



Tudor Cross Pre School

TUDOR CROSS PRE-SCHOOL CIC

**Community Centre 46
Crooked Mile
Waltham Abbey
Essex EN9 1QD**

Tel. No. 01992 766444

PROSPECTUS 2014/2015

Tudor Cross Pre-School CIC - Staff

Mrs K. Burgess	-	Manager (Early Years Childcare and Education. BA Hons), EYP
Mrs N. Hoad	-	Assistant Manager (D.P.P.)
Mrs T. Baker	-	Assistant (C.C.L.D)
Mrs C. Smart	-	Assistant (C.P.P.)
Mrs S. Richardson	-	Assistant Level II in Childcare
Miss S. Berwick	-	Room Leader (D.P.P.)
Mrs F Braxton	-	Assistant (NVQ Level II)
Miss Paris Burgess	-	Level III in Children's Learning and Development
Miss Lauren Collison	-	Level III

All Staff are CRB checked

Tudor Cross Pre-School CIC

Mrs K. Burgess	-	Director
Mrs N Hoad	-	Director

Tudor Cross Pre-School Aims

Our aim is to provide a safe, secure, stimulating, warm and happy environment, where each child has the opportunities to:-

- Develop at his/ her own pace to reach their full potential.
- Respect the needs of others as individuals.
- Acquire skills to help them in their later school life.
- Develop independence and a love of learning through play.

Admissions

Tudor Cross Pre School and The Nursery at Waltham Holy Cross Infant School Transition Policy

Tudor Cross Pre School admit children in the term after their 2nd birthday. The Pre School is open from 9.00 a.m. to 3.05 p.m. and it may be possible for children to attend all day sessions.

When children are 3+ years, depending on their DOB, they may transfer to The Nursery at Waltham Holy Cross Infant School at the start of the Autumn Term following admission to the Pre School. It may be possible to transfer another cohort later on in the year.

The two settings work closely together with development advisors from both Essex County Council and the Pre School Learning Alliance to deliver the EYFS Curriculum.

Admissions Policy

In the event of over-subscription, places will be allocated using the following criteria in the order given:

- **Looked after children**
- **Children with 2 year old funding**
- **Children with a sibling attending the Infant or partner Junior School at the time of application and admission**
- **Children living within the priority admission area**
- **Children living outside the priority admissions area but within Waltham Abbey**
- **Remaining applications**

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances for the pupil, (supported by medical evidence) may override the above.

Children who have been given a Statement of Special Educational Needs are required to be admitted regardless of their place in the priority order.

Priority for admission to The Nursery will be given to those children who have attended Tudor Cross Pre School.

On admission to the Pre-school, you will be asked to produce your child's birth certificate and complete an application form. It is essential that we have at least two emergency contact numbers OTHER than parents included on that form.

We also ask for names of people who are authorised to collect your child. If anyone else, other than the named people on the admission form should try to collect your child, they will not be allowed to do so unless staff have been informed by mum, dad or carer and know the pre- arranged password. Permission from mum, dad or carer for the emergency collection of a child can be done by telephone. If you change any personal details e.g. your address or landline/mobile phone number, while your child is attending the Pre-school, please inform staff immediately. It is very important that this information is correct in the event of an emergency.

Child Protection Issues

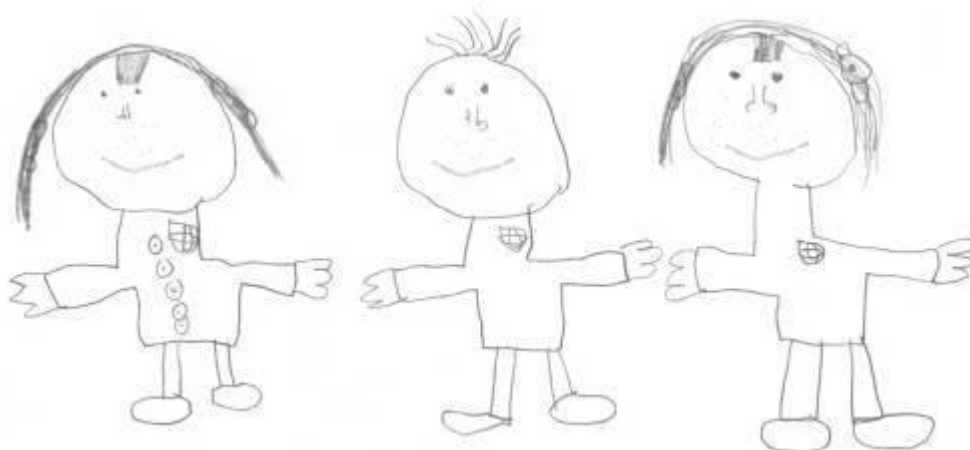
At Tudor Cross Pre-School the Southend, Essex & Thurrock (SET) Guidelines are followed. Mrs Burgess is the named person responsible for child protection issues and any concerns can be discussed with her in confidence. In the event of any concerns by the pre-school staff, it is our fundamental duty to inform Social Services. However, such occasions are very rare and parents would usually be consulted beforehand.

In circumstances where children become upset and need comforting, it is only natural and common practice to offer children the comfort of consoling and cuddling if they want or need it. If you do not want us to offer this contact to your child please inform us at the time of admission. This will be recorded on your child's details.

In the event of any child needing hospitalisation for an injury or medical condition, we will inform the parents/carers immediately and seek medical advice. In the event of a parent/carer not being present when medical assistance arrives and the paramedics decide that a delay would be detrimental to the child's wellbeing, a member of staff will accompany the child in the ambulance to the hospital and meet the parents/carers there. If you have any concerns with this arrangement, please talk to Mrs Burgess and it will be recorded on your child's details.

We will not allow any person to come into the hall and collect a child without written or in the event of an emergency, phoned, consent from the named parent/carer.

Please respect the pre-school policy of no smoking and no animals on the premises – Thank you.



Behaviour

Our Behaviour Policy states that ‘No child should be allowed to make another’s life feel threatened or unpleasant. Children are taught to respect each others feelings and to care and share’.

Staff deal with any incidents of unwanted, unacceptable, anti-social behaviour fairly and firmly. If this behaviour continues, Mrs Burgess will invite the parents/carers to a meeting to help resolve the situation.

Clothing

It is important, for the comfort of your child, that all clothing is washable and easily managed. This is particularly important for those children expected to toilet themselves. Elasticated garments with as few buttons and zips as possible make life much easier for all the children, including those children who need a nappy changed.

The children have access to the outside area every day. When the weather is cold and wet, suitable warm coats are needed. Wellington boots can also be brought in and put in a carrier bag and be hung up with your child’s coats.

In the warm weather, sun hats should be worn. Sun cream should be applied before your child is brought in to pre-school. Strappy tops and open toed shoes should not be worn.

All children are expected to wear plimsolls inside the hall. Outside shoes and boots can be changed in the hall, put in a carrier bag and hung up with your child’s coats.

All removable clothing, i.e. cardigans, jumpers, fleeces and coats should be clearly labelled with your child’s names.

e Safety

Everyone involved in the pre school has a shared responsibility to secure any sensitive information used in their day to day professional duties. Staff and all visitors are not permitted to use personal cameras or mobile phones in the setting and will be asked to complete an acceptable use agreement.

Funding

Essex Early Years Development and Childcare Partnership (EYDCP) will be funding all children the term after their 3rd birthday for 15 hours a week. Parents may obtain funding by completing a declaration form at the start of each term. In some circumstances families may be entitled to 2 year old funding. Please contact the local children’s centre for details.

Holidays/Absence

If you are taking a holiday during term time, please let us know the dates your child will not be attending.

Please inform us if your child is going to be absent for any period of time due to other circumstances. This enables the pre-school to reserve your child's place until they return. If your child is absent for more than two weeks without an explanation, it could result in the preschool offering the place to the next child on the waiting list.

All child care fees for non-funded children are still liable to be paid in the event of a child being absent from the Pre-school for any reason.

Illness

If your child is ill and unable to attend pre-school, please ring and let us know. In cases of sickness and diarrhoea, the Health and Safety Guidelines state that a clear 48 hours must pass after the last symptoms before your child should return to the pre-school. If your child has been prescribed antibiotics, please keep him/her at home until the course of medicine is finished.

Jewellery

No jewellery should be worn at the pre-school for reasons of Health & Safety. If your child has pierced ears, a small pair of inexpensive studs is permissible but staff can take no responsibility for their loss.

Parents

At Tudor Cross Pre-School we feel that it is very important to develop good partnerships with parents. This will give your child the best possible start to life in the Pre-school.

The staff are always available to talk to you. The beginning and end of a session is a busy time and you may have to wait until all the children have either come in or left before they are able to talk to you. Please make an appointment to see Mrs. Burgess if you would like to speak to her confidentially

It is important for your child that he/she observes a positive attitude from you about attending Pre-school and knows that you are interested in what they have done during a session.

We know how distressing it can be if your child is crying when you leave them. We may suggest that you stay for a while until they have calmed down. However, our staff are highly experienced, so please take their advice if they quietly tell you 'it's time to go'. One of the staff members will phone you to let you know that your child has settled if requested.

We operate a key person system to ensure we meet the child's individual needs and to familiarise them with the setting. We aim to build a settled relationship with the child and their parents.

Policies

Pre School Policies and Procedures are based on guidelines published by the Pre School Learning Alliance for the Early Years Foundation Stage. Copies are available for inspection at the Community Centre.

Snacks

The children are given a choice of milk, water or juice (sugar free blackcurrant). They are also given a variety of snacks such as toast, crackers and biscuits or fruit. The snacks for the week are displayed on the notice board. It is vital that you inform us of any allergies when you fill in the admissions form or let us know immediately if any allergies develop whilst your child is at the Pre-school.

Sweets/Food

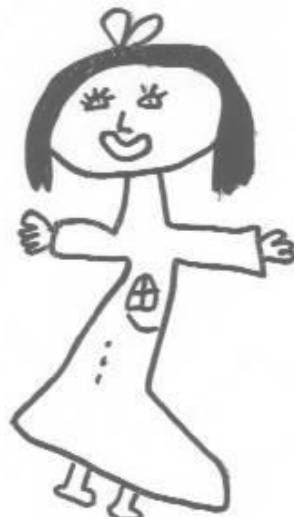
Please ensure that children do not come into Pre-school eating food, sweets or chewing gum, and that they do not have any provisions in their pockets or bags. Children are in danger of forgetting they are eating when they become engrossed in play and could easily choke.

We do provide a snack for the children during the session, which they eat sitting at tables.

Water is freely accessible at all times.

Toys

There are times when we may ask your child to bring items in from home relating to our current topics. If this is the case, please make sure the items are clearly labelled with your child's name. Please ensure that toys are not brought into pre-school for any other reason. If the item gets lost or broken it can cause a child unnecessary distress.



Early Years Foundation Stage Practice

We see Tudor Cross Pre-School as a starting point in the important phase of Foundation Education. We ensure that our practice is well balanced and follows the principles laid down in the Statutory Framework for the Early Years Foundation Stage. Our plans are displayed on the board, where parents/carers can see what the children are doing and the reasons for doing it. We feel that our children learn through play activities and plenty of opportunities are given both indoors and outdoors.

The Areas of Learning and Development are:-

- Personal, Social and Emotional Development
This area of learning is designed to develop independence and confidence and to be able to share and take turns. To learn to separate from main carer with support and encouragement and cooperate with some boundaries and routines.
- Communication and Language
In this area of learning the children are encouraged to develop speaking and listening skills. They are taught rhymes and poems. The children are encouraged to communicate their feelings and emotions and to develop their listening and thinking skills.
- Physical Development
This area of learning helps children to develop their strength and control in fine and large motor skills and muscular development. It includes spatial awareness, movement, rhythm and dancing.
- Literacy
To develop a love of books and the written word. We learn rhymes, have the opportunity to explore the book corner and begin to give meaning to marks they make as they draw, write and paint.
- Maths
Children can learn mathematical concepts through practical activities. This involves numbers, size, time, shape and quantity, sequencing and sorting.
- Understanding the World
This area of learning involves finding out what is going on around them in the world through practical activities, investigation, exploration and discussion.
- Expressive arts and design
Children are given daily opportunities to explore materials and ideas creatively. The children also have the opportunity to listen to and make their own music.

Before Starting at Pre-School

- Talk to your child in an encouraging way about what to expect.
- Encourage your child to sit and drink from an open cup.
- Read to them on a regular basis and encourage active listening.
- Try to give your child a few other positive experiences away from you.
- If you feel you want to help with pencil control/early writing, please use lower case letters, except for the start of their name, e.g. **Sarah**.

After Starting Pre-School

- Encourage your child to be sensible when it is time to leave you. Saying you are going to be sad without him/her will make it much harder on both of you.
- Show an interest in what has happened during the session and indicate that you are pleased.
- Give lots of praise and encouragement.
- Try to set a pattern for regular attendance.
- Take your child to the library and read to them regularly.
- Talk to him/her at every opportunity and encourage a response, generating an interest in the surrounding world.
- Be prompt when collecting your child. It can be very upsetting for them if they think they have been forgotten. If you are unavoidably detained, ring the pre-school and then the staff can reassure the child that you are on your way.



Tudor Cross Pre-School Complaints Procedure

We would hope that, in the event of a complaint, parents/carers would, in the first instance, discuss their concerns with the Pre-school Manager. If the issue is not resolved, they should make an appointment to see Mrs Mooney, at Waltham Holy Cross Infant School.

It is the aim of the pre-school to deal promptly and fairly with any complaints within 28 days. If there has been no acceptable solution after this time, parents/carers are invited to contact Ofsted on 0300 123 1231.

We hope that your child/children will be very happy during their time in our pre-school. For this to be so, it is important that we work in partnership for the benefit of the children in our care. We are very conscious of our joint responsibility and encourage you to come and talk to us if you have any worries or concerns.

“Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and age five have a major impact on the future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

(Statutory Framework for the Early Years Foundation Stage)

