# Oakley Kindergarten

## Parent's Handbook

**Chapel Pound, Oakley, Bedfordshire MK43 7RQ**
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**Web site: www.oakleykindergarten.com**

**Ofsted Registration No.2769629 Charity Commission Registered No.1201886**

## INTRODUCTION

Oakley Kindergarten is registered as an educational Charitable Incorporated Organisation (CIO), Charity number: 1201886 and is a member of the Pre-School Learning Alliance (www.preschool.org.uk).

We take children from 6 months until they go to primary school. We are registered under the Children's Act 1989 and on the Bedfordshire Early Year's register and therefore entitled to claim funding for up to 30 hours of early years provision.

The CIO is a corporate body which is regarded as having its own separate legal identity and providing trustee limited liability. At the Annual General Meeting (AGM), Trustees are elected to manage the affairs of the CIO.

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The Kindergarten's stated aims are:

- To enhance the development and education of children under statutory school age, in a parent participating, community-based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework that ensures equality of opportunity for all children and families.

Oakley Kindergarten believes in learning through play. We promote child-led learning and adults in the setting support children when they first show curiosity, by seizing the moment and supporting their next steps immediately. Planning in the Moment with young children maintains a strong link to practice providing rich adult-child interactions in everyday practice.

The children are happy, engaged and truly involved. They gain independence, resilience and show an excitement for learning safe in the knowledge that the adults will follow their lead.

Each day throughout the play session we operate 'free flow play' between the inside and outside environment. Children become most deeply engaged when they have autonomy as they are pursuing their own interests in an environment that allows them to be creative, take risks and challenge themselves in their endeavours.

## THE RUNNING OF OAKLEY KINDERGARTEN

### STAFF

Kindergarten employs a manager, a deputy manager, Early Years practitioners, assistants, a cook and an administrator. The manager is responsible for the day to day running of kindergarten but is herself answerable to the charity trustees.

### TRUSTEES

The charity trustees are in charge of managing the affairs of the CIO and exercise all the powers of the CIO making decisions in order to achieve its aims,
The Trustees are elected at the AGM, minutes of which are available on the notice board in the kindergarten reception.

### ALLOCATION OF SESSIONS

We will try to accommodate the specific session requirements of each individual if at all possible. Extra sessions may be available depending on the number of children on roll.

Unless you advise otherwise your sessions from the current term will be reserved for you for the following term. We require half a term's notice of any changes. We accept all 15 hour and 30-hour government funding.

#### Additional Two Year Old Funding

Certain criteria may mean that some families are entitled to Two Year Old Funding. To find out if you are eligible go to www.bedford.gov.uk/2yearfunding or call Bedford Borough Family Information Service on 0800 023 2057.

### FACEBOOK

We have a Facebook page. Please 'like' us on Facebook to receive news and updates, look for our tree logo to identify us.

### PIGEON HOLES

We have individual pigeon holes for every child located in the reception area. Please check these at least every week when you are dropping your child off.

We also contact parents/carers via email. In addition, we send updates on the Famly App Newsfeed and message service, please do feel free to message your key person on the message service.

## CAR PARK

As part of our commitment to the environment, we would ask as many parents and carers to walk to kindergarten where possible. Please note that, for safety reasons, the car park is for staff and emergency vehicles only. Please park on the High Street and walk down Chapel Pound to the kindergarten. Alternatively, you can park on Station Road and access kindergarten via the public footpath.

## FUND-RAISING

The kindergarten arranges and participates in fund-raising events throughout the year. Please support us at these events and any help is most welcome.

## PARENT/CARER HELPER SESSIONS

We encourage parents/carers to help out where possible, as it is felt to be very beneficial for kindergarten, the children and you as parents/carers yourselves. You have the opportunity to meet and get to know the staff, including your child's key person. Please let the manager know if you would like to help out.

## PLAY SESSIONS

All sessions are held at Oakley Kindergarten and a maximum of 40 children attend each session. 3 in Rosebuds (Baby Room) 13 in Petals (Toddler Room) and 24 in Blossoms (Pre-school Room). The Kindergarten is open between the hours of 8am and 6pm. Please see the Price Lists for session times.

Each day, the children can choose to play inside or outside, during the free play session. The outside provision reflects that of inside, so whatever the children choose to play, they will be progressing towards their personal targets and all aspects of the Foundation Stage Curriculum will be covered. During this time children will have the opportunity to have a healthy snack and a drink. Water is always available throughout the session, and the children are regularly encouraged to drink from their water bottle. Rosebuds will have access to the outside area with their key person on each session they attend.

Within our sessions we aim to nurture the younger children and support their transition from home to kindergarten. The older children, we aim to extend their learning, encourage independence and prepare them for school in the year before they are due to move up. We aim to develop all children's confidence, self-esteem and well-being through encouragement and help in the use of basic skills.

We end the school year with a leaver's celebration, which the children thoroughly enjoy and all parents/carers are welcome to attend. We work closely with Oakley Primary Academy and our curriculum is part of the Early Years Foundation Stage which continues when the children move on to the reception class at Primary School.

Our curriculum is on our parents'/carers' noticeboard. Our daily planning is now 'In the Moment'. Children's 'next steps' will be met immediately i.e. 'In the Moment'. Please do not hesitate to speak to a member of staff if you require further information or have any queries.

## COSTS

*Nappies, wipes and formula milk are not included and need to be provided by parents. Please bring a bag with spare clothes to each session your child attends.*

**Fees list for under 2's**

| | | |
|---|---|---|
| **Full-Time place** | **8am-6pm Monday to Friday**<br>Inclusive of breakfast, all snacks<br>A two-course vegan lunch prepared daily, using fresh ingredients and a two course vegan supper. | £336.00 |
| **Full day Discount** | **8am-6pm**<br>Inclusive of breakfast, all snacks<br>A two-course vegan lunch prepared daily, using fresh ingredients and a two course vegan supper. | £75.00 |
| **Morning Sessions** | **8am-1pm**<br>Inclusive of breakfast, morning snack and two course homemade vegan cooked lunch. | £47.75 |
| **Afternoon Sessions** | **1pm-6pm**<br>Inclusive of afternoon snack and a two course vegan supper. | £44.60 |
| **Short Day** | **9am-4pm**<br>Inclusive of morning snack, a two-course vegan homemade cooked lunch and afternoon snack. | £57.00 |
| **Additional hourly rate** | | £11.00 |
| **Late collection fee (**per 10 minutes) | | £11.00 |

**Additional information**
**No refunds will be given for sickness or holidays.**
**Please bring a bag with spare clothes to each session your child attends, please include pullups and wipes if applicable as these are not provided.**

**Fees list for age 2+**

| | | |
|---|---|---|
| **Full-Time place** | **8am-6pm Monday to Friday**<br>Inclusive of breakfast, all snacks<br>A two-course vegan lunch prepared daily, using fresh ingredients and a two course vegan supper. | £325.50 |
| **Full day Discount** | **8am-6pm**<br>Inclusive of breakfast, all snacks<br>A two-course vegan lunch prepared daily, using fresh ingredients and a two course vegan supper. | £70.00 |
| **Morning Sessions** | **8am-1pm**<br>Inclusive of breakfast, morning snack and two course homemade vegan cooked lunch. | £43.50 |
| **Afternoon Sessions** | **1pm-6pm**<br>Inclusive of afternoon snack and a two course vegan supper. | £40.00 |
| **Short Day** | **9am-4pm**<br>Inclusive of morning snack, a two-course vegan homemade cooked lunch and afternoon snack. | £52.50 |
| **Additional hourly rate** | | £11.00 |
| **Late collection fee** | **(**per 10 minutes) | £11.00 |

**Additional information**
No refunds will be given for sickness or holidays.
9+month, 2 & 3 year-old funding is available, including 30 hr funding, if eligible, please speak to the manager.
Please note costs for breakfast, lunch and supper for funded children is as follows: Breakfast: £1.50 per day. Lunch £3 per day. Supper £2.50 per day. Morning and afternoon snacks 30p per funded session attended.

**Holiday club**
Holiday club is charged at the term time rate and is self-funded by parents (Not eligible for Funding, Tax Free Childcare can be used to pay for Holiday Club sessions). For any Holiday Club bookings, as with term time, no refunds will be given for sickness or sessions that are no longer needed once booked.

**Additional Costs**:

Additional termly Consumables charge, charged pro-rata for how many funded sessions your child attends per term. Excludes those children in receipt of 2 Year old funding, Early Years Pupil Premium, Disability Access Fund and deprivation. As with all additional costs the payment is optional, but as a small charity, this payment enables us to continue to provide a high standard of resources, activities and experiences for your child, during their time at kindergarten.

All costs are reviewed by our trustees regularly and half a term's notice will be given of any amendments.

**You are required to give half a term's notice of a child's withdrawal from kindergarten.**

| | | | |
|---|---|---|---|
| Bank Details | Account name | : | Oakley Kindergarten |
| | Sort Code | : | 60-02-13 |
| | Account no. | : | 71542523 |

If any parent has concerns about making payment for fees for whatever reason, please discuss this with the manager as soon as possible. We are always flexible, understanding and committed to the best interests of the children.

## SECURITY

To ensure the security of the children, we have a two-way intercom system. Please press the buzzer when you arrive for your session and a member of staff will allow you access to the reception area.

## MEALS, SNACKS & DRINKS

We provide a snack during each kindergarten session. Our Physical and Nutritional Coordinator (PANCO) oversees the snack provision, and all snacks are inclusive, healthy and tooth friendly.

We have a healthy 'rolling snack,' which means that the children can choose when they are hungry and when they want to eat during the 'Free Play' part of each session. This limits interruption to a child's play and enables them to engage in more meaningful play with higher levels of involvement. Snacks consist of seasonal fruits and vegetables. Please inform us during the admission process if your child has any allergies, intolerances and/or dietary requirements.

Lunch is from 12pm until 1pm. We offer a 2-course vegan menu cooked on the premises. Please ensure that you notify us of any allergies, intolerances or food preferences and update this information with us as soon as there are any changes. Alternatively, you can provide a packed lunch.

Please ensure that any grapes, cherry tomatoes or mini sausages are cut in half lengthways, as these can prove to be a choking hazard for young children.

Please do not bring in 'leftovers' that contain protein, as we do not know how these have been prepared or stored previously. In-line with Environmental Health advice please note that we are unable to re-heat any foods containing protein (eg. meat, cheese, fish etc).

Water is always accessible and available at all times for every child. Please ensure to bring a named water bottle filled with water only, every day that your child attends.

Babies, please provide formula or breast milk that your baby will need during their session. Please speak to your key person or the manager regarding your baby's weaning requirements.

In line with our Oral Health guidelines, for birthdays and special celebrations, we do not encourage sweets or cakes to be brought into kindergarten.

## OAKLEY PRE-SCHOOL to OAKLEY KINDERGARTEN POLO-SHIRTS

We have some end of stock preschool polo-shirts and sweat-shirts available to purchase for cost price while we are transitioning and re-branding. This is not compulsory uniform.

The cost of the polo shirt is £3.50 and the sweat shirt is £5. They are available at any time from the office.

## WELLIES

Please bring a pair of **named** wellies with your child to kindergarten to leave whilst they are here. Please hand them to a member of staff at the beginning of term. They will be stored by your child's peg so that the children can easily access them if they want to go outside during the session.

## LABELLING

Please ensure that coats, shoes, wellingtons, hats, scarves and gloves and lunchboxes are clearly labelled with your child's name. You will be surprised at the difference it makes to us and the time saved.

## OAKLEY KINDERGARTEN POLICIES & PROCEDURES

All policies are available to view at kindergarten at any time. They are up-dated throughout the year and reviewed annually in the spring term. The policies below are a selection of policies which provide additional information for parents/carers.

### Messy Play Policy

*We believe that children learn through play and that through exploration and experimentation they will develop in all areas of learning. We will not restrict any of these activities, despite them often being messy, if the child is learning and developing through the media they have chosen to investigate.*

Children will be encouraged to explore a variety of different media and materials.

When doing this they will:

- Use powder paint and water to explore what happens when colours are mixed.
- Experiment and create new effects and textures, for example drizzling glue over wool; squirting pools of colour.
- Provide sensory experiences – painting hands and/or feet to make marks.

We provide an optional "uniform" for parents/carers to purchase at cost price which will prevent child's own clothing being damaged.

## Outdoor Play Policy

*We believe that children learn through play and that through exploration and experimentation they will develop in all areas of learning. During free play the children are able to choose to go outside whatever the weather.*

In the outdoor play area children are encouraged to:

- Explore puddles, trees and surfaces such as grass.
- To love outdoors and to show an interest in the world in which we live.
- To comment and ask questions about the natural world.
- To take part in growing vegetables and flowers to develop an understanding of growth and decay and a sense of time
- Make full use of the outdoor area in all weathers to give opportunities for investigation of the natural world
- Put on and take off outdoor clothing to encourage independency and appreciate the need for hygiene.

We encourage all parents/carers to bring wellington boots for their child which they may leave at kindergarten. We provide an optional "uniform" for parents/carers to purchase at cost price which will prevent their child's own clothing being damaged.

## Admissions Policy

*Children of 6 months old are eligible to join kindergarten.*

1. Children who are resident in Oakley. Preference will be given to children with special needs or those children whose parents/carers have special needs.
2. Children child-minded in Oakley.
3. Children in receipt of Two year old funding.
4. All other children applying to kindergarten will be considered on their own merits according to vacancies at the time.

Please Note: Any children registered for kindergarten that we will not be able to accommodate, will be informed in advance of their proposed admission date, to enable them to make alternative arrangements.

## Use and Taking of Photography

At kindergarten we take photographs for each child's development records in-line with kindergarten's photography policy.

## Mobile Phone Policy

- All staff and volunteers must ensure that their mobile phones are left in the office during opening hours. The administrator will monitor phones for calls if requested when phones are placed in the box by the landline phone. Mobile phone calls and texts may only be made or received in the office with the door closed or outside in the alley by the wheelie bins. When on outings mobile phones will be kept by the manager in the outings bag.

- If any staff member has a family emergency and need to keep their mobile close at hand, the Supervisor must be consulted beforehand and give permission for this to happen. In these circumstances the staff member must proceed to the office as quickly as possible after answering the phone, to complete the call.
- Smart watches are not allowed to be worn at the setting, by staff, students or volunteers.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager. If photographs need to be taken in a bathroom (i.e. to photograph the children washing their hands), the manager must be told and staff supervised whilst carrying out this activity. At all times the camera must be in a prominent place where it can be seen.
- All cameras in the kindergarten, including those on staff mobile phones, can be subject to scrutiny at any time by the Safeguarding Officer or Manager.

Any staff member, volunteer or student found to be non-compliant with this policy will face disciplinary action.

## SETTLING IN AT KINDERGARTEN – POLICY AND PRACTICE

We want children to feel safe and happy in the absence of their parents/carers, to recognise other adults as a source of authority, help and friendship and be able to share with parents/carers afterwards the new learning experiences enjoyed at Oakley Kindergarten.

In order to accomplish this, we will:-

- Encourage parents/carers to visit kindergarten with their children during the weeks before an admission is planned.
- Arrange for the child's key person to visit the family at home, if possible, in order to gain more insight into the child's background and needs and allow the child to become familiar with kindergarten adults.
- Introduce flexible admissions procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in kindergarten for as long as it takes to settle their child there.
- Reassure parents/carers whose children seem to take a long time settling into kindergarten
- Encourage parents/carers, where appropriate, to separate from their children for brief periods at first, building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents/carers to help their children feel comfortable at kindergarten, to benefit from what it has to offer, and to be confident that their parents/carers will return at the end of the session.

## BEHAVIOUR MANAGEMENT

At Kindergarten we aim to provide a friendly, caring environment where each child is welcomed and valued and encouraged to develop his/her personality.

We aim to help the children to understand their responsibilities towards themselves and other people and property, through personal example and positive reinforcement.

Rules are brief and simple and based on shared values, common sense, and safety of the individual. They are positive and reinforce what we will do. Whenever they are broken, we will ensure that the child is aware it is the action we disapprove of and not the child him/herself.

Kindergarten has 5 'Golden' rules that we encourage the children to follow.
These are:

1. We use our kind hands.
2. We use our kind and quiet voices.
3. We use our listening ears.
4. We will look after our toys and books.
5. We use our walking legs indoors

## RECORD KEEPING

Each key person must ensure that every child's learning and care is tailored to their individual needs. They will use development records and through observations and assessments ensure that they provide experiences, opportunities, resources and a learning environment to support each child's progress. These records are on the Famly App, which you will be given a log in invite for, once your child has started at kindergarten. We encourage observations from home to add to your child's journey as we work in partnership with you as your child's first teacher.

We hold an 'Open Classroom' once a term for parents/carers to pop in after an afternoon session or in the evening to discuss their child's records face to face. This will enable parents/carers to work in partnership with their child's key person to achieve the best outcome for each child.

We also use the Famly chat for day-to-day communications with parents/carers. You are encouraged to write messages to your child's key person whenever you have something you want to make us aware of.

## INFECTIOUS DISEASES

We would like to draw the attention of all parents/carers to the following list of quarantine periods for infectious diseases as advised by the Public Health Agency. We would therefore ask parents/carers to co-operate by referring to the list before sending children back to kindergarten after having had an infectious disease. The complete list is available at kindergarten. Common childhood illnesses are listed below.

| ***Illness*** | ***Children excluded for*** |
|---|---|
| Chicken Pox | Until all vesicles have crusted over |
| German Measles | 6 days from appearance of the rash |
| Impetigo | Until lesions are crusted and healed or 48 hours after commencing anti-biotic treatment |
| Measles | 4 days after appearance of rash (longer if the child is still ill) |
| Mumps | 5 days from the on-set of swelling |
| Scarlet Fever | Child can return 24 hours after commencing appropriate anti-biotic treatment |
| Whooping Cough | 48 hours from commencement of anti-biotic treatment or 21 days from onset of illness if no anti-biotic treatment |

**Please do not send children to kindergarten within 48 hrs of an episode of vomiting and/or diarrhoea.**

The full list of common childhood illnesses and the recommended exclusion periods is held in the kindergarten policies and procedures document and is also displayed on the back of the office door for easy reference (administration of medicines and sick child policy).

## EQUAL OPPORTUNITIES

The trustees and staff of this kindergarten are committed to caring for children without discrimination and want everyone to feel welcome. Therefore, we will not tolerate discrimination on the grounds of race, creed, class, gender, sexuality, disability or age.

It is therefore our policy to challenge discriminatory behaviour or comments, whether it is amongst staff, parents/carers, children or others.

We promote British values, diversity and inclusion.

## NO SMOKING

For the benefit of the health of the children and staff and to ensure there is no negative role-play with children copying smoking adults, we operate a no smoking policy.

This means there will be no smoking:

- in any part of the kindergarten building or grounds.
- in the outside play area
- in the presence of any child

## COMPLAINTS PROCEDURE

**As a member of the Early Years Alliance, Oakley Kindergarten aims to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm, caring and safe environment within which all children can learn and develop as they play.**

We believe children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents/carers and the community generally and we welcome suggestions on how to improve our kindergarten at any time.

### Making concerns known

- If a parent is uneasy about any aspect of kindergarten's provision they should first talk over any worries or anxieties with the kindergarten manager.

### Complaint relating to The Statutory Framework

- If the complaint relates to the Statutory Framework for the Early Years Foundation Stage then it must be recorded in the complaints file which will require the following information:
  1) Complainants name
  2) Nature of complaint including to which part of the Statutory Framework the complaint refers, taking care not to mention individual's names.
  3) How the complaint was dealt with
  4) Details of the outcomes of the investigation with any further actions required.

### Other complaints

- If the complaint is un-related to the Statutory Framework and speaking to the manager does not give a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the kindergarten Manager and the kindergarten trustees. Both the parents/carers and the kindergarten manager should have another person present if required and an agreed written record of the discussion should be made.

**Most complaints should be resolved informally or at this initial stage**

- If the matter is still not sorted out to the parent's satisfaction, the parent should again contact the kindergarten trustees.

- If the parent and kindergarten cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help to clarify the situation. Staff and volunteers within Pre-School Learning Alliance will be available to act as mediators if both parties wish.

  The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.

  The mediator will keep all discussions confidential. They will meet with kindergarten if requested and will keep an agreed written record of any meetings that are held and of any advice given.

If the complaint relates to The Statutory Framework all parents/carers at the setting must be informed of the findings of the investigation and any action taken or intended to take as a result. This must be done within 28 days of the complaint being made.

**The role of the registering authority**

In some circumstances, it will be necessary to bring in Ofsted Early years directorate who have a duty to ensure laid down requirements are adhered to and with whom the Borough Council works with in partnership to encourage high standards. Ofsted would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases both parent and kindergarten would be informed and the Borough Council Development worker would work with the social services department to ensure a proper investigation of the complaint followed by appropriate action.

**We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of kindergarten and parents/carers that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality.**

*Parents/carers can contact Ofsted at any time if they choose.*
*The telephone number is 0300 123 1231.*