bears – My Pre-school' child information pack with your child. Show them the photos and talk about the staff names and activities that take place. If you have visited the pre-school you can use the photographs to remind your child who the staff are. This will help the staff seem more familiar to your child when they start. It is a good idea to revisit the Child Information pack on the day before your child is due to start.

How much time you will need to spend at the setting with your child very much depends on your child. **However, we expect that you stay for at least two half day sessions** – so please plan accordingly with regards to work or social commitments.

Your child's key worker will discuss this with you on your child's first day, and together you will work out what is best for your child. If your child is confident, we will probably recommend that you leave the setting for approximately 30 minutes during your first session. If your child is very distressed and does not settle, we will phone you and ask you to return before the 30 minutes is up. We do not believe that children should be left to cry when they are not secure and confident in the environment. During the next session we will probably suggest that you leave the setting for a longer period.

Before you leave the setting, always explain to your child that you are going, but that you will return in whatever time period you have agreed with the staff.

2. What your child needs to bring to pre-school.

Clothing

Please ensure your child comes dressed in appropriate clothing for the weather conditions and always ensure they have a coat and some wellies (summer and winter) as the weather can be unpredictable and the kids love jumping in puddles!

Please also ensure that you provide a spare set of clothing in your child's bag – pants, trousers, socks and a top. If/when you are potty training it is useful to have at least two spare sets of pants and trousers.

In addition, please bring the following:

Sun – Sun hats. Sun cream should be applied before they come to Bengfer Bears. If your child is staying all-day please provide a tube of sun cream in their bag so that we can re-apply it after lunch.

Cold and Snow – warm coats, gloves, hats, scarfs

Nappy Changing - If your child is still in nappies, please provide spare nappies, barrier cream, wipes and nappy sacks.

Lunch - If your child is staying for lunch (between the hours of 12.00 – 12.30) they will need to bring a packed lunch with them, **please provide an ice pack to ensure their lunch is fresh and safe to eat.**

We encourage children to eat healthily. **According to NHS choices a balanced lunchbox should contain:**

- Starchy foods like bread, rice, potatoes or pasta.
- Protein foods like meat, fish, eggs or beans.
- A dairy item, like cheese, yogurt or milk.
- Vegetables or salad and a portion of fruit.

Please remember we are a **nut free setting.**

Here are some ideas of what you can include in a healthy lunch box:

Main	Fruit and Veg	A treat	A drink
Wholemeal tuna and sweetcorn sandwich	Apple	Soren loaf cake	Milk
Wholemeal ham salad sandwich	satsuma	Chocolate rice cake	Water
Pitta bread with humous	Cucumber and carrot sticks	Low fat crisps*	Sugar free juice drink
Pasta with tomato sauce	Strawberries	Fruit pot in juice	Soya milk
Rice with chicken and peas	blueberries	Chocolate biscuit*	
Marmite sandwich with a slice of cheese	Grapes, cut in half lengthways	Low fat Custard pot	
Wholemeal chicken sandwich	Dried apricots	Fruit or plain yogurt	
Cheese and crackers	kiwi	Tea cake or fruit bread	
Bagel with low fat soft cheese and lettuce	banana	popcorn	
Hard Boiled Egg with pesto pasta	Slices of red and yellow pepper	Baby bel cheese	
Chicken drum stick and potato salad	Cherry tomatoes	Packet of cheese rice cakes	
Cheese salad sandwich	mango	Cinnamon and raison bagel	

***we recommend that chocolate biscuits and crisps are limited to no more than once a week. We know it can be hard and some children are particularly fussy, but often children will eat a more varied diet when away from their home.**

Water - Please provide a bottle filled with water for your child to drink from.

Toys from home

During the settling in period we are happy for a child to bring in their favourite 'soft toy' or 'rag', if this helps them to feel more comfortable and secure at the setting.

We understand that children like to bring in their toys from home, in fact this is a great activity for us to talk to the children about their toys and they can also participate in show and tell, building up their confidence by describing their toys to their friends. To prevent arguments and damage to toys, we request that children leave their toys on our special table for toys from home as we cannot accept responsibility if toys get lost or broken.

3. What to expect on the first day?

We ask you to arrive at 8.50 on your first day. This means we can welcome you and your child into the setting before the other children and parents arrive.

The Manager will meet you at the door. You will be shown where to sign in and where your child should leave their coat and wellie boots. As you will be staying for the session it is important that you sign yourself in as well as your child.

You will be asked to leave your mobile phone in our secure box if you have brought it with you. (This is part of our safeguarding procedures).

The manager will introduce you and your child to your child's key worker.

The key worker will show you and your child around the setting – where to store bags including lunch bags (if staying for lunch); where the 'Benger Bears name board is; where the toilets are; where drinking water is kept; the outside space; the different toy stations that have been set up for the morning's play.

Your child will need to place their lunch bag/box on the side of the stage. Each child has their own name card with a picture unique to them so they know where to place their bag. You will then need to help your child find their name tag to place on the 'Benger Bears' board. All this helps your child to learn to recognise their name. Your child can then choose where they would like to play. You, your child and the key worker can play together and get to know each other.

Registration takes place sometime between 9.30 and 10.00. One of the staff will ring some bells, which is an indication for the children to stop what they are doing, the children put their hand in the air and listen for instructions. Usually, a

giant sand timer is set and the children are given 5 minutes warning before changing activity.

After registration, the children will go back to play and they will choose the activity they would like to do from what has been put out for them.

Snack time happens around 10.00. The children go to the toilet (if they need to) and wash their hands. They then sit at the table and wait for their snack to be served. Sometimes they will be involved in preparing their snack.

After snack there is more 'free play' and usually some time spent playing outside.

Lunch time starts at 12pm after the children have washed their hands. Some children leave at 12; some children stay for lunch and leave at 12.30 and some children stay all day.

There is more time for 'free play' after lunch, another play time outside and usually a story or some games whilst the activities are put away ready for home time.

The session ends at 3pm. A member of staff will open the external door and parents/carers queue to collect their child/children from the inner door. Parents/carers need to sign their child/children out.

4. Some brief details about our policies and procedures

All of our policies and procedures are available any time for you to read in our foyer, these describe and lay out the procedures we follow to keep your children safe and secure during their time with us. Our key policies are available on our website so that you can read them at your leisure.

Here are a few points for you which summarise some procedures we think you will find useful:

Security Procedures

Opening of the main door

- Only staff employed by the setting or the Chair of the committee are able to lock and unlock the front door.

Arrival and Collection Procedures

- The times of the children's arrivals and departures are recorded in our signing in book.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in our signing in book.
- Any child being collected from Bengel Bears must be by an adult and must be age 18 or over, unless written consent is obtained from the parent/carer for the child to be collected by another person. The password system of collecting a child by another adult must always be in place (the password is set in place with parents when a child is first registered with Bengel Bears)
- Parents must inform staff of any change in pick up procedures if it is not the person that signed the child in on arrival at Bengel Bears. In line with official daily records as required by OFSTED's regulations.
- A member of staff will open and supervise the door until the parents/visitors have left the setting and the door is locked.

Safeguarding your Child and sharing information

You will be asked to sign our Child Protection Responsibilities statement to say that you understand circumstances when information may be shared without your consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.

There may be times when we need to record confidential information beyond the general personal information we keep (see our record keeping procedures) - for example with regard to any injuries, concerns or changes in relation to the child

or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.

In line with our safeguarding procedures, staff record any injury a child enters the preschool with. We use an incident sheet which indicates a previous injury, e.g. cuts or bruises and record details on the sheet. The incident sheet is discussed with the parent and they are asked to sign the form indicating how the injury happened.

We record absences and expect parents to contact us if their child is not able to make a session, if we do not hear from the parent/carer we call them to obtain an explanation for absence. All unexplained absences or regular absences are recorded in our concerns file.

We have a detailed policy on Safeguarding which is available on our website.

Mobile Phones and Photography



The children in our care have a right to be protected and safeguarded from abuse. One of our key priorities in carrying this out is the protection of our children in photographs or videos. We do not allow the use of mobile phones or other recording devices in our setting to ensure no unauthorised images are taken. We understand special events, e.g. the Nativity will want to be recorded and cherished by you, if you wish to show your own child on any social media websites, please ensure it is only your child in the picture.

Parent/carers: If you are dropping your child off or collecting can we request that you do not bring your mobile phone into the setting. If you are seen with a mobile phone you will politely be asked to turn it off, or leave the setting to carry on with your call or text.

Committee Members and Visitors: Are requested to leave your phone in the box located in the kitchen. If it is necessary to make a phone call during a visit a member of staff must be informed and the call will take place away from the children.

Staff & Volunteers: All mobile phones must be left in the box in the kitchen, if you need to make a phone call or send/check texts during opening times you must first ask permission from the Supervisor.

Dealing with ill children and allergies

Procedures for children who are sick or infectious

If your child is unwell or has a contagious or infectious disease, please contact the pre-school manager and inform them that your child will not be attending the pre-school.

We do not expect children to be dropped off to us after being given Calpol, for example, as they were feeling under the weather – if this is the case, we politely request you keep your child at home until they are feeling well again.

- If children appear unwell during the day – have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach – the Supervisor calls the parent/guardian and asks them to collect the child, or send a known carer to collect on their behalf.
 - If a child has a temperature, they are kept cool, by removing top clothing, sponging their heads with cool water, but kept away from draughts.
 - Temperature is taken using a 'fever scan' kept near to the first aid box.
 - In extreme cases of emergency, the child would be taken to the nearest hospital and the parent informed.
 - Parents are asked to take their child to the doctor before returning them to nursery; the nursery can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
 - Where children have been prescribed antibiotics, parents are asked to keep them at home for 48 hours before returning to the setting.
 - After sickness or diarrhoea, parents are asked to keep children home for 48 hours after the last episode of sickness or diarrhoea or until a formed stool is passed.
 - The setting has a list of excludable diseases and current exclusion times displayed on the Pre-school notice board.

We inform you of any contagious illnesses, e.g. Chicken Pox, Scarlet Fever, Slap Face Syndrome. We notify you of outbreaks of Head Lice and would like to remind you to be vigilant and check your child's hair on a regular basis to try to keep these outbreaks as infrequent we can.

Allergies – please inform the Manager if your child has any allergies.

Please note we are a nut free setting, please do not put anything in your child's lunch box that may contain nuts, including peanut butter or Nutella



Achieving Positive Behaviour

Benger Bears is committed to helping children flourish best when their personal, social and emotional needs are met and where there are clear and developmentally appropriate expectations for their behaviour.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within the programme for promoting personal, social and emotional development.

When children behave in inconsiderate ways, we help them to understand the outcomes of their action and support them in learning how to cope more appropriately. We never send children out of the room by themselves, nor do we use a 'naughty chair'. We help children to think about their behaviour using the 'happy/sad face cushion' and by 'Taking 5' minutes where an adult will sit somewhere quietly with the child to change the focus and calm the situation by acknowledging the child's feelings. If appropriate the adult will help the child reflect on what has happened.

To get the children's attention we use bells – when the children hear the bells they stop what they are doing and put their hand in the air. We also use a giant sand timer – when we are going to change activity, we always give a 2 minutes warning, e.g. when the sand runs through we will be going to wash our hands ready for snack

5. The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old.

All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

Your child will mostly be taught through games and play. In our Polar Bears Sessions (on a Friday which are only attended by the children who will be starting school in the next academic year) we do some more formal teaching involving pencil grip and letter formation, counting and number recognition, letter sounds and recognition. However, the emphasis in these sessions is still on fun and learning through play.

The areas of learning covered by the EYFS are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Development Goals

Your child will be assessed throughout their time at Benger Bears to make sure they are making progress in all the areas of learning covered by the EYFS. The staff may identify areas where extra help may be needed and this may be more support from staff or parents/carers in a particular area or sometimes a referral for specialist help. Speech and language development is one of the more common areas where children can fall behind, but staff are also aware of other special education needs issues such as autism.

Our Manager is our Special Educational Needs Co-ordinator SENCO and her role is to work with staff and parents to identify any potential issues and co-ordinate specialist help where necessary. If there are any concerns the SENCO would always speak to the parent before making any referrals. Equally if you have any concerns please discuss them with your child's key worker or the manager.

6.The Fees

Notice of fees will be sent out with your 'confirmation of hours' letter. Invoices are issued at the beginning of each main term with a monthly payment structure.

Benger Bears Pre-school will not refund any fees whereby a child's absence from the Pre-school is due to illness or holidays. In the case of a protracted absence due to illness, the Benger Bears Pre-school Committee will use its discretion and may refund fees on a case by case basis. We cannot offer a child an additional day if they have been absent due to illness or holiday if they have missed some of their funded hours, if a request is made to change hours due to this these hours will be charged as top up fees.

One months' written notice must be given in the case of a child's permanent withdrawal from the Pre-school.

Fees are reviewed every September, although we reserve the right to review them more frequently.

Current fees: under 3's: £4.40 per hour; over 3's £4.15

One month's notice will be given of fee increases.

Benger Bears accepts Nursery Education Grant funding for two, three and four year olds from Wiltshire County Council.

Wiltshire Council Free Entitlement Funding

All children aged 3 and 4 are entitled to 15 hours per week (for a maximum of 38 weeks per year) of free pre-school education in the term following their 3rd Birthday. Any hours your child attends which are additional to the 15 hours will be charged on an hourly/half hourly rate and billed monthly. When your child is eligible for funding you will be asked to sign a parent declaration. Benger Bears may also ask you to sign their own contract setting out the hours you will be claiming at Benger Bears Pre-school. Parents must use a minimum of 2.5 hours in any one day. Over and above this the hours are flexible; Benger Bears Pre-school encourages you to use our core blocks as these give continuity for the children. Parents must use their 15 hours per week over a minimum of 2 days per week

2 year olds funding is available for some children, for example if you are on income support, receive support through part 6 of the Immigration and Asylum Act or if your child receives disability living allowance or has a current statement of special education needs. If you think you may qualify or for more information about the eligibility criteria, please contact the pre-school manager or pre-school administrator.

Further details of funding eligibility can be found on the Bengier Bears notice board inside the Village Hall. For further information, call **ask**, the children's information service 08457585072 www.askwiltshire.org

Bengier Bears is a registered charity (number 1029641) and the fees are kept to a minimum to cover our running costs. Fund raising is vital to supplement our running costs and purchase and improve the resources we have to offer the children.

We hope that you will support as many of our fund raising events as possible by supporting them financially and helping to arrange various events. If you are keen to help in the planning of various pre-school events, you are welcome to join the committee - please speak to a member of staff or a committee member if you are interested.

Uncollected Child Fee

We have a policy and standard procedures to ensure the safety of any child who is not collected at the expected time. If you are going to be late, please telephone the pre-school as soon as possible so that arrangements can be made for your child.

We understand that there are times when you are late due to very valid reasons and we are aware that most parents pick-up on time. However, depending on the circumstances and particularly where parents are repeatedly late, we reserve the right to charge parents for the additional hours worked by our staff. A charge of £5 per 10 minutes will be incurred.

Non-payment policy

Non-payment and late payment of fees causes many problems with budgeting, and for this reason, we have a non-payment policy as follows:

- a) If the payment has not been received within 2 weeks, a reminder will be sent out, giving 2 weeks' notice
- b) If fees are still not received, a further 2 weeks' notice will be granted
- c) If after this notice the money is still not received, your child will not be allowed to attend any sessions not covered by the Wiltshire Council grant
- d) We are always happy to discuss difficulties re-paying debts and agree a re-payment schedule. If however there is no communication and/or payments are not paid as agreed we will initiate a formal 'debt collection' process.

7. Communication

We have a wide range of ways in which we will communicate with you to make sure you are kept informed of what your child gets up to at Bengier Bears; forthcoming events and your child's progress.

You will receive: Termly newsletters, weekly emails with updates and notifications and there are regular posts on our closed group on Facebook.

To see the Facebook posts, you will need to request to join the group - 'Bengier Bears Parents Group'. Once your child has left Bengier Bears you will be removed from the group. We do post photos of the children playing at Bengier Bears (as parents love to see what their children are getting up to), but we never post names – **if you do not want your child's image to appear on our Facebook page please let the Manager know.**

Daily updates of activities will be listed on the information board in the preschool reception so that you can get an idea of what your little one(s) has been up to that day.

It will really help your child develop if you can discuss what they've been doing in pre-school at home. Discussing the topics they have been working on during the term, or picking up on something you have seen on Facebook is always a good option, as very often the Children say they can't remember what they have been doing.

There are twice yearly reviews (Parents meetings) to discuss your child's development, but please feel free to approach us at morning drop off or stay for a chat after collection if you have any questions or concerns.

8. Bengier Bears Management Committee and Parent/Carer involvement

The Management Committee - Bengier Bears is a not-for-profit organisation (charity), managed by a board of trustees (the management committee). The Bengier Bears team of staff are all employed by the Committee.

The trustees are responsible for the effective running of the charity; this includes managing the finances, setting out a clear strategic direction, managing

employees, fundraising and ensuring the charity complies with the constitution, charity law, and other relevant legislation and regulations.

Members of the committee are volunteers, typically parents although membership is open to anyone. Without a management committee Bengel Bears would have to close.

Volunteering to be a committee member is a great way to put something positive back into the local community and to meet other parents. It offers you the opportunity to become more practically involved in the learning and development of your child and it is widely recognised that when parents are actively involved, their children can achieve more.

In addition to more formal roles on the committee, we are always looking for parents who would be willing to get actively involved in organising and running fundraising events.

If you are interested in joining the committee or getting involved with fundraising and would like to discuss further what is involved, then please speak to a member of staff or one of our current committee members.

Parent Helpers – we are always keen to welcome parent helpers into the setting. An extra pair of hands is always useful and there are many ways in which you can help e.g. story telling; snack preparation; tidying the library books; washing toys; helping with art and craft activities etc.

We like to make use of the surrounding outside space and when we have enough parent helpers we take the children to the recreational ground or to the woods for our 'Outdoor Explorer' activities.

Many thanks and good luck as you begin your journey through the education system with Bengel Bears.

Your Bengel Bears Team