

# Our Prospectus

Be Safe. Be Kind. Be Smart.

Ofsted registration number: EY206126



Our Ethos "To provide a safe, secure, friendly, warm and welcoming environment for the children to develop their individual knowledge, skills and for them to enjoy their time and have fun whilst learning at Busy Bees Pre-School"

Busy Bees Pre-School was established in January 1999 by Jane Bailey and Sharon Batchelor. It operates from the annex building to the rear of the 73<sup>rd</sup> Allestree Scout Hall on Woodlands Road in Allestree.

We take up to 36 children per session from ages two years to four years old. We offer 15 funded hours for qualifying two year olds and 15 funded hours for all three and four year olds. We also offer extended hours to qualifying three and four year olds, this means that a qualifying child can access up to 30 hrs per week with us during term time.

We have very good links with Portway Infant School and are their main feeder. We also have links with other settings in the area.

## Proprietor

Jane Bailey: 07946 608037  
[coolkids20@hotmail.co.uk](mailto:coolkids20@hotmail.co.uk)

## Manager

Lisa Brady: 07882145051  
[busybeesplaygroup@msn.com](mailto:busybeesplaygroup@msn.com)



73<sup>rd</sup> Allestree Scout Hall, Woodlands Road, Allestree, Derby, DE22 2HE

# Our Team

Jane Bailey - Proprietor

BA(Hons) in Early Childhood Studies & Early Years Professional (EYP)

Lisa Brady - Manager

Level 4 in Childcare, Learning and Development (CCLD) Level 5 in Leadership & Management, Speech & Language co-ordinator, S.E.N.D Officer

Claire Tunley - Supervisor

Level 3 in Childcare, Learning and Development

Jayne Tice - Pre-School Practitioner

Level 3 in Childcare, Learning and Development, Understanding Autism Level 2

Donna Ramsell - Pre-School Practitioner

Level 3 in Childcare, Learning and Development, Level 3 in Leadership & Management

Chloe Clayton - Pre-School Practitioner

Level 3 in Childcare, Learning and Development, Level 5 in Leadership & Management

Beth Wilson - Pre-School Practitioner

Level 3 in Childcare, Learning and Development

Emma Butters - Pre-School Practitioner

Level 3 in Childcare, Learning and Development

Ellie Cheney - Pre-School Practitioner

Level 3 in Childcare, Learning and Development

Charlotte Imlach - Pre-School Practitioner

Level 3 in Childcare Learning & Development

Courtney Nichols - Pre-School Practitioner

Level 3 in Childcare, Learning and Development

Sanna Ahmed - Pre-School Practitioner

BA (Hons) in Education Studies

Stephanie Henderson-Giles - Pre-School Practitioner

BTECH National Extended Diploma in Children's Play, Learning and Development

# Hours & Prices

The Pre-School is open from 9.00am until 5.30pm with the options of early starts at our Breakfast Club which opens from 7.30am. We are open during term time only with a variety of different sessions available. We follow the same term time and holiday schedule as Derby City Council.



Children are provided with a morning and afternoon snack at the cost of 30p per snack and the cost of tea (for those after 4.00pm) is £1.20 per session. Children must bring their own packed lunch.

## Times

Morning Only Session – 9:00am to 12:00 noon.

3hrs either funded or £6.00 per hr.

There is the option of starting at 8.45am at a cost of £2.00.

School Day 9:00am to 3:00pm or 9:15am to 3:15pm.

6hrs Funded or £6.00 per hr.

Full Day 9:00am to 4:00pm.

7hrs Funded or £6 per hr.

Full Day 9:00am to 5:00pm.

Funded hours are only offered between 9.00 am and 5.00pm.

Children qualify for the core 15hrs from the start of the term following their 3rd birthday.

Those children who meet the criteria for the extended entitlement up to 30 hrs per week during term time can take up to 8 hours funding per day. There is an option to stay until 5.30pm at a cost of £6.00.

We also run a Breakfast Club and After School Club (Cool Kids) for Busy Bees Pre-Schoolers, Portway Infant and Junior school children. The breakfast club operates from the annex building at Busy Bees from 7.30am until school starts, and the after school club operates from Portway Infant school hall from 3.20pm until 6.00pm during term time only. There are limited places available for Pre-School children.

The fees for the breakfast club are £8.00 per session and the after school club is £8.00 for 3.20pm to 4.30pm and £11.00 for 3.20pm until 6.00pm.

If you would like more information about Busy Bees Pre-School, please contact Lisa Brady on 07882 145051 or Jane Bailey on 07946 608037

If you require information about the Cool Kids Breakfast & After School Club, please contact Jane Bailey 07946 608037 or Sharon Batchelor 07792 755810

# Our Policies

All staff must follow policies and procedures set out by Busy Bees Pre-School and they revisit these annually to agree and resign.

All Parents are made aware when they start at Busy Bees Pre-School that all our policies are available at [www.busybeespreschool.co.uk](http://www.busybeespreschool.co.uk)

British Values Policy

Busy Bees Safeguarding and Duty of Care Policy

Lock Down Policy

Inclusion Policy

The Printing of Photographs Policy

Policy for a lost child

Policy for outings

Complaints Procedure

Behaviour Policy

Busy Bees Social Network sites Policy

Staff Confidentiality Form

Mobile Phone Policy

Alcohol and Drugs Policy

Safeguarding Policy

Cuckooing Policy

Witchcraft Policy

Whistle Blowing Policy

Preventing Extremism and Radicalisation Policy

FGM Policy

Prevent Policy

Health and Safety Policy

Fire Evacuation Policy

Administration of Medicine Policy

Smoking Policy

Sun care Policy

Food poisoning Policy

Food and Drink Policy

Nut Free Policy

SEND Policy

Absences and sickness Policy

Waiting outside the Pre-School Policy

Funded hours (15 and extended) and Fee-paying Policy

Two Year old Progress Check Policy

# Busy Bees Pre-School Curriculum

All children are entitled to quality learning and teaching. This will equip them with the skills, knowledge and understanding they need today, and prepare them well for tomorrow. Children learn at different rates and each child's development is unique. Children learn best when they are happy, secure, and actively involved in their own learning.

At Busy Bees Pre-School we have devised our own curriculum from government guidance. The six steps of our curriculum are:

1. Teaching and Learning
2. A Regular Cycle of Learning
3. Core Books, Rhymes and Songs
4. Core Focuses
5. Core Experiences
6. Our Curriculum Goals

Our Curriculum Goals are:

- Settle in and become a confident learner
- Make up their own story
- Make a model with construction pieces or small and large materials
- Create their own dance to a piece of music
- Write some letters of their name.

Characteristics of Effective Learning are:

- Playing and exploring
- Active learning
- Creating and Thinking Critically

Educational Programmes are:

Prime areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

EYFS Principles are:

- 1-A Unique Child
- 2-Positive Relationships
- 3-Enabling Environments
- 4-Learning and Development

Parents are made aware that when their child joins Busy Bees Pre-School they can visit the website [www.busybeespreschool.co.uk](http://www.busybeespreschool.co.uk) for more information.



# Tapestry & Parent Partnership

Your child will have their own key worker who is assigned to help ensure that their care is tailored to meet their individual needs, to help them become familiar with Busy Bees, to build a relationship with your child and to help them feel settled safe and secure. They will observe your child by taking note of activities that interest them and how they learn, to help support their development through our curriculum and the educational programmes. All staff work as a team and will create relationships with all children but in their role as key worker they will do this in more detail.

You as a parent are your child's first educator, and we recognise this and want to build on the good foundations that you have already begun.

We pride ourselves on the very good relationships that we build with all our parents and we want you to be involved with your child's learning and development whilst they are at Busy Bees. Through the Tapestry online journal, you will be able to see what your child has been doing during their sessions and what their key worker is helping them to achieve. We encourage you to put your own observations on there as well, as this helps build an even bigger picture of your child for their key worker to use in their planning.

You can speak to your child's key worker at any time that is convenient for you both and before and after the sessions. Please feel free to ask them if you have ANY concerns regarding your child.

Tapestry is an easy-to-use, secure online learning journal helping staff and families celebrate their children's learning and development. Staff use the platform to record photos of their key child which can only be accessed by your child's key worker, other staff management or parents/ carers keeping information secure and private.

# School Transition

We will give your child a letter from Derby City Council, that explains what you need to do to request a place at your preferred school. These letters are usually distributed during October/ November.

Your child will start school in the September before their 5<sup>th</sup> birthday.

Most of our children leave Pre-School and move on to Portway Infant School and we have very good links with all the Foundation Stage teachers at the school.

We arrange visits to the school, where our staff take small groups down so they can see the classrooms and meet the teachers.

However, we also have children that attend Lawn Primary School and again we contact the school to arrange visits if possible.

We will also contact schools that are out of the immediate area, if you have requested a place there.

Our aim is to ensure that all the children and you as their parents leave us with a sense of excitement and eagerness to experience and fulfil their next educational journey.

If you have a complaint against a member of staff, a child or another parent or any practice that you are not happy with, it will be logged onto a complaint form.

The manager will deal with the complaint and all parties concerned, keeping a written record of all meetings, which will be signed and dated by all parties concerned.

If the complaint is regarding another child at the setting, that child's parents will be informed and again all correspondence will be logged and dated.

If the manager is unable to deal with your complaint, or you are not happy with how proceedings were conducted, then either party can contact Jane Bailey or Sharon Batchelor (proprietors)

If you feel your complaint has not been resolved after these proceedings you can contact Ofsted, who will investigate further on your behalf.

Ofsted details are: 03001234666

Or you can fill an online form in at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

BE SAFE.  
BE KIND.  
BE SMART.

