



# Noah's Ark Pre-school Prospectus

Registered Charity : 1088981

## Introduction

Our Pre-school is located within the grounds of Buttsbury Junior School, Mill Hill Drive, Billericay. We Provide care and education for children 2 years to school age in a fun and safe environment. We are a group that values everyone, regardless of race, cultural background or disability encouraging the children to learn through play while having fun enabling them to reach their own full potential in all areas of the Early year Foundation Stage (EYFS).

**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.

## Opening Hours (School Term Times)

Mornings:	8.45am-11.45am
Lunch club:	11.45am-12.15 pm
Afternoons:	12.15pm-3.15pm
Full day :	8.45am –3.15pm



...a fun place to  
play and learn!

Children can stay all day providing they no longer require a sleep during the day. They must be provided with their own healthy lunch. 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@googlemail.com](mailto:noahsarkbillericay@googlemail.com)

Website: [noahsarkbillericay.co.uk](http://noahsarkbillericay.co.uk)

Facebook: Noah's Ark Billericay Pre-school



  
Ofsted  
Good  
Provider

## Fees

Session Fee	£27.00	This will be invoiced half termly in advance
Lunch Club	£4.75	
Registration fee	£40.00	A one off payment towards the cost of Administration and Insurance

## Free Early Education Entitlement (FEEE)

We offer privately funded sessions as well as Free Early Entitlement Places (FEEE) for 3/4 year olds (15 hours per week ). This can be applied for from the term after your child's 3rd birthday and we will do this your behalf supplying you with claim form to complete. Funded hours can only be accessed between the hours of 8.15am and 11.45am and 12.15pm and 3.15pm. The Lunch club charge would apply to children attending all day.

**\*\*\*\*The hourly grant funding rate (FEEE) we receive from Essex County Council covers the running costs of the pre-school i.e. rent , staff wages, Training, utilities. To enable us to sustain ourselves and offer your child the best pre-school education we can, we make a small additional charge of £5.00 per funded session towards the cost of consumables and additional services & recourses. This contribution from you covers a healthy snack, craft materials, themed recourses, messy play activities, plus much more and without your help we would not be able to provide these activities for your children . The charge is broken down into a cost per session but is used to cover all recourses used by your child throughout the year\*\*\*\***

30 hour funding and Two year old funding is also available for some children that meet a set eligibility criteria via an application process. To access this and check your availability go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) For parents eligible to Working 2 year funding we charge a contribution of £3.00 per session.

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

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 Local Schools. 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.

## 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 to purchase new equipment for the children .

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 and record the information via an online learning journal which parents have access to .

## Outdoor Area

Our outdoor environment has unique characteristics & features which enables a positive impact on the children's wellbeing & development. It gives the children the freedom to play and the opportunity for problem solving and contact with the natural world .

## 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.

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

## 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. These sessions give the children the opportunity to interact with the children they will be going to school with and prepare and ensure the transition goes smoothly. We have strong links with both Buttsbury Schools and other Primary schools in the area.

## Our Staff Team

Our Pre-school Manager is Theresa Bay who has her NVQ Level 4 Certificate in Early years. 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 seven other staff members who make up our very dedicated, caring and qualified staff team who are there to encourage and support your children.

We have all been DBS checked and all continually update and add to our training and qualifications including those of most importance - Safeguarding and First Aid . A Full list of Qualifications is available on our Website and in the pre-school .



Updated April 2024