



BUSY BEES PRESCHOOL WELCOME INFORMATION

Email- enquiries@busybeespreschool.org.uk

Website: busybeespreschool.org.uk- (new website to be launched next term)

Follow us on social media to be kept up to dates with news, events and what's happening in Preschool

Facebook- [\(2\) Facebook](#)

Instagram- [Busy Bees Pre-school \(@busy_bees_salisbury\)](#) • [Instagram photos and videos](#)

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Our Mission Statement

Busy Bees Pre-School is dedicated to our community's children's right to good quality, affordable education and childcare, delivered in a way that enriches and empowers them regardless of race, colour, gender or ability.

- **The Purpose:** to support and educate local children and their families
 - **The Business:** Educate, respect, train, support and provide
- **The Values:** Children that are balanced, confident and secure and families that are supported and fulfilled



Welcome

Busy Bees Preschool extends a warm welcome to you and your family. As a new family to Busy Bees we hope that this brochure will provide you with the information you may need to know and the answers to any questions you may have. As well as this pack our staff team are always happy to help. We have an open-door policy so therefore you may visit at any time to speak with the staff.

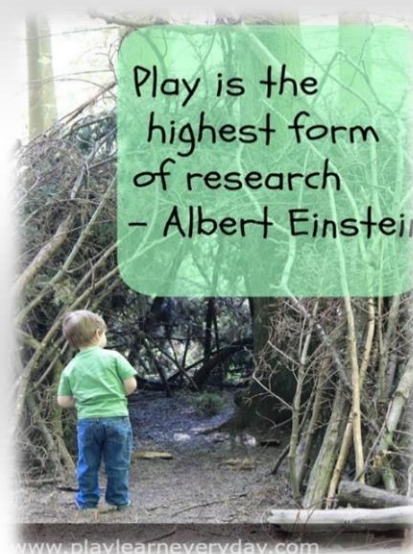
Our vision and pedagogy

We believe that the most important resource we can provide for children is warm sensitive adults, who know the children well and can provide the right mix of child led versus adult led play opportunities. We take a 'stages not ages' approach and therefore children's opportunities are never unnecessarily limited by their chronological age or expected to do things they are not developmentally ready for yet. As far as possible activities are differentiated to suit the individual needs of children.

Our environment allows children to flow between indoors and outside for large parts of the day and both rooms work together to provide maximum choice and opportunity for children.

Our children come from a diverse range of cultural and socio-economic backgrounds; however, we make no assumptions about children's life experiences and aim to expand all children's cultural capital by offering as wider range of opportunities as we are able. This boosts vocabulary and enriches children's lives.

Parents are included in their child's learning from their very first day. We use Tapestry online platform to share learning with parents and create an online dialogue around how learning can be supported and extended at home. Parents are equally able to share their own learning moments so we can reinforce and extend in preschool.



SEND

We provide an environment in which all children are supported to reach their full potential. Children who are not meeting expected development or who just need a little extra help are supported by individual educational plans (IEPs). Each child will have their own unique plan using both supported participation and targeted interventions. These could be programmes such as 'Attention Wiltshire' or 'I can Talk Boost' or informed by targets set by the SENDCo or other professionals including Speech and Language therapists. The SENCO and staff team have had Makaton training and are experienced in providing tailored support for children with a variety of additional needs.

For further details see our Inclusion policy

Our routine

There are long periods of each session/day that children can freely flow between inside and outside play opportunities. We also come together at key times for the following activities.

Carpet time – a speaking and listening activity for those who are ready, typically from age 3. The scope is wide but should always include opportunities for children to contribute their thoughts and ideas and/or have to listen to others. Those youngest children, not ready to listen in a larger group, are taken out to enjoy a more appropriate activity with their key person.

Activity time – an opportunity to split into key person groups and engage in a planned activity. For older children this should be introducing or building upon new skills and for younger children should be an age-appropriate play experience where the key person can tune into language and play skills.

Song and story time – interactive and inclusive for all. We aim to foster a love of books with all children and your child will have some of our favourite books to take home and share with you throughout the year.

Snack time- A social time where children can choose to come for a drink and snack if they wish. We re-enforce healthy choices, good hygiene and independence.

Supporting Your Child's Learning

As well as caring, supportive trained staff who are dedicated in providing an outstanding level of care for all children the following initiatives also enhance and support your child's learning at Busy Bees

EYFS- Early Years Foundation Stage

The Early Years Foundation Stage- EYFS- sets the standards that all early years providers must meet to ensure that all children learn and develop and keep healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children a broad range of knowledge for good progress through school and life. For more details on the EYFS and other useful related subjects visit www.foundationyears.org.uk

Communication Friendly Spaces

Communication Friendly Spaces aim to provide spaces where children can be calm and quiet and promote speaking, listening and interacting. They can be easily made with everyday items such as boxes and net curtains, with natural objects in to explore; have a try at home!

Early literacy skills

Letters and Sounds is a six-phase teaching programme designed to help practitioners and Primary school teachers teach how the alphabet works for reading and writing. Early Years focus on Phase 1 which builds essential skills through adult led activities which are based on lots of listening and speaking activities enhanced by a 'multi-sensory approach'. Even the youngest children will be exposed to activities that build on these early skills such as nursery rhymes, listening walks and a variety of mark making experiences.

How do we at Busy Bees provide children with a rich, stimulating environment?

Our planning and resourcing is a careful balance of age appropriate core activities and very much based around children's interests and stages of development. During your child's time at Busy Bees they will have the opportunity to learn through play with the following activities;

- Role play area; with real life items, books & magazines, mark making based on children's interest

- A variety of craft activities including paint, gloop, sand and water, foam, cutting and gluing- using tools, drawing
- Daily story and song times with pictures, puppets and story props
- Sensory book area and resources
- Exploring a range of music and musical instruments
- Loose parts & natural resources to promote open ended learning opportunities
- Small world play with cars, animals/dinosaurs etc
- Bug houses, planting, growing and learning about the natural environment
- Lots of physical play opportunities; bikes, scooters, balance equipment, climbing frames, soft play, space to run including the school field for Preschool children
- Lots of turn taking and collaborative activities to encourage sharing and teamwork & much more.....!

We also provide:

Daily planned speaking and listening opportunities- carpet time and reflection time

Adult led activities- Group Time and Activity time

Child initiated activities & free flow play time

Exploring and applying within the learning environment-, choice of activities and toys, outside learning, sensory resources



Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul.

- Friedrich Froebel

Children are involved with all aspects of the day and routine including preparing snacks, washing up, watering plants, and tidying away too. All great life skills!

Supporting Children's wellbeing

We acknowledge that all behaviour is a communication and often the result of an unmet need or triggered by previous experiences. For this reason, we adopt a trauma informed approach which involves building positive relationships with all children.

5 to Thrive, a positive method to support children's emotional wellbeing at Busy Bees. Five to Thrive is a sequence of relational activities that build healthy brains in young children and maintain healthy brain function throughout life. It is based on five key activities that are the building blocks of healthy communication and brain development.

This 5-step approach is used when children become emotionally overwhelmed in some way, having a tantrum or meltdown. It's important to remember that when children are overwhelmed/very upset they do not have the capacity to also listen, so following this 5-step approach will help your child to re-regulate their emotion and at the end be able to listen to you.

For more information on this approach [Five to Thrive - An attachment-based approach to positive parenting](#)

A positive approach to behaviour

The table below outlines our approach to supporting children's social and emotional development, as you can see it's a combination of the role of the adults and the strategies, we use along with a stimulating environment which play a key part in this. Our Behaviour Policy is available in the Preschool and on our website for more information.

The role of the Adult



- Having a calm demeanor
- Praising good behaviour
- Modelling good behaviour
- Having realistic expectations
- Providing a wide range of activities and choice
- Ignoring (some) unwanted behaviour
- Distraction techniques
- Getting down to the child's level and maintaining good eye contact
- Consistency
- Helping children to resolve conflicts and take turns
- Reflecting and changing when things aren't working

Strategies



- 'Things to Remember'- Busy Bees rules & expectations
- Sandtimer and tambourine
- Finding out the child's interests and individual needs
- Visual Aids such as listening ear, gentle hands etc.
- 'Thinking Time'
- Timeline of the day; whats happening now and next
- Routines
- Rewards e.g. certificates and stickers
- 'Reflection Time'
- Choice
- Consistency

Environment



- Layout of the room with different zones for play
- Lots of opportunities for physical play
- Safety - risk assessments undertaken by children and adults
- Positive friendly atmosphere between staff team
- Staff and child led planning
- Self selection
- Calming neutral decor
- Cosy quiet spaces
- Calm down area's
- Evaluation and changing things if they are not right!

In cases of serious misbehaviour, such as racial or other aggressive behaviour towards other children or staff, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame. All incidents will be discussed with parents as to any possible cause or reason for the behaviour and the child will be further observed in preschool.

We acknowledge that all behaviour is a communication and often the result of an unmet need or triggered by previous experiences and therefore will work together with parents to best support the child and agree strategies.

Working in partnership with the Preschool; we really welcome your involvement

- Attend development meetings/telephone consultations regarding our child, these generally take place 3 times a year. Alternative arrangements can be made if you are unable to attend.
- Share information about your child's learning and development by sharing information about their interests, sending in photos of your family, holidays and special events, and completing questionnaires about your child's interests and learning at home. **Tapestry** is a great way of doing this too!
- Keep the manager informed of any changes to contact details, or different people that may collect your child; we have a password system in place to ensure that children are collected by authorised people only.
- Keep your child's Key Person updated informed of any changes that may affect your child such as changes to family circumstances so that we can support your child in Preschool.
- Inform the Preschool by phone or email, by 9.30am on the first day, if your child is unwell or will not attend their sessions for any reason. Please keep them at home for at least 48 hours after bouts of sickness or diarrhoea following Preschool Health policy & Public Health England guidance.
- Provide the following for your child at Busy Bees;
 - Nappies, wipes, nappy bags- if required. Pull ups are only suitable if your child is actively toilet training as they are far less absorbent.
 - **All children**- Change/s of clothes if case of toileting accidents or messy/water play, to include a second pair of shoes/wellies
 - **Be prepared** for the ever-changing weather; provide a waterproof coat & wellies & a sun hat & sun-cream- when required
- When dressing your child for Busy Bees please remember;
 - Dress your child in clothes you do not mind getting messy!
 - Busy Bees polo tops- £11 and sweatshirts- £12, are available to purchase if required
 - Practical clothing and shoes that your child can manage themselves are strongly advise support children's independence. Velcro shoes are highly recommended.
 - Please name items of clothing particularly their bag, coats, wellies, lunch bag/box etc. this makes our job much easier and is really appreciated!

Thank you in advance for your cooperation in these important matters.

Parental Involvement

The preschool prides itself in being free at the point of access and not charging any additional fees for the service we provide. To achieve this, we ask for your help and actively encourage parents/carers to be involved with the Preschool; here's a few ways you can support Busy Bees.

- ▶ Donations of snacks and other resources such as paper, chalk etc- a termly list of requested items will be displayed on the notice board. We cannot stress enough how much your donations help...thank you
- ▶ Support and attend fundraising events- we are a charity and rely on your support.
- ▶ Busy Bees is a charity and is Committee run and we are always looking for new parents to join the existing Committee; see Committee board or Nikki for more information; all we ask for some of your time and enthusiasm!

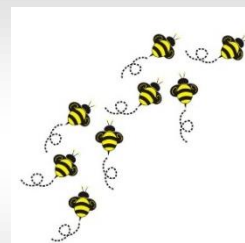
Additional Information;

- Busy Bees Preschool was graded 'Good in all areas' following our inspection in January 2022.

Staff provide sensitive support, enabling children to feel confident to have a go and take part. This empowers all children to make the most of the activities and resources.

Parents refer to the staff as "nurturing" and say their children have better social and speaking skills since attending preschool

- A copy of the Preschool Policies are available on request and on the website www.busybeespreschool.org.uk
- All children have named drawers in the rooms where you will find newsletters etc. So please check them regularly to keep up to date with news and events.
- If your child is attending a morning or afternoon session your child will be required to have their lunch at home. A healthy snack & drink will be provided during the session. A drink of water is always available.
- For information about childcare funding go to [Childcare & Early Years Education](#)
[| Best Start in Life](#)



Opening Hours

The Preschool is open for 38 weeks a year in line with Wiltshire Schools opening hours as much as possible.

Monday- Thursday 8.30am- 4pm & Friday from 8.30am-3pm.

Children can attend for morning sessions, 9-12am or all day session from 9-3pm

Early start option- from 8.30; subject to availability. This can be used as part of funded hours

4 O'clock club; collection by 4PM- this is available from Monday to Thursday and can be used as funded or paid hours

We strongly advise that all children attend a minimum of 2 sessions per week.

Fees

Fees are set by the Committee Trustee group and are payable at the beginning of the term. If you have difficulty paying please speak to the manager or deputy manager. It may be possible to arrange a payment plan. If your child is absent from pre-school the running costs of the group remain the same so we are unable to give refunds. In the event of long-term sickness reduced fees can be arranged in order to secure your child's place. Should your child leave the group for any reason, four weeks' notice is required and full fee is payable in lieu of notice.

Fees; September 2026- Hourly rate for 2,3 & 4 year old's £7.50

Free Entitlement Grant

We accept all children funding including 2 year funding and working family funding Please contact the preschool for more information or go to [Childcare & Early Years Education | Best Start in Life](#) to find out if you qualify. This website provides you with all the information you need about all Early Years funding.

Hot Lunches at Manor Fields available for all children

We would like to offer Busy Bees children the opportunity to have a hot lunch, served at Busy Bees, when staying all day at pre-school. Children benefit from eating with their peers and will often try foods they might not otherwise try at home. If your child qualifies for EYPP (Early Years Pupil Premium), which works similarly to free school meals in schools, they will be provided with free hot meals.

The menu can be viewed at [School Lunches and Cool Milk | Manor Fields Primary School](#)

If you are interested in your child having a hot lunch please request a place by emailing us (enquiries@busybeespreschool.org.uk) stating clearly which days of the week you would like. Places are allocated on a first come first served basis and the expectation would be that your child has meals on those days unless you notify us otherwise. The cost for this service is £2.50 per day.

If you have any questions, please do not hesitate to phone or email us- no question is a silly question!