**Eldene Pre-School & Toddlers Prospectus 2023/2024**

**Welcome to Eldene Pre-School**

Eldene Pre-School has been running successfully for many years and aim to provide a safe, challenging, stimulating and sharing environment for pre-school children. Our pre-school is organised by qualified staff and a group of parents, grandparents and carers who form our Committee. Please note that without a committee the pre-school cannot function. Meetings are held monthly and our Annual General Meeting (AGM) is in October, new members are always welcome.

We have a purpose built playroom and an adjoining hall for our pre-school children and another room for the children aged one to two years, as well as an excellent outside play area.

**Pre-School Session**

The Pre-School session is for children aged 3-5 years old: our staff ratio is 1 adult to 8 children. We operate from two rooms, the hall and in the playroom, the children learn through play and can choose from adult-led or child-led activities. They have circle time (show and tell or talk about the weather, what day is it). We have a snack-time where children can choose what they would like and enjoy making their own sandwiches etc and then wash-up their own plates etc. All children use the outside area each day.

The session usually ends with a story, action songs, rhymes or music to movement.

The activities offered: Sand/water play, play dough, chalks & boards, drawing/colouring materials, tracing, listening station, painting, gluing/sticking, construction, puzzles, climbing frame/slide, car/trains, home corner, dressing up, book corner, cooking songs/rhymes, circle time, sorting, matching, scissor/cutting activities, outside play, PE. Also we have activities to help children recognise name, colours, numbers and shapes.

We plan activities to the Early Years Foundation Stage (EYFS) Curriculum and children’s’ progress is recorded by completing a Learning Journal for each child using the EYFS practice guidance.

We can provide for a maximum of 34 children.

**Toddler Room – 1 to 2 Year Old Sessions**

We run a small toddler room for younger children, the qualified staff will ensure your child enjoys their stay in a safe, caring, stimulating environment. We aim to meet the individual needs, allowing the child to explore and learn through play; building the child’s confidence and supporting their learning.

The children can experience a wide range of activities with other children of their own age, developing their social skills.

Activities offered: Construction, puzzles, sorting boxes, mirrors, large crayons, paper, easels/paints, large handled paint brushes, dough/rollers, trains, cars, sensory toys, stories, action songs, snack-time, sand/water play, outside play. We plan activities using the Early Years Foundation Stage (EYFS) concentrating on the prime areas of learning. Once they are ready to progress into the pre-school they will move on, usually around the age of two; although this age is not set in stone, every child develops at different stages and it will depend on your child as to when they are ready.

We can provide for a maximum of 9 children, with a ratio of 1 adult to 3 children.

**2 Year Old Session**

We run sessions for 2 year olds. The children can come along and enjoy the fun in a safe and caring environment with qualified staff. We take funded two year old children; parents must qualify for the funding meeting the Swindon Borough Council criteria.

The children can experience a wide range of activities with other children of their own age, developing their social skills.

Activities offered: Construction, puzzles, sorting boxes, mirrors, large crayons, paper, easels/paints, large handled paint brushes, dough/rollers, trains, cars, sensory toys, stories, action songs, snack-time, sand/water play, outside play. We plan activities using the Early Years Foundation Stage concentrating of the prime areas.

We can provide for a maximum of 16 children, with a ratio of 1 adult to 5 children.

If your 2 year old is out of nappies and using the toilet independently we will accommodate them in the 3-4 year old pre-school rooms. They are separated for different activities to ensure the activities are age/stage appropriate. We find it helps the 2 year olds with their development when they interact with the older children.

The Early Years Foundation Stage (EYFS) requires that parent/carers must receive a short written summary of their child’s development in the three prime areas when your child is aged between 24-36 months.

**Wraparound Care**

We also offer wraparound care for children from 8.00am until 6.00pm. Children can come in at 8am until 9am for care or stay from 3.30pm until 6pm. Children can play and enjoy activities in a safe and caring environment.

**Flexible Sessions**

We offer flexible sessions for your child to attend so that parents can fit their childcare around their commitments from 8.00am until 6.00pm. This can be arranged by speaking to the Manager.

**Funding for 3 Year Olds**

Your child will be funded the term after their 3rd birthday. He/she will be eligible for 5 sessions or 15 hours. We also cater for the 30 hours funding for working parents.

We offer flexible funding, please speak to the Manager if you would like flexible hours.

We are one of the very few pre-schools that offer full flexible funding. This means that we accommodate the parents’ needs by offering funded hours around their commitments Monday to Friday. For us to be able to continue to offer this service, changes to the contracted funded hours each term cannot be made until the end of the term which you have signed for. Should your circumstances change during term time and you need to move settings, we require one months written notice, allowing for the transfer of funding fees.

**Admissions Policy**

Eldene Pre-School is open to every family in the community. The waiting list is not operated on a first come, first served basis; but on a fairer system. Children are accepted from the waiting list by their date of birth, every effort will be made to make places available to all children on the waiting list. No child will be refused on the grounds of race, colour, religion, family status, background, disability or means. Parents are informed in writing when a place is allocated to their child and confirmation is made of the days and session/s they have been offered. Every child will be encouraged to visit the pre-school a few times, with parent/carer prior to their start date.

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| **Session Times** | **Days** | **Times** | **Price** |
| Pre-School MorningSession | Monday, Tuesday,Wednesday,Thursday, Friday | 9.00am – 12.00 midday | £5.20 per hour |
| Pre-School AfternoonSession | Monday, Tuesday,Wednesday,Thursday, Friday | 12.30pm – 3.30pm | £5.20 per hour |
| 2 Year Old Morning Session | Monday, Tuesday,Wednesday,Thursday, Friday | 9.00am – 12.00 midday | £7.66 per hour |
| 2 Year Old Afternoon Session | Monday, Tuesday,Wednesday,Thursday, Friday | 12.30pm – 3.30pm | £7.66 per hour |
| 9months-2 Year Old Toddler Session | Monday, Tuesday,Wednesday,Thursday, Friday | 9.00am – 12.00 midday | £10.41 per hour |
| 9months-2 Year Old ToddlerSession | Monday, Tuesday,Wednesday,Thursday, Friday | 12.30pm – 3.30pm | £10.41 per hour |
| Lunch Club | Monday - Friday | 12.00pm – 12.30pm | ½ hour fee - price depends on age.Bring your own lunch |
| WraparoundCare | Monday - Friday | 8.00am – 9.00-am4.00pm – 6.00pm | 3 year olds = £7.20 per hour 2 year olds = £9.66 per hour Under 2’s = £12.41 per hour  |

**Supporting children with Additional or Special Needs procedure**

As a Childcare setting it is imperative that we adhere to and show due regard for the SEN Code of Practice on the identification and Assessment of Special Educational Needs (DfES 2002) Please visit the Swindon Local Offer for advice around SEND support. <https://www.swindon.gov.uk/info/20211/early_years>

**As part of our Inclusion Policy to will support children with Special Needs, we will aim to:**

* Ensure that all parents of are informed of the settings key member of staff who has responsibility as SENCo (Special Educational Needs Coordinator – Nicola Timbrell)
* Speak to parents/carers as first point of contact to raise any concerns we may have about a child’s development or additional needs and seek parental consent before seeking outside support or advice
* Work in partnership with parents, professionals and other relevant bodies to gain information and understanding of specific needs of children, in order to support that child and their families
* Follow any necessary advice from outside professionals, in order to support a child including attending relevant training
* Work with parents, Key Person and SENCo to complete an (IPP) Individual Play Plan, in order to outline individual needs and support that will be given if necessary
* The IPP will be reviewed after 6 weeks with the above concerned people and necessary action taken to support the child’s individual needs
* Adapt activities to ensure inclusion for all concerned
* Ensure that all children can access the curriculum, using our individual monthly planning and key person input from next steps
* We will where possible fully support children who are newly registered with additional needs and where possible with funding will allocate an individual support worker
* We will regularly review, evaluate and monitor our procedures to ensure we are meeting all children’s individual needs
* Share information regularly and respect confidentiality
* Share necessary information with regards to our Complaints Procedure, if parents feel concerned with our inclusive practice (See Complaints Procedure for full details)

**Inclusion & Equal Opportunities Policy**

* All parents/carers are welcomed into the setting and valued as experts in their child/children, we value continuous contribution and feedback, in order to support your child’s needs
* All children are welcomed upon arrival and wished well on their departure, in a way that is appropriate for them
* All children are given the same opportunity to play, experience and achieve with due regard for their age, race, religion, gender, culture, disability or special educational needs, social background or composition of the family. Racist/sexist behaviour or language is actively discouraged and always appropriately challenged if it should occur.
* We will adhere to offer an inclusive environment that meets the needs of all children who attend ensuring that each child is treated as an individual and is offered the same access to all opportunities
* Each child is encouraged to express their views and opinions, choosing whatever communication method they can
* Where possible resources such as pictures, books, puzzles and small world toys reflect the diverse culture we live in
* Positive images of all people are shown through activities, experiences and conversation.
* It is important that all children's self esteem and confidence grows by promoting a positive image of the racial, cultural or social group that they and their family belong to and to respect the differences in others.
* All children are encouraged to take responsibility for the environment and to care for one another
* All staff are encouraged to contribute to the audits and a review within the setting, to ensure it is inclusive and evolving in order to progress through monitoring and evaluation

**Fees**

There is a £10.00 registration fee payable with the first week’s fees. Fees are to be paid one week in advance by bank transfer. Account Number 20338923 Sort Code: 20-84-58

The fees are to cover the running requirements of the setting; they cover staff wages, rent and other essentials to carry out activities.

**The fees are payable therefore, even if the child is absent through illness, holidays or any other reasons; as these costs still have to be met.**  Fees can be paid weekly or monthly, please advise us when you start to pay.

Arrears in excess of two weeks cannot be accepted and may lead to suspension of your child’s place at pre-school. Any parents experiencing financial difficulty should contact the manager, who will be happy to help try and resolve the problem; please ask.

Please notify us of any reason for absence by telephone/text or letter to avoid your child’s place being re-allocated.

**Childcare Tax Credits**

If your child is not yet eligible for the free childcare entitlement and you are currently paying childcare fees, please note that you could be entitled to up to 80% of the cost back through Childcare Tax Credits. You will need to work at least 16 hours or more per week (for couples: if both parents work, one must work at least 16 hours with 24 hours between them, or one parent has to work 24 hours). For more information contact the Tax Credits Helpline on 0845 300 3900 (Open 8am -8pm, 7 days a week) or visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits).

**Childcare Vouchers**

If you are working, you could also get part of your childcare paid in childcare vouchers. Vouchers up to a limit of £55 per week are free from tax and national insurance, and could save a parent up to £1196 a year. Each employed parent can use vouchers, so a two parent family could save up to £2392 a year. It can also save employers money too. Ask your employer if they are registered with a childcare voucher scheme and if not encourage them to contact the Families Information Service to request a free employers guide to childcare vouchers. [www.hmrc.gov.uk/calcs/ccin.htm](http://www.hmrc.gov.uk/calcs/ccin.htm).

**Collecting Children**

Please collect your child from pre-school session’s promptly to avoid unnecessary anxiety.

If anyone other than the child’s parent/carer is collecting them from pre-school, please notify a member of staff at the start of the session. It must be recorded in the ‘child collection book’, and the person collecting the child will require to sign the book and give a password.

Please contact pre-school if you are unavoidably delayed when collecting your child.

**Pre-School Telephone Number is 07599950857**

If you do not contact us, we will telephone all contact numbers on your child’s registration form asking them to collect your child. However, if we are unable to make these connections and if there is still no explanation as to why your child has net been collected.

Two members of staff will wait with your child for a further thirty minutes, after which the Duty Officer at Social Services will be informed.

**Pre-School Visitors**

The Local Health Visitor, Swindon Borough Council Advisory Consultant, OFSTED, Social Services, Speech & Language Therapist and Educational Psychologist visit the pre-school on a regular basis.

We are a member of the Pre-School Learning Alliance; we work to the National Standards of the EYFS and are OFSTED inspected.

We plan our session activities to the Early Years Foundation Stage, and encourage children to progress while playing – working towards the Early Learning Goals of the EYFS Development Matters, a copy of which may be viewed upon request or viewed on-line.

We have visits from the local Police, Dentist, Ambulance and Swindon Football Academy.

**Snack Time**

Free milk is provided, but if for any reason your child cannot drink this; then you may bring water in a suitable container (clearly marked). We promote healthy eating at the pre-school and children are encouraged to abide by it. Copy of the snack menu is on the notice board in the corridor. It is important that you inform us of any special dietary needs, food allergies etc, so that we can take these into consideration at snack time. It is unnecessary for your child to bring any food into pre-school. Exceptions are if your child wishes to bring in something to share with the group at snack time on their birthday.

**Sunhat and Sun Cream**

In the summer months we would appreciate it if you could provide your child with a named sunhat and a named tube of factor 50+ sun cream. You will be asked to complete a sun cream permission form. We are not allowed to apply any sun cream to children without parent consent. **For their own safety children without hats or cream will** **not be allowed to play** **outside when there is a danger of sunburn**.

**Safety Requirements**

Please provide your child with a named pair of Wellington boots. A rain coat will be necessary on wet days.

Please be aware that the children do messy activities, they are always encouraged to wear aprons but accidents do happen. When playing outside the children will get dirty and muddy, so please do not dress your child in their best clothes, as they may get ruined. Old clothes would be a better choice so that they can enjoy themselves without the worry. **Please ensure that all your child’s items have** **their name clearly written on them**. We do our best to ensure that the correct items go home with the correct child, although on occasions errors do happen and if items are not named it makes it difficult for staff to know who the item belongs to.

 **Fire Drills**

Fire drills are carried out every half term, so that all children and staff members know what to do in case of fire. All staff has a copy of the Fire Procedures and they are displayed in each room.

**Newsletters**

Newsletters are sent out on a regular basis, these contain information about forthcoming events, fund-raising events and other relevant information about the setting. These will be added to Nursery in a box and Facebook.

**Parental Help**

The pre-school needs the help and support of volunteers on a regular basis. We greatly appreciate and value all the help parents can give us. When parents and staff work together to support the children’s learning, the results can have a measurable and lasting effect upon the children’s achievements.

If you feel you have a special skill i.e. cooking, music, stories to tell, dancing, pottery, woodwork and you would be prepared to come in and show the children, please let the manager know. She will do her best to fit it into the curriculum, although sometimes we may wish to wait until we can incorporate it into a special theme.

**Open Day**

Each year in March and July we hold an ‘Open Day’ this provides parents/carers the opportunity to speak to their child’s key-worker, look at the children’s work in a relaxed and informal atmosphere.

**Stay & Play Hour – Thursday**

Each Thursday we have a ‘stay & play’ hour where parents/carers can stay and play with their child and join in on the session.

**Donations**

The pre-school is always very grateful to receive donations of paper, coloured or white card, yoghurt pots, pasta, rice and collage items. (Due to hygiene we do not accept toilet roll inners or meat/fish/egg cartons). Children’s clean clothes which we can use as spares.

**Key Person System**

We operate a ‘Key Person’ system. Whilst the manager has overall responsibility for the pre-school, and is available if you need to talk to her; another member of staff will look after your child’s immediate needs. They will be his/her key worker, and if you are concerned about your child for any reason, please do not hesitate to contact them. The key person will observe, keep records and monitor your child’s progress. Each child has access to Nursery in a box and Tapestry, if you have any information that you would like to share and cannot speak to us, please log in and type your concern we will do our best to help you.

**Child Protection Policy**

We are required to follow the Child Protection Procedures agreed through the LSCB guidance. We will at all times share any concerns that we may have concerning your child. However, we do have a duty to refer to Social Services if we suspect that child abuse is taking place. Our first concern will always be the welfare of your child. We have a copy of the Safe Guarding Children and the LSCB Guidance for you if you wish to see them. We are also a member of the Encompass, if there is an incident of domestic violence and the police are called they will inform us via e-mail of the date, incident, who was involved and if the child/children were present.

**Health Information**

Coronavirus COVID-19 pandemic

Children should stay at home if they have any symptoms of COVID-19 such as a high temperature, a new continuous cough, loss of smell. This is to stop the spread of the virus, please follow the Coronavirus COVID-19 policy.

Head Lice

Head lice can be an occasional nuisance, so please check your child’s hair regularly, to minimise the risk to others. If your child’s hair is long it should be tied back as a precaution.

Diarrhoea and Vomiting

Children should be kept away from pre-school sessions for a period of 48 hours since the last bout of diarrhoea or vomiting. This allows for the child to recover completely and limits the number of children and staff who may catch the virus.

Skin Infections

All skin infections, including Cold Sores and Impetigo, should be covered. If this is not possible then children should be kept away from pre-school. Impetigo, which is spread from contact i.e. from person to person; will need a short course of antibiotics. If the infection does not clear up completely, a long-term course of antibiotics may be needed. The child or staff member must be withdrawn from pre-school for at least 7 days, while the antibiotics are being taken.

Please note: Eczema can be infected by Impetigo causing hospitalisation.

Ear Infection

Ear infections need a course of Antibiotics: children can attend pre-school (if they feel well enough), as it is not infectious. Please ask your GP to prescribe anti-biotic that can be taken before and after pre-school.

Conjunctivitis

This is an eye infection and children should be withdrawn from the pre-school and medical advice sought.

Temperature and Hacking Cough

If your child has a temperature or hacking cough they should be kept at home until their condition improves. When their temperature has stabilised at a normal (37C or 94.4F) for at least 24 hours they may return to pre-school.

Flu-like Symptoms

Children and staff should stay away from pre-school until feeling well enough to return and with their temperatures back to normal. This will help keep casualties to a minimum.

Salmonella

Children and adults must stay away from pre-school until there are two clear stool specimens, which have been confirmed by their GP.

Health Information continued.

Hepatitis ‘A’

This is caused by contaminated water or food and is quite common. It can easily break out, and it is highly contagious. Antibiotics must be taken and children and staff should not return to pre-school until it is cleared by their GP. If an outbreak occurs at pre-school, it will be closed until checks are completed by the Health Authorities.

Aids

Any child diagnosed as HIV positive will be permitted in the pre-school but the manager must be informed.

HIV

HIV is found in body fluids and only lives briefly outside the body. It is spread by an infected person through sexual intercourse, sharing needles and from a pregnant mother and her baby at birth or very rarely through breast-feeding. Tears, sweat and saliva contain only small traces of the virus and no one has ever been infected by these fluids. The HIV virus cannot be passed on by using the same toilet, sharing cups or cutlery, touching or even kissing an infected person. Nor can it be transmitted through swimming or paddling pools.

Normal hygiene precautions within the pre-school ensure the prevention and control any illness, whether it originates from an infection or bacterial source.

**Policies and Procedures**

Enclosed is a copy of our Aims & Objectives, Positive Behaviour Policy, Complaints Procedure, Sick Child Policy for your information. All other policies can be viewed on our website or seen in the setting if required.

**OFSTED’s Telephone Number: 0845 6014771**

**For Complaints telephone: 0845 6014772**

**Structure of Eldene Pre-School and Toddlers**

**Ann-Marie Hanrahan**

**Chair Person of Eldene Pre-School and Toddlers**

Natalie Haddrell

Vice Chair of Eldene Pre-School and Toddlers

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| **Nicola Timbrell**Manager of Eldene Pre-School and ToddlersDesignated Safeguarding Lead (DSL)Special Educational Needs Co-Ordinator (SENCO) working towards SENCO level 3.Paediatric First Aid TrainedBA Hons IN Early Years and EducationLevel 6 |
| **Kiah Heard**Deputy Manager and Team LeaderDeputy Safeguarding lead (DDSL)SEN Lead ProfessionalPaediatric First Aid TrainedBA Hons in Early Years and EducationLevel 6 | **Jessica Wallce**Deputy Manager and Team LeaderDeputy Safeguarding lead (DDSL)SEN Lead ProfessionalPaediatric First Aid TrainedWorking towards BA Hons in Early Years and EducationCurrently Level 3 |
| **Shaunna Read**Early Years Practitioner Team LeaderLevel 3 in Early YearsWorking towards Level 5Level 3 Safeguarding leadPaediatric First Aid Trained | **Hannah Blundell**Early Years Practitioner Team LeaderLevel 3 in Early YearsLevel 3 Safeguarding leadPaediatric First Aid Trained |
| **Mel Ormston**Early Years PractitionerPaediatric First Aid TrainedDDP Level 3 | **Queency Pereira**Early Years PractitionerPaediatric First aid TrainedNVQ Level 3 | **Danielle Black**Early Years PractitionerPaediatric First Aid TrainedWorking towards Level 3 Early Years and EducationLevel 2 competence | **Robyn Butland**Early Years PractitionerPaediatric First Aid TrainedWorking towards Level 3 Early Years and EducationLevel 2 Early Years qualified |
| **Alicia Lawrence**Early Years PractitionerPaediatric First Aid TrainedWorking towards Level 3 Early Years and EducationLevel 2 Early Years qualified | **Chloe Le Cornu**Early Years PractitionerWorking towards Level 3 Early Years and EducationLevel 2 competence Paediatric First Aid Trained**Apprenticeship** | **Courtney Baker**Early Years PractitionerLevel 2Paediatric First Aid Trained**MATERNITY LEAVE FROM APRIL 24** | **Alicia Gharu**Early Years PractitionerWorking towards Level 2 Early Years and Education Paediatric First Aid Trained**Apprenticeship** |
|  | **Lorraine Black**Early Years PractitionerPaediatric First Aid Trained | **Denise Jimenez**Early Years PractitionerChildcare level 2Paediatric First Aid Trained |  |

**The Early Years Foundation Stage Development Matters.**

The area of learning and development are in two parts.

**The Prime Areas:**

**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 must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, Social & 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 their social skills and learn how to manage their feelings. To understand how to use appropriate behaviour in groups and to have confidence in their own abilities.

**The Specific Areas:**

**Literacy** development involves encouraging children to link sounds and letters to enable them to begin to read and write when they are ready. Children must be given access to a wide range of reading materials (books, poems and other written material) 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, design and technology.

**Eldene Pre-School & Toddlers**

**Aims & Objectives**

* To provide a safe, challenging, stimulating, caring and sharing environment, which is sensitive to the needs of the child, including children with additional needs.
* To enhance each child’s curiosity, motivation and independence through the sensitive support of adults.
* To use and value what each child can do as a starting point.
* To assess individual needs and help the child progress.
* To value, support and extend the child’s language.
* To allow for discoveries and freedom to learn from mistakes.
* To provide adequate supervision and offer encouragement and support.
* To enable choice and decision making.
* To encourage independence and self-confidence.
* To build the child‘s self-esteem.
* To involve parents/carers and to value their contributions.
* To ensure that the care provided has regard to the child’s religion, racial origin, culture and linguistic background.
* To provide as far as possible experiences for children with additional needs which are inclusive rather than parallel.