



# Ladybird Forest Pre-School

## Parents and Carers' Information Guide

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# Ladybird Forest Pre-School

## INTRODUCTION

We are a small friendly Pre-School offering approximately 38 places at each session. We are open during term-time from 7.45am until 6.00pm, Monday to Thursdays, and from 7.45am until 4.00pm on Fridays.

The setting operates out of a purpose-built portacabin in the grounds of Russell Lower School in Ampthill. We have an enclosed garden for outdoor play and learning, and run a Forest School in a purpose-allocated area on site. Our sun-screening shelters (which cover the outdoor area at high level) allow children to be outdoors in all weathers, safely.

In addition to our own facilities, we are fortunate to be able to take advantage of the extensive facilities and infrastructure of Russell Lower School, such as the outdoor playground, playing field, large hall, etc.

Although the Pre-School is situated on the site of Russell Lower School, we remain completely independent of the school. Children attending the setting feed into Russell Lower and The Firs Lower schools in Ampthill, and other lower schools in the local area. The Pre-School serves the local and wider community and is accessible to all children.

The Pre-School became a limited company in 2016 and is also a registered charity. The charity is governed by a Board of Directors who are volunteers and predominately parents and carers of children at the Pre-School. The Board is elected at the AGM each year.

The Pre-School is Ofsted registered and has an "Outstanding" rating. It is a member of the Early Years Alliance and is registered with the Charity Commission and Companies House.

The Pre-School offers the Nursery Education Funding entitlement to eligible 2, 3 and 4-year olds.

## OUR AIMS - EVERY CHILD MATTERS

Children develop quickly in their early years and a child's experiences between birth and age five have a major impact on their future life chances.

We aim to provide all children the opportunity to learn, be safe and happy.

We believe that Pre-School children should have access to a well-designed curriculum, that is stimulating, engaging and fun.

The Pre-School's Curriculum Goals are designed to provide all children with the knowledge, skills and understanding needed for their transition to school.

We plan for the learning and development of each individual child, and assess and review their progress. We aim to provide quality and consistency in our teaching, so that every child makes good progress, and no child gets left behind.



We provide equality of opportunity and anti-discriminatory practice. We aim to ensure that every child knows that they are unique and is confident to express their own feelings.

We promote children's well-being and allow children to experience the benefits of regular meditation and mindfulness. We help children to understand their feelings from an early age. We have a beautiful "Calm Room" that we use when children need space and time to regulate their emotions. All of our children are invited to visit the Calm room, to enjoy its sensory lights and toys.

We aim to provide an environment that facilitates verbal and non-verbal development, that enables all children to become comfortable using a range of verbal and non-verbal vocabulary structures.

We encourage critical thinking, an essential early cognitive development skill, by encouraging children to absorb and reflect on the activities they take part in.

Ladybird Forest Pre-School is structured around a free-flow system. This allows children to choose whether they would like to be indoors or outdoors, and also ensures that all children have free choice to be where they are most comfortable, facilitating their own independence.

We encourage physical activity and help children make healthy choices and understand the importance of being active.

We provide all children with a Forest School session, to help them understand their local natural environment, teach them practical outside skills, and to understand risks, without removing them.

## **OFSTED**

We are registered with Ofsted, the Office for Standards in Education, Children's Services and Skills. Ofsted is responsible for inspecting, regulating and reporting on schools and childcare provisions in the UK. Please see our last inspection report here: <https://files.ofsted.gov.uk/v1/file/50070923>.

## **SAFEGUARDING**

Safeguarding children is fundamental in providing a safe and secure environment. At Ladybirds, all staff recognise that it is our duty to protect and safeguard children at our setting. All staff are DBS checked and undergo safeguarding training on a regular basis.

Our *Safeguarding Children and Child Protection Policy* outlines our commitment to Safeguarding in the setting and is on our website: <https://ladybirdpre-school.org.uk/policies/>.

## **CCTV**

CCTV cameras installed throughout the setting help to protect children, staff and our property. CCTV data is kept in accordance with GDPR principles. Our Data Protection and Confidentiality and Online Safety Policy is on our website: <https://ladybirdpre-school.org.uk/policies/>

## **OPERATING TIMES AND SESSIONS**

The Pre-School is open term-time, 38 weeks a year.

Our sessions run from Monday to Friday:

- Morning Session - 8.45am to 11.45am



- 'Lunch Club' - 11.45am to 12.15pm
- Afternoon Session - 12.15pm to 3.15pm

We also offer wraparound care as follows:

- Breakfast Club: 7.45am to 8.45am (Monday - Friday)
- After Pre-School Club:
  - 3.15pm to 6.00pm (Monday - Thursday)
  - 3.15pm to 4.00pm (Friday).

We allocate a minimum of four sessions a week for each three and four year old child and a minimum of three sessions a week for each two year old child. Each session is 3 hours long. We provide up to 10 sessions per week, subject to availability.

## **VISITS / OPEN DAY**

We hold visits to the setting, for the child and no more than one adult, by appointment only. Visits are usually held at 10am or 1pm on Mondays, Tuesdays and Thursdays. To book a visit, please contact [admin@ladybirdpre-school.org.uk](mailto:admin@ladybirdpre-school.org.uk).

We hold an Open Day in the Spring Term for children joining the Pre-School in the following September. Two adults may accompany each child.

## **ADMISSIONS**

Ladybird Forest Pre-School is accessible to all.

We will meet the needs of the children attending our setting having regard to their gender, special educational needs, disabilities, social background, religion, ethnicity or those with English as a second language. We employ members of staff who are trained in SEND.

We encourage and enable all children and families to take part in the setting consulting with families regularly to ensure we accommodate a broad range of family needs.

We are flexible with attendance patterns to accommodate the needs of individual children and their families, providing these do not disrupt the continuity in the setting, which provides stability for all children and provided this does not contravene the funding agreement with Central Beds.

Children are admitted from the term after a child's 2<sup>nd</sup> birthday, subject to availability.

Our waiting list is arranged by date of birth, with priority given to funded 3 & 4 year olds, funded 2 year olds in receipt of government support and then funded 2 year olds from working families, irrespective of how long they have been on the waiting list.

Our main admission of new children takes place in September, at the beginning of each new school year. We tend not to admit new children to the setting at other points in the year, unless we have availability. We admit no more than 40 children at any one session.



You will be asked to provide details of the days and hours you would like your child to attend the Pre-School. You will be allocated places depending on our availability.

When an offer is made, you will be asked to sign Terms and Conditions, a Child Registration form and provide a copy of your child's Birth Certificate, which is needed in order to claim funding.

Our *Admissions Policy* is on the website: <https://ladybirdpre-school.org.uk/policies/>.

## **HOME VISITS / KEY PERSON**

You will be offered a home visit that will take place a few days before your child is due to start at the Pre-School. This will give you the opportunity to meet your child's "Key Person" and for them to get to know your child in their familiar surroundings. You will share details your child's likes, dislikes and family background in an All About Me form, to help staff to get to know your child. You will discuss your child's settling in process.

Your child's Key Person is your main contact during your child's stay at Ladybirds. The Key Person will look after both the emotional and developmental aspects of your child. They will be responsible for your child's online learning journal. If you ever need to discuss anything regarding your child's development or wellbeing at Pre-School, please talk to your child's Key Person to arrange a time to speak in more detail.

Our *Key Person Policy* is on the website: <https://ladybirdpre-school.org.uk/policies/>.

## **EARLY YEARS FOUNDATION STAGE CURRICULUM**

Ladybird Forest Pre-School monitors the development of all using the Early Years Foundation Stage Curriculum. The Early Years Foundation Stage Curriculum is based on the following areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Understanding of the World
- Mathematics
- Expressive Arts and Design

## **CURRICULUM GOALS**

Our Curriculum Goals are designed and implemented by our whole staff team. These goals are in line with the Early Years Framework 2024 and will help to support children to learn and develop effectively. Each goal is broken down into steps so that we can see the progress being made by the children and also allow staff to know where each individual child is and what they need to work towards. Our Goals are designed to prepare children for school and feed into the areas of learning above and can be found on our website here: <https://ladybirdpre-school.org.uk/wp-content/uploads/2023/07/CURRICULUM-GOALS-JULY-2023.pdf>.

## **OBSERVATIONS AND DEVELOPMENTAL PROGRESS**

Staff will continuously monitor your child's development against the Early Years Foundation Stage Curriculum. This is done by carrying out 'observations' on your child, either on a pre-defined activity or by 'tracking' your child at a series of activities. The observations are used to highlight those areas of





the Early Years Foundation Stage Curriculum that your child has achieved. The setting uses an online learning journal called Tapestry, as detailed below, to record and share all observations.

## **YOUR CHILD'S DEVELOPMENTAL PROGRESS**

The observations performed on children at Ladybirds are used to 'map' the developmental progress of each individual child. If your child's Key Person has any concerns about a child's development with regards to any of the seven areas of learning, in the first instance they will speak to the parent/carer. Ladybird has an appointed SEND member of staff (a Special Educational Needs & Disabilities Co-ordinator), who receives up-to-date training. Should your child need some extra help with any particular area, with parental consent, the SENDCo can call on the support of other professionals to assist, such as speech therapists, health visitors or Early Years Advisory Teachers.

## **TAPESTRY**

We use an online learning journal, called 'Tapestry' to record, track and celebrate children's progress in Early Years Education.

This unique journal is shared on-line with parents/carers, so you will be able to view your child's progress. We aim to provide you an update on Tapestry for every day that your child is at Pre-School. When children leave the setting, we provide parents and carers with the opportunity to download their child's learning journal.

## **COMMUNICATION FRIENDLY AWARD**

Ladybird Forest Pre-School is accredited with the Communication Friendly Award. The Communication Friendly Award is an award of excellence for settings that have shown understanding and implementation of a range of methods to support the communication skills of all children in their care.

Enabling children to have good early language skills is critical in ensuring their chances of succeeding in school and later life are greatly improved. The Communication Friendly Award shows that we have excellent and consistent practice in supporting children's communication and language. We ensure that these skills are imbedded within our daily practice and learning environment, to allow all children to become competent, confident and capable communicators in readiness for school.

## **PLANNED THEMES & ACTIVITIES**

We deliver the curriculum by planning themes each half-term and adult-lead activities at each session to help children develop their learning. Children are invited to join in the adult-lead activity at each session. Parents and carers will be informed of the themes and daily activities via the Weekly Bulletin.

## **CIRCLE TIME, PHONICS AND MATHS**

Each child will engage in Phonics and Maths sessions during Circle time. These sessions are held in small groups in the child's designated room. Phonics sessions are designed to enhance children's communication, language and social skills and school readiness, by helping children to recognize their names, and practice forming letters.

Circle time helps to support the development of children's communication and language skills within the Early Years environment and aims to have a long-term impact. The small group sessions help support the Early Years Foundation Stage (EYFS) themes and principles.



## **EXTENDED LEARNING AT HOME**

Early literacy begins at home. We send all children home with a weekly book and a book log and encourage parents and carers to read and discuss the book with their child. We understand that reading is essential to school success, and provide information about how to support your child with this at home.

## **ACTIVE WELLBEING AND MINDFULNESS SESSIONS**

The setting runs 10 minute "Healthy Movers" sessions at every morning session and mindfulness at the end of each afternoon session. We believe that children should experience the benefits of meditation and mindfulness to help them understand their feelings and the importance of meditation from an early age.

## **PANCO AND HEALTHY CHILD QUALITY STANDARDS AWARD**

We have a Physical Activity and Nutrition Co-ordinator (PANCo), whose role is to promote health and wellbeing to children and families within the setting.

The Pre-School has been awarded the 'Healthy Child-Healthy Workforce Quality Standards Award.' The award demonstrates our commitment to promoting and improving the health and wellbeing of the early years community, by creating a culture of "Healthy Child - Healthy Workforce".

Our healthy Lunch Clubs help all children to develop healthy eating habits and also promote the importance of Oral Health. We encourage children to keep active by encouraging physical activity throughout the day.

Our *Food and Drink* and *PANCo Policy* is on the website: <https://ladybirdpre-school.org.uk/policies>

## **FOREST SCHOOL**

Our Forest School offers the children the opportunity to extend and support their learning through interacting with the outside environment. Forest School sessions support the main curriculum and have a strong emphasis on raising children's self-esteem and independence.

Forest School activities teach children about caring for, managing and understanding the woodland environment. To do this, children have opportunities to use hand tools such as bow saws, potato peelers and bill hooks, as well as learning about different fires and their uses.

An integral part of the Forest School experience is that children experience the outdoors in all weathers, except for very high winds and thunderstorms. Children are provided with waterproof jackets and trousers. Parents and carers are asked to supply wellington boots, and weather appropriate clothing.

We run Forest School on Mondays, Tuesdays and Thursdays. Each child attending on those days will be allocated a Forest School session to attend each week. Forest School sessions last between 1 and 1.5 hours.

Forest School is managed by a qualified Forest School Leader. A ratio of 2 adults to 16 children or less is always maintained so that children taking part in more potentially hazardous activities are adequately



supervised. For more information about our Forest School, see our website: <https://ladybirdpre-school.org.uk/forest-school/>.

## **COMMUNICATION**

We aim to foster positive relationships with children and their parents and carers.

Drop off and pick up times can be busy, so if you need to discuss anything in detail with your Key Person, you can arrange to speak to them at a mutually convenient time.

We keep parents and carers regularly updated with information about the Pre-School via a Newsletter issued at the end of each half-term, and a weekly bulletin, with reminders for the week ahead. We share updates with you about your child's development and activities via Tapestry.

You are encouraged to raise any concerns you may have promptly, so that we can help to resolve them.

You can also call the office at any time on 01525 403706.

Email:

- [Enquiries@ladybirdpre-school.org.uk](mailto:Enquiries@ladybirdpre-school.org.uk) for queries related to your child's care and development.
- [Admin@ladybirdpre-school.org.uk](mailto:Admin@ladybirdpre-school.org.uk) regarding absences, fees, funding, weekly schedule.

We also encourage you to join our Facebook page.

## **PARENTS AND CARERS' EVENINGS**

Ladybird Forest Pre-School holds Parents/Carers Evenings once a year, in the Spring Term. You will have the opportunity to discuss your child's progress with your Key Person. Your child's Key Person will share a report stating how your child is developing in each of the Early Years Foundation Stage Curriculum learning areas.

## **PARENT AND CARER EVENTS**

To help us best support children at the Pre-School, we aim to build effective relationships with parents and carers. You will be invited to attend various events during the school year, e.g. the Christmas Concert, Sports Day. We ask you to join our Fundraising Committee to help arrange events such as the Christmas Bazaar, Easter activities and Summer Fete.

## **PLAYGROUND**

The Playground consists of blue wet pour area with a curved edge to symbolise the sea at the top of the playground, meeting a yellow wet pour area symbolising the sand. The rest of the surface is green with a designated 'road' pathway and zebra crossing encouraging children to learn about road safety.

The EYFS (2024) highlights the fundamental importance that educators should provide children with challenging and adventurous outdoor play opportunities, in order to assist in extending children's development and allowing them to appreciate their environment. Our outdoor environment supports this, by providing children with a range of resources to encourage active outdoor play, such as tyres, planks, sand etc.

## **LUNCH CLUB**

Your child will be able to attend the Lunch Club by either staying for lunch after the morning session, attending the Lunch Club followed by the afternoon session, or by staying at Pre-School all day. We are committed to promoting healthy eating and ask parents and carers to adhere to our healthy eating guidelines, found on our website. Please provide your child with a packed lunch (clearly named on the outside of the box). Unfortunately, we are not able to refrigerate or reheat any child's food.

## **AFTER PRE-SCHOOL CLUB**

The club is open to children at the Pre-School. A hot tea is served around 4.00pm. At each After Pre-School Club, a member of staff will plan and deliver an activity.

## **BREAKFAST CLUB**

The Breakfast Club runs from 7.45am to the start of the morning session at 8.45am. A breakfast of cereals and toast is served between 7.45am and 8.15am.

## **SNACK**

Refreshments are provided, and we therefore request that you do not give your child snacks to eat during the Pre-School sessions.

## **PROCEDURES FOR DROPPING OFF / PICKING UP**

Please ensure that you drop off and collect your child on time, so that they can benefit from the full day.

**Password:** you will be asked to supply a unique password, to be used in the event that you ask a friend or family member to collect your child in your place.

**Drop Off:** your child will be allocated to either the Caterpillar or Bumblebee room. You will drop your child at the appropriate entrance door. You are encouraged to say your 'goodbyes' at the bottom of the stairs/ramp and encourage your child to go into the Pre-School with the member of the Ladybird team at the entrance door. Your child will be encouraged to hang their bag and coat on their named peg, and put their water bottle and lunch box in the correct place.

Please do not bring any pushchairs within the Pre-School setting due to congestion. You can leave your child's pushchair by the shed along the walkway.

If you are not contactable one day on your usual number, please provide us with an alternative to use that day. If have made arrangements for someone else to collect your child, please ensure that the staff are aware of that person's name at drop-off time, and inform the person of your password.

**Changes to Pick-Up** - if a parent/carer collecting a child from Ladybird's is delayed or if you have made last-minute arrangements for another person to collect your child, please contact the setting to let the team know that you have either been delayed or to inform us who is collecting your child. Please ensure that you have given the relevant person your unique password.

## **Pick-Up**

Please pick up from your child's assigned room. If you are picking up from the **'After Pre-School Club'**, please collect your child from the Caterpillar Room.

Any arts, crafts or cookery items, which are not being used for display, will be placed in your child's tray. Staff encourage children to empty their trays before they are being picked up.

Our *Drop Off and Collection Policy* is on the website: <https://ladybirdpre-school.org.uk/policies/>.



### **Late Pick-Up**

If your child is picked up late from Ladybirds at the end of their session, please be advised that we will charge you £5.00 for every 10 minutes that you are late on each occasion after 3 late pick-ups.

### **ILLNESSES, ALLERGIES AND MEDICAL CONDITIONS**

Please do not send an unwell child to Ladybird Forest Pre-School. If your child has sickness or diarrhea, please keep him/her away from Pre-School for at least 48 hours after the illness subsides. In the event of your child becoming unwell during a session, the staff will endeavor to contact you by telephone. Should there be an emergency involving a child whilst s/he is at Pre-School, the emergency services will be contacted and the parent / carer informed.

Please advise us if your child has any food allergies, intolerances or medical conditions and we will create a Care Plan with you to help manage their needs.

Our *Immunisations, Managing Children who are Sick, Infectious or with Allergies Policy* is on the website: <https://ladybirdpre-school.org.uk/policies/>.

### **STAY & PLAY SESSIONS**

You will be invited to attend a Stay and Play session during designated weeks during the school year.

### **CHILDREN IN NAPPIES / POTTY TRAINING**

At Ladybirds, we welcome children who are in nappies or pull-ups, are undergoing potty training or are fully potty trained. If your child is wearing nappies/pull-ups, please bring in a bag with nappies/pull-ups and some spare clothes for your child when you drop him/her off at Pre-School.

We are very happy to work alongside parents/carers who are in the throes of potty training their children. If your child is used to using a potty, you are welcome to bring it in for him/her to use at Pre-School. Please remember to dress your child in clothes that he/she is able to open easily when using the toilets.

### **CLOTHING & SAFETY**

Jewellery should not be worn in case it gets lost or broken. Stud earrings may only be worn if your child's ears are pierced. We provide aprons for messy play and cooking.

Where possible, the children will have the opportunity to play outside, go for walks, etc. Please ensure that they have appropriate clothing. During the summer months, please ensure that your child has sun cream applied before the start of a session, and has a hat.

### **UNIFORM / WELLIE BAGS**

We offer an optional uniform for all children attending Ladybird Forest Pre-School. The uniform is T-shirts and sweatshirts printed with the Ladybird logo and name. We also offer Ladybird wellie bags. If you would like to order any uniform items, please contact [admin@ladybirdpre-school.org.uk](mailto:admin@ladybirdpre-school.org.uk).

### **SHOW & TELL AND 'WOW' MOMENTS**

Children are encouraged to bring in an item from home to support their letter of the week. Your child may bring a comforter, but we encourage this to be left in their tray.

If your child does anything exciting during the weekend or holidays or has achieved a particular milestone, we would like to know so that we can talk about such an event with them. We send "WOW" moment forms home in your child's book folder. Please ask a member of staff if you require more. The "WOW" moment forms will be discussed during circle time, displayed at the setting, and will be added to your child's learning journal.

## **LEAVER'S REPORT**

When your child leaves our setting to go to 'big' school, we provide parents/carers with the opportunity to download their learning journal, which includes their Leavers' report.

## **SCHOOL TRANSITIONS**

All children leaving to go to school will be given the opportunity to have a 'transition day' to Russell Lower School with their Key Person. Ladybird Forest Pre-School works closely with the local schools to make your child's transition to school as smooth as possible.

## **DISABLED PARKING**

Ladybird has one disabled car parking space in the school car park, off Saunders Piece. If you would like to use the disabled car parking space, please contact the setting beforehand so that we can advise you of how best to access the Pre-School from the car park. Our main entrance is via Queens Road.

## **FUNDRAISING**

Ladybird Forest Pre-School is a registered charity and relies on fundraising to pay for improvements and maintenance of our premises, such as our recent refurbishment of the toilets. We ask parents and carers to join our Fundraising Committee, to help plan fundraising events throughout the year, or support these events by selling raffle tickets, donating prizes, or attending the events. It is a great way to get involved in the Pre-School, meet friends and enjoy the fun of your child's early years.

## **BOARD OF DIRECTORS**

Ladybird is managed by a Board of Directors, who are usually parents and carers of children at the Pre-School, and manage the role alongside full-time jobs and family commitments. Directors ensure that the Pre-School is well managed and meets its legal and financial obligations, and without them, the Pre-School cannot operate. Directors are elected onto the Board at the AGM in June, in order to be 'up and running' by the start of the new academic year in September.

## **WORRIES, CONCERNS & PROBLEMS**

Should you or your child have any concerns regarding your child or the running of Ladybird Forest Pre-School, please do not hesitate to speak in the first instance to a member of staff. Alternatively, please speak to the Pre-School Manager. We will be happy to arrange a mutually convenient time to talk about any concerns.

Our *Complaints Policy* is on the website: <https://ladybirdpre-school.org.uk/policies>.



## ATTENDANCE, FEES & FUNDING

### Fees April 2024 – April 2025

For children who are not eligible for funding or who exceed their allocated funded hours, fees will apply. Our current fees are set out below.

Session	Fee (£)
Breakfast Club	6.00
AM/ PM session	18.00
Lunch Club	3.75
After Pre-School Club	
• 4.00pm pick up	4.50
• 4.30pm pick up	7.50
• 5.00pm pick up	10.50
• 5.15pm pick up	12.00
• 5.30pm pick up	13.50
• 6.00pm pick up	16.50

You will also be asked to make a contribution of £1.00 per funded hour, to cover the cost of consumables and extras not covered by funding. This contribution allows us to provide healthy daily snacks (including fresh fruit and vegetables), maintain and resource the Forest School, provide and maintain indoor and outdoor play equipment, resources for activities, and arrange termly outings or visitors to the setting.

NB: A breakfast of toast and cereal, and a hot tea is included in the Breakfast Club and After Pre-School Club fees.

Please be advised that fees are usually reviewed annually, once the Local Authority has informed us of the hourly funding rate that will apply from 1<sup>st</sup> April. You will be given a month's notice of any fee increase, which will likely take place from the start of the Summer Term.

An invoice will be issued at the beginning of each half term, based on the number of unfunded sessions, Lunch Clubs, Breakfast Clubs or After Pre-School Clubs your child attends per week. Fees must be paid as per the deadline on the invoice. We accept payments via BACS transfers, your government tax free childcare account, or pre-existing childcare voucher schemes.

Unfortunately, we cannot give any refunds for any sessions your child might miss due to holiday or sickness within that half term.

### Funding

#### 3 & 4 year old funding:

All 3 and 4 year olds are entitled to up to 15 hours of funded childcare a week for up to 38 weeks a year, i.e. 570 hours per year. This "universal" funding applies from the term following a child's 3<sup>rd</sup> birthday.

3 and 4 year old children of working parents may be entitled to an additional 570 hours per year, or 30 hours per term-time week for each of their 3 or 4-year-olds. Parents/carers will be



responsible for checking if they are eligible for the extended entitlement and if they are, will be issued with a code by HMRC that they are responsible for keeping valid every three months.

### 2 year old funding:

2 year old children of working parents, or those receiving government support, may be entitled to up to 15 hours of funding childcare a week for up to 38 weeks a year. Parents and carers will be responsible for checking if they are eligible and will be issued with a code. For more information please visit: <https://www.centralbedfordshire.gov.uk/free-childcare>.

Before the beginning of each term, you will be asked to complete a 'Parent and Carer Agreement Form' that allows the Pre-School to claim funding for your child.

Funded hours can be applied against Sessions and Lunch Clubs. Please note that at Ladybird Forest Pre-School, funding cannot be used to fund wraparound care, i.e. Breakfast and After Pre-School Clubs. If you have not used your full funding entitlement, you may be able to use any "leftover" funding at our Holiday Clubs. You can claim your weekly funding entitlement across more than one setting.

If your child is booked to attend but is unexpectedly absent for a single period or short term period, the Local Authority (Central Bedfordshire Council) will not penalize the setting by reclaiming the funding. If your child's absence is recurring or for extended periods of time, we are obliged to contact the Local Authority, who will look at each individual case and will use their discretion regarding whether or not to reclaim the funding. Should the Local Authority decide to reclaim any of the funding under the above circumstances, we will look to recoup the reclaimed funding from the parents /carers at the 'regular' session rates.

## HOLIDAY CLUB

The Holiday Club is run by Ladybird staff and is open from 9am to 4pm during the October half-term, the first week of the Easter holidays and the first three weeks of the Summer holidays. Holiday Club is open to all children (not just those attending Ladybird Pre-School) from the age of 3 to 7 years.

The Lunch Club runs from 12pm - 1pm. As we are catering for a diverse age group, the staff ensure that activities are age-appropriate and put together a fun-filled programme for all. Children can watch a film during the afternoon and enjoy a snack.

Our current Holiday Club fees are as follows:

Session	Timing	Cost (£)
AM session	9.00am - 12.00pm	15.00
AM and Lunch Club	9am - 1.00pm	19.50
PM	1.00pm - 4.00pm	19.50
PM and Lunch Club	12.00pm - 4.00pm	15.00
Full day	9.00am - 4.00pm	34.50
Sibling / weekly discount day rate		30.00

We hope your child enjoys his/her stay at Ladybird Forest Pre-School.

**LADYBIRD FOREST PRE-SCHOOL AMPHILL, January 2025**