

PROSPECTUS

HUNTINGFIELD PRE-SCHOOL



Information Booklet for

The Methodist Church
Huntingfield
Addington Surrey
CR0 9BA

Tel 07936648864

www.huntingfieldpreschool.co.uk



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Welcome

Welcome to the Huntingfield Pre-School prospectus. Our prospectus aims to give you all the information needed for you to choose the right Pre-School for your child, however, should you have any questions or concerns after reading this, please feel free to speak to Elaine.

Our Aims

Our aim is to prepare your child for full time education at Primary School and to encourage their independence away from the home environment. We seek to promote and enhance your child's intellectual, language, mathematical, physical, creative and social development within a secure and stimulating environment that makes learning fun!

In accordance with the national Early Years Foundation Stage curriculum for Pre-School children, we will provide: -

- A specially tailored curriculum leading to approved learning outcomes, with regular monitoring.
- Individual care and attention made possible by a high ratio of adults to children.
- The opportunity for you and your family to become involved in your child's education.

Opening Times

The Pre-School opening hours are 9:15am to 12:15 Monday to Friday during term time only. We are open for 37 weeks per year.

We operate a lunch club on Wednesdays between 12:15 noon and 1.29pm.

Staff Members

Most staff are Paediatric First Aid trained and have completed Safeguarding training at least to level 1 (manager and deputy to level 4). All staff and Volunteers are DBS checked.

Registered Provider/Manager	<p>Mrs Elaine Back Joined in 1999-Manager since 2009 NVQ 3 Qualified Designated Safeguarding Lead-Completed Safeguarding Children levels 1-4 SENCO Behaviour co-ordinator First Aid Trained</p>
Deputy Manager	<p>Mrs Rosemary Douglas Joined in 2003 NVQ3 Qualified Designated Safeguarding Deputy Lead-Completed Safeguarding Children levels 1-4 Health and Safety Officer Behaviour co-ordinator Deputy First Aid Trained</p>
Pre-School Assistants:	<p>Ms Sarah Barltrop Joined in 2006 NVQ3 Qualified Completed Safeguarding Children level 1 First Aid Trained</p> <p>Ms Mandy Bird Joined in 2009 NVQ 3 Qualified Completed Safeguarding Children level 1 First Aid Trained</p> <p>Mrs Karen Varney Joined in 2010 NVQ 3 Qualified Completed Safeguarding Children level 1 First Aid Trained</p> <p>Mrs Karen Harding Joined in 2015 Qualified-Level 3 Diploma in Children's Learning & Development Completed Safeguarding Children level 1 SENCO TRAINED First Aid Trained</p>

Mr James Moon
Joined in 2016
Qualified-Level 3 Diploma in Children's Learning & Development
Completed Safeguarding Children Level 1
First Aid Trained

Mrs Farhat Zahid
Joined in 2016
Qualified-Level 2 Diploma in Children & Young people's Workforce
Completed Safeguarding Children level 1
First Aid Trained

Mrs Gemma Carter
Re-Joined in 2018
NVQ 3 Qualified
Completed Safeguarding Children level 1
First Aid Trained

Nicola Thomas
NVQ 3 Qualified
Re-Joined in 2019
In Refresher Training

Mrs Liba Smith
Joined in 2012
Completed Safeguarding Children level 1
First Aid Trained

Mrs Jackie Lawrence
Joined in 2013
Completed Safeguarding Children level 1
First Aid Trained

Mrs Anne-Marie Minns
Joined in 2015
Completed Safeguarding Children level 1
First Aid Trained

Ms Lisa Davies
Joined in 2018
Completed Safeguarding Children Level 1

Mrs Katies Hayes
Joined in 2018
Completed Safeguarding Children Level 1

Equal Opportunities

Our aim is to show respectful awareness of all the major events in the lives of our children and families, both in the Pre-School and in our society as a whole, and to welcome the diversity of the backgrounds from which they come. All children will be respected and their individuality recognised, valued and nurtured.

Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

Children's Learning and Development

There are seven areas of learning and development that must shape educational programmes in early year's settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas - **The prime areas are:** -

- **Communication and language;**
- **Physical development;**
- **Personal, social and emotional development.**

We also support our children in four *specific* areas, through which the three prime areas are strengthened and applied. **The specific areas are:** -

- **Literacy;**
- **Mathematics;**
- **Understanding the world;**
- **Expressive arts and design.**

Our curriculum provides activities and experiences for our children, as follows.

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect

for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

2 Year Old Progress Check

Since September 2012 we have been required to carry out a progress check for children aged 2. This can be carried out at any time between 2 & 3 but must be done before children turn 3. The check will cover the 3 areas of development listed below and a written summary will be provided and discussed with parents.

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development

At Huntingfield the check will be carried out by the child's key person when the child is approximately 2yrs 9 months. The key person will then discuss the summary with the parents and suggest how parents can work with the key person to help & support their child. The aim of the check is to highlight the areas where your child is progressing well and any areas where they might need some extra help or support.

If a child attends more than one setting, then the check must be carried out by the setting where the child spends most of their time.

For more information, please visit the website: - www.foundationyears.org.uk

Keypersons

When your child starts Pre-School they will be allocated a key person. Their role is to ensure that your child settles happily into our setting and to monitor the progress of your child. Your child's progress is recorded into the Early Years Foundation Stage Learning Journeys and is readily available for parents or carers to read.

Your child's key person will be responsible in carrying out the 2-year-old check as highlighted above.

Parent mornings are held twice per year, which gives you the opportunity to discuss your child's progress, and for any other concerns that you may have. However, staff will be happy to discuss any issues that may arise at any time.

Settling Your Child

Huntingfield Pre-School suggests that new children attend for one hour for a couple of days per week prior to them being registered. This allows the children to play and become familiar with their surroundings.

The first time in a new environment can be very difficult to deal with but our staff are experienced in settling in new children and will show great patience and sensitivity.

Sometimes it may help if the parents or carers stay for the first couple of sessions to help their child to feel more comfortable. However, each child is different and therefore each situation may be dealt with in a different way.

Additional Needs

Children with additional needs, like all other children, are welcomed into the Pre-School. We have a strong link with Croydon Early Years who offer help, advice and support to both the Pre-School and parents.

Any concerns that you may have regarding the development of your child can be discussed with Elaine (SENCO) as if for any reason your child requires extra support or special resources we will follow the code of practice issued by the Department of Education and Croydon Early Years.

EAL (English as an additional language)

We welcome children and families from all Ethnic backgrounds. Please let us know if you are having difficulty in understanding any of the information or literature that is either displayed in the newsletters/topic letters or communicated via the website or Facebook page. We will do our best to have the information translated for you to understand.

Safety

All children are supervised by staff at all times and are always in sight of a staff member.

Children are encouraged to be independent at toilet time and can easily access the toilets from the hall. However, some children need to be reminded or taken to the toilet regularly and we ensure that there is always a staff member to help when needed.

We would be grateful if the child's clothes are easy to pull on and off and are not new as they are likely to get messy!

A book is kept during each session for the recording of any accident / incident. Any child who enters Pre-School in the morning with an injury will be entered into the book and the parent/carer will be expected to sign to confirm the injury happened away from Pre-School.

A correctly stocked first aid box is available at all times.

All staff are aware of the system in operation for children's arrivals and departures and a staff member will be at the door during these periods. Children will only be allowed to leave the Pre-School with an authorised adult.

A password will be in place when a parent / guardian is unable to pick up their child, please refer to section on Uncollected Children.

All dangerous materials, including medicines and cleaning materials are stored out of reach of children. Children do not have access to the kitchen area.

Fire doors are kept un-obstructed at all times. The fire drill is held at least twice a month. Fire extinguishers are checked annually and staff, are aware how to use them correctly. Staff, do not walk about with hot drinks or place hot drinks within reach of children.

A register of both staff and children is completed as they arrive and when they leave Pre-School so that a complete record of all those present is available in an emergency.

No smoking is allowed.

Uncollected Children

If you have a problem and you know that you may be late to collect your child please speak to the manager or phone the Pre-School prior to 12:00 noon, so that we can be kept informed of what is happening about the picking up of your child.

If another person is needed to collect your child and they are not listed on your consent form we make use of an emergency code word system whereby you inform the Pre-School of a particular codeword which in turn has to be given to us by the person collecting the child. The child will not be allowed off the premises until the right code word is given and we are happy with the situation! We would also explain to your child who is picking them up and why, as this protects your child from uncertainties and from getting upset.

If a parent / guardian does not collect or phone to explain why their child has not been picked up within a reasonable time (which will be 1 hour after the end of the session, e.g. 1:15pm) and we have been unable to contact anyone authorised to collect the child we will contact the local social care team (0208 726 6400).

Please read the policy on 'uncollected children' displayed in the foyer along with all the other pre-school policies & procedures.

Also we are well within our rights to charge a fee of £1.00 per minute for the time that we spend looking after your child outside of the normal Pre-School hours.

Although this policy is in place within our Pre-School we really do hope we will never have to enforce this procedure.

Your Childs Health & Hygiene

Parents are asked to keep their children at home if their child is ill and to inform the Pre-School so that we can alert other parents if necessary (particularly relating to infectious diseases i.e. chickenpox)

Parents are also asked not to bring any child into Pre-School who has suffered from sickness or diarrhoea, until at least **48 hours** have passed since the last occurrence.

If your child has a cut or open sore, please make sure that this is covered with a plaster or similar dressing to prevent infection.

If your child is prescribed medication that must be taken whilst at Pre-School, it must be clearly labelled with your child's name, dosage and any instructions. The medicine will be recorded and a parental consent form will need to be completed.

If you find that your children have nits, then please keep them away from Pre-School until you are sure they are all gone. It is advisable to tie long hair back at all times, this will help to contain the nits.

During hot weather please ensure that you apply sun screen to your child's skin before they enter Pre-School as we are not allowed to do this. If you wish another application to be given while they are at Pre-School, then clear written instructions must be given to the staff and

attached to the bottle. We suggest that you provide a sun hat clearly marked with your child's name. We do have a limited number of spare sun hats for the children to use.

Health & Hygiene in the Pre-School

Children are taught to wash and dry their hands after using the toilet, to use tissues to wipe and blow noses and to shield their mouths when coughing.

Any spills of bodily fluids are wiped up and flushed down the toilet. Rubber gloves are always used and floors and other affected areas are disinfected. Spare underwear and other clothing are available, as are polythene bags in which to wrap soiled garments. First thing in the morning we wash the floor, toilets and hand basins with disinfectant. All the children's cups are sterilised. Towels and tea towels are changed daily. Children use paper towels to dry their hands to prevent the threat of cross contamination.

Diet

Children are offered milk or water to drink along with a variety of different fruits and vegetables and a dry option such as toast, bagels, pittas, breadsticks, fruit/malt bread or crackers each morning. The emphasis is to encourage healthy eating and therefore biscuits are only offered occasionally. The children are encouraged to decide independently when they require their snack. Milk provided for children is whole and pasteurised. Fresh drinking water is available throughout the morning if the children are thirsty.

We are very keen to ensure that any children with allergies or food intolerances are not made to feel different in any way. Therefore, we provide appropriate snacks that all children can eat!

We do not normally give the children sweets but parents are allowed to bring them in for their child's Birthday and these will be given out at home time only. (suggest Chocolate Buttons or Haribos)

If your child has an allergy, religious or a personal dietary requirement this should be noted on the registration form.

Funded Children

In the term after your child is 3 years old they are entitled to a funded nursery place, which will be paid by the Croydon Education Department. This will entitle your child to 15 hours of funded education per week for 37 weeks per year.

At Huntingfield, our sessions are currently 3 hours per morning, therefore 15 hours would cover 5 mornings. With effect from September 2017 an additional 15 hours of funding is

available to those 3-4-year olds who meet the criteria as described on the HMRC or Family space websites (as listed above). Unfortunately, at Huntingfield I CANNOT OFFER 30 hours of childcare as I am unable to use the premises in the afternoon but I can claim an additional 15 hours if your child is accessing the universal hours elsewhere. (please speak to me as this is confusing)

If you are eligible for funding then the appropriate forms will need to be completed & signed, this is organised by the Pre-School at the start of each term.

2-year-old funding is available for families who are in receipt of certain benefits. If you think you may be eligible then please check on www.familyspacecroydon.co.uk website. Alternatively, I am able to check eligibility so please advise me accordingly.

Fees/Payments

Each 3-hour session is currently £16.00. Payment is due at the beginning of each half term and payable in advance (applicable only to non-funded children). Payment by Bank Transfer only please. (bank details will be shown on the invoice) We also accept Childcare Vouchers set up by Employers-please check with us if applicable!

One month's notice is required if your child is leaving the setting.

If your child is off sick or on holiday fees will still be charged.

Lunch Club operates on Wednesdays from 12.15-1.29. The session is currently £5 (cash only please) payable on the day. Children need to bring their own lunch, including a drink, in a named box please.

On an annual basis, I request a contribution of £20 to go towards all the monthly extra-curricular activities that we provide at Huntingfield. Activities such as MAD academy, Mini Football, Musical Bumps, Phonic Stars, Cooking and our 2 parties (end of term & Christmas). An invoice will be given out either in September or when your child starts at Huntingfield.

Policies/Procedures

Our policies & procedures are regularly reviewed and updated, and they are readily available for parents / guardians to read in the foyer and on my website. The latest Ofsted inspection report (Jan 2018) and action plan are also available too.

Comments and suggestions from parents / guardians are always welcomed.

Parents / Carers

The staff and parent relationship is very important and we would like to feel that you can share and discuss any issues that may be affecting your child. We hope that we can work together to overcome any problems or worries that may arise.

Parents are kept informed of our topics, activities and learning aims (planning) through copies of the half termly & weekly planning, which is always on the parents' notice board. Also a half-termly newsletter and topic letter are sent home informing and updating parents. Our website is updated regularly & includes recent newsletters & relevant information.

We welcome parents into the setting to give additional support to the children perhaps by reading a story or simply just to play! All help is most appreciated.

Disclosure & Barring Checks (formerly CRB's) will need to be carried out!!

Complaints Procedures

We believe parents and children are entitled to expect courtesy and prompt careful attention to their needs and wishes.

A parent who is uneasy about any aspects of the Pre-School's provision should first talk over any worries or concerns with Elaine Back. If this does not have a satisfactory outcome within a couple of weeks, the parent has the right to contact the inspection unit on 0300 123 1231 and make a formal complaint.

Parents may also use this telephone number to contact Ofsted regarding any aspect of their child's Pre-School education and welfare.

Facebook

We have recently introduced a Huntingfield Facebook page. This is so we can update you immediately with current information and photographs of our morning-again not photos of the children, just the activity they may be enjoying!

To comply with GDPR regulations this is a closed group page!

Website

Please visit our website at www.huntingfieldpreschool.co.uk for further information and photos of the Pre-School. Photographs taken of the children while they are at Pre-School are not displayed on the site.