



# Information for Parents

Member of the Early Years Alliance (103877)  
Ofsted Registered (No:EY336578)



[www.kerswellkids.co.uk](http://www.kerswellkids.co.uk)

<https://www.facebook.com/KerswellKids?fref=ts>



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# **Kerswell Kids**

## **Mission Statement**

**Kerswell Kids is a community provision, our aim is to provide affordable sessional preschool care for children aged 2 to 4 years for families living in the local area.**

**Our ethos is to offer children of all abilities, cultures and religions the opportunity to develop and grow in a secure environment that makes the child and the parent/carer feel happy and safe.**



## Our Aims and Objectives

The Aims and Objectives of the Preschool are:

- To create a stimulating, caring and safe environment for ALL children in our care.
- To create a developmentally appropriate curriculum to meet the needs of each individual child.
- To take account of the children's needs arising from race, culture, language and religion and to actively promote the development of positive self image.
- To create a non-sexist atmosphere by introducing appropriate toys, books and games to encourage equal development of both sexes.
- To eliminate racism throughout the organisation by (a) welcoming ethnic minority contributions to the policies and practice of the Preschool. (b) Provide positive images of different ethnic minorities and cultures using posters, toys, food, clothing and exploring festivals.
- To work in partnership with parents, carers and other professionals and to have an involvement with the local community.
- To develop and maintain strong links with other agencies and for them to recognise our professionalism.
- For Keyworkers to work with a group of children, monitoring their progress through learning journeys and termly reviews.
- To provide places for children with additional needs providing staff that are trained to give the child and parent/main carer support.
- To encourage parents/carers to become involved with the Preschool activities and events.
- To support staff through their continuing professional development, enabling them to develop skills and confidence.
- To work with the local authority to provide early education places for all 3- & 4-year-olds and referred 2-year olds.



## WHAT PARENTS NEED TO KNOW

### What you need to bring to Preschool

*(please name all items bought to Preschool)*

- A **small** named water bottle which the child can independently use  
*(filled with water only)*
- Water-proof coat/poncho  
*(to be left at Preschool- we do take the children outside all year – see outdoor play policy)*
- Favourite toy or comforter  
*(this is kept in the child's individual tray and can be accessed as required)*

*Please do not send in back-packs or large bags we store children's belongings in a named tray*

### Uniform

Here at Kerswell Preschool children are required to wear a basic uniform *(this is compulsory for all children)* which includes sweatshirts/cardigans and polo shirt, these can be purchased from Schooldays school shop in Whitton High Street. We would prefer children wear dark coloured bottoms i.e. black/grey/navy leggings, tracksuit bottoms/ skirts. **No open toed shoes/flip-flops or heavy boots.**

<http://www.schooluniformintwickenham.co.uk/page/schools>

SCHOOLDAYS &  
JUST DANCING

### Healthy Early Years London/Food & Drink

We follow and are part of the Mayor of London's Healthy Early Years London award programme this includes 12 themes for improving children's health, wellbeing and development. Part of our commitment to the programme includes offering healthy meals at breakfast, snacktimes and for lunch. ***We are a nut and meat free setting.***

The Preschool provides a selection of fruit, milk and water daily; **however, we ask that parents supply a piece of fruit once a week for your child to share at snack time.**

We aim to celebrate festivals during the year.

Children attending the breakfast session will have access to a range of foods including a variety of wholegrain cereals, breads and fruit *(breakfast is included in the session's fee).*

Children attending the Preschool for back-to-back sessions are able to purchase a healthy lunch. Families in receipt of early years pupil premium will receive a free lunch.

Costs and our three-week rolling menu are detailed at the end of this document

## **Nappies/Toilet Training:**

If your child is still in nappies, please supply a named bag with your preferred nappies, wipes and cream (*if required*). We expect all children not toilet trained to be wearing a nappy unless you have spoken to your keyworker regarding potty training.

The Pros of wearing a nappy are

- They are highly absorbent
- They are easy to change
- There are a good range of sizes to change up to as your child grows

Why we ask you not to use pull ups

- They are not absorbent and tend to leak
- Once they have leaked the child is prone to developing nappy/chaffing rash
- When changing a child all their clothing including shoes has to be removed
- When taking a prolonged time to change a child this can cause them distress

Pull-ups are a useful training tool to reassure children when transitioning to pants and helping with toilet training – *always speak to your keyworker*

## **Accidents**

Staff will deal with minor cuts and bruises, parents will be informed of incidents that occur during Preschool sessions via your Tapestry account and the accident will be recorded and held on your child's file, if your child sustains a bump or knock to the head you will be informed immediately by text. 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.

## **Administering Medication**

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*)

## **Hair & Jewellery**

Long hair must be tied back, no jewellery should be worn to Preschool, earrings should be studs only.

## **Car Parking**

Parents are not permitted to park onsite unless they are in receipt of a blue badge. There is ample street parking on Wills Crescent and Grasmere Avenue, please be mindful not to park over or block our neighbour's driveways and be aware of the double yellow lines over our entrance and on the corners.

## **Absences**

If your child will not be attending Preschool (for any reason) you must inform us so this can be recorded on our registers. Children who are absent due to diarrhoea or sickness including COVID19 symptom should isolate for the prescribed time periods (*see health & wellbeing policy*)



## **Tapestry** (*Your Child's Online Learning Journey and Care System*)

You will automatically be set up on our Tapestry System even before your child begins at the Preschool.

You are able to access the system in two ways, either by downloading the app onto a smart device or via [www.tapestryjournal.com](http://www.tapestryjournal.com) from your desktop, you will automatically be sent a notification to the email you provided the Preschool when you registered, you are able to request additional logins for additional family members or other childcare professionals like a nanny or childminder.

Once you are logged the screen will automatically default to the observation menu, there are five additional settings which you can access:

Observations      Children      Care Diary      Reports      Memos      Activities

If you click on 'children' then click on the child's name you can view your child's full learning journey, you are able to add your own observations and update their 'About Me'.

**We would like you complete the 'About Me' section before your child begins at Preschool.**

**We would like you to upload photos of your child, your family and any other adults that may be dropping or collecting your child. Use the observation menu to do this.**

*(Please note the 'About Me' and the photos form part of your child's transition to Preschool and their first term's learning)*

Under the 'care diary' you will see notifications of any accidents, toilet training or food notes.

Under the 'report' section you will be able to access your child's two year check and termly assessments.

To the right of the screen is drop down menu under your name.

Here you can edit your preference, update your data, view downloads, and get help via online tutorials.



## Timetable

**7.30am**                      **Breakfast Club Opens**

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**9.00am**                      **Preschool Opens**

**9.30am**                      **Preschool Registration & Welcome (*Butterflies only*)**  
 Today is....      The Weather                      Birthdays  
 Greeting Songs

**9.45am**                      **Freeplay (*some of the available activities*)**  
 Playdough Table                      Role Play/Home Corner  
 Construction/Block Play                      Small World  
 Art & Crafts                      Mark Making Table  
 Free Painting                      ICT/Maths Activities

**9.45am**                      **Outdoor Play (*available activities*)**  
 Sand & Water Play                      Gardening  
 Reading Area                      Mud Kitchen  
 Role Play                      Large Construction

**10.00am**                      **Snackbar Opens**

**11.30am**                      **Tidy Up Time**

**11.45pm**                      **Group Story/Songs**

**11.55pm**                      **Coats (*hand out work, paintings etc.*)**

**12.00pm**                      **Hometime**

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**12.00pm**                      **Lunchtime (*for children staying all day*)**

**12.30pm**                      **After Lunch Physical Session**

**1.00pm**                      **Tailored Activities (*see butterflies notice board*)**

**2.45-3.00pm**                      **Pick up (*soft pick up to allow parents that need to get to schools*)**



**LUNCH MENUS**  
(3 week rolling menu)

**All meals will be served with additional bread, fruit/vegetable batons,  
low fat yoghurt or jelly pot, water and milk**

*Lunch will be served buffet style, allowing children to select food with adult support*

**Our lunch menu has been designed to meet the  
dietary/religious needs of all the children**

*(Vegetarian, Vegan and gluten free food can be provided on request)*

<b>Sample COLD Lunch Menus</b>	<b>Sample HOT Lunch Menus</b>
<b>Cheesy coleslaw &amp; wholemeal pitta</b>	<b>Vegetarian sausage &amp; tomato pasta</b>
<b>Marmite bagel</b>	<b>Beans on toast</b>
<b>Cheese, tomato &amp; lettuce wrap</b>	<b>Macaroni cheese w/sweetcorn</b>
<b>Egg salad cream &amp; lettuce bap</b>	<b>Jacket potato w/cheese &amp; beans</b>
<b>Pasta salad</b>	<b>Vegetable lasagne</b>
<b>Mini cheese &amp; tomato quiche</b>	<b>Fish finger sandwiches</b>
<b>Creamy hummus dip with pitta bread</b>	<b>Super savoury rice</b>
<b>Soft cheese &amp; cucumber sandwich</b>	<b>Tomato, mozzarella &amp; courgette pasta</b>
<b>Tuna &amp; salad bagel</b>	<b>Tuna Jackets</b>
<b>Egg and potato salad</b>	<b>Baked cheese &amp; tomatoes on toast</b>
<b>Hummus &amp; veg wrap</b>	<b>Pitta pizzas with tomato &amp; sweetcorn</b>
<b>Grated cheese and salad sandwich</b>	<b>Cauliflower &amp; cheese rice</b>
<b>Rice salad</b>	<b>Quorn sausage in a wholemeal roll</b>
<b>Tuna &amp; sweetcorn sandwich</b>	<b>Warm flatbreads w/melted cheese and peppers</b>
<b>Bagel slices w/pepper batons &amp; soft cheese dip</b>	<b>Toasted muffin slices w/cheese &amp; beans</b>





## **Invoicing**

In order to comply with funding compliance all parents will receive an invoice each month. For parents in receipt of 2yr funding or 3 and 4 year old universal funding and/or 30 hrs funding the invoice will show how your funding is offset against our fees. For parents not eligible for funding or using additional services fees are due in advance.

## **Ways to pay your fees**

**By cash or cheque:** payable to *Kerswell Kids Ltd*

**At your bank or via internet banking:**

Barclays Account: *Kerswell Kids Ltd*

Account Number: 63748758 Sort Code: 20-42-73

Pay your fees using childcare vouchers, further information can be obtained using the following link to HMRC [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) Parents can open an online childcare account, which they can use to pay for their childcare directly to us.

For every £8 a parent pays into their account, the government will pay in an extra £2. Parents can receive up to £2,000 per child, per year, towards their childcare costs, or £4,000 for disabled children, separate from funded entitlements. To qualify, both parents will have to be in work, and each expecting to earn at least £115 a week and not more than £100,000 each year.

Your employer may also run their own childcare scheme and might be able to help with some of your childcare costs.

### **Kerswell Kids is registered with the following childcare voucher providers**

Edenred  
P20222364

Busybees  
00052012

Computershare  
0008358883  
0019621915

Kidsunlimited  
00431348

Imagine (Co-operative)  
85013341

Fideliti  
KER043C

Care4  
92474882

Sodexo (Kiddivouchers)  
822478

RG Childcare  
57495693923