

Grove Preschool Prospectus 2021-2022

Ofsted rating: Good

Ofsted number 203797

Registered charity number 1144690

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Grove Preschool

Scout Hut

Villa Road

Stanway

Colchester

CO3 0RN

For enquires contact,

Managers: Mrs Richard

Mrs Smith

Facilities

We are a small friendly preschool, we operate from a Scout hut in Stanway, Colchester. We have use of the main hall and safe kitchen, inaccessible to children during sessions, toilets with wash basins, and we have a safe, secure garden area.

During session times the main doors are locked for the children's safety.

Our aims

We strive to provide a safe happy environment for your children to enjoy their preschool years, for them to learn through play experience, and most of all to learn whilst having fun.

General Information

We are a committee run preschool and a registered charity. We do not make a profit, our funds pay for staff wages, rent, training and resources. We keep our fees competitive and raise funds for various extra activities.

We have twice received a 'Bronze' award for Autism Friendly Setting from Good Beginnings.

Ofsted

We are Ofsted registered and adhere to the high standards that Ofsted requires of all early years settings. Our last Ofsted inspection was in July 2018, where we received a 'Good' rating. The report can be accessed online, or if you prefer we can supply you with a paper copy. One of the quote from Ofsted include, 'Happy Caring Preschool'.

The Early Years Foundation Stage

The foundation stage follows through preschool years and continues until the end of foundation year at primary school. During this stage all early years settings and primary school foundation classes must develop the following seven area's of learning.

They are as follows:

- Personal, Social, and Emotional Development.
- Communication and Language.
- Physical Development.
- Literacy.
- Mathematics.
- Understanding of the World.
- Expressive Arts and Design.

We are required to observe, analyse and plan for each child's progress in these areas, and record some of these observations in the form of a Journal. You are welcome to see the Journal at anytime, and your child's keyperson will offer you the journal to take home, on a regular basis. You, your family are welcome to add comments photos or anything else that may be of interest.

Nowadays the emphasis is early year's education is focused on learning through play. We take advice from other early years professionals, agencies and organisations, on how best to incorporate new innovative developments to enhance a child's learning.

Key person

We allocate a Key person to every child in our setting. The key person will introduce themselves and ask you relevant questions about your child, to learn their likes and dislikes, any allergies, medical history or other concerns you may have. This helps to build up a picture of your child's interests, and enables us to make sure that we select activities that your child will like on the days they attend preschool.

The key person will encourage your child's development following guidelines set by the government within early years foundation stage, and will monitor your child's progress, using various observations, adult led targeted activities and input from you and your child.

Session Days and Times

We are open term time only.

We run weekly sessions, Monday to Friday.

- Morning sessions are 9.00am – 12 noon
- Afternoon sessions 12 noon – 3.00pm
- Full days are 9.00am – 3.00pm

(Please note this session incorporates lunchtimes, so parents are required to provide a healthy lunch for their child).

We operate a strict 'no nut' policy.

❖ We accept children from the age of 2, and all sessions are allocated subject to availability.

We provide 'ready for school' sessions on Tuesday and Thursday afternoon's for our 'rising fives'.

❖ A healthy snack is provided for children who attend morning sessions, including drinks of water or milk. We do require a contribution of 40p per session, payable daily, weekly or termly.

We are open 38 weeks per year, closing on Bank Holidays, and our term dates can be found on our website.

Fees

Fees are payable half termly in advance, in accordance with the rates in force at the time. Fees are reviewed annually and any changes to current rates, will be advised in advance.

From September 2022, fee prices will be £16.50 per three hour session (morning or afternoon) or £33 for a full day.

Illness/Absence

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures

Should the preschool be unable to open due to bad weather or any other unforeseen circumstances, parent's will be notified by Facebook, telephone or an emergency message on our website. (The session charge will be discounted from their next invoice).

Late pick up

Children must be collected promptly at the end of each session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of £10 maybe charged, and a further £10 for every 15 minutes thereafter. If parents fail to contact us and cannot be contacted we will attempt to contact their authorised individuals. If unsuccessful, as stated in our 'Uncollected child policy' we will inform the Local Authority.

Late payments

Fees are to be paid promptly from invoice date. If you experience financial hardship, please speak in confidence to either Manager, Mrs Lesley Richard or Mrs Sharon Smith, so alternative payment arrangements can be made. If fees are not settled, we are left with no alternative but to withdraw your child's place, and if necessary take legal action to recover owed amount.

Payment methods

Invoices can be paid by BACS, using the bank details on the invoice (or through childcare vouchers).

Free Early Education Entitlement (FEEE)

All children become eligible for 15 hours per week (term time) of Free Early Education the term after they become 3 years old. Some 2 years olds may also be eligible for funding.

An additional 15 hours of (FEEE) may be available to 3 and 4 year old children whose parents fulfil certain criteria. Parents are asked to check with preschool to find out if their child qualifies, inline with the Department for Education, or check on this website www.childcarechoice.gov.uk.

Data protection

we only collect the Data we feel is necessary and store it safely and in a confidential manner. Your information enables us to contact you, apply for funding, authorise collections, have relevant medical and allergy information. We do not sell any information to third parties, but with consent share it with appropriate agencies, professionals and Primary schools.

Information may be shared without consent if, in our judgement, there is a lawful reason to do so, such as safeguarding concern's.

Parents Support

We want children to feel secure and happy at our setting, and toileting can sometimes be a cause of concern for both parents and children. Please discuss any concerns with your child's key person. It is advisable to bring in a named bag of spare clothes for your child.

All children go through a settling in period, please do not compare your child with others, no two children are the same.

You are welcome to stay with your child until they are happy, a mask must be worn and an allocated area will be made accessible.

We promote appropriate behaviour and kindness towards each other and staff. Our managers and Senco can advise and support with any behaviour concerns.

Staff

Our team of staff are totally committed to delivering good quality early years education, and they all have a wealth of experience to offer, with recognised and relevant early years care and education qualifications.

We operate above the required ratio of staff to children for each session.

From time to time we offer placements to students from local colleges, students are supervised at all times.

The committee

Our preschool is a registered charity run by a committee of parents with children that attend our setting, and assist on a voluntary basis. The preschool staff and committee work together to provide a safe and stimulating environment. It is essential that there is a constant stream of new parents willing to join the committee, to ensure the future the preschool, which has been running for over 40 years.

If you are interested in becoming a committee member, please speak to a member of staff.

An Annual General Meeting is held in the Autumn term of each year, and all parents are invited to attend and new committee members are elected.