**Magdalene**

**Preschool**


#  **Monday 9.00am – 4.00pm**

# **Tuesday 9.00am -4.00pm**

# **Wednesday 9.00am – 12noon**

# **Thursday 9.00am – 3.30pm**

# **Friday 9.00am – 3.30pm**

Telephone: 07769115981

email:magdalenepreschool@hotmail.com

**Website: magdalenepreschool.com**

STAFF

**Manager - Sarah Antelo**

Play worker BA in Early Years

Paediatric First Aid Certificate Foundation Degree in Early Years

Food Hygiene Certificate Certificate in Early Years Practice

Deputy SENCO NVQ in Early Years

Deputy Safeguarding Officer

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**Deputy Manager – Asia Clark** Certificate in Early Childhood Studies

Food Hygiene Certificate w/t Degree in Early Childhood studies

Paediatric First Aid certificate

**Lead SENCO**

**Safeguarding Officer**

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**Lorraine Wade - Play worker** DPP NVQ3 Early years

Behaviour support

Food hygiene cert

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**Play worker – Claudine Pettitt** NVQ 3 in Early Years

Food Hygiene Certificate

Paediatric First Aid certificate

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**Play worker – Lily Wade** w/t EYITT

Food Hygiene Certificate

Paediatric First Aid certificate

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**Play worker – Alicia Zawada** NCFC CACHE Level 5 in Health and social

Paediatric First Aid Certificate care and Children’s services

Food Safety certificate QCF 3 Diploma in Children & young people

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Ofsted Inspection 27th November 2014 report may be viewed on parent’s notice board or on Ofsted website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or magdalenepreschool.com

Term dates are displayed on the parent’s notice board and on the website

**Welcome to Magdalene Preschool**

A very warm welcome to Magdalene pre-school. We value all children as individuals and aim to help them discover that learning is interesting and fun. We encourage exploration and investigation through play and offer a safe, secure and enabling environment.

Every child is assigned a Key person, the Key person will ensure that your child’s learning and care is tailored to meet their individual needs. The Key person will seek to engage and support parents/carers in guiding your child’s development at home.

Throughout your child’s time with us we will track and document their development, this is unique to them and enables us to discuss our observations with you and work with you and any other significant persons to ensure they reach their individual goals. This partnership provides a complete picture of your child’s learning and development and enables us to plan appropriately so that your child can progress at their own rate.

* The preschool is run on behalf of the Parochial Church Council for St Mary Magdalene with St Martin by a parent/carer management committee.
* The preschool is accredited by the Department for Education and Employment (DfEE) and is inspected by Ofsted.
* We do celebrate Christmas with a Christian Nativity and carol singing.
* We recognise other denominations.

##### Magdalene preschool is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

##### We aim to add to the life of the community.Our Philosophy of Child Care



We believe that every child is a unique individual. We are sensitive to a child's social, emotional, intellectual, spiritual and physical needs. We provide developmentally appropriate planning that focus on the interests and play of the children. We encourage not just learning and play, but also the love of learning and play. Every child is a competent learner who can be confident, capable and have high self-esteem; we foster this with a trusting relationship, a Key person builds a working partnership with the child and their family.

We believe in providing a physical environment that is safe, clean, healthy, and orientated to children. Our equipment and facilities are arranged to offer challenging play and learning choices at a range of developmental levels. Our rich and varied environment supports children’s learning and development, indoors and outdoors, it is challenging but achievable.

We believe that the strength of our setting is in the dedication of our staff. We support staff with training, resources, and freedom to create a unique learning experience for children. We provide opportunities for staff to share ideas and grow professionally. Our staff create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent, age-appropriate limits to help children function in their world. We aim to develop in children a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who might be different.

We believe parents are the most significant adults in a child's life. We strive to create mutual respect between parents and staff: a partnership for the benefit of each individual child. We encourage daily communication between parents and preschool staff. Our doors are open to parents at all times. Our preschool values the children in our care, their parent/carers and our employees.

When you enter Magdalene preschool you are loved, listened to, valued and safe.

**Admissions**

We admit children to Pre-School on first come first serve basis, according to their age. We have a waiting list of children that we allocate places to if places become available. Parents/carers are invited to stay and play sessions prior to starting as part of a settling in procedure. Information is exchanged and relevant forms filled in with an allocated Key person. All information is confidential and only disclosed on a strict need to know basis. The welfare, safety and protection of all children is paramount. In line with our inclusion policy we do not exclude any child for whatever reason. We believe in the principles of equal opportunities and therefore welcome all children regardless of ability. We have regard for the Special Educational Needs and Disability Code of Practice (2014). We support children and families with special educational needs (SEND).

We are registered with Information Commissioners Office (ICO) and ask you to sign for permission to hold and use relevant information required whilst your child is at preschool.

**All the policies used for the day to day running of preschool are available daily on the parent/carers information table.**

**Fees**

Fees are: £18.00 per session for non-funded children. (£6.00 per hour). These are payable in advance each month or each half term. A bill is issued at the beginning of half term with a final payment date. We suggest a minimum of 3 sessions per week. We offer two and three-year-old 15 hours funding and 30 hours funding for those families who are eligible.

**Fees** **remain the same regardless of absence.** If you find any problems with payment, please speak to the manager.

We offer funded places for 2-year olds (if families are eligible). 3 and 4year old children are automatically funded. Please check our links for more information.

We require one month’s notice if you wish your child to leave preschool, if advance notice is not given you will be liable for the fees for the following month.

We charge a late collection fee of £10.00 for 10 minutes after the end of the session and £1.00 for each subsequent minute.

If families take holidays in term time they are liable for the fees even if your child is funded. You will have to pay the fees yourself.

If fees are not paid your child’s name can be removed from our register and a place will no longer be available.

We ask for a contribution towards the daily snack of £5.00 per term, £15.00 per year.

**Generally**

Please chat to your child’s key person about all of your child’s needs; including any training for toileting, we will support you in your personal procedure. Accidents do happen and it is advisable to bring a change of clothes for your son/daughter. Please make sure these are in a named bag and hung on their peg in the corridor. Please do not worry if your child does have accidents when they are at preschool. We do have some spare clothes for emergencies.

 If your child requires an inhaler their **Personal Asthma/Wheeze Action Plan** will be recorded in our ‘medication record’ book. Additionally, their **Emergency Asthma Pack** will be stored in preschoolcontaining: 1. An asthma plan detailing what to do in the event of an asthma attack. 2. A blue reliever inhaler (Salbutamol or Ventolin) 3. A spacer or aero chamber.

4. Emergency contact details for child parent/carers. You will discuss their plan with your Key person.

If your child has any allergies please inform your Key person and they will discuss it when you fill in your forms, this is so that we are aware when offering food, drinks etc.

 Accidents are recorded in the accident record book and information will be given to you if your child has been hurt. We will ask you to sign the accident book when you collect your child. A head injury information card will be offered to you if they bump their head.

**Key person**

Each child is assigned a Key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs. To ensure the child becomes familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

To promote the learning and development of the child.

We have an open-door policy.

We always welcome parents/carers to help in preschool. There are lots of activities you can help with. Just ask your key person.

**Seedling Group**

The seedling group are the younger children who attend preschool. Children will qualify for Government funding at the beginning of the term they turn 3 years.

e.g. 3 years before 31st August eligible September Autumn term

 3 years before 31st December eligible January Spring term

 3 years before 31st March eligible April Summer term

Please check on the link provided to determine eligibility of 2YO funding and 30-hour funding.

We use a ‘tracking’ system to track and support children’s progress

There will be opportunities to discuss your child’s progress in detail by appointment during the second half of each term.

**Sunflower Group**

The Sunflower group are children in their pre-school year. They are allocated 15 hours funded Early Years provision automatically unless they are eligible for 30 hours funding.

During the sessions, we extend the curriculum and activities to prepare them for school.

They will have a home reading book for home learning to share with you. During the afternoon sessions we add to the curriculum with Yoga, music and movement, cooking, science experiments and child led play.

**Outdoor Play**

Being outdoors has a positive impact on children’s sense of well being and helps all aspects of their development. It offers opportunities for doing things on a large scale and gives children first-hand contact with weather, seasons and the natural world. It is our policy for the children to play outside daily whatever the weather. We provide wellington boots for the children to wear.

**Packed Lunches**

Please provide a healthy packed lunch for your child if they are staying for lunch. 30 hour funded children automatically have a lunch time space. You will need to book and pay in advance each term for other funded and non-funded children. Children who stay all day will have a day book in their bags with information regarding their day.

Please do not send fizzy drinks, sweets, chocolate bars or nuts in any form for example, peanut butter, nut cereal bars or nutella. Please do not send your child in with hot food such as soup etc….

A link to the Change-4Life website may be useful to you. www.nhs.uk/change4life

We provide water for the children to drink with their lunch. It is very important to cut food into non-choking size pieces, grapes in half-length ways, sausages into sticks, carrots and other vegetables into sticks. If you need any more information, please speak to your child’s Key person.

**Early Years Foundation Stage**

The EYFS covers four themes which underpin all areas of learning and development, Unique child, Positive Relationships, Enabling Environments and Learning and Development.

These are made up of 3 prime areas of learning; Personal, Social and Emotional Development, Physical Development and Communication and Language and 4 specific areas of learning, Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Prime areas

Personal Social and Emotional Development: developing self-confidence and self-awareness, making relationships, managing feelings and behaviour.

Physical Development: moving and handling, health and self-care.

Communication and Language Development: Listening and attention, Understanding and Speaking

Specific areas

Literacy: reading, writing

Mathematics: Numbers, Shape, space and measure

Understanding the World: People and communities, The World, Technology

Expressive Arts and Design: Exploring and using media and materials, Being imaginative

**Clothing**

Our policy is for children to have daily access to the outdoors so **please** label their outdoor clothes.

When the weather is hot it is essential to have the correct sun protection, such as sun block and sunhats.

It helps everyone if your child has some self-help skills, such as managing coats, buttons, zips etc… Please help them to **recognise** their own coat and bag.

We ask that children do not wear expensive clothes to preschool. We have messy activities such as painting, sand, dough, corn flour, cookery and outdoor play etc.

In the interests of safety, we ask that only stud earrings are worn. High heels, flip-flops and long laces can get caught around pedals, or the climbing frame and cause accidents.

We do not accept responsibility for any items left at preschool e.g. coats, bikes, pushchairs and other toys. Bringing personal toys can result in distress if they do not want to share them.

**Snack Bar**

Milk or water is offered at snack time. They are encouraged to pour for themselves and each other. We offer a healthy variety of snacks such as fruit and vegetables. We ask for a contribution towards this of £ £15.00 per year.

There is a notice at snack bar notifying parents/carers what will be offered and allergen list. **We would love any suggestions for healthy** **snacks from you.**

**Illness**

We inform you of any infectious illnesses that children or adults within the group have been in contact with. A notice is placed on the outside door or on the parent’s notice board. In the case of vomiting and diarrhoea your child must not return to preschool until they are fully recovered and until **48 hours** after the last symptoms have occurred.

If your son/daughter becomes unwell during the session, we will contact you to come and collect them. We must be able to contact you or another significant adult in an emergency.

**Important information**

Please inform preschool staff immediately if you change any of your contact numbers. This is your responsibility and it is vital for the children’s safety and care that we have correct contact information at all times.

Once your child has been collected you as parent/carers are responsible. Please do not allow them to climb on apparatus or leave the Magdalene centre without you.

*WE MUST EMPHASISE THE CHILDREN ARE PARENT/CARERS RESPONSIBILITY FROM THE END OF EACH SESSION.*

If you are unable to collect your child there is an alternative collection form to be filled in when they are dropped off at the beginning of the session. NO child will be allowed to leave pre-school if we are not informed and any person who is not on the registration form will not be allowed to take the child without the child’s relevant password.

**Please remember to drop off your child promptly at 9. 00a.m if you are late it is disruptive to the start of the session if staff have to keep answering the doorbell. Magdalene Preschool does not offer wrap around care, so please make sure you are punctual upon collection of your child at the end of the session, as she or he may become anxious if left after the other children have gone. Thank you**

**Discipline**

Children’s learning is promoted when we work together to encourage and value positive behaviour. At preschool, we use positive recognition to reinforce good behaviour.

Parents will be informed of any incidents that may occur during the session. We use a distraction method during any altercations. If we need to physically intervene you will be asked to sign a form and we will discuss the incident with you.

Complaints

The full procedure can be found in the parent/carer policy folder on the parent/carer information table. The complaints procedure is firstly to the Manager. If you are not satisfied with our handling of the complaint or you feel the situation has not been resolved, you need to contact:

Amanda Johnson

c/o The Parish Office

St. Mary Magdalene with St Martin

Canning Road

Croydon, CR0 6QD

Or

Ofsted

Alexandra House

33 Kingsway

London, WC2B 6SE

