

Teynham Community Pre -
School

“Laying the
foundations of
learning for life”

Prospectus

2017 -2018 edition

Welcome to Teynham Community Pre – School, we are an independent provider which was established more than 40 years ago. We follow the Pre School learning alliances constitution and are a registered charity.

We very much look forward to welcoming you to Teynham Community Pre-School and hope that this booklet provides you with all the information that you will need to know. We appreciate that starting or moving to a new Pre – School can be a daunting experience for everyone so if you have any questions then please do get in contact ☺



On the 19th April 2016 we were inspected by Ofsted and received our third outstanding Ofsted inspection.

Setting ethos

Here at Teynham Community Pre – School we feel it is important to have an ethos that makes us individual our ethos is:

Teynham Community Pre School is committed to providing all children a varied education in safe and stimulating environment, with qualified and passionate staff to cater for each child's individual needs.

We strongly uphold the view that parents play an essential role in their children's education and we aim to ensure we involve everyone at every stage of their child's progress through the provision.

We are an outstanding committee run organisation who works with parents, committee members, Teynham School, the local community and outside agencies to provide the best start for your child.

Meet the team

One thing that Teynham Community Pre –School prides themselves on is our established and qualified staff team throughout this booklet we will be referring to staff names so this page lets you meet the team and get to know the staff.

Kelly Southern – Setting manager - SENCO – Hi I'm Kelly and I am the manager at Teynham Community Pre – School I have been the manager since 2010 and I have enjoyed implementing many new ideas. I ensure that the setting is running according to the Pre School learning alliance and the Early Years Foundation Stage curriculum. It is also my job to oversee the general day to day running of the Pre – School and ensure that the setting is safeguarding all children. I am not counted in Ratios and can often be found in the office. I hold a level four certificate in Early Years developing practice as well as a leadership and management accreditation through Christchurch University. I am currently at university for one day a week completing my Foundation Degree in Early Years' Education and Care. I am also SEND qualified and support the settings SENCO.

Rachel Ivory – Deputy Manager, Health and safety, and early year's educator – Rachel has been a member of the Pre - school team for 14 years. Rachel is a key person and works in session 100% of the time, she is responsible for the daily running of the sessions, planning, and well - being and involvement audits in the setting. Rachel is also responsible for the health and safety of the setting she completes audits on the setting to ensure that it is safe for children and parents that access the provision.

Miranda Stratton – SENCO – Miranda has had years of experience working with children including those that have additional needs, Miranda supports the staff in the setting to complete the necessary paperwork and additional targets for children with additional needs. If you have any concerns about your child's development Miranda is the person to talk to. Miranda is also an early year's educator and has responsibility for a key group of children within the setting.

The remaining staff, **Louise Crossley, Sally Smith, Kyra Hunter, Emily Stock and Leanne Cozens** are responsible for a key group of children in the setting but at present have no additional roles. They are all qualified to level 3.

Karen Samworth and Nicki Randall are our early years assistant's Karen and Nicki do not take responsibility for a group of children but they will support in the setting where needed. They are also there to cover staff absences.

All of our staff are first aid trained this qualification is re completed every three years to ensure that knowledge is fresh. With first aid, safeguarding, child protection and food handling are also completed every three years.

Session times and fees:

We take children from 2 ½ until school entry, we are only open during term times and there will be five additional staff training days during the year in which the setting will be closed. (You will be informed well in advance of the academic yearly calendar)

There are three options when it comes to paying for your child's sessions:

1. **FF2 (Free For Two Funding)** – this is funding for 2 year olds the funding is eligible to some families not all, please come and talk to us and I can enquire on your behalf to see if you are eligible. The Free for Two funding is for 15 free hours at the setting. (Please note although the free for two funding is eligible from your child's second birthday we do not take children until 2 ½).

2. **Government funding** – Government funding is **for every child** the term after their 3rd birthday; the funding is for 15 hours a week. The setting will be responsible for sorting out the claim on your behalf but you will be required to fill out a parental declaration for the sessions your child will be doing. You may choose to purchase further sessions on top of the 15 hours, these will need to be paid for by you (see session costs below) however we may ask in busy periods for parents to withdraw from their extra sessions to allow room for children wishing to take up government funded places.

This chart shows when your child will be eligible for their government funding place remember every child is eligible for this funding unlike the FF2 funding:

A child born between:	Will be eligible to claim free entitlement in Kent for two years from:
1 st April & 31 st August (inclusive)	The start of Term 1 (Sept) following their third birthday, until statutory school age.
1 st September & 31 st August (Inclusive)	The start of Term 3 (Jan) following their third birthday, until statutory school age.
1 st January & 31 st March (Inclusive)	The start of Term 5(April) following their third birthday, until statutory school age.

3. The last option is paying for sessions, if your child is 2 ½ when they start and you are not eligible for the FF2 funding then you will have to pay per session. Likewise if you receive the FF2 funding or the statutory government funding but would like to pay for sessions on top of the 15 hours you will be charged as follows:

- 3-hour session = £16.00 (half a day) 8:50 – 11:50 or 12:00 – 3:00pm
- 6-hour session = £32.00 (full day) 8:50 – 3:00pm

Note: there will be no additional costs on top for lunch the costs seen are the only charges that we ask for per session.

30 hours – As a setting we will not be offering the 30 hours, this funding is for working families when their children reach 3 / 4 however we can accommodate and support you and your child is splitting this funding between another local setting for example 15 hours with us and 15 hours with another provider.

Opening hours:

Monday – 8:50 – 3:00pm

Tuesday – 8:50 – 3:00pm

Wednesday – 8:50 – 11:50am

Thursday – 8:50 – 3:00pm

Friday – 8:50 – 3.00pm

We are flexible with session we do full days and half days for example you might like afternoon sessions or a mixture of full and half days. Come and talk to us and pending spaces we will accommodate your needs.

So, what is Pre – School??

A big question that most parents have is what exactly is my child going to be doing? Our sessions are set up to ensure that the children have time to explore and learn using their own leads. Our environment is very child friendly for all age ranges and allows the children to play with what

they want. We have a large outside area which also gives the children plenty of space and room to explore and encourage their physical development.

Our main aim at pre-school is to encourage the children to become independent and build upon their own interests to develop their learning journey. Each child's key person will personally set targets and next steps for each child depending on their current age and stage of development. We will always talk to you on every step of the journey so you can help support learning at home.

Our sessions start with a whole group circle time so the children can all be told about the day it is also our opportunity to sort lunches and ensure that we have all children accounted for in the setting. After circle time which consists of songs, stories and jolly phonics etc. the children can go into free play. Each member of staff will take it in turns during the course of the week to plan and implement an experience this can be anything from cooking, to craft activities to physical games; the children in the session will be encouraged to join in. During the course of the session there is also a snack bar running for an hour. The children can go when they are ready to have a small nutritional snack normally a piece of fruit and a carbohydrate and a drink again this is a brilliant time for encouraging independence. (The snack menu will be displayed in the setting).

Toward the end of the morning the children will be encouraged to tidy up the setting and they will then come together for another large group time. We will then sing goodbye to children who are only in for the morning and get the all-day children ready for lunch, when the children have gone home and the morning children settled to lunch we will then open the doors for the afternoon session, please note the afternoon children will come and join lunch time so a lunch will need to be provided. The afternoon session will then follow the same pattern as the morning but we will plan different experiences so the all-day children do not repeat the same activities. Please be cautious of the time when dropping your child off at lunch time we will not open the door until 12pm as we need to ensure that the all-day children are settled.

Before your child starts:

It's a good idea to prepare your child before they start this page will have a few hints and tips on how you could prepare your child:

1. **Bring them in to meet us!** – We are a very friendly setting we encourage parents to bring children to the setting prior to them starting so they can have a look around and meet some of the staff. It's also nice for us to see your child before their first day with us. Give us a call and we will be happy for your child to come with an adult to have a look around the setting. We only advise a 15 minute visit so it's not too overwhelming for your child.
2. **Talk to your child about Pre – School** – build your child up to their start day by talking about us, get them prepared for coming to Pre -School and how they will stay but mummy or daddy will come and collect them at the end of their session. If you have visited beforehand you can talk about the setting with them for example “do you think you will enjoy making pictures in the craft area?” or “They had lots of cars do you think you will play with them?” this gets the child thinking about Pre – School.
3. **Be confident!** – it may be the hardest thing you have had to do and for some it can be the first time you have left them with anyone else but don't put your worries onto your child, if mum or dad is upset or anxious your child will pick up on this to. It may be hard but stay strong stay positive and be brave. We will always phone you at any time or you are more than welcome to call at any time to find out what your child is doing, and trust me the majority of the time your child will be smiling and laughing by the time you have got back to your car. 😊
4. **Always say goodbye** – some parents will see that there child is happy and want to sneak out the side door, we advise all parents to always say good bye it builds trust and confidence for your child and they will be prepared that you are leaving rather than feeling like mummy or daddy have just left me here.
5. **Allow your child to bring along a home comfort** – for the first few visits it might be a good idea to bring something that your child is familiar with at home for example a teddy or a blanket etc. this can be reassuring for a child and it's something we can use to help comfort your child if they become distressed.
6. **TRUST US** – it's very hard to trust a bunch of people you have only just met with your most precious belonging your child, but we are trained to work with children and have years of professional but also personal experience with settling children. We will help your distressed child anyway we can and we promise you we will not leave your child in distress if it becomes too much we will phone you to come back. We can then work together on a new strategy on settling your child into Pre – School we have yet to be defeated 😊

What do I do on the first day?

After you have been in and spoken to us, you will receive your welcome pack in the post in this pack will be a copy of all the information that we would like you to read prior to your child

starting with us. (Additional information will also be on our webpage) There will also be a copy of the registration forms that MUST be returned on your child's first day

NOTE: You cannot leave any child with us if you have not filled in the registration forms.

In your welcome pack will be a letter which will outline the agreed sessions and the start dates, if your child is not government funded there will also be two agreed dates, for you to come and stay with them these sessions will be free of charge. We advise that you stay for these sessions to ensure that your child feels comfortable but you can also get to know us and our routines so you feel comfortable leaving your child alone with us.

We do not have a settling policy as every child will need different support, we will work with you and decide a plan of action you might stay for a few sessions then leave you might want to stay for a few more it will all depend on how your child is settling.

Every child's parent will be required to stay for at least the first 30 mins on your child's first day this is to go through the registration documents with your child's key person and to start their learning journey.

When you first arrive you will be asked to wait in the corridor before we open up the doors, we will then open up at 8:50am for morning sessions or 12:00pm for afternoon sessions. Kelly or a committee member will be sitting on the registration desk even if your child slips past you can you please stay in the line to ensure that you have registered your child as present. Your child will then go to their tray to get their self-registration balloon and this will be put on the wall. Your child will then go through into the second room to join the session, always ensure that your child is in the second room before you leave.

Your child's key person will be around to chat to if you have anything that you would like to discuss.

It's always helpful to come in and visit prior to your child's first day this way you can get a feel for the setting and ensure that you know where to come on your first day, making it less daunting for you and your child.

Uniform and suitable clothing:

We do not enforce a set uniform for our children, all we ask is that they wear practical clothing, for example shoes that your child can do themselves i.e. Velcro not laces. Your child will be taking part in a range of experiences with us for example paint, and messy play activities as well as having the opportunity to explore the garden, so please ensure that clothing is not brand new or expensive as we cannot be held responsible for any clothes that get damaged or marked. We will provide children with aprons and suitable clothing to be outside but this is not 100% effective as you well know.

However if you would like a uniform for your child this is fine, some children do some don't. Some parents said it helped the child distinguish days when they were going to Pre –School and days when they wasn't, some of the children with siblings also found that they liked to be the same as their brothers and sisters and wear a uniform.

We sell Teynham Community Pre –school, polo T-Shirts, jumpers and fleeces. The fleeces are becoming increasing popular as they are more versatile for outside colder weather and the zip enables children to have some independence at putting it on and off themselves.

T-Shirts – £7.50

Jumpers – £9.00

Fleeces - £11.00

We have a variety of sizes in stock however we can order some in if we do not have what you need available. You are welcome to come in before your child's first day to collect some uniform if you would like it, it is advisable to phone prior to coming in to ensure that we have what you need in stock.

You do not have to buy from us plain sweatshirts and polo's etc. are fine I know lots of department stores also sell them quite cheap.

Role of the key person:

Each child will be assigned a key person ready for their first day, the key person will be the one that will build up your child's unique journey while they are with us. Although all staff work with all the children, your child and their key person will build up a special relationship they will work on next steps together and do small group work.

Your child's key person will be the main point of contact for you should you have any questions or queries or have something you would like to share. If your child's key person is not present all staff work with your child so feel free to talk to anyone of them, and be assured that information you share will be passed on.

If you have a more urgent matter or something that you would like to talk through in more detail with your child's key person then you can request a meeting and they will book a time when you can have a more open discussion.

Your child's key person will meet with you initially on their first day then roughly six weeks after they start they will meet with you again to discuss how they have settled in and set next steps with you. After this time your child's key person will meet with you every two terms, (September, January, April) to discuss progress and overall development.

Your child's key person will be responsible for keeping all the records on your children and building up their "My Unique Progress" folder which will contain lovely observations about your child and photos of things that they have been doing. Your child's key person will have these as they will be updating them regularly but whenever you would like to take a look or share it with family then please just ask and they will be happy to give it to you. All we ask is that you take good care of it and it gets returned so they can continue to update about your child's progress. The folders will be proudly passed to you on your child's last day with us as an ongoing memory of their early education.

Please do send in work and photos from home, staff love to add these to your child's folders and it's a great keepsake for years to come. The more input you have in these folders the more you will have to cherish.

If you would like to see an example of a folder that is well established then please do ask to see one on your settling visit it will give you a good indication of what to expect when your child has been with us for a while.

Home time / collections:

Morning collection time is 11:50 am and afternoon collection time is 3:00pm, we ask that all parents are prompt at collection time as it does have a knock on effect. If you are late collecting at lunch then we cannot allow our afternoon children in and if you are late collecting at the end of the day then it means we have to pay staff to stay for additional time which could mean you end up with a fee to cover these costs.

We understand that sometimes running late is going to happen, and for one off occurrence's an apology is all we will be after, however if it is an ongoing problem then we will ask for you to pay for the additional time that your child is with us. We will give three warnings before we start to charge, if the problem then still continues we may have to withdraw your child from sessions.

A courtesy call is always helpful just to let us know that you are on your way and a rough estimate of the time you will be with us. You can call us on 01795 522004.

Please note that after 45 minutes of non-collection and we have not been able to obtain contact with parents/ carers we have to follow our safeguarding procedures which involves contacting social services for failure to collect a child. (See safeguarding policy)

At collection time we ask parents to wait in the corridor until a member of staff opens the door to let you all in. Rachel or Emily will be sitting on the registration desk to talk to parents with regards to any accidents or incidents, please check there is nothing for you to sign before you go through. The children will then be called through when we can see a parent waiting. We ask that parents do not go into the second room at collection times for safeguarding reasons.

Generally when you arrive the children will be taking part in a story /group times we ask that parents don't stand at the outside windows to watch as it can be a distraction to the children. There will be plenty of opportunities for you to come in and share group times with your children.

Partnerships with parents:

At Teynham Community Pre –school we pride ourselves on our partnerships with parents, we like to ensure that parents are kept informed and as involved as possible with their child’s time with us.

We will regularly send out newsletters to keep you informed of what is planned or what has been going on at Pre –School, the committee will also send out newsletters to keep you updated on our fundraising and planned fundraising events.

The main point of contact with parents at present is our website we update daily information that you need to know. We are hoping soon to have all our information on the website to cut down on the amount of paper that we are sending home. The website is also mobile compatible so it is easy to check – just like Facebook!!!

www.teynham-preschool.co.uk

We will throughout the year invite parents in and run workshops on themes such as healthy eating and internet safety. Please attend if you can we run them to support you and keeping your children safe at home etc.

Your child’s key person will build up a relationship with you as well as your child so share anything with them from things that you are doing to any exciting happenings in your family for example a new baby, moving house, going on holiday. It’s nice for us to be able to talk to your children about relevant things, we can also help prepare for those times that may be difficult for a small child to accept for example a death in the family. The more you share with us the more we can support you and your child while they are with us.

A previously mentioned anything you do at home for example a painting, drawing, some mark making then bring them in to share with us, we can always take a photocopy so you can take the original home but we also like to put work from home in your child’s MUP folder along with any photos etc. If you would like to email some photos across then please feel free our email address is:

info@teynham-preschool.co.uk

Support we can give you:

At Teynham Pre –School we love learning to continue at home, to make this easier for you we have various resources to support you:

Pip – Partnerships in practice



PIP is our penguin pre-school mascot, he stands for “partnerships in practice” which as it suggests is our way of ensuring parents and the Pre –school have strong partnerships. PIP has created activity packs linking all seven areas of the EYFS from cutting skills to early literacy skills. Your child’s key person will send these packs home linking around your child’s targets or skills that we feel need a little more practice. The pack will include everything you need to be able to further learning at home as well as a card that explains to parents how this activity links to the EYFS. The children and parents have loved these packs and it really encourages parents to extend learning opportunities at home. This is free to take part in all we ask is that parents /carers return packs as they are given to you.

High frequency word packs:

As your child is nearing the end of their time with us and they become a riser one of the things they will start learning is high frequency words this is a list of words that children become familiar with to aid them in learning to read. We have lovely packs with all the high frequency words on a key ring, there is also a laminated list for parents. Again this scheme is free and your child’s key person will approach you when they feel your child is ready. All we ask is that you sign the pack out so we know who has them and return it at the end of the academic year or when your child leaves us.

Jolly phonics

Jolly phonics is a great way of your child learning their letters and the sounds that they make. We have a CD that parents can take home to play in the car etc. reinforcing the sounds of the letters. Each letter has its own little rhyme with the sounds repeated so children pick it up. Jolly phonics doesn’t follow the alphabet for example a-z it goes in the order of how children start to learn to read. Schools will do a lot of work on Jolly phonics in reception years so again if we feel your child is ready we will give you the resources to be able to start the basics with your child. This again is a free scheme all we ask is that the CD’s are returned at the end of your child’s time with us so other parents can borrow them.



Sounds book pack

Our last scheme that we have is a sounds book pack, the pack includes a book with letters of the alphabet in and a guide to show children how to form their letters. As the children need to write in the books we ask that parents purchase these but they are yours to keep. The pack contains the book a writing pencil for your child and a sheet explaining to parents what they need to do. We charge £2.00, but these are ideal for risers or children who are keen to begin to write their letters. It also has pictures for each letter that the children will enjoy colouring.

Social networking:

We have decided not to be on any social networking site for example Facebook or Twitter, we find that we don't have the need and our website has everything that we need to be able to share news and promote ourselves.

Some of the staff however are on social networking sites, can I please ask that you do not add staff as friends we like to keep work and personal lives separate, if you are preexisting friends before your child joins then this is fine but it is a directive from KCC to ensure that correct procedures are followed with regards to social networking. Staff have signed a social networking contract and they know that any wrong doing on these sites can result in dismissal so please do not put them in an awkward position.



Committee:

We are a committee run Pre –School this means that we need parents to sign up and become a committee member in order for the Pre –school to remain operational. Being a committee member requires some of your time to ensure that the Pre-school is running as it should and to assist other committee members in fundraising to make sure that we can continue to improve our service and afford to replenish resources and art stock.

The committee is made up of the following officers:

- ❖ Chair
- ❖ Vice chair
- ❖ Treasurer
- ❖ Secretary
- ❖ Other officers.

The chair role, vice chair, treasurer and secretary roles do require additional duties. If you are interested in becoming a committee member then please talk to a member of staff who will be able to point you in the right direction. Being a committee member does come with its responsibilities but it is also a great way to make new friends and help to support your child's provision.

To become a member there is some paperwork that needs to be filled out and the Pre –school will have to apply for a CRB (now known as DBS) check to ensure that you are suitable to be around children on the Pre –School site.

We ask parents to join up for a year, the year runs from March to March and ties in with the annual AGM. We have had many people join the committee who have stayed for several years even after their children have moved on because they have enjoyed it so much. Our previous chair has also gone on to complete her level 3 in early years because she enjoyed being part of the Pre –School team.

It takes parents like YOU though to step forward and come onto the committee like previously stated if we do not have enough parents step forward at the AGM we will not be able to remain open.

Policies:

As with every establishment we do have our policies and procedures these are there to ensure that everyone is clear of how we work and how we operate. Our policies range from the very important child protection policies to weather policies and late fees. All of our policies are available to read in the corridor however don't stand out there it could take a while if you want to read any of our policies then please ask and we will be happy to either print you a copy or email the ones you require over to you.

All our policies are reviewed yearly to ensure that they meet current practice and guidelines with regards to early years. Any new policies that come into place after your child has started will be sent home in paper form after they have been agreed and adopted by the committee.

If you are unsure of anything then please just ask and we will clarify it for you.

Illness / medical conditions:

It is our policy and a directive to ask that parents keep children off for 48 hours after their last occurrence of sickness and diarrhea. This is to ensure that the bug /illness has passed and to ensure that it is not going to be passed onto anyone else.

In the corridor you will find a list of common illness and the period in which children are required to be kept away from the setting.

There is no time frame to keep children away with regards to coughs and colds etc. but please think is your child well enough to be here?? Can they wipe their own noses and cover their mouth when they cough?? Or do they need a day away just to recuperate and feel a little better. Coughs and colds will continue to spread if children are not given the time to get better. Another way to look at it is if your child comes in poorly and it spreads around the setting our staff can also come down with it if they are not well enough to attend then we may also have to shut due to being under ratio. I know it can be difficult for working parents but we are just thinking of your children and whether they are well enough to be in this kind of environment.

Ofsted and QM:

We have to ensure that we abide by Ofsted and their rules. To ensure that we are complying they will come to inspect us every few years. Our most recent inspection was April 19th 2016.

For our past three consecutive Ofsted inspections we have been graded an “outstanding” in all areas, something which we are very proud of.

Our previous Ofsted reports can be found on the Ofsted website@ www.ofsted.co.uk you then search for an inspection report by typing our name into the search bar.

During the academic year of 2012 the setting also went through another inspection and monitoring process call the Kent Quality Mark (KQM) the setting worked really hard for the year showing to inspectors and advisors from KCC how we are meeting the needs of all our children and improving our setting to ensure all children can access the environment and progress while with us. We were awarded this accreditation and have the pleasure of displaying the plaque in our setting and on the website. Sadly the accreditation is only valid for another year, however we are already in the process of signing up to another accreditation to ensure that we remain an outstanding setting.



What to do if you have a complaint:

We would like to think that if you had a complaint you would feel that you could come to us and discuss your problem. We have an open door policy and would like to think that we are approachable.

However another way you can complain is straight to Ofsted directly, if they feel the complaint is putting children at our setting at risk or we are not complying with the registration details then they can come out and inspect us directly to get to the bottom of the complaint. Other minor discrepancies may be able to be addressed over the phone by talking to the manager or the person the complaint involves.

We would like to think that Ofsted would be your last port of call if you do not feel that we have sorted your problem accordingly.

The contact details you will need to complain directly to Ofsted are listed below:

Phone: **0300 123 1231**

Or you can write in your complaint to:

Ofsted Early Years

The national business unit

Piccadilly Gate,

Store Street

Manchester

M1 2WD

Last words:

We hope that this booklet has given you more of an insight to how our pre –School operates and weather you feel this is the right place for you and your child to attend. The way in which you can 100% get a feel for how we operate and what we are about is to come and see us. We advise that parent’s book just to ensure that there is someone available to show you around however if you would like to just turn up then this is also fine, we don’t change what we do just because people are coming, what you see is how we are.

The past few years we have found our spaces going very quickly so my only advice is to get thinking well in advance and get your name down on waiting lists as we would hate to disappoint, however we are tied with the amount of children we can take and will not take over this amount, once we are full we are full. Please refer to our session’s section on the website which will give you an indication of how full we are.

If there is a question that you do not feel is answered in this booklet or something that you would like more clarification on then please do ask. You can email us, using the link on the website or you can phone us directly. (01795 522004)

We hope that you like what you have seen of us so far and we look forward to welcoming you and your family into the setting.

