

THE WENDY HOUSE PRE-SCHOOL

Manager: Mrs Gwenda Lloyd Telephone 01634 580033

Telephone 01634 855340 (emergency out of hours)

OUR PRE-SCHOOL OFFERS HIGH QUALITY EDUCATION AND CARE FOR CHILDREN FROM TWO & A HALF YEARS TO SCHOOL ENTRY. WE ARE PROUD TO SAY WE HOLD THE EARLY YEARS QUALITY IMPROVEMENT PROGRAMME 'REFLECTIONS'



WE OFFER YOUR CHILD

- Individual care and attention made possible by a high ratio of adults to children
- An opportunity to have fun and make friendships outside the home environment
- A Learning Journey coming from each child's individual interests.
- Meeting each child's individual needs.
- The support of a personal Keyworker.
- A regular Newsletter to keep you informed of our plans and activities.
- Opportunities for you and your family to be involved in the group through your child's progress

OUR PRE-SCHOOL MEETS AT THE FOLLOWING TIMES

Morning sessions Monday to Friday – 9.00 to 11.45

Afternoon sessions – 12.30 to 3.00

Term time only

WE ARE OFSTED INSPECTED AND WE HAVE PUBLIC LIABILITY INSURANCE

ADULT RESOURCES

We are proud of the high ratio of adults to children in this group, at least one member of staff to each 5 children. This ensures individual attention to the needs and developments of each child.

STAFF

All the Staff at the Wendy House are carefully selected and Police checked to ensure complete safety for your child. We are all trained in Pre-school care and First Aid and all senior members of staff are highly qualified. The staff regularly attends training courses to update their knowledge and acquaint themselves with new and specified learning.

MANAGER – GWENDA LLOYD – NVQ 3

DEPUTY MANAGERS – TERENA ADAMS – DDP (Yellow Key Person)

- LINDA MALKIN – NVQ 3 DCP Officer, Food & Hygiene
Officer (Green Key Person) and SENCo

PRE-SCHOOL KEY WORKERS

DENISE BURGOYNE – IPP + CPP Deputy DCP Officer Health & Safety
Officer (Red Key Person)

RONA HICKES – NVQ 3 (Orange Key Person)

TRACEY LONGDON – NVQ 3 (Blue Key Person)

LISA HEFFERNAN – NVQ 2 (Gold Key Person)

SHARON BONNER – NVQ 3 (Purple Key Person)

PETER ELLIOT – NVQ 3 (Silver Key Person)

TRAINING

Our close relationship with Medway Early Years team ensures that we are in constant touch with new thinking in the field of child care and education. We receive practical advice and up to date information, and we have access to a range of professionally produced publications. These are also available to you as Parents/Carers. Informal training is available through local meetings and conferences, and Parents will always be informed about these via our Notice Board or by Newsletter. All our staff are committed to enhancing their own Staff Development, and working within the EYFS framework.

STARTING PRE-SCHOOL

A good preparation beforehand is essential for an easy transition into Pre-School.

Attend a preparatory visit with your child during the term prior to starting.

Talk frequently to your child about Pre-School, so that they are familiar and comfortable with the idea.

Make sure that your child can drink from a normal cup and is working towards being toilet trained during the day.

Practise skills to make them more independent
Use of toilet, nose wiping, putting on shoes and coat etc.

Please note that each child is different and therefore their needs during the settling in period may vary. A child may need only to stay for a short time or part of the session during the first week or two. A plan can be devised with the keyworker or Manager.

It is best to dress your child in clothes which are comfortable, easy for them to manage and suitable for messy play. We do ask for you to provide soft plimsolls (clearly marked with your child's name) for use in Pre-School. **Please note that children will play outside during a pre-school session, so make sure that your child has the appropriate outdoor clothes.**

We do have a range of T-shirts and sweatshirts, both with the school logo available for purchase, also shoe bags.

FEES

Fees are currently £8.75 per morning session (£8.25 per afternoon), payable daily/weekly/monthly or half termly in advance. Fees continue to be payable if the child is absent. In case of prolonged absence, parents should consult Gwenda about fee payment. Each child's attendance at the group is conditional upon payment of fees. Failure to pay fees will result in your details being given to the main school.

FREE PLACES FOR THREE AND FOUR YEAR OLDS THE TERM AFTER THEIR 3RD BIRTHDAY

Once your child has reached the age of three years, Medway Council will pay fees. This is the term after they are 3. They make payments three times a year, (1st September, 1st January

& 1st April) directly to the Pre-School and your child must have reached the age of three prior to one of these dates. Pre-School will issue with a claim form to fill in.

If you are unsure please see Terena, Linda or Gwenda for more details.

KEYWORKERS

The Pre-School practises a Key Person system, which means that you child will be part of a small, colour coded group and one member of staff will be assigned to your child's individual needs whilst in Pre-School. The Key Person will also be responsible for making regular *observations on your child's progress and these will be kept with his/her records and are available for you to see at any time.

If you have any queries or concerns, your child's Key Person is the first person to ask. Please feel free to stop and chat to her at the beginning or end of any session, or make an appointment for a longer chat if necessary.

OBSERVATIONS

It is necessary for us to do written observations on the children individually, in order to make up our records and plan the children's activities. These observations are confidential, but of course available to Parents on request. Observation and Evaluations help us to plan for child's individual needs.

ROLE OF THE PARENTS

It is important to us that you, as Parents, feel as involved in Pre-School as your child is. There are many ways to achieve this.

Preparing your child fully before starting Pre-School and attending a taster session with your child. (See starting Pre-School)

Becoming a volunteer (you will need to have a CRB check done) come and see us if you are interested.

Assisting with fund raising

Building a good relationship with your child's Key Person making sure that the Key Person is aware of your child's interests, this enables him/her to plan appropriately for their individual children.

Informing us when your child is unable to attend.

Supporting your child's learning through their learning journey book.

Helping your child to understand ownership of their learning journey book. Helping them to

look after it, keeping it safe at home and bringing it back to pre-school. This book is a valuable tool in your child's learning. Working together we can build on experiences your child has had, while at the same enhancing their language and communication skills. All children deserve the right to be able to talk and every child deserves to be listened to. Lets give our children the opportunity to do both, at home and in Pre-school.

SPECIAL NEEDS

Each child is able to progress at his or her own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working with professionals across the range of Special Needs. If you would like to discuss the groups ability to meet your child's needs, please talk to our SENCO (Linda Malkin /the Pre-School Manager Gwenda Lloyd)

Our full policy on Special Needs is on display in the entrance hall for you to read.

COLLECTION OF CHILDREN

NO CHILD will be allowed to leave Pre-School with any **unauthorised person**. All children have a pass word, any one collecting a child even with prior arrangement by main carer MUST KNOW THE PASSWORD, THEY WILL BE ASKED FOR IT BY STAFF ON ENTERING PRE-SCHOOL. FAILURE TO DO THIS WILL CAUSE PROBLEMS WITH YOUR CHILD BEING COLLECTED. The Staff will know who is responsible for collecting your child. If an alternative person is to come and collect your child, you must let the Manager or Key Person know in advance. Or, in the event of an emergency, you should telephone the Pre-school to make arrangements fro your child.

NO ONE UNDER 16 WILL BE ALLOWED TO COLLECT A CHILD FROM PRE-SCHOOL.

There is a charge of £5 payable for every 15 minutes that a child is left at Pre-School after the end of the session. (See policy document)

POLICIES

A full list of our policies are available for inspection at any time. A copy is always on shelf by our toy cupboard along with our Ofsted report and our Operational Plan. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are revised on a regular basis and comments and suggestions are always welcome.

Here you will find a copy of a few policies that you may find of in interest initially.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD

We try to give each child a greater knowledge of the world around them, mainly by the projects we work on altogether throughout the term. S/he will gradually realise that there is a much greater world outside of home and Pre-School and will be able to cope better with matters arising when they have a better understanding. "Other ways and Cultures", "Space Travel", "Caring for Animals" & "People who help us" are just a few of the many topics which we discuss and bring into your child's life during the year. Children must be supported in developing the knowledge, skills and understanding to make sense of our world that they live in.

CREATIVE DEVELOPMENT

Creative development allows your child to express him or herself in a wide variety of mediums. Each morning we change the activities so that everyone gets the chance to experience paint, clay, gluing (a wide variety of textures), play dough, printing and drawing. Each activity will bring into their lives colour shape and texture, the use of different tools and learning to apply the correct tools for the job. There is always a wide selection of imaginative materials and Music and Drama are on our weekly schedule. Children's creativity must be extended by our provision to support their curiosity, exploration and play.

You can see from our curriculum, that your child will experience a very wide range of learning opportunities, all in a safe environment. They will learn to mix with their peers and cope with the outside world; all this is achieved because we have a high ratio of adults to children. Children learn and enjoy the experience much better if they are given a high percentage of individual attention.

Each child should go on to school as happy, confident individuals with an enquiring mind that is eager to learn and is receptive to new ideas, so that they can build on their existing knowledge.

We hope that your child's time in Pre-School will be a very happy and productive one. If you have any queries or if we can be of help in any way, please do not hesitate to contact us. If you would like to help out at any time come and talk to us, we work with our parents as partners, which we are proud of as we strongly feel this is beneficial to you and your child.

COMMUNICATION, LANGUAGE & LITERACY

Language and communication is all important in all fields of education, the sooner young children can get a good grounding in both, the sooner it opens doors to further knowledge. Here at the Wendy House we encourage Language and Communication development initially through talking together, discussing matters and playing language games. We always have a well stocked book corner which will back up current projects. We have listening and singing games, which will aid vocabulary. We work in both small and large groups. Phonics play a big part in our Literacy programme, working through stories, songs, rhymes and music. We use the Letters and Sounds Principles and Practice to develop the understanding of Phonics.

PROBLEM SOLVING, REASONING & NUMERACY

Here the children experience awareness of numbers through songs, rhymes and stories. Counting and visual understanding of numbers and mathematical language become a natural part of their maths. We cover sorting, matching, patterns and position in a variety of games and activities which will initially lead the child into wanting more and preparing them to go on confidently to further Problem Solving Reasoning and Numeracy in Pre-School and at home.

COMPUTERS

We have a computer in the Sunshine room to which the children have access. Each child has the opportunity during pre-School to have a few minutes 1 – 1 with a member of staff preparing their computer skills underpinning knowledge for the future.

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

A child's social development at this age is about mixing together, working and playing in a safe environment with people outside the family. Our aim is to encourage sharing, expressing feelings and being aware of the feelings of others. Learning to be more independent and to help younger members of the group. We role model and expect politeness and good manners at all times. We also encourage the children to be aware of the needs of others especially those with special needs or different cultures. Our children need to know themselves and what they are able to do. We help them to develop a positive sense of them selves and others.

PHYSICAL DEVELOPMENT

We are fortunate to have a safe and well fenced play area, in which we can put a range of toys and equipment to help physical play. We have a Sports Day each year full of games and activities. During the winter, if outside play is difficult due to bad weather, we have sufficient room in the hall for Music & Movement or activity games. Please equip your child with suitable clothing for outside play in all weathers.

LEARNING STORIES

We are pleased to be able to offer each child the opportunity to have their very own 'Learning Journey Book' this is to show their input and development through Pre-School.

This is the story of their time in Pre-School seen through the eyes of the child. This is to give the child the opportunity to have a voice and the adult to listen and respect the child's opinions.

The book travels between home and Pre-School and Parents are invited to have discussions with the child at home and enter these into the book to be followed up at Pre-School.

The book contains photos, the child's conversations and opinions and evidence of art work and mark making.

Staff may use some of these to update the child's developmental records.

At the end of the child's time here, the book remains the property of the child and can be kept at home as a record of their time at Pre-School or carried on at school.

Parents are invited to come in at any time to chat to your child's Key Person or Manager particularly if you think there might be a problem.

We have a thriving 'Parents Rota', if you feel you can spare a morning occasionally or on a regular basis, do come in and help, you will be made very welcome and it is great way to get involved and can be a lot of fun. You will be asked to undergo a CRB check.

ENTRY INTO MAINSTREAM SCHOOL

Transition into the Foundation Stage in our Main School is not automatic please go to the Office for details, you can speak to your child's key person who will give you advice if you need it.

