



Ketton Early Birds

Pre-School & Out of School Care.

‘Where every child matters.’

Church Walk,

Kedington.

Suffolk.

CB9 7QZ

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Charity No 1143035

Limited company registered in England & Wales-
7031461.

Ofsted Registration – EY539983



Ketton Early Birds Pre-school & Out of School Care.

Welcome to Ketton Early Birds. Our setting is committed to providing children with a fun and stimulating environment. Children will be learning through play by exploring and investigating through a variety of familiar and new experiences. We aim to develop children's communication skills and their social interaction. We will encourage their confidence, self-esteem and independence. We want to promote strong relationships with parents and carers and ensure they feel welcome in our setting and in Ketton Early Bird life.

Background information.

Ketton Early Birds was first established in 1969 and was previously known as Kedington Playgroup. In April 2008 we extended our childcare provision into Ketton Early Birds Pre-school and Out of School Care. We are registered with Ofsted, our latest Ofsted report can be found on the notice board or on www.ofsted.gov.uk, please take time to read it. We receive grant funding for the education of children from Suffolk County Council. We are affiliated to the Pre-school Learning Alliance.

Our setting is a registered charity (No. 1143035). An Annual General Meeting is held each year to elect a new committee. We are also a limited company registered in England and Wales (7031416).

We are situated in a purpose built, modular building on the Kedington Primary Academy site, providing a nurturing and happy environment. The children who attend our Pre-school learn through play in a free flow environment including both indoors and outside daily. We use the Early Years Foundation Stage Curriculum as guidance, along with the information you share with us to ensure we are providing activities to enhance the progress of each individual child's development. The Pre-school caters for children between the ages of two years and six months to five years.

Staff: - We have a dedicated team of staff at Ketton Early Birds who appreciate the importance of their role in your child's learning. We provide staff with the opportunity of continued professional development to ensure their knowledge is up to date.

Manager: **Sarah Long**

Deputy Manager: **Samantha McGuire** -Special educational needs Coordinator & Early Language Lead Practitioner.

Setting Leader **Kerry Wilson** - Designated safeguarding lead.

Lead Practitioners: **Avril Fitch** – Designated safeguarding deputy.

Play work Leader: **Terrie Jones**

Practitioners: **Nikki Trinder** **Kate Phillips**

Jane Morse **Chelsea Mayes**

Louise Brown **Hollie Miller**

Rio Deeks **Kerry Quinney**

Bank Staff: **Linda Claydon**

Myra Stevenson **Sara Pinch**

Administrator: **Lorraine Noakes**

A list of all the staff qualifications and photos can be found in our lobby. A list of the committee officers are also on the notice board. Please feel free to contact any of them with regards to our setting and volunteering for any committee fundraisers etc.

Fees effective from Thursday 1st May 2025 will be as follows:

KEB daily sessions & times-		What will I pay for my childcare?	
		Non-funded sessions are for..... <i>*Children who are not in receipt of Early Years government funding.</i> <i>*Children who have exceeded their allocated funding hours.</i> <i>*Children who attend Kedington Primary Academy (KPA)</i>	Funded sessions are for..... <i>*Children who are in receipt of Early Years government funding and have been allocated 15 or 30 hours per week.</i> <i>*Term time only.</i>
		Sessional fees – Including Meals, Snacks & Enrichments *	Additional charges- For Meals, Snacks & Enrichments*
Breakfast club- 8.00-8.40am		£4.73	£0.95p
Pre-school sessions- AM-8.40-11.40am PM-12.10-3.10pm	3 & 4 year olds	£21.30 *	Snack- 0.35p Non food consumables- 0.15p Enrichment activities- £1.00
Lunch club- 11.40-12.10pm		£3.55	---
After school club 1 hour - 3.15pm-4.15pm		£7.10	£0.30
After school club 2 hours - 3.15pm-5.15pm		£14.20	£2.45
After school club 2 ½ hours- 3.15pm-5.45pm		£17.75	£2.45

Our holiday club runs on demand. This means we will gauge demand for each school holiday as it approaches, if the demand meets our running costs and sufficient staffing is available, the club will run.

Holiday club sessions will be as follows:	These fees are for all children attending our holiday club-
Activity session 9.00am – 12.00pm	£15.31
1/2 day – 8.00am – 12.45pm or 12.45pm – 5.30pm	£22.11
Full day – 8.00am - 3.30pm	£29.53
Full day – 8.00am – 5.30pm	£37.42

If you need any further information or have any concerns, please do not hesitate to get in touch and discuss with Sarah Long. Although we are hoping no further changes will be needed to our fees & charges until next April, we feel it necessary to review these again in September in case further developments are bought in by the DFE.

Ketton Early Birds Pre-school

Our Commitment to Pre-school

Each session held at pre-school is planned following the Early Years Foundation Stage Curriculum (EYFS). The EYFS is central to our practice and is reflected in our environment and planning, to ensure we provide foundation skills for each individual child.

The guiding principles that should shape practice in our setting are:

A unique child- "Every child is a unique child, who is constantly learning and who can be resilient, capable, confident and self-assured"

Positive relationships- "Children learn to be strong and independent through positive relationships"

Enabling environments- "Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time"

Learning and development- (Recognise the importance of) Learning and development- Children develop and learn at different rates.

(EYFS Statutory Framework)

The EYFS principles are reflected in our aims.

Pre-school Aims

- Children to learn through play experiences and activities.
- Encourage children to explore and investigate through a variety of new experiences.
- Provide a fun and stimulating environment.
- Develop children's communication skills with their peers and adults.
- Encourage social interaction with peers and adults and to be able to co-operate with each other.
- Encourage the development of their self-esteem, confidence and independence.
- Promote healthy eating during snack & meals times.
- Observe and monitor children's development and learning.
- Provide equal opportunities for all children and their families.
- Ensure links between our setting and families are strong partnerships.
- Ensure families feel welcome in our setting and are involved in pre-school life.
- Encourage families to support and contribute to their child's progress.
- Provide smooth transition between early years settings.

Within the EYFS are seven areas of learning and development. Three are particularly crucial and are known as prime areas:

- Personal, Social and Emotional Development.
- Communication and Language.
- Physical Development

The additional four are the specific areas:

- Literacy.
- Mathematics.
- Understanding the World.
- Expressive arts and design.

We implement the seven areas of learning and development throughout our environment giving specific attention to each individual child's needs and development which is then reflected in our planning. You will receive more information during your induction visits with us.

What does the curriculum look like at Ketton Early Birds for your child?

The simple answer is play-your child will be playing throughout their session with us. They will have a variety of opportunities and experiences during their time, which the staff skillfully enable. The children's individual needs and interests are at the core of our planning, as well as ensuring we are extending and challenging the children's learning in all areas. All children need to be able to experience joy in their learning. This enables them to experience the wonder of play, promoting self esteem and positive emotions. Providing a supportive and nurturing environment allows children to feel safe, valued and gives them a great sense of belonging.

Personal, Social and Emotional development-Our key person system and relationships with our families help our children to develop strong, warm, supportive relationships and a positive sense of self. Staff guide children to form and build strong relationships with their peers and adults. We give them a safe and secure environment to enable them to flourish. It is fundamental to KEB that we offer equal and inclusive opportunities to all families. Through our setting boundaries- we care, we walk, we talk, and we listen, we help children build resilience and a sense of belonging. Using adult role modelling we encourage children to become independent, including to look after their own self-care needs through our self-service snack & washing hands etc. We support the children's transitions, both entering our setting and when they move onto a new place of education.

Communication & Language development- We will provide a language rich environment that will enable our children to explore different sounds, symbols, and words. We will ensure that we engage with the children using sensitive questioning to promote language and communication through their interests, storytelling, and role play. By embracing the child's voice, it enables them to share their ideas, feelings and thoughts. Involving children in communication will empower them to become critical thinkers and problem solvers. Where English is an additional language, children will be encouraged to use their home language and staff will enrich the learning environment to support this, as well as scaffolding to build foundations for a second language of English.

Physical development- Our children are lucky enough to share a village location with the Kedington community. We have our own outdoor space with clean, fresh air and a natural canopy of bushes and trees, as well as having access to countryside close by. We have a close relationship with the village primary school next door, our church and our village community of residents and local businesses. Bicycles, scooters, climbing ladders, rope swing, playdough, threading, and ball skills are a few of the physical experiences we offer to work our whole body, including fine and gross motor development. KEB aims to promote strength, coordination, motivation and risk taking whilst keeping safe. Our children are active, happy, and healthy, which is vital to all round development.

Literacy-At KEB we support and guide children to build on their existing abilities. Children will make meaningful marks using a variety of media both indoors and out, including using water, shaving foam, sticks in mud and sand. We encourage children to share their favourite books from home and build a lifelong love of stories. We promote an awareness of text around the setting, using books, magazines, the computer, and logos. Children love to share experiences from home, such as family photos and events, staff will value the children's voices by scribing the children's 'stories' giving purpose and meaning.

Mathematics-Within our setting, mathematics is embedded throughout our daily routines and implemented within our play. We provide a mathematical rich environment through a variety of resources such as shape cutters, rulers, counting objects and natural objects. We encourage the children to explore their own mathematical thinking and promote a can-do attitude. We aim to build upon each child's mathematical foundation through the playful exploration of problem-solving, using all available resources and the children's interests both indoors and out.

Understanding of the World. Our children will be aware of the physical environment surrounding them, staff will encourage curiosity towards the natural world, the elements and changes happening. This develops an interconnectedness of nature and the role that each part plays, deepening their appreciation of the natural world. We will embrace our setting and our village community by becoming familiar with our local facilities and being part of the village events, such as Meadowlark, church festivals and Kedington Primary School events. We welcome all families and share a variety of families, and the wider world's cultural and social diversity.

Expressive arts & design-At KEB we show children the freedom to express themselves and create using a range of materials and media. We encourage our children to independently explore, using their imagination and support their creative thinking. Staff support the children to communicate through music, movement and a range of materials and ensure they have the opportunity to experience a variety of arts and cultures.

If you would like more information regarding the Early Years Foundation stage please go to –

<https://birthto5matters.org.uk/information-for-parents/>

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/early-years-foundation-stage>

Settling period- We invite you and your child to attend two sessions before they start, as an induction to the setting and staff. We invite a parent or guardian to stay with them during these settling sessions. From the first session we will be discussing each child's settling in period individually, both the parent/carers and key person will discuss what is best for each child.

Key Person System- Each member of staff is allocated a small group of children. Your child's key person will support you both during the settling in period, observe your child in their play, support and extend their play, record their development and share this with you. They will be your first point of call. Although they will be your child's primary carer, we ensure all our staff get to know all the children and information is shared between us. The observations we record show us your child's achievements and are used when planning to help us provide stimulating activities appropriate for each child's stage of development. You will be introduced to your child's key person at the induction sessions, when the key person will ask for your help to begin your child's Learning Journey and to gather information of your child's interests and needs. We will encourage you to share information regularly with your key person to ensure we keep updated. We believe the partnership between parents/carers and ourselves is most valuable. All records we gather on your children are then passed onto their next setting.

Clothing- Please do not send your children to pre-school in their best clothes, as we are very busy at Ketton Early Birds and your child may get messy! We do have our own t-shirts and bags available for you to purchase. We do provide aprons, but accidents do happen. We also provide wellies for outdoor play, but on wet days you are welcome to bring in a named pair. In the summer, we ask you to apply sun cream before the session, for children attending all day, we ask for you to provide a labelled bottle of sun cream, which we will reapply after lunch. Please do not send children with jewellery on. Sensible footwear is a must too.

Snack- Our snack bar is available during AM, PM and after school. The children are able to visit our snack bar when they are ready so that there is no interruption to their play. Snack consists of milk, water and a variety of fruits, vegetables and other healthy savouries. We ask that you provide a **clearly labelled** drinks bottle for your child, containing water, which we will top up during the day. It is important this is named due to health and hygiene reasons. Please inform us if your child has any allergies or dietary requirements and then an individual care plan can be put into place.

Early Years funding- Ketton Early Birds would recommend that every family checks the government website- www.beststartinlife.gov.uk This website has information regarding Early Years Funding as well as information about Government tax free childcare payments. Any of our sessions which are not funded by the government will be charged at our current fee rates. Our fees are reviewed annually.

Universal Funding - up to 15 hours- From the term after a child turns three, they will be entitled to up to 15 hours per week funded by the government, during term time. Any additional sessions above the 15 hours will be charged at our current fee rate.

Extended Funding - up to 30 hours- Families who are eligible and have applied through the government website www.beststartinlife.gov.uk and received an eligibility code from HMRC can receive an additional 15 hours, totalling up to 30 hours funding a week. The 30 funded hours can be used across our opening hours of 8.00am-5.45pm and during term time. Our day is split into 7 sessions, BC, AM, LC, PM, ASC 1, ASC 2, ASC 2.5. Parents will need to book sessions rather than hours. The minimum hours a preschool child can book in a day is 3 (one pre-school session) and the maximum is 9 hours 45 minutes. Once your 30 hours funding a week has been allocated, parents will pay for any additional sessions required. Parents will need to apply for 30 hour funding eligibility code the term before they require it i.e.: By the end of the July for hours in autumn term, by end of December for use in spring term.

Expanded Funding- Working parents of children from 9 months up to the term after their child turns 3 years, may also be entitled to 30 hours of funded childcare a week. Please find more information at- www.beststartinlife.gov.uk

2 year old funding – Some 2 year olds may also be eligible for early funding If you receive some additional forms of government support, or if your child is a child in care/need, has an EHCP or receives Disability Living Allowance please use the following to check – www.suffolk.gov.uk/two

Claiming for funding- Funded children will receive a funding form towards the end of a term, ready for the following term. This is to record particular information which Suffolk County Council requires from you, including the number of hours your child will be accessing. This form must be completed to enable us to claim the funding.

Additional Charges- This is for provision not included in the funded requirements, but we feel are a key element to your child's experience at KEB, including snacks, meals & enrichment activities. These charges are not compulsory and if you have financial concerns regarding paying this charge, please speak to Sarah Long regarding options, including opting out. Additional charges can be found on our current fee rates.

Out of School Care

Our Commitment to Out Of School Care.

At our Out Of School Care sessions we encourage the children to have ownership of their play and the day to day planning is child led. Activities are fun and stimulating and are centred around the children's interests and needs. We strive to promote behaviour which encourages respect for each individual, co-operation with each other and opportunities for play and adventure within a safe and caring environment.

Our aims

- Provide a fun and stimulating environment.
- Children to learn through play experiences and activities.
- Encourage children to explore and investigate through a variety of new experiences.
- Develop children's communication skills with their peers and adults.
- Encourage social interaction with peers and adults and to be able to co-operate with each other.
- Encourage the development of their self-esteem, confidence and independence.
- Provide equal opportunities for all children and their families.
- Ensure links between our setting and families are strong partnerships.
- Ensure families feel welcome in our setting and are involved in Ketton Early Birds Life.

We are registered to take ages ranging from two years six months up to 11 years. We invite you and your child to visit the setting before your child starts with us to become familiar with the environment and staff.

Breakfast Club

8.00am – 8.40am

Breakfast club is ideal for busy or working parent/carers. You are able to drop your children off to us at 8.00am giving yourself more time to get to work etc. Your child will be looked after by qualified staff in a child orientated environment. During breakfast club your child will be able to choose from a selection of healthy breakfast option, including cereals, fruit and breads. After breakfast the children will have the opportunity to join in with a variety of activities including music, reading, drawing as well as construction and small world play. If your child attends school they will be accompanied over to school for registration.

Lunch Club-11.40 – 12.10pm

Parents and Carers have the option to extend their child's morning or afternoon childcare by registering them with us for lunch club. Your child is able to join us and their friends for lunch supervised by qualified staff. The children can sit with friends and enjoy a healthy packed lunch provided by you.

Please avoid: Sugary foods such as chocolate, sweets and fizzy drinks. **We are also a nut free setting.** It is also a good idea to place a small ice pack in the lunch box to help keep things chilled. Ensure you have clearly labelled with your child's name. Please make sure you have made staff aware of any dietary needs your child has. After lunch your child will have the opportunity to join in with a variety of activities.

After School Club-3.15pm – 5.45pm

After school club provides extra childcare for busy and working parents and carers. Your child will be collected from Kedington Primary Academy or stay on with us after a pre-school session and be looked after by a qualified team of staff. We will provide a variety of activities for a range of ages including outdoor play, sensory play, a chill out zone, dancing and music, games and cooking. As well as all the different activities available, your child will be able to have a hot meal with us too. Please ensure you have made staff aware of any dietary needs your child has.

Holiday club-8.00am – 5.30pm-Half day /full day care or activity sessions.

Holiday club is a demand led service. Your child will be able to attend either half or full day care and be looked after by a qualified team of staff. During some holidays we also run activity sessions which are between 9.00am and 12.00pm. We will provide a variety of activities for a range of ages including outdoor play, sports, a chill out zone, dancing and music, gardening and cooking. As well as all the different activities available, Your child will be able to have breakfast, snacks and a hot meal with us too, along with a packed lunch provided by you. Please ensure you have made staff aware of your child's dietary needs.

General Information for whole setting.

Regular sessions-Once you have secured regular weekly sessions, your child is guaranteed that place. You are committed to paying for those sessions regardless of holidays, sickness etc. We will need four weeks' notice of changes to regular sessions.

Adhoc bookings- We are happy to take adhoc bookings when spaces and staffing allows. These sessions will be charged at the non-funded rate. Once an adhoc booking has been placed, you will need to give at least 7 days notice to cancel the session or you will still be charged if your child does not attend.

Deposit -Once we have confirmed that your child has a place at our setting, you will be required to confirm acceptance of their place and pay a deposit of £50.00 within 14 days. This £50 deposit will be refunded to you during your child's first half term.

Late collection charge-A £5 charge for up to the first 15minutes & an additional £5 for each & every subsequent 15 minutes you are late collecting.

Collection of children- Please inform us if anyone else will be collecting your child. We will not send children home with people we are not expecting. Failure to do this may result in the child not being able to leave until you arrive.

Fees- Fees are invoiced a month in advance. We would like to encourage families to pay their fees directly into our account if possible but will also accept cheques, paid to us, Ketton Early Birds. Please could you write your child's name on the back of the cheque. All fees are to be paid by the 25th of the month, if fees have not been paid we will begin to follow our bad debt policy;

Stage 1 - A reminder letter giving you 7 days to pay your outstanding balance. An additional £10.00 surcharge added.

Stage 2 - A letter requesting the outstanding balance to be paid otherwise your childcare sessions will cease.

If payment is not received, we will have no choice but to stop your childcare sessions.

If you have any concerns regarding fees, please see Sarah Long or Lorraine Noakes.

We accept payments from all childcare voucher schemes & Government tax free childcare payments. For more information go to www.beststartinlife.gov.uk

Bank details; Lloyds TSB Haverhill, Account Number-17167360, Sort code- 30-93-99

Illness- If your child is unwell, please inform the setting on 709666. Please ensure your contact numbers are up to date. In case of infectious diseases such as chickenpox, we follow Health Protection Agency recommendations, please see list in the lobby. **Cases of sickness & diarrhoea we ask for your child to have a 48hour recovery period**, to prevent the risk of spreading illness to children and staff ensure your child is fully recovered before sending them back to our setting. If your child is not in full health whilst in our setting you will be contacted by a member of staff to come and collect them. Accidents and incidents are recorded, and parents/carers are informed.

Safeguarding Commitment- This setting is here to serve children and families. We will listen and keep private anything you say to us. However, we have to inform the safeguarding and children's services if we are worried about the care a child is receiving, and we can also begin the process of a common assessment framework (CAF) form. We all have a duty to safeguard children in our community. If you are ever worried about a child's safety or wellbeing please contact – Customer First on- **0808 800 4005**

Annual Events- Events are arranged throughout the year to help raise funds, these include quiz nights, bingo, family disco and raffles. We welcome any ideas from parents/carers for fundraising ideas. Please see a committee member. We support Meadowlark every year which involves a walking pageant which follows a chosen theme and looking after a stall during the day to raise funds for the KCA.

Committee Meetings- We welcome and like to encourage new faces and new ideas to these meetings; details of dates and venues are posted on the notice board and emailed to you. We always need committee members, so if you would like to join, please see the chairperson or committee member.

Bad Weather/Closure and non attendance - In the event of bad weather closing our setting we will contact you between 7.30am-8.30am that morning, generally if Kedington Primary Academy is closed it is likely we will also be closed. The most common reason for closure during bad weather will be staff unable to travel into the village. In these cases you will still be invoiced for this session as staff will still be paid. Refunds are not given if your child does not attend their sessions ie-due to sickness,

appointments, or holiday. As per our attendance policy, please inform the setting of any absences by emailing or ringing the setting by 10am.

Policies & Procedures- You will be required to read our policies & procedures, and sign to acknowledge you have done so before your child starts with us. You can find all our policies & procedures on our website at www.kettonearlybirds.co.uk A copy of the policies and procedures that we adhere to can be found in our Operational Plan in the lobby.

If you are interested in a place for your child, please fill in the attached registration form and return to us. A member of staff will be in touch to discuss your child's admission to our setting. Please do not hesitate to call if you would like more information or would like to arrange a visit before registering your child.

Parking.

We have strictly NO PARKING on the whole school site for parents and carers. If you are disabled and would appreciate parking on the school site, please put your request in writing to the Head Teacher at Kedington Primary Academy who will consider giving you permission to park. If you live in the village we would encourage you to walk to school, parking is very limited off school site and these areas get very congested and can become dangerous for pedestrians especially children.