

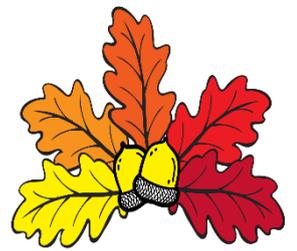
# Humpty Dumpty Pre-school



**Prospectus**  
**Sept 2018– July 2019**



# Humpty Dumpty Pre-school



Surrey County Council  
Early Years Quality Improvement Award

## Welcome to Humpty Dumpty Pre-School

Humpty Dumpty Pre-School is a Committee-led Pre-School with charitable status which has been established for 50 years. We are a set up and pack away Pre-School and regularly hold fundraising events to renew our resources. We have a modern and well-lit large hall with access and toilets for the disabled and a secure outside area for the children to play in. The Pre-school is situated in a quiet cul-de-sac with access to a large car park next to the hall. We welcome all children between the ages of two and four years and we pride ourselves on being an inclusive Pre-School which welcomes and meets the individual and differing needs of the children in our community. We offer a stimulating, friendly and caring atmosphere where each child is valued as an individual and provide a wide range of resources for the children to play with, that will promote all their aspects of learning and development. We are proud to hold an award for the Surrey County Council Quality Improvement Scheme which has enabled us to improve the provision we provide.

Because we are a Committee-led Pre-School we encourage and need parents/carers to be full members of the Pre-School in order for it to continue and to help with our fundraising events in whichever way they may choose. We always value parents/carers help, time and ideas, no matter how big or small. Because we actively promote working in partnership with parents/carers we encourage you to share new and past experiences with us and we really appreciate parents offering their time and helping in the Pre-School. This not only enriches our environment and the experiences we can offer, but it gives you an opportunity to share these exciting times with your child and their friends. We also welcome you to bring along younger brothers and sisters when you are helping out, as our experience shows that younger siblings really enjoy being part of this experience too.

At the end of summer term, we hold our Annual General Meeting where a new Committee is elected to take on the various roles and responsibilities required to support and run the Pre-School. Should you wish to become a Committee member, please speak to any existing member for details, information and job descriptions.

We are open from 9.15 a.m. to 12.15 p.m. Monday to Fridays during school term time. We appreciate a prompt arrival as this enables us to start the session on time. If you cannot collect your child yourself, please let the Manager know, and a note can be made in the collection book of who will be collecting instead. We also offer 'Early Bird' and 'Lunch Club' sessions 5 days a week. 'Early Bird' allows children to be dropped off any time from 8.45am and costs £3 per day. 'Lunch Club' costs £5 per day and enables children to stay for an extra hour to eat a packed lunch (provided by parents/carers) and to have some extra playtime. Children need to be collected at 1.15pm. Staff will need to be notified of any children wanting to attend these extra sessions which are paid for on a 'pay as you go' basis.

## **Fees and Funding**

### **Admin Fee**

There is an admin fee of £5 for every child who starts at the setting which is payable when the registration forms are returned to the setting.

### **Snack Fees**

Humpty Dumpty Pre-school provides a selection of fruit, vegetables and carbohydrates for the children at snack time. Unfortunately we are unable to fund this cost ourselves so a fee of 50p per day is required depending on how many days your child attends at the start of every half term. Snack fees do not have to be paid for the time the child is absent due to a planned holiday but fees will not be refunded for any absence due to sickness unless it is confirmed the child will be off indefinitely.

### **Fees**

For children who are not funded the fees are £14 per session per child paid half-termly in advance.

(Please contact the Treasurer if this causes difficulties.) Refunds will not be given for absence due to sickness or holidays but days in lieu will be given if the school is closed for unforeseen circumstances such as bad weather.

### **Childcare Vouchers/Tax Free Childcare**

For those parents who prefer their child's school fees to be paid direct from their wages we accept 'Childcare Vouchers'. Parents wanting to use this option should speak to the Manager. We are also registered for Tax Free Childcare. For every 80p you, or someone else pays in, the Government will top up an extra 20p. Please visit [www.GOV.UK/tax-free-childcare](http://www.GOV.UK/tax-free-childcare) to see if you are eligible.

### **Funded Entitlement**

We are registered to accept funding for three and four year olds, (which starts the term after the child's 3<sup>rd</sup> birthday. This will depend upon where your child's birthday falls within the current academic calendar for Surrey). The Manager will discuss eligibility with you and ensure you receive the necessary paperwork. Currently we offer 15 hours per week funding for 38 weeks per year; which equates to 5 sessions a week for a maximum of 3 hours per session.

### **FEET Funding**

We are also eligible to accept FEET funding. This is funding for 2 year olds who have specific requirements such as special needs, are cared for, or whose parents may be experiencing financial difficulties. Children are currently entitled up to 15 hours per week for 38 weeks of the year. Children are required to attend for a minimum of 2 hours a session. Details can be found at <http://www.surreycc.gov.uk/people-and-community/family> Surrey now fund all FEET funded children no matter what county they live in, providing they attend a setting in Surrey. If you think your child may be eligible for FEET funding please apply to Surrey or speak to the Manager who will be able to help you.

### **How the Entitlement can be used**

The 15 hours entitlement can either all be used at Humptys or split between 2 settings if needed, for example: 3 sessions with us would equal 9 hours so the other 6 hours could be used at another setting. For those parents receiving 30 hours free funding, up to 15 hours can be used at Humptys, but please remember we only open for morning sessions. You must indicate on your funding form how you wish your child's sessions to be split between 2

settings. Any additional sessions must be paid for at the full rate (currently £14 per session). This will be invoiced to you at the beginning of each half-term and should be paid within 2 weeks. We are also required to see a copy of your child's birth certificate and will record the birth certificate number on their registration form for funding.

**Please note that we require a half-term's notice in writing if you wish to withdraw your child from Pre-School and we reserve the right to charge you for that half term even if your child should not attend.**

### **Preparing your Child for Pre-School**

We will invite you and your child to visit the Pre-School for a free session before your child starts. (If your child needs another free session to help them settle in, this can be arranged.) This will give us the opportunity to get to know you and your child and familiarise them with their new and exciting surroundings. Your child will be allocated a key Person when they start, although we all work as a team and enjoy spending time with all the children in the Pre-School. The allocated Key Person will give your child the opportunity to develop a secure attachment with an adult in the Pre-School. Your child's Key Person will also be responsible for maintaining your child's learning journey and developmental files.

Pre-School will seem more familiar if you can try out some of our activities at home or play going to Pre-School with dolls or teddies. It is important to talk about going to Pre-School with your child and to discuss their expectations. Reassure your child that you will collect them and recognise your child may feel excited, anxious or both. Please do discuss concerns with a member of staff so we can help reassure your child and overcome any worries. If your child has a favourite toy or blanket, please bring it with them, as it is important for your child to have their own 'special toy', especially if they are feeling upset.

### **Settling your child at Pre-School**

For the first couple of sessions you are welcome to stay with your child for as long as they need you. Every child is an individual, so there are no hard and fast rules to determine when your child is ready to stay without you. Most children settle very happily, just occasionally, a child is not ready to start, so please talk to us if your child is unhappy about coming to Pre-School.

All the staff at Humpty Dumpty are parents, so we completely understand the anxieties that parents can feel when they leave their child. These feelings are completely normal, so please feel free to discuss any worries with us, big or small.

### **A few do's and don'ts**

- **DO** dress your child in old clothes and non-slip soled shoes. We do have aprons available for the children to use during creative and messy activities, but we do not insist your child wears one.
- **DO** name your child's property such as coat, hats, gloves and bags.
- **DO** provide a spare change of clothes in your child's bag each session- accidents can happen.
- **DON'T** worry about toilet accidents or if your child is still in nappies - we are used to this! Please provide a spare nappy if your child should need one.
- **DO** let us know if your child should have an infectious disease or head lice - we will need to notify other parents.

- **DO** let us know if there are any family stresses, which may lead to your child being upset, such as going into hospital, a family death, or even a lost teddy!
- **DO** dress your child accordingly to weather conditions – a suitable coat, hat and gloves in winter and in the summer a sun hat and sun cream applied prior to arrival – We do play outside all year round.
- **DON'T** send your child back to Humpty Dumpty until 48 hours after your child has had sickness/diarrhoea.

## The Early Years Foundation Stage

As of September 2008, we introduced the new Early Years Foundation Stage framework (EYFS). The principles of this are:

**A Unique Child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning with both indoor and outdoor activities (weather permitting)

**Learning and Development** – children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

### The seven areas of learning and development are:

**Personal, Social and Emotional Development:** Children must be provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills and positive disposition to learn. Providers must ensure support for children's emotional well-being to help them to know themselves and what they can do.

**Communication and Language:** Every child's learning and competence in communicating, speaking, listening and understanding must be supported and extended. They must be provided with opportunity and encouragement to use their skills in a range of situations and for a range of purposes, and be supported in developing the confidence and disposition to do so.

**Physical Development:** The physical development of young children must be encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. They must be supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. They must be supported in developing and understanding of the importance of physical activity and making healthy choices in relation to food.

**Literacy:** Children must be encouraged and supported to realise the importance of literature and the information that can be gained by reading books. They must be provided with visual resources such as books, posters and signs to enhance their understanding of visual concept and to incorporate role play as a way of re-enacting stories to consolidate their

learning. Children must be encouraged to mark make, paint and to ascribe meaning to their work in order to help them understand that print carries meaning.

**Mathematics:** Children must be supported in developing their understanding of problem solving and numeracy in a broad range of context in which they can explore, enjoy, learn, practice and talk about their developing understanding. They must be provided with opportunities to practise and extend their skills in these areas to gain confidence and competence in their use.

**Understanding the World:** Children must be supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning must be supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical 'experiments'; and work with a range of materials. They must be given opportunities to use and understand technology to help them become competent in ICT.

**Expressive arts and design:** Children's creativity must be extended by the provision of support for their curiosity, exploration and play. They must be provided with opportunities to explore and share their thoughts, ideas and feelings through a variety of art, music, movement, dance, imaginative and role-play activities, design and technology.

We are Ofsted inspected. If you would like to read the latest Inspection Report, please ask a member of staff. We were rated 'Good' at our last inspection in June 2016.

### **Events throughout the year**

We offer a variety of experiences throughout the sessions. There is an adult-led activity, linked to a specific area and aspect of learning, which all children will be encouraged to participate in throughout the week with their Key Person. The other staff support spontaneous play throughout the morning and encourage the children to enjoy and progress in their learning and social skills.

We also use the grounds at Whittington College to hold fundraising events, nature walks or sports day, etc. We are able to walk across with the children but we do have to have parent helpers on the day because of crossing the main road. These mornings are always popular both with the children and parents as they are great fun and it enables the children to have a good run around!

We invite Tiny Tekkers to join us once every half term. The children really enjoy learning the different sports skills! We ask for £2 for this session to help towards the cost.

In the summer term we arrange a trip to Ladyland Farm. This is a working farm and the children and parents get a very hands on experience. Parents are responsible for getting their children to and from the farm but staff are on hand to supervise the children once there. We encourage parents to accompany their children as it is a fabulous experience for them all. The admission fee to Ladyland farm has to be paid by the parents.

Christmas is always a fun and very busy time of year! The children practice their acting skills by taking part in the Nativity and on our last day of term we have a Christmas party. A children's entertainer keeps the children (and parents) amused first thing, after which the children sit down to a tea party. The morning is finished off with a visit from Father Christmas, who from his fabulous Grotto, chats to each of the children before giving them a present!

## **Humpty Dumpty Pre-School Routine**

(This routine is flexible in meeting the changing needs of the children and the Pre-School. If the routine is differentiated all children will be supported through this change)

- 9:15 Arrival: Children self-register and are welcomed to engage in free play.
- 9:30 Register time: Children are split into 2 appropriate age groups. The older children will have a more structured group time in book corner, learning days of the week, months, etc. while the younger children will continue to play.
- 9:40 Free-play. Weather permitting there will be 'free flow' between the hall and outside area. A variety of activities are set out each morning to provide the children with an opportunity to explore and develop their skills in all the identified learning areas through play. Throughout the morning we encourage the children to explore and independently select activities. We also encourage the children to try new and exciting experiences too. The adult-led activity will take place during this time. Children are encouraged to drink from their water bottles throughout the morning.
- 10:15 Rolling snack time. The children are encouraged to independently wash their hands when they want to have their snack. They can then collect their plate, cup and sit down and enjoy milk or water and a selection of fruit, vegetables and carbohydrates which is provided by the setting. This is a time where the children and a member of staff enjoy a chat as it is a very social and relaxed time. The children are encouraged to pour their own drinks and when finished, tidy away their plates and cups. Free-play continues during snack time as only 5 children eat their snack at any one time. As one child finishes so another will be asked to wash their hands ready for snack time.
- 12.00 Tidy up time. Every one helps to tidy the hall
- 12:10 Singing/Story time: The children can choose either singing or story. As a group we enjoy singing and doing the actions to well- known song/rhymes, playing musical instruments or listening to a good story.
- 12:15 Home time

## **Positive behaviour management**

As a professional Pre-School we have a clear policy on positive behaviour management. We value positive reinforcement and through our professional practice we provide appropriate and child-centred care, which is sensitive to the developing needs of the children who attend the setting. We ensure that a good example is being set by being good role models to all the children and to promote equality of opportunity. We support the children to understand and recognise their own and others feelings and we help them to find appropriate ways of managing their feelings. Please see our Behaviour Management Policy for further information. Our Staff are always available to discuss any concerns or worries whether it is related to something within Pre-School or at home.

## **Humpty Dumpty' Policies and Procedures**

Admissions Policy  
Key Person Policy  
Behaviour Management Policy  
Safeguarding/Child Protection Policy  
Complaints, Concerns and Compliments Policy  
Health & Safety Policy  
Fire Safety Policy  
Fire Drill Evacuation Procedure  
Emergency Closure Policy  
Student and Volunteer Policy  
Code of Conduct Policy  
Recruitment and Retention Policy  
Parental Partnership Policy  
Inclusion Policy including SEND and Equality of Opportunity  
Confidentiality  
Food & Drink Policy  
Sun Safety Policy  
Accident and Incident Policy  
Medication Policy and Procedure  
Collection (of child) Policy  
Non-collection (of child) Policy  
Nappy Changing Policy  
Missing Child Policy  
Jewellery Policy  
Outings Policy

Our policies are reviewed and updated annually or sooner if it is required.

It is a requirement of EYFS and Ofsted that all parents/carers, Committee and Staff should read the Policies and Procedures when they first register with the setting or when the policies are updated.

There is always a copy of our policies in the entrance to the Pre-School and they are available to see on our website: [www.humptydumtypreschool.co.uk](http://www.humptydumtypreschool.co.uk). If you would like a further copy please ask a member of staff.

## **How to Contact Us**

Humpty Dumpty Mobile: 07546 263029

Website: [www.humptydumtypreschool.co.uk](http://www.humptydumtypreschool.co.uk)

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All information is correct at date of printing

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