



Kerswell Kids Prospectus



Member of the Pre-School Learning Alliance (103877)
Ofsted Registered (No: EY336578)



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Introduction

Kerswell Kids Preschool has been established and offering affordable childcare since 2006. We are registered with Ofsted and are members of the Pre-School Learning Alliance and a Health Early Years London setting.

Prospective parents and carers are welcome to visit the premises Monday to Friday 9:30am to 11:15am or after 3:15pm – term time (by appointment).

Staff

The lead practitioner, manger and deputy manager are graduate leaders; other key staff have a minimum level 2/3 qualification and are permanent members of staff who work a regular pattern of hours. All staff undergo disclosure and barring screening (DBS) checks and have knowledge of current Safeguarding Children Procedures. *(full policy available)*. Staff are encouraged to continue to further their knowledge and expertise in child development and education and undertake regular training to upskill.

There is always an adult ratio in the sessional preschool one adult to eight Pre-school children (3 to 5 yrs) and one adult to four children aged 2 yrs. This is occasionally augmented by parents and students.

Admissions

Admission to the Preschool is for children aged 2, 3 & 4 years starting at the beginning of the academic year in September. We are open between 7.30am to 3.00pm Monday to Friday. Offering sessions 7:30am to 9:00am, 9:00am to 12:00pm and 12:00pm to 3:00pm.

Parents of children aged 3 & 4 are eligible to receive 15hrs of universal early education funding (EEF), an additional 15hrs of funding is available to working parents, 15hrs funding is also available to working families of children aged 2yrs, subject to eligibility criteria.

Funding is available for some disadvantaged 2-year-olds, this is subject to status and must be applied for at:- https://www.richmond.gov.uk/two_year_old_funding.

Sessions can be selected flexibly* over our three available daily sessions including the Breakfast Session which is open to parents/carers requiring supervision before the Preschool. **Please be aware we do not offer stand alone afternoon sessions.*

On receipt of completed registration documents you will be written to confirming a provisional space has been reserved. You will be asked to complete a transition questionnaire. If a place is unavailable you will placed on our waiting list.

Children still in nappies are accepted. *(see nappy changing policy)*

Fees

Current Preschool fees are £30.00 per session for 2yr-old children, £24.00 for 3 & 4 yr-olds and the breakfast session is £12.50 (including breakfast food), Preschool fees are payable monthly in advance.

Tax free childcare vouchers are accepted, details of the Provider must be included on your registration form.

Funding is available from the term after the 2nd or 3rd birthday (dependant on funding criteria - cut off dates apply). The awarding of the early years grant is dependant on parent/carers completing a Parent Declaration Form.

Notice of one half term is required should parents wish to withdraw a child otherwise there will be a liability of payment of fees. Fees will not be refunded if a child is absent for any reason.

Accommodation

Kerswell Kids Preschool has it's own purpose built unit on site which offers disabled facilities and children's toilets, we also use the main building, Kerswell Hall which is owned by 1st Whitton Scouts. We have access to all the ground floor areas, all buildings are secure during sessions. Children are encouraged to move freely between the indoor and garden areas and are encouraged to use the toilets independantly.

We have a large self contained kitchen, where we prepare all meals, this also offers regular cooking opportunities with the children.

Accident, Illness & Medicines

Staff will deal with minor cuts and bruises, parents will be informed of incidents that occur during Preschool sessions electronically. Parents will be asked to sign a record of the incident which will be kept on file. If a more serious accident occurs parents will be contacted and asked to come to the Premises. Similarly if a child is sick or unwell, you will be contacted and asked to come and collect.

Medicine is not normally administered, however we will make an exception for any child who needs regular medication for a specific condition. We will need a letter of authorisation stating: Name of Medication, Dosage and Reason for Administration. A record will be kept on file of the time of administration and member of staff who administered medicine. *(a copy of our full accident & illness policy is available)*

Welcoming/Settling in New Children to Preschool

To ensure a smooth integration, children have a keyperson and parents/carers are asked to complete a settling-in questionnaire giving details of favourite play things. This helps the keyperson to provide toys and activities that are familiar to their child during the settling in process. New children are provided with tray and peg, it is anticipated that between two and three settling in sessions are required for children to feel settled.

Child Records - Planning , Observation and Assessment

We keep on file the registration form and wellbeing record for all the children in line with the Data Protection Act 1998 and General Data Protection Regulations 2018.

Children's progress during Preschool sessions is continuously monitored and every child will be assigned a keyperson. Observations will be kept on each child's progress towards the Early Years Foundation Stage Early Learning Goals, we record these observations on an electronic learning journey (Tapestry). All records relating to the child are available to the parent/carer and are kept confidential within the setting.

If a particular developmental problem is identified the Manager or Keyperson will discuss this with the parents/carers as soon as possible.

Behaviour

The children are encouraged to have a caring attitude towards others. We discourage unkind behaviour or physical aggression, if any problems arise we try to help children resolve these. We use positive reinforcement of good behaviour, to help build self confidence and self esteem. When a child has problems co-operating with staff or adults we will remove them from the situation and encourage them to become involved with something or someone else.

We realise that there are times when children need to be alone and that part of their social development is learning to respect this need in others, we actively promote co-operation and sharing.

In all behavioural aspects we involve parents/carers as much as possible and keep them informed. It is very important that we have parents support in this.

Special Educational Needs

Children with special educational needs are welcome. When a child is identified as having special educational needs the parents/carers will be informed and staff will work together with them to help the child. If the problem continues, the child will be registered on the special needs register. *(please see the full SEND Code of Practice)*

Safeguarding Children

The Children's Act 1989 states that a child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. As a registered setting we will follow referral guidelines set out in the document Safeguarding Children and Young People. The aim of our child protection and safeguarding policies and procedures is to safeguard and promote all children's welfare. *(full policy and procedure available)*.

Equality of Opportunities

The Setting aims to demonstrate through its work that it positively values and respects children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children of both sexes are positively encouraged by staff to participate in all activities. *(full policy available)*

Complaints Procedure

Any parent/carer who has a concern or complaint should speak firstly to the Lead Practitioner or Sessiounal Preschool Manager. If it is felt that the complaint/concern is not resolved through discussion, a formal complaint to the Group should be put in writing or by Email and will be recorded in the Complaints book. Serious or unresolved issues relating to the 14 National Standards should be addressed to:

Parental Involvement

Parents have a central role in their children's development and we feel that working in partnership with parents and sharing responsibility for each child's learning is the key to success. Once a child is in regular attendance parents are invited to come along on a voluntary basis to help and become involved with the Preschool's activities. Parents are encouraged to spend at least one session a year with us.

We also encourage parents to take part in the Groups decision making by making their views known through the Manager, staff or suggestion box. We know parents have a wealth of talent and expertise which we urge them to share it with us.

Parents are welcome to discuss their child's progress or any concerns they may have after each session.

A full list of Policies, Procedures and EYFS Guidance are available on request



All Enquiries

Kerswell Hall, 123a-125 Wills Crescent, Whitton, Middlesex TW3 2JF

Tel: 020 8755 3014 or Mob: 07958 269475 (out of sessional hours)

Email: enquiries@kerswellkids.co.uk



Kerswell Kids Sessional Preschool
 Giving Families a Flexible Approach to Early Education Funding

Timetable

7.30am	Breakfast Session Opens								
8.30am	Children are Walked to School								
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Morning Session									
9.00am	Caterpillars and Ladybirds enter through Preschool Gate Butterflies enter through main doors to Kerswell Hall								
9.30am	Registration & Welcome (individual groups) Today is.... The Weather Birthdays. Greeting Songs								
9.45am	Children come together to freeplay across all areas of Preschool and have access to continuous provision including: <table border="0" style="width: 100%;"> <tr> <td>Playdough Table</td> <td>Role Play/Dressing up</td> </tr> <tr> <td>Construction</td> <td>Free Painting</td> </tr> <tr> <td>Small World</td> <td>Games & Puzzles</td> </tr> <tr> <td>Art & Crafts</td> <td>Mark Making</td> </tr> </table>	Playdough Table	Role Play/Dressing up	Construction	Free Painting	Small World	Games & Puzzles	Art & Crafts	Mark Making
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9.45am	Outdoor Play (available activities) <table border="0" style="width: 100%;"> <tr> <td>Sand & Water Play</td> <td>Gardening</td> </tr> <tr> <td>Open End Activities</td> <td>Mud Kitchen</td> </tr> </table>	Sand & Water Play	Gardening	Open End Activities	Mud Kitchen				
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10.00am	Snackbar Opens (in main hall)								
11:15am	Group Movement (in main hall)								
11.30am	Tidy Up Time								
11.45pm	Individual Group Story/Songs								
11.55pm	Coats (hand out work, paintings etc.)								
12.00pm	Hometime (for children attending morning session – exit Preschool Building)								
Afternoon Sessions									
12:00pm	Lunch (in main hall)								
12:30pm	After lunch play (including group movement activity)								
1:00pm	Tailored Preschool Activities (both indoors and outside)								
2:30pm	Afternoon Snack and Story								
3.00pm	Preschool Closes								