



Memorial Hall, High Street, Bovingdon, Herts HP3 0HJ
Telephone: 01442 834188

Email: admin@bovingdonpreschool.co.uk

WELCOME TO BOVINGDON PRE-SCHOOL

A Place for Fun and Learning...

Monday—Friday: 9.00am — 12.00pm
Breakfast Club: 7.45am – 9am
Lunch Club: 12.00pm — 12.45pm

- Children welcome from 2 yrs
- A friendly, safe and caring environment supervised by a committed team of qualified staff.
- Large airy, warm premises with a fantastic, partially covered, outdoor play area.
- Centrally located in Bovingdon High Street
- Links with Bovingdon Primary Academy including a Walk to Afternoon Nursery service
- Ofsted inspected
- Promotes Equal Opportunities
- Each child appointed a key person

Our aim is to:

“Enhance the development and education of children under statutory school age to enable them to increase their confidence and be fully prepared for the transition to state nursery education within a safe, secure, stimulating and fun environment”

Our Staff:

The Pre-School is staffed by a dedicated team led by our Manager, Shanna Walker, we have an ongoing training policy for staff to ensure they are qualified and up to date with the latest developments in child care and education and all contracted staff hold an up to date certificate of each of the core care courses of Paediatric First Aid and Safeguarding Children.



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The regular staff are:

Name	Position	Qualifications
Shanna Walker	Pre-School Manager	NVQ Level 3 in Children & Young Peoples Workforce Paediatric First Aid Designated Safeguarding Children SENCO
Nicky Clark	Deputy Manager	NVQ Level 3 in Children & Young Peoples Workforce Paediatric First Aid Safeguarding Children
Janice Barnes	Early Years Practitioner	NVQ Level 2 Paediatric First Aid Safeguarding Children
Kate Bunting	Early Years Practitioner	NVQ Level 3 in Children & Young Peoples Workforce Paediatric First Aid Safeguarding Children
Maxine Uyanik	Early Years Practitioner	NVQ Level 3 in Children & Young Peoples Workforce Paediatric First Aid Safeguarding Children
Samantha Ward	Early Years Practitioner	NVQ Level 3 in Children & Young Peoples Workforce Paediatric First Aid

Alongside the team we have a part-time Administrator, Julie Bell, who works directly with our Management Committee and Manager and who will also help out during a session when needed. In addition we have a bank of regular staff that we use to maintain the adult to child ratio.

We work on the Ofsted adult to child ratio of 1:4 for children under three and 1:8 for children over three and all our staff are checked by Ofsted to ensure their suitability for a job involving childcare.

An extra pair of hands is always appreciated, and children love to have a parent or grandparent helping out. If you feel you may be able to spend some time helping during a session (even half an hour to do the washing-up is a great help!) or doing preparation work at home (e.g. cutting out shapes) please talk to the Manager.

Key Person

Our key person system gives each member of staff responsibility for a group of children. Each child then has one special adult that they can relate to, which can make settling in easier. Records will be kept of each child's progress which parents are able to view at request. Each parent will know who their child's key person is and will be able to discuss their child's progress or any concerns they may have. We always welcome parental input.



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Admissions Policy

Children are admitted from the age of 2 years and may continue until they start their first term at nursery school. We operate a registration list based on a first come first served basis, dependent on date of birth, therefore, it is not guaranteed that a child will be given a place at the Pre-School as soon as he/she is 2 years as it depends on the space available at the time.

Approximately one month prior to your child turning 2 years we will contact you regarding availability of sessions, this will also detail the date of two preliminary visits where the parent/carer comes along with the child for an hour to help with the 'settling in' process. At these visits we can discuss your child's allocated days and start date; this should not be more than one week after the initial visit and we will also ensure only one key person is allocated one new child per session.

We recommend a minimum of two days attendance per week to start with which can be increased subject to availability.

Children with special educational needs are very welcome at the Pre-School. Before a child is accepted (with or without helper) the overall layout of the Pre-School and its resources will be looked at and if the needs of the child can be met, then a place will be offered.

Fees

We ask for an initial registration fee of £30 (for children under 3 years old or not eligible for the 2 year funding) prior to enrolment and our session fees are £13.80 per morning session.

Fees are reviewed annually and our sessions are from 9am—12pm with Lunch-Club from 12pm until 12.45pm. Sessions must be paid in the first week of term or in advance by cheque, bank transfer or childcare vouchers on a termly or half termly basis.

2 Year Old Funding: The Pre-School is part of a Hertfordshire scheme for funding vulnerable children, therefore, families in receipt of certain benefits may be entitled to receive help with their fees from the term after their child turns two. To find out if your family is eligible please go to www.hertsdirect.org/twoyearoldfunding and click on "[Find out if you are eligible for the funding here](#)". If you are eligible you will be given a unique reference number, which we will need to then apply for the funding.

This funding requests applications to be made the term prior to enrolment so please let us know if you feel this is something you could be eligible for.

3 & 4 Year Old Funding: The term after your child turns three you will automatically be eligible for the government Free Early Education Place of 15 hours per week. You will receive a Parent Declaration form to sign which confirms the number of hours your child attends the setting.



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The 15 hours funding can be split between two settings and can also include Lunch-Club.

30 Hours Funding for 3 & 4 Year Old's: This is available for some eligible working parents, please check the [Childcare Choices website www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for eligibility.

If your child is joining the afternoon nursery at Bovingdon Primary Academy and your family is eligible, this could mean that your child would be able to receive all day childcare. Following the morning session at Pre-School, your child would attend lunch-club and then a member of staff would walk them across to their class for the afternoon.

Breakfast Club

Breakfast Club is available for children aged 2-5 years and we also welcome children not attending a Pre-School session. A breakfast of cereal and/or toast with milk, juice or water will be provided. Following breakfast your child will join the morning session from 9am or a qualified member of staff will walk your child along to Bovingdon Academy for the start of their school day.

The cost for this service is £6 for children attending Pre-School and £7.50 for children not attending a session and requiring the walk to school.

Lunch Club

Lunch club is available daily from 12pm—12.45pm and is provided to give that extra time at Pre-School for your child if it is needed. The children can relax, eat their lunch, read a story or play a game. It operates on a flexible basis so your child can stay regularly or occasionally to suit your needs. The cost is £3.00 and will be included in your initial invoice should you attend Pre-School all day or use the Walk to Nursery service.

Parents/carers to provide a cold packed lunch with no sweets/chocolate, fizzy drinks or anything which may contain nuts.

Walk to Bovingdon Academy Nursery Class (When Applicable)

Depending upon the number of children applying for a place at Bovingdon Primary Academy each September, classes may be split and an afternoon nursery session will run for the older children.

Therefore, we can provide a morning session at Pre-School, subject to availability, including Lunch-Club and a qualified member of staff will walk your child across to their nursery class at 12.25pm. We will provide support with hanging their coats, changing their shoes and also finding their name pegs and settling them in.

This service costs £18.30 per day.



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Toilet Training

We recognise that not all children have reached this stage at the point of joining the Pre-School. If a child is in the process of being trained at home we are happy to help continue with it at school.

A Typical Morning Session

07.45	Breakfast Club
09.00	Register
09.15	Free play/adult initiated activity
10.00	Snack with key group
10.30	Tidy-up time
10.45	Story and Conversation time
11.00	Music and Movement
11.15	Outside Play or Indoor Physical Play
11.55	Singing/Good Bye Song
12.00	Home time/Lunch Club
12.25	Walk to Bovingdon Academy Nursery (if applicable)
12.45	Home Time for children attending Lunch Club

What Will Your Child Be Learning?

Your child will be participating in learning activities which are planned following the Early Years Foundation Stage. These cover communication, language and literacy; problem solving, reasoning and numeracy; personal, social and emotional development; knowledge and understanding of the world; physical development and creative development. We also involve the children in looking after the Pre-School garden which we have in the enclosed outside play area. Each child is unique and will learn and be encouraged as an individual.

Uniform

All children at the Pre-School have the option to wear a t-shirt with the Bovingdon Pre-School logo on. This gives the children a sense of belonging and also protects their clothes while doing activities such as painting. A T-shirt is included in the initial registration fee and further purchases of T-shirts can be made at any time for £4.50 each.

Other Activities

The children produce a nativity at the end of the autumn term, which we invite parents/carers to attend; we also hold parties within the hall and occasionally take the children on walks to look at the natural environment or visit the local shops or the library. We also visit Bovingdon Primary Academy to watch their Harvest Festivals, Nativity and Easter assemblies.



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We welcome visitors from the emergency services, e.g. fire fighters, police officers and also parents or carers with a new-born baby or a new pet for the children to meet.

At the end of each summer term we also arrange a visit to Bovingdon Primary Academy for the children going up to the Nursery and, when possible, for the Nursery Teacher to visit the Pre School.

Management and Fundraising Committee

The Pre-School is run by a voluntary management committee. Meetings are held on a regular basis to discuss issues relating to the Pre-School. Also held are regular fundraising meetings. Fundraising is fundamental to the existence of the Pre-School and helps to keep fees to a minimum. New members on both committees are always welcome and we encourage parents to become involved with the Pre-School as much as we can.

Further Information

If you have any questions or would like to arrange to have a look around the Pre-School please call 01442 834188 between 8am and 1pm or email our Administrator, Julie Bell, at admin@bovingdonpreschool.co.uk.

We also have a website at www.bovingdonpreschool.co.uk with additional news and information.