



Ivybridge Pre-School

Quality care for 2-4 year olds.

Station Road, Ivybridge,

Devon, PL21 0AJ

07787977504

ivybridgepreschool@yahoo.co.uk

Prospectus
2019 -2020





The Pre-School operates within The Erme Primary School, with sole use of a classroom and with free access to an outside area. We are totally independent from the school, and you are not obliged to send your child to the Erme Primary. The Pre-School is registered and inspected by Ofsted, for children aged 2 to 5 years old, we currently have a capacity to take between 25 and 27 children per session.

We are open term time on Monday, Tuesday, Wednesday, Thursday, Friday - 9am to 3pm.

We also offer a Breakfast and After School Club facility (The Erme Kids Club) 7:30am to 9:00am and 3:00pm to 5:30pm which Pre-School children are welcome to use.

Our aim is -

- To enhance the development and education of children under statutory school age in a privately-owned Pre-School
- To provide a safe, secure, and stimulating environment.
- To work within a framework, this ensures equality of opportunity for all children and their families.
- Provide opportunities for you and your family to be involved in your child's progress and development.
- Work in partnership with parents and carers and other Early Years settings.



Meet the team We have a team of 5 members of staff who work part time. All members of staff hold relevant Level 3 qualifications, Paediatric First Aid training and relevant safeguarding training and DBS checks.



Nicola Moyses
Owner & Manager
SENDCO
Lead Safeguarding officer
NVQ3



Melanie Moyses
Partner, Manager & Administrator
Lead Safeguarding Officer
Health and Safety Officer
Level 2 & 3



Gemma Moyses
Deputy Manager
Planning Coordinator
Deputy Safeguarding
Officer
Level 2 & 3



Lesley James
Early Years Practitioner
Level 2 & 3



Emma Kerry
Early Years Practitioner
Level 2 & 3



Fees -

- Fees are £4.00 per hour until they are entitled to funding, and payable monthly. Fees for the current month are due on the last day of the month or weekly by prior agreement. Fees continue to be payable if a child is absent through sickness or holidays, or in the event of an emergency closures.
- Parents should give a full half term's notice if a decrease in the number of hours is required, an increase in hours, or a change of day, will be subject to availability.
- There is a late charge of £10 each week after the deadline until the fees are cleared.
- Invoices are sent by email during the middle of the month.

Early Years Education Funding-

Your child is entitled to EYEF, for 15 hours per week for 38 weeks and 570 hours per year, from the term after their third birthday. This funding continues until the start child school. To obtain the funding parents must sign an attendance declaration form and the child must be attending from the time of the head count day at the beginning of each term. Any extra hours over 15 per week will be charged at £4.00 per hour.

Some children are entitled to 30 hours free care per week - there is a criteria which applies for this - You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the National Minimum Wage or Living Wage for 16 hours a week - this is £125.28 if you're over 25.

This earnings limit does not apply if you're self-employed and started your business less than 12 months ago.

When can my child access the free childcare?

Child born between	Entitled from
1 April and 31 August	start of the autumn term after their third birthday
1 September and 31 December	start of the spring term after their third birthday
1 January and 31 March	start of the summer term after their third birthday

2 Year Old Funding-

Some 2-year-old children are entitled to 2-year-old funding; you can be part of the scheme if one parent is receiving one of these benefits:

Your 2-year-old is eligible for free childcare if you receive any of the following benefits: Universal Tax Credits, Income Support (IS), Income-based Jobseekers Allowance (JSA), Income-related Employment and Support Allowance (ESA), Universal



Credit - if you and your partner have a combined income from work of less than £15,400 a year after tax,

Child Tax Credit with an annual household taxable income (as assessed by HMRC) not over £16,190, Working Tax Credits with an annual household taxable income (as assessed by HMRC) not over £16,190, The Working Tax Credit 4 weeks run on, Guaranteed Element of State Pension Credit, Support under Part VI of the Immigration and Asylum Act 1999.

Or if your 2-year-old: attracts Disability Living Allowance (DLA), is looked after by the Local Authority, has left care through special guardianship or through an adoption order or residence order or, has a current statement of special educational needs (SEN) or an Education, Health and Care Plan.

A Golden Ticket is also sent to the carers of 2-year-old children in care and to parents of children with a statement or education, health and care plan.

The EYFS Framework -

It sets out -

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These prime areas are those most essential for your child's healthy development and future learning.

Personal, Social and Emotional Development (PSED)

Communication and Language Development (CAL)

Physical Development (PD)



As children grow, the prime areas will help them to develop skills in **4 specific areas**.

These are:

Literacy (LIT)

Mathematics (MAT)

Understanding the World (UW)

Expressive Arts and Design (EAD)

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and indoors and outdoors play.

Key person -

Our key person system gives each member of staff responsibility for a small group of children. Your child's key person is responsible for tracking your child's development in line with the Early Years Foundation Stage, this is done through an online Learning Journey system called 'Tapestry' The evidence is used to build your child's Learning Journey which is completed during their time with us. If your child joins our setting, an account will be created for you and you can view the Learning Journey at any time. If you have any concerns, please speak to any member of staff.

Ofsted Inspections -

Ofsted URN - EY452048

The Pre-School is inspected by Ofsted and the standard of care and education offered is assessed. We were last inspected on 7th of September 2017, with the outcome of Good. We have a copy of our recent inspection within Pre-School if you wish to read it, or it can be viewed here - <https://files.api.ofsted.gov.uk/v1/file/2727157>

Special Needs-

The Pre-School staff ensures that each child is able to progress at their own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. Activities are adapted to enable all children to join in. we are experienced in working closely with professionals across the range of special needs. If you would like to discuss the group's ability to meet your child's needs, please talk to the



Pre-School leader, SENDCO or your child's key person. Our full special needs policy can be seen in the operational plan.

The Special Needs Co-ordinator is - Nicola Moyses.

Sickness -

If a child falls ill during the day, we will contact the parent (or another named person) and ask them to collect the child immediately. If the child is suffering from sickness, diarrhoea, or has a rash or spots, they will be unable to return to Pre-School until they have been clear of all symptoms for a full 48 hours after the last bout.

Administering Medicines -

We will only be administered that are prescribed by your child's doctor. If any medicines are given, they will need to be clearly labelled and written parents/carers permission will be sought before any medication is administered.

Policies -

All policies and procedures are available in a separate book for you to read if you wish to.

Adult Resources-

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. All staff members and volunteers have had a DBS check. We welcome volunteers and students into the group, but they are **never** left alone with the children.

Safeguarding-

The designated safeguarding officer is - Nicola Moyses and Melanie Moyses

The Deputy Safeguarding officer is - Gemma Turvey

If you wish to read our child protection policy, please ask for a copy.

We are required by Ofsted to record any injuries that children sustain out of our setting.

Meals-

Children are provided with a healthy snack usually consisting of 3 items during the morning and afternoon session. They are offered milk or water to drink. Please send you child with a drink in a bottle for during the sessions and especially at lunch time. Our lunch time is between 12:00 to 12:45pm, please send your child with a healthy lunch box. There is also the option of cooked School Dinners which is a service provided through



The Erme Primary School, the cost for this is £2.00 per meal, a menu is available please ask for a copy.

Children sit in groups of small children with a member of staff during lunch and snack time, it is a social time where the children can share news with their friends and staff.

**** Please note our setting is totally NUT FREE ****

Admissions to Pre-School -

If you choose that Ivybridge Pre-School is the right setting for your child to start their Learning Journey in education, you will be offered a free pre-visit session on a pre-arranged date.

The full relevant paperwork will also be issued to you, which you must return with a copy of your child's birth certificate with is sent to Devon County Council to provide eligibility for the EYEF or the 2-year-old funding.

The first days-

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child feel confident and secure in the group. This takes longer for some children than others and parents should not feel worried if their child takes a while to settle. See the Pre-School's policy on settling in.

Be prepared to stay with your child until he or she is ready to be left alone, when you think your child is ready to be left, say goodbye and don't be tempted to creep away whilst the child is occupied and always reassure your child that you will return.

You will be notified of your child's key person; this gives you an opportunity to introduce yourself and your child.

Thank you for taking time to read through our prospectus.

If you have any questions, please do not hesitate to ask a member of staff.

If you wish to contact us out of setting time, please use the email address.

We look forward to working in partnership with you and your child to ensure a fun, happy and progressing experience of an Early Years Setting.

