



Selsdon Park Pre-School

Selsdon Community Hall

132 Addington Road

Croydon

CR2 8LA

07910735603

EY539112

Dear Parents/Carers,

Welcome to Selsdon Park Pre-School. This booklet sets out the aims of the nursery and gives you some information about us. If you need to find out any more information about us please speak to Jane or any member of staff.

We like to work in partnership with you in order to understand and provide best for your child's needs. We look forward to sharing your child's early education with you.

Best wishes,

Kelly Moore

Owner

Our Aim:

First-hand experience underpins all aspects of the nursery curriculum and leads to quality learning. The nursery encompasses the different needs and developmental rates to all the children, we build on children's own experience, valuing where they come from.

We aim to provide:

- A rich and stimulating environment in which children can develop physically, intellectually, emotionally and socially.
- A safe and caring environment where a child's spiritual, moral and social development can be fostered.
- To develop children's self-esteem and confidence, and develop a positive attitude to learning and each other.
- To respond to their individual learning needs.
- To provide equal opportunities for all the children and promote understanding and valuing of differences.
- To enable all children to reach their full potential.

Admission Policy:

All applicants must complete a registration form, consent form and emergency medical treatment form and return it to the nursery with £10 registration fee (Non-refundable). Priority is given to siblings; places are then allocated by the order in which applications are received. We take children from 2 to 5yrs.

Session Times:

Monday

Morning Session: 9am to 12noon

Afternoon Session: 12noon to 3pm

Tuesday – Friday 9am to 12noon

Lunch:

All children who stay for lunch are required to bring a packed lunch. Please ensure your child has something savoury to start with before treats (sandwiches or an alternative). We do ask you **NOT** to include peanut butter, nutella, nuts, muesli bars as we have some children with severe nut allergies, no hummus and no fizzy drinks or sweets. Children are not forced to eat the entire contents of their lunch box, we leave uneaten food in their lunch boxes so you can see how much they have eaten.

Please put an ice pack in your child's lunch box to maintain freshness.

Fee:

Fees are payable at the beginning of the half term. The Minimum Free Education Entitlement is available from Croydon Council for 3 and 4 years old, the term after the child's 3rd birthday. Please see our fees sheet for how this is delivered. **You must provide a copy of your child's birth certificate at the time of admission.**

Please note sessions are not transferable and fees are not refundable if you take your child out for holidays during term time, or absence due to sickness. We also charge for Bank Holidays if that Bank Holiday is your child's usual day. We accept payment from a variety of childcare voucher schemes.

Inset Day:

We hold 1 inset day in an academic year for staff training and development, parents will be informed 4 weeks in advance. Fees will be charged for Inset Days.

Clothing:

Learning through play can be a messy business! Please send your child to nursery in clothes which can be washed easily and are not special. Please make sure they have loose fastening clothes which they can easily manage, dungarees are generally not recommended. Please label your child's clothing with their name clearly.

Settling In:

Please allow a few sessions for your child to settle in the nursery. While some children settle immediately, others take more time. Leaving them for short periods of time in the beginning is often reassuring way for them to realise you will be back. If your child is booked in for full days they will start with mornings only for the first few day or week, then builds up the whole day session. All children are different and staff will discuss your child's needs with you.

Dropping off/picking up:

Please bring your child in to the hall and help them to hang up their coat and bag. Selsdon Park Pre-School is a Mobile Free Setting, please ensure no mobile phones are used during drop off and collection times.

Please tell your child's key person or management team if someone else will be collecting your child. Should this change during the session please phone to advise us, this is for your child safety.

Security:

The main entrance door is closed at all times, and is open for arrival and collection times by a member of staff. If you leave the building, please ensure the main door is closed behind you.

Educational Visits:

We sometimes take the children out on local/educational visits. Your permission for this will be requested at the time and you will be asked to complete a permission slip which will detail the visit.

Snack:

We provide snack at about 10:15am, which is a variety of fruits and vegetables like apples, bananas, grapes, oranges, pears, cucumber, sweet corn, carrots, raisins, milk and water. Please make sure you have advised us of any allergies or dietary requirements on your registration form

Parental Involvement:

Partnership with parents is very important in the learning and development of your child. We value parents coming in and sharing special skills or interests they have with us or to read to the children at story time. We also run various activities throughout the year when parents can join us and support their child during these events. We also ask parents to help us on trips as well.

Curriculum:

Children learn through play and therefore personal discovery and first-hand experience is vital in the overall development of a child. The EYFS curriculum revolves around the individual needs of each child, allowing them to develop at their own pace.

Selsdon Park Pre-School and the Early Years Foundation Stage

1. What is the EYFS?
 - The EYFS sets the standards that all Early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.
 - To access more information, visit:
<http://www.foundationyears.org.uk/early-years-foundation-stage-2012>

Assessments / Record keeping:

Individual records are kept of each child's progress and we hold 3 formal Parents Teacher Meetings a year for you to discuss your child's progress with their Key Person. A written report of your child's progress will be provided once a year. Please feel free to speak to your child's key person on an informal basis throughout the year when you drop off or pick up, or at mutually convenient time.

Daily Routine:

The following is the structure of the morning. Timings and activities may vary depending on the mood of the children.

Registration time: 9:15-9:30

Snack time: 10 – 10.30

Story time: 11:15 -11.30

Circle time: 11.30 – 12.00

Monday PM

Lunch time:12.00 – 1.00

Story time: 2.15 – 2.30

Circle time: 2.30 -3.00

Behaviour:

Caring for the environment, each other and respecting personal feelings are all areas which we actively promote. Where conflicts arise we deal with them firmly but not sensitively. Children are introduced with ground rules and given good reasons for them. Consistency is important and the ground rules are often discussed again with children as part of their personal and social development.

We promote positive behaviour management with lots of praise and positive reinforcement, allowing the children to feel valued, not humiliated or belittled

Sick child policy:

Please inform us if you have any concerns about your child's health or call to tell the nursery if your child is unwell.

While we understand it may be difficult for working parents to find alternative childcare, you must not send your child to nursery if they are very unwell or if they have a temperature.

Infections such as impetigo, sickness and diarrhoea can spread quickly among young children. Please make sure you keep child at home and seek medical advice if necessary. Children cannot return to nursery for at least 48hrs after the last episodes of vomiting, diarrhoea or a temperature.

Administration of Medicine:

If your child requires medicine while at nursery you need to complete and sign the medicine permission form. We will only administer medicines prescribed by a doctor. Children who are on antibiotics should not attend nursery for the first 24hours of their treatment.

We cannot administer any medicine without prior written consent. **We do not administer over the counter medicines such as Calpol.**

Equality of Opportunity and Inclusion Policy:

At Selsdon Park Pre-School we treat everyone with the same respect and give them the same opportunities regardless of their age, ability, disability, gender, race, colour, religion, family structure, sexual orientation or marital status. We have an inclusion policy. This means that we welcome and value all children equally regardless of their individual needs. We recognise that not all children will progress at the same rate generally, it is also important to identify when a child's progress is inadequate, and when they may need additional support in order to reach their full potential. We believe all children should have access to the whole curriculum and that we may need to adapt our teaching and delivery and offer additional support to children with Special Educational Needs. At Selsdon Park Pre-School we are always willing to make reasonable adjustments if required to accommodate individual needs.

Safeguarding:

The Children's act requires us to inform the Social Services if the emotional or physical condition of any child gives us cause for concern.

The Children's act is there to protect children and nurseries are encouraged to take the attitude that where there are any reported or observed concerns it is better to be safe than sorry.

Digital Policy:

Please do not use mobile phones in the building. Please do not use any cameras during any celebrations or festivals to protect children's identity.

Safety:

We have a fire drill every term so that staff and children know the routine to follow in case of fire. All staff members have up to date first aid training and are aware of safety procedures.

No Smoking Policy:

We operate a no smoking policy on the premises and within the nursery grounds. Please do not smoke in the building or in the vicinity of the Pre-School.

Home Learning:

Selsdon Park Pre-School supports home learning. Things we do at Selsdon Park Pre-School to support home learning and partnership with parents are, **Wow Board:** children are sent home with a Wow certificate to write what they have done at home, which is very special for them for example, put their pyjamas on without help, brush their teeth or tidy up. Children are required to bring the certificate back to nursery to be shared with peers and displayed on the Wow notice board for a week.

Home Learning Bag: children are encouraged to borrow a home learning bag over the weekend to share with parents and have a special time with their parents.

Barnaby Bear: every week the staff choose someone to take home Barnaby Bear. The children then record the weekend activities in Barnaby's book and shares this at circle time on Monday morning.

Feedback: the staff at Selsdon Park Pre-School aim to give parents and carers feedback on a daily basis about your child's day. Staff also invite parents and carers to join in activity days and occasions such as sing-alongs.

Complaint Procedures:

We value direct contact with parents. Please let Kelly or staff know if you have any concerns, worries or problems. If you have cause for complaint, please call me (Kelly) on 07910735603 or write to me. If you are not satisfied with the way I have dealt with the problem please contact Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD, 0300 123 1231.

Contact Details:

Please let us know if your address or phone numbers (home, mobile, work, emergency contact) change. It is important that we can contact you at all times in case of an emergency.

Full copies of all our policies are available upon request.

Next Review date: August 2017