



# PROSPECTUS

## **TRIANGLE PRESCHOOL**

The Ridings  
The Pavilion, Peartree Park  
Stevenage  
Herts  
SG2 9UA  
01438 353443

**Opening Hours:  
9am - 3.30pm - Monday - Friday  
(term time only)**

## **WE WELCOME YOU AND YOUR CHILD TO OUR PRE-SCHOOL**

This prospectus is to give you information about our Pre-School.

Morning sessions 9.am - 12.pm

Afternoon sessions 12.30pm - 3.30pm

Lunch Club 12pm - 12.30pm (an extra fee applies for lunch club)

Additional morning and afternoon times are available from 9am - 3.30pm

If after reading this prospectus you have any questions please do not hesitate to contact us on the above telephone number and we will be happy to answer any of your concerns you or your child may have.

### **STAFF & THEIR QUALIFICATIONS**

STAFF MEMBER	POSITION	QUALIFICATIONS/ EXPERIENCE
Nikki Wotherspoon	Manager/Leader	Currently studying NVQ Level 4 - CCLD, CACHE CPP Level 2, CACHE DPP Level 3, First Aid, Child Protection, Food Hygiene, 5 year's experience.
Elaine Barton	Manager/Leader	Currently studying NVQ Level 4 - CCLD, N.N.E.B., First Aid, Child Protection, Food Hygiene, 9 years experience.
Anna Whelan	Deputy	CACHE CPP Level 2, CACHE DPP Level 3, First Aid, Child Protection, Food Hygiene, 7 years experience. Studying for EYPS
Karen Moore	Key Worker	CACHE CPP Level 2, NVQ Level 3 CCLD, First Aid, Child Protection, Food Hygiene, SENCO, 5 years experience.
Zoë Carter	Key Worker	Currently studying CACHE DPP Level 3, NVQ Level 2 CCLD, First Aid, Child Protection, Food Hygiene.
Liz Cropp	Key Worker	Currently studying NVQ Level 3 CCLD, various child sector experience including Play Scheme, First Aid, Child Protection, Food Hygiene, SENCO, 7 years experience.
Kim Cooper	Key Worker	NVQ Level 2 - CCLD, First Aid, Child Protection, Food Hygiene.
Michelle Richardson	Key Worker	NVQ Level 2 & 3 CCLD, First Aid, Child Protection, Food Hygiene.

## **FEES**

Fees are payable during absences including holidays and sickness. Fees are payable weekly or per session. We do not allow fees to be more than 2 weeks in arrears, if there are any financial problems please speak to the Manager as soon as possible. Cheques are acceptable with a cheque guarantee card.

## **GENERAL INFORMATION**

If you wish to alter or cancel your sessions 2 weeks notice is required.

We are only able to administer prescription medication with the child's name and direction's on, with written permission from parent/carer.

Please ensure that your child is collected promptly as they can become distressed when you are late. If your child does not drink milk we will offer them water at snack time, we have a variety of healthy foods at snack time, so it is important for us to be updated as soon as possible about any allergies to food or drink.

It is also important that we are informed of any changes in phone numbers, addresses and emergency contact details.

The safety and well being of you child is paramount within our setting. Each member of staff has a Criminal Records Bureau (CRB) check; this ensures that only suitable and appropriate adults are caring for your child. Staff members are always updating their childcare knowledge and attending courses throughout the year. Copies of certificates are kept at the setting if you wish to see them.

## **SAFETY IN OUR BUILDING**

All our windows are made from safety glass and although we can open them on hot days, they can only be opened a few inches so there is no danger involved. We also have a fire door leading to the outside and we regularly have fire drills so the children know and understand what to do incase of an emergency.

The kitchen is fitted with a fire extinguisher and fire blanket and the safety officer checks these regularly when he inspects the premises. All electrical plug sockets are kept covered, Gas and Electrical appliances in the kitchen are kept away from the children, and they are regularly checked. We also have a door/stair gate to stop the children entering the kitchen. The main entrance/exit door is always locked during session times, (the lock is at the top of the door so that the children cannot reach it along with the key to open it). Children always sit with their Key Worker when eating and drinking their snack as this minimises spillage, and accidents.

## **REGISTRATION WITH OFSTED**

We are registered with Ofsted, this means that we must meet the standards of Ofsted in Childcare and Education, and we have regular Ofsted inspections.

### **KEEPING YOU INFORMED**

We do not have a formal parents evening but if you wish to speak to one of the staff about how your child is progressing at Pre-School we can arrange a mutually convenient time to do this. We distribute a newsletter every half term and we have two notice boards in our reception area. We also put posters and information up informing you of any new news/courses/information/forthcoming events or changes.

If you have any concerns or suggestions to make please come and speak to either of the Manager's (Nikki or Elaine) or if you would prefer put it in writing. We always welcome parental involvement.

### **COLLECTING YOUR CHILD**

If somebody else is collecting your child **PLEASE** tell a member of staff when you arrive in the morning or ring during the session. We are unable to allow your child to leave with someone else who we have not been informed about or if the person is **under the age of 18 years** -

THIS IS FOR YOUR CHILD'S SAFETY

### **DRESSING FOR PRE-SCHOOL**

Children are asked to wear soft shoes to Pre-School, as these are safer for use on the apparatus i.e. slide, climbing frame, trampoline etc., We suggest that you write your child's name inside their belongings incase they get mislaid. Please do not put your child in their best clothes as some of our activities can be messy, we do supply aprons but, do not insist that they are worn, as we have found that this upsets some children. If your child has pierced ears we ask that they only wear studs to Pre-School.

### **EARLY YEARS FOUNDATION STAGE (EYFS)**

EYFS is a framework for supporting children in their earliest years, up to the end of reception class. It recognises and supports us as early year practitioners as well as the children. We have various posters and information sheets up in our reception area. We also have copies of the EYFS available for you to take home and look at. If you would like to borrow a copy please ask a member of staff.

### **QUALIFIED TEACHER (Q.T.) INVOLVEMENT & SPECIAL EDUCATIONAL NEEDS (S.E.N.)**

Under guidelines with the Early Years Development and Childcare plan we have to have the input from a Qualified Teacher (QT), our Q.T. is Emma Perry. We also have Mrs Jacqui Ardley as our Area SENCO, which means she specialises in children with special educational needs. She will give help and guidance with future curriculum planning, preparation for Ofsted Inspections and helps to ensure that we are meeting the needs of all our individual children. She also helps check that our curriculum is covering all 6 areas of development, within the Early Years Foundation Stage (EYFS).

### **COMPLAINTS**

If you have any complaints please see either of the Pre-School Manager's ( Nikki or Elaine) as soon as possible. If you are still not satisfied we can meet with you and

other bodies if necessary to sort out the problem, or you can contact the Ofsted Officer for you area. If you do have a problem please tell us so it can be dealt with quickly.

### **DEALING WITH UNACCEPTABLE BEHAVIOUR**

The child is asked to say “sorry” for what they have done. If the behaviour continues they are taken away from the situation and to participate in another activity with an adult. We do not tolerate biting, fighting or bad language but, will work with you and other bodies if necessary to stop this behaviour. There is a copy of our Behaviour Management Policy in the Policies and Procedures Handbook - please ask to see it.

### **VOLUNTARY HELP**

Any Parent/Carer wishing to offer their services is always appreciated; please speak to either Nikki or Elaine. We welcome any help, cooking with the children, reading stories, washing of equipment, photocopying, fund raising etc., Everyone is welcome to come along to any session to see how the Pre-School is run or to help out at activities.

### **PHOTOS**

We take photos of the children during Pre-School sessions, which are used for our “Early Learning Journey’s” (assessments). Photos are also displayed on our web page. If you have any objections to your child being photographed please let us know.

### **OUTSIDE/PHYSICAL PLAY**

We have a secure outside area which is available for the children during the whole of the session time if they wish. The children have the opportunity to have “free flow” play between indoors and outdoors everyday, if they wish to do so. We encourage the children to play outdoors in all weathers (even if it is for a short time). We ask that the children are provided with a named coat/jacket and Wellington boots for the colder/wetter days and a sun hat for the sunny/warmer days.

### **SUPPORT WITH FEES**

We can occasionally get help with fees for you if you receive certain types of benefit. However all 3 year old children are eligible for **free** sessions (15 hours a week) at Pre-School the term **after** their third birthday, regardless of whether you receive benefits or not. You will receive a letter from us nearer the time but, if you would like any more information before then please feel free to ask.

**Can you please bring a photocopy of your Child’s birth certificate when they start at Pre-School, as we will require this to claim for your child’s free sessions when they are available to them.**

## **AT TRIANGLE PRE-SCHOOL THE CHILDREN ARE LEARNING THROUGH PLAY**

### **TIME TABLE**

9am	Children Arrive - and they sit on the carpet with staff where we have “show & tell”, we also talk about what activities we have out for that day, and how we behave at Pre-School, we also have registration.
9.15am	Small Group Time - Each child has a Key Worker and this is the time they spend with their Key Worker and their smaller group doing different educational activities.
9.30am snack	Snack Time - The children sit at the Key Worker tables and have a snack and drink together and they also have talks, singing or read a story.
9.45am	Free Play Time - we have vast and varied amount of toys and activities for the children to choose from and to participate in. The children learn Through play - these activities are changed daily. We have “free flow” play, the children can flow between indoor and outdoors as they wish to.
11.15am	Group Story - The staff and children sit down together and listen to a story.
11.30am	Physical Play - We have different physical activities out everyday, parachute, balancing beams, balls, hoops, climbing frame, walks in the park.
11.50pm	Song Time: We sing a variety of songs each day in relation to our theme e.g. numbers, weather, food etc.,
12pm	Home Time: The Parents/Carers are welcomed and some children leave at this time of the day.
12.-12.30pm	Lunch Club - for those children who stay for lunch. The children wash their hands and sit down with the staff to eat their packed lunch.
12.30pm	Afternoon children arrive - carpet Time/Registration the staff talk with the children and they sit on the carpet with staff where we have “show & tell”, we also talk about what activities we have out for that afternoon, and how we behave at Pre-School, we also have registration.
12.45pm	Free Play Time - we have vast and varied amount of toys and activities for the children to choose from and to participate in. The children learn Through play - these activities are changed daily. We have “free flow” play, the children can flow between indoor and outdoors as they wish to.

- 2.15pm Group Story - The staff and children sit down together and listen to a story.
- 2.30pm Small Group Time - Each child has a Key Worker and this is the time they spend with their Key Worker and their smaller group doing different educational activities.
- 2.45pm Snack Time - The children sit at the Key Worker tables and have a snack and drink together and they also have talks, singing or read a story.
- 3pm Physical Play - We have different physical activities out everyday, parachute, balancing beams, balls, hoops, climbing frame, walks in the park.
- 3.20pm Song Time: We sing a variety of songs each day in relation to our theme e.g. numbers, weather, food etc.,
- 3.30pm Home Time: The Parents/Carers are welcomed and the remaining children leave at this time of the day.

**OUR POLICY & PROCEDURES BOOKLET WILL BE SHOWN TO YOU  
WHEN YOUR CHILD STARTS PRE-SCHOOL, IF YOU WOULD LIKE TO SEE  
IT AT ANY OTHER TIME PLEASE ASK A MEMBER OF STAFF**