



Member of the pre-school learning Alliance
Charity registration No. 1030651, Ofsted registration No. 219186

Welcome to Oakley Pre-school

Our aims:

- To enhance the development and education of children under statutory school age in a parent participating, community based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework, which ensures equality of opportunity for all children and families.

We provide:

- A planned curriculum that works towards nationally approved learning targets.
- Trained and experienced staff to guide children's learning as they play.
- Opportunities for fun and friendship in a caring environment.

How we are run:

Oakley Pre-school is registered as an educational charity and is a member of the Pre-school Learning Alliance. The Pre-school is owned and run by the parents/carers of the children attending the group. A Committee is elected annually to administer and be responsible for the policies of the group and employs members of staff. We are registered for up to 24 children per session and you can find us in the Old School Room at the back of the Oakley Methodist Church. We operate a minimum ratio of 1 staff member to each 6 children.

Pre-school is open 5 days a week, term time only from 9:15am to 3:30pm. Sessions are available for all children to attend every morning between 9.15am and 11.45am and afternoons between 1:00pm to 3:30pm. The children participate in painting, craft, puzzles, sand and water play, cookery, dressing up and free flow play both inside and outdoors. Every child usually starts with a minimum of two play sessions a week which can be taken on one day if spaces are available. All sessions can be combined with lunch club (11:45 to 1pm) to extend the session time or to provide full day care.

Lunch club, operates for the hour immediately after the morning session or immediately before the afternoon session from 11:45am. This is payable termly in advance or on an individual session basis. A packed lunch will need to be provided.

Fees:

Fees are paid termly. These are due during the first week after the holiday and no refunds can be given for non-attendance. We require half a terms notice of a child being withdrawn from Pre-school.

We are inspected by OFSTED and are on the Bedford Borough Council Early Years register. This means we are entitled to claim funding for up to 15 hours of childcare for any child who attends Pre-school starting the term after they are three years old. Additionally there is now also Extended Funding where parents/carers are able to apply for an additional 15 hours of funding per week. More information and advice about these schemes are available from Pre-school.

Admissions Policy:

Children of two years old are eligible to join Pre-school and certain criteria may mean that some families are entitled to Two Year Old Funding. To find out if you are eligible go to www.bedford.gov.uk/2yearfunding. Admissions will normally be at the start of the following term. In all circumstances the following admissions policy applies:

1. Children who are resident in Oakley. Preference will be given to children with special needs or those children whose parents have special needs
2. Children child-minded in Oakley.
3. Children in receipt of 2 year old funding.
4. All other children applying to Pre-school will be considered on their own merits according to the vacancies at the time. In this case, parents are advised to place their child on other groups' lists as a precaution.

Please note, we **do not** require the children to be dry and out of nappies before they start at Pre-school.

Once we have received your completed application form you will be informed of the anticipated start date for your child. We would appreciate you advising us as soon as possible if you decide you no longer require a place at Pre-school.

Contact Details:

Mrs Sally Martiello
Pre-school Manager
Oakley Pre-school
Methodist Church Hall
Chapel Pound
Oakley
Beds MK43 7RQ

Telephone: 01234 826452

Email: info@oakleypreschool.com

Application Form

Child's Name: Date of Birth:

Parent/Carers/Guardians Names:

Telephone Nos: Home: :..... Daytime/Mobile.....

Address:

Email:

Do you receive two year old funding? Y/N*

Entry to pre-school:

Term after they turn two (limited number of places)*

OR

after they turn 2 and a half?*

** Please delete as appropriate*

Please return to Oakley Pre-School or email to: info@oakleypreschool.com