



# The Park Pre-School Prospectus

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## **Welcome**

Welcome to Park Pre-school and thank you for choosing us for the important role of supporting you in the care and development of your child.

This prospectus has been put together to make the transition to Pre-school as smooth as possible for you and your child. We have tried to include all the information, we think you will need, but please do not hesitate to ask if there is anything missing, or you have any other questions.

## **Our Aim**

We aim to provide a safe, caring and stimulating environment that will promote confidence and independence in each individual child. We offer a range of play-based activities that give your child the opportunity to develop their skills and learning. Our knowledgeable and well-trained staff support and enhance these learning opportunities.

We aim to respond appropriately to each child's background and individual need.

We ask parent/carers to give us as much notice as possible if their child has SEND (Special Educational Needs or Disabilities). This enables us to explore with parents/carers and outside professionals, how we can provide most effectively for that child.

## **Our Staff**

All our staff are experienced professionals. Each member of staff has been police checked by the DBS to ensure they are suitable to work with children. All staff are given the opportunity to undertake appropriate training to update their skills and underpin their knowledge and understanding of the needs of pre-school children.

We operate a 1:8 ratio staff to children over 3 years old and 1:5 on children under 3 years.

Information regarding staff qualifications can be found on our staff notice board.

### **Pre-school Managers**

Heidi Kennedy

Denise Thurgood

### **Pre-school Deputies**

Lisa Taylor

Maryann Sycamore

### **Pre-school Practitioner**

Debs Leader

Sarah Doyle

Kazia Smale

Mel Pryke

Laurinda Mead

### **Bank Staff - Andi Slee**

# How We Deliver the Early Years Foundation Stage (EYFS)

## Children's development and learning

The EYFS is a statutory government framework and sets the standard for learning, development and welfare of children aged 0-5yrs.

It explains the skills, knowledge and understanding children must learn to support their healthy development. It helps young children acquire the skills they will need to learn at school and beyond. It encourages learning through indoor and outdoor play, discovery and other activities that stimulate and entertain your child.

The framework is flexible and is focused around these 7 areas of learning:

### Prime Areas

- communication and language.
- physical development.
- personal, social and emotional development.

### Specific Areas

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

## How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting & stimulating activities and resources that are appropriate for their age and stage development.

The 'Development Matters' guidance sets out the likely stages of progress a child makes along their learning journey towards the early learning goals.

Our setting has regard to these matters when we assess children and plan their learning.

We will observe and assess your child and record 'in the moment' We post a snapshot of your child at play monthly on **Tapestry**, an online Learning Journal. If we feel that your child may need additional support, we will speak with you individually. We will set up and explain Tapestry when your child starts preschool. If you do not have internet access, we will print for you to view.

Please find A Parent's Guide to Early Years Foundation Stage at [info@nurseryresources.org](mailto:info@nurseryresources.org)

We have lot of flexibility within our sessions with an emphasis on learning through play, where children explore at their own pace.

## **Key person**

Every family will have a key person. That key person will keep a record documenting your child's progress at pre-school. This helps us consider your child's current interests, development, and learning.

We obtained this information by getting information from you and observing your child. The observations are provided by **all** the staff looking after your child. We found that once the children become confident within the setting, they bond with several staff members. That member of staff is more likely to observe a teachable moment at that precise time.

All information within the setting regarding your child is subject to our Data Protection and Confidentiality policies.

**\*teachable moment**

A teachable moment is a spontaneous opportunity for a teacher to seize the moment, when a child shows interest, and share new information, skills, or experiences with them.



## Parents/Carers

As a member of the Early Years Alliance, Park Pre-school recognises parents as the first and most important educators of their children.

There are many ways in which parents can take part in making the Pre-school a welcoming and stimulating place, such as:

- helping at sessions of the Pre-school
- sharing their own special interests with the children
- taking part in events and informal discussions about the activities and curriculum provided by the Pre-school
- joining in community activities with the Pre-school
- building friendships with other parents in the Pre-school

Parents/carers are kept informed of day to day aims and objectives through regular letters and displaying information on the notice board outside and via our web page, emails & Facebook.

## Illness, Injury and Absence

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear 48 hours after symptoms have stopped. Please let us know, that your child is absent for any reason.

If your child is ill or sustained an injury during the session, we will contact you or your emergency contact number to arrange for your child to be collected. Please ensure you advise us of any changes to your contact details.

Injuries are recorded in the Accident/Incident book which will need to be signed by both the parent/carers and the member of staff who dealt with the situation. Minor accidents will be mentioned when your child is collected.

Please notify staff if your child has had to be given medication before the session. **We will only administer prescribed medicines.** Such medication must be logged with the manager/supervisor each time it is bought on and off the premises. **Please keep your child at home if you have administered Calpol for illness. Calpol can mask the effects of illness which can be passed on to other children and staff.**

(We make exceptions for teething babies see our Calpol policy 4.3)

## **Policies**

Park Pre-school Policies and Procedures have been developed to ensure that all children and adults can ensure a safe and well-planned environment. Our policies are regularly reviewed, and your views are welcome. We will email you all the Policies when your child starts at the preschool. A copy is kept at the Pre School for you to access. Please ask a member of staff if you wish to view at any time. We will advise you of any new policies or changes to existing policies.

## **Safeguarding Children**

We are committed to ensuring the welfare and safety of all the children in our care. We abide by the safeguarding children board policy. A full copy of our Safeguarding Children & Child Protection Policy is kept at the pre-school and you are welcome to read it at any time.

We will, in most circumstances, endeavour to discuss all concerns with parents/carers about their children. However, there may be exceptional circumstances when the setting will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with child protection procedures). We will, of course, always aim to maintain a positive relationship with all parents/carers.

## Complaints and Concerns

We believe children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our staff are available to discuss worries or concerns they might have, and every effort will be made to resolve difficulties, which will be treated with discretion and confidentiality.

If you do not receive a satisfactory outcome or a problem recurs the parent/carer should put the complaint in writing to the pre-school managers.

If you are dissatisfied with the actions taken by the Pre-school, you can contact OFSTED at the following email address:

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

General enquiries: 0300 123 1231

Complaints: 0300 123 4666

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

A full copy of our complaints procedure can be found in the Policies and Procedures file at the Pre-school.



## Session Times

**Your child must be 3 years or over to stay a full day session.**

You can opt for a full 6-hour daily session, or a morning/afternoon only 3-hour session. As part of your daily childcare.

Session Type	Times	Non-Funded 2yrs-3yrs	Non-funded 3yrs-4yrs	Funded
Morning session	9am - 12 pm	£25	£22	£0
Afternoon session	12.30pm -3.30pm	£25	£22	£0
Full day 6-hour session	9am - 3pm	£50	£44	£0
Additional 30min for full day session	3pm - 3.30pm	£5	£5	£5

## Fees

Fees are invoiced at the beginning of each month. Fees are payable whether your child is present at Pre-school or not.

This includes, sickness, staff training days, outings, family holidays, and bank holidays. Late payment will incur an additional charge. See our late payment and fees policy

**Unfunded Fees** are:

2 years - 3 years **£25** per 3 hour session

3 years - 4 years (Any additional unfunded sessions) **£22** per session  
(see session times above)

## Consumable charges

*As per the new government legislation this is a voluntary decision and families can decide what is best for their individual circumstances, however we feel we must be clear in the fact that if you chose to 'opt-out' you will be given a list of items you would need to provide for your child*

	Consumables	Cost per 3-hour session
	Healthy snack, learning resources including sensory and experimental resources & equipment; gardening, forest school/outdoor learning, events and festival resources, 'baking' activities. Suncream	50p (we are having to increase the cost to <b>£1.50</b> from January 2026 due to increased cost)

Please note - if you choose to 'Opt-Out' of the charges above you will have to provide every session -

All snacks for your child, in-line with our healthy snack policy 4.11 for example fresh fruit, rice cakes, vegetable, breadsticks bread, cracker.

Some Enhanced Provision experiences. These may include exploratory resources, Woodwork resources - wood, nails, screws. Planting/growing items, 'baking', Forest activities etc. Festival and events may inc. pancake day, Easter, Mother's/Father's Day, Christmas, Chinese New Year etc. We are an 'In the Moment' planning sessions so we like to have these resources to hand.

We may need to revise this model and the full days we offer if it becomes financially untenable.

## Funding

Funded Early Education Entitlement (FEEE) is a government programme giving all 3 year and 4-year-olds 15 hours of funded childcare per week (starting a term after your child turns 3) and for children aged 2 years, subject to eligibility criteria.

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or ask a member of staff.

From September 2025 you can apply for 30 hour funding from 2 years subject to eligibility criteria [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

For further information please refer to:

Funded Early Education Entitlement (FEEE) for 2-, 3- and 4-year-olds a Guide for Parents [www.eycp.essex.gov.uk](http://www.eycp.essex.gov.uk)

## **The First Days**

The early days at Pre-school can be daunting for some, very exciting for others. At Park Pre-school we have a flexible approach to settling your child, as we recognise that all children are individuals. We therefore endeavour to work closely with you to ensure a smooth transition for your child.

## **Arrivals and Departures**

The Staff will be ready to welcome and assume responsibility for your child at 9.00am (morning session), 12.30pm (afternoon session), when a member of staff will open the door. Children are encouraged to find their own name and attach it to the board.

Please ensure you collect your child on time, late collection can be very upsetting for some children.

No children will be allowed to leave the setting with anyone other than the persons named on their registration form unless prior arrangements have been made with either the Pre-school manager or supervisor on duty.

You are asked to create a unique password that must be used by any unauthorised person collecting your child.

No child will be allowed to leave the Pre-school with anyone under the age of 16, including older brothers and sisters.

## Contact Details

If any of your emergency contact details change, please notify us immediately.



## Outside Play

Outside play is an important part of every session and we endeavour to spend time outdoors, so please remember to provide spare clothes, a coat, hat gloves and wellie boots in the winter and a sun hat in summer.

## Clothing

Please send your child in practical clothes that are suitable for play and manageable when using the toilet independently. Aprons are provided for creative work but please avoid sending children in their best clothes as accidents do happen.

Additional Park Pre-school t-shirts are available to purchase for **£10** each, sweatshirts **£15** and fleeces **£20**

**Please make sure ALL school sweatshirts, fleeces, coats, hats, and wellie boots are named. This avoids mix up and upset.**

Some spare clothes are kept at Pre-school in case of water play or toileting accidents, but it is helpful if parents bring a named bag with a change of clothing as we can run out.



## **Snack Time**

We provide a healthy snack and a choice of milk or water. We encourage the children to develop their skills in preparation and serving where possible. We encourage independence in pouring drinks for themselves and spreading with safety knives. Support is given where needed and any allergies/dietary requirements are always considered. Water is always available.

We occasionally add different foods to try, especially if the food relates to a festival or event.

## **Transition to School**

We have a flexible transition process into our setting. The preschool Managers and Deputy Managers will speak with you individually to discuss the best transition plan for your child.

We have good links with all our local Primary Schools. Wherever possible we arrange for teachers to visit the children in the setting, visit the primary schools with the children and provide photo books of all local Primary schools.

We link with other preschools, schools, and nurseries throughout the year.

