



Noah's Ark Pre-school Prospectus

Registered Charity : 1088981

Noah's Ark Pre-school is located within the grounds of Buttsbury Junior School, Mill Hill Drive, Billericay. We welcome children aged 2 years to school age and encourage the support of their families. We are a group that values everyone, regardless of race, cultural background or disability.

Why us - We nurture children to develop their confidence, social skills and enthusiasm for learning to prepare them for Primary School

Small is good - Our setting is relatively small in numbers, this enables us to focus on quality not quantity.

We are always very pleased to see parents, whether to discuss your child's progress , view their child Learning Journey or just to have a look around the Pre-school.

Opening Hours

We are open at the following times during the school term, in line with Buttsbury Infant and Junior school:

Breakfast Club	7.45am - 9am
Mornings:	9am-12.00pm
Lunch club:	12 pm—12.30 pm
Afternoons:	12.30pm-3.30pm
Full day :	9am –3.30pm:



Children can stay all day providing they no longer require a sleep during the day. They must be provided with their own lunch and there will be an additional charge for the lunch Period.

Contact details

Address: Noah's Ark Pre-School (Billericay)
Mill Hill Drive
Billericay
Essex
CM12 0LS

Telephone: 01277 637433
For all Waiting list enquiries/Admin
call Julie Edwards 07780 368923
or email noahsarkbillericay@gmail.com

Website: noahsarkbillericay.co.uk

Facebook: Noah's Ark Billericay Pre-school



Fees

Session Fee 2 year old	£19.20	This will be invoiced half termly in advance.
Session Fee 3 & 4 year old	£18.00	
Lunch Club	£3.20	
Breakfast Club	£6.40	Siblings - two for £11
Registration fee	£30.00	A one off payment towards the cost of Administration and Insurance

Grant Funding

From the term after your Child's 3rd birthday they will be entitled to Funding from the Government for up to 15 hours a week. We will claim this on your behalf and you will be asked to complete a claim form each term in case you wish to increase your Child's sessions. Funded hours can only be accessed between the hours of 9 am and 12pm and 12.30pm and 3.30pm. The Lunch club charge would apply to children attending all day.

******To enable us to sustain ourselves and offer your child the best pre-school education we can, Noah's Ark make a small optional additional charge of £3.50 per funded session towards the cost of a healthy snack, materials and resources.******

30 hour funding and Two year old funding is also available for some children that meet a set eligibility criteria via an application process.

We regret that no refunds can be made for holidays or sickness, once fees have been paid, except in exceptional circumstances at the discretion of the Committee.

Admissions Policy

Your child's name may be placed on our waiting list at any time. It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community.

Places will be offered on a first-come-first-served basis..

We have one intake in September each year, in line with Buttsbury Infant School. We are however happy to take children throughout the year if we have sessions available

We do not have a limit on how many sessions your child attends. Subject to availability we hope to be able to offer you however many sessions best suited to you.

Policies

A copy of all the pre-school Policies can be found in the pre-school lobby and on our Website.

Fire Drill

Every weekly session has a fire drill once every half term. The procedure is available to view at Pre-School.

Refreshments

A healthy snack and a drink will be provided at each session. During our celebrations of festivals from around the world, a variety of foods may be offered. It is therefore very important that staff are made aware of any allergies your child may suffer from.



Management

The Pre-school is run by an elected committee, which is controlled by parents. Therefore our structure ensures that major decision making is carried out by the parents at all stages. The committee is responsible for reviewing both policy and practice of the Pre-school, and for the employment and appraisal of members of staff. It liaises closely with staff on Pre-school policies, oversees all the financial affairs and endeavours to raise funds during the year.

This Committee structure safeguards the future of the Pre-school. Parental support for fund raising activities is greatly appreciated.

Curriculum

At Noah's Ark Pre-school we believe that young children learn best through play-based activities and experiences that promote independent learning. We follow the Early Years Foundation Stage (EYFS) curriculum which is a framework for learning used in all registered settings.

Our staff play a vital role in delivering the curriculum to ensure that the children receive high standards of care and education. We keep you up to date with our theme for the week and any additional information with our weekly emails. We also regularly update our Facebook page and our Website.

We recognize that parents are the primary carers. We work closely with all parents and carers to enable children to flourish at Noah's Ark. We operate a "key person" scheme where members of staff have specific responsibility for individual children. Staff observe, assess and record developmental evidence of progress against the EYFS framework. The "key person" frequently works one to one with their designated children and regularly discusses progress with parents and carers.

Keyperson

Before starting at Pre-School, your child will be allocated a Key-person who will have a specific responsibility for your child and will help them settle in. Records of your child's progress remain in Pre-School until the child leaves when they will be given to the parent for them to keep.

A Typical Session Includes

- Free play activity
- Drink and Snack time to develop social skills
- Circle time – songs, rhymes, activities, music and movement (all together)
- Outside play and activities
- Story time – language literacy and communication
- Show and Tell

During the warmer weather months we operate an open door policy to enable children to move freely between the inside and outside areas.

Outside Area

Our outdoor Environment has unique characteristics & features which enables a positive impact on Children's wellbeing & development. Our area offers our children the following opportunities

- physical activities
- promotes confidence
- opportunities to develop relationships with peers
- enables children to experience new challenges
- supports creativity & problem solving skills
- gives children contact with the natural world

We ask you to provide a pair of Wellingtons to enable us to use the outside area in all weathers.



Parking

We do not have any parking facilities at Noah's Ark Pre-School so please be considerate when parking in the neighbouring roads. Parking in Mill Hill Drive is strictly forbidden.

Security

Noah's Ark Pre-School take all possible measures to ensure your child's safety whilst in our care. This includes an entry system, handles out of children's reach, and sufficient staff on exits.

Safety procedures are regularly reviewed and updated, and risk assessments are regularly carried out

Safeguarding Children

We intend, to create in our Pre-School, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We work in accordance to relevant legislation including Children Act 1989 and we are regularly inspected by Ofsted. The inspection report, Insurance documents and all relevant documentation are available in the Pre-School should you wish to see them.

All accidents and incidents must be recorded in the Books held at the Pre-school and signed by the parent/carer. The Manager is entitled to expect an explanation to be shared, of any injury that is observed. We have a responsibility to refer to Social Services if we have any serious concerns. If you, as a parent/carer, have cause for concern about your child's protection in Pre-school you are duty bound to contact Social Services/Ofsted.

Because of Allergies we operate a no nut Policy for Lunch Club. This includes Nutella & Chocolate spread.

Nappies

We realise that not all children are dry by the age of 2 years but we are happy to accept children who wear nappies or pull-ups. Please provide a spare in your child's bag.

Leaving and Collecting

It may be necessary to stay with your child at first, to help him/her settle. Once your child is happy to be left, it is better to say a quick goodbye and go. Reassure your child that you will be there to collect them at the end of the session.

It is very important to always be on time to collect your child. Even well settled children can become upset if their parent/carer is not there to collect them when all the other parents arrive.

If a child is unduly upset during the session the parent/carer will always be contacted.

A password system is in operation for anyone other than the parent collecting a child.

Sun Cream

During hot weather Parents are asked to apply a sunscreen before their child attends for their session. Sun hats should also be provided (named please). Emergency supplies of hats are available.

Discipline

At Pre-school we endeavour to help children develop self-discipline and respect for the needs of others. Positive methods of guidance are used and this may include the redirection, anticipation and removal of potential problems, positive reinforcement and encouragement. Please share with us any changes that may have arisen at home which may affect your child's behaviour i.e. illness, bereavement, new baby, parental separation etc.

Links with Buttsbury School

We have a very good relationship with both the Junior and Infant School. When appropriate, children from the Pre-school are invited to functions at the Junior school. Year 6 pupils will also be visiting the pre-school at various times of the year. Visits to Buttsbury Infant School classes are organised for the older children before they start school, and the Reception Teachers will visit our children.

Please note: Attending our Pre-school does not guarantee a child a place at Buttsbury Infant School.

You will be contacted directly by the Learning Education Authority to make your application for a school place.



Infections

Parents are asked to keep their children at home if they have any infection or appear unwell, and to inform the Pre-school as to the nature of the infection or illness. This will allow the Pre-school to alert other parents as necessary and to make careful observations of any child who seems unwell.

Parents are asked not to bring into the Pre-school any child who has been vomiting or has had diarrhoea until at least 48 hours has elapsed since the last attack.

Exclusion times for common illnesses are as follows:

Chicken Pox: 6 days after the last spot appears, providing your child is well

Head Lice: until treatment has been carried out successfully

German Measles: 5 days from rash appearing

Measles: 7 days from rash appearing

Whooping Cough: 21 days from onset of cough

Mumps: Until swelling subsides

Conjunctivitis: Until eyes are better.

If your child is on any form of prescription medication, a written letter to this effect must be handed to a member of staff. Prescription Medication will only be administered at Pre-school after we have received written permission from you to do so. All medicines administered will be recorded.

Inhalers MUST BE labelled clearly, and written instructions and permission given to staff on administration procedures.

If you are concerned about any other health problem your child may have, please contact the Manager.

The Pre-school will ensure that the first-aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed. There will always be on the premises at least one qualified first-aider trained to administer first-aid to children.

Step Ahead Sessions

All children will be offered a place at a Step Ahead session for one year before they start school. These sessions are currently run on a Thursday afternoon.

Initially these sessions are for the children to interact with other children who will be going to school at the same time as them. The sessions will become more structured than the normal sessions and will include : All area's of learning including a P.E session an outing.

We hope your child will join us for Step-Ahead as it does help them to interact with their peers and will also help to prepare them for "Big school".

Information we hold about your child

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018).

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.



Our Staff Team

Noah's Ark Pre-school opened in January 2003. Our Pre-school manager is Theresa Bay. Theresa has her NVQ Level 4 Certificate in Early Years.

Noah's Ark Pre-school is very fortunate to have dedicated, caring and qualified staff who are there to encourage and support the children. Theresa plays an active role in teaching the children together with the support of her deputy Loes Aldorino who has a Diploma in Pre-school Practice Level 3.

We have 7 members of staff in pre-school, all have been DBS checked and attended Safeguarding Children courses as required by Ofsted. A full list of qualifications is available on our website and in Pre-school.

- **Theresa Bay**

Manager

Safeguarding Officer

- **Loes Aldorino**

Assistant Manager

Step Ahead Manager

Health & Safety Officer

- **Julie Edwards**

Administration

Relief Staff Member

- **Gina Johnson**

SENCO

- **Sasha Dempsie**

2 Year Old Co-ordinator

- **Joanne Thompson**

ENCO

- **Donna King**

Relief pre-school Assistant

- **Alison Dearlove**

Pre-school Assistant

- **Amy Lee**

Pre-school Assistant

