

Poplars Pre School, Water Leys Primary School

Early Years Prospectus



Registered Charity No: 1027328

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Poplars Pre-School provides a safe, developmentally appropriate environment, offering a stimulating early care and education experience which promotes each child's holistic development. Our goal is to support children and provide the right foundation for good future progress through school and life. Poplars is a voluntary Board of Trustee run Registered Charity operating from within the premises of Water Leys Primary School. We provide care and education for young children between the ages of 2-4 years.

Our setting aims to:

- provide high quality care and education for children below statutory school age
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers
- has the chance to join with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes satisfying progress
- is in a setting that sees parents as partners in helping each child to learn and develop

Partnership with Parents

Poplars recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents can support Poplars particularly by sharing information about your child's needs,



interests and progress. We are happy for parents to attend a session should they wish to see what the day-to-day life of the setting is like. To enable effective partnerships with parents we use the following forms of communication:

- ◆ Key Person System
- ◆ Open Sessions
- ◆ Newsletters
- ◆ Parents Evenings
- ◆ Informal Communications
- ◆ Questionnaires

Children's development and learning

The provision for children's development and learning is guided by The Early Years Foundation Stage. Our provision reflects the four key themes:

A Unique Child - Every child is a 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/carers.

Learning and Development - Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

These four key themes are then broken down into three prime areas (Personal, Social, Emotional Development, Physical Development, Communication and Language) and four specific areas (Literacy, Mathematics, Understanding the World, Expressive Arts and Design).

Key Person and Record of Learning

At Poplars the key person role is regarded as one of the most important starting points.

Your child's key person will be the practitioner who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and throughout your child's time they will help your child to benefit from the setting's activities. The practitioner will create an online record of your child's experiences and development in the setting. Your child's key person will work with you to keep this record and we encourage parents to share experiences outside of pre-school which can also be included.



The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through an activity to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities, including Forest School and PE sessions, contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Snacks and meals

We achieved our Healthy Tots accreditation in March 2011 and were reaccredited in August 2015. The setting makes snacks a social time at which children eat together. We provide fruit, milk and healthy snacks. Do tell us about your child's dietary needs and we will ensure that these are met.



Policies

Copies of the setting's policies and procedures are available for you to see at the setting.



The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Safeguarding children

Poplars aims to provide a friendly, welcoming environment where all children feel safe, secure and free from harm. We promote and safeguard the welfare of children in our care, which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Social Care or the police. A copy of our Safeguarding Children Policy is available for parents to read.

Special Educational needs

We aim to provide equality of opportunity for all the members of our Pre-school, and this includes children with special educational needs. We believe that all children are regarded with equal value and children with additional needs are supported and cared for depending on their requirements. We work in close liaison with professionals across the range of special needs and we operate within the Government's Code of Practice on Special Educational Needs. Our Safeguarding policy is in our Policies and Procedures file which is always available for you to read.

Our Special Educational Needs Co-ordinator is Samantha Orton

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into Poplars. We have a settling in policy which is always available for you to read.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothes that are easy for them to manage will help them to do this.



Toileting

We are happy to accept children who wear nappies. We will change nappies as and when required during your child's time with us. Please provide spare nappies, wipes and a change of clothing in your child's bag. All children toilet train at different times and we are happy to support you and your child with this when the time arrives.

Illness/Medication



If your child is absent for any reason please inform us as soon as possible. If your child is sick or has diarrhoea please do not send them back to pre-school until a clear 48 hours after symptoms have stopped.

We are happy to administer prescription medication to your child. If your child is prescribed medicine and you require us to administer it at pre-school please speak to a member of the team who will provide you with the relevant medical form to complete.

The staff

Emma Hill	Group Manager	CCLD NVQ Level 4
Cheryl Fitch	Deputy Manager	CCLD NVQ Level 4
Emma Doyle	Admin & Finance Officer	HND in Business Administration
Alison Owen	After School Club Leader	BA in Early Childhood Studies
Lisa Fieldhouse	Senior Early Years Educator	CYPW Diploma Level 3
Sian Moralee	Senior Early Years Educator	CCLD NVQ Level 3
Bharti Mandalia	Early Years Educator	CYPW Diploma Level 3
Chantelle Masters	Early Years Educator	CCLD NVQ Level 3
Charlene Jones	Early Years Educator	BTEC National Diploma in Early Years
Gemma Barrow	Early Years Educator	CYPW Diploma Level 3
Julie Collins	Early Years Educator	NVQ level 3 in CCLD
Jo Stevens	Early Years Educator	CCLD NVQ Level 4
Kerry Norton	Early Years Educator	NNEB in Childcare
Sammy Orton	Early Years Educator & SENDCO	NVQ Level 3 CCLD
Saira Ayub	Early Years Educator	CCLD NVQ Level 3
Chelsea Bateman	Apprentice Early Years Educator	CYPW Diploma Level 2
Gaynor Clayton	Lunchtime Supervisor	
Liz Goldsmith	Bank Staff	

Opening Times and Charges

We are open for 38 weeks of the year in line with Water Leys Primary School between the hours of 7.30am and 5.30pm, Monday - Friday. We also offer the following sessional care.

Sessional times	8.45am - 11.45am
	11.45am - 2.45pm
Pre School All Day Care	8.45am - 2.45pm



The fees are £13.20 per session or £4.40 per hour payable monthly in advance. Fees must still be paid if children are absent. We are in receipt of nursery education funding for two (where eligible), three and four year olds allowing us to offer free funded sessions.

Holiday Club

Poplars Group also run a holiday club which provides a stimulating environment for all children aged between 2 and 11 years including sports, craft and lots of other activities to keep them busy during the school holidays. We are open between the hours of 8.30am and 4.30pm and accept both full and part time bookings. Two hour workshops are also available every morning and afternoon. If you require any further information regarding this or a booking form please see a member of the staff team who will be happy to help you.

Board of Trustees



The setting is managed by a Board of Trustees which is made up of parents whose children attend Poplars. They volunteer their time and are responsible for overseeing the running of the group and fundraising. Meetings are held on a monthly basis. All parents are invited to join the Board of Trustees. Should you wish to join please speak to a member of the team.

Members are elected at our Annual General Meeting which is open to all parents of children who attend Poplars. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Final Comment

Thank you for taking the time to read our prospectus. We hope it has provided you with a clear idea of what our pre-school does and how it is run.

If you have any questions or would like to discuss anything further, please speak to a member of the team. We very much welcome your comments or suggestions.

We are really proud of what the children achieve at Poplars. We look forward to welcoming you and your child to Poplars Pre-School.

