

London Road Pre-School

Prospectus



REGISTERED CHARITY NUMBER 1051204

Dereham First Scout Hall
London Road
Dereham
Norfolk
NR19 1AS

Email: admin@londonroadpreschool.co.uk

Telephone - 0753 4499 778

(8:30am-3.00pm)

Welcome to London Road Pre-School

London Road Pre-School opened in 1968 providing a high quality of education for children. Hours of hard work, patience and dedication have enabled us to earn a very high reputation, which we will continue to build upon.

The Pre-School is registered with Ofsted; a copy of our registration is displayed on the notice board together with our insurance certificate.

London Road Pre-School welcomes all children aged 2 to 4 years.

Our setting aims to:

- ❖ To provide a welcoming environment where every person matters
- ❖ Work in partnership with parents to help children to learn and develop
- ❖ Offer children and their parents a service which promotes equality and values diversity.
- ❖ To ensure children feel safe and secure in our care
- ❖ To enable children to form positive and trusting relationships with their peers and with adults.
- ❖ To provide experiences for children to explore and learn from.
- ❖ To provide a range of learning opportunities which support the development of each individual child.

Opening Hours:

We are open:

Tuesdays, Wednesdays, Thursdays and Fridays 9am till 12pm

Tuesdays, Wednesdays, Thursdays and Fridays 12pm till 3pm

Also Available:

Breakfast Club 8:30 till 9:00

After School Club 3:00 till 4:00

Please ask staff for more information regarding after school clubs.

(We are closed for school holidays and bank holidays. Please ask the Supervisor for a detailed list of our term times.)

Staff:

We have a strong team of qualified and experienced staff. We ensure that all staff are trained in: Safeguarding Children and also hold a relevant First Aid certificate. All staff are required to have relevant training and regularly attend courses. Each member of staff brings their own talents, interests and enthusiasm to the group.

Supervisor:

Resette Coppack

CACHE Level 3 NVQ in Children's Care, Learning and Development

Deputy Supervisor:

Sam Ball

NVQ Level 3 Supporting Teaching and Learning in Schools

Early Years Practitioner:

Emma Jacobs

Working towards

Early Years Educator Level 3, Early Learning and Childcare

Early Years Practitioner:

Jayne Gardner

BEd (hons) Primary Degree

Pre-School Advisor & Admin:

Katie Morgan

CACHE Level 3 Diploma in Child Care and Education Early Years Foundation Degree

(Leadership Level 4 & 5)

Fees:

Each session costs **£10.50**. This includes snack. You will receive your bill at the end of each term to be paid in full by the second week of the start of the new term. If you wish to pay weekly this can be arranged. Fees are payable even if your child is on holiday or away for other reasons such as illness. If you have any problems please see Resette Coppack to discuss the matter.

Please place your child's fees in an envelope and put it in the 'Fees box' located in the entrance hall.

We accept 2 and 3 year old Government funding, please ask staff for more details.

Please ask to see our fees policy for more details.

Pre-School Management Committee:

London Road Pre-School is a charity lead Pre-School run by a committee of volunteers any parent is welcome to join the committee. We meet once every term (every 12 weeks) on a Tuesday evening at 6:00. Staff works closely with the committee so we are at each meeting. It is essential that we have a Chairperson, Treasurer and Secretary together with several committee members. Every September we have an Annual General Meeting (AGM) where new members can be voted into these positions. Each committee member will be asked to fill in a DBS form. We generally discuss the day to day running of Pre-School, future events and any fundraising ideas at these meetings. Committee members will also be asked to come in to the Setting to help out on occasions. Details of who is on the committee can be found on the notice board hanging in the entrance hallway. Being a member of the Committee can be a very rewarding experience. If you are interested in joining the Committee, please speak to a member of staff for more details.

Fundraising:

Fundraising is important to Pre-School as we are entirely self-financing. We hold regular fund raising events which are varied, fun and often a social occasion during which you can meet other people. We look forward to your support at these events. If you have any ideas for fund-raising, please let a Committee member know.

Parent/Carer Partnership:

As a member of the Pre-School Learning Alliance, London Road Pre-School recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. We encourage and welcome any parent to come into pre-school at anytime and play with their child. All notices and newsletters will be on the notice board in the entrance lobby. At the beginning of each term a Newsletters will be given to all parent/carers to inform you of any events, changes, requests. It is very important that you take the time to read the Newsletter this is our link to you and always contains very important information, if you would like help with this a member of staff will be more than happy to go through any information you receive from us. If at any time you wish to discuss any matters please feel free to do so. All discussions will remain confidential between you and Pre-School. Please see a member of staff if you wish to help become a parent helper within the setting. At all times we try to keep you informed on anything that is happening at Pre-School. If you would prefer any information by email please state this on your admissions form.

Parent Morning:

In the January term we have a Parents Morning from 9:00 till 10:00. Each parent can have a

half hour meeting with their child's Key person to look through their Learning Story and have a chat. We have found that this is a good opportunity for parents to talk to us about any concerns, changes at home or just to have a chat with us on a one to one basis.

Visiting And Settling In:

Before your child starts our Pre-School we ask you to stay with your child for a few visits to enable the child to familiarize themselves with the environment, children and staff whilst having the security and support from you being there. Once you and the Supervisor feel that the child is ready to attend the session alone we will slowly settle them in, first by you leaving them an hour, and then gradually increasing the time to a whole session.

Newsletter:

Newsletters - There is a regular newsletter sent to parents (at least once a term at the start) giving information about the pre-school and upcoming events. There is a white board which is situated out the front of the Pre-School for notices that are happening within the Pre-School.

Lunch:

Children bring a packed lunch and a drink for lunch time to Pre-school which should be part of a healthy balanced diet. We would also strongly recommend that a cool pack is included with your child's lunch to keep it cool and fresh. Your child's lunchbox should be CLEARLY named and placed on the blue trolley as you come into the main hall.

Snack Time:

During all sessions the children have access to their water bottles so they are able to help themselves to this. **Please make sure your child's water bottle is CLEARLY named and only contain water.** Some sugary drinks make the children over excited and we must promote healthy eating and drinking. Each session we offer a variety of healthy foods and milk/water to drink. The children are encouraged to be as independent as possible using a snack bar system, which allows the children to decide for themselves when they are hungry and thirsty. The children also help to make their own snack such as making their own sandwiches and cutting up their own fruit with supervision. Our snack bar allows opportunities for small group socializing.

Toilet/potty Training:

We do not require your child to be toilet trained in order to attend London Road Pre-School.

We are happy to change nappies and soiled clothes if accidents occur. Please provide changing equipment i.e. nappies, wipes and nappy bags and a change of clothes in a named bag. We will work hard with you throughout all stages of potty training.

Dress for Pre-School:

Your child will be encouraged to explore different materials such as paint, glue, water, dough and clay, and despite wearing plastic aprons they may get a little messy or wet, so please make sure that your child wears comfortable easily washed clothes. It is also advisable that they bring a change of clothes in a named bag to pre-school each day. Pre-School polo shirts (£6.00) and sweatshirts (£7.00) are available for purchase on request but are not compulsory. The children take part in physical activities at Pre-School and therefore non slip shoes are recommended, Velcro fastenings make it easier for the children to be more independent when it is necessary to remove their shoes. We request that the children do not wear 'flipflop' type shoes. We encourage outdoor play and feel all weather conditions offer a valuable experience. With this in mind please provide your child with suitable clothing for the weather. Named wellington boots and coats should be brought to each session for use when playing outdoors as whatever the weather the grass may still be wet. During the summer please ensure you put sun cream on your child and provide them with a CLEARLY named hat.

Children's Learning and Development:

Children start to learn about the world around them from the moment they are born. The care and education offered by London Road Pre-School helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

The areas of development and learning comprise of:

3 Prime areas:

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

'The prime areas begin to develop quickly in response to the relationships and experiences.'
(EYFS 2012)

4 Specific areas:

- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the World
- ❖ Expressive Arts and Design

'The specific areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.'

(EYFS 2012)

Pre-School follows the Principles of the Early Years Foundation Stage. For this there are four themes which each express important Principles underpinning effective practice in the care, development and learning of young children.

Principles:

- ❖ **A Unique Child** - Every child is unique child who is constantly learning and 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, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.
- ❖ **Learning and Development** - Children develop and learn in different ways.

For further information on these, please speak to Pre School staff.

Key Person and your child:

Each member of staff has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what the Pre-School provides is right for your child's particular needs and interests. When your child first starts at the Pre-School, she will help your child to settle and throughout your child's time at the Pre-School, she will help your child to benefit from the Pre-School's activities.

Working together for your child:

By having a key person system in place at Pre-School this enables us to:

- ❖ Give time and attention to each child
- ❖ Talk to the children about their interests and activities they enjoy doing.
- ❖ Help children to experience all that is available at Pre-School
- ❖ Allow children to explore and be adventurous in safety

Learning through play:

Play helps young children to learn and develop through doing and talking. Our Pre-School uses the practice guidance Development Matters in the Early Years Foundation Stage (2012) to plan and provide a range of play activities. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to

take part in the activity.

Our routines and activities:

London Road Pre-School believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the Pre-School's session are provided in ways that:

- ❖ help each child to feel that she/he is a valued member of the Pre-School
- ❖ ensure the safety of each child
- ❖ help children to gain from the social experience of being part of a group
- ❖ provide children with opportunities to learn and help them to value learning.

General Daily Routine:

The daily routine is just a guideline, we will adapt our day to the needs of the children for that session e.g. if they want to be outside all session then we will support and encourage that.

9:00 **Doors Open**

9:15 **Doors Shut**

Free Flow, Planned activities setup so children have the choice.

10:15 **Snack Starts**

11:15 **Snack Ends**

Continue Free Flow

11:30 **Nappy Changing**

Tidy up time, Group Games, Story Time, Sing Songs and Musical Movement

12:00 **Home Time**

(For children doing first session, children arriving for second session)

12:15 **Lunch**

1:00 **Lunch Finishes** *(Children are not pushed to finish their lunch)*

2:00 **Snack Time** *(To children who would like it)*

Free Flow

2:15 **Nappy Changing**

Free Flow

Tidy up time, Group Games, Story Time, Sing Songs and Musical Movement

3:00 **Home Time**

Choice of activities:

The Pre-School organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

Group Activities:

The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor Activities:

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor area.

Learning Stories:

The Pre-School keeps a Learning Story for each child. Your child's learning story helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

We believe that parents know their children best and we ask them to contribute to their learning, by sharing information about what their children have or like to do at home. We also send home an 'All about Me' which enables your key person to get a better understanding about your child and his likes and dislikes. To do this you and she will frequently collect information through observations, photographs and pictures that your child has done. This information will enable the key person to identify your child's stage of progress and then plan next steps for your child using PLODS (Person Development Plans).

Staff and parents working together on their children's learning story is one of the ways in which Pre-School and parents work in partnership.

Premises security:

A Risk Assessment has been drawn up for the premises. Each morning a check is made of both the indoor and outdoor areas. Other risk assessments have been done for the premises e.g. equipment, activities, car-park etc. All visitors are required to provide suitable identification to the staff and sign in and out of the visitor's book.

Policies:

Copies of the Pre-School's policies are always available for viewing and are in the blue folder in the entrance hallway. The Pre-School's policies help us to make sure that the service provided by the Pre-School is a high quality one and that being a member of the Pre-School

is an enjoyable and beneficial experience for each child and her/his parents.

The staff of the Pre-School work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the Pre-School to provide a quality service for its members and the local community.

Special needs:

As part of the Pre-School's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have. The Pre-School works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

Equal Opportunities:

London Road Pre-School ensure that our service is fully inclusive in meeting the needs of all children. We recognize that children and their families come from diverse backgrounds. London Road Pre-School is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

Safeguarding:

Every organisation working with children and young people, whether they are paid or voluntary, has a "**duty of care**" to keep children and young people safe and protect them from harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes the need to ensure that all adults who work with, or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Everyone working with children and young people should be familiar with local procedures and protocol for safeguarding the welfare of children and young people. Adults have a duty to report any child protection or welfare concerns to a designated member of staff in their organisation and/or report any concerns to local Children's Services/Police.

Complaints Procedure:

Should you have any need to complain about Pre-School, please discuss your concerns with the Supervisor, Chairperson or a Committee member. Our full complaint procedure is detailed in our policies should you need to take matters further. If you do not feel

comfortable speaking to a member of our group or you are unhappy with the actions which the group has taken you may contact OFSTED 0300 123 1231.

Please see notice board in the entrance hallway for more details.

Security:

We ask that only you or the stated person on the application form pick up your child. If for some reason you cannot, please inform staff and provide the person collecting your child with the password. This person must be over 18. If you are 60 minutes late and we are unable to contact you or any other named person, Social Services will be informed and they will collect your child. Please make sure you inform staff if any of your phone numbers change immediately.

Collection Password:

In the event the designated person is unable to collect your child please choose a password that can be used as a security ID. You will have to inform your child's collector of this password and inform members of staff of the change.

Without this password your child will not be released.

Late Collection:

In an extreme case of lateness and your child has not been collected after 1hour, it is the supervisors duty to follow the settings "late collections policy and procedure" and to inform Social Services and the care of your child will continue with them.

Confidentiality:

All verbal information and written documents concerning the children shall remain confidential between their parents/carers and the staff.

All written records shall be kept in a locked cabinet with access allowed only to Permanent Staff. Individual children's records are available for parents to see on request. Any concerns regarding the children, will be discussed between the staff and the child's parent/carer only with an outside agency should it be deemed necessary, once parental consent has been obtained.

All committee members sign a Confidentiality Statement and whilst parents/carers are engaged in a duty they must respect our confidentiality rules and not discuss anything they may have heard or seen with any other persons.

Policies

The London Road Pre-School Policy file is kept in the entrance hall and is available to anyone to view at any time during Pre-School hours. Our Policies are listed below:

- ❖ Safeguarding and promoting children's welfare Safeguarding Children
- ❖ Equal Opportunities
- ❖ Promoting health and hygiene
- ❖ Suitable people
- ❖ Suitable premises
- ❖ Organisation
- ❖ Childcare practice
- ❖ Partnership
- ❖ Documentation

London Road Pre-School hopes that you and your child enjoy being members of the Pre-School and that you both find taking part in our activities interesting and stimulating. The staff is always ready and willing to talk with you about your ideas, views or questions.