



# Ide Hill Pre-School

## Prospectus 2011

Ide Hill Village Hall  
Ide Hill  
Sevenoaks  
Kent TN14 6JG

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If you would like to arrange a visit please contact me either by telephone or email to arrange a suitable date and time.



We would like to take this opportunity to welcome you to our "Outstanding" Pre-school. - Ofsted 2010. The Pre-school has been situated in Ide Hill Village Hall for approximately 25 years.

The Pre-school is open to every family in the community as we believe that no child, individual or family should be excluded from the group on the grounds of age, gender, sexuality, class, family status, means, disability, colour ethnic origin, culture, religion or belief.

We offer a safe stimulating caring environment and work with the children, parents and carers to provide strong foundations for a happy and successful future. Dedicated staff ensures individual supervision and teaching. Our setting operates an open door policy, which enables parents to have immediate daily contact with their child and key person.

By laying the foundations for children to develop, giving opportunities to realise their own potential, through varied and stimulating activities, they will become confident, caring children able to take on new challenges.

We hope your child will be happy and enjoy coming to the Pre-school.

If you would like further information or would like to arrange a visit please do not hesitate to contact us.



## **Statement of Intent**

To create a happy, calm, secure and stimulating environment, encouraging the overall development of each child to reach their own potential.

## **Our Aim**

Our aim at Ide Hill Pre-school is to support and encourage the children we look after to develop and grow in confidence in readiness for their transition to primary school. We encourage children to express their ideas and feelings through working and concentrating independently and also to take part in group activities. They learn sharing and co-operating with other children and adults.

Through the activities we provide they learn ways to express themselves, be imaginative, socially interact, explore, experiment and have fun.

## **Our Objectives**

To foster a safe, caring, and stimulating environment where friendship and respect for others, the desire to learn and apply their knowledge in the world around them, are encouraged by daily planned activities.

We are very keen that first and foremost, the children are happy; so it is important that staff and parents work together. Children are able to use the pre-school as a stepping stone to grow in confidence and independence away from home in a safe environment which will help them with their transition to "big" school. At Ide Hill the children learn through play.

From September 2008 the government devised a new curriculum called The Early Years Foundation Stage (EYFS) from birth to five years.

## **The Key Person System**

We operate a key person system which gives each member of staff a particular responsibility for just a few children. This means that each small group of children has one special adult with whom they can relate and this makes settling in much easier.

The key person also provides a strong link between the pre-school and the child's home. They hold regular meetings to discuss the child's progress and development with the parents. This feedback is given in line with the government's foundation stage guidelines for children between the ages of birth and five.

As we are a small group we offer personal and friendly care within our setting. Staff are trained, experienced, dedicated and committed. We operate an open door policy where you can come and talk to us at the beginning or end of the session about your child or alternatively email.

## **Keeping Up to Date**

All staff attend courses to update their knowledge and to keep abreast of any changes within the child care sector. Our daily plans, routine and policies reflect this and are displayed within the setting for your perusal.

We keep parents involved and up to date by sending newsletters every new term. Each child's development is monitored and recorded and individual profiles are put together and regularly updated. Any relevant information received from home can be added to these profiles. They are used as the basis of discussion with parents/carers during our consultation days which normally take place twice per annum. (Parent/carers can request to see these profiles at anytime).

## **Equal Opportunities**

All aspects of play will reflect a wide range of cultures. A range of literature, songs and everyday equipment is selected to show positive images of people of all cultures and will avoid racial or sexist stereotyping of any type.

## **Anti-discriminatory Practice**

Ide Hill Pre-school is an equal opportunities employer and will appoint the best person for each job. We will treat all applicants with respect and recognise their potential and individuality.

## **Health and Safety**

In accordance with current law, regular checks are made by the Fire Service and relevant outside bodies regarding equipment and the premises ensuring that all meet with the necessary requirements. Staff carry out a daily risk assessment of the outside and inside of the building. All staff hold a current CRB check and there is always a member of staff present who holds a First Aid Certificate.

## **Notices**

A parents' notice board is displayed in the lobby which informs the parents of holiday dates and times, local events and any other information which is useful. If you have any news that you would like to pass onto others please put your notice on the board.

A newsletter is sent via email to all once per half term. A copy of this will also be available on the notice board.

Consultations with parents - held twice per annum and dates, times, are displayed to invite you along to have an informal chat about your child's development.

## **Policies**

Policies and the curriculum plans relating to the setting will be in your welcome pack. Please take time to read these. Copies of all policies are available on request.

## **Additional Needs**

Children with additional needs are welcome in our setting and we liaise with outside agencies (speech therapists, health visitors etc) for advice and helpful information.

Staff will undertake courses relating to special needs. We have an appointed Accredited SENCO, Sandy Bicknell, who has been trained specifically. The setting will conform to the Special Needs Code of Practice from the Department of Education.

## **Outings**

From time to time, we make visits to the local shops, Fire Station, Hospital, park and we encourage visits from people who work within the community (police, paramedics etc). To ensure the safety of the children we invite all parents along to these outings. Parents will be responsible for taking their children and collecting them from the venue. You are also very welcome to stay too.

## **Staffing**

There is a high ratio of qualified, knowledgeable and skilled staff who encourage the children's self-esteem and independence. They work together as a team fostering a caring and welcoming environment within the setting for all children. Staff regularly attend courses and are kept up to date with requirements by the governing body Ofsted.

## **Music**

We have a pianist who comes into the setting weekly in the morning or afternoon to play and sing with the children. Additionally, Mrs Money plays the guitar to the children every day.

## **French**

A member of our staff, Mrs Bicknell, is of French origin, and she talks to the children at circle time in French. We also introduce a new French word linked in with our topic and colour on a weekly basis.

## Collection of Children

Safety is paramount within the environment and we feel that this is also very important when children are leaving our care. We advise all parents that should their child be collected by another person unknown to the staff and the staff have not been informed of this alternative arrangement, then we will refuse to let the child go with that person. It is the parents/carers responsibility to keep us up to date with changes and inform us verbally, if someone other than the usual designated person is collecting.

## Illness

Please observe the following in order that all of the children and the staff may enjoy better health and ultimately lose less days at the pre-school.

- Parents are asked to keep their children at home if they have any infection, and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents, and make careful observations of any child who seems unwell.
- Parents are asked not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- If you child has a temperature of any degree, please do not bring him/her back to the pre-school for a minimum of 48 hours after it has gone.

## Planning/Curriculum

Children start to learn about the world around them from the moment they are born. The care and education offered by Ide Hill Pre-school helps children to continue to do this by providing all the children with interesting and stimulating activities that are right for their age and stage of development.

Children are introduced into the learning environment by means of play and a curriculum is tailor made for the individual child. The curriculum is based on the Early Years Foundation Stage (EYFS).

## **Areas of Learning:**

- Personal, Social and Emotional development
- Communication, Language and Literacy
- Problem solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children start to think. Ide Hill Pre-school uses the Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. Some of these activities are child led where the children decide how to progress and develop the activity and in others an adult takes the lead in helping the children to take part in the activity.

In all activities information from the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

If you would like to join us for a session, please add your name to our parent volunteer rota (this will be available in March 2011). Alternatively, if you would just like to come in to read stories/bake/help with a craft activity or do some singing with the children, you would be very welcome.

## **Settling In**

Before your child starts with us, if you wish, we can offer you a home visit so that the designated key person will introduce themselves to your child in their own environment. This is aimed to help children settle in as there will be a familiar face welcoming them. If your child has a particular comforter, then please let them bring it in to help them over any possible initial anxieties. We also have a "Meet and Greet" session for all new starters and their parents, before your child starts pre-school. On the All About Me Sheet in our Welcome Pack there is a section for any additional information so if there is anything your child particularly likes to play with or has an interest in, write it down and we will make sure it is available for them on the days they attend.

## **Snack/Lunch**

We operate a "Snack Bar" system where we have a choice of fruit, vegetables and bread/crackers during the day. The children take it in turns to pour their own water and milk and also to prepare their own snack. If children are staying for lunch, they should bring their own packed lunch in a named lunch box and drink bottle. There are two members of staff at each table at lunchtime who are on hand to assist the children and socialise with them.

## **Show and Tell**

The children have an opportunity to bring in something from home on their given show and tell day (see list on the notice board). We encourage children to talk to the group and show the other children what they have brought in. This helps to develop confidence, self esteem and a sense of well being.

## **Ofsted**

At our recent Ofsted inspection in November 2009 we were awarded the highest possible grade of "Outstanding". A copy of this report is available via our website [www.idehillpreschool.org](http://www.idehillpreschool.org) or alternatively via the Ofsted website.

## **Fees**

**Registration Fee** A registration fee of £15.00 is required to ensure a place is reserved (this fee is non-returnable).

**Session Fees:** Sessions are held from Monday to Friday term time only. We offer morning sessions from 09.15 - 12.15 or 1.00 (including lunch additional charge of £2.50 is required for lunch) or all day sessions Monday, Tuesday, Thursday and Friday, we are open from 09.15 - 2.45. Wednesday we are open 09.15 - 12.15.

Fees are charged half-termly based on the current rate for non funded children of £15.00 per morning session and £12.00 for the afternoon session which includes lunch club.

**Free Sessions:** In the term after your child turns three the Government provides funding for up to 15hrs per week i.e. covering six 2  $\frac{1}{2}$  hour sessions. The final  $\frac{1}{2}$  hour each morning is then charged to parents which is currently £3.00. Lunch club, which is optional, is £2.50 but is not covered by funding unless it is part of the afternoon session. Please note that fees may be subject to a review annually and parents will receive a half-term's notice of any changes.

**Age Range:** 2 years 6 months to rising 5 are welcome to attend our sessions.

Fees are paid on a termly basis.

**Notice:** If you decide to terminate your contract with us mid-term, fees will not be returned and full payment will be required for the term.

A half term's notice in advance is required.

Please can you let us know if your child will not be attending a session or going away on holiday during term time.

We look forward to welcoming you to Ide Hill Pre-school.