

Toye Box Early Years Centre Prospectus.



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Toye Box Early Years Centre is a registered charity (number 1146542) and part of the Aldershot Garrison Pre-school Settings.

We predominantly serve the Garrison community but do take a percentage of civilian children. The company is run by a group of trustees chaired by the Garrison commander and include parent trustees (volunteers are always welcome).

Ofsted graded us GOOD in 2016.

"Children form strong bonds with the friendly staff and they settle quickly. Children are encouraged to do things for themselves. They become confident and very independent."

"Children behave extremely well. They listen carefully, follow instructions and are kind and considerate to each other."



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 from the age of two years. We are open Monday – Friday offering the following sessions;

Morning – 8.30 am-11.30 am

Afternoon – 12.00 pm-3.00 pm

All day – 8.30 am -3.00 pm

We offer a limited number of lunch time spaces between 11.30am and 12pm for sessional care children.

Toye Box Early Years Centre consists of 4 rooms, Buzzy Bees Room, Caterpillar Room, Butterfly Room and Ladybird Room. Buzzy Bees Room caters for children aged 2-3-years. Caterpillar Room, Butterfly Room and Ladybird Room provide care and learning for pre-schoolers aged 3 and 4 years.



Our Aim is to:

- Enhance the development and education of children under school age in a parent involving, community-based group.
- Provide a safe, secure and stimulating environment.
- Work within a frame work that ensures equality of opportunity for all children and their families.

We offer your child:

- A curriculum that leads to approved learning goals for your child, as outlined in the Early Years Foundation Stage Development Matters Practice Guidance Document.
- 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 key person.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.



Our staff.

We offer a high adult child ratio which are usually 1:6 for children under 5 years and 1:4 for children under 3 years.

Our staff are dedicated practitioners who strive to encourage every child to reach their full potential.

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 relate and also receive pastoral care whilst away from the family environment. In addition, the key person is ideally positioned to tailor the group's curriculum to the unique needs of each individual child. The key person maintains links with the child's home and works with the parents through shared record keeping, ensuring that all children are supported in reaching their full potential. Staff in each of the rooms work closely together which ensures that if your child's key person is not available, they will be able to share the care and knowledge of your child.



Curriculum, planning and assessment.

At Toye Box Early Years Centre we understand that every child is unique and that they develop at their own rates in their own way. Children aged 2-3 years will develop the 3 prime areas first. As they move through to the older rooms, the prime areas will help your child develop skills in the four specific areas. Children who start at 3, will develop skills in all seven areas of learning.

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 highlight their current interests. We use these observations to plan individual activities, next steps and to track the children's progress.

We use Tapestry as our online learning journal to document children's learning and development. It allows us to work with the child's family to share information and to record the child's time at preschool and at home. Parents and carers are given individual log-in details to access their child's account. Staff are given their own secure log-in, we can then upload photos, observations and assessments. Once saved, parents will be able to view this information via the app or the Tapestry website. We encourage you to comment and add to your child's records.

We also carry out termly assessments on children's speech, language and communication development as well as two-year progress checks for the children in Buzzy Bees Room.



The role of the parent.

We recognise 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. We also offer;

- Parent meetings to discuss your child.
- Stay and play and other events.
- Time to talk at drop of and collection times.
- Opportunities for you to share your expertise and skills within the setting.

We use numerous ways to communicate with our parents including emails, Facebook, newsletters and parent notice boards as well as face to face handovers.



Activities.

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

- Funky Fingers/Feet – These are specific activities to help develop finger/feet dexterity. More essential skills needed for learning to write.
- PATHS – which stands for Promoting Alternative Thinking Strategies, it is a curriculum designed to help children become aware and manage self-control, emotional awareness and interpersonal problem-solving skills. The children refer to this as 'Twiggle time' as we use a turtle puppet called Twiggle to implement the lessons.
- Cooking – Our aim is for the children take part in a cooking activity at least once a fortnight. Not only is this a fun experience it also provides a wealth of learning opportunities.



What does our child need to bring each day?

- Appropriate clothing. We advise you to 'dress for mess' as the pre-school provides plenty of messy play opportunities and the children do at times get dirty. You can purchase our uniform via the ShopKeepEasy website (<https://shopkeepeasy.com/toye-box-early-years-centre>)
- Spare clothes, please ensure they are named. It is also helpful to supply spare shoes. If your child is potty training, please supply extra clothing.
- Weather appropriate clothing. Waterproofs and wellington boots in the rain, hats and gloves in the cold and sun cream and sunhats in hot weather.
- Nappies and wipes, and nappy cream if needed.

- A healthy snack and a lunch if your child attends a full day. Please adhere to our healthy eating policy and remember we operate a no nut policy.
- A named water bottle.



The first days.

A child who is tense or unhappy will not be able to play and learn so it is important for parents and staff to work together to help children feel confident and secure in the group. This may take longer for some children than others and parents should not feel worried if their child takes a while to settle in.

We work to the individual needs of each child as to how we settle them, working closely alongside the child and the family.

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 5 (2014).

The settings Special Educational Needs/Disability Co-ordinators (SENDCO) are: Joanne Davey and Rosie Tucker.

Safeguarding.

Everyone working with children and young people has a duty of care to keep them 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.

Staff are made aware of our responsibilities regarding Prevent Duty, FGM (female genital mutilation and CSE (child sexual exploitation.)

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

Our designated safeguarding officer is **Joanne Davey** or **Rosie Tucker** in her absence.



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, you will be given a unique reference number enabling us to claim funding for your 2-year-old. More information is available at <https://www.childcarechoices.gov.uk/>

Fees.

Our fees are currently;

2-year-old session - £16 per session for service families and £17.60 for non-service families.

Sessional fees - £4.00 per day for service families and £4.40 per day for non-service families.

Additional hours for funded 3 & 4-year-olds - £5.95 per hour for service families and £7.05 per hour for non-service families.

Fees are payable monthly in advance by Direct Debit, 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 £50.00 deposit is taken at registration and will be returned when your child leaves. (If you are claiming funded hours only no deposit is required)



Policies and procedures.

All of our policies are designed to offer the best possible experience for children and their families and to ensure your children are kept safe while in our care.

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 to see the policies at any time.

We review our policies annually and welcome comments and suggestions from parents.

A copy of our policies is available.



Additional information.

- Parking – parking in the staff car park is strictly forbidden as it does not belong to the preschool and is a safety risk as is parking along the road. You can use the car park behind Talavera School or next to Queen Mary’s Nursery.
- 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 ‘Toyebox Early Years Centre’
- Social media – as stated in our policies, it is not acceptable for staff and parents to become ‘friends’ on any social media site, or to contact each other via social media.
- Please check our parent’s notice boards and displays.