



# PROSPECTUS

Belton Pre-School CIO  
21 Church Street  
Belton In Rutland  
LE15 9JU  
01572 718744  
[beltonpreschool@btconnect.com](mailto:beltonpreschool@btconnect.com)  
[www.beltonpreschool.com](http://www.beltonpreschool.com)

Reg Charity No: 1187877

## **Welcome to Belton Pre-school!**

Dear Parents,

We would like to welcome you and your family to Belton Pre-school. We believe that our caring and experienced staff, combined with our idyllic location our amazing outdoor space, makes Belton a wonderful place for children to have fun, learn and make new friends.

Being part of Belton Pre-school is a whole family experience. Staff work closely with parents to ensure all children settle in well and are happy from the beginning of their journey with us, whilst the various social & fundraising events provide opportunities for parents, grandparents, and siblings to join in the fun. We would like to be partners with you in your child's development at this exciting time in their lives.

We are committed to helping our Pre-schoolers grow into confident, healthy, happy, stimulated, and motivated learners. By working alongside them, observing, and scaffolding their learning we ensure that each child holistically reaches their full potential. Our staff has a wealth of early years knowledge and experience. They develop strong relationships with our Pre-schoolers, ensuring that each child feels safe and secure to try new things and engage in learning.

The door is always open at Belton, both to new and existing parents. We would welcome the opportunity to show you around our lovely Pre-school and talk to you about how we can support your child in their learning journey as they progress to primary school.

Please do read our prospectus and if you would like to visit the Pre-school, have any questions, or would like to enrol your child, please contact our Pre-school Manager:

**Mrs Kathryn Pullan** on **01572 718744** (opening hours only) or by email: [beltonpreschool@btconnect.com](mailto:beltonpreschool@btconnect.com)

Belton Pre-school's Committee of Trustees

Welcome to Belton Pre-school,

My staff and I would like to extend a warm welcome to you. We pride ourselves in providing a safe and caring environment for your children to begin their journey of life-long learning.

We believe in allowing all our children to learn and develop holistically through investigation and experimentation in a warm, secure, and supportive environment. With this in mind we work hard to provide a large variety of opportunities and stimulating experiences tailored to meet the individual needs of all our children. We also work closely with early years and the pre-school learning alliance to ensure we are up to date with the latest guidelines. Our staff training remains a priority for both compulsory and optional qualifications.

I very much look forward to meeting you and your child and showing you around. We are very proud of our Pre-school.

Kind regards,

Kathryn Pullan  
Pre-school Manager

## **Our Aims**

Belton Pre-school provides a high quality learning experience for all our children in a safe and happy environment. We encourage the children, through play activities, to learn and develop holistically at their own pace. We offer a wide range of challenging and stimulating experiences through which they can achieve this. Our curriculum leads to nationally approved learning outcomes and prepares children to progress with confidence to the national curriculum.

## **General Information**

The Pre-school is open during term time Monday to Friday 8.00am to 4.00pm, we offer a late session on Tuesday & Thursday until 5pm, this is pre-bookable. We offer a light breakfast option served between 8.00-8.30am every morning at a charge of £2 per child if breakfast is required, please pre-book your meal in advance per session. Funded hours run from 8.00am to 4.00pm, if your child is funded. Pre-bookable late sessions between 4-5pm will be charged at our hourly rate. Our lunch club from 12pm to 1pm is available to all children; you will need to provide a packed lunch for your child.

We are situated in the Old School, 21 Church Street. Our telephone number is 01572 718744 and our email address is beltonpreschool@btconnect.com. We are registered with OFSTED for 24 children per session. The ratio of staff to children is 1:8 or 1:4 ages appropriate. We accept children from the age of 2 years old.

## **Fees**

The fees are currently £6.50 per hour for all children and are payable half termly in advance or weekly by special arrangement. There is a registration fee of £50.00 payable on completion of the registration form for non-funded children & a £25.00 admin fee for funded children to include a Belton Pre-school polo shirt and Belton bag. This will secure your child's place at Pre-school. A four week notice period will be required if you wish to book annual leave or relinquish your place at any time throughout the year. (Subject to annual review in January to take effect the following April)

The fees are non-refundable in the case of absence unless a session is cancelled by the Pre-school. Each child's attendance at the Pre-school is conditional upon continued payment of any necessary fees. Any government funding that is available will be claimed by the Pre-school manager for all eligible children, the funding is applied in the term after your child's third birthday.

In addition, a late charge will be applied for any child not collected at the end of their session. A charge will be applied of £10 for a late collection at the end of your session unless contact is made to explain your reason for late collection. This charge will be applied to cover the additional staffing costs to keep your child safe.

A Consumables charge will be applied to every child of £10 per half term to cover our essentials costs & will be invoiced each half term.

## **The Trustees**

The Pre-school is a registered Charitable Incorporated Organisation (CIO) charity and a member of the Early Years Alliance (EYA). It is administered by a committee of volunteer trustees who hold regular meetings to discuss the running of the Pre-school and fundraising events. Our income is generated from government funding and fees and therefore as a charity, the Pre-school relies on fundraising to enhance our resources and activities. We rely on parents' support and participation as we are a family-orientated community Pre-school. We encourage our families to be involved in their children's learning and this helps to form the parent/Pre-school bond. New parents are always welcome to become involved with the committee and support the fundraising events; we hold an annual AGM that all parents are invited to. As your child commences at Belton Pre-school your family is automatically enrolled as a member of Belton Pre-school CIO which enables you to vote at appropriate meetings/AGMS. Should you wish to not be a member of the CIO we would require you to

let us know in writing via an email to [beltonpreschool@btconnect.com](mailto:beltonpreschool@btconnect.com) & we will remove your details from our members register.

### **Key Person**

We operate a key person system. Each member of staff holistically supports and observes all of our children. In addition, each staff member is especially responsible for and close to a small number of children, allowing planning to be inclusive. This relationship ensures all our children feel secure whilst settling into the Pre-school. The key person regularly updates each child's online learning journal on Tapestry. Your child will automatically be added to our Tapestry account. Upon your child commencing at Belton Pre-school, we will send you a link to set up your Tapestry sign in & request that you complete the online all about me section for your child. Tapestry is our main home/school link please add your own observations of your child's holistic learning at home together with any special events as this gives our staff an all round view of your child's learning & development progress.

All our staff has undertaken First Aid Certificate Training, Safeguarding Children, Basic Health & Safety and Food Hygiene Certificate as mandatory. We also look to further staff training in all areas of the EYFS curriculum.

### **Settling In**

Children learn best when feeling happy and secure and so we aim to make their first steps into education an enjoyable experience, so please visit us with your child, at least once, before they join the group. It may take several sessions before your child is happy and settled, this will be discussed with you on your first visit & a settling in plan for your child will be mutually agreed.

### **Arrival and Collection**

We are not insured to be responsible for children who arrive before 8.00am or who remain after 4.00pm (5pm). If your child is attending mornings only, please collect them at 12.00pm or after lunchtime at 1pm, so that the afternoon session can begin promptly. Please inform the Pre-school Manager/Deputy if anyone other than yourself is collecting your child, we will require this person to know your password as detailed on your registration form. If you are running late to collect your child, please call & notify the pre-school of your reason to avoid late charges being applied. Please see our fees section for late fees.

### **Dress**

Please ensure that children come dressed for play. We do provide aprons for water, cooking and artwork but accidents do happen please ensure your child has plenty of spare clothes in their bag. Please provide a coat or warm clothing for outdoor play and spare shoes if they wear wellingtons to Pre-school. It is helpful to dress your child in clothes which they find quick and easy to undo when needing the toilet. We provide a Belton pre-school bag upon starting at pre-school, please keep a spare set of clothes in this bag in case if accidents together with any nappies, pull up's, wipes, spare underwear for your child's toileting needs. Please can you ensure that all clothing and footwear is clearly named.

### **A Typical Session**

On entry to the pre-school the children are encouraged to self-sign giving them independence to choose their own peg & to help with name recognition. Each session begins with a variety of free flow activities available to promote each child's independent learning. Our daily routine continues with a short circle time age appropriate where the children are encouraged to sit in small groups with a member of staff to discuss any news & any new topics for the day will be introduced. As the session progresses a number of "adult initiated invitations to play" will be set up across the setting to enhance & stimulate the children's interests. During this time, the children will have access to all areas of the pre-school including the garden & decking. A free flow snack bar is open mid morning if children wish

to partake of the fruit snack they have brought in from home, during the afternoon session the milk bar is open & available to all.

Each session includes both child & adult led activities appropriate to the child's interests & developmental stage. In addition, we offer a number of extra curricular activities including nature school, dance, yoga & baking. All our activities are planned based on observation & reflections of the children's current interests in line with the Early Years Foundation Stage & our curriculum.

We have a large garden area where the children can play and develop in a safe and secure environment. The garden incorporates a variety of learning opportunities including a mud kitchen, digging area, wooden climbing frame, den building and ride on toy area. We actively encourage the children to explore the natural environment in all weathers; therefore, we ask that you provide waterproof clothing and wellies.

### **Policies**

Upon your child commencing Pre-school we will issue you with a set of online Parent Policies for you to read. Please sign & return the acknowledgement slip for our records. A full copy of all our policies is contained in our office and is available upon request. Our policies and procedures are reviewed and updated in line with current guidelines and legislation by the management team and committee. If you require further information, please speak to the Pre-school manager.

### **Health and Safety**

We are fully insured. Our toys and equipment are regularly cleaned & checked for safety. We practise regular fire drills, and our fire extinguishers are maintained annually. All our staff are trained in Paediatric First Aid. If a child has an accident during the session the details will be entered in our accident record book and the parent/carer will be asked to read and sign the entry at the end of the session. This ensures that parents are kept informed of any injury, however minor, to their child. If your child has been sick in the night or has diarrhoea, please keep them at home. They should not return to the Pre-school until a full 48 hours has passed without symptoms. In the case of Norovirus, it is best not to go out for two days after the last symptoms as they can remain infectious for up to 48 hours. If your child becomes ill during the session, we will immediately contact you on the number(s) provided on the registration form. If your child is displaying any Covid related symptoms, please follow current guidelines & keep your child at home for the specified period.

We need written permission and details of dosage if we are required to administer medicine/inhalers to your child for any long term health condition. On receipt of your written instructions a detailed long term medication plan will be put in place for your child which you will be asked to sign & agree. When medication is administered to your child this will be documented & you will be asked to sign upon collection of your child at the end of each session. If a child has an existing injury before coming to Pre-school, we will ask the parent to sign the sustained injury book as part of our procedures.

Belton Pre-school is an inclusive setting; we welcome every child and family. Within our staff team we have SEN qualified professionals to support children with a variety of additional needs. We participate in multi-agency working to enable all our children reach their full potential.

### **Complaints**

We will do all we can to resolve complaints and respond positively to your comments. If you wish to clarify specific information or make a complaint, please contact the Manager/Deputy in the first instance, followed by the committee chairperson. A full copy of our complaints policy is available for inspection upon request. If you wish to complain to OFSTED, the address is: OFSTED, Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you wish to visit the Pre-school or discuss any other information, please do not hesitate to contact Mrs Kathryn Pullan on 01572 718744 or e-mail [beltonpreschool@btconnect.com](mailto:beltonpreschool@btconnect.com)

### **And now what our parents and children have to say about the pre-school.**

“Thank you so much for looking after the girls so well over the last two years. They have loved being at Belton and it has been wonderful to see them flourish under your care. We feel that the Belton Pre-school environment is really caring, nurturing and fun and you all help to make it a happy place.”

“Thank you for all you have done to help our little girl have a wonderful year at pre-school. I know she will have such lovely memories and we are so grateful for the experiences and care you have given her.”

“Thank you for all you have done over the last few years, you are all truly wonderful!”

“Thank you for all your support and everything you have done for our daughter”

“Thank you all so much for making this process (settling in) easy for us, you are all wonderful”

“Thank you for being my key worker. I have had the best time & enjoyed coming every single day. I will miss you.”

“Thank you for caring, teaching, entertaining & supporting our son during his time at pre-school. He has thoroughly loved his time at Belton and we have seen his confidence grow since he started with you. He always went in smiling and came out smiling and for this we are so grateful. We shall miss you all”

“Thank you so much for everything you have done for our son. He has had the most wonderful two years with you all and made some fantastic memories. I know he is going to miss you all very much”

“To all you wonderful ladies, thank you for all the time, care & fun you provide for our daughter. She is very lucky to be able to visit such a lovely bunch of humans”

“Thank you for all you have done for and with our son this year. Under exceptional circumstances you have made the time in pre-school thoroughly enjoyable for him. He has really enjoyed pre-school and has spoken so fondly of you all. Thank you for caring for him so well”

“Thank you for being the best teachers”

“Thank you for helping me grow”

“What a great team you are, from the bottom of my heart Thank you for everything, our son has been supported, guided & developed with the best care a parent could ask for. We are eternally grateful”

“I have loved Belton, I will miss you”

“An enormous thank you for all you do. Our daughter has loved her time with you and we couldn't have asked for a better start for her. I am so much more confident about her starting 'big school' now because of the confidence she has gained with you. We will miss you lots”

“Thank you all very much for everything for our daughter whilst she was there. You've made it easy for her to settle in & she enjoyed every moment. We will all miss seeing you all & she has made some lovely friends with children & teachers, it will be sad to leave”

“Thank you for everything you have done in supporting our daughters growth & Development, we think you are all wonderful”