



PROSPECTUS



Rainbow Pre-School, Bookham Baptist Church
Lower Road - Bookham - Surrey - KT23 4DH

Telephone : 01372 811 313

Email : rainbow@bookhambaptist.org





Welcome

Dear Parents and Carers

We are delighted you are interested in Rainbow Pre-School.

We hope this brochure will provide you with some useful information.

We would strongly encourage you to come and visit us. We are offering tours on the first Tuesday of each month in the afternoons, please contact church reception and they will book your space.

We look forward to welcoming you!

Heidi Watson
Manager

Rainbow Pre-School

Telephone 01372 811313

Email rainbow@bookhambaptist.org

Website www.rainbowpreschoolbookham.com

Ofsted Graded Outstanding November 2019

Waiting List

I, Mr/Mrs/Miss/Other*

Wish to register my child for Rainbow Pre-School,
starting (month/year)
on the following days: Mon / Tues / Wed / Thurs / Fri *

(*Please circle where applicable)

*When your child starts at Rainbow, you will be given a
welcome pack containing information relating to policy
documents.*



I undertake to comply with the requirements stated in
the policy document and prospectus

Signed..... Date

Name of Child

Date of Birth

Address

..... Post Code

Home TelMobile.....

Email.....



Rainbow Pre-School

General Information

Manager—Heidi Watson
Rainbow Pre-School, Bookham Baptist Church
Lower Road
Bookham, Surrey KT23 4DH
Tel 01372 811313
Email: rainbow@bookhambaptist.org
Website: www.rainbowpreschoolbookham.com

Rainbow Pre-School has been operating in the Baptist Church Hall since 1987 as an initiative of Bookham Baptist Church run as a non-profit making organisation.

The pre-school is registered with OFSTED and is registered for Nursery Education Vouchers and FEET funding. (Free Early Education for Two year olds is an offer of up to 15 hours a week, further details on www.surreycc.gov.uk).

Rainbow Pre-School meets in the light and airy church hall which has been specifically renovated with children's work in mind and operates as a securely accessed unit. It has a self-contained, purpose built children's toileting and changing area.

Sessions for children of two years old to school age are:
9.15 a.m. - 12.15 p.m. Mon, Tues, Weds, Thurs, Fri.
We plan our sessions to accommodate the developmental needs of two, three and four year olds.

We introduce each child into the pre-school so that their individual needs can be met. When you visit the pre-school we will discuss a 'settling in' plan for your child with you.



Aims of Rainbow Pre-School

- To provide a safe, caring environment with qualified staff
- To help pre-school children enjoy learning through play
- To promote each area of development, emotional, spiritual, intellectual, social and physical within a stimulating framework of play, enabling children to reach their full potential.
- To prepare children for school and to ease their transition from home into full time education.

We do our best to develop a close partnership with all parents and carers.

We want to work together with you to encourage, develop and support your child.

Rainbow Pre-School is under the umbrella of Bookham Baptist Church. We acknowledge the individuality of children, each child being respected as important, unique and precious in their own right. We aim to provide a nurturing and loving environment, with a high ratio of staff. This is particularly of benefit to any child needing extra attention and help.

Bookham Baptist Church values the work of Rainbow Pre-School and gladly endorses its aims.



Management Information

Management

Bookham Baptist Church provide resources and organisational support for the pre-school. The day to day running of the sessions is carried out by the staff team who are accountable to the pre-school committee and the board of trustees of Bookham Baptist Church.

"The manager successfully ensures that her staff are incredibly motivated and that they meet her high expectations precisely. This is evident as even the newest staff members embed the manager's ethos in their practice." Ofsted 2019

The Committee

The committee consists of a Chair, a Secretary, a Treasurer and a representative from the Board of Trustees.

Parents are welcome to become committee members.

Please speak to the manager if you are interested.

Parents Coffee Morning

Together with our family support worker/s we regularly hold a coffee morning where parents can get to know each other and offer views and ideas towards their child's learning.

"Parents understand precisely how they can support their children's learning at home. Staff eagerly share with them the strategies they use and carry out workshops to ensure exceedingly high levels of continuity. They have excellent relationships with the parents, who feel hugely supported."
Ofsted 2019

Staffing

We are registered for a maximum of 26 children per session. To enable us to provide high quality care and education for your child we operate at well above the legal adult child ratios. To provide consistency for the children we keep our staff team small so that adults and children can build close, positive relationships with each other. We particularly want to support children with any kind of additional needs, and our SENCO applies for available grants. We also work closely with the Children's Centre to arrange TAF's and refer families if any further support is needed. .

"Staff understand extensively children's backgrounds and home lives. This enables them to provide children with new experiences and to develop their knowledge significantly." Ofsted 2019

Key Person

We operate a system which means that every child in the setting will have a nominated member of staff specifically responsible for them, called the 'Key Person'. This person is ideally placed to be the first point of contact for you, as a parent or carer. It is useful to let them know of any concerns you may have, or any useful information, e.g. the death of a pet, which could affect the way your child feels at pre-school.

If your child's Key Person is unavailable or you would prefer to speak to the manager, please feel free to do so.

"Safeguarding is at the core of everything the staff and manager do. They work very closely with families to ensure children's overall well-being. This includes by helping parents to access help and providing great moral support." Ofsted 2019



Policies

Some of our policies can be viewed on the Rainbow Preschool web site and others are available on request.

Admissions Policy

OFSTED registers us to take children from the age of two years. In this age-group the staff ratio is always 1:4. A ratio of 1:8 is maintained for our three and four year olds, although we prefer to operate with a ratio of 1:4.

We offer the possibility of attending Rainbow Pre-School three to five sessions a week depending on the availability of spaces. We recommend a minimum of three sessions per week as this helps children to settle in and develop friendships. We encourage building this up to five sessions once they have settled.

Following your visit you can submit a Waiting List form (at the front of this brochure) you will be contacted by the manager to discuss your child's requirements and will be sent a welcome pack if a suitable space is available.. Once we have received the completed and signed registration form we will confirm the days you wish your child to attend and their start date. We endeavour to do this at least a half term before your child is due to start.

We will also need to see your child's birth certificate before or on the day they start Rainbow Pre-School..

Fund Raising

Fees only cover some of the costs of running the pre-school. Fund raising activities and kind donations from Bookham Baptist Church enable us to provide the facilities and resources made available for the children. We welcome fund-raising initiatives from parents so if you have some ideas and suggestions please let us know.

Fees Structure

Fees are currently £18.00 per session. They are reviewed annually and you will be invoiced for a term's fees at the beginning of each term.. These can be paid weekly or monthly etc., but must be paid in full two weeks before the end of that term. A term's notice is required of your child leaving Rainbow Pre-School, or the term's fees will need to be paid in full. **Payment must be made for all sessions that are missed for whatever reason.**

Behaviour policy

We aim to encourage children in Rainbow to behave in socially acceptable ways and understand the needs and rights of others. We believe children need to learn to express their feelings appropriately and learn to solve the conflicts they have with one another. We seek to work sensitively alongside parents and carers to offer support and guidance on any behaviour issues both at pre-school and in the home.

***"Children behave impeccably. Staff teach them skills that empower them to solve conflicts positively and to manage their behaviour maturely."** Ofsted 2019*

Equal Opportunities

We endeavour to create a positive attitude towards the multi-cultural society in which we live. All children and staff at pre-school are treated equally, irrespective of gender, race, religion, language, culture or ability.

Special Needs

We aim to provide equal opportunities to all members of our group and this includes any child with special educational needs. Our staff is experienced in working with children with special needs.

***"The manager ensures that every child meets their full potential. She applies exceptional focus on providing extra support for children with special educational needs and/or disabilities... working in extremely close partnership with a range of other professionals."** Ofsted 2019*



Educational Programme Activities & Types of Play

At Rainbow Pre-School we plan for and support play and learning using the guidance provided by the Early Years Foundation Stage (EYFS).

We offer the children free-flow access to our own custom-built out-door play area. We also organise outings for the children so that they can experience day to day life in the village and the wider environment.

We regularly take children to the Bookham Library garden or to a wooded area at the nearby Dawnay School, to play and learn in a natural space. We call this group the 'Outdoor Explorers'.

Most of all, we seek to allow our children to inspire the curriculum, based on their own interests and learning needs. If you would like to know more please ask us, we love to talk about this!

***"The manager does everything she can to provide for children's wellbeing and developmental needs fully. She has recently sourced land that she is using brilliantly to enhance the opportunities for children to engage in outdoor play."** Ofsted 2019*

Personal social and emotional development (EYFS)

We promote work ethics, how to play and co-operate with others, to share and respect other cultures and beliefs.

Behaving appropriately and treating their environment with care are also important. We use our snack-bar time to encourage social skills as we reflect on life at pre-school and share news from home. Children develop their likes and dislikes with different foods and enjoy the happy, chatty environment.

"Children learn to understand feelings and think about the consequences of their behaviour." Ofsted 2019

Physical Development (EYFS)

We use activities to promote strength, coordination and manipulative skills. We make sure that gross and fine-motor skills are developed using equipment such as the climbing frame, ladder, slide and construction toys such as Lego, Stickle Bricks, Brio, and straws.

"Children engage in a wealth of activities that help them to develop hand strength ready to be writers." Ofsted 2019

Communication and Language (EYFS)

We tell stories from books, or use a story board. Music is introduced using instruments and CDs. Our staff have received training to use a variety of adult-child interaction strategies and are highly skilled at enabling children's language development.

"[Staff have] extremely effective techniques that they put in to practice skilfully to greatly boost children's progress in communication and language." Ofsted 2019

Literacy (EYFS)

We read books in small groups, tell stories using the story boards, toys and puppets.

"Children have wonderful opportunities to develop skills that will support them in their future learning." Ofsted 2019

Mathematics (EYFS)

We begin counting, sorting, sharing, measuring, weighing, learning about shapes and space and understanding the language for simple mathematical ideas.

"[Children] voice their ideas with great eloquence and experiment with different mathematical concepts, including quantity". Ofsted 2019

Understanding of the World (EYFS)

We explore and recognise features of living things, and become aware of the environment. We introduce technology and have the opportunity to talk about our lives, experiences wishes and understanding. We also help children to begin to understand that there are many different beliefs and customs and cultures. We mark a variety of different cultural and faith events in the year calendar which reflect our diversity.

"Children engage intensively in their play. They apply highly effective problem-solving skills as they explore and investigate." Ofsted 2019

Expressive Arts and design (EYFS)

Activities involve painting, sewing, threading, drawing, collages, modelling clay, play dough, sand and water, junk modelling. It is not the end result but the doing that is important and it is OK to get messy and have fun. Dressing up clothes, playhouse, dolls, garage, cars and trains, are other activities, which encourage role play and self-expression. Music happens a lot in Rainbow, there's singing, cd's and musical instruments to suit all fancies!

"Children feel extremely secure through the wonderfully strong relationships they have with staff. They develop high levels of confidence and eagerly take on challenges when their key person is near." Ofsted 2019



Procedures

Arrival

Children may not be left in the care of pre-school staff before 9.10 a.m. as they will be preparing for the session and putting out equipment. Also your child will not be covered by the insurance policy until the session begins. Children should arrive by the entrance at the back of the church via Townshott Close or the Coop carpark gate. Parking permits are available from reception for Rainbow parents to use in the Coop Carpark for 15 minutes at pick up and drop off.

Absence

Please advise us if your child is going to be absent from pre-school. We regret that we cannot refund fees for missed sessions and unfortunately you will not be able to make up the sessions on other mornings.

Departure

At the end of the session the children gather for a closing large group time and our Goodbye song. Parents are asked to wait at the arrival point, and children are brought out one at a time and reunited with their parents. This is done by staff one by one so that leaving is a calm and stress-free event. Please make sure that you are on time when coming to collect your child to prevent unnecessary distress. Each child is only covered by insurance during the session time as stated. Please inform the manager if someone else will be collecting your child. In the interests of security we will not allow your child to be collected by anyone else without your permission. We operate a special password system to ensure that children are only sent home with people you have deemed 'safe'.

Communication

The notice board in the reception/hall, displays the pre-school registration form , insurance certificate and some relevant information regarding Rainbow. Please do go and take a look.

There is a weekly email newsletter to inform parents of activities planned for the coming week (paper copies also available on request). Permission slips, invoices, receipts etc, will be emailed or given to you by hand.

We hope that parents will always feel free to talk to staff when collecting their child, Alternative times can always be arranged, so please do not hesitate to ask.

Parental Involvement

The pre-school is dependent on the support of the parents. All parents are encouraged to discuss their child's activities and progress with the manager or key person. Should you have any queries or ideas to enhance the home to pre-school links we would be happy to hear your thoughts and try out new ideas.

We also host a one-to-one session with each parent / carer twice a year (Autumn & Summer term) to discuss their child's next steps and future provision. The Child's allocated Key person will discuss progress and learning and build a close mutual understanding with parents/carers towards achieving their child's developmental goals.

We are always grateful for extra support and will from time to time ask for your help e.g. with an activity or outing. Please let the staff know if you can support us in any way.

Outings

These are arranged during term time and usually within normal session hours. You will be invited to come along on some of our Rainbow outings because we know that children love to have a shared experience with parents and friends all together!

Confidentiality

We keep two kinds of records on children attending our setting:

- *Developmental records*

(observations of children, photographs, video clips and samples of their work and summary developmental reports.) These can be freely accessed, and contributed to, by staff, the child and parents. When pre-school is closed, they are stored in a locked cupboard.

- *Personal records*

(application, registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, and any confidential matter such as developmental concerns or child protection matters.) These confidential records are stored in a lockable cupboard and are kept secure by the pre-school leader. Parents have access to records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person at all times. We retain children's records for three years after they have left the setting. These are kept in a secure place.

Health

If your child is feeling unwell, please keep them at home. It is unfair on them and other children to bring them to the pre-school.

Please advise us if your child contracts an infectious disease, so that we can advise other parents, and please keep them at home until they are no longer infectious and feel well enough to return.

If your child is suffering from vomiting or diarrhoea please keep them at home for at least 48 hours after symptoms have ceased. You should advise the pre-school of any specific health problems on the registration information form. You are requested to sign an emergency consent form in case your child has a serious accident while at pre-school.

Accidents at pre-school are recorded in an accident book, which we ask you to countersign once you have been informed of the accident/injury involving your child. You will also be asked to sign an Existing Injuries form if your child arrives at pre-school with, for example, a significant bruise, graze, or scratch.

Refreshments

We have a snack bar system in order to encourage independence and social development.

We ask that each child brings a piece of fruit or a vegetable each day. Rice cakes and breads are also welcomed; we ask that NO items such as cakes/biscuits/crisps/chocolate or fizzy drinks are brought to pre-school as we operate a healthy eating policy.

Visitors to Pre-School

Occasionally we arrange for a Police Officer, Doctor, Nurse, Optician or Veterinary Nurse to visit Pre-School to talk to the children and parents. These visits are based on the learning curriculum as well as children's own interests and the current topic in pre-school at the time. Parents are encouraged to share any interesting careers or hobbies, please speak to the Manager about the possibility of coming to share your wisdom and joy with the children.

We'd also love to know of any cultural or faith festivals which children celebrate at home that we could share and celebrate with them in Rainbow.

Clothing

Please dress your child in comfy clothes that you don't mind getting dirty. We supply overalls for painting and wet play. We ask that your child does not attend wearing jewellery, especially chains which can get caught on equipment or be broken during play. Hoop earrings are not to be worn at pre-school by any child.

Flat soft soled shoes should be worn to avoid injuries to your own or another child. For safety reasons, flip-flops are not permitted. Please always ensure that your child has suitable clothing for outdoor play e.g. wellingtons (named) when it's raining.

Complaints

In the event of having a complaint, please contact the Supervisors who undertake to act promptly and to the best of their ability. Rob Stevens (Chair) can help with any problem that cannot be dealt with within the pre-school. Further to this you may contact the Church leadership followed by our registration body OFSTED tel : 0300 1234666 or online via www.gov.uk/government/organisations/ofsted

Staffing

<p>Manager Heidi Watson <i>SENCO (Special Educational Needs Co-ordinator) and DSL (Designated Safeguarding Lead)</i></p>	<p>Qualifications/training: Level 3 Diploma Children and the young people's workforce 0-17 Level 2 Paediatric First Aid trained Module 1 & 2 in Safeguarding/Child Protection Surrey SEND 3 day training</p>
<p>Deputy Manager Tracey Pratt <i>Deputy DSL, Health & Safety Lead and Outdoor Explorers Leader</i></p>	<p>Key Person Qualifications: Level 3 NNEB Level 2 Paediatric First Aid trained Module 1 & 2 in Safeguarding/Child Protection</p>
<p>Sharon Wilson <i>Behaviour Lead</i></p>	<p>Key Person Level 3 Diploma Early Learning and Childcare pathway Experience in Special Educational Needs</p>
<p>Sarah Elford</p>	<p>Key Person Experience in Special Education Needs Autistic Spectrum workshop Level 2 Paediatric First Aid trained</p>
<p>Wendy McKeever</p>	<p>Key Person Level 2 Paediatric First Aid trained</p>
<p>Lisa Wicks</p>	<p>Key Person Level 2 Paediatric First Aid trained</p>

All staff do mandatory training in Safeguarding Children & PREVENT; Managing Challenging Behaviour; and Conflict Resolution (supporting children to solve problems in a positive way)



*The quality of education
Behaviour and attitudes
Personal development
Leadership and management*

*Outstanding
Outstanding
Outstanding
Outstanding*

*The Early Years Provision at Rainbow Pre-School
is Outstanding*

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BOOKHAM

BAPTIST CHURCH

AND CHILDREN'S CENTRE