



INTRODUCTION TO SOUTHOVER PRE-SCHOOL

Southover Pre-school is a private Pre-school, originally established in 1968. The Pre-school is led by an 'Early Years Professional' qualified Manager and all the staff are experienced in caring for young children; with all of them holding recognised qualifications.

ADMISSIONS

The majority of our admissions are in September but we are happy to admit children at any point during the year as children reach the relevant age of admittance. We admit children from 1 year up to four years plus. A waiting list is in operation and children are accepted in order of application upon attaining the requisite age.

However, priority is given to siblings and odd places may be ear-marked for children who arrive late in the locality. Occasionally, a child may be admitted from lower down the waiting list if a place becomes available and they are the first of suitable age.

AIMS AND OBJECTIVES OF SOUTHOVER PRE-SCHOOL

It is our aim at Southover Pre-School to provide children with a rich and stimulating learning environment where each child feels equally valued, cared for and secure. We aim to develop children's learning by offering a well-planned and well-resourced curriculum and follow the Early Years Foundation Stage framework 2017. The key aim of this framework is to help young people achieve the five outcomes of 'Every Child Matters' which are staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

'Children are competent learners from birth and develop in a wide variety of ways'. Our aim is to provide children in our care with a targeted development plan which takes into account their individual learning and development needs and which will challenge and excite them and give them an enjoyable experience across the seven main areas of learning. Learning opportunities under each area will be planned with three key aspects in mind:

- a. *Positive relationships* – how we as a nursery, in collaboration with parents/carers, can support each child appropriately in order to move their knowledge, understanding and learning forward.
- b. *Enabling environments* – how we as a nursery use the space and resources available to us both inside and outside to develop children's learning.
- c. *Learning and development* – carefully planning activities which children will enjoy and which will encourage them to become active participants in their own learning and development.

The seven areas of learning are outlined below:

1. **Communication and language development**

Providing an environment for young children to express themselves and speak and listen in a range of situations, allows them to develop their language and communication skills.

2. **Physical development**

We all know that young children often love to be active, but they also need to understand that continued physical activity as well as healthy food choices are important, and why.

3. **Personal, social, and emotional development**

This area helps to shape children's social skills and develops respect and an understanding of their different feelings.

4. **Literacy development**

It's important for children to discover phonemic awareness – the ability to hear and identify different words and sounds, and also to start reading and writing.

5. **Mathematics**

Children need to be guided in developing skills with numbers and calculations, as well as being able to describe shapes, spaces, and measures.

6. **Understanding the world**

This involves children making sense of things by observing and exploring everything from the places they spend time to the technology and other things that they use.

7. **Expressive arts and design**

Activities like drawing, playing with paint, instruments or technology all give children the chance to express themselves and learn new things.

ACTIVITIES

Southover Pre-school aims to provide a full range of activities to enhance all areas of your child's development. Each day begins with free play when the children choose their own activities from the wide choice available. They are able to play both inside and outside each day. Each child is allocated a 'Bubble' group and remains in this group for the duration of the day. This gives children an opportunity to mix with others of their own age and for the teacher to get to know each child really well. In addition, we run a focus activity session each day of the week in order to provide the children with further opportunities for learning which are fun, stimulating and enjoyable.

SETTLING-IN PROCEDURE

We are delighted to welcome prospective children at any time before their admission and parents have the option to spend time with their child thereby enabling the child to become familiar with the surroundings and staff. During social isolation periods due to Corona Virus outbreaks, for example, we will limit the amount of time that parents can spend in the setting. It is our aim to make the transition as happy as possible. Children need time to adjust and some settle more easily than others.

We hold a Coffee Morning once a year, so that the children can play together while their parents/carers meet and get to know one another. Everyone is encouraged to attend this as it is a good introduction for both you and your child.

We have a self-registration system in place; we ask that you always register each morning so that we know that you have arrived. We especially ask that all children are collected on time at the end of the day as they can become distressed and worried if their parent/carer is late. Under the current Corona Virus pandemic, we have a separate policy in place for dropping off and collecting children.

Your dedicated childcare practitioner is available to discuss your child's needs at any time. Appointments can be made to see them.

We follow your child's development against the Early Years Foundation Stage to ensure that they are making good progress for their age and stage of development. We do this by observing children as they are playing to see what they can do and what they need help to do. Our observation records are entered onto our online assessment system, Tapestry, which is then shared online with parents. In this way, staff and parents can work in partnership to ensure that the children's learning is moving forwards. Tapestry is an online journal, recording all the learning and joy of children's early years of education. The childcare practitioners make at least one observation per week, starting from settling in, which is then documented online in the form of pictures, videos and notes. These observations are accessible to parents and they not only see what their child is doing in

the nursery, but can also comment and interact with the childcare practitioner. Staff use Tapestry to plan the next steps for the child's learning and development in line with the EYFS.

BEHAVIOUR

Southover Pre-school aims to create a happy and caring environment where each child is able to achieve their full potential. We seek to be positive and consistent in our behaviour management and any action which is meant to cause pain or humiliation to a child would never be used. Wherever possible it is explained to the child why their behaviour is unacceptable when there is disruption to other children.

Staff set limits and follow these through with explanations helping children to learn the difference between right and wrong, thereafter learning self-discipline. We seek to give praise and approval wherever possible and to distract and provide other activity where appropriate.

In the event of constant unacceptable behaviour from any child, this would be discussed with the parent/carer so that a suitable strategy could be agreed upon.

We have introduced 'Kimoichi' toys to the nursery, which help children to identify their feelings and how to express them both in school and at home.

Children also have "Bounce Back" sessions, which develops their ability to bounce back from disappointment. We use friendship tents, various props and books which enhance positive feelings towards each other.

HEALTH AND SAFETY

The premises have been passed by the Environmental Health & Safety Officer and the Fire Officer, and the premises, staff and children are covered by public liability insurance. Equipment is checked daily to make sure that it is safe. Precautions are taken to ensure safety at all times and regular fire drills are held. All staff have been trained to deal with Corona Virus outbreaks and we have a Health & Safety Policy and procedures in place. Please ask staff for a copy of our policy.

The attendance register is marked as each child arrives with the time of their arrival and kept available throughout the morning in case of evacuation of the building. The main door is kept locked throughout the day and the children are always supervised during outdoor play.

Staffs are on duty at all times during the day. At the end of the session the childcare practitioners ensure that their own group of children are collected safely. Parents are

asked to inform staff of any changes to normal collection routines and these are entered into the Collection Book.

There is a well-stocked first aid kit available in the main playroom and outside along with trained staff. In the event of an accident, a child would be taken to Barnet Hospital and accompanied by their childcare practitioner until a parent or carer arrives. All accidents are recorded in the Accident Record Book which the parent/carer will be asked to sign. A copy of the entry is then given to the parent/carer.

All infectious diseases should be reported to the staff immediately. If a child has suffered a high temperature, diarrhoea or vomiting he/she should be kept at home for 48 hours to ensure that they have recovered and to prevent the spread of infection to the other children or staff. We have a protocol in place to follow when staff or children have a suspected Corona Virus case. Smoking is strictly prohibited.

FOOD AND NUTRITION

We offer the children breakfast, mid morning snack and a freshly cooked vegetarian lunch. Breakfast consists of cereal and toast and a mid-morning snack of either vegetables or fruit. The children have the choice of milk and water to drink. Water is available at all times of the day and children are free to help themselves. Cooked lunches are freshly prepared each day for children on site by our qualified staff. We provide vegetarian meals only including fish, twice a week. Please see the attached sample menu to get an idea of the range of meals on offer each week. Lunch is eaten with their key group and key person and this provides children with another opportunity to socialise with their friends. A leaflet is provided in our parent pack for all the parents to get an idea of what a healthy lunch contains. During Corona Virus outbreaks we ask parents to provide their child with their own lunch in a lunch box which contains an ice pack to keep the food at the correct temperature.

RANGE OF ACTIVITIES

We offer activities within a small group for children aged over 3 years, to bridge the gap from pre-school to school. One of the key features of the small group sessions is to help children achieve the target of identifying sounds, writing the alphabet and their names. We also pride ourselves in giving the children an opportunity in this setting to introduce 'Phase One' phonics. The sessions also provide children with the opportunity to practice their numbers and explore mathematical skills such as numeracy and identifying shapes.

We believe in using ICT to support a child's development, they learn with the use of i-Pads, computers and a variety of visual materials to support their learning. It further enhances children's computer skills – they learn how to control a mouse, how to negotiate through

a programme, become familiar with different types of software, e.g. educational, animation etc. Children are shown how to operate a digital camera and how to use related software to print/edit their photographs. Children have an opportunity to build on their existing knowledge of programming a BeeBot robot and learn how to use a sequence of commands to make the robot carry out a particular function/movement.

On Mondays, the children have a cooking class where they cook healthy recipes. This helps to promote not only their mathematical and sensory awareness but all areas of development. They also take part in a Language Group which helps to enhance their speech and language skills through fun and interactive games. This session is particularly useful for children who speak English as an additional language.

On Tuesdays, we have French lessons for the children, run by a qualified French teacher who teaches them basic French words, phrases, songs, rhymes and counting. Our French teacher has a great deal of experience working with pre-school children and knows how to gain and hold their attention.

On Wednesdays, we have a qualified Football and Sports Coach who teaches the children basic ball skills, such as how to move a ball, stop and pass it to their friends. This is great as a team building exercise and we believe that it is imperative for children to have fun whilst learning and developing. The Coach also teaches through other ball sports, such as golf and hockey, to develop children's small and large motor skills and enhance their hand-eye coordination.

On Thursdays, we offer a Drama session which has proved very popular with the children. This session combines music, story, dance and movement to provide children with a huge range of learning opportunities, particularly in 'Communication and language', 'Literacy development,' 'Creative development' and 'Physical Development'. The session uses repetition in the form of rhymes and songs to familiarise children with how the session runs and enables them to feel part of it. The session finishes with a 'cool down' where the children listen to soothing music as bubbles are blown over them.

On Fridays, we continue to offer our Music and Movement sessions. The children sing in small groups giving them a more intimate experience where they learn about rhythm (good for early reading skills development), play a range of musical instruments, learn how to describe sound and tone (helps to develop speaking and listening skills and early reading skills), develop a repertoire of songs and use their bodies to express themselves to music through their movements. Music sessions help to develop children's confidence and performance skills.

All activities that we offer are planned to take account of children's individual learning needs and styles and children are encouraged to initiate activities themselves. During Corona Virus outbreaks these sessions will take place in children's small Bubble Groups.

After the free play session, we have a circle time during which we sing songs together and celebrate any birthdays or festivals. The next part of the morning is devoted to activities within small groups with the children's key practitioner. This incorporates a general chat time, news giving and individual activities which are tailored to the needs of the children in each particular key group.

Each session finishes with a story time before the children prepare for home time. Children are encouraged to collect their own coats and bags from their pegs and to return to their groups until they are collected.

Southover Pre-school is a member of the Pre-school Learning Alliance.

EQUAL OPPORTUNITIES

We aim to treat each child as an individual regardless of race, religion, sex, nationality, ethnic origin, means, disability or belief. As far as we are concerned each child has different needs and will be treated on an individual basis with equal care and attention being given to each one. Activities and equipment offer children opportunities to develop in an environment free from prejudice and discrimination.

We seek to recognise festivals from different cultures throughout the year and encourage parents/carers to contribute to these whenever possible.

Parents are more than welcome to be involved within the nursery by coming in to tell stories or explaining customs, providing materials or helping to celebrate the festival. Please inform a member of staff if you are interested.

CLOTHING

Clothes that are easy to manage will help your child's independence. Clothing which is likely to be removed in the school must be clearly marked with your child's name.

The children wear aprons when engaging in messy activities; however, spills and splashes do happen so please remember this when dressing your child for school.

FREE NURSERY PROVISION

*We accept Free Entitlement for Early Education (FEE) from the term after your child's third birthday, some children are eligible for 30 hours free entitlement and for FEE 2 which

is for children aged between two and three years of age. Please visit www.barnet.gov.uk/free-childcare for further information about eligibility. We also accept various companies voucher schemes for parents in payment of fees. A Childcare Grant is available to help any student parents with the cost of childcare during their studies. Please see the Barnet website above to access further information.

APPLICATION TO JOIN

On receipt of the application form and accompanying registration fee, names are added to the waiting list. Children are admitted a term before their second birthday, in order of application, except when priority is given to siblings.

Charges are calculated using an hourly rate of £..... and are dependent on the number of hours required. Parents will be invoiced before the start of term and are requested to settle their invoice at the beginning of each term either by post or in person.

**Session Times: 8.30am to 11.30am (Morning, 3 hours) or
11.30am to 2.30pm (Afternoon, 3 hours) or
8.30am to 2.30pm (Full Day, 6 hours)**

Lunch is provided by Southover Pre-school at a small cost. However, breakfast and snacks can be provided by Southover Pre-school, if required, during the course of the morning/afternoon free play sessions. Water is freely available to children throughout the session.

Please detach form and send in an envelope to:

Mrs. H. Sayed,
4 Elmgate Gardens, Edgware, Middlesex, HA8 9RT
(Please send all correspondence to the above address)
8.30am – 15.00pm: Tel (landline): 0208 492 8408
8.30am – 19.00pm: Tel (mobile): 07773 360918

SOUTHOVER PRE-SCHOOL APPLICATION FORM

Name of child

Child's Date of birth Birth Cert. checked: Y / N

Parent/Carer's Name

Parents D.O.B: _____

NI number: _____

Address

.....

Parents Email: _____

Tel.

No.....

I/We wish my/our child's name to be added to the waiting list and I/we enclose a cheque for £...35... (Made payable to 'Southover Pre-school') in respect of the registration fee, which is non-refundable.

I/We understand that registration does not guarantee the offer of a place. We have read and understood all the policies and procedures.

Number of sessions required each week:

Type of session required: Mornings / Afternoons / Full Days or

(Please circle)

Other.....

Signed: _____

Date: