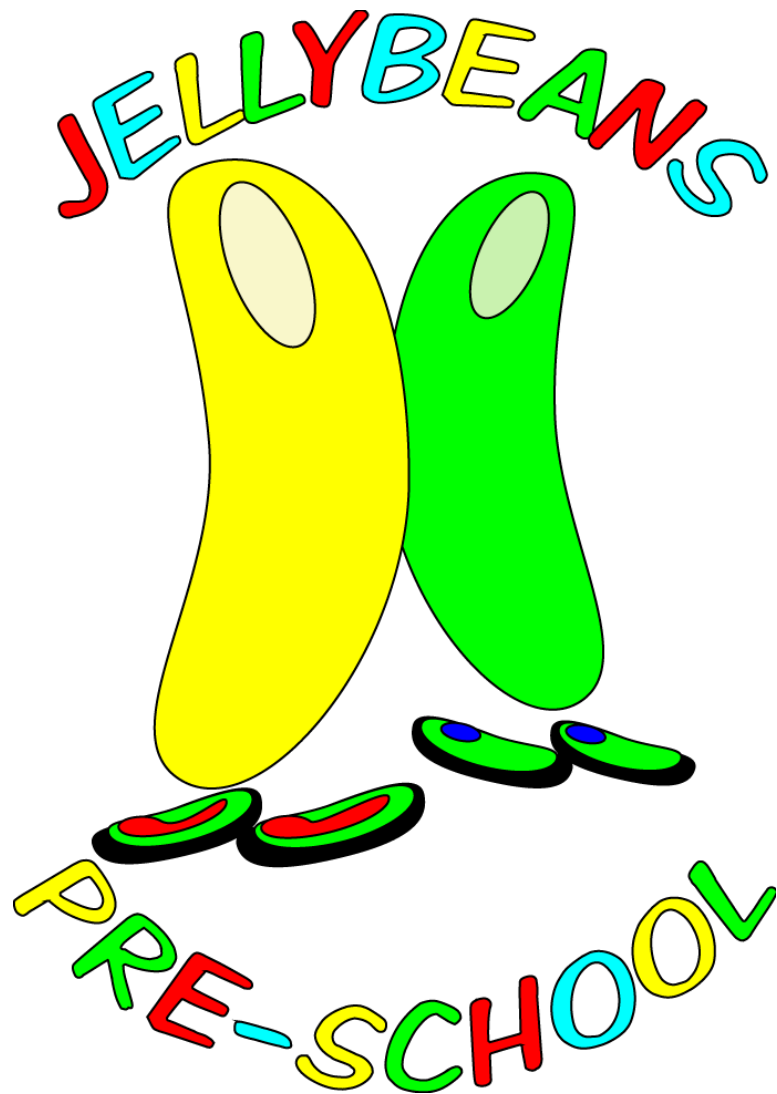


Welcome to



# Jellybeans Pre-School

Telephone 07759 252507

e-mail [contact@jellybeanspreschool.co.uk](mailto:contact@jellybeanspreschool.co.uk)

## Session Times

Monday	9:15am to 11:45am	12:25pm to 2:55pm
Tuesday	9:15am to 11:45am	12:25pm to 2:55pm
Wednesday	9:15am to 11:45am	12:35pm to 2:55pm
Thursday	9:15am to 11:45am	
Thursday	12:25pm to 2:55pm	Rising 5's only
Friday	9:15am to 11:45am	

We also run a lunch club Monday to Thursday 11:45am to 12:25pm.

Early Bird sessions are available each morning from 9:00am to 9:15am.

Please see the Fees section below.

## Jellybeans aims and activities

Our aim is to.

Create confident independent learners who are ready, willing and able to learn throughout their educational life.

Provide a friendly environment that is stimulating, safe and secure, with supportive staff that plan for each individual child.

Demonstrate inclusive practice while working closely with parents and other relevant agencies to ensure that all children reach their full potential.

At jellybeans, children learn and develop through active and creative play. A wide range of resources are used to encourage children to explore and experiment. Together with these resources we use topics that are adapted to follow the children's interests and style of learning.

Activities include messy play, outdoor play, construction sets, small and large group play, small world and many more.

## Confidentiality

On occasion our work results in encountering confidential information about you and your child.

We respect confidentiality in the following ways:

Parents have access to their child's records but no one else.

Individual children are not discussed with anyone unless we have the parents' permission.

Information held at Jellybeans will not be passed to outside agencies without parental permission.

All information held about the children is kept in a locked cabinet.

Contact details are for the use of Jellybeans staff only.

Any students on placement will be made aware of our confidentiality policy and will be required to respect it.

## Behaviour

The staff at Jellybeans, encourage and promote acceptable behaviour by being positive role models.

We discourage unacceptable behaviour but we do not use any form of physical punishment or humiliate the children. We give one to one support to explain why the behaviour is unacceptable. We aim to demonstrate that it is the behaviour that is not acceptable NOT the child themselves.

Some children have educational needs at Jellybeans, all staff are fully trained and have good knowledge on how to include all children in the daily routines of Jellybeans. If your child needs extra support such as one to one this will be provided by a fully trained SENCO (Special Educational Needs Co-ordinator). Mrs Tracey Cranfield.

## Sickness

Children who are unwell MUST be kept at home. In the case of diarrhoea or vomiting, children must be kept at home for at least 48 hours after their last episode. We will insist that children return home if they return to Jellybeans before this time.

If your child cannot attend their session for any reason please telephone us as soon as possible on 07855 041496.

If your child becomes unwell during a session we will contact you immediately.

PLEASE BE ON TIME FOR THE START AND END OF EACH SESSION.

Any lateness causes upset to your child and the routine of Jellybeans.

Comfortable clothing should be worn by the children. We have t-shirts with the Jellybeans logo on them for sale at £6.50. We do encourage you to purchase these although it is not compulsory.

Every child should have a bag with their name clearly marked on it.

This bag must contain the following:

- A full change of clothes.
- Outside footwear.
- Drinking cup, clearly named.

If your child is still in nappies, please include the following:

- Enough nappies for your child's stay.
- Wet wipes.
- Nappy sacks.
- Any creams you wish us to use on your child's skin.

## Key Person

A key person system means your child will be assigned a member of staff who will take a special interest in your child's development and happiness whilst at Jellybeans.

Your child's progress will be monitored on a regular basis with a summative assessment passed to their teacher when starting primary school. You are welcome to look at your child's progress at any time. A parent's role is vital and we rely on your input and communication to help your child reach their full potential. We encourage you to add to your child's learning journey, with photographs from home and any relevant information you feel will help.

## Parents

No one knows their child better than you and we rely on feedback from parents to ensure we provide the best possible care for your child. Events such as a new baby in the family, death of a family member or even a lost favourite toy can have an impact on your child's behaviour and sense of security. Please keep us informed of anything we may need to know and we will share with you any concerns we may have.

At Jellybeans, we hold open mornings/evenings where you have a chance to speak to your child's key person and look at their learning journeys. We also have an open-door policy which means you can see your child's learning journey and speak to any member of staff at any time.

## Jellybeans pre-school fee structure

At our pre-school, we believe in open communication with our parents/cares and therefore we are presenting this fee structure to ensure that everyone understands our charging. We are open 38 weeks a year closing on bank holidays.

### Fees

Fees are payable in advance in accordance with the rates in force at the time. Fees are reviewed annually or in accordance to changes in the code of practice. Any changes in current rates will be advised 1 term in advance.

- Morning session           £10.00
- Afternoon session       £10.00
- Lunch club               £2.50 per session
- Early bird session       £1.00

### Illness/absence

No refund will be given if a child is ill or on holiday.

### Late pickup

Children must be collected promptly at the end of every session. If a parent/carer fails to collect their child within 10 minutes of the session ending, a late collection fee of £10.00 will be charged and a further £10.00 for every 10 minutes thereafter.

### Late payment

Fees are to be paid within 2 weeks of the invoice date. If you are experiencing difficulties in paying then please speak to the manager in confidence so that alternative arrangements can be made. If negotiation fees are not paid we will have no choice but to withdraw your child's place in the setting.

## Jellybeans pre-school fee structure 2017-2018

To keep in line with Government funding and the rise in the cost of living Jellybeans fees are as follows as of September 2017.

- Morning session           £11.00
- Afternoon session       £11.00
- Lunch club               £3.00 per session
- Early bird session       £1.00

## Funding

We are OFSTED approved and offer free entitlement to 3 and 4 year olds.

We also offer Free for Two funding.

3 and 4 year old funding means a child is entitled to a maximum of 570 hours a year. This can be taken up to 15 hours a week over 38 weeks.

For further information please contact The Kent children and families service by email at [kentcfs@kent.gov.uk](mailto:kentcfs@kent.gov.uk), or call 03000 412323.

### Free for Two

If you receive certain benefits, your child can receive up to 15 hours' free education to find out more please contact your local Sure Start centre.