



Tickton Pre-school and Play Pals.

Setting Prospectus.

'Where learning and play come hand in hand'.

www.ticktonpreschool.co.uk

email: info@ticktonpreschool.co.uk





Tickton Pre-school and Play Pals.
"Where learning and play come hand in hand"
Charity No: 1020795

Tickton Pre-School and Play Pals
Village Hall
Main Street
Tickton
HU17 9RZ

Telephone number: 01964 501744

Manager – Helen Turner BA(HONS), EYPS, PGCE.

Opening hours and Fees:

We provide pre-school day care for children aged 2 years - 5 years old,
Monday – Friday, (7.30am – 6.00pm)

We provide pre-school sessional care. (£11.50 per pre-school session (3hours).

Morning Play Pals sessions included breakfast.

Children will need to bring their own packed lunch if they attend wrap full day care and/or any pre-school afternoon session.

Tickton Pre-school is open term time only.

An initial registration fee will be charged (when your child starts at Tickton Pre-school and/or Play Pals).

Your child may be entitled to two year funding, 15 Hour funding or 30 Hour funding – please ask any member of staff for further information regarding this as funding forms must be completed.

Invoices for each half term will be issued two weeks into the start of each half term and should be settled within two weeks of being issued.

We aim to be as flexible as possible – please discuss your child care needs with us at any time.

Play Pals out of school club sessions/ wrap-around care.

Children 2Y – 11Y

For school children this includes; 7:30am care (including breakfast) & school drop of – school pick up until 6pm.
We also provide a service to drop and collect your children from school clubs.

All children are welcome to attend, however we can only collect and pick up children from Tickton CE Primary School.

Play Pals care mirrors Tickton CE Primary School open days (term dates).

7.30am – 9.15am

3:15pm – 5pm

Late pick up available (until 6pm)).

Lunch Club

Lunch is served during an afternoon session. Children will require their own healthy pack-lunch.

Staff

The Pre-School employs the following dedicated and well-qualified staff:

Pre-School and Play Pals Manager and EYP:

Helen Turner, BA (HONS), EYPS, PGCE (Early childhood education).

(Safeguarding Children Co-ordinator, 'Phase One' letters and sounds co-ordinator).

First Aid, Food hygiene and Safeguarding trained.

Level 3 certificate.

(Communication and language co-ordinator).

(Equality and diversity coordinator ENco.)

Deputy Manager:

Sharon Haysom (Health and Safety Co-ordinator, (PANCO) physical and nutritional needs co-ordinator.

First Aid, food hygiene and safeguarding trained.

Level 3 certificate.

Key Workers:

Emma Rowley

(Literacy co-ordinator).

First Aid, food hygiene and safeguarding trained.

Level 3 certificate.

Charlotte Raynor (Play Pals co-ordinator)

(Expressive arts and design co-ordinator & citizenship and celebration co-ordinator)

First Aid, Food hygiene and Safeguarding trained.

Level 3 and level 4 certificates.

Janet Duffield

(Maths coordinator)

First Aid, Food hygiene and Safeguarding trained.

Level 3 certificate.

Keeley Watkins SENCO (special educational needs coordinator).

(UTW co-ordinator)

First Aid, Food hygiene and Safeguarding trained.

Level 3 certificate.

Jayne Miller

First Aid, Food hygiene and Safeguarding trained.
Level 3 certificate.
PSED and Behaviour coordinator

Karen Shaw

First Aid, food hygiene and safeguarding trained.
Level 3 certificate. Children's centre 'Book Start' link worker.

Helen Thorley

First Aid, food hygiene and safeguarding trained.
Level 3 certificate. Transitions coordinator.

First Aid, food hygiene and safeguarding trained.
Level 3 certificate. Transitions coordinator.

Pre-School/Play Pals Assistants:

Allison Ellerington and Eva Davis

First Aid, food hygiene and safeguarding trained.

Play Pals.

Play Pals out of school co-ordinator: Charlotte Raynor,

Play Pals Support Staff/Key-workers: Helen Thorley, Sharon Haysom, Jayne Miller and Eva Davis.

Staff development and training is vital at Tickton Pre-school and Play Pals. Over 90% of our staff hold relevant childcare qualifications. All staff are first aid trained and have relevant safeguarding children training. Helen Turner holds her Early Years Professional Status (EYPS) and a (PGCE) post graduate certificate in early childhood education from Sheffield University. Staff are also completing foundation degrees in childcare policy and practice with Hull University.

Mission Statement, Tickton Pre-school and Play Pals.

At Tickton Pre-school and Play Pals it is our mission to provide individual, developmental play for unique children of all abilities.

We have a child-centred, stimulating and fun environment which the children cannot wait to attend.

Children are at the centre of everything we do.

We operate an open-door policy which is inclusive to all children, parents/carers and families.

Through our dedicated team work we provide a safe, secure and healthy environment for all children to enjoy.

We support children on a path of lifelong learning.

We are a setting determined to meet the needs of our local parents and partners and to play a role in our community.

Tickton Pre-school and Play Pals actively promotes the fundamental values of democracy, the rule of law, individual liberty and the mutual respect and tolerance of those who have different faiths and beliefs. These are interpreted for our youngest children through; learning right from wrong; modelling mutual respect, positive relationships and offering second hand experiences (such as stories and learning through media); learning to take turns and share and by challenging negative stereotypes.

Registration for pre-school and/or play pals.

- Once your child has been offered a place at Tickton Pre-School and/or Play Pals you will be asked to complete our registration forms. It is important that the necessary forms are completed before your child joins us.

- Please give your child's full details; including GP information, emergency contacts, medication needs, special dietary requirements, and any known allergies. Your admission forms and parent pack will be given to you by the manager (Helen) or deputy manager (Sharon).
- A permission form allowing nominated people to collect your child in your absence and a parent contract are also required to be completed and signed.
- You will also be asked to fill in an 'All About Me' regarding your child – detailing their likes, dislikes, skills and challenges - in order that staff can more readily get to know them. We would also ask that you complete our mark-making questionnaire and return both to the setting with your registration forms.

Starting Pre-School and/or Play Pals.

Settling In

It is important for parents and pre-school staff to work in partnership to build your child's confidence - a child who is tense or unhappy will be unable to play and learn to their full potential. Starting Pre-School is a brand new experience for children. It may be the first experience of separation from a parent. For this reason we offer a flexible approach to settling in, with free trial sessions that both children and parents can attend.

After every session you will always be given the opportunity to discuss how your child has been in your absence with your child's key person. Your key person is also happy to telephone you during sessions, letting you know how your child is getting on during the settling in period. As a parent/carer you are welcome to telephone the setting as often as you like.

Routine

Whilst many different activities are available throughout the session (as part of our continuous provision), routine is important for children. (See attached routine plan).

Dropping off and collecting children on time is an important routine that will help your child with the process of settling in.

(Please see a copy of our 'setting routine' in your parent pack).

Clothing and Personal Possessions

We strongly recommend that children are dressed in practical, comfortable clothing which can easily be washed. We encourage children to get involved with many different activities, including painting, mud kitchens, play dough, cooking sand and water. Whilst we do provide aprons, children sometimes get messy! (**very messy!**).

Should you wish to purchase your child a T-shirts and/or sweatshirt with the pre-school logo on these are available.

We ask that parents bring a labelled bag with spare clothes in for your child. We do have a small stock of clothing for use should your child need a change, but we ask that these are laundered and returned as quickly as possible.

Comfortable footwear, such as trainers should be worn inside. Please remember to bring alternative footwear if your child is coming to pre-school in wellingtons.

Please ensure that you bring a coat or other suitable outdoor clothing for your child) – we explore come rain, snow or sun. Please labelled with your child's name.

You are asked to provide all nappies, training pants, wipes - which your child may require.

Please apply sun cream to your child during summer/hot days. We will provide top-up cream throughout the day (please see application form for your permission and concerns).

We provide sun hats for children, but you are welcome to bring your own (please label).

Out-door play

We offer free-play access for children inside and outside (**always** under adult supervision). Please can you ensure that your child has warm clothes for outdoor play in cold/wet weather.

Parent information unit

We have a pre-school and play pals parent information unit in our entrance area. Parents are welcome to look through

these files at any time. We maintain records on a wide range of helpful topics, including; useful contacts, health and social information, advice centres, children centres, transitions and local information. Please find a copy of the parents' guide to the Early Years foundation stage in your parent pack.

We also keep up to date information on our parent information boards. Any further information you require please don't hesitate to ask a staff member for help, or even add information to the files yourself that you feel may help other parents/carers.

'Learning Through Play'

'Play is essential for children's development, building their confidence as they learn to explore, to think about problems and relate to others'.

The Early Years Foundation Stage (EYFS).

A Unique Child:

Every Child is unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships:

Children learn to be strong and independent through positive relationships.

Enabling Environments:

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Learning and Development:

Children develop and learn in different ways. The EYFS framework covers education and care of all children in early years provision, including children with special educational needs and disabilities.

Our ethos at Tickton pre-school and Play Pals is that children 'learn through play' in a rich and varied environment, that meets all children's interests. We comply with the EYFS (Early Years Foundation Stage Curriculum) statutory guidance, themes, principles and practice guidance, providing activities continuously so children can freely access the seven areas of learning:-

The Prime areas of learning:

- 1) Personal, Social and Emotional Development (PSED)
- 2) Communication and Language (CL)
- 3) Physical Development (PHYD)

The Specific areas of Learning:

- 1) Literacy (L)
- 2) Mathematics (M)
- 3) Understanding the World (UTW)
- 4) Expressive Arts and Design (EAD)

As a team we carry out observational evidence of your child's learning and each child has an individual learning journey profile (parents/carers/children may view or discuss their child's profile whenever required, parents and children may also add to their profile at any time).

Our adult led activities enhance and develop children's learning at an individual level.

Each child will have a 'home link book' so you can share observations, information, pictures and photos with the setting from home.

Between the age of 2 years and three years, a 'progress check' will be completed and shared with parents/carers. The aim of the progress check is to;

- Review a child's development in the three prime areas of the EYFS;

- To further link with parents.
- Ensure that parents have a clear picture of their child's development;
- Enable practitioners to understand the child's needs and plan activities to meet them in the setting;
- Enable parents to understand the child's needs and, with support from practitioners, enhance development at home;
- Note areas where a child is progressing well and identify any areas where progress is less than expected; and
- Describe actions the provider intends to take to address any developmental concerns (including working with other professionals where appropriate).

Staff will ensure that this process is fully discussed with parents.

You will receive a copy of your child's progress report a 'summative assessment' each term.

Activities:

Staff plan to ensure that children have access to a wealth of different activities during each session, tailored to individual observations and plans. Children are encouraged to make choices and explore the full range on offer;

Each day children can be involved in:

Indoor and outdoor play, mixing paint, making play dough, water and sand play, cooking, exploring the "home corner", dressing up/role play, games, small world play, construction, sharing books and reading, dancing, singing, group times, rhyming, play with letters and sounds, exploring different foods and cultures, den making, number play, sensory play, stories, crafts, puppets, mark-making and music, nature play.

Healthy Eating:

During each session children will be provided with healthy snacks and a choice of milk and/or fresh water. We promote healthy eating, with snacks planned in conjunction with the guidance set out in 'Eat Better, Start Better'. (Please see parent pack for a copy of our snack menus.)

Our menus change seasonally and are displayed on our notice boards – enabling you to plan your home snacks and meals.

Children will have a weekly opportunity to cook using fresh ingredients, these will be sent home to enjoy as part of a healthy meal at home.

Children are required to bring a healthy packed lunch to sessions – ideas and guidelines are provided in our setting parent pack and food information newsletters/files.

Taking a Book Home:

Sharing books together is very important.

Children may select a book or book bag from the pre-school as and when they choose - to take home and share with parents/carers. Children enjoy reading stories on their own and having books read to them by adults and siblings.

Through books children develop imagination, discover words, text, phrases and expressions. Books have adventures, emotions, and experiences which children can relate to. Reading to children develops their knowledge, imagination and own story telling abilities.

Please ensure all borrowed books are returned to the setting so that others may enjoy them too.

Play Pals after school club

- Play Pals is a before and after school/pre-school service which is open to children aged 2 and upwards.
- We offer a range of activities for children including, painting, crafts, Lego, dressing-up, role play, home-corner play, cooking, puppets, scooters, movie nights, bikes, pogo, small worlds, indoor and outdoor games (e.g. football, skipping, pool, table tennis, table football), electronic games, ICT, DVD's, board games (e.g. bingo, Connect 4, Jenga, Jigsaws, Ludo, draughts), and reading.
- We support children with homework and shared reading – providing a quiet area for children to use.
- The children in Play Pals take great pride in crating their own 'Play Pals magazine' and in the running of their own

children's Play Pals committee.

- Children attending the Club are provided with a range of healthy refreshments and healthy snacks - in line with 'Eat Better, Start Better'.
- We collect and pick up children from Tickton CE Primary School via a 'walking bus'. We are happy to pick up children from after school clubs if they chose to attend extra curricular activities. All children wear hi-vis jackets as part of the walking bus and Tickton Primary school have kindly provided us with an indoor meeting room to pick up children from safely.
- We aim to meet the needs of our busy parents and community.
- We welcome children who attend other schools, but parents would need to make their own arrangements for travel between school and Play Pals club.

Parent Involvement and Key person.

For more detailed information please see our key person and parent partnership policy.

Working in partnership with parents is key to supporting child development and learning. Tickton pre-school and Play Pals operates a key person system for all children and families, offering individual tailored care and support.

Parents will be invited to meet their child's key person on a regular basis, to discuss their child's progress, profiles, observations, assessments and care needs. Parents can chat and discuss any issues with their key person or a manager at any time and during daily discussions.

You will be introduced to your key person during your induction day.

Please feel free as a parent/grandparent/carer to stay and play at pre-school - children enjoy and benefit from their parent's support and interest. We as a team can learn so much about your children from you, we are happy to chat any time.

As a charity-run pre-school and out of school club we welcome donations of items, including:

- Magazines and comics for cutting and gluing.
- Boxes for junk modelling
- Wool remnants, corks, bottle tops, brightly coloured sweet wrappers
- Buttons and ribbons.

Health and Safety

All discussions and issues are confidential.

For more detailed information please see our health and safety policy.

Please let us know if your child is absent due to an infectious disease which may affect others.

Common conditions such as conjunctivitis and head lice should also be reported to the Pre-School/Play Pals. With head lice children should be kept at home until treated. This is a common problem in schools and not a cause for embarrassment. Should your child become unwell at Pre-School/Play Pals, you will be contacted immediately. We will take children's temperature and report this information to you. We expect parents/carers to collect their children as soon as possible when unwell.

If your child has sickness and/or diarrhoea, then please keep them at home until at least 48 hours after the last incident.

ALL accidents that happen at pre-school, no matter how minor, will be recorded in the accident book and parents/carers will be informed at the end of the session – these forms must be signed by parents/carers. Pre-existing injuries (accidents that happen at home) will also be recorded and signed by parents/carers.

All of our staff hold first aid certificates, and are trained in safeguarding children.

A fire escape plan is in place and reviewed annually.

Outings

For more detailed information please see our outings policy.

We require parent permission to take children out on local outings (for example to the park or local post office).

If a setting visit is planned (such as to 'Humber Forest Schools') parents will be sent information and permission slips to complete (including copies of risk assessments).

Risk Assessments

Risk assessments are completed for our setting – parents are welcome to view all our risk assessments at any time.

No Smoking

We operate a NO smoking policy.

Special Educational Needs

We provide equality of opportunity for all members of our Pre-School, and this includes children with special educational needs and/or disabilities. We operate in accordance with the Government's Code of Practice on Special Educational Needs. We will provide for the needs of **all children**.

Our SENCO is Keeley Watkins – Keeley works in close partnership with parents of children with additional needs - to ensure that all levels of care, external support and education/learning needs are met and implemented.

Equal Opportunities:

For more detailed information please see our equal opportunities policy.

We promote equality of opportunity for all children, parents, practitioners and volunteers; we support the individual needs of all children. We value and support all children. We value diversity and difference. Inappropriate attitudes will be challenged. We encourage children to value and respect others.

Medication:

For more detailed information please see our medication policy.

We may only give children prescribed medications. Parents will need to fill in our medication book – detailing medication prescribed. Please ask your key worker as and when required.

Behavioural Management

For more detailed information please see our managing behaviour policy.

Our behaviour co-ordinator is Jayne Miller.

All adults will be a positive role model for children with regards to friendliness, care and courtesy. We praise children for positive behaviour and offer strategies for handling conflicts.

Physical punishments such as smacking or shaking will **NEVER** be used, nor will a child ever be threatened.

Dropping Off and Collecting Children

We understand that family life and work have its demands. However, children who arrive late will miss the beginning of session, upsetting routine. Timely collection of your child at the end of a session is very important - being late for your child can be distressing. In the event of unavoidable delay, you should telephone the pre-school. Please remember that only people designated on your permission form will be allowed to collect your child from the setting.

Changes of Details

It is important that you keep the pre-school informed of any changes to your child's details, for example; change of address, phone numbers, emergency contacts, health information or nominated persons on permissions forms.

Charitable status and our parent committee.

As a charity-run organisation, Tickton pre-school is managed by a volunteer committee: The committee meets on a half termly basis and our AGM is held each year. If you would like to join, or would like more information please ask Helen at any time.

Further Information

A newsletter will be given to parents each term - containing forthcoming events/ideas and setting developments.

Parents are provided with a copy of term dates in your parent pack.

We pride ourselves in being open and honest with parents and children alike. All our policies and procedures are available for you to read within the Pre-School at any time. We are happy to provide paper copies and emailed copies at any time.

Useful Contacts

Ofsted: 0845404040

FISH (family Information Services): 01482396469

Pre-school Learning Alliance (PLA): 01482229859

East Riding Safeguarding Children's Board (ERSCB): (01482) 396999

For more information about the EYFS please visit the DfE website. www.education.gov.uk

We hope that this Prospectus has given a sense of the commitment and dedication to a quality service which the staff and committee at Tickton pre-school and Play Pals have. Should you wish to register your child with us or require any further information please contact our manager - Helen Turner.

[11](#) For academic term purposes, the relevant dates are 31st March, 31st August, and 31st December. Therefore a child who is 3 on 31st December would qualify for funding from the new term in January, whereas a child who is 3 on 1st January would only qualify for funding from the term commencing after the Easter holiday.