

Quetta Park Pre-School Prospectus.



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Church Crookham,
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Ofsted graded Good in 2019

"Children are happy and demonstrate high levels of self-esteem and confidence. Staff have high expectations of children and successfully develop positive relationships with them"



INTRODUCTION

Quetta Park Pre-school is a registered charity (number 1146542) and part of the Aldershot Garrison Pre-school Settings.

We predominantly serve the Garrison community at Quetta Park but do take a percentage of non-service children. The company is run by a group of trustees chaired by the Garrison Commander and include parent trustees.



MISSION STATEMENT

“We are dedicated to providing children with a caring, exciting environment full of rich, purposeful opportunities and experiences.

We aim to provide children with a place to play, learn, build friendships, to take risks, to explore, to challenge, to laugh and to be themselves and to grow into ambitious, independent learners ready to take on the world.”



ABOUT US

We are a term time pre-school offering childcare and education for children from two and a half years to school age.

We are open Monday – Friday, offering the following sessions;

Morning – 9.00 am-12.00 pm

Afternoon – 12.30 pm-3.30 pm

All day – 9.00 am -3.30 pm

We offer a limited number of lunchtime spaces between 12.00 pm and 12.30 pm.

Quetta Park Pre-school caters for a maximum of 26 children at any session. We have one large room where we separate into four Key Family Groups for circle time and then move onto child initiated learning. Our outdoor play area provides further learning opportunities and children are able to free flow independently for part of the session.



OUR AIM IS TO

- Enhance the development and education of children under school age.
- Provide a safe, secure and stimulating environment.
- Create a rich, vibrant curriculum that maximises the child's potential.
- Work within a framework that offers equality of opportunity for all children and their families.



WE OFFER YOUR CHILD

- A high adult: child ratio.
- Individual care and attention.
- Fun and friendship with other children and adults.
- The support and pastoral care from an adult keyperson.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.



FUNDING

Each child is eligible for 15 hours early years grant funding from the term after their third birthday.

If your child's third Birthday falls between;

- 1st April – 31st August – They are eligible from 1st September
- 1st September – 31st December – They are eligible from 1st January
- 1st January – 31st March – They are eligible from 1st April

Some children will be eligible for an extra 15 hours. Please check your criteria by visiting <https://www.childcarechoices.gov.uk/>

We also accept children in receipt of two-year-old funding if you meet the requirements and have a successful application. More information is available at <https://www.childcarechoices.gov.uk/>



FEES

Our fees are currently;

2 year old session - £17.60 per session (military discounted rate £16)

Lunch club £4.40 per day (military discounted rate £4.00)

3-4 year olds, additional hours to that funded - £7.05 per hour (military discounted rate £6.40)

Fees are payable monthly in advance by Direct Debit (please visit <https://pay.gocardless.com/AL0000C3Y2PHVH>) Bacs Transfer, cheque, cash or debit/credit card. Fees will still be charged if your child is absent from pre-school (including for illness). Fees are subject to change.

A late fee will also be charged at £10 per 15 minutes when a child is not collected on time without a valid reason agreed by the manager.

A £50.00 deposit is taken at registration and will be returned when your child leaves. (If you are claiming 15 funded hours only no deposit is required)



OUR STAFF

Our staff bring an abundance of experience supported by a range of qualifications. Each staff member has undergone an enhanced DBS check. All staff are first aid trained within the first 6 months of starting with us and complete safeguarding training. They are given numerous training opportunities to update their knowledge and skills.



KEY PERSON APPROACH

The key person system within the setting gives each member of staff the responsibility for a particular group of children, “their key family”. This system ensures that each child and parent has one adult to whom they can develop a close relationship with and also receive pastoral care whilst away from home. In addition, the key person is ideally positioned to tailor the group’s curriculum to meet the unique needs of each individual child. The key person maintains links with the child’s home and meets with the parents at regular parent consultations, ensuring that all children are supported in reaching their full potential.



THE FIRST DAYS

We work to the individual needs of each child as they settle into the pre-school, working closely alongside the child and the family. Some children may take longer to settle, and parents should not be unduly concerned if this is the case.



CURRICULUM, PLANNING AND ASSESSMENT

The Early Years Foundation Stage (EYFS) is centred on seven areas of learning.

Prime areas.

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

Specific areas.

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

We take regular observations of children as they play to monitor current interests. We use these observations to plan individual activities, next steps and to track the children's progress within the EYFS.

We use Tapestry as our online learning journal to document children's learning and development. It provides our families a unique opportunity to follow their child's interests and personal development whilst attending pre-school. Parents and carers are given secure individual log-in details to access their child's account. Once put onto Tapestry, parents will be able to view this information via the app or the Tapestry website. We actively encourage you to comment and add to your child's records.

We also carry out termly assessments on children's progress as well as individual progress checks for the two year old children.



THE ROLE OF THE PARENT

We acknowledge the importance of a successful parent-pre-school partnership. Parents are the first and foremost educators of their children. We have an open-door policy where all staff and management are available for you should you need us. You can arrange to talk to any staff member. We also offer;

- Parent meetings to discuss your child.
- Time to talk at drop of and extended collection times.

We have a Facebook account that we update with current news as well as the 'Quetta Park' child on Tapestry that you can all access.



ACTIVITIES

We offer a range of activities throughout the pre-school week including;

- **Dough Gym** – Uses play dough and music to complete a workout that helps build core muscles that are essential for learning to write.
- **PATHS** – which stands for Promoting Alternative Thinking Strategies, it is a curriculum designed to help children manage self-control, emotional awareness and problem-solving skills. The children refer to this as ‘Twiggle time’ as we use a turtle puppet called Twiggle and other characters to implement the lessons.
- **Early Talk Boost** – a program for developing children’s speaking and listening skills.
- **Funky Feet** – Music and movement activities.
- **Cooking** – This is a crucial part of our learning as it is both enjoyable and provides an enriched learning opportunity.



WHAT YOUR CHILD NEEDS TO BRING EACH DAY

Appropriate clothing. We advise you to dress the children in old clothing as the pre-school provides plenty of messy play opportunities and the children do at times get dirty. ‘Dress for mess’ is the order of the day. You can purchase our uniform polo shirts via the shopkeepeasy website www.shopkeepeasy.com/quettapark and by entering ‘Quetta Park preschool’.

Spare clothes, please ensure they are named. It is also helpful to supply indoor shoes and outdoor footwear. If your child is potty training, please supply extra clothing.

Nappies need to be provided as required along with wipes and cream if applicable.

Weather appropriate clothing. Waterproofs and wellington boots in the rain and sun cream and sunhats in hot weather.

A healthy snack and a lunch if your child attends for a full day. We follow a **no nuts** policy. (see our policy)

A named water bottle to be brought to pre-school every day.



SAFEGUARDING

Everyone working with children and young people has a duty of care to keep children safe and protect them from harm. The Children Act 2004 places a responsibility for us to safeguard and promote the wellbeing of children and young people. Our comprehensive policy is available to view.

We have a duty to report any concerns to a designated member of staff and/or to the local children’s service.



SPECIAL EDUCATIONAL NEEDS

We take account of any individual needs that a child may have as part of the pre-school policy. This makes sure our provision meets the needs of each child. The setting works to the requirements of the Education Act (1993) and The Special Needs Code of Practice 0 to 25 (2014).



POLICIES AND PROCEEDURES

All of our policies are in place to provide the best possible care for your child. Copies of our policies are held in a folder in the entrance hall. Please make yourself familiar with them.

Our policies include; admissions, behaviour management, complaints, general data protection, debts, inclusions and equal opportunities, health and safety, illness and exclusion, medication, lost and uncollected children, safeguarding and child protection, special educational needs and disabilities, social media and partnership with parents. There are also a range of other policies and documentation available. Parents can see the policies at any time.



ADDITIONAL INFORMATION

Facebook – we run a secure Facebook page to provide parents with the most up to date information and events within the pre-school. Please send a friend request to ‘Quetta Park Preschool’

Social Media – as stated in our polices, it is not acceptable for staff and parents to become ‘friends’ or contact staff on personal ‘Facebook’ or any social media sites.

Parent’s board- Please check our parent’s notice boards and displays regularly. We update it regularly with current news and any dates of interest to our families.

Donation tree – As a charity run preschool, we rely heavily on donations to help with our activities. In the hallway you will find our ‘donation tree’ please take a leaf and swap it for the donation written on the leaf.