

**Opening Hours**

Monday

9.00 am – 12.00 pm

Afternoon Session 12pm – 3pm

Tuesday

9.00 am – 12.00 pm

Afternoon Session 12pm – 3pm

Wednesday

9.00 am – 12.00 pm with lunch club 12.00 pm – 1.00 pm

Thursday

9.00 am – 12.00 pm

Afternoon Session 12.00pm –3 .00pm

Friday

9.00 am – 12.00 pm

We also operate a daily Breakfast club between 8.30 – 9am

Scribbles Pre-School

Prospectus

Contact Us:-

The Small Village Hall, High Street, Leigh, Tonbridge, Kent, TN11 8RL

Tel: 07545 181325 (Setting Phone Number)

Email: [scribblespreschool@ymail.com](mailto:scribblespreschool@ymail.com)

September 2022 version

## Inside this booklet you will find information relating to:-

## The Early Years Foundation Stage Curriculum

## Our Aims

## The Pre-School Policy and Procedures

## Information in regards to your Child’s Attendance

## Staff and Fee Structures

## Welcome

**Early years prospectus**

Scribbles Pre-school’s Early Years Prospectus for Parents

The Small Village Hall, High Street, Leigh, Tonbridge, Kent, TN11 8RL

scribblespreschool@ymail.com

Welcome to Scribbles Pre-School and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Scribbles, our routines, our approach to supporting your child’s learning and development and how we aim to work together with you to best meet your child’s individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

**Our setting aims to:**

* provide high quality care and education for children below statutory school age;
* work in partnership with parents to help children to learn and develop;
* add to the life and well-being of the local community; and
* offer children and their parents a service that promotes equality and values diversity.

**Parents**

You are regarded as members of our setting who have full participatory rights. These include a right to be:

* valued and respected;
* kept informed;
* consulted;
* involved; and
* included at all levels.

**Children's development and learning**

We aim to ensure that each child:

* is in a safe and stimulating environment;
* is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
* has the chance to join in with other children and adults to live, play, work and learn together;
* is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
* has a personal key person who makes sure each child makes satisfying progress;
* is in a setting that sees parents as partners in helping each child to learn and develop; and
* is in a setting in which parents help to shape the service it offers.

*The Early Years Foundation Stage*

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

* *A Unique Child*

Every child is a 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, parents and carers.

* *Learning and Development*

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

**How we provide for development and learning**

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

*The Areas of Development and Learning comprise:*

* *Prime Areas*
* Personal, social and emotional development.
* Physical development.
* Communication and language.
* *Specific Areas*
* Literacy.
* Mathematics.
* Understanding the world.
* Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. [Our/My] programme supports children to develop the knowledge, skills and understanding they need for:

*Personal, social and emotional development*

* making relationships;
* self-confidence and self-awareness; and
* managing feelings and behaviour.

*Physical development*

* moving and handling; and
* health and self-care

*Communication and language*

* listening and attention;
* understanding; and
* speaking.

*Literacy*

* reading; and
* writing.

*Mathematics*

* numbers; and
* shape, space and measure.

*Understanding the world*

* people and communities;
* the world; and
* technology.

*Expressive arts and design*

* exploring and using media and materials; and
* being imaginative.

**Our approach to learning and development and assessment**

*Learning through play*

Being active and playing supports young children’s learning and development through doing and talking. This is how children learn to think about and understand the world around them. We/I use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

*Characteristics of effective learning*

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

* playing and exploring - engagement;
* active learning - motivation; and
* creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

*Assessment*

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children’s achievement based on our on-going development records. These form part of children’s records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

*The progress check at age two*

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child’s development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child’s key person is responsible for completing/I complete the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

**Records of achievement**

We keep a record of achievement for each child. Your child's record of achievement 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.

Your child's key person will work in partnership with you to keep this record. To do this you and she will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

**Working together for your children**

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

* give time and attention to each child;
* talk with the children about their interests and activities;
* help children to experience and benefit from the activities we provide; and
* allow the children to explore and be adventurous in safety.

The staff who work at our setting are:

|  |  |  |
| --- | --- | --- |
| **Name** | **Job Title** | **Qualifications and Experience** |
| Ellie Armstrong | Manager | 7 Years’ Experience  DSL  Children’s Care Learning and Development Level 3  Leadership and Management Level 2  SENCO trained |
| Marie Armstrong | Deputy Manager | 20+ Years’ Experience  Children’s Care Learning and Development Level 3  Leadership and Management Level 2  Lead SENCO |
| Michelle Watson | Nursery Practitioner | Level 3 Early Years Educator |
| Jemma Carolan | Nursery Practitioner | Level 2 Early Years Educator |
| Zia Former | Apprentice |  |
| Chloe | Apprentice |  |

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| --- | --- | --- |
| We are open for | 38 | weeks each year. |
| We are closed | Weekends and School Holidays |  |
| We are open for | 5 | days each week |
| The times we are open are | Monday, Tuesday and Thursday 9am – 3pm.  Wednesday 9am – 1pm  Friday 9am – 12pm |  |

**How parents take part in the setting**

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

* exchanging knowledge about their children's needs, activities, interests and progress with our staff];
* contributing to the progress check at age two;
* helping at sessions of the setting;
* sharing their own special interests with the children;
* helping to provide and look after the equipment and materials used in the children's play activities;
* being part of the management of the setting where appropriate;
* taking part in events and informal discussions about the activities and curriculum provided by the setting;
* joining in community activities, in which the setting takes part; and
* building friendships with other parents in the setting.

**The parents' rota (Paused due to Covid)**

Our setting has a dated rota which parents can sign if they would like to help at a session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

**Joining in**

Joining the rota is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to play the clarinet for the children, show pictures of the neighbourhood, and show the children their collection of shells.

We welcome parents to drop into the setting to see it at work or to speak with the staff.

**Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

**Key person and your child**

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

**Learning opportunities for adults**

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Pre-school Learning Alliance, through *Under 5* magazine and other publications produced by the Alliance. The current copy of *Under 5* is available for you to read. From time to time we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.

**The setting's timetable and routines**

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

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

**The session**

We organise our 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. 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 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 playroom(s).

**Snacks and meals**

We make snacks a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly.

**Clothing**

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

**Policies**

Our staff can explain our policies and procedures to you. Copies of which are available within the setting/website.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents 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 our setting to provide a quality service for its members and the local community.

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The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

**Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual ‘significant harm’. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

**Special needs**

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

|  |  |
| --- | --- |
| Our Special Educational Needs Co-ordinator is | Marie Armstrong |

**The management of our setting**

|  |  |
| --- | --- |
| The setting is owned and governed by | Youngstars Nurseries Ltd (Directors John Wardle & Neal Chamberlain) |

Our setting has a parent support group. This group is made up of, and elected by, the parents of the children who attend the setting. In our setting we share with this group, some of the tasks involved in managing the setting.

**Fees**

The fees are £6 per hour payable half-termly. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time talk to setting manager Ellie Armstrong.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three and four-year olds; where funding is not received, then fees apply.

A separate “Schedule of Fees” will be issued to you when your child’s placement has been offered and accepted.

**Starting at our setting**

*The first days*

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the Role of the Key Person and Settling-in is enclosed with this prospectus or is available from Jessica Green.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.

**Concerns and Complaints Procedure**

Our pre-school believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our services and will give prompt and serious attention to any concerns about the running of the pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve a satisfactory result, we have a procedure for managing complaints.

If you have any concerns about any aspect of the pre-school please speak to one of the management team.

We aim to bring all concerns to a satisfactory conclusion for all of the parties involved. For further details please read our complaints policy.

**Medication/Allergy Policies**

Staff are able to administer prescribed medication, including asthma inhalers, only if written consent has been received and a health care plan has been completed.

Please inform staff if your child has any allergies or specific dietary requirements. Staff will notify all parents in severe allergy cases for support in minimising the danger food/item being used in pre-school. PLEASE NOTE THAT NUTS ARE NOT PERMITTED IN LUNCH BOXES at pre-school.

**Sick Children Policy**

Sick Child

We take the health and well being of all our children very seriously, whilst we understand the difficulties of being asked to collect your child at short notice, we only contact you if we consider it necessary and would appreciate your co-operation if your child is ill.

Exclusion

The following conditions all require your child to remain at home until he/she is recovered. PLEASE DO NOT bring your child to Pre-School if they have symptoms of any of the following:

* acute skin rash
* conjunctivitis
* Diarrhoea
* Vomiting

(Children must stay at home for a period of 48hours following a case of diarrhoea and vomiting, this is to reduce spreading illness to others in the setting.)

* Oral Thrush
* Infectious diseases i.e. Chicken Pox, Measles etc. (Please see full policy for guidelines in regards to incubation periods/exclusion periods for Chicken Pox)

If any child is suspected as having any of the above, you will be contacted. We will ask you to collect your child as soon as possible to avoid the risk of infecting other children. We would also ask you take your child to the doctor for confirmation (with the exception of diarrhoea and vomiting for short periods). If other parents need to be informed, a memo will be sent out (keeping your child’s name confidential)

* Headlice and Threadworm are common childhood complaints. If your child contracts either of these, we would advise you to seek advice from your doctor, or pharmacy on how to treat and manage these.

Finally, thank you for taking the time to read this information pack. If you do however have any more concerns or questions please do not hesitate to ask, either in person to one of the team, or through the contact information on the front of this pack.

We hope that you and your child will be an established part of Scribbles Pre-School.