

AN INTRODUCTION TO



ALL
NATIONS
PRE-SCHOOL




Ofsted
Outstanding
Provider

USEFUL INFORMATION

CONTENTS

3. INTRODUCTION
4. AIMS
5. WHERE & WHEN
6. FEES
7. PARENTAL INVOLVEMENT
8. STAFFING
9. SPECIAL NEEDS
10. POLICIES
11. KEY PERSON SYSTEM
12. RECORD KEEPING
13. LIAISON
14. THE PRE-SCHOOL CURRICULUM
18. PRE-SCHOOL ROUTINES

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INTRODUCTION

We would like to welcome you and your child to All Nations Pre-School. We understand that this is a significant time in your child's life with many new routines to learn. In this leaflet we have put together some information which we hope will help you to become more familiar with how the Pre-School is organised and what you can expect when your child starts in the group.

All Nations Pre-School is run by All Nations Church for children aged 2 – 5 years. Children can start Pre-School at the beginning of the term after they turn 2 . We are a Christian group but open to children of any or no denomination or religion. The Pre-School is registered with the Local Education Authority as a provider of early years education and is inspected by Ofsted. The Pre-School is a member of the Early Years Alliance.

EQUAL OPPORTUNITIES

The Pre-School staff are committed to caring for people without discrimination on the grounds of race, creed, class, gender, sexuality, disability or age and it is our policy to challenge any discriminatory behaviour or comments which come to our attention.





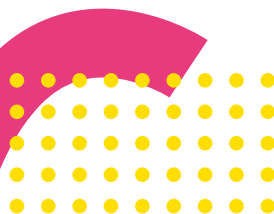
A I M S

“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 five have a major impact on their 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

Our aim is to provide a welcoming, secure and caring environment where young children are valued and respected as unique individuals and where they can learn to play together. We believe that young children learn best through play. We provide a carefully planned range of activities that aim to capture children’s interests so that we can provide a high quality learning environment which stimulates and encourages their natural curiosity and helps them to develop their knowledge, talents and skills.

We aim to build positive relationships with parents and children and to welcome and support families through the various activities of All Nations Church.



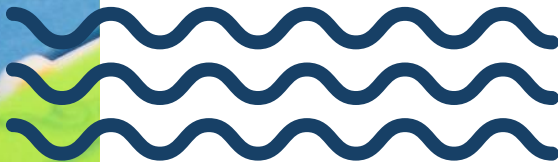


WHERE & WHEN

All Nations Pre-School is open on week days during school term times. Morning sessions run Monday-Friday from 9.00am – 12.00pm, and afternoon sessions (on Monday, Tuesday, Thursday and Friday) from 12.30pm - 3.30pm. We offer a lunch club that runs from 12.00pm – 12.30pm and also offer early drop off from 8.30am. We offer 15 hours free childcare to all three and four year olds and also offer the 30 hours free child care that is being offered by the government to eligible parents. Children can attend morning, afternoon or all day session or a combination of sessions. If children want to do hours in addition to their free entitlement these can be arranged and will be invoiced each half term.

Pre-School sessions are held at All Nations Church, Brickhill Drive. We are very fortunate in having a large, airy hall with plenty of space for varied activities. Additional rooms are used for small group work and story time. We have an outside area which children can access during the session and we also take children on walks and outings in the local area.

Children can start at the beginning of the term after their second birthday (spaces permitting). Normally children are offered a minimum of two sessions to begin with but may have additional sessions, if required, provided that there are spaces available. We offer settling in sessions to help children with the transition to Pre-School.





FEES

The Pre-School is registered with the Bedfordshire Early Years and Childcare Partnership to provide early years education and receives government funding via the Local Authority. This means that children are entitled to up to five free sessions (15 hours) at Pre-School from the start of the term after their third birthday. The funding can be split between more than one provider. If your child's hours exceed their free entitlement you will have to pay for all additional hours.

The Pre-School is also registered for children who are eligible for 2 year old funding. Parents will have to complete a 2 year old funding form each term and provide their funding reference number. All Nations Pre-School offers 30 hours free child care for eligible parents. In order to claim this funding parents will have to visit the government website (childcarechoices.gov.uk). The website has lots of information about different types of funding available to parents and will give parents a DERN number if they are eligible for 30 hours funding. Pre-School staff can help with this process.

Where parents have to pay for sessions/hours, an invoice will be sent out at each half term. Current fee levels are available from the Pre-School leader. Fees are still payable when children are absent from the group e.g. for holidays or sickness. Parents are invoiced for early Drop Off and Lunch Club sessions unless they are using some of the 15 hours free entitlement to cover these hours. Fees may be paid in full or in instalments. Payments can be made by cheque, bank transfer, via childcare vouchers or in cash. For more information about payments or if you have difficulty in paying fees please speak to Norma Hand, the Pre-School Leader.



PARENTAL INVOLVEMENT

We recognise that parents are the primary educators and have played a significant role in their child's education by the time children have started Pre-School. We aim to build a good relationship between home and Pre-School so parents and staff can work together to build on what children have already learned and to promote the best possible development for each child. We do this in a number of different ways. Prospective parents are welcome to arrange a visit and can talk to staff about the Pre-School and ask any questions.

- Each child completes an 'All about Me' form giving information about interests, likes and dislikes.
- Pre-School uses the web-based Interactive Learning Diary to make observations on the progress and development of the children.
- Each term, staff prepare learning plans for individual children. These are shared with parents who are asked to make comments on plans and to contribute their own observations.
- Parents can request a short consultation with their child's key person to discuss developments and share any concerns.
- Children are offered settling in sessions before they start in the group.
- Parents are sent a Parent Plan each half term with an outline of any themes or areas of interests.
- Parents have their own log-in to view their child's records and can add comments and observations from home.

STAFFING

The Pre-School leader, Norma Hand is appointed by the elders of All Nations Church. Not all staff are members of All Nations Church but all are either Christians or people who are sympathetic to the Christian faith. Jade Wright is the Deputy Leader.

Each session is led by a Supervisor who is normally the Leader or Deputy. The level of staffing gives us a ratio of at least 1:4 for children under 3 years and 1: 8 for children over 3 years, which meets with Ofsted registration requirements. We frequently have volunteers in the group who are undertaking professional training or doing work placements (including work experience for students from local schools). Once children are settled in to the group, parents can sign up to help either for a whole session or part of a session. This gives parents a chance to see what happens in Pre-School and gives additional opportunities for adult interaction with the children.

We are committed to staff training as we believe that a well-trained staff benefits all of the children in the group. All members of staff are encouraged to undertake regular training to keep up to date with changes in the curriculum, new initiatives and ideas as well as any statutory training required.

Staff attend network meetings with other Early Years settings and members of the Local Authority to keep up-to-date with developments in Early Years education.

A list of staff with photos and showing areas of responsibility is shown in **Appendix 1**.





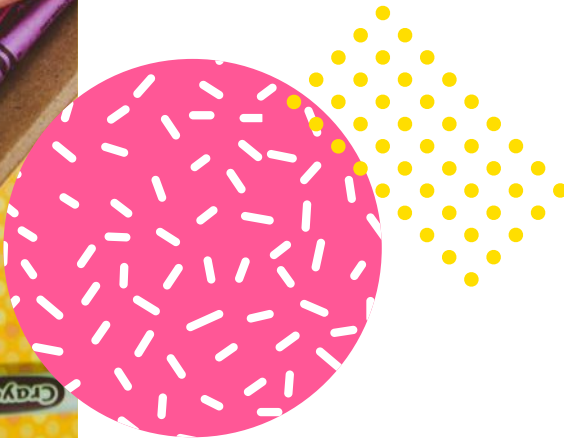
SPECIAL NEEDS

Children with additional needs are welcome at the Pre-School. The Pre-School Leader is happy to discuss individual children's needs before they start in the group and to work with other professionals to plan the most suitable provision for each child.

Further details of our practice with, and for, children with additional needs is given in our Special Educational Needs policy. The Special Educational Needs and Disabilities Co-ordinator (SENDCo) for our group is Yvonne Solesbury.

Additional staff may be employed when necessary to support children with additional needs.


The staff liaise with other professionals such as Speech Therapists, Child Development Centre staff, Physiotherapists, Inclusion Officer, Psychologist and Paediatric nurses when this is necessary to meet children's specific educational or other needs. Staff also attend additional training courses where this is available and helpful.





POLICIES

Pre-School has policies and procedures to ensure that the group meets the requirements of Ofsted and to encourage best practice. Copies of our policies are kept in the leaflet dispenser in the entrance area and are available for parents to take and read. They include:

- Admissions
 - Behaviour Management
 - Complaints
 - Confidentiality
 - Curriculum
 - Equality and Diversity
 - Fire Evacuation
 - Health and Safety
 - Outings and Visits
 - Parental Involvement
 - Physical and Nutrition
 - Procedure for lost and uncollected children
 - Safeguarding Children
 - Selecting Equipment and Toys
 - Settling In & Transitions
 - Special Educational Needs
 - Staffing and Employment
 - Student Placement
 - Whistle Blowing
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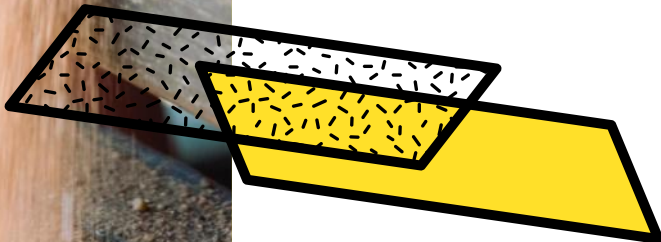


KEY PERSON SYSTEM

All Nations Pre-School operates a key person system so that each child has a named person responsible for monitoring and recording their progress and development.

When your child starts at the Pre-School he or she will be assigned to a member of staff who will be their key person. Each member of staff is key person to a group of six to eight children.

The key person produces an individual learning plan for each of their key children every term. This sets out developments, current interests and makes suggestions for next steps in learning. Learning Plans/Checkpoints will be published on the ILD (Interactive Learning Diary) where parents can view it and add comments. Hard copies can be supplied on request. Appointments with the key person are offered during the year so that parents can discuss concerns, share progress and help to plan areas for future development. Parents can ask to speak with staff at other times if they wish to share information about their child or if they have any concerns. (It may sometimes be necessary to arrange a time to talk with staff as not all staff work every session.) Children's records are available to see on request from the key person.





RECORD KEEPING

All Nations Pre-School uses an electronic record keeping system called the Interactive Learning Diary (ILD). This is a web-based system which enables us to store video, audio and photographic evidence of children's progress and development. It also allows staff to track children's progress more easily and to make comparisons between different groups of children to make sure that we are meeting the needs of the different groups who attend the Pre-School.

The ILD has a parent portal which allows parents to view their children's records on line and to add to them if they choose to do so. Termly learning plans/Checkpoints can be found here, where they can be viewed or added to.

In addition to the online profile each child also has a file with observations made by staff, photos, examples of work and progress tracking sheets. The key person is responsible for keeping records of each of their key children but all staff make observations and record significant developments and achievements for any child in the group. The records are used to help plan appropriate activities to ensure that we meet the children's learning needs. Children's files are available for parents to read at any time and we welcome parental comments for inclusion in the records. The records are passed on to parents when children leave the group. Some schools have expressed an interest in seeing the records either before or when the children start school but this is always at the discretion of parents.

Children from our Pre-School move on to a variety of local schools. We invite staff from primary schools to visit children in the group before they move on to school and



LIAISON

we have taken part in transition meetings with schools when necessary.

When children leave the group, their key person prepares a transition report to summarise the child's main achievements while at the group. This is sent on to the next setting (school or nursery) with the approval of the parents. Transition reports are important to help children settle in their new setting as it helps schools be aware of children's development and particular needs.





THE PRE-SCHOOL CURRICULUM

Pre-School sessions are carefully planned by the staff to provide opportunities for children to develop in all the key areas of learning and to work towards the goals set out in the revised Early Years Foundation Stage (EYFS) curriculum. This curriculum sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.'(Statutory Framework for the Early Years Foundation Stage).

The revised EYFS continues with a strong emphasis on learning through play which is centred on children's interests. The EYFS looks at Characteristics of Effective Learning and at different areas of Learning and Development. The Characteristics of Effective Learning looks at how children engage with other people and with their environment. The areas covered are: Playing and exploring, Active learning and Creating and thinking critically.

There are three prime areas of Learning and Development:

1. Personal, Social and Emotional
2. Communication and Language
3. Physical

And four specific areas

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

**PERSONAL,
SOCIAL AND
EMOTIONAL**

This area covers the aspects Making Relationships, Self-confidence and Self-Awareness and Managing Feelings and Behaviour. Through planned activities children learn to work, play and co-operate with others and how to build relationships with other children and with adults. Children learn to share, take turns and to express their feelings and behave in an appropriate manner. They learn to develop a sense of what is right and wrong and why. Pre-School aims to build children's self- confidence and self-respect and to encourage a growing independence.

**COMMUNICATION
& LANGUAGE**

The area of communication and language covers the aspects of Listening and Attention; Understanding and Speaking. Staff plan activities which aim to develop children's ability to listen and to focus their attention which is so beneficial to their learning and development in all areas of the curriculum. We also provide lots of opportunities for children to develop their speaking skills for different purposes and to different people. This includes 1:1 conversations with adults, speaking in small groups, encouraging language for thinking and planning and introducing new vocabulary.

We run Lift off to Language groups , which have been developed by the Speech and Language Therapists, to help develop attention, listening and speaking skills for all our children.

With the older children we use Letters & Sounds groups to further develop speaking and listening skills. We plans activities to develop awareness of sounds and rhythms, rhymes and phonics.

PHYSICAL

This area covers the aspects of Moving and Handling and Health and Self-Care. At Pre-School, we aim to help children to develop physical control, mobility, spatial awareness and manipulative skills by providing physical activities appropriate for children's different stages of development. Children will be given opportunities to try activities to develop fine motor skills e.g. threading, handling tools, cutting, and building as well as activities to develop gross motor skills e.g. climbing, movement, balance.

We encourage children's independence in dressing themselves, feeding and toileting. We plan in activities to raise children's awareness of healthy practices with regards to eating, sleep and exercise.

LITERACY

Reading and Writing are both covered in the area of Literacy. Pre-School promotes development in these areas through activities involving rhyme, story-telling, letter and sound games and by giving opportunity for mark making and writing for various purposes.

MATHEMATICS

Pre-School provides lots of practical activities through which children are introduced to mathematical language and to simple mathematical ideas which provide the basis for numeracy. For example children learn about patterns, numbers, size, shape, capacity and learn to count, order, sort, sequence and match.

UNDERSTANDING THE WORLD

This area covers the aspects People and Communities, The World and Technology. Pre-School provides activities that lay a foundation for historical, geographical, scientific and technological learning. In Pre-School children can make and discuss plans and try them out, they can practice using tools e.g. scissors and can examine and experiment with a variety of materials.

EXPRESSIVE ARTS & DESIGN

They learn about living things, their own environment, different occupations and communities, why things happen and how things work.

This area covers the aspects Exploring and using media and materials and Being Imaginative. Pre-School plans activities to develop children's imaginations and their ability to communicate ideas and express feelings in creative ways. Children are given the opportunity to experiment with different types of painting techniques, to be involved in imaginative games, to explore dance and to play musical instruments.

We have regular singing sessions run by a music practitioner, as well as group singing times.

Our aim is always to provide a broad and balanced curriculum which is based on children's emerging interests and which encourages their development across all areas of the curriculum.



PRE-SCHOOL ROUTINES

At the beginning of a session, parents wait outside Pre-School - either in the car park or in the entrance lobby - until the doors open at 8:55am. Children who have booked Early Drop-Off sessions can ring the doorbell on the Pre-School gate to gain admission from 8:30am.

Children are met at the door by a member of staff who will help them with the registration process. Although parents generally say goodbye to children at the door, they can bring children into the playroom to help them settle when needed. Each child in the group has a card with their name and picture on. They will collect this from the card pocket in the entrance lobby and post it into the registration pocket in the main playroom.

The member of staff on the door will record your child's arrival in the register. If someone other than a parent is collecting your child, we ask you give the member of staff their name and contact details, which will be recorded in the collection book. They will be asked to sign this book when they collect your child. This process helps us to ensure that children always leave with the correct adult. If you have a regular collection arrangement, it may be easier to write a letter giving details and these will be kept on record to save you completing the book every session.

If you need to arrange collection by a different adult at short notice or in an emergency, please ring Pre-School to notify us of the adult you have nominated to collect your child. If you do not ring us we will have to contact you before we can hand your child over to a different adult.

Children come into a free play session and choose from any of the activities on offer.

PLANNED ACTIVITIES

At the beginning of a half term, parents are sent a Parent Plan giving an overview of any specific areas that the group will be looking at each week. Children are sometimes asked to bring items from home that link with the theme and there will be both informal and planned opportunities for them to share these in the group.

CLOTHING

It is helpful if your child comes to Pre-School in practical clothes that are suitable for playing. Although we provide aprons for messy activities it is not possible to guarantee that paint, glue etc. will not get onto clothing so please avoid sending your child in their best clothes! Although staff are on hand to take children to the toilet, jeans or trousers with difficult buttons, belts and braces are best avoided as they are time consuming to manage and can add to the chances of 'accidents' in the toilet. If your child does need changing we do keep a stock of spare clothes at Pre-School.

If your child comes home in borrowed clothes, please wash them and return them to us so that they are available for someone else to use if needed. If you prefer your child to be changed into their own clothes in the event of an accident you will need to provide a clearly named bag with the change of clothing and leave it next to the pegs. Staff will try to remember to use children's own clothing where provided but if the accident happens in the toilet it is often more convenient to use the stock of clothes that are kept in there.

Parents are asked to provide suitable clothing for children to play outdoors; coats in the cold weather and sun hats in the warm weather. On sunny days please can you also apply sun cream before your child

NAPPIES

comes to Pre-School and provide sun cream for staff to reapply during the day. We ask parents to name children's clothing and belongings so that we can return them to their owner!

If your child is not yet toilet trained please can you put them into pull-ups for the Pre-School sessions. Please can you provide spare pull-ups, wipes and nappy sacks in a labelled bag in case your child needs to be changed during the morning.

When staff change children's nappies they will complete a slip indicating when they were changed and if they were wet or soiled.

SAFEGUARDING - INJURIES

Pre-School has a statutory duty to keep children safe and to report concerns about children's safety and welfare. If your child has a bump or injury that needs attention while in Pre-School, we will record what happened and any first aid that has been administered. You will be asked to read and sign the accident forms which will be kept for our records. If your child has an injury at home, or if there is something that you feel we need to be aware of, please complete an "Accident/Injury at Home" form. In line with our Safeguarding Policy, if staff notice any bruising or any injuries that they believe may have been sustained at home, they will complete a form and discuss this with you when you collect your child. Sometimes children have bumps and falls during their play and these are not witnessed by anyone (and children haven't told you or maybe you haven't noticed them!). This can happen at home or in the group, but we aim to share observations with you.

SAFEGUARDING - DISCLOSURES

When children start in a group setting, they are still learning to play together and share resources and space and there are inevitably squabbles and tussles. If these disagreements result in children being hurt, we will share this with parents and staff will work to address any issues.

If children disclose something which concerns a member of staff or if a child's behaviour gives cause for concern, this will be reported to the Safeguarding Lead (Norma Hand) or her Deputy (Jade Wright) and will be discussed with parents.

Where families are facing struggles and difficulties, we aim to support them to access early help and support. We can do this by signposting to other agencies or courses, and working with external agencies to support.

WHOOPS A DAISY FORMS

During the course of a session staff may notice an area that they feel your child is struggling with or where they could benefit from additional support either at home or in the group. This will be recorded on the Whoops-a-daisy form and sent home for your information. We hope that this will be an informal way of sharing any problems or concerns so they can be quickly resolved.

DRINKS & SNACKS

Parents are asked to bring a named bottle of water so that your child can help themselves to a drink during the Pre-School sessions. We offer children the choice of milk or water and a snack during the morning and afternoon sessions. If your child can't or won't drink either of these options, please speak to us so that we can discuss alternatives. Please bring it in a clearly labelled container so that it can be poured out into a cup at snack time.

LUNCH CLUB

If your child has a food allergy, you are asked to notify us when they start in the group so that we can make sure all staff are aware of it. Parents may be asked to provide alternative snacks for their children.

Children can stay to lunch as part of the whole day session or they can stay at the end of a morning session (until 12.30) or come at 12.00 before the afternoon session. Children will need a packed lunch which will be stored in the fridge until lunch time. We have a no nuts policy in the group so please don't pack anything with nuts in your child's lunch box. We are not able to cook or heat food. We are trying to encourage healthy eating so although we don't ban chocolate in lunch boxes we do ask that lunch boxes also contain healthy foods such as fruit and vegetables. We ask that parents pack an amount of food that is consistent with the quantity that they would normally expect their child to eat for lunch at home.

END OF SESSION

Parents are asked to wait by the Pre-School gate until the Supervisor opens the door (in wet weather, please wait in the pre-school lobby to avoid getting soaked).

At the end of the morning session we ask parents to arrive promptly for 12 noon handover, as staff are also having lunch breaks or running the Lunch Club.

For afternoon sessions, parents can opt for either a 3pm or 3:30pm collection (please confirm your choice of pick-up time when you complete your funding form/registration form). Children who are staying until 3:30pm will move into a side room for activities with staff so that they are not distracted by children who are going home.

LATE COLLECTION

Children are handed back to parents one-by-one by a member of staff so that we can ensure that children are collected by the correct adult. Staff encourage children to find their belongings and help to put on coats, etc. This is an important part of development - so please be patient if your child isn't the first one out! It does help staff to help children find the correct coat/lunch box, etc if these are clearly named.

We have a policy on lost and uncollected children which is available in the entrance lobby for all parents to read. If you are unavoidably delayed please telephone us on our mobile number 0770923 4182 and we will look after your child until you arrive or until alternative arrangements have been made. If parents are persistently late in collecting children we reserve the right to make a charge.

ABSENCE / SICKNESS

It is helpful for us to know if your child is absent from Pre-School because of a contagious illness. This allows us to inform other parents who can then look out for possible symptoms. If your child has diarrhoea or vomiting they will need to be kept away from Pre-School until 48 hours after the last episode. These measures help to prevent the spread of infection in Pre-School. You can inform us of illness by ringing the Supervisors on the Pre-School mobile or you can e-mail the Pre-School Leader. Staff spend time planning activities for specific groups of children so it is useful for us to know if your child is going to be absent for a period of time e.g. for a family holiday. It is helpful if you let the Pre-School Leader have dates in writing or by e-mail.

If you are paying fees for your child you will have to pay even if your child is absent from the group.

