

Proprietor's

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and

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Welcome to



84 Croydon Road
Caterham
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CR3 6QD

Prospectus

Established September 2005

Curriculum

We cover the three PRIME areas of learning and the four SPECIFIC areas of learning as detailed in the Development Matters in the Early Years Foundation Stage. Most of this learning takes place in the form of PLAY.

PRIME AREAS

Personal, Social and Emotional focusing on:

Making Relationships
Self Confidence and Self Awareness
Managing Feelings and Behaviour

Physical development focusing on:

Moving and Handling
Health and Self Care

Communication and Language focusing on:

Listening and Attention
Understanding
Speaking

SPECIFIC AREAS

Literacy focusing on:

Reading and Writing

Mathematics focusing on:

Numbers, Shape, space and measure

Understanding the world focusing on:

People and Communities, The World and Technology

Expressive Arts and Design focusing on:

Exploring and using media and materials and Being Imaginative

Change of Circumstances

Parents/carers must inform the pre-school of any changes in telephone numbers, address, emergency contact details or personal circumstance.

Parental Involvement

DucklingsPre-School recognises the importance of parents/carers in children's early years education. We therefore welcome parents/carers to help with various activities within the pre-school. Please see Debbie or Joanne if you wish to help out.

You are welcome to discuss any matters concerning your child with your child's Key Person at any time. If this is outside of Pre-School hours please contact Debbie or Jo on the telephone numbers at the back of Prospectus.

Child/Staff Ratio

The Government stipulates the following staffing ratios:

1:4 for children aged 2 years

1:8 for children aged 3 - 8 years



Opening Hours

Monday 9.00am - 1.00pm
Tuesday 9.00am - 1.00pm
Wednesday 9.00am - 3.00pm
Thursday 9.00am - 2.00pm
Friday 9.00am - 12.00pm

If you choose for your child to stay for lunch, we require their lunch to be packed in a named box and would ask that you do not include any nut products, chocolate, crisps etc. We are open term time only for 38 weeks per year. We are closed on Bank Holidays.

Admissions

Children are accepted from the age of 2 years until statutory school age. They do not need to be toilet trained.

Parents/carers are encouraged to settle their children when they start and are welcome to stay until they are happy. The staff will adapt to whatever the parents/carer believes is the best for their child.



Our Aims at DucklingsPre-School

We aim to:

- provide high quality care for children aged 2-5 years, in a safe and stimulating environment.
- encourage the children in our care to be happy, confident and eager to learn through play. During the session they will have time to look, listen, feel, talk, think and pretend, as well as have the time and opportunity to be themselves.
- provide a safe, happy, caring environment in which the children in our care thrive and learn through various activities.
- work within a framework that ensures equality of opportunities for all the children and families.
- encourage considerate social behaviour, co-operation, good manners and to nurture confidence and ability as well as to notice and act upon any difficulties a child may have

We hope that this prospectus will help to answer most of your questions, but if you have any further queries you wish to discuss, please feel free to contact either Debbie or Joanne on the contact numbers or have a chat with us when you visit the Pre-School.

Sickness

Children should not attend the pre-school for 48 hours following sickness, such as vomiting, diarrhoea, or an infectious illness (such as Chicken Pox) or if they have any unspecific rashes until diagnosed by a doctor. If a child requires paracetamol or ibuprofen prior to attending the setting they are not fit to attend. The **only** exception is for children who have just had their pre-school boosters.

If a child becomes ill while at the pre-school, the parents/carers will be telephoned immediately, if the parents/carers cannot be contacted, then the emergency contacts will be telephoned. If necessary, the child's GP will be called. In the event of an emergency a senior member of staff will act as a guardian until the parents/carers arrive and will take the child to the nearest hospital if advised by the Emergency Services (999).

No medication will be given at the pre-school except self-medicating e.g. inhalers, epipens etc. Parents/carers will be asked to fill in a permission to administer medication form, then date and sign it.

Parents are required to text the Pre-School on 07545 090 305 on the first day of sickness.

Activities

The children in our care are encouraged to learn through play. Some of the time is spent in free play allowing each child freedom of choice between any of the organised activities we have on offer.

The setting also has an outside play area which is utilised in most weather, so suitable clothing, ie coats, hats and outdoor shoes, should be available each day the child visits the setting.

All children are encouraged to participate in a short quieter 'circle time' as part of each session. They are encouraged to sit and contribute to group discussions, sing songs and play musical instruments, or listen and join in with stories and rhymes.

Each child is required to bring in a piece of prepared fruit (ie, grapes must be cut in half and fruit peeled if necessary) in a named container for snack time. A snack bar will be available between the hours of 10.00 to 10.45 (approx) and each child can choose when they would like to eat their snack within that time frame. DucklingsPre-School will provide milk and water during this time.

We run a Key Person system during our sessions. We are using Tapestry, which is an online Learning Journey. We use observations on each child as well as photographs and examples of their pictures/craft work, which are added to the Learning Journey on a weekly basis. This enables the staff to monitor the progress of the children during their time with us. Parents/Carers will be able to access their child's online Learning Journey via a PC, smart phone or tablet. During the year we hold two parents/carers consultation meetings where your child's progress is discussed.

Accident/Incident

The staff will deal with any Accidents/Incidents that occur during the child's time with us at the pre-school and the parents/carers will then be telephoned and informed if necessary. The Accident/Incident will then be recorded in the pre-schools Accident/Incident book. Parents/carers will be asked to sign the Accident/Incident book on arrival when collecting the child.

All Weather Protection

In the sunny weather, we ask that children be provided with a named sun hat. To protect them from the damage caused by sunburn, we suggest that parents/carers apply a sun protection cream to uncovered areas before the child attends pre-school on sunny days.

In wintry/wet weather please provide suitable coats and footwear.

Jewellery

In view of the nature of children's play, we prefer for children not to wear jewellery at the Pre-School. However, if you wish for your child to wear jewellery you will be required to sign a disclaimer. In doing this parents/carers are accepting responsibility for any loss, accident or injury caused to their child or another child caused by the wearing of jewellery.

Fees

Fees are £6.75 per hour. Fees are payable within the first two weeks of each half term and will be billed accordingly. Fees must still be paid if a child is absent due to illness or on holiday, in order to keep their place open.

Fees must be paid in advance by weekly/monthly/half termly/termly standing order. However, if a standing order is not possible an additional charge of £5.00 will be made for any payment made by cash/cheque. This is to cover the cost of banking charges.

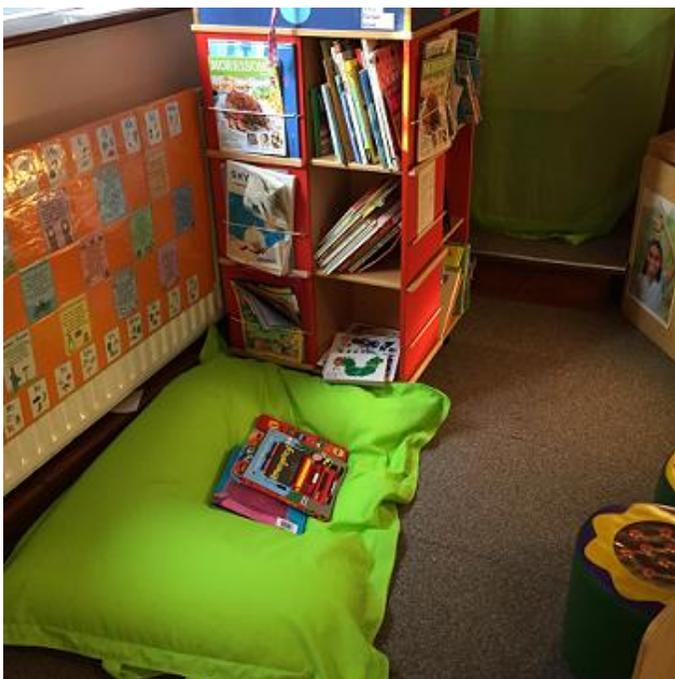
If fees are not paid within the specified two-week period and a payment plan has not been agreed, then a charge of £2 per day will be incurred. If fees are late by one week over the specified period and a payment plan has not been agreed, then your child will not be allowed to attend the pre-school until the arrears have been cleared.

If you wish to send your child to Ducklings Pre-School, we will send you a copy of our registration form. Please complete these forms and send them back to us along with the registration fee. The registration fee is £30.00 and includes a book bag and a t-shirt when they begin the pre-school.

Payments should be made by BACS payment.

Consumables

In order for us to provide the large range of activities your children will enjoy, we would ask that you pay a voluntary contribution to fund each adult led activity. Please be aware that this voluntary contribution request is for FEE and FEET children only.



Dress Code

Ducklings Pre-School requires all the children to wear a Ducklings Pre-School t-shirt or sweatshirt. This is compulsory uniform. T-Shirts cost £7.00 each, polo shirts and sweatshirts cost £12.00 each. Children are required to wear sensible skirts/trousers. We cannot be held responsible for any loss or damage to any clothing which your child may wear, although every effort is made to ensure that no damage occurs. We ask that the children wear comfortable indoor shoes, such as black plimsolls or slippers. The parents are required to provide a change of clothes for their child should they be required. If no change of clothing is available, Ducklings Pre-School will provide suitable replacements which must then be returned within 48 hours fully laundered. In order that we can identify clothing and footwear we ask the parents to label their child's clothing. We do not accept any responsibility for items lost or damaged.

Free Early Entitlement

The Local Education Authority (LEA) allocates grants to all 3 and 4 year olds. The entitlement commences from the term after their third birthday. DucklingsPre-School will apply for the grant on your behalf. Any hours over your free entitlement will be charged accordingly. The LEA pays the grant directly to DucklingsPre-School.

Each 3 and 4 year old is entitled up to 15 hours per week, 38 weeks a year of funded early education.

Free Early Entitlement for Two Year Olds

The government have introduced funding to provide families on the following benefits with free early education for two year olds:

- ❖ Income Support
- ❖ Jobseekers Allowance (income based)
- ❖ Income related Employment and Support Allowance
- ❖ Child Tax Credit with a household income of less than £16,190 and not entitled to Working Tax Credit
- ❖ Guarantee Element of Pension Credit
- ❖ Working Tax Credit 'run-on'
- ❖ Immigration and Asylum Act 1999

If you are in receipt of any of the above benefits please speak to Joanne Anderson.

30 Hour Funding

Ducklings Pre-School is open for 22 hours per week. We are registered to take the 30 hour funding, if parents/carers are eligible. Parents/carers will be required to provide a code to us each term.

Collection of Children

All children must be signed in and out of the Pre-School by their parents/carers. A collection password will be asked for when the main parents/carers are unable to collect their child. No child will be allowed to go with an adult who is unable to give the correct collection password.

If the parents/carers are unavoidably delayed and will be late to collect their child, the pre-school can be notified on: **07522 915829**. Late collections will be charged at £1 per minute, unless prior agreement has been made. We will not charge this fee for unforeseen circumstances, within our discretion.

In the event of a child not being collected, the contact numbers detailed on the registration form will be used. A member of staff will stay with the child on the premises until someone can be reached and collect the child. If after half an hour, no parent/carer has been spoken to, then Social Services will be contacted and their advice taken.



Photos

While caring for your child we take photographs and videos to share with you on Tapestry and to use in promotional literature or accompany coursework. A consent form is enclosed in our Registration pack.

Behaviour/Discipline

We believe that children thrive better through encouragement and praise rather than through criticism. Ducklings Pre-School have a reward chart for each child. Once a child achieves 10 stars they can then choose a prize from our 'treasure chest'.

We have a firm, but fair, behaviour policy. The children understand that there are certain rules which are there for their safety. They are encouraged to share and take turns which are important aspects of their personal and social development.

Outings

We take the children out on outings from time to time to the local park and to the library. We have a 1:2 ratio on outings. To enable us to achieve this we rely on parent helpers. A permission slip is enclosed with our Registration pack.

