

*Supporting children and families with God's love and practical care.*

## **WELCOME TO NOAH'S ARK PRE-SCHOOL**

Noah's Ark is a Christian Pre-school and an integral part of the ministry of Cairn's Road Baptist Church.

We seek to reflect God's character throughout the Pre-school and we believe in developing the whole person, including their awareness of God.

Noah's Ark Pre-school, our daytime groups and Cairns' Road Baptist church have a shared vision for working together to support and serve the community.

### **Five key principles inform our vision for Noah's Ark:**

- 1. Building warm and nurturing relationships in partnership with families**
- 2. Delivering quality Early Years provision for all our children**
- 3. Valuing every child's unique character and potential**
- 4. Promoting a positive team ethos within the Noah's Ark community**
- 5. Promoting positive connections within the church family and wider community**

### **Term Dates 2020-2021**

<b>Term 1:</b> Tuesday 1 September	to	Friday 23 October 2020
<b>Term 2:</b> Monday 2 November	to	Friday 18 December 2020
<b>Term 3:</b> Monday 4 January	to	Friday 12 February 2021
<b>Term 4:</b> Monday 22 February	to	Thursday 1 April 2021
<b>Term 5:</b> Monday 19 April	to	Friday 28 May 2021
<b>Term 6:</b> Monday 7 June	to	Wednesday 21 July 2021

(Closed on 3 **May 2021** for the Early May Bank Holiday)

**Inset training days for staff:** 1 September 2020; 4<sup>th</sup> January, 31<sup>st</sup> March, 1<sup>st</sup> April and 21<sup>st</sup> July 2021

### **OFSTED**

Noah's Ark is registered with the Bristol Early Years and Childcare Partnership and is rated outstanding by OFSTED. If you would like to read a copy of the most recent report please contact us or visit <https://files.api.ofsted.gov.uk/v1/file/2775953>.

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## **The Noah's Ark staff team**

Practice Managers	Sophie Cleak and Jane Smith
Office Manager	Sophie Turner
Special Needs Coordinator	Heather Goddard
Early Years Professional Teachers	Gill Bryan Janet Gay Jess Hollier Kate McGrath Angela Nicholls
Early Years Practitioners	Kay Delahunt Maxine Fallows Harwinder Kaur Annette Miller Jackie Millward Sarah Mitchell Lisa Sage Hannah Smith Olivia Webb
Pre-school Assistants	Hayat Almaghrabi Purshutam Kaur Seema Kaur Lucy King Stacey Sherman
Volunteers	Dave Coulstock Alison Dollin (teacher)
Administrator	Kathy Kilgour
Trustees*	Ailsa Bailey Richard Feather Sue Holden Jane Smith Helen Wilson

\*The Trustees can be contacted through the Noah's Ark or Church offices.

## **Funding & Fees**

**Free Early Years Education Entitlement (FEEE)** -All FEEE entitlements at Noah's Ark are funded at 38 weeks enabling families of 3 & 4 year olds to access up to 15 hours each week. In addition some working families will be eligible to claim Extended Entitlement increasing their claim to 30 hours a week.

- Universal FEEE for 3 & 4 year olds: up to 15 hours a week. (a maximum of 6 hours in a day) Families of all 3 & 4 year olds can claim this entitlement following their child's 3<sup>rd</sup> birthday and not before the start of the next entitlement period which commences at the start of Term 1, Term 3 or Term 5.
- Extended FEEE for 3 & 4 year olds: up to 15 further free hours taking the claim to no more than 30 hours a week. Eligibility for this is validated by HMRC. To check your eligibility please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If you are eligible for the extended FEEE HMRC will allocate you an 11 digit code. In order to validate your claim for extended FEEE you will need to present your HMRC 11 digit code to Noah's Ark so that it can be checked. This MUST be done on the first day of:

Term 1: 1 Sept 2020

Term 3: 4 Jan 2021

Term 5: 19 April 2021.

If you do not bring your code in you WILL NOT be eligible for the EXTENDED FEEE and will be liable to pay for the additional hours over the universal FEEE. The charge for this is detailed in the fee structure below.

- FEEE for 2 year olds: up to 15 hours a week. Some families can claim for 2 year olds. To ascertain eligibility for FEEE for 2 year olds, families will need to apply directly to the local authority. Applications forms can be downloaded from: <https://www.bristol.gov.uk/schools-learning-early-years/free-early-education-for-two-years>.

**Additional Charge for the provision of snacks** - Here at Noah's Ark we value the opportunity for the child to share sociable interactions whilst enjoying a variety of healthy foods. We will continue to charge £10 a term to cover the cost of providing a variety of healthy snacks.

### **Voluntary Contributions when accessing the FEEE entitlement at Noah's Ark:**

- **Funded Children:** There is a shortfall between the current Government hourly funded rates and the cost of Noah's Ark to deliver. Each term we will invite parents of funded children to make a voluntary contribution equating to £2 per session per week. (e.g; if your child is claiming 15 hours a week this would equate to £10 voluntary donation per week). This voluntary contribution will help to make up this shortfall.
- **Forest School:** In their Pre-school year children will get the opportunity to attend forest school. We know that children gain a huge amount from forest school. There is a cost for us to be able to offer this to children (staffing, transport, waterproofs) and so will ask parents for a voluntary donation to cover the cost. This will be detailed in the letter inviting your child to take part in forest school.

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**Why we ask for voluntary contributions** – Each term parents of children aged 3 and above who receive funding will be invited to make a voluntary donation to help redress the shortfall between the Government funding and the cost to Noah's Ark. This will enable us to continue to provide the excellent level of Early Years provision through our team of well-qualified and experienced staff.

The environment offered here at Noah's Ark both inside and out provides them with varied and stimulating opportunities which require ongoing financial expenditure to maintain and enhance it.

It is important to note that although there is no statutory obligation to pay the voluntary contributions, it is hoped that parents who register at Noah's Ark do so because they value and prioritise the specific quality of provision that we provide and want to support this. If you wish to discuss this further, please don't hesitate to do so.

**Fee Structure** - Noah's Ark Pre-school offers places for children aged 2-4 years and is open term time only (38 weeks) per year.

### **Sessions available at Noah's Ark (including extended hours)**

Breakfast Club	-	from 7.45-8.45 (Tuesday – Thursday)
Morning Session	-	from 8.45 – 11.45am
Lunch club	-	from 11.45 – 12.30
Afternoon session	-	from 12.30-3.30pm
Tea Club	-	from 3.30 – 5.00 (Monday –Thursday)

Children not eligible for FEEE: (based on age at the start of each term)

	<b>2 Year olds</b>	<b>3 &amp; 4 year olds</b>
Morning or afternoon session	£6 per hour/ £18 per session	£5.70 per hour/ £17.10 session
Breakfast Club	£5	£5
Lunch club	£5	£5
Tea Club	£5	£5
Snack charge per term	£10	£10
Registration Fee	£50	

Registration fee – this covers insurance and starter pack and is non-refundable.

**Vouchers** - We accept vouchers from employers 'childcare voucher schemes. Please ask at the office and we will give you the appropriate code for your nominated scheme.

**Tax-Free Childcare** – this is an online Government service to help working parents. Parents set up a childcare account and pay into this. For every £8 you pay in, the Government pays in £2, up to a maximum of £2,000. You can use this to pay for childcare.

**Notice** - If a fee paying child leaves during the school year, a term's notice must be given. For children who receive FEEE, two terms' notice must be given.

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## **Some useful information about Noah's Ark Pre-school**

**Key Person system** - Each child at Noah's Ark has a member of the team who is their Key Person. Your child's Key Person will work closely with you and your child to support their learning and be available to talk with you regarding your child's development. The Key Person, working closely with the rest of the team, is able to tailor the planning for the unique needs of your child.

Each child has their own Learning Diary which serves as an ongoing record of their learning and time with us. We want your child's Learning Diary to be a shared record which includes observations made by the team at Noah's Ark and contributions from home. Their diary is kept in their room at Noah's Ark and always available for you and your child to look at.

**Settling In to Pre-school** - A happy introduction to Pre-school is very important. It is a good idea to make several short visits with your child before they start so that you both get to know the staff and have an idea of the routine. Your child's Key Person will contact you to arrange a home visit prior to starting Pre-school. When your child starts at Noah's Ark we encourage you to talk with your child's Key Person about how long to stay during this settling in period.

As a Pre-school team we believe it is in the best interest of small children to attend **one** setting. We observe that children who solely attend Noah's Ark show a stronger sense of belonging and gain more from our planned activities.

**Collection of Children** - It is really beneficial to your child if you can make sure they are delivered and collected promptly at the beginning and end of each session. However, we recognise that there are circumstances that arise that can make this difficult and so please talk to one of the team if this is the case. Please make sure that you inform us of any other adults who may be collecting your child on a regular basis. If there is an occasion when your child is to be collected by someone other than the Person who normally collects them it is important that you tell us and set up a verbal password for the Person collecting your child to use so that we can be sure the correct Person takes your child.

**When your child is unwell** - It can be difficult to tell when young children are not well enough to come to Pre-school. Children who are 'under the weather' are often better off at home as they want to be in familiar surroundings with their parent caring for them. Sometimes they appear well but may be putting others at risk of contracting the illness. At Noah's Ark we have adopted the Guidance on Infection Control in Schools and other Childcare Settings published by Public Health England. This is attached to our website and a copy is available in the Pre-school office. If you have any queries please call the office.

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

For children with long term medical conditions, please discuss your child's specific needs with us.

**Outdoor Play** - We spend a lot of time playing outside at Noah's Ark whatever the weather, so please make sure your child comes dressed appropriately for outdoor play. In colder or wet weather this means they will need a suitable coat or jacket. Children often find it hard to recognize their coat so please make sure all outdoor clothing is clearly marked with your child's name.

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During hot weather children should wear suitable clothes and make sure that their shoulders are covered. We provide sun hats for the children to wear, alternatively they may come with their own named hats. Parents must ensure that children arrive wearing appropriate sun protection. We will apply sun protection to those children staying a full day in accordance with our Sun Protection Procedure.

**Change of clothes** - It is really helpful to provide a change of clothes for your child in a clearly marked bag which can be hung on their peg. Children sometimes get wet through water or outdoor play or may have a toilet accident and require changing.

**Lunch Club** - Lunch Club is available for all of our children (subject to available spaces) although we strongly recommend that your child has settled well before adding this into their session

For suggestions about what to include in a healthy lunch please discuss with your child's Key Person or another member of staff. Also, see our Lunch Club guide Leaflet.

- Packed lunch to be provided in a clearly named box, please don't use any breakable containers.
- It is our policy to encourage children to eat sandwiches, savouries and fruit first.
- **NO NUTS** or nut products (e.g. peanut butter, nutella) as some children have severe allergies. Products marked "may contain traces of nuts" are permissible.
- We prefer children not to bring sweets or chocolate as part of their lunch.
- There is no need to bring a drink. We will provide water.

**Breakfast and Tea Clubs** – Places are available for all children (subject to available spaces) There is no need to provide food for our extended hours clubs. Noah's Ark will provide a healthy breakfast for those attending the breakfast club and a light snack for our Tea Club.

**Toys from home** - We recognise that for some children, bringing a 'comfort' toy in from home can be all part of aiding a smooth transition into settling into a session. In fact, each child in the Orange Room has a named pot in which to place such things. We are always happy for children to bring special things in to 'show' at Circle Times, but we recommend you try to avoid little bits and bobs coming in every session due to the high chance of them getting lost.

**The role of parents** - We recognises that parents are the first and most important educators of their children. Noah's Ark aims to support parents in their role and work with them closely to ensure each child's individual needs are met and that every child is able to learn and develop.

**The Pre-school rota** - Research shows that children learn better when their parents are involved and so we encourage all parents to consider helping in Pre-school on a regular basis. This helps to maintain the high ratio of adults to children in our Pre-school, guaranteeing individual care and attention for each child. It also gives the parent the opportunity to take an active part in Noah's Ark, to see what happens there and to talk about it afterwards with their child.

We don't have any set roles for parents/carers who are helping and this is because we are aware that, to start with anyway, your child will probably be quite demanding of your attention. Here are a few points that might help!

- There needs to be an adult in each room at all times
- Only Pre-school staff are allowed to take the children to the toilet
- You are here to play. Enjoy it!
- It is helpful for you to make drinks and prepare the children's snacks and to wash up
- Reading to the children is always appreciated
- If you are unsure please ask

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- Please tell us if there is a particular skill you could share with the children or an activity you would particularly enjoy being involved with. THANK YOU FOR HELPING!

**Our Christian ethos** - We encourage children to be thankful for all the good things in our world and we have special songs that we use during our circle times to help the children express this. We read Bible stories as part of the rich range of stories we enjoy together.

We have strong links with Cairns Road Baptist Church and Pastor Maki Mico is a welcome visitor to our circle times and is always glad to get to know Noah's Ark children and their families. We celebrate Christian festivals such as Christmas and Easter and invite families to share with us in these special times.

We recognise that our children come from a diverse range of family backgrounds with different cultural and religious beliefs and we value and respect these differences and hope that our special celebration times are occasions that everyone feels comfortable to join in with.

**Special Educational Needs (SEN)** - At Noah's Ark pre-school we strive to provide a safe, secure and stimulating and inclusive environment, that both supports and extends the individual child's interests. As a setting we seek to support children and their families and recognise that children are individual and have a wide range of abilities and additional needs.

For more Details see the SEN offer on the Noah's Ark Website.

**Safeguarding** – Noah's Ark works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. We consider that the welfare of the child is paramount and it is the duty of members, staff and volunteers to implement policies, and to ensure that we have in place appropriate procedures to safeguard the well-being of children and young people and protect them from abuse. Any concerns are noted in a log book which is stored in accordance with our **Confidentiality & Data Protection Policies**. We actively promote inclusion, equality of opportunity, the valuing of diversity and British values. All staff have an up-to-date knowledge of safeguarding issues and are alert to the signs and symptoms of abuse.

### **Data Protection and Information Sharing.**

At Noah's Ark it is necessary for us to collect personal information about you and your child. The reason we do this is to meet legal obligations under the Early Years Foundation Stage 2017. We also have a legitimate interest to ensure your child's safety and well-being and to provide a good quality service based on your child's individual needs.

There is a legal duty to disclose certain information, namely, information about: Child abuse/safeguarding children/prevent duty. We may be required to share this information with a new setting, social services (First response), OFSTED LADO or to the police.

For comprehensive information about how we protect your data see our **Data Protection Policy** and **Data Protection Privacy Statement** both are available on our website or from the office.

- **Sharing information with others** - Sometimes we have to confirm or share information with other organisations. If we need to do this, we will make it clear to you on the forms you complete giving us the information. We will inform you before sharing any of yours or your child's information unless there are extenuating circumstances. In some cases, a third-party organisation, such as a funding body, may require you to sign an agreement to allow your information to be shared e.g. on a funding form. Please read all paperwork thoroughly before signing, so that you know exactly how your information will be used.

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- **Information** - We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.
- **Information security** - We will keep information about you and your child secure. We will protect your information against unauthorised change, damage, loss or theft. All information collected on paper forms is kept locked away. Our computers and lap tops are password protected.
- **Keeping information** - We will hold information about you and your child only for as long as the law says. After this, we will dispose of it securely.
- **Openness** - We will tell you what kinds of information we hold and what we do with it.
- **Access and correctness** - Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

We will comply with the Data Protection Act 2018 and the General Data Protection Regulation 2018. We will do this through the Noah's Ark Data Protection Policy. We will help you with any questions or problems that you may have with the Data Protection Act 2018, the Human Rights Act 1998 or the Freedom of Information Act 2000. If we cannot help you, we will give you advice on where to write to get the information you may need.

**Our Commitment** - We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information about you. Where practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.

**Policies** - All our policies are in place to help ensure that Noah's Ark is run in an efficient and safe way and that we are able to offer the best possible experience for our children and families. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Policies and Procedures are available to be viewed in the Pre-school office. Some can be accessed through our website.

**Complaints Procedure** - If parents have concerns about the service Noah's Ark provides, they are invited to discuss this with Jane or Sophie or a member of the board of trustees. A formal complaint must be made in writing or by email by the parent of the child concerned. A full copy of our complaints policy is available from the office. The Ofsted complaints procedure is available on their website [www.ofsted.gov.uk](http://www.ofsted.gov.uk).