

# Little Jays Pre-school

## Prospectus 2023/24

OFSTED Registration number: EY456383



Little Jays Pre-school

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## Our Pre-school

Little Jays is a privately run pre-school in Horsham, opened in January 2013. We provide care for children aged 2 to 5 years old during school term time.

At Little Jays Pre-school we are committed to providing a safe, caring and stimulating environment for young children to learn through play. We believe early years care and education plays an essential role in ensuring children have the best possible start in life and are passionate about supporting and enabling all children to fulfil their potential. We encourage children to develop confidence and self-esteem in an environment where they and their families are welcomed, respected and valued.



## Children's development and learning

### The Early Years Foundation Stage

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfE 2021). Little Jays' provision reflects the four principles of the Statutory Framework for the Early Years Foundation Stage.

#### ***A Unique Child***

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Children develop and learn 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 (SEND).

#### ***Positive Relationships***

- Children learn to be strong and independent through positive relationships.

#### ***Enabling Environments***

- Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

#### ***Learning and Development***

- Children develop and learn 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 (SEND).

## 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 Little Jays Pre-school 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.

## Areas of development and learning



There are seven areas of learning and development that shape our educational programmes at Little Jays Pre-school. All areas of learning and development are important and inter-connected.

### **Prime Areas**

- Communication and language
- Personal, social and emotional development
- Physical development

### **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.

We support children to develop the knowledge, skills and understanding they need for:

### **Communication and language**

- listening and attention and understanding
- speaking

### **Personal, social and emotional development**

- self-regulation
- managing self
- building relationships

### **Physical development**

- gross motor skills
- Fine motor skills

### **Literacy**

- comprehension
- word reading
- writing

### **Mathematics**

- numbers
- numerical patterns

### **Understanding the world**

- past and present
- people, culture and communities
- the natural world

### **Expressive arts and design**

- creating with materials
- being imaginative and expressive

## Characteristics of effective teaching and 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 – children investigate and experience things, and ‘have a go’
- active learning – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

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 of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they, as parents, are supporting development.

We make periodic summaries of children’s achievement based on our ongoing development records. These form part of children’s records of achievement. We undertake these summaries at regular intervals, as well as times of transition, such as when a child moves 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. The key person is responsible for completing the check using information from ongoing 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

Little Jays keeps a record of achievement for each child which is known as a ‘learning journal’. Your child’s learning journal helps us to celebrate together their achievements and to work together to provide what your child needs for their 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 they 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. You and the key person will then decide on how to support your child’s ongoing learning and development.



## Working together for your children

We maintain the adults to children ratio defined by the Safeguarding and Welfare Requirements. We have additional staff, 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.



### Staff

<b>Name</b>	<b>Job Title</b>	<b>Qualifications and Experience</b>
<b>Jenny Boon</b>	Owner, Manager, Special Educational Needs Co-ordinator (SENCO) and Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> <li>▪ Has achieved a level 5 Foundation Degree in Early Childhood with Chichester University.</li> <li>▪ NVQ Level 3 Advanced Apprenticeship in Children's Care, Learning and Development.</li> <li>▪ 17 years working in Early Years.</li> </ul>
<b>Amy Eames</b>	Deputy Manager, Early Years Supervisor and Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> <li>▪ Has achieved a CACHE Level 3 Diploma in Childcare and Education.</li> <li>▪ 8 years working in Early Years.</li> </ul>
<b>Celia Smyth</b>	Early Years Practitioner and Supervisor	<ul style="list-style-type: none"> <li>▪ Has achieved a Level 4 Higher Professional Diploma in Early Years.</li> <li>▪ Has achieved a CACHE Level 3 Diploma for the Children and Young People's Workforce.</li> <li>▪ 12 years working in Early Years.</li> </ul>
<b>Megan Denman</b>	Early Years Practitioner	<ul style="list-style-type: none"> <li>▪ Has achieved her BA (Hons) in Early Childhood with Chichester University.</li> <li>▪ Has achieved a Level 3 Certificate in Children and Young Peoples Workforce.</li> <li>▪ 10 years working in Early Years.</li> </ul>
<b>Fran De Feo</b>	Early Years Practitioner	<ul style="list-style-type: none"> <li>▪ CACHE Diploma in Nursery Nursing (NNEB) (Level 3 equivalent)</li> <li>▪ Previous experience in Early Years.</li> </ul>
<b>Mandy Dackombe</b>	Early Years Practitioner	<ul style="list-style-type: none"> <li>▪ Due to undertake a level 3 qualification.</li> <li>▪ 3 years working in Early Years.</li> </ul>
<b>Emma Skinner</b>	Early Years Practitioner	<ul style="list-style-type: none"> <li>▪ Undertaking a level 3 qualification.</li> <li>▪ 2 years working in Early Years.</li> </ul>
<b>Anne Eames</b>	Early Years Volunteer	<ul style="list-style-type: none"> <li>▪ Anne volunteers on a Wednesday.</li> </ul>

All staff and volunteers at Little Jays Pre-school are DBS checked.

Little Jays Pre-school is open for 38 weeks each year. We are closed for school holidays and bank holidays. We are open for five days each week. The times we open are:

<b>Early Morning session</b> (Early drop off)	8.30 am – 9.00 am
<b>Morning session</b> (includes a midmorning snack)	9.00 am – 12.00 pm
<b>Afternoon session</b> (includes lunch time)	12.00 pm – 3.00 pm
<b>Lunch Club</b> (for those not attending afternoon session)	12.00 pm – 12.45 pm
<b>Full day</b>	9.00 am – 3.00 pm

### How parents take part

Little Jays Pre-school recognises parents as the first and most important educators of their children. All of the 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 the pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- contributing to the progress check at age two and children's learning journals;
- sharing their own special interests with the children;
- taking part in discussions about the activities and curriculum provided by the pre-school;
- joining in community activities, in which the pre-school takes part; and
- building friendships with other parents in the pre-school.



### Key person and your child

Little Jays Pre-school uses a key person approach. This means that each child has a member of staff assigned to them as their key person whom is particularly responsible for their learning and development. The role of the key person is to work alongside and support you and your child during your time with us, developing a close relationship with you both to make sure your child's needs are met. The key person is also responsible for supporting and monitoring your child's development and maintaining your child's learning journal.

## Learning opportunities for adults

As well as gaining childcare qualifications, staff at Little Jays Pre-school take part in further training to help them to keep up-to date with thinking about early years care and education. All staff are trained in paediatric first aid and safeguarding and child protection.

## Timetable and routines

Little Jays Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day are provided in ways that:

- help each child to feel that she/he is a valued member of the pre-school;
- 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.

We organise our sessions so that the children can choose from, and work at, a range of activities and build up their ability to select and work through a task to its completion. We follow an 'In The Moment Planning' approach to our teaching. This ensures that we capture the children's interest in the moment and support learning that is most relevant to the child, which leads to better engagement and deeper learning. As well as this approach, the children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and helps them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

We cater for children's individual needs for rest and quiet activities during the day.

## Snacks and meals

We ask you to provide a mid-morning snack for your child and we provide them with a drink of milk. We have snack at a time between 09:45-10:45am. Children who attend an afternoon or lunch club session will need to bring a packed lunch which we store in the fridge. We have lunch at 12:00pm. We make snack and lunch a social time at which children eat together. We provide guidance of what to provide as snacks and in lunch boxes so that they provide the children with healthy and nutritious food. Drinking water is available to the children throughout the day.

## 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. We access the outdoor environment all year round so we advise parents to provide welly boots and waterproof trousers and coats/puddle suits for their children, however we have some spare clothing and boots if needed. Children will need to bring sunhats and sunscreen in hot weather during summer months. We also advise parents to provide a clearly named bag with a change of clothes for their child, and nappies or pull-ups and wipes if their child is in nappies.

## Policies and Procedures

Copies of our policies and procedures are available for you to see at any time and are provided via email during a child's registration. Our policies help us make sure the service provided by Little Jays is of high quality and ensure an enjoyable and beneficial experience for each child and their parents.

## Safeguarding children

Little Jays Pre-school 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 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 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.

## Special needs

As part of Little Jays' policy 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 follow the requirements of the Special Educational Needs Code of Practice (2015). Our SENCO (Special Educational Needs Co-ordinator) will work closely with children and families to support their learning and development and ensure the best outcomes for the child.



## Fees

<i>Session</i>	<i>2 year olds</i>	<i>3+ years</i>
<b>Early Morning session (8.30am – 9.00am)</b>	<b>£3.50</b>	<b>£3.50</b>
<b>Morning session (9.00am – 12.00pm)</b>	<b>£19.50</b>	<b>£18.25</b>
<b>Afternoon session (12.00pm – 3.00pm)</b>	<b>£19.50</b>	<b>£18.25</b>
<b>Lunch Club (12.00pm – 12.45pm)</b> for those not attending full afternoon session	<b>£4.90</b>	<b>£4.60</b>
<b>Full day (9.00am – 3.00pm)</b>	<b>£39</b>	<b>£36.50</b>

*\*Fees to be reviewed for 1st April 2024*

A **£30 deposit is payable on application** to ensure a space is held for your child to attend; half of this will be refunded after your child has completed their first term at Little Jays Pre-school.



Fees are payable half-terminly. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk the manager. Fees must be paid by the date given on the invoice to avoid a late payment charge. A copy of our fees policy will be given to you when you register with us.

Where there are spaces available, we are able to offer them on a 'pay as you go' basis. These are extra one-off sessions to be paid for on the day that you child attends the 'pay as you go' session.

### Funding

We are in receipt of Free Entitlement (FE) funding which is provided by the government for three and four year olds (15 hours a week for 38 weeks of the year) which is available the term following a child's third birthday. Where funding is not received, then fees apply.

15 hours of FE funding will be available to two year olds from April 2024.

Little Jays also offer the additional 15 hours FE funding for eligible three and four year olds. It is the responsibility of the parents to re-apply for the additional 15 hours FE funding every term, to ensure they remain eligible. If you do not re-apply and your code expires, an invoice will be issued for any hours your child does above the 15 Universal hours per week.

FE funded hours are dependent on how many sessions Little Jays Preschool are running at the time. We will where possible strive to open for 30 hours a week.

FE funded hours can be used for our Morning and Afternoon sessions between 9.00 am and 3.00 pm and do not cover an Early Morning session. Lunch Club sessions (for those not already attending the Afternoon session) are also not covered by FE funding. The 15 Universal FE funded hours can be used for up to 5 sessions per week and the additional 15 hours FE funding (for eligible three and four year olds) can be used for up to an additional 5 sessions.

We request that a voluntary fee is paid for children who are in receipt of FE funding to help towards the cost of consumables so we can offer a variety of interesting and exciting learning opportunities. We ask that the fee be based on the number of FE hours your child attends.

For more information on funding please visit <https://www.childcarechoices.gov.uk/> or contact the Family Information Service (FIS) by:

Phone: 01243 777807

Email: [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk)

Little Jays Pre-school is registered for tax free childcare. This can be used with the 15 hours Free Entitlement funding. Visit [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare) for more information.

### Starting at Little Jays

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle in.

We hope that you and your child enjoy being members of Little Jays Pre-school. Our staff are always ready and willing to talk with you about your ideas, views or questions.



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