

Mulberry Court Pre-School



Parent/Carer Information pack

Mulberry Court Pre-school, Wymering Methodist Church, Sixth Ave, Cosham
Hants, PO6 3PD

Owner/Pre-School Manager: Mrs Janet Robson
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Our Aim is: -

1. To support the development, care and learning needs of children under statutory school age
2. To provide a safe, secure, happy, active, fun and stimulating environment
3. To work within a framework this ensures equality of opportunity for all children and families.

We offer your child: -

1. A specially tailored curriculum leading to approved learning outcomes
2. Individual care and attention made possible by a high ratio of adults to children
3. Fun and friendship with children and other adults
4. The support of a personal key-person.

Our pre-school is open at the following times: -

Term Time Only

Monday	09-00 am to 2pm
Tuesday	09-00 am to 2pm
Thursday	09-00 am to 2pm
Friday	09-00 am to 2pm

Our pre-school offers education and care for children aged 2 years to rising 5's

Curriculum: -

Within the group, all children are supported in developing their potential at their own pace. Our keyworker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum, The Early Years Foundation Stage and prepare them for the National Curriculum, which begins at Year 1 in primary school.

There are 7 **Areas of learning and development**

3 Prime areas, These are:-

Personal social and emotional development:-

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also take part in the life of the group, sharing and co-operating with other children and adults,

Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others.

All children are given opportunity, as appropriate, to take responsibility for themselves and also for the group, it's members and property.

Physical Development:-

A range of equipment and opportunities allow children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing.

At the same time, children are helped to develop the fine motor skills they will need to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

Communication & Language: -

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes.

Understand simple sentences, e.g. put your toys away and then we'll read a book.

Understand 'who', 'what' 'where' in simple questions.

The Children begin to understand why and how questions, and respond to simple instructions e.g. to get or put away an object.

And 4 specific areas: These are

Literacy;-

Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories and pictures.

Mathematical Development: -

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

Understanding the World: -

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. There will be a wide variety of learning opportunities to develop knowledge of the world and to encourage the children to develop positive images of people of different cultures, colour, religion, gender and special needs. A range of safe and well-maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Expressive Arts and Design:-

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role-play, both individually and as part of a group.

Adult Resources: -

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child.

1 Adult -8 children aged 3 to rising 5's

1 Adult -4 children if younger than 3

Key-person:-

Our key-person system gives each member of staff particular responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. In addition, the key-person is in a position to tailor the group's curriculum to the unique needs of each individual child. The key-person

maintains links with the parents through record keeping ensuring that all children are supported in reaching their full potential.

Staffing & Training:-

The Majority of our staff are qualified at level 3, those that are not yet at level 3 are qualified level 2 and future training is being undertaken or is planned. All staff are DBS checked, some members of staff hold specialist duties which are displayed on the notice board.

The role of parents: -

Mulberry Court Pre-school recognises parents as the first and most important educators of their young children. Our pre-school aims to support parents. Parents are welcomed:

1. You are welcome to stay with your child during the settling in period.
2. You will be invited to attend the Christmas Nativity, take part in cooking or craft activities. And on some occasions we go on trips to the shops or park so you will be asked to help.
3. You will be invited in each term to look at your child's learning journey and to make valued contributions.

Arriving at Pre-school:-

A member of the pre-school staff will be at the door to greet you, and if you have any medications to be administered these can be given to the pre-school staff member. She will ensure that you complete a permission for medicine to be administered form. Messages can also be given to the member of staff (i.e who is collecting your child/ early departure,)

Parents will need to sign their child into pre-school, giving time of arrival. Children will then collect their photo's, which are then attached to the welcome board in the large hall.

Nappies and Toileting

Mulberry Court welcomes children from the age of 2 years. If your child is in nappies, we ask that you bring in each session they attend, a named changing bag containing enough nappies, wipes, nappy sacks and any cream that you wish us to apply. If cream is to be applied, we will need a letter of written consent for us to do this.

We need to inform you that nappies cannot be disposed of within the setting. Nappies will be sent home for parent/carers to dispose of, so it is important that all bags are collected at the end of each session.

If your child is toilet/potty training. Please inform their key person and we will be happy to carry on their routine at pre-school. Please supply a few changes of underwear, trousers, skirts, socks and spare footwear in case of accidents.

Can I remind parent/carers that All children need to bring in a bag, clearly named, with a change of clothing each day.

Collecting your Child:-

Children must have a collection password, If your child's main carer is unable to collect your child from Pre-school and someone else collects your child, they must know the password, or we have been given their name. If they do not know the password we will not allow your child to leave the Pre-school with them, until we have contacted the main carer. Please ensure that all parties who may be collecting your child know what your personal password for your child is.

Children will need to be signed out, along with the time of departure.

Please take note of our Non collection of children policy, and Payment policy, in particular the reference to the charge to the parent/carers of £2.50 for every 15 minutes of late collection of a child. This payment may be waived at the discretion of the manager, only in extreme circumstances.

Absences:-

If your child is going to be absent from a session, it would be appreciated if parents informed the pre-school in advance.

If a child is absent without prior explanation. The Manager or Deputy Manager will contact the parent/carers to ascertain the reason behind this.

Regular absences from the pre-school could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The pre-school staff will always try to discover the causes of prolonged and unexplained absences.

Existing Injuries:-

When entering the pre-school, if a child has a visible mark, such as a scratch, graze or bruise. You will be asked to complete an existing injuries form, and a body map, stating how the child received the injury. We will require your signature. A member of the pre-school staff will also be required to sign form.

Medication:-

Medicines are not administered unless a Doctor has prescribed them and parents have given written consent.

A medicine book is maintained into which dosages and times will be entered. In a medical emergency, we will always try to contact the parents/guardians.

Parents must fully complete the section of the emergency contact form detailing any allergies and potential problems.

Sickness:-

Please inform the pre-school if your child has a contagious illness. as other parents may need to be informed. Please give your child plenty of recovery time after any illness before returning to pre-school.

If you child has a sickness/diarrhoea bug please do not return to pre-school for 48 hours after your child has been able to eat. This will promote a healthy pre-school for children and staff.

Equal Opportunities:-

At Mulberry Court we operate a policy of equal opportunities for all children. There will be a wide variety of learning opportunities to develop a healthy knowledge of the world and to encourage the children to develop positive images of people of different culture, colour, religion, gender, special needs and language.

Behaviour Management: -

It is fundamental to the life of the pre-school that the children learn to play and work together in a harmonious manner. Children are encouraged to work through disagreements among themselves with gentle intervention from staff where necessary. Children are talked to in a positive manner and under no circumstances will smacking, shaking or slapping take place. When anti-social behaviour continues, a time out policy will be implemented, called 'Thinking time' and the child encouraged to apologise afterwards. In extreme cases, the parents will be invited in to discuss and agree a way forward.

Health and Safety: -

Health and Safety legislation imposes responsibilities on both employer and employees for the health and safety of both those working and those affected by such work, in this case the children in our care.

We intend to provide and maintain safe and healthy conditions, equipment and systems of work for our staff, and to provide such training, information and instruction as they may need.

Where work related hazards are identified, appropriate measure will be taken to prevent and protect against such hazard. Everyone on the premises must accept responsibility for the health and safety of other persons who may be affected by their actions.

Our Health and Safety policy is kept up to date and reviewed regularly. An accident book is kept for accidents, in the event of a major accident happening the child will be taken to Hospital immediately and parent advised as soon as possible.

We operate a strict no-smoking policy both indoors and outdoors. This applies to all staff, volunteers, visitors and parents.

Child Protection: -

The Children Act 1989 & 2004 sets out a number of child protection principals which we, as a pre-school, are obliged to implement. The fundamental principle of the Act is that every child has the right to protection against any form of abuse. Everyone working with children must uphold this right. Child protection takes priority over relationship with the family, but confidentiality will be assured.

Complaints: -

Our work at the pre-school is a partnership between ourselves and children's parents and guardians, supporting each other to actively encourage the child's well being. We operate an open-door policy to enable informal resolution of difficulties. If, however a situation arises where a more formal approach is required, then a letter supporting the complaint should be addressed to the Manager of the pre-school. We will try to do everything possible to resolve the situation successfully.

Ofsted Early Years – Helpline: - 0300 123 1231

Special needs: -

We aim to provide equality of opportunity for all members of our group, and this includes children with special educational needs. The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs, and we operate in accordance with the government's Code of Practice on special educational needs. If you would like to discuss the group's ability to meet your own child's special needs, please talk to the pre-school leader. As a Pre-school we have written our own 'local offer' which sets out in detail how we would meet your child's additional needs. This is available to read, should you wish to do so.

Policies: -

Our policy statements are available for inspection at any time during pre-school hours. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Snack Time: - The pre-school provides your child with a drink of milk and a snack, If your child does not drink milk, your child will be provided with a drink of water. The pre-school offers a range of healthy snacks, please encourage your child to try the snacks. If your child is allergic to any foods please let the pre-school know. A list of allergens is displayed relating to the snacks we provide.
Sample of snack menu included in welcome pack.

Building: - The building is secure at all times, Fire drills are carried out half termly.

Management and Administration: -

Decision-making: -

The group is owned and managed by Mrs Janet Robson. The day to day running of the group is in the hands of the manager and experienced staff.

Fees: -

Fees are £5 per hour, payable in advance. Fees continue to be payable if a child is absent due to sickness or Holidays. In cases of prolonged absence, parents should consult with the manager about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees.

Nursery Education Grant: -

Currently the government provides funding for all children from the first term after their 3rd birthday.

E.g. If your child's 3rd birthday falls between 1/1/ and 31/3 you will be entitled to Funded sessions from 1/4.

Funding covers 15 hours per week this can be spread over the 20 hours we are open each week for a period of 14 weeks Autumn Term, 11 weeks Spring Term and 13 weeks Summer Term. Or your child can attend the whole week and there will be an additional charge.

Funding is also available for 2 year olds, starting the term after they are 2, providing a criteria is met.

Starting Pre-school: -

The first days: -

A child who is tense or unhappy will not be able to play or settle properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others, and parents should not feel worried if their child takes a while to settle.

What to wear: -

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable or not too new.

Could you please ensure that your child is wearing suitable footwear, your child will be involved in activities where they will be running, jumping and climbing, we find that trainers are most suitable.

It is good for children to practise the skills, which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they

want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

If your Child wears earrings, will you please ensure that while at pre-school they only wear stud earrings as hoop ones can get caught and cause distress.

As we have an outside area will you please ensure that your child wears a warm coat during the winter months and suitable footwear and clothing for wet days, also a hat for the summer months.

We hope that your child's time in pre-school will be a very happy and productive one.

If you have any queries or if we can be of any help, please contact a member of staff at any time.

The Pre-School employees are currently:-

Mrs Janet Robson - Manager/Owner

Post Graduate Certificate in Education - (Qualified Teacher Status)
BA (Hons) Education Studies and Training
Foundation Degree Early Years Care and Education
NVQ Level 2 in Early Years and Childcare
NVQ Level 3 in Early Years and Childcare

Miss Roxanne Smith - Deputy Manager/SENCO

BTEC National Diploma in Health Studies
Diploma for the Children and Young People's Workforce – Level 3

Mrs Lynda Elliot - Pre-School Assistant

NVQ Level 3 in Early Years and Childcare
NVQ Level 2 in Early Years and Childcare

Miss Donna Glover - Pre School Assistant

Certificate for the Children and Young Peoples Workforce – Level 2.
Diploma for the Children and Young Peoples Workforce – Level 3.

Miss Abby King

Early Years Educator - Level 2

Miss Amy Budd

Working towards: Early Years Educator – Level 3

Teaching Support – Level 2

Miss Hannah Jackson (Apprentice)

Working towards: Early Years Educator - Level 2.

Mrs Myra Taylor – Kitchen staff/Assistant

Volunteers

Ms Joanne Renshaw

The majority of our staff are First Aid Trained.
All staff are DBS (police) checked.