

WELCOME TO BROOKDALE PRE SCHOOL

Brookdale pre school has been established since April 1997. It is totally self-funding and is situated within Brookdale Primary school. Please note, we are run completely separately from the main school and you must register your child separately to attend the school. The pre school is managed by Mrs R Doig, with a committee to help and support fund-raising, outings and events. We are registered with Ofsted.

The pre school is open:
Monday – Friday 9am – 3.15pm

We cater for both sessional day care and full day care.
We are open term time only, 38 weeks a year.
Lunch club is also available as and when parents need it.
Each morning session caters for up to 24 children from 3 years old and due to attend main stream school the following September.
Each afternoon session caters for up to 24 children from 2 years 6 months and 4 years.
Each session is supervised by at least 2 qualified staff and an assistant.

STAFF: Mrs R Doig – Manager NNEB, NVQ 4

Mrs D O'Neill – Deputy manager NVQ 3

Mrs T Smith – Qualified assistant NVQ 3

Mrs S Myers – Assistant NVQ 2

We work on a 1:6 ratio for 3 -4 year olds and 1:4 ratio for under 3's.

For children between the ages of 3 and 5 years, the pre school provides a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Education and Skills, and called Curriculum guidance for the foundation stage. More information on this will be given out on our induction day. For children under 3 years we use the Birth to three matters framework.

FEES

Children are eligible for up to 5 free sessions or 12 hours per week, through the nursery education grant, the term after their 3rd birthday.

Our current fee structure is:

3 – 4 year olds

Fees

Hourly rate £3.60

Sessional rate: 9 – 11.30 or 12.45 – 3.15 £7.60

Full day rate £22.00

Lunch club £4.50

Morning: 9 – 12.30 (including lunch club) £11.00

Afternoon: 11.30 – 3.15 (including lunch club) £12.00

For under 3's please ask for fee details.

Fees are payable half termly in advance.....

There is no limit as to how many sessions a child attends but you can only claim up to 5 free sessions. Any additional sessions after this will be charged for. Those taking 5 sessions will be given priority, any one requiring 3 or 4 sessions will be fitted in if possible.

If you decide that you wish to withdraw your child from the pre school, then we need 4 weeks notice. Fees already paid will not be refundable. If you have any problems with payment of fees, please discuss this with the pre school manager and she will try to arrange a more convenient method of payment. Fees are still payable if your child is absent for any reason.

KEY WORKER

The pre school has a key worker system. This means each child will be allocated a member of staff who will be responsible for making sure we provide what is right for your child's particular needs and interests. They will also be responsible for keeping your child's assessments updated. At present we are using the Wirral Foundation Record to assess the children as they work towards the Early Learning Goals. These records are required by Ofsted and will be shared with parents and passed on to your child's Primary school with your permission. Please note all information on your child is totally confidential.

Your child will also be given a home link book, in order for both yourself and staff to pass on information.

THE SESSION

The pre school organises its sessions so that the children can choose from – and work at – a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn with others.

Outdoor activities contribute to children's health, their physical development and their knowledge and the world around them.

During the session children will be provided with a drink of either milk or water and a piece of fruit. Brookdale is a Health Promoting School and the pre school are also involved in the programme.

POLICIES

Copies of our policies and procedures are always available in the pre school for you to look at and every fortnight a policy will be displayed in the window with Parents notices.

Discipline within the pre school will consist of praise, encouragement and incentives rather a negative approach or criticism.

COLLECTION

All children must be collected at the relevant time by an authorised adult known to the staff and also over the age of 16 years. Please inform a member of staff if someone different is collecting your child and complete our collection book with the details.

SICKNESS

If your child is unwell please do not bring them to pre school. If they have been vomiting or had diarrhoea they must remain absent for 48 hours. If your child becomes unwell whilst in pre school we will contact you straight away to collect them.

CLOTHING

The pre school provides protective clothing for some activities, but we recommend that children do not wear their best clothes. We do have a number of uniform items available to purchase. These can be ordered as required.

Please ensure all your child's clothes including coats are clearly labelled. We also encourage the children to gain self help skills which help them to be independent and look after themselves. Clothes which are easy to manage will help them do this.

We hope that your child's time with us will be a very happy and productive one. If you have any queries, or if we can be of any help, please contact us.

Address – Brookdale pre school
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