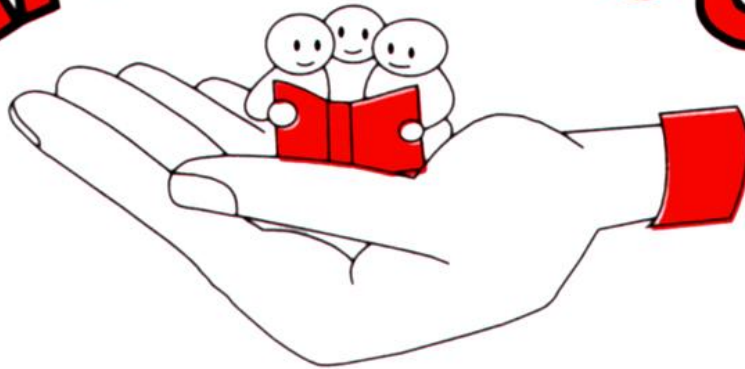


# HAYLANDS



## PRE-SCHOOL RYDE

Prospectus



## Haylands Pre-school Aims:

- ❖ To provide high quality care and education for children primarily below statutory school age.
- ❖ To provide a welcome, safe and stimulating environment with fun and engaging activities.
- ❖ To offer children and their parents a service which promotes equality and values diversity.
- ❖ To work in partnership with parents to help children to learn and develop in all areas of learning.



Thank you for requesting a prospectus, we look forward to welcoming you and your child to Haylands Pre-School.

### **About us:**

Haylands Pre-School, has been part of Haylands Primary School for many years. We work closely with the school especially the Reception team which enables a strong transition into Haylands Primary School. Being part of Haylands Primary School, we are situated within the grounds and we are able to make full use of the facilities within the school.

We provide a stimulating and challenging environment that supports children's learning and development and high quality care and learning opportunities for children from the age of 2 years until they reach statutory school age.

### **Safeguarding:**

We ensure your child's safety by following our safeguarding policy. All staff, students and volunteers who work in the pre-school are DBS checked. Any student or volunteer within the setting works under staff supervision at all times. We work together with families to ensure the children's safety is paramount. We ask you to ensure that your contact details are kept up to date including who can collect your child from pre-school, not use mobile phones whilst on the premises and if your child is absent from pre-school to contact us and inform us of their absence.

Good attendance is an important factor for the children to learn and develop to their full potential, it is also part of our safeguarding policy, if we haven't had contact from you, we will phone you as we record all absences. If your child is regularly absent from pre-school, you may have to pay to cover the funded hours or you may lose your child's place at Haylands Pre-School.

Due to being part of Haylands Primary School, Ms E Moore will be the designated safeguarding lead for Haylands Pre-School however she will communicate with Mrs Jo Clarke who is the overall designated safeguarding lead for Haylands.



**PRE-SCHOOL  
RYDE**

Haylands Staffing

Tim Walters  
Interim Headteacher  
Haylands Primary School

Emily Moore  
Pre-school Manager

Emma Round  
Pre-school Deputy Manager

Isabelle Taylor  
Pre-school Assistant

Casey Diviney  
Pre-school Assistant



The Haylands Pre-School staff members are qualified, experienced, caring and dedicated; they provide a safe, stimulating and challenging environment for your child.

### Ms Emily Moore - Pre-School Manager

Emily has been working at Haylands Pre-School since 2013.

#### Qualifications and Responsibilities:

- Level 3 Practitioner
- Designated Safeguarding Lead Officer (DSL)
- Paediatric First Aider
- SENCO
- Key Person

### Ms Emma Round - Pre-School Deputy Manager

Emma has been working at Haylands Pre-School since 2016.

#### Qualifications and Responsibilities:

- Level 3 Practitioner
- Paediatric First Aider
- Key Person

### Miss Casey Diviney - Pre-School Practitioner

Casey has been working at Haylands Pre-School since 2022.

#### Qualifications and Responsibilities:

- Level 3 Practitioner
- Key Person
- Paediatric First Aider



## Miss Isabelle Taylor - Pre-School Practitioner

Isabelle has been working at Haylands Pre-School since 2022.

### Qualifications and Responsibilities:

- Level 3 Practitioner
- Key Person
- Paediatric First Aider

### How admissions work:

When first enquiring about a place at Haylands Pre-School, we will give you a waiting list form to fill out or take these details over the telephone, you will then be contacted when a space becomes available. We will arrange visits prior to the child starting and these are arranged differently for each child depending on their needs. Typically the first stay and play session is for one hour and the parent/carer will stay with the child for the entire visit, the second stay and play, we ask the parent/carer to stay with the child for 30 minutes and to leave the child for 30 minutes, if the child is happy with this and the third stay and play, we ask the parent/carer to settle the child into the setting and then leave them for one hour, again this is all depending on the child and their needs.

During the time, when you are visiting the setting for stay and play sessions, you will be given your Haylands Pre-School paperwork which is to be completed and returned before your arranged start date. We **MUST** see your child's birth certificate prior to their start date.

When your child starts Haylands Pre-School there are many items we require in pre-school;

- If they are wearing nappies/pull up's, we ask that you provide us with a named packet of nappies and wipes which we will store in our changing facilities, we will communicate with you when these need restocking.
- A bag with named spare weather appropriate clothing on your child's peg incase of any toileting accidents or messy play mishaps.
- A named lunch box if they have lunch at pre-school and a water bottle
- A named coat
- Named wellington boots, we go to the field on a regular basis.



- Named accessories; hats, scarf's, gloves

We ask that all your child's belongings are named please.

### Fees and Funding:

Our Pre-School is open Monday - Friday, 09:00am until 15:00pm, 38 weeks of the year which is term time only.

For more information on the Isle of Wight School Terms and Holidays, please go to this website or ask Ms Moore for a print out.

<https://www.iow.gov.uk/azservices/documents/1842-School-Term-Dates-2022-23.pdf>

We accept children from the age of two years old and some two year olds are eligible for two-year old funding (15 hours free childcare) which will begin from the term after their second birthday, if you think you might be eligible for two year funding, please go to the Isle of Wight Council's website or contact Ms E Moore and she will be happy to help you apply.

All three and four year olds are entitled to 15 hours free funding which will begin from the term after their third birthday, when you have a confirmed place at Haylands Pre-School, you will be given 'Early Years Entitlement Parent Declaration Form' as part of your paperwork, the preschool staff will be happy to assist you with completing this paperwork.

Some children will be entitled to 30 hour funding, depending on the parents/carers circumstances and whether or not they meet the criteria. Further information regarding the criteria for 30 hour funding can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

### Pupil Premium:

The Early Years Pupil Premium (EYPP) gives providers additional funding to support disadvantaged three and four year old pupils.

To find out if you're eligible for EYPP, please speak to Ms Moore when completing the parent declaration form.



### Sessions:

Our sessions are morning session 09:00 until 12:00 which includes the child having lunch at Pre-School, afternoon session 12:00 until 15:00 which the child having their lunch at home before attending Pre-School or an all day session which is 09:00 until 15:00. You can choose either morning or afternoon sessions, full days or a mixture of both, this is depending on the availability we have available.

All sessions must be pre-booked at the beginning of each term or your start date and these sessions will not be subject to change excluding exceptional circumstances that Ms Moore is aware of and has agreed. Parents/Carers will be expected to complete and sign a parental agreement at the beginning of each term.

We require any additional sessions to be paid for in advance at the beginning of each month, we will issue a paper statement, and set you up an online ScoPay account for you to pay your fees.

If you require more sessions than 15 hours funded childcare, you will need to pay the following fees:

Two year old rate - £4.50 an hour.

Three year old rate - £4.00 an hour.

If you are using more than the funded hours, once sessions are booked, you will be required to pay regardless of sickness or holiday.

We reserve the right to refuse to provide paid sessions for your child until the outstanding balance is paid.

We offer breakfast and after school club provision for children aged three years and above.

Breakfast club is 7:45 until 8:45 - £2.50 including breakfast.

After school club is 15:00 until 18:00, 15:00-16:00 - £4.00, 15:00-17:00 - £5.00, 15:00-18:00 - £6.00 including a snack.





## Health and Well-being

When children have their emotional and physical needs met they thrive, so at Haylands Pre-School we ensure the health and well-being needs of each individual are met through:

### **Nutrition**

At Haylands Pre-School, we provide the children's snack once in the morning and once in the afternoon promoting healthy eating during our snack time. We announce to the children that the snack table is open, allowing the children to come and sit down at the table, select their fruit, cut it independently and pour themselves a drink of milk or water.

If your child eats their lunch at pre-school, we encourage a healthy lunchbox. If you need ideas for healthy lunch ideas, please look around the entrance area. As Haylands promotes healthy eating, we ask you not to put sweets in your child's lunchbox.

Haylands Pre-School is an allergy aware pre-school and so we would ask you to be allergy aware and try to avoid foods that contain nuts, if we have an individual allergy, we will notify all parents.

### **Accidents/Incidents**

If your child has an accident at pre-school, all the details will be recorded in the accident book. Parents/Carers will be asked to sign the accident book at collection time, one copy will be filed within the setting and you will receive a copy for your records. If the accident is of a serious nature or a head injury, we will contact you straight away by telephone and your child will wear a red wristband.

### **Illness**

Please do not bring your child into pre-school if they are ill. If they have any symptoms of covid 19, please refer to the current guidelines at the time of developing these symptoms. If they have sickness or diarrhoea, they will need to stay home for 48 hours from the last episode. If your



child becomes unwell during the day, we will contact you and ask you to collect your child, following the current guidelines that we have.

Just a reminder that if your child is ill and staying off pre-school, please contact us to inform us about their absence.

### The learning environment:

At Haylands Pre-School, we have two large rooms with a variety of areas which supports children's learning and development, these are:

- A cosy book area,
- Construction area,
- Small world area,
- Fine motor area,
- Computer area,
- Communication, Language and Literacy area
- A home corner,
- Knowledge and understanding of the world area,
- Mathematics area,
- Creative area.

We also have our entrance hall which is where the children will have their own tray and coat peg and the toilet area, we have three child sized toilets as well as an accessible toilet which accommodates our nappy changing facilities.

We have a large outside play area, which also has a variety of areas supporting the children's learning and development. We have a cover so we can still provide activities in all weather conditions.

We plan and provide quality learning experiences which are tailored to the children's interests and developmental needs, these are provided by child initiated activities and planned adult led activities. We ensure that every child has the opportunity to participate in our activities throughout the week, repeating them and differentiating them for individual needs.



## Observation, Assessment and Planning

At Haylands Pre-School, your child will have their own personal online learning journal, we use an online system called 'Tapestry'. Your child's key adult will record WOW moments of your child within their play or as part of an adult led activity and these will be added to your child's individual journal. Once you have completed and returned your Tapestry letter, Ms Moore will set you up a Tapestry account, using your email address, you will be sent a link to create your own secure password. The online journal enables us to track your child's development and plan for them individually. We value your input on Tapestry, encouraging parents/carers to upload observations and photos of activities you've got up to at home with your child, we've seen huge benefits to the children's self confidence by using Tapestry this way.

The pre-school team communicates on a weekly basis to discuss children's interests and achievements which helps us to plan accordingly.

If you have any further questions regarding Tapestry, please speak to a member of staff and they will be happy to help.



### Daily routine

Our daily routine is different each day, on a Monday we visit the hall for our physical education, then between Tuesday - Friday, we alternate between the field and the forest for different physical activities. During certain times within the day, children will spend time with their key adult for focused time and we will also fit in different interventions during the day. So above is a rough outline of our day. Staff are scheduled for nappy changing for the week, so nappy changing time is based on the child's individual needs.

<u>09:00 - 09:10</u> Greeting the children and their parents  Settling in play	<u>09:10 - 09:30</u> Registration including wake up, shake up	<u>09:30 - 11:00</u> Free flow play, including adult led activities. Combination of both rooms and outside area	<u>10:00 - 10:15</u> Cafe style snack	<u>11:00 - 11:10</u> Tidy up time	<u>11:10 - 11:30</u> Story, song or focused group time	<u>11:30 - 12:00</u> Lunch time for AM and all day session children only
<u>12:00 - 12:15</u> Registration including wake up, shake up	<u>12:15 - 12:45</u> Outside play only	<u>12:45 - 14:30</u> Free flow play, including adult led activities. Combination of both rooms and outside area	<u>13:15 - 13:30</u> Cafe style snack	<u>14:30</u> Tidy up time	<u>14:30 - 15:00</u> Story, song or focused group time	<u>15:00</u> Door opens, home time



## Privacy Notice for Haylands Pre-School

Privacy Notice - Data Protection Act 1998

We Haylands Pre-School are a data controller for the purpose of the Data Protection Act. We collect personal information from you and may receive information from your previous setting. We hold this personal data and use it to:

- Support your child's learning and development,
- Monitor and report your child's progress,
- Provide appropriate pastoral care, and
- Assess how well our setting is doing.

This information includes your contact details, your child's personal details, attendance for funding allocations, progress reports on the Early Years Foundation Stage, characteristics such as ethnic group, gender, first language, special educational needs and any relevant medical information.

We will not give information about you to anyone outside of the setting without your consent unless the law and rules permit it.

We are required by law to pass some of your information to the Local Authority (LA) and the Department of Education (DfE).

If you want to see a copy of the information about you that we hold or share, please contact Haylands Pre-School.

If you require more information about how the LA and/ or DfE store and use this information, please go to the following websites:

**Isle of Wight Local Authority**, County Hall, Newport, Isle of Wight. PO30 1UD

<https://www.iwight.com>

**DfE**

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

<https://www.education.gov.uk> - DfE privacy statement