

# Capel Pre-School

## Information Pack

CAPEL PRE-SCHOOL

Reg. Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

Tel: 01892 833363 (session time only)

 Tel 01892 833363 Mob 07936 151326

Email: admin@capelpreschoolfiveoakgreen.com website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

Welcome to Capel Pre-School

The following is designed to give you information regarding the way our Pre-School operates, and its aims, objectives, and overall goals. There are also sections designed to help you and your child make the best of your Pre-School experience.

Capel Pre-School runs with the same term dates as most primary schools. The following session times are when we meet during term time:

Monday 8:30 am to 11:30 am

Tuesday to Friday 8:30 am to 3:30 pm

Thursday - for children in their last Pre-School year

\*Lunch Club on Tuesday to Friday 11.30 am – 12.30 pm

\* Lunch Club can only be booked when a child is attending a full day.

Children can attend for a full day with the agreement of Pre-School staff, preferably after their third birthday.

Starting Pre-School can be a very emotional experience for child and parent alike. Therefore, we recommend that you come with your child to our Open Session before the academic year of your child’s start. This will give you and your child the opportunity to familiarise yourselves with the Pre-School and the staff, and to meet your child’s key Person and other children and parents who are due to start at the same time. Once your child has started at Pre-School, we work closely with you to make the transition as smooth as possible.

It is important for parents and Pre-School staff to work together to help your child feel secure and confident within the group. Please do not feel concerned if your child takes longer than others to settle in - all children are different!

 Contact Numbers:

Capel Pre-School 01892 833363

Alison Smith (Administrator) 07936 151326

 Aims of our Pre-School:

* To provide a safe, secure, and stimulating environment
* To work within a framework that ensures equal opportunities for all children and their families
* To enhance the development and the education of children from the age of two and a half years to five years
* To involve parents in a community-based group

 What we offer your child:

* Individual care and attention made possible by the high ratio of adults to children
* An individually-tailored curriculum combining Early Years Goals
* Fun and friendship with other children and adults alike
* The support of a personal Key Person
* The opportunity for you to be personally involved with the activities of the group and your child’s progress

 “My Unique Story:

The Early Years curriculum (EYFS) has been revised and updated regularly and Capel Pre-School, like all other early year’s providers, adopts the framework for provision.

As part of this, each child’s Key Persons is required to work with you and your child to complete a portfolio (3 pages) of your child’s development, entitled “Creating My Unique Story”. The intention is that Key Persons, children and parents/carers work together to personalise learning and development needs.

This is not anticipated to be a tiresome task for you and should largely be completed during consultation time with your child’s Key Person. Your child’s “Unique Story” will be reviewed every three months, usually at the Parent Consultation Evenings and we welcome your involvement in this process.

Your child’s “Unique Story” will be securely stored with other Pre-School records whilst your child attends Capel Pre-School. At the end of your child’s time with us, each child will receive their “Unique Story” to take home. It is entirely your choice as to whether you forward this document to your child’s primary school. Other documents are completed by Key Persons to be sent directly to your child’s primary school, to assist with the transition from Pre-School to school.

Fees

All fees must be paid by the first day of the term in which they are due. Please see the Parent/Pre-School Contract for further information.

 Sharing Information with Other Settings

Some children attend more than one setting during their time in Early Years. This may be a Day Nursery which provides wraparound care or a childminder for example. We always ask a parent to give us permission to speak to these settings in order to share information to ensure that each child benefits from the best care and development opportunities.

 Pre-School Policies

Our Pre-School policies are devised to provide the best possible experience for both children and parents alike. They are reviewed on a regular basis and any comments from parents are welcomed.

Our “Policy File” is always available at Pre-School for you to read and can be found in the corridor for you to look at. The Policy File remains the property of Pre-School, so must not leave the setting. Please ask one of the staff if you would like to view this File. For further reference, detailed curriculum plans are always on display in the corridor.

All Policies can be viewed on our website – [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com).

**Please can we draw your attention specifically to the fact that mobile phones or cameras should not be used within.**

 What to Bring and What to Wear - Pre-School is MESSY!

* So that your child can enjoy all activities without having to worry about spoiling new clothes, please send them in easily washable items of clothing.
* T-shirts and sweatshirts with the Pre-School logo on can be purchased from us. Please speak to the staff at Pre-School regarding this - or you can complete and return the form enclosed within your joining pack.
* It is encouraged that you send your child in clothes that are easy to remove and re-dress themselves in, with regard to visits to the toilet and changing into outdoor clothing. This will encourage your child to practise the skills that will develop their sense of independence.
* Children should bring a change of clothes, nappies/pull ups, and comforters in a small named bag. This should not be a plastic bag.
* Jewellery can be dangerous in a Pre-School environment. Please ensure it is either covered or removed. Only stud type earrings are acceptable.
* In the interests of the safety of your child, long skirts/dresses and open-toed sandals are not permitted. Children change into pull-on plimsoles when they arrive at Pre-School. Please provide your child with plimsoles; Velcro ones are the best.

* Long hair must be worn tied back to prevent accidents.
* Please make sure that all your child’s clothing is clearly named.

 Health Problems and Illness

* Please keep your child away from Pre-School at least 48 hours following sickness or diarrhoea.
* Following any notifiable disease, your child should not return to Pre-School until you are advised to do so by a doctor.
* After any hospitalisation, your child should remain at home for a period of one week or longer on the advice of a doctor.
* If we suspect your child has head lice, we will ask you to treat them.
* Pre-School staff are unable to administer antibiotics. Please inform staff if your child is taking medication. They may still be able to attend Pre-School at the discretion of the Supervisor or Deputy Supervisor.

 Pre-School Staff and Key Persons

The regular staff in our group are:

* A Supervisor
* A Deputy Supervisor
* Key Persons

All Staff have undergone an enhanced DBS Check.

All children are assigned to a specific Key Person. A Key Person is a member of staff who is responsible for a small group of children. Each child then has a special adult to relate to, which can make settling in easier.

Your Key Person will introduce her/himself to you when your child joins the group and will be available should you have any comments or concerns. Our Key Persons hold regular meetings with parents/carers and produce a written report in the form of “My Unique Story”.

 Parents are always welcome

We recognise parents as the first and most important educators. We encourage parents to be involved in various areas:

* Assist with fundraising
* Represent parents on the Management Committee
* Attend open meetings, training courses, workshops and conferences organised by many different organisations.

 Parent Helpers

We encourage parents to take the opportunity to play an active role in our group. Recently we have had visits from Parents to tell the children more about their work - for example, as a policeman or doctor.

Parents may also join in our arranged activities, like our PE Day, and also our fundraising events and activities.

 Staff Training

As members of the Pre-School Learning Alliance (PLA) we:

* Are constantly in touch with new approaches in the field of childcare and education
* Regularly receive practical advice and up-to-date information
* Have access to the most recent professional publications
* Participate in training courses

We also liaise with outside agencies to gain varied and helpful advice and different approaches to childcare.

 Management

Our Pre-School is a charity run by a Management Committee with elected parent representation. Our Honorary Chair, June Darbyshire, lives in the village and has been involved in education for at least 40 years; she has been a Governor of several local schools, as well as running Pre-School during that time. Our Honorary Treasurer, Gregg Pilcher, also lives in the village and has been involved with the Pre-School for the last 20 years or so - initially as a parent, but for many years as our Treasurer. Also attending the meetings are the Supervisor, Deputy Supervisor and the Administrator.

There are four parent representatives who sit on the Committee, which ensures the parents of children who are part of Pre-School are strongly represented in the decision-making for the Pre-School. The Management Committee regularly reviews policy and practice and is responsible for the employment and appraisal of staff.

Highly experienced staff manage the day-to-day running of the Pre-School.

 **We hope that your child’s time in our Pre-School will be a happy and productive one. If you have any queries, or if we can be of any assistance, please feel free to speak to the staff or committee members during the Pre-School hours. If this is not convenient, please make an appointment with your Key Person.**



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