

Puddleducks Pre-school



Haddenham

SCOUT & GUIDE CENTRE
BANKS PARK
HADDENHAM
BUCKS HP17 8EE

Tel: (On-site): 07857 966788
Tel (Administrator): 07821 581668
Email: puddleducks.hadd@btinternet.com
www.haddenhampuddleducks.co.uk

Reg.Charity 1028249
OFSTED Ref. 140830

OUR PRE-SCHOOL

Puddleducks Pre-school has been running for nearly 50 years. We are dedicated to giving your child the best possible start in their early years education and we pride ourselves on providing a welcoming, safe and stimulating environment. Your child is helped to explore their potential and encouraged to progress socially. In September 2008 the Early Years Foundation Stage Statutory Framework was introduced setting the standards for learning, development and care for children from birth to five. The EYFS has since been revised in September 2012 and the changes have now been implemented in the setting.

The pre-school is run by an elected committee in accordance with the Pre-school Learning Alliance. This ensures that the major decisions are in the hands of the parents who use the group.

Our aims are:

- To enhance the development and education of pre-school aged children in a community-based non-profit-making group.
- To ensure that each child is encouraged to enjoy their first experience of education and to prepare them for entry into mainstream school
- To work within a framework which ensures equal opportunities and inclusion for all children and families.

We offer your child:

- A specially tailored curriculum leading to the early learning goals.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and friendship with other children and adults.
- The support of a personal key person.
- The opportunity for you and your family to be directly involved in the achievement of the group and your child's own progress.

Who is Puddleducks for?

We are registered to take children from the age of 2 and they are welcome to stay until entry into school. We recommend that your child initially starts with two to three sessions per week. Once they are settled the number of sessions can be increased.

SAFEGUARDING STATEMENT

At Haddenham Puddleducks Pre-school, the health, safety and well being of every child is our paramount concern. We listen to the children and take seriously what they tell us. Our aim is that children will enjoy their time with the pre-school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

Our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Criminal Records Bureau checks, as recommended by Buckinghamshire County Council in accordance with current legalization.

In accordance with our responsibilities under section 175 of the Education Act 2002, we have a Designated Person for Child Protection (Mrs. Pam Robins) who is our Manager and she receives appropriate ongoing training for this role. It is her responsibility to ensure that all staff in contact with children receives child protection training on a regular basis. In addition we have a Child Protection Advisor (Mrs. Hazel Cringle) who has considerable experience in this field.

On rare occasions our concern about a child may mean that we have to consult other agencies. Unless it is not safe for a child, we would always aim to achieve this with a parent's consent. The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the pre-school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to Mrs. Pam Robins our Play Manager or alternatively Mrs. Sandra Reynolds our Administrations Manager.

POLICIES AND PROCEDURES

All our policies and procedures are updated regularly to ensure they comply with the Ofsted national standards. These policies are available to read on our website www.haddenhampuddleducks.org.uk or you can request a copy from our Administrations Manager.

CURRICULUM

Purposeful play is an essential part of our pre-school curriculum, a balance between play and teaching, between activities led by children and activities led or guided by adults. Play will sometimes be free and unstructured or where opportunities for your child to widen their experiences and develop their imagination will be guided by a member of staff.

The Revised Early Years Foundation Stage early learning goals and educational programmes are covered by the following three prime areas which cover knowledge and skills which are the foundations for children's school readiness and future progress, and which are applied and reinforced by the four specific areas. Where they have close links with National Curriculum subject areas, particularly literacy and mathematics, they form an appropriate baseline for the National Curriculum.

Prime Areas

Personal, Social and Emotional Development

1. Making relationships
2. Self-confidence and self-awareness
3. Managing feelings and behavior.

Physical Development

1. Moving and handling
2. Health and self-care

Communication and Language

1. Listening and attention
2. Understanding
3. Speaking

Specific Areas

Literacy

1. Reading
2. Writing

Mathematics

1. Numbers
2. Shape, space and measures

Understanding the World

1. People and communities
2. The world
3. Technology

Expressive Art and Design

1. Exploring and using media and materials
2. Being imaginative

SETTLING IN AT PUDDLEDUCKS

We want children to feel safe and happy in the absence of their parents. They are encouraged to recognize other adults as a source of help, friendship and authority and to be able to share with their parents afterwards the new learning experiences enjoyed. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using the preschool prospectus.
- By introducing flexible admission procedures, to meet the needs of individual families and children.
- By making clear from the outset that they will be welcome and supported in the preschool for as long as it takes to settle their child there.
- By reassuring parents whose children seem to be taking a long time to settle into Puddleducks.
- By encouraging parents to visit the setting with their children during the weeks before an admission is planned.
- By encouraging parents, where appropriate, to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious or unhappy. Our aim is to help parents and children to feel comfortable in the pre-school and to ensure that each child has the opportunity to realize their full potential.

Part of our induction process is to provide parents with lots of information in the first few days, writing in the child's yellow diary and talking to parents about how their child is settling in, what or who they have been playing with and what activities they have joined in with. From the child's profile completed by the parent the staff already know a certain amount about the child but we think the key to a happy settled child is to really get to know. Parents are encouraged to speak to their key person at any time.

A TYPICAL DAY AT PUDDLEDUCKS

The session starts at 9.15am. The manager or deputy welcomes the children at the door. All the children have a named peg and are encouraged to find their own name and hang their coat and bag there. To help with name recognition, the children are then encouraged to identify their name on a duck and add it to our Puddleducks pond.

Once the parents/carers have left, registration takes place. The children sit down together and the manager takes the register. They talk about the day's activities, what they would like to play with and the children have the opportunity to share news.

What to Wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable or not too new.

It is good for children to practice the skills that will make them more independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they need to and to put on and take off their outdoor clothes without being too dependent on other people's help.

It would be helpful if your child could bring:

Soft indoor shoes

Spare pants in a plastic bag

Spare clothes

in winter, hat and gloves and Wellington boots

In summer, a sun hat (and sun protection cream applied before coming in)

A bag to hold all the above can be purchased from Puddleducks or you can supply your own. All items need to be marked with the child's name and hung on the child's named peg in the cloakroom. Aprons are provided for all messy play.

TIME AT PUDDLEDUCKS

Fruit and vegetables are purchased each day and the children are encouraged to go with a staff member (two each day) to the fruit shop, after registration to choose the snack for the day.

Staff interact with the children as they play, asking them about colours, number, shapes, letters etc. this has been found to be a successful system of introducing them to the concept of counting, the alphabet etc. It is amazing how much the children pick up this way.

The children have a break between 10am and 11am there is a choice of milk or water, and of fruit and vegetables. Various different foods are also introduced at this point e.g. Irish Soda bread, Edam cheese. All food offered is within healthy eating recommendations. We have recently introduced a new snack/café system, to provide the children with more choice and encourage them to take responsibility for their own needs. The system has proved a great success and is also developing greater interaction and communication. Children are also encouraged to help prepare the snack, washing and chopping the fruit and vegetables and pouring their own drinks with the help of a staff member.

Throughout the session the children are able to play freely and make choices on what they would like to play with. Every child has the opportunity to use the ipads with help if needed from a member of staff, which helps them to recognize shapes, numbers, and colours through a variety of educational games. Each child is also given the opportunity to use their creative skills by painting, junk modeling, mark making and gluing on a daily basis. They also have access to sand and water play. There is always time and space made available for small group interaction with an adult for games or books. Children are particularly encouraged to play outside and enjoy the fresh air as much as possible.

At the end of the session all the children sit on the mat together for songs and stories. If your child wants to bring in something for show and tell it will be kept safely in the green grog until mat time.

If your child has produced any work it will be in their named drawer along with any letters for you so please get into the habit of checking it daily. Also regular entries will be made in their Home/School yellow diaries, which are also kept in the drawer noting particular achievements and activities the children have enjoyed during the day. You are welcome to take the diary home, but please bring it back the following day and replace it in your child's drawer.

Mondays & Wednesdays On most Monday and Wednesday mornings, we are able to use the hall at Haddenham County First School. This is an excellent opportunity and we are grateful to the school for letting us use it. The children do PE; play group games, sing and dance.

Each half term we invite people in to talk about festivals, current topics or themes we are covering. They may be parents or professionals who are able to share their knowledge and experiences with the children. Past visitors have included representatives from the fire service, police, the local minister, a music teacher and a representative from hearing dogs from the deaf as well as lots of parents.

We also cook with the children on a half-termly basis, letting the children experience different smells, tastes and textures.

Lunch time In warmer weather we take the children out to the play area to have their lunch and we are hoping to purchase an awning in the near future to provide more free flow.

Parent Helper/Care Your involvement as a parent is essential to the running of the pre-school. Acting as a Parent Helper during your child's session gives you the chance to see how your child is developing at preschool. It also gives you the opportunity to get to know the staff whilst lending a much-needed hand.

Please look at the rota posted on the notice board at the beginning of each half term and choose a session convenient to you.

ADULT RESOURCES

Puddleducks has a highly motivated and experienced staff. We maintain an adult to child ratio of 1:8 for three and four-year-olds and 1:4 for under threes. A typical session would have 26 children or less.

Play Manager and Child Protection Officer

Pam Robins was promoted to Play Manager in January 2006. She has worked for the pre-school since May 2003 when she joined the team as a Play Worker. Pam was an experienced childminder for a number of years and holds a CCP certificate in child minding. She also holds an NVQ level 3 in Childcare; she is our Designated Safeguarding Officer, she is trained in Food Hygiene, Observation and Assessment of Children and holds a Pediatric First Aid Certificate.

Deputy Play Manager

Debbie Durham joined the team with experience in childminding, in which she holds a CCP. NVQ level 3 in Childcare; she is trained in Safeguarding, Food Hygiene, Observation and Assessment of Children and holds a Pediatric First Aid Certificate. She has completed relevant SENCO training along with Speech and Language, Down Syndrome, Attention Deficit Hyperactivity Disorder, Autistic Spectrum Disorder, and Syndrome & Semantic Pragmatic Disorder training.

Administrations Manager and Health & Safety Officer

Sandra Reynolds is responsible for all aspects of administration, from funding and fees to the waiting list and session allocation. She has previous experience in both personnel and payroll. She is directly responsible to the Management Committee and her role is to provide support to the Committee and Staff. Sandra has completed courses in Safer Recruitment and Selection and Business Planning.

The Management Committee

The committee is responsible for reviewing both policy and practice and for the employment of members of staff. Our AGM at which the committee for the following year is elected is held in October and parents are encouraged to attend.

Pre-school Assistants

Tracey Channell joined us in November 2014, she has extensive knowledge in childcare and holds a level 2 certificate in Pre-school Practice, Pediatric First Aid, Safeguarding, Food Hygiene and more recently has attended a Pure Phonics & Cued Articulation course.

Janet Mills joined the team with previous experience working with young children; she is trained in Child Protection and holds a NVQ level 3 in Childcare, Food Hygiene and holds a Pediatric First Aid Certificate. Janet has also completed a SEN team workshop in Speech and Language and an Introduction to Disability Equality in Early Years course as well as a Phonics workshop and a Makaton course.

Pre-school Assistants and Special Educational Needs Co-ordinator

Stephanie Owen joined the team in September 2015 and has since been promoted to SENCO. Steph holds a level 3 NVQ in Childcare, has completed courses in safeguarding and Food Hygiene and holds a Pediatric First Aid certificate. She has completed all the relevant SENCO courses and regularly attends the SENCO Liaison Group meetings and has attended a Phonics Workshop.

The Fundraising Committee

The Fundraising plays a major role; without this, we would be unable to replace existing equipment or buy new materials for the pre-school. Along with organized events such as the annual Hoedown we also have smaller fundraising schemes like Easy2Name labels and the Wish Tree, which is located in the foyer at Puddleducks; it highlights small everyday items from food colouring and flour to make play dough to shaving cream and jelly for messy play. You can donate any items on the tree at anytime.

SESSIONS RUN AT THE FOLLOWING TIMES

	Start	Finish
Monday am	9.15	11.45
Lunch Session	11.45	13.00
Monday pm	13.00	15.30
Tuesday	9.15	11.45
Lunch Session	11.45	13.00
Wednesday am	9.15	11.45
Lunch Session	11.45	13.00
Wednesday pm	13.00	15.30
Thursday am	9.15	11.45
Ready for School Session Thursday pm inc lunch (summer term only)	11.45	14.15
Friday	9.15	11.45
Lunch Session	11.45	13.00

Term time only.

COST

Cost of session	£12.50
Extended session including lunch *	£4.50

* This does not include the children's lunch, which they need to bring.

Payment of fees is in advance. Weekly or monthly payment is by arrangement only. Once your child starts pre-schools, all fees are due whether or not your child attends (e.g. holiday or sick). This is standard policy with pre-schools and nurseries.

FUNDING

Three and four year olds can access universal funding up to 15 hours per week and extended funding up to 30 hours subject to eligibility and availability. Two year old funding is also available subject to eligibility. Children are eligible for universal funding the term after they turn three. The cut off dates being 31st August, 31st December and 31st March.

OFSTED

Haddenham Puddleducks Pre-school is inspected by Ofsted on a regular basis and recent inspections can be viewed on the Ofsted website. We are guided by Ofsted recommendations and incorporate their action-points into our plans to constantly look for ways to maintain and enhance the level of care provided by our preschool.

WHERE TO FIND US

Haddenham Puddleducks Pre-school
Scout & Guide Centre
Banks Park
Haddenham
Bucks
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