



Early years prospectus (10.1)

Mulberry Pre-School

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Charity Number 1020150

Welcome to Mulberry Pre-School and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Mulberry Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. **This should be read alongside our Childcare Terms and Conditions (policy 10.13) for a full description of our services.**

Mulberry Preschool originated in the middle 1980's when a group of parents new to the area got together to provide opportunities for their under-5's to meet other children and to learn through play. Ever since then the group has been designated as a community pre-school, existing to serve the community of Valley Park and Knightwood.

Our setting aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.



The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

- *A Unique Child*
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- *Positive Relationships*
Children learn to be strong and independent through positive relationships.
- *Enabling Environments*
Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- *Learning and Development*
Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

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 of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

- *Prime Areas*
 - Personal, social and emotional development.
 - Physical development.
 - Communication and language.
- *Specific Areas*
 - Literacy.
 - Mathematics.
 - Understanding the world.
 - Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

The *Early Years Outcomes* (DfE 2013) guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals. Our setting has regard to these when we assess children and plan for their learning. Our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- making relationships;
- self-confidence and self-awareness; and
- managing feelings and behaviour.

Physical development

- moving and handling; and
- health and self-care.



Communication and language

- listening and attention;
- understanding; and
- speaking.

Literacy

- reading; and
- writing.

Mathematics

- numbers; and
- shape, space and measure.

Understanding the world

- people and communities;
- the world; and
- technology.

Expressive arts and design

- exploring and using media and materials; and
- being imaginative.

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two



The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement

We keep a record of achievement for each child. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers, where possible, to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at our setting are:

Name	Job Title	Qualifications
Nicola	Business Manager	Cache Level 3 Diploma in Child Care and Education
Gillian	Preschool Manager Safeguarding Lead	TQUK Level 3 Diploma for the children's workforce (Early Years Educator)
Ruth	Deputy Manager Safeguarding Special Educational Needs Coordinator	BA Honours with Qualified Teacher Status
Smilin	Deputy Manager Safeguarding	TQUK Level 3 Diploma for the children's workforce (Early Years Educator)
Sarah	Early Years Practitioner Level 2 Apprentice Keyworker	Early Years Practitioner Level 2 Apprenticeship
Rachel	Early Years Practitioner / Keyworker	Level 3 The National Nursery Examination Board – Diploma in Nursery Nursing
Carol	Early Years Practitioner / Bank Staff	Level 3 – Cache
Lorraine	Pre-School Assistant / Bank Staff	Level 1 – stepping up to Level 2



We are open term time only (see last page for term dates)

We are closed during school holidays.

Our hours are:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Early birds	8:30 – 9 am	8:30 – 9 am	8:30 – 9 am	8:30 – 9 am	8:30–9 am
AM	9am– 12pm	9am– 12 pm	9am-12pm	9am–12 pm	9am-12pm
Lunch Club	12–12:30 pm	12–12:30 pm	12–12:30 pm	12– 12:30 pm	12– 12:30 pm
PM	12:30–3:30 pm		12:30–3:30 pm	12:30–3:30 pm	12:30– 3:30 pm

We provide care and education for young children between the ages of 2 and school age.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff;
- contributing to the progress check at age two;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting where appropriate;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part; and
- building friendships with other parents in the setting.

During normal times, our parents are welcome to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited our setting to share with us their celebrations such as Diwali and Chinese New Year, bringing in dinosaur bones and sharing their knowledge of dinosaurs, bringing in their pets to show our children how to look after and care for animals.

We welcome parents to drop into the setting to see it at work or to speak with the staff.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Early Years Alliance. From time to time we hold learning events for parents. These usually look at how adults can help children to learn and develop in their early years.



The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The day

We organise the day so that children can take part in a variety of child-chosen and adult-led activities. These take account of children's changing energy levels throughout the day. We cater for children's individual needs and quiet activities. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

Snacks

We make snacks a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available within our setting, on our website (www.mulberry-preschool.co.uk) or we can email them to you on request.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family].
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.



Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Our safeguarding lead is Gillian Parkin and in her absence Ruth Bennetts and Smilin Shelley.

Special needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Ruth Bennetts.

The management of our setting

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, policies that help us to provide a high-quality service; and
- making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Fees

The fees are £5.50 per hour payable half-termly in advance plus a £0.50 consumable charge per session. Early bird club (8:30am – 9:00am) is charged at £3.50 along with lunch club (12:00 – 12:30pm) which is also £3.50. These can be included in your funded hours. Half of the total invoice is to be paid within 2 weeks of the invoice date; the remaining half is due on the 1st of the following month. Fees must still be paid if children are absent without notice for a short period of time. If your child is to be absent over a long period of time, please talk to Nicola Watkiss who is our Business Manager. To secure your child's place at our pre-school you will be expected to pay a deposit amount of £80 which will be returned to you the term before your child turns 3 years old.

We accept childcare voucher schemes along with the tax-free childcare scheme from the government.

Please consult website www.childcarechoices.gov.uk – for more information about eligibility for funded childcare and tax free childcare scheme.

For your child to keep her/his place at our setting, you must pay the fees. We are in receipt of nursery education funding for two, three, and four-year olds; where funding is not received, then fees apply.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the Role of



the Key Person and Settling-in (policy number 4.1) is available online, on site or is available from Nicola Watkiss or Gillian Parkin via email.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or questions.

This policy was adopted by:	Mulberry Pre-School
On (date):	April 2021
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	Georgina Stevens
Role of signatory:	Chair

Inset Days
 Thurs & Friday 3/4th September 2020
 Monday 30th Nov 2020
 Fri 21st May 2021

School Terms And Holidays
2020 – 2021

Determined programme of school term and holiday dates for county and controlled schools for the academic year 2020/21

Bank and Public Holidays 2020/2021			
Christmas Day	25 December 2020	Easter Monday	5 April 2021
Boxing Day	26 December 2020	May Day Holiday	3 May 2021
New Year's Day Holiday	1 January 2021	Spring Bank Holiday	31 May 2021
Good Friday	2 April 2021	Summer Bank Holiday	30 August 2021

* First day after break School Holidays Bank Holidays and National Holidays

Last day before break

Autumn Term 2020 starts on Thursday 3 September 2020 and ends on Friday 18 December 2019
 (Half term from Monday 26 October to Friday 30 October 2020)

Spring Term 2021 starts on Monday 4 January 2021 and ends on Thursday 1 April 2021
 (Half term from Monday 15 February to Friday 19 February 2021)

Summer Term 2021 starts on Monday 19 April 2021 and ends on Friday 23 July 2021
 (Half term from Monday 31 May to Friday 4 June 2021)

Term	Start date	End Date
Autumn 2020	3 September 2020	18 December 2020
	Half term 26 October- 30 October 2020	
Spring 2021	4 January 2021	1 April 2021
	Half term 15 - 19 February 2021	
Summer 2021	19 April 2021	23 July 2021
	Half term 31 May – 4 June 2021	

Please note that the dates as published are correct.

It has now been agreed and confirmed that 3 September 2020 is the start date for the Autumn Term 2020/21.

Please also note that the first day of the Autumn Term in September 2021 will not be determined until the 2021/22 timetable has been consulted upon and approved in January 2021.