



Lavender Pre-School
Beddington Village Hall
1-5 Beddington Lane
Croydon CRO 4TA

Pre-School No.: 07982 253004 - 9am-2.30pm term time
Helen's No.: 07914 819730 9-5pm
info@lavenderpreschool.co.uk

Welcome to Lavender Pre-School

The Pre-School is run by Helen Elliott with Louise Pearce as Manager and Curriculum planner and Julie and Lucy as Joint Deputy. We are registered by Ofsted Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD.

The Pre-School takes up to 30 children from two and half 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. Mondays, Tuesdays, Wednesdays and Fridays 9.15 to 12.15 with a choice of 9.15 or 9.45am start time, plus we run an optional late session/lunch club from 12.15 till 2.15pm and Thursdays 9.15-12.15 only. The discretion of the Pre-School Leader and the availability of places, and discussions with parents, decide the number of mornings attended by each child from two to five sessions per week. We try to arrange holidays to coincide with the local schools. We are open for 38 weeks per year.

Staff

We have a very dedicated friendly team of seven 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:	Louise Pearce (NNEB)
Deputies:	Lucy (BTEC) and Julie Plumb (Cache L3)
SENDco:	Julie Plumb (Cache L3)
Assistants:	Lucy (BTEC), Marie(Cache L3), Nikki (TA L3), Darlene (CACHE 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 and children with special educational needs and disabilities.

Snack Time

Mid-morning the children are given a snack which includes a drink of milk or water and some fruit and breadsticks/rice cakes or toast. This is a social time when children choose when to come and sit at the snack table in a group of up to six. 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. They are taught how to clear away afterwards. Please let us know if your child has any special dietary needs. All parents help by bringing in some fruit 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 fees down. Help can be in the form of buying something i.e. fruit or crayons 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 located on the noticeboard.

Events & Activities

In the Pre-School, we plan our programme over a $\frac{1}{2}$ term period following the Early Years Foundation Stage Framework 2014, 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.

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 a Summer Fun day, Nativity Show, Christmas party, coffee mornings, visits from people i.e. the fire service, police.

Clothing

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 always encourage an apron to be worn before each activity and we only use materials especially made to wash out, however we cannot prevent all accidents. Practical clothes like jogging bottoms are ideal as 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 crocs or open toed shoes. Please remember to name any clothing that can be taken off i.e. coats, Wellington boots, uniform.

We go outside in all-weather except heavy rain so please provide extra outdoor shoes like Wellington boots during the winter months.

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 welcome morning 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 parent information table.

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, notice board or verbally.

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

Please inform us if your child is unwell for a couple of sessions. 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 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.

9.15 -10.45 Free Play

There are a wide variety of activities available including;

Sand, water, play dough, arts & 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.

10.05 - 10.15 3 - a - day story time, 3 stories with rhyme, rhythm and alliteration.

10.20 - 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.

11.05 - 11.15 Tidy up time, where we play a piece of music that the children recognise as the signal to stop playing and all help tidy up together

11.15	Free play outside,
12.00	Children leaving at 12.30 go inside for singing/music time and sing the Goodbye song
12.15	Parents/carers arrive and pick up children.
12.25	Children staying for lunch come inside, wash hands
12.30	Children sit down for lunch.
12.55	Children have free play outside weather permitting
1.30	New activities provided
2.00	Children come and sit down for singing/music time and sing the Goodbye song.
2.15	Parents/carer's arrive to pick up children.

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

When the grass is too wet, we can still use the hard-standing area by the side gates to spend time outdoors.

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 parents 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 (abr. 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 £ 15.00 per 2 $\frac{1}{2}$ hour session and £3 per half hour after that; fees are set until July 2021.

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 6 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 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.

Children of working parents can apply to get 30 hours free education, please ask Helen for more information.

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 per hour. We are open for 23 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 2020 and 31st December 2020 they will be funded from 1st January 2021. If your child turns three between 1st January 2021 and 31st March 2021 they will be funded from 1st April 2021.

Deposit £50

A deposit of 50.00 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

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

Uniform

Two pieces of uniform are issued when your child starts. Further pieces of uniform can be bought through the Pre-School at cost price. Polo shirts £6.00, Sweatshirts and Cardigans £9.50. Secondhand uniform may be purchased at £1 a piece depending on availability.

Please retain this information pack for future reference.