



# 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 packed lunch.

## 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)



  
Ofsted  
Good  
Provider

## Fees & Funding

With effect from **April 2025** our fees will be –

Session Fee	£28.50 (Hourly rate £9.50)
Lunch Club	£4.75
Snack Charge	£1.00
Voluntary Contribution (per session)	£3.00 *

Your child's time with us is available as funded (if you are eligible) or can be paid for at an hourly rate or per session.

You can check your eligibility for funding here -

[www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

\*The funding we receive from the Government (via Essex County Council) is intended for us to deliver good quality flexible childcare for your child. However, the amount we receive does fall short of our sessional charge and we feel as a pre-school we have always offered above and beyond what's expected for the children in our care. To enable us to continue what's offered we ask you as parents for a voluntary contribution on all funded session towards the cost of extracurricular activities and extra resources for your children. *The charge is broken down, not to cover the difference between the funding and our fees, but as a cost per session to cover all extras throughout the year.*

Parents who are unable or unwilling to contribute should contact us to discuss an alternative option. You could for example supply your own snack or opt your child out of certain activities.

*When you consider it £4 per morning/ afternoon or £8 per day (£3 contribution plus £1 snack charge per session) it is good value for high quality pre-school education for your little one if you can afford it.*

### Funded hours can be used as follows –

Full day	8.45am & 2.45 pm (2.45 pm – 3.15 pm will be charged)
Morning	8.45am – 11.45am
Afternoon	12.15pm – 3.15pm

This information can be complicated to understand so if you have any questions or would like a full breakdown of all the extracurricular activities and resources we offer/supply please email us ; [noahsarkbillericay@googlemail.com](mailto:noahsarkbillericay@googlemail.com)

## 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 always 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 Tapestry, weekly emails and Facebook

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 (Tapestry)

## 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 School 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 Sasha Dempsie who qualified to Level 3 in pre-school practice. 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 September 2025

