

**Burford Pre-School**  
**United Reformed Church, Fox Lane, Palmers Green, London N13 4AL**

Ofsted Registration Number: **EY471345**  
[school@hotmail.co.uk](mailto:school@hotmail.co.uk)

Email: [burfordpre-](mailto:burfordpre-school@hotmail.co.uk)

Pre-school Phone Number: **07582892417**

Welcome to Burford Pre-school. We hope that you and your child will have a wonderful time here, learning whilst having lots of fun. We can't wait to show you all the activities that we share, getting covered in sand, playing with water, getting messy whilst painting and making things, cooking and even events and trips that we hold throughout the year.

### **Aims**

- To create a safe, happy, relaxing and nurturing environment that offers children the opportunity to have fun while learning through play.
- To support children's play with a balance of child initiated and adult led activities which are monitored, assessed and observed regularly.
- Providing an environment which encourages children to develop their confidence and independence.
- Providing the right encouragement for children's to initiate their own activities, have the opportunity to make their own choices in their play, cooperate with one another as well as enjoy each other's company.
- To foster children's self esteem and help them form and maintain good relationships with adults as well as children.
- To help children develop respect for themselves, others and their environment.
- Providing activities that are well planned, purposeful and effective in order to promote the aims of the Early Years Foundation Stage in : Characteristics of Effective Learning, Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.
- To equip children with the skills, knowledge and understanding they will need to start school.
- To treat all children and their families equally, with respect and dignity.
- To work in partnership with and support parents/carers.
- To work in partnership with other professionals.

### **School Terms**

School terms are in accordance with the London Borough of Enfield.

We offer sessional care Monday-Friday :

Ages 9mths-2yrs £78.00 All Day	9am – 12pm or 12-3pm	£39.00 per session.	9am-3pm
Ages 2-4 £54.00 All Day	9am – 12pm or 12-3pm	£27.00 per session	9am-3pm

### **Staff**

At Burford we make sure all members of staff have the relevant child care qualifications and have had enhanced Disclosure and Barring Service (DBS) checks. Our staff are chosen for their enthusiasm, commitment and ability to relate to children. Staff photographs and information are displayed on the notice board.

We also have volunteers and students who help support children's learning. As a requirement we ensure that anyone working within our setting has had the relevant DBS checks, are aware of our policies and procedures and what is expected from them at all times.

### **Pre-School Team**

Proprietor/Manager: Asha

Deputy Manager: Des

SENCO (Special Needs Coordinator): Asha

Pre-school Practitioners: Aynur, Agnes, Jennie, Bajre, Stella, Vanesha

Volunteers: Wahida

Apprentices: Iman

### **Admission**

We welcome and embrace all cultural backgrounds, religions and traditions in the community. Admission is in order of entry on the waiting list (subject to availability).

A minimum of four weeks notice in writing (or fees in lieu is required if your child is leaving the Pre-School).

Information on the Pre-School is available direct from the Pre-School or by phoning the number shown. Alternatively, information can be obtained from local libraries, Informed Families (London Borough of Enfield) Ofsted and the United-Reformed Church notice board.

If it is requested, the Pre-School will make every effort to obtain a translation of the prospectus.

## **Registration**

In order for your child to be placed on the waiting list, you will need to complete a registration form and pay a non-refundable fee of £30.00 as a waiting list fee. This form will include details of your child's immunisations, any medical conditions or allergies, doctor's details, emergency contact numbers, preferred days to attend, a passport size photograph as well as the names of people authorised to collect your child.

When we have confirmation of a place becoming available, sessions will offered according to availability and the order of which your child is on the waiting list.

On confirmation of your child place being offered we ask for parents to contribute a box of tissues, hand soap, hand sanitizer and a packet of baby wipes. Also required are documents with the child's proof of address (two bills) and birth certificate or passport, if you are claiming for the '30hrs' for working parents we will also need parents NI numbers and photo identification to be verified by the council.

## **Charging Policy**

- The Pre-School has a £30 non-refundable waiting list fee and a £100 refundable deposit
- All parents of 15hr funded children are asked to pay a £5.00 contribution every week for the children's snacks and other extra curricular activities that we provide. Those children who receive 30hrs are asked to pay £10.00 per week.
- Parents who do not receive funding will be sent via email a statement of fees at the start of each term with two sets of fees, one for the first half term and then the second.
- Fees are to be paid each half term either in full or two instalments. If parents/carers wish to make other arrangements these need to be discussed and agreed with the manager.
- Payments can be made by cash, cheque or via a recognized Childcare Voucher company.
- The Pre-School reserves the right, at the discretion of the manager; to make a charge of £5 for each reminder of late payments.
- A minimum of four weeks written notice (or fees in lieu) is required if your child is leaving the Pre School.
- Special events such as 'Christmas Party' and 'End of term' party may incur a small charge to cover any additional costs for these events.

## **Nursery Education Fund**

### ***2 year old funding***

- 'Terrific two's' is for two year old children and is targeted funding. Parents will need to find out if they are eligible for this funding; information is available in [www.enfield.gov.uk/if](http://www.enfield.gov.uk/if) and clicking on the 'terrific two's' link.

### ***3 and 4 year old funding***

- Children may access the Nursery Education Funding the term following their third birthday via the Pre School, subject to proof of eligibility. Currently funding is available for a maximum of 15 hours per week for 38 weeks per year subject to available places. If your child attends less than 15 hours per week, the Nursery Education Fund is paid pro-rotta. If your child attends more than 15 hours per week, full fees are payable for the additional hours.
- Parents will be asked to sign a Parental Declaration once their child's eligibility of the Nursery Education Fund has been confirmed.

### ***Additional 15hours funding***

#### How to apply?

You can apply for additional 15 hours funding when your child is 2 years and 36 weeks old (9 months). You will need to have your details (and your partner's, if you have one) including your National Insurance Number or Unique Taxpayer Reference (UTR), if you're self employed to hand when applying. You'll find out if you're eligible as part of your application.

The funding starts either the term AFTER your child turns 3 OR the term after you apply, whichever is later.

Child Turns 3 between	Apply Before	Eligible From
1st January – 31st March	31st March	1st April
1st April – 31st August	31st August	1st September
1st September – 31st December	31st December	1st January

### **Settling-in**

The settling-in period is a vital part in a child's transition from home to pre-school. We encourage parents to visit the pre-school with their child before putting their name on the waiting list. The pre-school has 'Welcome Sessions' for new children and their parents/carers before the start of their first term, in order to help them become familiar with the premises, staff and to meet other new parents in an informal atmosphere.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washed.

Each child will settle in their own way. Your child's keyworker will advise you once they have met with yourselves and your child and discuss how best to settle your child. We will work together to make the settling period as stress free as possible for you and your child.

### **Nappies/Changing**

Staff will change a child who has a soiled nappy. However, we ask that parents/carers provide spare nappies, baby wipes, nappy sacks, and disposable gloves in a bag clearly marked with their child's name.

We also ask all parents/carers to provide a clearly labelled bag with spare changes of clothing for all children, as a precaution if there are any accidents or clothes get messy due to the environment promoting 'learning through play'.

### **Parental Involvement**

Parents are the first educators of their children and our aim as a Pre-school is to support parents in their essential work. We believe that the Pre-school/Parent Partnership is vital for the happiness, confidence-building and development of each child.

When planning our curriculum, we draw on the talents, interests, skills and knowledge of our children as well as working on the concerns of parents/carers.

We also appreciate help with events such as outings and special cultural events. Letters of these trips will be sent out for those who would like to attend these trips with their child.

Parents may discuss any aspect of their child at the pre-school with staff informally at the start or end of the session or if they wish, more formally and in a more private area, however this may need to be by appointment. Parents will have access to files and records of their child only.

### **Key-Workers**

The pre-school has a key worker system, by which each member of staff has responsibility for an identified group of children. The key worker observes, monitors and records the progress of each child in their group. This system allows early identification of any areas of concern.

The key worker will work with colleagues and parents/carers in order to gain as much knowledge of your child as an individual. Staff would then plan activities to cater to each child's needs, interests, and play activities to encourage their learning and development and will liaise with other professionals if necessary. Confidentiality is maintained at all times. Parents are kept informed of their child's progress on a termly basis.

### **Security and Safety**

The doors to the Pre-school hall are locked during Pre-school sessions to prevent unauthorized access. The outer doors of the building are locked when there is no one else on the premises. Staff will not release children to anyone other than those listed on the registration form. Please inform the manager if there are any changes to the names you have given. An 'Exit' book is used for day-to-day changes to collection arrangements. Access to the pre-school will be refused to any parent/carer or visitor whom we consider to be under the influence of alcohol or drugs nor will children be handed over to any person we consider to be under the influence of alcohol or drugs.

Regular fire drills are carried out and recorded. Fire doors are never obstructed and safety checks on premises (both indoors and outdoors) and on equipment are made daily. A register of children and staff is completed on arrival. The Pre-school has a non-smoking policy. This applies to all staff, students and visitors. Children are encouraged to use toilets independently within the pre-school room, under the supervision of vetted staff.

### **Health and Hygiene**

Prescribed medication from their doctor will only be given to your child. Parents must give written information on dosage, instructions and permission for staff to follow those instructions. All occasions when medication is administered will be recorded and signed by the member of staff administering the medication and by the parent/carer when they collect their child. Any such medication will be kept in a locked cupboard. Parents are asked to give signed permission for emergency treatment on the registration form.

If your child is unwell, with a temperature, sickness and diarrhoea, we ask that you do not bring them to pre school, to stop the spread of any illnesses to any other children.

If your child has an infectious illness, we ask that you consult your doctor on the incubation and exclusion periods. A child must not return to pre-school for 48 hours after the last symptom of sickness and diarrhoea. If a child becomes ill whilst at the pre-school, the parent/carer will be contacted in order for their child to be taken home. These arrangements are in order to minimize the spread of infection. To aid personal hygiene, children always wash their hands after using the toilet and before handling food. Toilets are regularly checked for cleanliness. Tissues are always made available.

### **Accidents and injuries**

An accident book is kept and details of all injuries to children are logged and must be signed by the child's parent/carer. We also log any injury that the child may have when they arrive at the pre-school which must also be signed by the parent/carer. Confidentiality is maintained at all times.

Children are not permitted to wear jewellery at pre-school, so as to avoid potential injury to themselves and others. If a parent requests that their child be allowed to wear an item of jewellery for cultural or religious reasons, they will be asked to sign a disclaimer.

A correctly stocked First Aid box is available at all times. All staff are trained in First Aid.

### **Lunches**

Packed lunches must be provided for your child for those who stay for the lunch period. This includes children who join the afternoon sessions. We like to encourage healthy eating, so we ask for no fizzy drinks, no sweets and no chocolate bars. We are a 'NO NUTS' pre-school and any items of food that contain nuts will not be given to your child. This includes foods such as peanut butter, Nutella and pesto.

We do not heat any foods at the pre-school, however if you wish your child to have a warm meal you are able to bring your child's food in a thermos. When providing your child with a clearly labelled lunch box, we ask for ice packs to be placed inside to keep the food at a cool temperature as we will not be able to store lunch boxes in the fridge.

### **Drinks and Snacks**

The pre-school provides snacks and drinks for both the morning and afternoon sessions. Children may have water or milk, according to what they have requested on the registration form. Snack will consist of a variety of different fruits and vegetables as well as a carbohydrate.

We encourage children to wash their hands and put their own snack. Water is available throughout the entire session with cups for children to be able to pour whenever they like.

### **Equal Opportunities**

Burford Pre-School aims to provide a safe, caring and stimulation environment that encourages a positive self image, while providing for the individual needs of each child. Thus easing the transition from home to school and preparing children to be valuable members of their community.

The pre-school is committed to an equal opportunities policy. All staff members are committed to implementing the pre-school's Equal Opportunities policy. Children take part in a variety of religious and cultural activities, unless parents request otherwise. We encourage an awareness of, and respect for, all cultures and an appreciation of the rich diversity of our multi-cultural society. We share this within the pre-school and with the children by the resources we have available (i.e. toys, books, puzzles, home corner, musical activities and wall displays) which reflect and promote this objective.

### **Special Needs**

Children with special needs are welcome into the pre-school, if we have the facilities to ensure that their equal opportunities rights and health and safety needs are met. Children with special needs, like all other children, are admitted to the pre-school after consultation between parents, the pre-school manager and staff. Children with special needs may be considered priority admission.

If it is felt that a child's needs cannot be met in the pre-school without the support of a one-to-one worker, where possible, funding will be sought to employ one.

Our members of staff are supportive and sensitive to the requirements of any child with special

needs, and realize the benefits of a team approach. The staff will always work in complete co-ordination with any support professional who may need to observe or assess a child in the pre-school situation, subject to parental consent.

Early Years and family support advisors are always available for help and advice, and will liaise with other professional if required to do so.

### **Child Protection/Safeguarding Children**

At Burford Pre-School we aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

The pre-school staff have a legal responsibility to record any injuries seen on a child coming into the pre-school or any other concerns they may have about the child's well being. Parents/carers will be asked to countersign the record entry. Any such circumstances may be referred to the Social Services Children and Families Team for further advice.

All staff undertake Child Protection training. The pre-school manager and deputies attend an Advanced Child Protection course. This is to help staff be more aware and ensure the welfare of every child is maintained at all times.

### **Behaviour**

In order that a child may benefit fully from the educational play and activities provided and develop happily and confidently at his/her own pace, a set standard of behaviour is necessary. All children are expected to be caring and considerate towards other children, and polite and courteous to adults. We aim to encourage socially acceptable behaviour by praise and example. Good manners are always encouraged, discussed and put into practice. Behaviour which could cause injury or distress to another child is not allowed, as is any bad language. Staff will always challenge discriminatory behaviour and comments.

However, some children display unacceptable behaviour from time to time. In a situation in which two or more children are involved, a child will be diverted from the cause of the problem, told that we do not allow that type of behaviour in the pre-school, and helped to understand how they have upset the other child or children. Whenever an incident like this occurs, comfort, understanding and support for the distressed child always comes first.

Within a group situation, a child who persistently disrupts the group activity is encouraged to move away from the group for a short period. This act is always supported by an explanation. In extreme circumstances where child's behaviour gives serious cause for concern, the manager will discuss the situation in private with the parent, and a joint approach will be formulated.

In extreme circumstances it may be necessary to consider excluding a child from pre-school, if so, prior notice will be given to the parents.

### **If You Are Late or Your Child is Not Collected**

If you are unavoidably delayed, please telephone and let us know. If you are unable to collect your child due to unforeseen circumstance, please let us know the name of the person who will be collecting your child. If this person is not known to us we will ask them for a password that is unique to your child. Please do not be offended if we do not allow your child to go with another parent unless we have had permission from you. It is important that we have up to date contact numbers of any authorised person who is to collect your child and that they have the pre-school contact number.

In the event of your child not being collected at the end of the session, two members of staff will wait with your child. Meanwhile, every effort will be made to contact those listed on your child's registration form. If no contact has been made within an hour from the time the child was supposed to be collected, we are required to contact Social Services for further guidance, a record must be kept of the circumstances and action taken, which must then be signed by the parent or carer. In this event a fee may be payable for the extra time pro-rotta to the pre-school fees and any expenses incurred, which will be at the discretion of the pre-school manager.

### **Outings**

There are occasions when children are taken on short outings within the local area as part of the pre-school's planned activities. The outings are always planned with a full risk assessment being carried out. Children are taken with an adult-child ratio of 1 to 2, and with at least one of the accompanying staff having a First Aid qualification. Parents/carers may be asked to help on these occasions and will be advised on 'Health and Safety'. Parents will be asked to provide appropriate clothing suitable for the weather or seasonal conditions, e.g. wellingtons or sunhats.

### **Newsletter and Notice Boards**

We aim to publish a newsletter each half term which will be sent via email to parents, to keep parents up-to-date with pre-school events and news.

Our notice boards also give additional information on pre-school activities and events.

### **Policies and Procedures**

All staff will carry out the pre-school's policies and procedures, which will be regularly reviewed to ensure they help to meet the aims of the pre-school for the overall benefit of the children. Full pre-school Policies and Procedures are available for inspection.

Students enrolled on recognized childcare courses, who have their placement in the pre-school will be advised of our policies and will be required to respect them. At no time are students left unsupervised with children.

## **Complaints Procedure**

The staff at Burford Pre-School aim to work in partnership with parents to offer a high professional standard of care to all children. However, we recognize that parents are the ‘first educators’ of their child and we will always listen to comments and consider suggestions made by parents.

If you wish to make a complaint, firstly;

1. Speak to the member of staff concerned
2. If you are not happy with the outcome then speak to a member of the management team
3. If you are not satisfied you are able to make a complaint in writing and we will then investigate the matter and make recommendations.
4. If you are dissatisfied with this you can make a complaint to Ofsted on Tel: 0300 123 1231 or by email on [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## **Our Pre-School Our Aims:**

- To provide high quality care and education
- Provide a curriculum which is focused on the child
- Work collaboratively with parents and carers
- Promote and value cultural diversity in all its forms
- Be inclusive to all
- Be a provision which promotes lifelong learning for all
- Be responsive to the needs of the local community

## **Ofsted**

We had our Ofsted inspection in March 2024. During the visit, we were given a ‘GOOD’ overall judgement. If you are interested in our last Ofsted report it is available on request.

## **The Pre-School Routine**

Children will arrive at pre-school and participate in a wide range of play based learning experiences. These include:

- Sand and water play
- Painting
- Exploring natural materials and heuristic play
- Exploring glue, dough and clay
- Sharing stories
- Making models using a wide range of materials
- Cutting and sticking
- Jigsaw puzzles
- Various mark making opportunities
- Tricycles, stepping stone, scooters and balancing beams etc.
- Engaging in imaginative play
- Cooking activities linked to our themes

Children are then offered snacks supplied by the pre-school with a drink of milk or water for the morning and afternoon snack. This is followed with story time and circle times where the children participate in songs and storytelling. The afternoon sessions are followed by similar learning experiences.

## **Additional Activities**

The pre-school offers additional activities for the children to take part in to enhance their learning and development. Children who will be going to school the following September will be included in small group work which is based on communication and person, social development, preparing them for reception.

***If you require any additional information, please contact Asha or leave a message via the contact information provided above.***