

**PINNER CENTRE**



**PRE-SCHOOL**

## **Learning Through Play**

**Prospectus**

**2021**

Ofsted number 509096  
Charity number 273267

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## Introduction

Welcome to the Pinner Centre Pre-School, we are looking forward to getting to know you and your child/children. The purpose of this Prospectus is to provide an introduction to our Pre-School, with useful information to help you to make an informed decision about the right Pre-School for your child/children.

We are members of the Pre-School Learning Alliance, our aims are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children.

Funding for 2,3 and 4-year-olds is available.

## About our Pre-School

Pinner Centre Pre-School is a voluntary setting run by a committee, which is made up by our parents. We have a constitution and are of charitable status. We are a term time only setting.

Every parent/carer is automatically a committee member and is invited to attend the Annual General Meeting, held annually (usually during the Summer Term) and any other of the regular meetings called to discuss forthcoming events, fundraising ideas, investment in the Pre-School etc. These are very informative meetings and are a successful means of communication between parent/carer to ensure our smooth running.

If you need to contact any committee members, there is a contact sheet on the parent's information board in the main room.

## Early Years Foundation Stage (EYFS)

All activities in the Pre-School support the seven areas of learning which form the essential basis for later stage studies in school and beyond. Observations, photographs & Learning Journeys are taken by use of a secure app called 2Simple which are written in pictorial evidence of their progression, development and achievements and records, are kept of all children by their key person to help their further development, these records are kept confidential between parent/carer and staff, which we hope you will add to as well, while your child is in the Pre-School. These include a "WOW" page, if your child does something that makes you go "WOW" i.e. riding a bike without stabilisers, doing their coat up by themselves etc. Please tell us about it and we can add it to their Learning Journey.

## The prime areas of learning

The prime areas are fundamental, work together and move through to support development in all other areas, they are:

1. Personal, social and emotional development.
2. Communication and language.

3. Physical development.

The specific areas include essential skills and knowledge for children to participate successfully in society, they are:

4. Literacy.
5. Mathematics
6. Understanding of the World.
7. Expressive Arts and Design.

The Principles, which guide the work of all early years' practitioners, are grouped into four themes:

1. A unique child
2. Positive Relationships
3. Enabling environments
4. Learning and developing

Children learn through play both indoors and outdoors.

It is vital for children's health, learning and overall development to have access to the outdoors.

We have access to a secure garden area. The garden is fully enclosed and looks out onto part of the park.

Exploring the outside world is regularly included in our planned activities. This may involve investigating the seasons, flora, fauna, 'mini beasts', planting and growing and the environment with a strong emphasis on recycling.

Please provide suitable clothing and ensure all clothing has their name clearly visible on each item.

Just some of the things children learn in Pre-School, both indoors and outdoors are:

- Using language to communicate with adults.
- Caring and sharing
- Listening and responding as part of a group.
- Enjoying stories, poems and music.
- Recognising the use of print to carry information, stories and ideas.

- Comparing objects/materials and making predictions about them based on experience.
- Creating and recognising patterns and sequences.
- Understanding simple ideas of length, weight and volume.
- Naming shapes and colours.
- Thinking about the way in which people all over the world communicate with each other.
- Acquiring the skills and co-ordination they need both for healthy exercise of their own bodies and for handling writing and drawing implements.
- Finding way to tackling problems.
- Taking pleasure in the company of other children and adults.
- Learning how they and their families fair in the world of education. In a group where parents take an active part, children learn that the two part of their lives represented by home and school are not in conflict but share the same values.
- Finding that learning is not a burden imposed on children by adults but an exciting expression of children's own instinctive attempts to explore their world. Children then discover an essential ingredient for success for school and beyond.

### The Key Person

All children have a designated key person, you can speak to them on any subject concerning you or your child in complete confidence or, you may speak to the Manager or Deputy if you prefer. Confidentiality is observed at all times.

### The role of the Key Person

- To help settle each child into Pre-School.
- Talk with the parent to learn about the particular needs of each child and his/her family; this includes any special needs, medical or dietary requirements as well as special words, early language and routines.
- Providing parents opportunities to talk and to raise queries at the beginning and end of each session.
- Providing parents with time to discuss their children in confidence if necessary.
- Informing parents about their child's activities.

- Liaise with parents on a daily basis during the settling-in period to ensure an exchange of information and the development of mutual trust.
- Assist children to join in Pre-School activities.
- Encourage parents to stay in the Pre-School during the settling-in period, separating gradually according to the needs of parents and child.
- Ensure the physical and the emotional needs of each by assisting with toileting, putting on shoes, socks and coats as necessary.
- Comforting and reassuring their children at times of stress.

### Special Educational Needs

The Pinner Centre Pre-School is focused on ensuring that:

- Children with educational needs or disabilities receive an inclusive experience within our setting.
- Those children with special educational needs who would benefit from individual support from support assistance receive this support.
- The Special Educational Needs Care Officer (SENCO), the key person, the support assistant and the parents work closely together to identify the particular needs of the child and agree any additional support/duties that will benefit the child.

### Opening Times

Monday – Friday Sessions available	9.15am - 12.15pm
	12.45pm - 3.45pm
	9.15am - 3.45pm

### Capacity of the setting

We currently take up to 25 children per session. Ofsted Early Years taking the room, resources and staff ratios into consideration, previously set this limit. Although they have recently relaxed these restrictions, we feel that this is the optimum number for our setting. The current staff ratio requirements are 1 member of staff to 8 children for 3 & 4yr olds and 1:4 for 2 year olds, however, we typically operate at a ratio of at least 1:5 and have excellent volunteers to further support your child/children.

## Meet the Team

Our Pre-School Leaders and Assistants are:

**Pre-School Manager:** Wendy Taylor NVQ3

- SENCO 1-6
- Designated Safeguarding officer
- NCFE award in supporting individuals with additional needs level 2
- NCFE CACHE level 3 award for special educational needs co-ordinator in EY setting
- Behavioural practitioner

**Pre-School Deputy Manager:** Jade Stack NVQ3

- Deputy Safeguarding officer
- NCFE award in supporting individuals with additional needs level 2

**Practitioners:** Emma Lomas NNEB3  
Cheryl Lambton NVQ3  
Megha Rathod NVQ3  
Nina Quinnell NNEB3

## Support from Parents

### Parents/carers helpers

We welcome Parent/carer volunteers to come into the setting and help out. It is a great opportunity to learn more about what your child/children do all morning and meet their friends. The children also get really excited when a member of their family is helping out at the play-dough table or reading a story. This additional support is vital to us and we ask that every family get involved and volunteer for the rota at least once every term. There are a number of areas where your help is really appreciated such as:

- Help children to put on/off aprons for art/crafts
- Put children's names on art work

- Changing snack water where necessary
- Share books with children
- Read a story
- Helping at an activity table
- Facilitating sharing toys and games, encouraging sharing between children.
- Washing up children's cups and plates after snack time and after a cooking activity.
- Generally help tidy up at the end of the session

NB. You may only take your own children to the toilet. Parent/carer volunteers are never left alone, with any children at any time.

Younger siblings are welcome. They are your complete responsibility.

### WOW cards

Your child/children do amazing things all the time that make you go "wow" and make them proud. It may be the first time they do up their own buttons or turn the pedals on the bicycle on their own. We'd love to hear about them and have WOW cards for you to use to record these events. Make a note or send a photo and we can join you in celebrating their achievement. We can also add these milestones to their Learning Journey.

### Share your experiences

- We would be delighted to welcome parents/carers to meet the children if they have any special gift/talent or interest, such as playing a musical instrument, interesting job/hobby
- We celebrate many different cultural festivals and are grateful for any support from parents/carers who are able to share their own experiences

Please speak to your Key Person or any other member of the team if you are able to help.

### Fees

Enrolment fee is non-refundable and there is a charge of **£75.00**, this includes a compulsory uniform of 1 sweatshirt and 1 t-shirt

The fees per session are **£18.00** for children under 3 years and 1 term.

Any extra payable hourly charge is **£6.00**.

When your child reaches 3 years and 1 term the London Borough of Harrow will pay the fees for up to 15/30 hours a week, over 38 weeks in line with local term time.

We are also registered for 2yr funding, the same applies as to 3yr funding and if you are eligible Harrow Council will provide you with a letter which has a unique code which you must bring in when you complete enrolment with us, without this letter we are not allowed to accept 2yr funding.

Parents are invoiced at the beginning of each half term. Fees are to be paid within 7 days of invoice by BACS. Failure to do so will result in an additional charge for lateness of **£10.00, then £1.00 for everyday afterwards**. If fees are still not paid immediately then this may result in your child being refused entry till all fees are paid in full.

There is no deduction of fees for any absence.

Fresh fruit is provided for your children every day and will be a charge of £1.00 per half session and £1.50 per full session every day.

We politely ask that children are not taken out of the setting during term times and all fees will be charged as normal. Harrow Council have a strict ruling that if a child is out of the setting for 10 mornings over the whole academic year then funding will be stopped, if this is the case then full session fees are payable by yourselves.

We also provide the children with a healthy mid-morning snack, typically consisting of fresh seasonal fruit, milk or water. We also add variety throughout the terms and this may consist of toast, sandwiches, pasta, soups, hot chocolates, ice lollies, cakes. In addition to the session fees, there is a charge for this.

Pinner Centre Pre-School have a uniform, which is available to buy if additional is needed, please ask as we do have some second-hand items for sale at a reduced cost.

## Fundraising

Fundraising plays an important part in providing new and exciting resources and educational tools to enhance children's learning as Government funding only just covers our essential costs. Various fundraising activities are carried out during the year and any suggestions are always very welcome. These have included sponsored events carried out by the children, cakes sales, raffles, Christmas cards, end of term items and fun days.

We would not survive without such events therefore it is expected that all parents/carers represent their child/children at these events i.e. help to make or purchase cakes, face painting, man an activity table etc.

## Practical Information

### Health and Safety

Ofsted Early Years visit our facility regularly and ensures that we meet all standard requirements required for running a Pre-School setting.

We have a telephone/video entry system on the main gate to Pre-School, so we are able to see who is outside the setting if they call us. It is a padlocked gate and is the only access into the setting. We have a door inside the centre which is key coded and only Pre-School staff use it to gain entry.

### Illness

If your child is taken ill during the course of a Pre-School session, the parent/carer will be telephoned and informed immediately.

Please contact us as soon as possible if your child is not going to be in Pre-School for whatever reason or telephone Pre-School during working hours or leave a message, text or What's app on **07599 790611**.

In the case of a contagious illness, sickness or diarrhoea, please keep your children at home for **48 hours** after the last case of sickness and/or diarrhoea. Should your child be in need of regular medication, i.e. an inhaler, for life threatening illness we would require specific procedures to be in place before they can be given (please speak to the Manager).

If you feel the need to administer medicine such as Calpol then we would ask you keep them at home rather than send them into the setting.

### Fire Drills

Fire drills are practiced at the Pre-School every half term and full details of our Fire Procedure are included within our Policies and Procedures File.

### Collecting your child/children

**We require prior permission from you before we let your child/children go home with anyone else other than yourself**

In the case of an emergency we ask that you ring the Pre-School and give the manager a password of your choosing which you will have given to the person you have organised to pick up your child, where possible we require a photograph of this person if we have not previously met them. The staff will then know who is taking them, and only then will we allow the designated person to take your child from the setting. This is in the strictest confidence and it safeguards your child.

Please fill out a designated form to include all details of whom will be picking up and a password, there is always a member of staff outside the gate first thing in the morning with a clipboard with the forms available, please speak to them and fill this out.

If failure to pick up your child and no phone call has been received and we have tried every contact on your enrolment and have still been unable to make contact with you then due to safeguarding regulations we have duty of care to phone the Harrow Council safeguarding team who will then arrange for your child to be cared for.

**If you are late for pick-up/drop-off please be aware that a fine will be incurred.**

### **Lateness**

Please try to ensure that you arrive promptly for our 9.15am start, lateness can cause disruption for the other children. Registration is taken immediately the children enter the setting to ensure we safeguard them. Continual lateness will incur a fine and may result in your child's placement in the Pre-School being terminated.

### **Notice Boards**

We have a notice board outside the main gate of Pre-School with updated information and notices and any events due to take place.

### **Personal Data**

'Personal Data' of all our children in the setting (i.e. data from which the children can be identified) is processed and stored on the Families Information Service database. We celebrate each child's birthday and multi-faith religious festivals within the setting.

### **Data Protection**

Personal data is held (please see our policies and procedures for more detail)

### **The Setting Policies**

Pinner Centre Pre-School is an all-inclusive setting. Please read our Policies and Procedures, which you were sent at enrolment via email, you will be asked to read and to confirm on your contract them prior to your child/children joining the Pre-School. They include Equal Opportunities, Behaviour management, Safeguarding Children, Confidentiality, Parental Involvement, and record keeping.

### **Extra-Curricular Activities**

We try to provide a variety of activities for the children, these may include outings such as a walk to the post box, ride on the bus, visit to Fire station, trip to the park. We also arrange visits from members of the local community such as the Pinner Librarians and Police Officers. In the Summer Term we also have a class trip to a local Farm Park or equivalent, this is a highlight for all the children.

### **Useful tips for Pre-School**

Pre-School is a place where your child will come to learn through play and have fun!

- This will involve some messy play as we offer your child sand, water and paint at each session, so please ensure clothes that you do not mind if they get soiled are worn to Pre-School.

- The children have the opportunity to practice physical activities both inside and outside, therefore it makes good sense not to send your child to Pre-School in his/her good clothes as they will get dirty or wet from time to time and this can cause unnecessary upset for the child.
- Garments that your child can easily manage for toilet use would be helpful for staff. No fiddly belts/buckles/buttons etc.
- Please send your child in with a change of their own clothes in a named backpack.

**Please name any items of clothing or bags very clearly with your child's name.**

### **Children's centres**

We have access to a wealth of resources via our links with Children's centres. We have an excellent close working relationship with the Children's Centre Team, and they can offer advice and help on many subjects concerning children.

If you would like any further information, please do not hesitate to speak to your Key Person or management.

We are situated in Chapel Lane car park so please remember that parking charges do apply from the London Borough of Harrow, at their discretion we have been allowed to have a drop off and pick up allotted timescale, please ask the manager for a courtesy slip once your child is in situ. Pre-School are not liable for any tickets or damage to your car when in the car park

### **Feedback**

If you and your child are enjoying Pre-School, please tell everyone. If you are not and have any concerns, please do not hesitate to discuss them with any member of the Management Team or Committee. All contact details can be found on the Parent notice board.

Full contact details for Ofsted can be found on the Pre-School notice board outside the gate

Thank you for taking the time to read this prospectus.