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Our Mission Statement: We work in partnership with families to provide exceptional opportunities for children to reach their full potential.

Registered Charity Number 1160862 ©Poplar Pre-School (CIO)

Welcome

Poplar Pre School (CIO)* offers sessional care for children between the ages of 2 $\frac{1}{2}$ and starting school. We have our own purpose built setting with two rooms (Butterfly and Bumblebee) and an enclosed outdoor play area, situated on the edge of a large playing field.

In 2015 we changed from an unincorporated association to a charitable incorporated organisation (CIO) run by trustees. We are members of the Pre-School Learning Alliance and are registered with OFSTED

On the 22nd March 2018 we had an Ofsted inspection, we received a Good judgement with Outstanding for Personal Development, behaviour and Welfare.

Our Aim

We provide a safe, stimulating and caring environment that promotes learning through play, using a wide range of resources, and the opportunity for children to develop their social skills as they play alongside and with other children.

Sessions

We run morning and afternoon sessions for 38 weeks of the year. We have a maximum of 20 children in Bumble Bee Hall and 24 children in Butterfly Hall each session.

Our sessions are:-

Morning 9:00—12pm Afternoon 12pm—3pm

We are a 3 hour sessional pre-school with lunch incorporated into the afternoon session (children attending afternoon sessions will need to bring in a packed lunch in a named bag).

Children aged 2 $\frac{1}{2}$ and up until they receive their funding, will need to attend at least two morning sessions, after they have their funding they will be eligible to attend all day. In order to claim your child's early years funding you will be required to choose a variety of morning and afternoons sessions (morning only sessions are only available to children who not yet eligible to receive Early Years Funding).

^{*} Poplar Pre-School (CIO) will hereafter be referred to as Poplar Pre-School.

Registering your child

Every February and for the whole of February you can apply for a place at Poplar Pre-school for the following September intake by completing an online application form (paper copy will be also available at that date).

We take children from the age of $2\frac{1}{2}$ with the main intake in September and a smaller intake in the following January.

You can register your interest by completing the Registration of Interest form (via website or contact us for a paper copy) and in the January of that year we will email out (using your registered details) to remind you of when our online application period starts and finishes.

After the application period finishes (end of February) we will look at all the applications in line with our admissions policy and contact you should you be successful

Before they start

Before your child is due to start pre-school you will be contacted to attend a taster session. Both you and your child will be able to familiarise yourselves with what happens during a pre-school session. It is also an opportunity to meet your key-person and any special requirements or needs can be discussed at this time and complete the necessary paperwork too.

We would like you to bring in a box (size of a soap powder/ small wine box) when your child starts pre-school, you can personalise the box together with your child (also add their name), and it should be brought in each time they attend. This is used to carry any items that are brought in (drinks or spare clothes) and also to take home any craftwork done by the child during each session. We ask children not to bring toys in their boxes as they can go astray.

Settling in

On your child's first day we encourage you to stay just long enough to get them settled into an activity, before leaving them for the session. Most children are usually fine after the initial "separation" but you are welcome to call to check they are fine. For children who continue to be anxious about separating from parents and staying with us we will work with you both to find a solution.

Experience has taught us that a child will settle quickly if they are attending more than one day each week and therefore we ask for children to attend at least two sessions each week (on different days).

Key-person

When your child starts Pre-school they are allocated a key-person. A key-person has special responsibility for a group of children and will ensure that the needs of each child are recognised by the pre-school. This ensures that children make positive relationships when they start at Poplar Pre-school. Each child also has a key buddy, who is the point of contact if the key-person is absent.

Parental Involvement

At Poplar Pre-school we aim to offer a warm welcoming atmosphere with caring staff that encourage children to learn through play. We run a series of open afternoons throughout the year when you can come in and share the pre-school experience with your child and see what your child really does while they are here.

Trustees and Events Team

Poplar pre-school is managed by a small group of trustees. The trustees work in close co-operation with the manager and staff and is responsible for reviewing policies, employing staff, fundraising and strategic decision-making.

We also have an Events Team, this is run by parents and they have the vital role of fundraising, we couldn't operate without the fundraising. The money raised is used to buy new toys and equipment for the children. Typically this team organises the following events that need your support (new ideas are always welcome!):

Autumn Term
Spring Term
Summer Term
Christmas Carol Concert, Christmas Party
Easter Bonnet Parade, Easter Bunny Hunt
Summer Picnic & Sports day

Fees

If your child is not eligible for Early Years funding our current fees are £16.50 (from September 2019) for a 3 hourly session.

The Pre-School is registered to receive Early Years funding for eligible 3 and 4 year olds for up to 15 hours per week. A child becomes eligible for funding from the term following their 3rd birthday as follows:-

Birth Date	Funding Date
Sept, Oct, Nov, Dec	Jan
Jan, Feb, Mar	April
April, May, June, July, Aug	Sept

We are also registered to receive FF2 (free for two) and up to 30 hours funding where parents/carers are eligible (please ask for more information).

At the start of each academic year parents are asked to make a voluntary donation of £10 towards the cost of extra activities, including arts and crafts, external visitors, and cooking.

Fees are payable monthly in advance and will be invoiced accordingly. Fees continue to be payable in the event of the child being absent. We accept payment via various employee childcare voucher schemes, online banking and cheques.

Curriculum

Poplar Pre-school deliver the legal requirements of the Early Years Foundation Stage (EYFS). The philosophy of the EYFS is a developmental approach allowing the practitioners to plan a variety of challenging and stimulating activities to ensure individual progression and achievement. The children will have an unique learning story which will come home three times a year enabling you to recognise individual achievements and also give you the opportunity to contribute to the progress of your child's development and learning. Play is central to the delivery of the EYFS it enables individuals to develop their personal, social, emotional, physical, language and cognitive skills.

We are required to keep records about each child, including observations about their experiences and achievements at Pre-school. By observing the children, key-persons are able to focus on each child individually, to monitor progress and plan next steps in line with the child's interests, development and abilities. These observations will be available online and at your child's parent consultation.

Baby's Days Online System

At Poplar Pre-School we use the Baby's Days online system to record observations, photos and videos of the children. We can then monitor the children's progress against the Early Years Foundation Stage areas of learning. We also issue invoices through this system.

Security

For security and safety reasons we have internal and external CCTV cameras.

Toilet training

We strongly encourage parents to toilet train their children before starting pre-school. However if they are not quite there yet, we can work with you to achieve success. If your child requires changing during the session we will do so. Please supply spare nappies/pull ups if required. Your child should have an understanding of the toilet routine and be able to join in. We will work with parents to support the child's progress from pull-ups to underwear.

What to wear

At the pre-school we have a very varied range of activities each session, many involving water, glue, sand and paint. Although children are encouraged to wear overalls it is amazing how messy they get! We encourage all children to wear pre-school T-shirts and sweatshirts. They are available in a varied selection of colours and may be purchased, at cost, from the pre-school. Simple clothing / fastenings that children can handle themselves when going to the toilet, changing shoes or putting on coats will allow your child to learn independence. Soft-soled shoes are preferred, as this is much safer for the children.

If your child has pierced ears please note that for safety reasons no hooped earrings are allowed, studs only please. As we play outside, in all weathers, please bring a pair of wellies (to be left at preschool) for when it is raining or snowing. We have a supply of waterproof coats and trousers but hats and gloves are advisable.

In summer please ensure your child has a suitable sun hat and has had sun cream applied before attending.

It is advisable to bring a change of clothes for your child in the event of accidents. We do have spare clothes available but children often prefer to be changed into their own clothes. If your child wears preschool clothes home please wash and return them as soon as possible. Please mark all of your child's belongings with his/her name.

Snack-time

During sessions your child will be offered a drink and something to eat. If your child does not drink milk or water then they should bring their own drink in an easy to open (named) bottle. They are also offered other foods to taste at this time. Any allergies, dietary or religious requirements should be brought to the attention of the keyperson and filled in on the admission form and where necessary a more detailed form will be provided.

Special Educational Needs &/or Disabilities

We have two special educational needs &/or disabilities co-ordinators who are responsible for the overall monitoring of the SEND policy and for co-ordinating provision for children with SEND. The key-person will be initially responsible for the identification and assessment of children with special needs and will notify SENDCO's and the parents. The SENDCO's will liaise with key-person to inform the planning of appropriate provision to support individuals fully to achieve their potential. The SENDCO's at all stages will work collaboratively with parents and if necessary get parental consent to inform outside agencies. Liaising with outside agencies will enable access to specialised provision and resources.

Car parking

At opening and leaving times there are always small children around so please drive carefully and slowly. We would ask you to park giving due consideration to residents.

Sickness

Parents are asked to keep their children at home if they are unwell. If they have an infectious disease, for example, chickenpox or conjunctivitis, please 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 other 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 symptoms have stopped. If you have administered calpol (or similar medicine) due to a temperature your child should not be at pre-school. Similarly if your child has a heavy cold they should remain at home, as coughs and colds spread rapidly in the pre-school environment.

If your child is absent for any reason please telephone or e-mail on the day to let us know.

Policies

The pre-school's policies help us to make sure that the service provided is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and his/her parents. The Trustees and staff of the pre-school work together to adopt the policies. These are reviewed and adopted annually. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

The policies are available from our office with the main ones published on our website.

Parentmail

We use parentmail to communicate with parents/carers.

Staff

Our staff to child ratio each session is a minimum of 1:6. All of our staff are qualified in an appropriate certificate in childcare and education and staff with paediatric first aid are always on site. All certificates are available for inspection on request. Training is an ongoing process and our staff attend relevant short courses as they become available. We make provision for students who are training for childcare professions, and welcome their involvement and input. All staff and regular volunteers have enhanced DBS checks.

Local Schools and other Early Years Settings

We enjoy a very close working relationship with local Primary Schools. We also make visits with the children who will soon start school to events such as the Christmas play and play sessions. However, we would like to remind parents/carers that they must make an application to KCC for the school of their choice, between November and mid January to start school in following September. Alternatively, you can register an interest at the school(s) of your choice. For more information on the school admission process please visit the Kent County Council website (education and learning). A place at Poplar Pre-School does not guarantee a place at any local primary school.

We also work in a collaboration with other early years settings, this provides us with the opportunity to share best practices and benefit from working together.

Visit Us

A prospectus cannot hope to answer all of your questions or convey the atmosphere of the pre-school. We endeavour to provide a happy welcoming group and our door is always open, so please come along and pay us a visit. We look forward to seeing you.

POPLAR PRE-SCHOOL STAFF

MANAGER

Denise Ellis

NVQ level 3 Children's Care, Learning and Development, Sendco Training

Butterfly Room Supervisor

Katy Sephton

NVQ level 3 Children's Care, Learning and Development

Bumblebee Room Supervisor

Tracy Fielder

NVQ Level 3 Children's Care, Learning and Development Child Protection, Supporting English as an additional language, Promoting Equality of Opportunity, Early Years Safeguarding

Early Years Practitioners

Angela Winter

Angela has a level 3 BTEC National Diploma in Early Years and has worked for over 6 years as a Nanny.

Ann-Marie Thomas Dean

Ann-Marie has an NVQ level 2 Certificate in an introduction to Early Years Education and Care.

Denise MacBean

Cache level 2 Certificate in an Introduction to Early Years Education and Care (QCF)

Jan Bartlett

NVQ level 2 Child Care and education (work with babies)

Jenny Dharmalingam

PGCE in Primary Years education.

Jolene Pike

NVQ level 3 Diploma for the Children and Young People's Workforce Child Protection, Food Safety certificate

Kate Deppe

NVQ level 4 in Children's Care, Learning and Development.

Mandy Trespaderne

NVQ level 3 Diploma for the Children and Young People's Workforce, Early Years Safeguarding

Stephanie Powell

NVQ level 3 Diploma in Nursery Nursing.

Wendy Carey

Has a certificate in Early Years Practice (level 4) and a Diploma in Home Based Childcare (level 3), she has many years experience in Early Years.

Wendy Hance

Qualified Teaching Status

Administrators

Andrea Anderson - works Monday, Tuesday and Wednesday

Samantha Lednor - works Thursday and Friday

Dear Grownups,

From time to time your child will proudly hand over to you pieces of work produced during the day.

You may well find yourself the lucky recipient of a piece of paper covered in sloshy, murky paint, a cereal box with sticky accessories, or perhaps a tiny piece of paper snipped, stapled and clipped, perhaps even something that is a combination of all these things!

To the adult, an incomprehensible mess, to the child, hard work and time spent exploring, expressing, discovering and solving problems.

Skills and knowledge are being extended; expression and creative thinking are taking place – so much all contributing to your child's development and learning.

Please receive your child's work with the interest and respect it deserves. Thank you









