



Ide Hill Pre-School

Prospectus 2015

Charity Commission for England and Wales
Registration Number 127275

Ide Hill Village Hall
Ide Hill
Sevenoaks
Kent TN14 6JG
Manager: Liz Money
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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.

Ide Hill Pre-school is a non profit making, self supporting charity that receives no financial assistance from the local authority. Fees are set to cover rent and staff wages only. All other costs are covered by fundraising. The Nursery is Ofsted registered and receives regular Inspections. We have achieved the Kent Quality Mark in 2014.

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 ensure 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 2012 the government revised 'The Early Years Foundation Stage' (EYFS) from birth to five years, details are overleaf.

Our Values

At Ide Hill Pre-School we promote '**British Values**' through our spiritual, moral, social and cultural education which infiltrates throughout the whole Early Years Foundation Stage curriculum. Ide Hill Pre-School recognises that such development is only successfully implemented when value and attitudes are promoted by all the staff providing a model of behaviour for our children to learn from.

'British Values' have been identified as:-

Democracy

Ensuring all children have 'a voice' to communicate. We demonstrate this by using words, objects, photographs, visual pictures, symbols, touch cues, eye pointing or body language.

Children, who have SEN/Speech and Language difficulties in communicating verbally, also use Makaton sign/actions to convey communication and enable their needs/opinions to be heard within the setting.

Our Rules

We encourage our children to help to manage their behaviour and take responsibility for their actions. Staff are committed to providing a consistent and predicable environment within the pre-school.

We daily help our learners to understand the connection between actions and consequences by using our emotions board to understand and work through both positive and negative feelings. This environment enables the children to feel safe and secure providing a firm foundation for learning to take place.

Individual Liberty

We inspire our children to become good and valued citizens imparting the knowledge that each child has rights; the right to say 'No' to ideas or play they do not wish to take part in.

The children learn to support others by participating in charitable events engendering a caring and helpful environment. Encouragement of each child to be able to be more independent and take on small tasks of responsibility is nurtured; providing a healthy platform to increase levels of self-esteem/well-being within themselves.

Cultural Understanding of Diversity through different faiths and beliefs

We recognise and support that each child is respected and valued equally, without regard to ability, gender, faith, heritage or race.

Cultural appreciation and development is embedded daily as part of our curriculum and outstanding practice. We place great emphasis on providing encounters and participation in events of multi-faith celebrations - to broaden the children's experiences and awareness of others faiths and beliefs.

We encourage our children to take part in British Culture through curriculum based topics. The pre-school also has strong links and involvement with local events and primary school traditions celebrating British community life.

Vision Statement

Where our children can **Create**, **Explore**, **Imagine** and **Learn** Ide Hill Pre-school offers a welcoming, friendly atmosphere for both child and parent/carer. We encourage family involvement and are community focused. We are constantly striving towards improvement. We provide children with a happy, safe and nurturing environment where we inspire to foster total development individualised to your child's needs. We offer a broad range of educational opportunities and provide experiences that enrich each child's social, emotional, physical, intellectual, cognitive and creative abilities.

We aim to foster each child's uniqueness and individuality and provide a diverse, vibrant programme as they work towards common goals within the Early Years Foundation Stage. We set the foundations of your child's first steps on their academic journey and can serve as the basis for all future learning. Our pre-school is a place where your child learns to enjoy school and learns to love learning through play. Here at Ide Hill pre-school we promote educational learning skills irrespective of gender, cultural background or disability. We are committed to providing positive role models for the children in our care. We aim to instill morals and values to enable each child to continue through school with the necessary skills to promote life-long learning.

We advocate a sense of belonging and strive to develop self esteem through; fun, love, respect, teamwork and equality. We celebrate our "Outstanding" success with a great pride.

Staff

The most important people as far as your children are concerned are the staff, who are all dedicated and caring, with a wealth of experience. The Manager holds a Degree in Early Years and all members of the team are qualified to Level 3 qualification, appropriate for the care and development of children, as required by Ofsted.

Additional training is available for all staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise (a copy of our Staffing & Employment Policy can be found in the setting).

New members of staff receive induction training during their first week of employment, which includes our Health and Safety and Safeguarding Children policies and procedures. All members of staff are qualified in Paediatric First Aid and basic Safeguarding Children (which includes Child Protection).

We aim to ensure that either the Manager or Senior Pre-school teacher are present during each session, supported by four other members of staff (staff: child ratio 1:4, Ofsted requirement - staff: child ratio 1:8). As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by Mrs and their surname. This helps to get children ready for "big school."

Children

Of course, the most important people at Ide Hill Pre-School are the children. There is a maximum of 26 children per session. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

Parents

Parents are as much a part of our Pre-School as their children. It is important for you and your child that you play an active part in this exciting phase of her/his life. You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a member of staff and make arrangements to come along.

Our parent rota (located on the parent's notice board) is an integral part of our day-to-day running, enabling us to give that little bit of extra input.

We do not expect you to help in your child's first term, as this can often be unsettling but once s/he is more confident, in the second half-term and beyond, please feel free to put your name down on the parent-helper rota, for a session of your choice. (Please note: that due to insurance/Ofsted restrictions we are unable to accept siblings into the setting when you are helping). Remember that grandparents and child minders are welcome to help too. When you help, your child may want to stay close for much of the time, but this is quite natural behaviour for a child who feels they have to share you with all the others.

Parent Committee

You may not be aware that Ide Hill Pre-School is managed by a Parent Committee. It is therefore vital that enough parents become involved as without the Committee, the Pre-School would have to close. The Committee work in close co-operation with the Manager, and staff and is responsible for reviewing policies, employing staff, fundraising and strategic decision-making. The Committee is elected at an Annual General Meeting, held in April and members serve for a minimum of one year. You can join the Committee at any time during the year; more information can be obtained, in the first instance, from the Manager or Chair. The Committee meets, on average, twice per term and you can arrange to observe if you wish to get a better understanding of its role. Even if you are unable to join the Committee, there are plenty of opportunities throughout the year for you to help with fundraising. The money raised is used to purchase equipment for the children.

Starting Out

A happy introduction to Ide Hill Pre-School is important and before your child's start date, you and your child will come along to our Meet and Greet morning. This allows you both to become familiar with the routine and with some of the other children and staff, and hopefully makes it easier to settle in. Furthermore, 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. We also offer taster mornings for new starters.

If your child has a particular comforter, then please let them bring it in to help them overcome any possible initial anxieties.

When your child starts with us, we have found from experience that staying only prolongs the 'agony' of parting. It is usually better to say 'goodbye' and go home (with the emphasis on home) so that we can contact you quickly, if necessary. We will not subject your child to any distress and, if s/he really needs you to stay for a while, you are welcome to join in the activities and encourage him/her to make friends. Children are often involved in messy play during sessions so they should be dressed in washable clothes which are not too new!

Children tend to become more independent as they progress through Pre-School and simple fastenings on jackets, trousers and shoes/trainers (velcro type fastenings) will enable them to go the toilet without assistance as well as move between indoor and outdoor play areas. For EVERY session your child will need to bring a complete change of clothes, just in case. They will also need a pair of wellies for garden play/forest school in inclement weather and a sun hat/sun cream in summer months. Please mark all your child's belongings with his/her name.

Hours of Opening

The pre-school is open during school term time only. Monday to Friday 09.15 - 2.45. We have morning and afternoon sessions or all day sessions available. Please see our fees and payment policy at the end of the prospectus for further details.

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.

Keeping Up to Date

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 emailing 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 take place twice per annum. (Parent/carers can request to see their child's profiles at any time).

Record Keeping

We are required by Ofsted to keep certain records about each child, including observations about their experiences and achievements at Pre-School and a selection of work. By observing the children in a systematic way, using either written notes, or photographic evidence, we are able to focus on each child individually, to monitor progress and plan next steps/experiences in line with the child's interests, which will help him/her to work towards the Early Learning Goals.

These observations also provide information that can be shared with you during your time in session as a parent helper, at another mutually convenient time or during parent mornings/afternoons (held twice a year). Your child's Learning Journal will move, with your child, to their next educational setting and will be continued by the staff in that setting until the end of Foundation Stage. All information within the setting with regard to your child is subject to our Data Protection and Confidentiality policies.

The Learning Environment

At Ide Hill Pre-school we aim to provide a happy, stable and caring environment in which, through play, children aged 2 $\frac{1}{2}$ to rising fives can explore, enjoy and progress to their fullest potential at their own pace, through both child and adult initiated learning experiences. We shall promote equality of opportunities and positive attitudes to issues that arise both from a multi-cultural society and from those with disabilities, to help children interact well with other children and adults. Staff will be positive role models and supportive of children's individuality, culture and learning experiences.

This shall be achieved by providing challenging and stimulating experiences in line with our learning and development policy that takes into account a child's individual needs, their interests and choices, as well as encouraging the involvement of parents and carers, to build on what has been learnt at home.

Planning will be based on the newly revised Early Years Foundation Stage programme, working towards the Early Learning Goals, covering 3 prime areas of learning, Personal, Social and Emotional Development, Physical Development and Communication and Language and Four Specific areas of learning Literacy, Mathematics, Understanding the World, Expressive Art and Design as well as children's interests, building on what the children already know, observation and assessment.

The layout of Ide Hill Pre-school allows children to initiate and put into operation their own plans during child initiated work time. Materials and equipment available for the children to use are easily accessible encouraging independence, appropriate to their stages of development, adequate to support all areas of children's learning and development, and regularly maintained and replaced.

There are places for children to display their work, a visual timetable of the session and an information board for parents and visitors.

How your child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

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;
- Physical development; and
- Personal, social and emotional development.

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;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

Forest School

We offer all children the opportunity to become involved in the outdoor environment through the use of our Forest School. The site that we will use is the "picnic area" opposite the pre-school, a spacious plot with large mature trees and open grass area. This is ideal for all sorts of activities. We hold Forest School sessions every week from 9.30 - 12.00 throughout the year. Activities include: den building, willow weaving, insect safaris, mud sculpting, natural art, whittling etc.

The Forest School initiative offers children regular opportunities to undertake learning and play in local woodland. It is complementary, not separate to learning in a traditional pre-school environment. Sessions in Forest School are not timetable or workbook-led, but driven by the learners themselves, drawing on their interests and imagination. Through Forest School children are able to develop a lifelong love and understanding of the natural environment, whilst developing the core purposes of the Forest School ethos, namely, development of self-esteem, confidence and social skills.

Philosophy

The philosophy which underpins the Forest School movement is to encourage and inspire individuals of any age from 2½ years upwards, through mastery of small, achievable tasks in a woodland environment, to grow in confidence and independence so that they are able to develop a sense of self-worth. Children will acquire new skills as they are ready for them so that activities can maintain a degree of challenge and excitement, whilst remaining safe and controlled. Children see natural outdoor settings as free from adult agendas and influences. This encourages unrestricted play and the right balance between challenge and discovery will help develop many different skills for life.

Playing outdoors, in natural places, supports and develops a child's sense of awareness. They recognise their independence and connection with nature and the outside world.

Safeguarding Children

Ide Hill pre-school aims to create an environment which promotes and safeguards the welfare of children which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Social Services or the police. A copy of our Safeguarding Policy and procedures can be found on our website or if you would like a copy please ask the Manager.

Illness/Absence

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 your 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.

Our policy on Health and Safety is available on our website and in the lobby.

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.

As we are a small group we offer personal and friendly care within our setting. Staff are fully 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.

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 DBS check and there is always a member of staff present who holds a First Aid Certificate.

Policies

Policies and the curriculum plans relating to the setting are on our website. Please take time to read these. Copies of all policies are in the lobby and hard copies 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, Kay Sard, who has been trained specifically. The setting will conform to the SEND Code of Practice from the Department of Education.

Outings

From time to time, we make visits to the local shops, Fire Station, Hospital, Strawberry Picking 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.

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.

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.

Group activities

The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided inside. The grounds also include a garden area which allows children access to growing and caring for their plants, the investigation of mini beasts as well as appreciation and enjoyment of the outdoor environment. (please also see Forest School.)

Uniform

It is not compulsory for your child to wear our uniform, but we feel it can give them a sense of identity and saves wear and tear on their normal clothes. You can purchase polo shirts and fleeces and caps from the pre-school throughout the year. Please ask Mrs Sharp for further details.

Queries

If there is anything worrying you or about which you would like further information, we hope you will feel you can come and talk to us. If you have any comments, critical or otherwise, please pass them on either directly or by using our suggestion box, so that we can take any appropriate action, if necessary. There is the opportunity to discuss your child's progress when you are the parent helper or you may make an appointment at a mutually convenient time with your child's key person. Staff are available at the beginning and end of each session for a less formal chat.

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 or alternatively via the Ofsted website.

Early Years Pupil Premium

Families attending the pre-school may be eligible to receive funding under the Early Years Pupil Premium. Full details of these schemes and their eligibility criteria can be found by following the link provided:

Early years pupil premium:

<https://kentcc.firmstep.com/default.aspx/RenderForm/?F.Name=CAFWVm74zaZ&HideAll=1>

PRE-SCHOOL SESSIONS AND FEES ON OFFER

At our pre-school we believe in open communication with all parents/carers and staff. Our fee structure is fully inclusive of all drinks and snacks. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

Funded children will receive up to six sessions of **two and half hours** from the term after they turn three (please see attached funding policy). This equates to 15 free hours in total.

SESSION OPTIONS:

Morning session: 9.15am-12.15pm = total 3 hours

- Funded children can finish the morning session at 11.45 a.m. thereby they won't have to pay our additional charge (£4.50) for the remaining 30 minutes.

Afternoon session: 12.15pm -2.45pm = total 2.5 hours

FEES:

Morning only:

-funded children: £4.50 (final half hour only)

or 2.5 hours free funded session

-non funded children: £17.00

Afternoon only:

-funded children: (free as the session is two and a half hours only)

- non funded children:£14.00

Day session (morning + afternoon):

-funded children:£17.00 if claiming 1 session (morning session)

-funded children £4.50 if claiming 2 sessions (morning and afternoon session)

-non funded children:£30.00

Kent County Council has produced a question and answer sheet about free early education places for parents. This can be viewed here:
http://www.kent.gov.uk/assets/pdf_file/0019/5941/Free-early-education-for-2-3-and-4-year-olds.pdf

PAYMENT POLICY

FEES

Fees may be subject to a review annually and parents will receive a half-term's notice (6 weeks) of any changes.

We ask for a £20.00 registration fee upon acceptance of the place. The registration fee is NOT required for children who are only accessing their funded hours.

An invoice will be given to each parent/carer at the beginning of each term **and payment must be made in full within 12 days from the date of issue.**

PAYMENT METHODS

Our preferred payment method is by bank transfer:
Acct Name: Ide Hill Pre-School / Acct No. 13428607 /
Sort Code. 09-01-55.

Please return the duplicate copy of the bill and post in the pre-school post-box with a note on it confirming when paid.

Cash payments should be made for the exact amount. Cheque payments should be made payable to Ide Hill Pre-School

Please return the duplicate copy of the bill and post in the pre-school post-box with your payment.

LATE PAYMENTS

Non or late payment will be dealt with as follows:

- If payment is not received within the 12 days a flat fee of £10 per week will be charged. If you are experiencing financial hardship please, speak, in confidence, to the manager/chairperson Ian Manley, so that alternative payment arrangements can be made.

- If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of Free Early Education will be unable to access any additional fee paying hours until outstanding fees are settled.
- If no payment is made during the child's first term, the child will not be allowed to return for a second term.
- Withdrawal - Half a term's notice (6 weeks) is required when a child leaves pre-school. Failure to give this will result in liability for half a term's fees.

ILLNESS/ABSENCE

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

LATE PICK UP

Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 30 minutes of the session/day end, a late collection fee of £10.00 will be charged and a further £10.00 for every half hour thereafter.

FEE REVIEW

Fees will be reviewed annually and we will give you a full term's notice of any increase.

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