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## *Bank Hall Kindergarten*

BANK HALL DRIVE, BRETHERTON, LEYLAND, PR269AT

Telephone: (01772) 601346

Email: [enquiries@bankhallkindergarten.co.uk](mailto:enquiries@bankhallkindergarten.co.uk)



### INSPIRING AND NURTURING YOUNG MINDS THROUGH PURPOSEFUL PLAY

Bank Hall Kindergarten is a private day nursery, established in 1991, and is located in the heart of the Bank Hall Estate, Bretherton, midway between Southport and Preston. The Kindergarten is surrounded by mature trees and green fields - and, as in the true meaning of the word "Kindergarten," we have created a "children's garden" in which your child will feel both happy and secure.

We accept children from 3 months to 5 years on a full and part time basis.

We aim to provide your child with a loving, caring environment in which they can learn during their most formative years, by offering a variety of equipment and learning opportunities through challenging play whilst supporting them as they take risks and explore within our continuous provision areas. Children are encouraged to share with one another, make friends and establish relationships. We pride ourselves on discipline, courtesy and manners as we maintain clear and consistent boundaries. We achieved the Lancashire Quality Award which recognises quality provision within the Early Years Education sector



We are proud to have many long-standing members of staff. The majority of our staff are qualified to Level's 3, 4, 5 & degree level 6. All Staff are trained in paediatric First Aid, Safeguarding, Prevent Duty, Food Hygiene, Allergy Awareness and consistently access childcare continued professional development. Your child will be assigned a Key Worker who will ensure they become familiar within the Kindergarten environment, offering a settled relationship and aim to build a working relationship with you as parents.

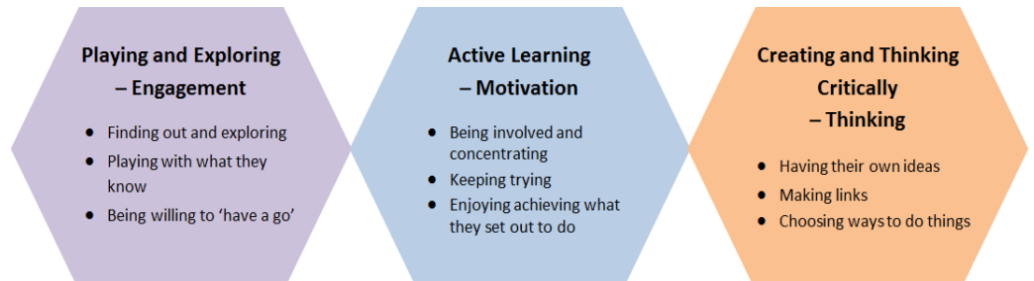
Your child's care will be tailored to meet their individual needs.

## EARLY YEARS FOUNDATION STAGE CURRICULUM

Whichever room your child is in, we will be working under the Statutory Framework for the Early Years Foundation Stage (EYFS January 2024) which sets the standards for learning, development and care for children from 3 months – five years. Your child's Key Worker will get to know your child by observing them through play, individual learning styles and interests and will work with you to build on their existing knowledge of the world around them and will support their development under a principled approach.

All areas of learning and development are important and inter-connected.

The Characteristics of Effective Learning focus on 'how' children learn. Children are observed with these in mind so we can plan activities and experiences based on the best fit for them.



The **three prime areas** of learning are crucial for igniting children's curiosity and enthusiasm for learning, and build their capacity to learn, form relationships and thrive.

Area of Learning and Development	Aspect
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care
<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking
<b>Specific areas</b>	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Shape, space and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials
	Being imaginative

Children are also supported in the **four specific areas** through which the three prime areas are strengthened and applied:

### OUR PERSONALISED CURRICULUM

We recognise that children learn in different ways and at different rates and we plan for this accordingly. We aim to support all children to attain their maximum potential within their individual capabilities, and be fully equipped with the skills and knowledge needed for the next stage in their future learning. We provide a positive play environment to develop good social skills and an appreciation of all aspects of this country's multi-cultural society and we plan learning experiences to ensure, as far as practical, there is equality of opportunity for all children and that we celebrate diversity.

Our curriculum is based on a holistic approach which recognises that different aspects of learning are interwoven and compliment each other. This compliments the Development Matters 2021 with our teaching model based on aspects of this guidance. Each room has an individual curriculum plan which you are welcome to request a copy of.

Click her for the types of activities we offer

[PINTEREST CLICK HERE](#)



The Kindergarten is organised between four areas



## Baby Bluebells

FOR APPROXIMATELY 3 MONTHS- 2 YEARS

Baby Bluebells Room aims to create a home from home environment, which stimulates, nurtures and provides babies with resources and enhancements they need to develop to their full potential. Our room is split into four areas of continuous provision: comfy, creative, imaginative and physical. We provide our babies with ample opportunities to develop their senses as they play in foam, spaghetti and sand; make marks using their fingers, develop gross motor skills; use their imagination and imitate home life experiences in the home corner; as well as having the space to rest, relax and learn new vocabulary in the book area. Our physical area provides space to move, roll, stretch and use low level equipment, supporting pulling up to a standing position, cruising along furniture, as well as free space to crawl. Opportunities to dance, sing and play musical instruments encourages creativity and Heuristic play develops curiosity and gives babies a chance to openly explore without interruption. One of our most valuable resources are our practitioners, who are loving, caring and understanding individuals who continually interact with our babies, providing crucial interactions which promote learning. Our

Bluebells team are passionate about their role and aim to bridge the gap between home and Kindergarten through positive and close relationships with parents/carers, ensuring we are sharing vital information. Practitioners are here to work alongside parents by encouraging your child to reach some of their most significant milestones such as: crawling, walking and talking, and help learn new life skills as they grow more independent. Promoting healthy lifestyle is a fundamental step to creating healthy individuals, and is something we love to incorporate as early as possible. Meal times in the Bluebells can range from small babies just weaning, and some of our older toddlers who are learning to feed themselves. We aim to create a positive, social atmosphere during meal times, and all sit together as a group with lots of conversation. At the end of each day, you will receive a thorough handover about what your child has enjoyed engaging with during the day with the opportunity to discuss the information received throughout the day via our parent zone app. Rhythm time Music sessions take place on Thursday afternoons and continue through all other rooms.



## Caterpillar's Room

(AGE APPROXIMATELY 2 – 3 YEARS)

As the children in Baby Bluebells room approach 2 years of age, they will be gradually introduced to our "Caterpillars Room" (transfer depends upon the stage of development rather than the age of the child) Here we offer structured routine, providing a balance of adult led and child initiated activities. The room offers frequent and safe access to our amazing outdoor play environment, where children enjoy running freely, climbing and exploring their natural environment. Continuous provision means that the toddlers are encouraged to engage in play that appeals to their interests, needs and individual learning and development. The organisation of the room ensures that all resources are attractive, accessible and arranged for the children to become independent learners. Caterpillar's room provides a potty and nappy changing area and a low level sink for children who are practicing self-care and independence. Children participate in extra-curricular activities such as Music, Drama and Dance, Sports and Yoga sessions which encourage them to express themselves freely and develop healthy lifestyles. These sessions continue through to our Pre-School rooms. At approximately 2 years of age your child will receive a 2 year Progress Report which is a written summary of how your child is progressing against the three Prime areas of learning, we consult with you as parents as we complete your child's report and encourage this to be shared with your child's Health Visitor in line with their 2 year Development Check. As children approach age 3, they will move into our Butterflies Room.



## Butterflies' Room (AGE 3 +)

As children move into our Butterflies Room they continue to be offered lots of open ended resources which ignite their imagination and we introduce children to a range of new experiences as they access resources aimed at 3+ years along with a new outdoor environment which they will share with our Pre School Daisies children. Continuous provision supports each child's individual learning styles and needs. The areas are organised in a way to encourage independence as they explore. There are key focused group times which support social and listening and attention skills. The children in Butterflies room have access to the children's bathroom to further develop their independence and self care. The experiences offered in the Butterflies room will support the children as they then progress to Pre-school Daisies, for their final year, before they attend Primary School.



## Pre-School Daisies Room (AGE 3 +)

We recognise how crucial your child's final year is, before they venture on to school. In Pre-school we provide an enabling learning environment which supports their independence and ensures each child reaches their full potential. Practitioners guide each child to learn through purposeful play experiences which are based on their interests and built around their existing knowledge of the world around them. Within both the indoor and outdoor environments children are given access to natural resources which they are encouraged to independently explore, discover and investigate. This will support their mathematical, critical thinking and problem solving skills which are all aspects of the Development Matters framework and the Characteristics of Effective Learning. Practitioners will support interactions between children through small group activities so they learn how to make good friendships, co-operate and resolve conflicts peaceably. These attributes will provide a secure platform from which children can achieve at school and in later life. Children will also be introduced to the Letters and Sounds program through fun-filled games and activities, to help build the skills needed for future reading. We also recognise that self-care skills are vital to ensure each child is 'school ready' and practitioners will work with parents to ensure they are independent in this area of learning and development. We have good liaisons between our Pre School and many local Primary Schools which we feel is essential to assist with continuity and progression for each child's learning and to help provide them with a smooth transition onto Primary Education. Links between home and school are important at all stages of education but particularly within their year in the Pre School room. We will ensure we share relevant information with you and will keep you informed about the curriculum and your child's progress. Music, Drama and Dance, Sports and Yoga sessions continue through to the Pre-school Room.

## OUTDOOR PLAY

We are very fortunate to have an extensive outdoor area which is divided into age appropriate areas. Being outdoors has a positive impact on children's sense of well-being and helps all aspects of development which is why outdoor play is an important part of Kindergarten life. Children have regular access to our stimulating outdoor environment doing things in different ways and on a larger scale than when indoors. Our play areas have a Mud Kitchens to provide children with endless opportunities to mix and create using natural materials. The use of our two pavilions ensures access to the outdoors is always available. The natural environment gives children opportunities to explore using their senses, be physically active and take risks, with close supervision and support.





# OWLS



Our "OWLS" (Outdoor Woodland Learning Sessions) improves children's self-esteem, confidence and abilities as we provide support to regularly engage within the natural environment - activities such as den making, identifying leaves, the reasons we need trees and collecting natural resources to allow children to create using their imagination further increases their problem-solving skills and improves emotional well-being. Our Teepee is a popular hideout and comfy cosy area to read in while also hosting a range of open ended opportunities to excite and build on children's imagination too. "The ethos of our Outdoor Woodland Learning is based on a fundamental respect for children and their capacity to investigate, test and maintain curiosity in the world around them"

## PARENTZONE ONLINE LEARNING JOURNAL



You will be given private access once you attend the first settling in session to our Parentzone app . This will enable us to inform you of daily meals and snacks offered and enjoyed along with how your child has slept and details of toileting and nappy changes, where applicable. We also aim to upload photo's of activities and new experiences on offer to your child during the course of the week. These snapshot observations of your child, called 'moments' are carried out by their designated Key Worker and will be uploaded to this secure online portal. We feel using an online system encourages more effective communication with you, and gives you more freedom to also update your child's learning journal with learning achieved at home.

## SAFE GUARDING

Under the Safeguarding and Welfare Requirements of the Early Years Foundation Stage we have in place an effective Safe Guarding Policy/Procedure which is there to ensure we safeguard and promote the welfare of all the children in our care. Should staff have any concerns regarding a child, we are duty bound to follow our Safe Guarding Policy and Procedure.

## SPECIAL EDUCATIONAL NEEDS/LOCAL OFFER

We have a strong commitment to inclusion and all staff are committed to the S.E.N.D code of practise and we will make all reasonable adjustments to ensure that all children, including those who have a disability or special/additional needs, are included, valued and supported, so that they can reach their full potential. Our Local Offer document is available to view on request. If you require any further information, please contact the Manager/SENCO. You can also view this on our website

[www.bankhallkindergarten.co.uk/about](http://www.bankhallkindergarten.co.uk/about)

## FOOD AND DRINK



Children are provided with a light morning snack, two course hot lunch and an afternoon snack, all of which are healthy, balanced and nutritious. We ask that you inform us of any special dietary requirements, preferences and food allergies that your child may have to enable us to meet your child's needs. We are proud to have dedicated cooks who seek to provide children with homemade, nutritious meals which are in line with National Health guidelines and promote oral health. Due to food allergies, we do not allow food from home to be brought into the kindergarten. We have a seasonal menus on a 4-week rota system,- available upon request.



## TERMS AND CONDITIONS – SEPTEMBER 2024

YOUR CHILD IS BEING CARED FOR AND EDUCATED DURING HIS/HER FORMATIVE YEARS - IN ORDER TO MAINTAIN OUR HIGH STANDARDS, IT IS IMPORTANT THAT PARENTS READ THE FOLLOWING CONDITIONS AND ADHERE TO THEM.

### 1. Age of Admittance

Bank Hall Kindergarten caters for children between the ages of 3 months and 5 years. Children may start with us at any time of the year. We operate an open access information policy and you are welcome to view our Policies and Procedures, your children's assessments or records and discuss any problems at a mutually convenient time.

### 2. Hours of Opening

Children cannot be accepted before 7.45am. We close at 6.00pm. Children may be dropped off at any time between our opening hours, but we do ask to be informed in advance if you need to drop off before 8am. Parents are requested to adhere to these times strictly. Late collection of your child will involve a charge of £1.00 per minute per child after 6.00pm. If any person other than a parent is collecting your child, we **must** be informed who that person is going to be prior to collection and the password must be used as stated on the child's enrolment form. All authorized persons to collect your child must be detailed on your enrolment form. We accept responsibility for your child from the time he/she is handed over to a member of staff upon arrival. Parents must ensure that staff are informed of their collection, as we are not responsible for your child after collection from the appropriate room.

### 3. Absences

It is important that the Manager is notified if your child is to be absent. This can be done by phone (01772) 601346 or via our e-mail: [enquiries@bankhallkindergarten.co.uk](mailto:enquiries@bankhallkindergarten.co.uk)

### 4. Holidays

The Kindergarten is open throughout the year except for Bank Holidays and approximately 7 days at Christmas, depending on which day Christmas Day falls. Exact dates of holidays are stated on termly newsletters. Full fees are charged for weeks shortened by Bank Holidays. No fees will be charged for approximately ONE week over the Christmas period.

### 5. Fees

Fees must be paid in full, and are due monthly in advance on the first of each month. It is not possible to offer reductions for whatever reason, such as illness, absence or where the Kindergarten is forced to close due to circumstances beyond our control. Fees are to be paid by Bank Transfer.

Our Account details are: **Account no: 41806603 Sort code: 60-20-11**. We require a Registration Fee of £100.00 to secure your child's place, which will be deducted from your final months' fees. Kindergarten fees are reviewed annually. We accept Tax Free Childcare payments and range of Salary Sacrifice Voucher schemes. (please ask for further details) Nonpayment of fees may result in your child being refused admission. We accept 9month – 4 year funding as offered by [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and remind you that you are responsible for providing us with your child's funding code the term before they are eligible and must reconfirm your code every 3 months – failure to do so may result in missed funding.

### 6. Sickness

Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose or diarrhea should be kept at home until a doctor has certified that the symptoms have disappeared. Please refer to our Sick Child Policy/Infection Control Policy and Exclusions periods for a more detailed explanation. Should a child become sick at the Kindergarten, every effort will be made to contact the parents. Please ensure that you indicate where you can be contacted during Kindergarten hours. The Manager reserves the right to remove a child to hospital in an emergency.

## 7. Medicine

It is not the policy of Bank Hall Kindergarten to administer medicine unless specifically requested by the parent. In order for medicine to be administered precise instructions must be entered on the medicine record form by the parent and signed each day as understood by both parent and the member of staff who will administer the medicine. Any medicine must be in the original bottle and clearly marked with a large label showing clearly the name of the child and dosage.

## 8. Clothing and Personal Property

Clothing etc.. must ideally be clearly labelled with the child's name. We aim to take the children out daily therefore it is important that they are provided with suitable clothing such as wellington boots, waterproof coat, hat, scarf and gloves in winter months/ lightweight clothing with preferably a legionnaire style hat and high factor sun cream in summer months. Articles are left at the Kindergarten at the owner's own risk.

## 9. Valuables etc.

Children may bring in comforters and small items for "Show and tell" when in Pre School room, but they are not to bring electrical devices, jewellery, money or other valuables to the Kindergarten nor are they to bring sweets, chocolate, chewing gum or drinks.

## 10. Use of Bank Hall Drive and Parking

People using Bank Hall Drive and the Kindergarten car park do so at their own risk. The Kindergarten accepts no responsibility for injury, damage or loss to persons, vehicles or property. Parents are reminded to drive very slowly especially when arriving and departing and travelling down Bank Hall Drive and adhere to the speed restrictions. Speed bumps are installed along the drive for the safety of the children.

## 11. Smoking & Vaping

Please note that we operate a No Smoking policy at all times within the perimeter of the Kindergarten.

## 12. Use of mobile phones

We kindly ask that you refrain from using mobile phones/recording devices while on the premises.

## 13. Safeguarding

We have an obligation to report to the relevant authorities any suspicions we have that your Child has suffered neglect or abuse, and we may do so without your consent and/or without informing you.

## 14. Privacy Notice

We take your privacy seriously and will only use your personal information to manage your account and to provide tailored care to your child. We will contact you time to time via phone, email and via the Parent Zone app to provide you with relevant information and updates. We will input your data into our Connect Childcare system which helps us manage the Kindergarten smoothly. Your data is held in a secure data centre and can only be accessed by authorized personnel, personal information will not be shared with any third parties. You may withdraw any signed permissions at any time.

A place can only be reserved for your child on the condition that fees are paid monthly in advance, non-payment of fees may result in your child's place no longer being available.

One months' written notice is required to request amendments to your child's sessions.

One month's written notice must be provided prior to removal or a full months fees shall be payable.

If any details provided on the Enrolment form change, please inform the Manager immediately.

The Manger reserves the right to remove a child from the Kindergarten for any breach of the conditions outlined above or for any other reason she considers necessary without prior notice.

**THIS SUPERCEDES ALL PREVIOUS TERMS AND CONDITIONS**

## EXTRA CURRICULAR ACTIVITIES PROVIDED AT BANK HALL KINDERGARTEN

### Yoga sessions- different times during the week

As part of encouraging well-being and mindfulness we practice Yoga sessions from age 3. We use 'Cosmic Kids' sessions which encourages stretching, balancing, relaxation and confidence. This links to Personal, Social and Emotional Development and Physical development which supports children's mental health for future life.

### Tuesday am - sports sessions

A-Star Sports delivers our weekly Multi-sports classes from age 2 which provides a safe, positive and fun filled environment with games & activities that help every child to build and develop their agility, balance and co-ordination and explore & develop key social and life skills such as listening and teamworking. Classes give an introduction to throwing, jumping, catching & kicking and an introduction to basketball, cricket, football, hockey, rounders, rugby, volleyball and tennis.



### Thursday pm - Music sessions

Rhythm Time provide our music sessions for all ages on Thursday afternoons. Music plays a vital role in your child's early development. It stimulates every part of a child's brain and enhances their progress in three ways: emotionally, intellectually and physically. Your child's first five years are the most formative. It's the perfect time to enjoy multi-sensory activities with your little one and take advantage of the invaluable benefits music can provide.

### Friday am - Drama & Dance

Children participate in drama and dance sessions from the age of 2 years. These dance classes give the children the opportunity to develop co-ordination, strength, a sense of rhythm and musicality at the same time as having lots of fun!

Dance classes are taught by Catherine McLean who is Deputy Head at Amanda Rodgers School of Dance and Performing Arts.

The lessons are taught in small groups and include basic dance movements including skipping, hopping, jumping, marching, balancing....and lots more!



During the classes, children are encouraged to interact as a group, work with a partner and present themselves individually helping to build self-confidence as well as social skills.

Bank Hall Kindergarten is a proud to be a member of the following organisations which provide support and advice for early years settings



Lancashire Early Years Team



Member of  
National Day Nurseries Association



## KINDERGARTEN FEES AS OF 1<sup>st</sup> April 2024

### 0-2 Years

Full time - Monday to Friday 7.45am - 6.00pm

**£268.00 per week**

Full Day - 7.45am - 6.00pm (minimum of two)

**£61.00 per day**

### 2 years - 5 years

Full time - Monday to Friday 7.45am - 6.00pm

**£256.00 per week**

Full Day - 7.45am - 6.00pm (minimum of two)

**£59.00 per day**

All meals and snacks are included in weekly/daily rates above

There is NO CHARGE for one week over the Christmas break.

All fees are inclusive of all Extra Curricular activities specific to individual rooms -

Music / Sports / Dance and Drama sessions

Fees are invoiced by calendar month and are payable in advance via bank transfer

Full fees are charged for all weeks including those shortened by Bank Holidays.

A 10% discount will be applied for siblings if not in receipt of funding.

**FOR THOSE CHILDREN ACCESSING EARLY YEARS FUNDING, REDUCED RATES APPLY - PLEASE SEE OVERLEAF**

Our Meals Package will be added to all children accessing Funded hours(with the exception of under 2's and Full Time children) which consists of a fruit platter and light snack/2 course hot lunch/light afternoon tea with either a fruit or vegetable snack

**£5.00 per day**

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### EARLY YEARS FUNDING - [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

With effect from September 2024 all children from 9 months old (who meet the criteria) are entitled to the Universal 15 hours Funded Childcare per week which equates to 570 hours per annum (pro rata).

Taken over the course of the year this equates to 11.17 funded hours, based on 51 weeks, that will be deducted from your weekly fees.

The weekly rates are shown below, and include our meals package.

Parents are required to complete a PARENTAL AGREEMENT form for the provision of the Funded Early Education (FEE) each academic year.

**FUNDING IS CALCULATED AS FOLLOWS:-**

**CHILDREN AGED 3-4 ACCESSING 30 HOURS FUNDING**

No of days	weekly fee before funding applied	less 22.35 funded hours	Funded daily	weekly fee after funding applied	meals package	Weekly fee including meals
5 DAYS (fulltime)	£256.00	(-£114.43)	4.47	£141.57	No charge	£141.75
4 DAYS	£236.00	(-£131.86)	5.58	£104.14	£20.00	£124.14
3 DAYS	£177.00	(-£131.86)	7.45	£45.14	£15.00	£60.14
2 DAYS	£118.00	(-£118.00)	10	£0.00	£10.00	£10.00

**CHILDREN AGED 2+ ACCESSING 15 FUNDED HOURS**

No of days	weekly fee before funding applied	less 11.17 funded hours	Funded daily	weekly fee after funding applied	meals package	Weekly fee including meals
5 DAYS (fulltime)	£256.00	(-£57.19)	2.23	£198.81	No charge	£198.81
4 DAYS	£236.00	(-£65.90)	2.79	£170.01	£20.00	£190.01
3 DAYS	£177.00	(-£65.90)	3.72	£111.10	£15.00	£126.10
2 DAYS	£118.00	(-£65.90)	5.58	£52.10	£10.00	£62.10

**CHILDREN AGED 9 MONTHS – 23 MONTHS ACCESSING 15 FUNDED HOURS**

No of days	weekly fee before funding applied	less 11.17 funded hours	Funded daily	weekly fee after funding applied	meals package	Weekly fee including meals
5 DAYS (fulltime)	£268.00	(-£59.87)	2.23	£208.13	No charge	£208.13
4 DAYS	£244.00	(-£68.13)	2.79	£175.87	No charge	£175.87
3 DAYS	£183.00	(-£68.13)	3.72	£114.87	No charge	£114.87
2 DAYS	£122.00	(-£68.13)	5.58	£53.87	No charge	£53.87

