



**together, caring and learning**

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## **Introduction**

Salway Christian Pre-School is a Christian-based provision for the education of pre-school children aged 2 to 5 years. It is an independent organisation registered with and inspected by OFSTED. It is also a member of the Redbridge Early Years Development and Childcare Partnership and the Early Years Alliance.

The day-to-day management is overseen by an unremunerated committee from the leadership of Salway Evangelical Church, and all staff wages, accommodation and running costs are met from fees.

All staff and committee members are committed to providing the highest possible standard of pre-school care and education.

## **Premises**

Salway Christian Pre-school is based in Salway Evangelical Church using two large halls and two smaller rooms for quieter activities. It also has a small enclosed garden.

## **Hours of opening**

We are open from Monday to Friday, 9.15 a.m. to 12.15 p.m. Entry in the morning is at 9.15 a.m. through the front doors of the church. These doors are locked during the session and entry once they are locked is through the side door (Forest Approach side) by ringing the doorbell. Home time is 12.15 p.m. The front doors are opened and Parents/Carers are asked to wait in the main hall until the children are individually released to them. Please try to ensure that you are on time to pick up your child, as an unexpected delay could cause your child to become distressed.

It is essential that you let us know if anyone different is collecting your child. We operate a Password Procedure to ensure a child is not released to a stranger. Except for cases of extreme emergency we need to have written permission for another adult to collect your child.

## **Aims & Objectives**

Our aim is to provide a safe, loving and stimulating environment with a strong Christian ethos where we work closely with families to ensure equality of opportunity for all and each child becomes confident, independent and eager to learn.

To achieve this, our first priority is to ensure children feel secure and confident in the pre-school environment; this involves rigorous safety procedures and establishing good relationships with families.

Our Christian ethos underpins all we do so we place great emphasis on learning social skills such as listening, sharing, turn taking and caring for each other as well as learning from the bible.

All learning is through play with lots of opportunities for exploration and investigation. The learning programme is carefully planned to deliver the Early Years Foundation Stage so that each child develops as far as possible in all seven areas of learning and development supported by the characteristics of effective learning: playing and exploring, active learning and creating and thinking critically.

We continually involve staff, parents, volunteers and children in a programme of self evaluation and quality improvement to ensure the highest standards of provision are maintained.

All staff and volunteers commit to providing excellent care and education with support and training from management

At Salway Christian Pre-school, we actively promote the universal values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths or beliefs. For

very young children this means learning right from wrong, learning to take turns and share: and challenging negative views and stereotypes.

See also “**Aims, Values and Principles**” booklet.

Full details of the Early Years Foundation Stage curriculum are available on request for parents to look at or see:

<http://www.foundationyears.org.uk/files/2012/03/Development-Matters-FINAL-PRINT-AMENDED.pdf>

For safeguarding and welfare requirements see:

[http://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](http://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

For more details helping your child get ready to learn and prepare for school please see:

<https://find.redbridge.gov.uk/readytolearn>

## Staff

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. We maintain a minimum staff ratio of one adult to four children aged 2, and one adult to eight children aged three and above. Although we could operate under school nursery ratios of 1:13 for children aged three and above when a qualified teacher is present (Sue) we believe that a high adult: child ratio is essential for good quality early years education.

### Staff members

Manager	Mrs Sue Albon: BA Hons PGCE (First Aider)
Deputy Manager	Mrs Gillian Pople NVQ 3 diploma in children’s workforce (First Aider)
Administrator	Mrs Liz Barratt: NVQ3 diploma in children’s workforce (First Aider)
SENCO	Mrs Anna Smith: NVQ 3 Childcare, learning and development (First Aider, Italian speaker)
	Mrs Neena George: Cache level 3 Diploma in Pre-school Practice (First Aider, Malayalam speaker)
	Mrs Tanya Singh level 2 (First Aider, Hindi and Punjabi speaker)
	Ms Eva Priehodova level 3 (Slovak speaker)

Most staff also hold a current food handling certificate and all have regular safeguarding training. All the staff support the Christian ethos of the group, with many years of child care experience between them. Qualifications and training are constantly updated to provide well-qualified and informed staff to care for your child's needs.

All staff are committed to ongoing quality improvement. The Pre-school has participated in the Quilt Quality Assurance scheme since its introduction in Redbridge and has completed the whole programme twice. All staff comply with our Child Protection Policy, and make a commitment to implement all group policies. Each member of staff will have undertaken a rigorous recruitment process and a successful DBS (disclosure and barring services) check.

## Ofsted

Our most recent inspection took place on May 18<sup>th</sup>, 2018 and we were judged Outstanding in every area. A link to the report can be found on the website.

## **Parental partnership**

Salway Christian Pre-School believes that Parents/Carers are the prime educators of their children, and that effective Early Years Education is the result of Parents/Carers and Pre-School working in partnership.

In order to do this it is important that we build good relationships with Parents/Carers, providing information about the group and how it is run, and making policies available to be read at any time. While we provide parents with a large amount of written information we also try to spend time with each parent carer chatting informally to establish a good working relationship.

It is also important to involve Parents/Carers in the record-keeping process by sharing information on their child's progress prior to entry, and during their time at Pre-School.

### **How we seek to put this into practice.**

#### **Prior to entry.**

Our administrator deals with all initial contacts and enquiries about the group. Due to the popularity of the pre-school we operate a waiting list. All parents are encouraged to visit the group when putting their child's name on the list.

All parents/carers on the waiting list are invited to an initial parents meeting during the term before their child is due to start the pre-school. During this time there is presentation about Early Years Education in general, with specific reference to the way it is organised at Salway Christian Pre-School.

Once a child has been allocated a place s/he is assigned to a key person who will be responsible for settling the child and planning for their learning and development. The key person will be the family's main point of contact. The key person and manager will arrange a home visit to begin to get to know the child and parent/carer in a secure environment and explain all the necessary paperwork. As part of the settling in procedure, Parents/Carers are asked to complete an Initial Child Profile, with the child's key person. This will enable staff to work with the child by using familiar activities and strengths to introduce new concepts.

New Parents/Carers are then invited to attend an introductory session with their child, where they develop their relationship with the child's key person and experience the preschool routines. During these visits the key person will discuss a flexible settling in plan based on the needs of the individual child and family. Parents/carers are encouraged to stay with their child until they feel confident to leave.

#### **On Entry to Pre-School.**

Research shows that children learn better when parents take an active interest and feel involved therefore at Salway we operate an open door policy welcoming parents at any time and all parents/carers are encouraged to sign-up to help on the daily rota. However there may be times when it is not in the child's best interest to have a parent at pre-school with them so staff will advise on this matter. Where appropriate, parents may be asked to share any skills or experiences as part of the planned curriculum. Additionally, when making visits to the local community Parents/Carers may be requested to be additional helpers.

All staff are available at the beginning or end of a session to discuss progress or concerns about a child. However, Parents/Carers may be asked to make a fixed appointment at the end of a session if a member of staff feels it would be helpful to take more time to discuss the concern, or involve another member of staff in the discussion. There are other opportunities for discussion, informally at lunches and coffee mornings, or more formally at parent consultation meetings which are arranged every term for the parent and key person to discuss the child's progress.

For Parents/Carers who cannot have daily contact, Pre-School can provide a Home/School Link Book to enable communication to take place, and share notable experiences.

During their time at Pre-school each child will make a profile book with their key person noting significant steps. Parents are encouraged to contribute to these as much as they wish. The profile book provides evidence of progress and will help the key person to complete the child's Record of Attainment.

When a child leaves pre-school a transition record is sent to the child's next educational provision. If a child attends more than one pre-school setting we will liaise with the other settings to ensure continuity.

Regular emails are sent to Parents/Carers to inform them about the topics to be covered, any special events taking place, and ways they can share in learning at home.

From time to time parents are invited to join in seasonal celebrations or activities such as rhymes, stories, music and movement.

### **Normal Morning Routine**

9.15 – 10.30	Registration (each child finds name card as they come in) followed by adult supported, child-initiated play. Key person will ensure each child uses activities across all curriculum areas both indoors and outdoors and completes any planned adult led activity. Adult support is given when necessary but children are encouraged to be independent. Both halls are used during this time. Snack starts about 10.00a.m.
10.30- 10.45	Music signals time to sit down, look at timetable and give smiley faces for "kind hands". Split into 2 or 3 groups: Older children tidy main hall, have bible story followed by "daily mile" Younger children do "daily mile followed by bible story. (if children are engrossed in a particular activity in the main hall, they are helped to move it into the back hall so that they can continue with it after the story.)
10.45–11.50	Children are reminded of the opportunities available to them then move into the back hall and garden. Children continue to be supported in their self-initiated play and to complete adult led activities as appropriate.
11.50 approx	Tidy up and split into small groups for a story/game/carpet drama/music /phonics etc. This time also includes a review of the morning's achievements and involving the children in future planning. The length of time varies according to the children's ages, stage of development and interest. The older children have a longer time often with a focus on letters or numbers and the calendar as well as looking at the objects they have brought in.
12.15	Home time- all groups gather together and the morning ends with a song and a short prayer

## **Fees**

When securing a place for your child we request a non-returnable £50 deposit. £25 of this is deducted from your first term's fees and the remaining £25 is used to cover administration costs.

The Pre-School is registered with the Local Education Authority to provide Early Years Education for all three and four year olds. Therefore, if you are registered with us during the term after your child's third birthday, the Local Education Authority will meet the cost. We are only offering fifteen hours, not the thirty hours which some families are entitled to.

Fees are payable for children under three. Details of these are available on request.

There is also some local authority funding available for two-year olds in certain situations more details are available on request.

### **Concessions**

There are some fee-assisted places available for those in receipt of benefits. Please ask for details.

### **Payment**

Please make all cheques payable to Salway Christian Pre-School or ask for details to pay on-line.

### **Non-payment of fees**

Fees are due in advance at the beginning of each term. Non-payment of fees will result in withdrawal of your child's place. If you are experiencing financial difficulty, please let us know as soon as possible and we will try to help. Flexible payments can be agreed on request.

### **Notice period**

We require a minimum of one month's notice if you wish to withdraw your child from Pre-school. You will still be charged for this period if you fail to do so.

### **Holidays/illness**

Term dates for the current academic year are available on request.

Fees are discounted for official closing days such as bank holidays, but remain payable for family holidays taken outside of the normal termly holidays, or in the event of illness.

## **Terms and conditions of registration**

All parents will be asked to sign a terms and conditions of registration document when their child starts pre-school this is a commitment to support the policies and procedures of the pre-school. It is important that you understand and are happy with the way we run the pre-school so please ask for clarification if necessary.

## **Starting at Pre-School**

We recognise that this is your child's first step into education and we want to work with you to ensure that they achieve their full potential and are happy in our care.

Children are all individuals and settling into pre-school will be different for each one; some may have had previous experience of being left with responsible adults and settle quickly, for others it may take longer. We would encourage you to talk to your child's key person about how you feel your child will cope with separation and any concerns you may have. We would also recommend that you continue to liaise with us as the child progresses, staff will always be available to discuss any concerns or problems or to tell you how your child is progressing.

When settling a child in we would encourage you to stay as long as necessary for you and your child to feel secure, remembering each child is different. Be prepared to gradually encourage your child's first steps of independence- perhaps at first by keeping to the other side of the hall, then leaving for short periods. We do not want to rush this but one of the aims of pre-school is to encourage independence and we will encourage you to leave as soon as your child seems ready.

We suggest that to help your child you:

- 1) Explain to them exactly what is happening and who will look after them until you return.
- 2) Settle them with an activity they enjoy.
- 3) Say goodbye confidently and firmly then move out of sight.

If your child cries do not return immediately, many children cry for a few minutes when first left and then settle down happily. The key to a successful settling period is the parent staying in control at all times. Therefore we recommend that you only tell your child that you are going to leave if you are confident that you can carry it through. If you are unable to do as you have said, your child begins to take control and the process can become much longer and more painful for everyone involved.

If your child shows prolonged signs of distress we will of course contact you.

We do stress the importance of being punctual to collect your child especially in the early days in order to maintain their sense of security.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are comfortable, easily washable and not too new. Suitable outdoor clothing should always be provided, according to the weather conditions each day.

It is good for children to practise the skills that will make them independent. Simple clothing that they can handle themselves will enable them to use the toilet with the minimum of adult intervention. Sensible shoes or trainers are also recommended so that each child can participate fully in all the physical activities on offer.

## **Health and Safety**

It is our aim to provide a safe and secure environment for all that come into the setting, which practises and promotes a healthy lifestyle.

It is important for us to do this as: -

- A safe and secure environment will enable all to feel confident and learn or work better.
- It is important in the early stages of children's development to promote a healthy lifestyle that will remain with them for the rest of their lives.
- The promotion of a healthy lifestyle forms an integral part of the curriculum we deliver.

### **Health**

#### Food

- Parents/Carers are invited to give a weekly donation to enable us to provide children with a healthy snack each day
- Fresh water is available throughout the session.



### Allergen content of foods served and messy play activities at Salway Christian Pre-school

Please make staff aware immediately you discover your child or a member of your family has a food allergy so we can keep them safe at Pre-school.

Daily snacks consist mainly of fruit and vegetables, which do not contain any allergens. Other foods regularly served are listed below. Those served on an occasional basis, and ingredients for cooking activities will be notified separately as and when they arise. As far as we are aware, we always maintain a nut free environment. Drinks offered are milk and water.

Dish/activity	Cereals containing gluten	Crustaceans	Eggs	Fish	Peanuts	Soyabeans	Milk	Nuts	Celery	Mustard	Sesame	Sulphites	Lupin	Mollusc
Celery									v					
Breadsticks	v					(v)	(v)				(v)			
Rice cakes											(v)			
crackers	v													
Pita bread	v					v								
toast	v					v								
Butter/margarine							v							
Cheese							v							
Eggs			v											
Playdough	v													
Paint	v													

### Illness

- Parents are asked to keep their children at home if they have any infection, and to inform Pre-School of the nature of the infection, so that we can if necessary alert other Parents, and make careful observation of any child who seems unwell.
- Parents are asked not to bring into Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. Parents are asked to cover up cuts or open sores.

If a child is on a prescribed medication, the following procedure will be followed:

- If possible the child's parents will administer the medicine
- If it is essential for staff to administer medicine a permission form must be filled in with clear instructions.

### **Hygiene**

To prevent the spread of infection, adults in the group will ensure that the children learn good hygiene practices such as hand washing, use and disposal of tissues etc.

### **Premises**

A full risk assessment has been carried out on all equipment and activities.

A full version of the Health and Safety Policy is available on request.

## **Safeguarding children**

Salway Christian Pre-school believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, by a commitment to practice that protects them.

Our pre-school aims to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We will endeavour to create an environment where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to by following the London Child Protection Procedures 5<sup>th</sup> edition and "Working Together to Safeguard Children" 2015.

A detailed Child Protection policy and procedures is available on request. This is regularly updated in line with new legislation. Staff are also trained regularly in safeguarding procedures.

## **Complaints Procedure**

**We believe that most concerns/ complaints are made constructively and can be sorted out at an early stage. We believe that it is in the best interests of Pre-School and parents that concerns/complaints should be taken seriously and dealt with fairly and in a way that respects confidentiality.**

Any concerns/complaints should be raised in the first instance with the child's key person or pre-school manager as appropriate. Any issue that cannot be resolved may be taken to the chair of the pre-school committee. Concerns and complaints can be referred to OFSTED at any time details are on the notice board.

A detailed version of this procedure is available in the policy folder and on the notice board.

## **Inclusion**

We believe that children have a right to grow up and learn in an environment free from prejudice and without discrimination. We know that without this freedom their development will be damaged.

The pre-school can be the starting point in a child's journey towards self esteem and an understanding of others, as we provide a child's first experience of society outside his/her family. Therefore this places a special responsibility on us to make sure the environment and curriculum provided are free from the prejudice and discrimination that remain widespread, and to provide positive images of all the adults and children living in our society.

Our setting recognises the wide range of children and families in our community. The well-being and development of every child matter and we are committed to the inclusion of all children and their parents within our pre-school.

Salway Christian Pre-school welcomes all parents and children of any race, faith and ability. However, we do expect families who send their children to Salway to respect the Christian nature of the group. This means that we will show respectful awareness of all the major events in the lives of children and families in the pre-school and in our society as a whole and we welcome the diversity of backgrounds from which they come but we only celebrate Christian festivals.

During each session we aim to provide a happy, enjoyable and secure atmosphere for each child. We realise that every child is an individual with different abilities and where necessary will adapt play activities and equipment to enable participation of all children. When a child needs extra help the pre-school will work with parents and outside agencies as applicable to fully support that child.

We welcome visitors from the community but always ensure that the children meet both men and women in authoritative positions, people from other cultures and ethnic groups as well as people with disabilities so that the children can begin to understand how we are all different.

Discriminatory behaviour/remarks in Pre-school are unacceptable. The response given to such remarks by staff will aim to be sensitive to the feeling of the victim and help those responsible to understand and overcome their prejudice.

Salway Christian Pre-school expects all its staff to comply with the equal opportunities policy of the group. We aim to ensure that all staff have regard to, and respect for the racial origin, religious persuasion, cultural and linguistic background of each child when planning activities or considering any aspects of care for the children.

A full version of this policy and the SEN policy is available in the policies folder.

### Other policies

In addition to this prospectus we have a range of policies and procedures that are available for everyone to read, on the following issues:

- Accident Procedures
- Arrivals and Departures
- Complaints procedure
- Data protection Policy
- Emergency Procedures
- Equal Opportunities and Inclusion Policy
- E-safety, Phones and Cameras
- Extreme Incident Procedure
- Health and Safety Policy and Procedures
- Intimate Care Policy
- Key Person Policy
- Missing Child Policy
- Policy for dealing with Intruders
- Positive behaviour Policy
- Recruitment Policy
- Child Protection Policy
- Special Educational Needs Policy
- Settling Children Policy
- Student Placement and Work Experience
- Transition Policy
- Uncollected child Policy
- Use of Kitchen

All parents are shown our policies on entry but copies can be requested at any time and can be viewed on the "Policies and Procedures" page of our website.

## **Data Protection**

We, Salway Christian Pre-school are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and use this personal data to:

- support your child's development
- monitor and report on your child's progress
- assess how well the setting as a whole is doing.

We are required by law to pass some information to the London Borough of Redbridge as the Local Authority(LA) and the Department for Education (DfE) through the annual Early Years Census. This information includes your child's name, date of birth, home address, the number of free entitlement hours you are accessing for your child and personal characteristics such as ethnic group and whether your child has special educational needs.

We will not pass on personal information to any other third party.

If you want to see a copy of the information, we hold and share about you then please contact Liz Barratt our administrator.

### **Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family)
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

### **Conclusion**

We hope that your child's time in Pre-School will be a very happy and productive one. If you have any queries, please contact our administrator Mrs Liz Barratt at Pre-school 020 8505 9619 (a.m. only)

This prospectus and information about the activities the children are doing can be found on our website [www.salwaychristianpreschool.org.uk](http://www.salwaychristianpreschool.org.uk).