



Lavender Pre-School - Tweeddale
Tweeddale Road
Carshalton
SM5 1SW

Pre-school no. 07853 973414 9am-4.00 term time
Helens no. 07914 819730 Monday-Friday
info@lavenderpreschool.co.uk

Welcome to Lavender Pre-School

The Pre-School is owned by Helen Elliott with Michele Whelan as Manager and Curriculum planner and Karen Charman as Deputy. We are registered by Ofsted Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD.

The Pre-School takes up to 42 children from two years up to five and introduces them to learning through play in a social setting. There is a wide variety of toys and equipment.

Hours

The Pre-School is open Monday to Friday mornings from 9.10 to 3.40, with a choice of start time 9.10 or 12.40 and finish time of 12.10 or all day until 3.40. Children staying all day must bring a packed lunch. The discretion of the Manager and the availability of places, and discussions with parents, decide the number of sessions attended by each child from two to ten sessions per week. We try to arrange holidays to coincide with the local schools. We are open for 38 weeks per year.

Term dates can be found on the notice board or in our half termly newsletter.

Staff

We have a very dedicated friendly team of twelve staff. The staff are responsible for planning and carrying out the activities undertaken with the children in their care.

Pre-School Proprietor: Helen Elliott (DPP)
Manager & Curriculum Planner: Michele Whelan (NNEB)

SENDco:	Marie Wright (NNEB)
Deputy & Health & Safety:	Karen (NNEB)
Early Years Practitioners:	Marie (NNEB), Hafsa (L3), Shelley (L3), Nina (L03), Lizzie (L3) Jan - kitchen, Janie SEN support, Chelle (NNEB), Jo (L3) and Kaz (training for L3)

The staff are committed to training and regularly attend workshops and training sessions run through the Pre-School Learning Alliance, including child protection, first aid, hygiene/infection control, child development, behaviour problems and children with additional needs, safeguarding and prevent.

Snack Time

The children are given a snack which includes a drink of milk or water and some fruit and breadsticks/rice cakes. This is a social time when children sit at a table in a group. They are shown how to share, take turns, use please and thank you through simple sign language. They are taught about the importance of washing hands before eating. They are encouraged to pour their own drinks and cut their own fruit. Please let us know if your child has any special dietary needs. Please provide a named water bottle daily so that your child always has access to drinking water. All parents help by bringing in some fruit or bread each week.

Parent/Carers Help

We have a parent rota/list on our notice board. This help list enables all parents to participate in one way or another to our Pre-School. It also helps keep the costs down. Help can be in the form of buying something i.e. fruit or breadsticks on a regular basis or hands on help at the Pre-School i.e. helping during a session, making play dough, fixing toys etc. Please can you sign up to something on our help rota on the noticeboard.

Events & Activities

In the Pre-School we plan our weekly curriculum following the revised EYFS Framework 2019, where we plan around the individual needs and interests of each child. Every day we provide the children with planned purposeful play opportunities that are right for their stage of development, with a balance of adult led and child led activities, sparked by their interests and selections from our choosing book.

This statutory framework for the Early Years Foundation Stage (EYFS) is set out by the Department for Education and Skills.

Throughout the year we cover many different multi-cultural festivals and celebrations. We regularly have special events like our progress/coffee days,

Christmas party, visits from people i.e. the fire service, police, themed role play days at Christmas, Easter and Summer.

Clothing/Uniform

We keep a small stock of spare clothes in case of accidents. We suggest you dress your child in practical clothes along with the Pre-School polo shirt or jumper, which will not suffer from spilt paint, glue etc. We do not insist an apron is worn before each activity as we would rather the child took part in the activity than not and we only use materials especially made to wash out.

Practical clothes like jogging bottoms are ideal they are easy to get on and off as the children are encouraged to use the toilets independently so preferably clothes without belts and buttons. Slip on or Velcro trainers or similar are the only acceptable form of footwear, we do not allow a child to use any equipment if they arrive in open toed shoes. Please remember to name any clothing that can be taken off especially the uniform i.e. coats, trainers, sunhats.

The only jewellery we allow at preschool are stud earrings. No hoops, necklaces, rings or bracelets for health and safety reasons.

Key person

Your child will be assigned a Key person. Her role is to help ensure each child's care is tailored to meet their individual needs, to help them become familiar with the Pre-school, to build strong bonds with them supporting them in separating from you their main carer and settle-in happily. On your child's induction/welcome session you will meet their key person. They will then spend some time with you finding out more about your child and making sure the pre-school meets your child's particular needs and interests. Your child's key person will be responsible for supporting your child with toileting or nappy changing. They will also make observations of your child showing evidence of their progress, building up a profile of their development in their Learning Journey (see separate note on Learning Journeys) If you have any worries or concerns regarding your child you can speak to your key person at the beginning or end of the session.

Parental Partnership/Involvement

Parents are the first educators of their young children. The aim of the Pre-School is to support your work, not to take your place.

All parents are advised to read the pre-schools policies and procedures, found on our website.

We encourage all parents to put forward their views on the Pre-School.

We always welcome parents to contribute from their own skills, knowledge, and interests to the group's activities.

We encourage parents to contribute to our termly newsletter with interesting articles or advertisements.

We will ensure that all parents are fully informed about the curriculum, outings, activities and meetings through e-mails, letters, website, notice board, text messages or verbally.

The key person will ensure that parents are informed about their child's progress.

Parents are expected to attend progress meetings throughout the year and report their child's absence.

Please see parental involvement policy for more information.

Keeping Children Safe

The children are fully supervised to ensure safe play both indoors and outdoors. Lavender Pre-School always provides above the minimum ratios of staff to children required. We ensure the premises are safe for children and staff and daily checks are undertaken to assess risks. Fire drills are performed and recorded half termly. During session time, external doors are locked preventing access by unauthorised adults. Children will only be handed over to a known and authorised adult (over 16 years) at the end of a session. If your child brings a bag into school please make sure that it does not contain; any small toys/objects, any food, any medicines, or chemicals - as it is possible for any child to gain access and may put them at risk.

Illness

It is not compulsory to inform us if your child is unwell for a couple of sessions but it is good practice. If your child has an infectious illness such as chicken pox, measles please let us know as we must inform other parents. Please keep your child at home for 48 hours, after the last episode, if they have sickness or diarrhoea. We also cannot take children with any discharges from the eyes or ears or that have head lice until they have been treated. We have a list of all infectious diseases, symptoms, and timescales to keep them off Pre-School. If in doubt, please ring up on the morning your child is unwell and we can help with advice.

Accidents and Emergencies

We have an accident book in which minor accidents are recorded and then signed by the parent/carer at the end of the session. In the event of an emergency, where hospital treatment is necessary we would make every effort to contact parent/carer to accompany to hospital. If this is not possible a member of staff would go until parent/carer arrives. Please ensure all contact numbers and medical records are kept up to date.

Our Vision is to provide outstanding provision to help ensure the very best start for all children using the Early Years Foundation Stage to achieve the five Every Child Matters outcomes.

For more information please ask to see a copy of our Aims and Objectives.

How your child will learn at Lavender Pre-school:

Children develop quickly in the early years. At Lavender Pre-School, we provide a secure safe and happy environment, together with high quality teaching and learning through play. This will ensure children's "school readiness" and give children the broad range of knowledge and skills that build the foundations for good future progress through school and life.

We follow the Early Years Foundation Stage Framework so your child will be learning skills, acquiring new knowledge, and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the **3 prime areas** first, these are

- **Communication and Language** development where children are given the 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 where children are provided with opportunities to be active and interactive; and to develop co-ordination, control, and movement. Children will also be helped to understand the importance of physical activity, and to make healthy choices in relation to health.
- **Personal, Social, and Emotional** development where children are helped to develop a positive relationship and develop respect for others; to develop social skills; and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their abilities.

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are;

- **Literacy** development where children are encouraged to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** where children will develop and improve their skills in counting, understanding, and using numbers, calculating simple addition and subtraction problems; and to describe shapes spaces and measure.
- **Understanding the World** where we guide 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** where we enable children to explore and play with a wide range of media and materials, as well as providing opportunities

and encouragement for sharing their thoughts, ideas, and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

These 7 areas are used to plan your children's activities. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

The Daily Programme

This is a very basic daily programme. It varies according to the needs of the children and the time of the year or if we have any extra activities or events planned. We use the outside area as much as possible.

9.10 -11.40 Free Flow Play

There are a wide variety of activities available including;

Sand, water, play dough, arts and craft, dressing up, role play, books, construction, large physical activities, and small world toys. The children move freely during this period. We also have a planned focus activity possibly adult led encouraging children's learning and development. Free play can be indoors or outdoors.

During each session we have a ten-minute physical active workout to music that all children take part in.

9.45 - 11.00 Healthy drinks and snacks are available for the children. This is a time where they learn to sit and share a snack appropriately within a group. They can make choices between a small selection of snacks and drinks on offer, develop their communication and language skills both verbally and through using simple signing phrases.

11.40 Children are split into two groups according to their age and stage and they sit for 3-a-day story time with rhyme rhythm and alliteration followed by 1st phase of Jolly Phonics. We look through the special box and talk about Lavender Bear

11.55 Children having lunch wash their hands and go to lunch

11.55 Children leaving sing the Goodbye song and have sing-a-long time.

12.00-12.10 Parents/carers arrive and pick up children.

12.40 Children staying all day join the afternoon group from the lunch room

The afternoon session starts at 12.40 and runs the same as the morning through until 3.30-3.40 pick-up time.

During fine weather, we have most of our activities outside and spend most of the morning in the outside environment.

Equal Opportunities

In our Pre-School, we have an Equal Opportunities policy and welcome all children into our group including children with special needs, disabilities, and children from all social, cultural and religious backgrounds.

Insurance

Lavender Pre-School is fully insured through the Pre-School Learning Alliance for Public Liability Indemnity with Royal and Sun Alliance. The insurance policy is kept on the certificate notice board.

Complaints

If you have any problems regarding our Pre-School, its staff or a child then please speak to your child's key person or the Pre-School manager. All complaints are taken seriously, and a written record will be kept. We anticipate that an informal approach will quickly resolve most complaints. If this is not the case, we follow a set of guidelines laid out in our complaint's procedure (abrv. on notice board). If an allegation of abuse or misconduct is made, then we follow the Local Safeguarding Children Board guidelines and notify Ofsted. Please refer to our Safeguarding Children and Child Protection policy for more details.

Finance

Fees

The fee is currently £ 18.00 per 3-hour session for 2 year olds and £17.00 the term after they turn 3; Fees are £35.75 for the whole day (6.5 hours) fees are set until December 2019.

All fees are payable at the end of each $\frac{1}{2}$ term in advance, it is not normally refundable. A letter will be given approximately two weeks before it is due detailing the amount and which days and hours your child is booked in and the term dates with any exclusions (i.e. bank holidays). Half terms vary in length from 5 to 8 weeks.

The fees can be paid by cash or cheque or direct to account made payable to Lavender Pre-School.

Account details are:

Name: Lavender Pre-School

Bank: Santander

Sort code: 09-06-66

Account Number: 41844886

Reference: Your child's name

We also accept childcare vouchers. These are available through larger companies and they pay your Pre-School fees direct from your salary into the Pre-School, saving you any tax. We are currently registered with 8 different voucher

companies please check which one your employer uses and contact Helen to register your child.

If you find that you may have difficulty in paying the fees, then please don't hesitate to talk to Helen. It is usually possible to set up a weekly or monthly regular amount to pay rather than each half term.

If fees are not received by the end of the half term and you have not contacted Helen to say that payment will be delayed, then you will receive a letter and an extra £10 charge asking for immediate payment. If this is ignored, then unfortunately we will be forced to offer your place to another child on the waiting list.

Funding

All children attending a Pre-School in the London Borough of Sutton will receive funding the term after their third birthday. A form will be given to you at the start of the term by the Pre-School for you to complete and return in order for the funding to be claimed.

This funding currently entitles each child to 5 sessions of 3 hours per week or any combination of 15 hours per week for 38 weeks per year. The Pre-School claims the funding directly.

If your child attends another setting, then you can choose how you split the funded hours between the two settings.

Any hours booked over and above the 15 free hours will be charged at £6.00 per hour. We are open for 32.5 hours per week.

If your child turns three between 1st April 2020 and 31st August 2020 they will be funded from 1st September 2020. If your child turns three between 1st September 2019 and 31st December 2019 they will be funded from 1st January 2020. If your child turns three between 1st January 2020 and 31st March 2020 they will be funded from 1st April 2020.

If all adults in the house work and earn more than £120 per week each and less than £100,000 per year then you should be entitled to 30 hours per week funding. This can be applied for by going onto the governments Childcare Choices website. Please ask Helen for more information.

It is expected that your child attends every session that has been booked. Please call in if your child will be absent as we need to keep records for the local authority and the safeguarding team.

Administration Fee and Deposit

A deposit of 50.00/75.00 will be required when a place is guaranteed at the Pre-School. This deposit is refundable when your child leaves Pre-School providing that;

* Your child has attended for a minimum of two terms

- * You give four working weeks' notice to leave
- * You have paid all fees / monies due to Pre-School
- * You do not start at another setting mid-term

This deposit includes two pieces of uniform and covers the cost of registering your child. This deposit is not refundable if your child cancels their place before starting.

Uniform

Two pieces of uniform are issued with the deposit when your child starts. Further pieces of uniform can be bought through the Pre-School at cost price if it is available. Polo shirts £6.50, Sweat shirts/Cardigans £9.50. Alternatively, it can be purchased directly through MyClothing embroidered uniform. See noticeboard for more details.

Secondhand uniform may be purchased at 50p - £2 a piece depending on availability.

Please retain this information pack for future reference.