

TWINKLE PRE-SCHOOL

twinkle
PRE-SCHOOL



PARENT'S PROSPECTUS

2011/12

**TWINKLE PRE-SCHOOL, NEW LIFE CHURCH,
80A HOUGHTON ROAD, DUNSTABLE, BEDS, LU5 5AD**

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PRE-SCHOOL LEADER: JUDITH RHODES

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OUR AIMS

Twinkle Pre-School aims to provide children with physical, emotional and spiritual care. The children are encouraged to develop pre-school skills within a caring, happy, safe environment where they can explore their world and learn through play and having fun. The aim is to promote positive behaviour through example and reward. A positive attitude to learning is encouraged through well planned and purposeful activity. **The pre-school is founded on Christian principles and beliefs and functions within the guidelines of New Life Church, Dunstable.**

Parents and staff are recognised as an effective partnership.

ABOUT US

Twinkle Pre-School is identified by its happy atmosphere with friendly, helpful staff. The environment is safe and welcoming. The qualified staff are all enthusiastic and keen to develop Twinkle, the children and themselves. There is a separate experienced management team that meets regularly to ensure the smooth and effective running of the pre-school. The setting is developed around good relationships which are highly valued between staff, management, parents and children. Twinkle is open to all children of any race, creed or religion. The children are taught to be non-discriminating.

OPENING HOURS

Twinkle operates 6 sessions per week during normal school term time.

Daily sessions are:

	<i>Morning session</i>	<i>Afternoon session</i>
Monday	9.30am – 12.00pm #	No session
Tuesday	9.30am – 12.00pm*	1.00pm – 3.30pm
Thursday	9.30am – 12.00pm*	1.00pm – 3.30pm
Friday	9.30am – 12.00pm #	No session

extended to 12:30 on Mondays and Fridays for ages 3+ as part of FFEE arrangements

* Lunch club for 3YO+ from 12:00 to 1:00 (see below)

No child is permitted to remain in the building during the lunch period unless attending lunch club*. There is flexibility to allow for other children being collected from school (by prior agreement) but no child will be allowed on the premises before 9.15am or after 3.45pm.

Our afternoon sessions are structured to concentrate more on the needs of our younger children: under 2½ years old. Older children will still be catered for properly but if your child is in this age group, we recommend that you consider taking up the two afternoon sessions. You may, of course, choose any session to suit your own needs and this will always be accommodated, subject to availability. You may stay with your child until they feel comfortable and secure.

*On Tuesdays and Thursdays we operate a lunch club for children over 3 between 12 noon and 1pm. This is to give parents of those children a greater degree of flexibility. It is part of the Free Flexible Extended Entitlement (FFEE) contract that Twinkle has with Central Bedfordshire Council (CBC). These children are separately funded by CBC up to a maximum of 15 hours per week – including the lunch club. Extra hours are available to all 3-4 y.o.'s at the current rate of £3.50 per hour. Full details are available from Judith Rhodes –Twinkle leader.

FEES

For all new children there is a once only registration fee. For 2011/12 this fee is £20.

Children who have attained their 3rd birthday by the end of the month prior to the start of term are funded by Central Bedfordshire Council and no further fees are due to Twinkle unless more than 15 hours per week are attended by the child. The 15 hours can be taken at any pre-school, not just Twinkle. Extra hours must be paid for. The cut off dates are 31st December, 31st March and 31st August for each of the respective school terms.

All other children who have not attained their 3rd birthday are not funded centrally so we charge a fee per session as follows:

2011/12 RATES (effective 1st August 2011):

NON CBC funded 2 year olds

- £8.50 PER 2½ HOUR SESSION

3 / 4 year olds

These children are normally funded directly by CBC up to a maximum of 15 hours per week. Children may attend extra hours within our published session times at a cost of £3.50 per hour.

Fees are subject to regular review. Please e-mail twinkleps@yahoo.co.uk to check the latest rates.

All fees can be paid by cash or cheque (payable to “Twinkle Pre-School”) or by internet or telephone banking via your bank. Please see the Pre-school leader for bank account details.

Important notes:

- 1) Once started, fees are payable for every session booked whether your child attends or is absent through illness or for any other reason (unless Twinkle is closed). This is because we have to pay staff wages and building running costs.
- 2) **All session fees are payable at least two weeks in advance.** This is a pre-condition of your child’s attendance at Twinkle.

WHAT YOU NEED TO BRING

- A named bag containing a complete change of clothing
- Appropriate clothing for outside play. We have outside play in all weathers.

HEALTH AND SAFETY AT TWINKLE

We take the health and safety of all our children and staff very seriously. A list of qualified first aiders is displayed on the parent's notice board. We will ensure that there is a qualified first aider present at every session. All staff are trained in child protection and have been police checked on appointment.

Twinkle must be informed of any sickness or ill health in your child's family. No medication or medical treatment (other than basic first aid) will be offered to a child without signed parental consent (as on REGISTRATION form). Twinkle staff will immediately inform parents in the event of a child becoming ill during a pre-school session. If a child is ill at home they are not to be brought to Twinkle. Children may return to Twinkle by agreement between staff and parents. A list of notifiable diseases is displayed. A vaccination form is to be completed and updated annually by parents.

Please notify staff of any medication to be given to your child during a Twinkle session (e.g. asthma inhalers). All medication brought from home is to be signed for by a parent and the Twinkle leader or assistant leader – this to be recorded in the medication book. The Twinkle leader will be responsible for administering medication – this too will be recorded and signed in the medication book (located in the kitchen).

Snacks and drinks will be made available at each session (separate arrangements apply to the lunch club). It is your responsibility to notify the Pre-School Leader of any allergies your child suffers (including allergy to sticking plaster) or other special requirements. Please take note of the allergy section on the registration form.

It is imperative that we are notified **in advance** of any change to the person normally collecting your child from Twinkle. .

PLEASE COMPLETE THE ENCLOSED VACCINATION FORM AND RETURN WITH THE REGISTRATION FORM AND FEE.

TWINKLE REGISTRATION FORM

EYFS Welfare

Name of parent/ legal guardian:

Address:

..... Post Code:

Name of child D.O.B.

Sessions Required: Monday AM, Tuesday AM / PM, Thursday AM /PM, Friday AM.

Contact telephone number

Emergency Contact Numbers:

1. Name of person:
.....
Relationship to child:
.....
Telephone number:
.....

2. Name of person:
.....
Relationship to child:
.....
Telephone number:
.....

Name of doctor:

Telephone number:

Please indicate if your child suffers from any allergies:
.....

Does your child have any difficulties with hearing / sight/ speech? Please give details:
.....
.....

Please inform us of any relevant information which would help us enable your child to feel happy and secure at Twinkle:

Medication and emergency treatment

I agree to Twinkle seeking medical advice and emergency treatment as necessary for my child.

Signed:

I enclose the once only registration fee of £20 (twenty pounds)

Signed: Date:

TWINKLE VACCINATIONS FORM

Please complete this form showing current state of protection for your child.

Name of child

Vaccination

Date

Diphtheria + Tetanus + Whooping Cough booster

Hib (cerebrospinal meningitis)

Meningitis C

Polio

Polio booster

Measles + Mumps + Rubella (MMR)

Measles + Mumps + Rubella (MMR) booster

Signed Date