

# Tiny Tows Pre-School



c/o Towcester C of E Primary School  
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Registered Charity - 1041615

Dear Parent / Carer

We are pleased to welcome you and your child to Tiny Tows Pre-School.

We are a small, friendly Pre-School operating up to five mornings and afternoons a week with a lunch facility every day

Our morning sessions begin at 9a.m. and end at 11:30 a.m. Afternoon sessions begin at 12:30 p.m. and end at 3p.m. Lunch club is from 11.30 to 12.30 linking am and pm sessions enabling us to offer all day care from 9 to 3

We hope that your time with us will be happy. If you do have any problems or questions, please do not hesitate to talk to a member of staff we are only too happy to help if we can.

## ADMISSION

We take children from two years six months. A copy of their birth certificate is required to confirm their date of birth. We have 26 places each session and are registered to accept Government funding. We offer all three and four-year-olds, fifteen funded hours a week in accordance with government regulations. Younger children are offered a minimum of two sessions, with a possibility of more depending on the number of children we have.

## INTRODUCTORY VISIT

You and your child will be invited to come and spend some time with us to get to know the staff and environment. During the visit, any matters of individual interest or concern can be discussed. You will be required to complete registration forms. You will need to bring your child's birth certificate and a proof of your address (e.g. household bill) for us to photo copy.

## FEES

Fees at present are £3.40 per hour (£8.50 per 2.5 hours session) and £3.40 for lunch club payable in advance. Payment is due two weeks before the end of every half term. You will be given a payment slip with the amount of the fees that are due. Cheques should be made payable to 'Tiny Tows Pre-School' and all payments should be put into an envelope with your child's name on together with details of the amount enclosed and posted into the box near the door. A receipt is provided on payment. We cannot refund any fees or lunch money if your child is away for any reason, e.g. holidays or sickness. Lateness in payment could result in your child losing their place at pre-school.

## TOILET TRAINING

It would be helpful to Staff and to your child if you could put clothes on them that are easy to pull down or undo as often the children get engrossed in playing and leave going to the toilet until the last minute. Stiff buttons, dungarees, belts and zips do not help when they are in a hurry. Children are supervised at all times in the toilet.

## CLOTHING

Please do not put your child in their best clothes. We do provide aprons for messy play but accidents do still happen. We can provide a change of clothes if necessary. If your child does come home in our clothes, it would be very much appreciated if you could wash and return them as soon as possible. It is helpful if your child's clothing is named so that it can be returned if forgotten.

## SHOES

You must provide your child with soft shoes for indoors, plimsoles or slippers are ideal and, if wet, a pair of wellies for outside play. These should be named. Shoes with buckles are not allowed as these are dangerous when children use the climbing frame. Please ensure you and your child wipe your feet before entering pre-school as the playground can become muddy in wet weather.

## COLLECTION OF CHILDREN

Please tell us if someone other than yourself who is not known to us will be collecting your child. We cannot let a child go with any person unknown to us without prior permission. We require you to fill in a form giving this permission. Please be punctual as children quickly become upset if they have to wait. Our insurance policy does not allow us to take responsibility for children before or after the duration of the session .

## BIRTHDAYS

If you wish to bring an extra special treat for your child to share on their birthday, the staff will be happy to share them out.

## DRINKS

Milk, water and a healthy snack are provided at every session. If your child prefers to drink something other than milk or water then we are happy for you to send an alternative in a named and sealed container.

## LUNCH CLUB

Children require a healthy packed lunch with grapes and cherry tomatoes cut in half to avoid choking. Please no sweets, chocolate bars or peanuts! We do not have refrigerated storage for lunch boxes so ice packs are a good idea.

## GATES

Please make sure you shut all gates behind you to ensure safety. Gates are locked during session times. Should you need to gain access please phone us or ask in school reception, and they will phone us.

## MEDICAL FORM

You will be asked to fill in a medical form on your child's first visit which is required for our records. We would appreciate promptness in filling it in and handing to the Supervisor concerned. If any changes in the circumstances occur at a later date please inform the Supervisor. All information given to us is treated as confidential.

## MEDICAL POINTS

Should your child become unwell during the course of a session, we will contact you to come and collect your child. If your child has an accident at pre-school, it will be dealt with by the Staff and details will be entered into the Accident Book as required by the Childrens Act and you will be asked to sign the form.

### Sickness / Diarrhoea

Please allow at least 48 hours after sickness or diarrhoea has occurred before bringing your child to pre-school.

### Conjunctivitis

This is highly infectious and children will not be allowed to attend pre-school until it has cleared up.

### Infectious diseases (measles, chickenpox etc)

For these and other childhood illnesses, please do not send your child to pre-school until the child is no longer infectious and is well enough to cope with a complete session.

### KEY PERSON SYSTEM

Every child is assigned a member of staff who is referred to as their key person. The key person is responsible for recording your child's progression and achievements while they are at Pre-School. These records are recorded along with photographs, paintings, drawings etc. in a book known as 'Individual Learning Records'. This will be yours to keep at the end of your child's time with us.

### PARENT'S / CARERS MEETINGS.

We hold parent's/carers meetings once a year during the spring term where you are given an appointment to talk to your child's key person about their progress and development at Pre-School. You are of course most welcome to speak to any member of staff at any time should you have any concerns about your child.

### P.S.L.A.

We are a member of the Pre-School Learning Alliance and we are insured through them. We abide by the Childcare Act 2006 which states that all Pre-Schools must be registered with OFSTED and comply with the Early Years Foundation Stage standards. We are inspected by OFSTED and are currently in receipt of a very good OFSTED report. All Supervisors have a Diploma in Pre-School Practice and are trained to give First Aid.

All staff attend training courses to keep up to date on new procedures.

## PARENTS/CARERS HELP

Sometimes we require your help in saving household boxes e.g. yoghurt pots, kitchen roll centres etc. for various craft activities. We usually put a notice on the door or send a letter out. We are always grateful for paper, card or anything you think we may be able to use. If in doubt, please ask a member of staff.

Maybe you have special interest or skill that you would like to share with us at Pre-School for the benefit of the children. We appreciate that as parents/carers, you are your child's first educator and will have formed a close bond and therefore be sensitive to their needs. By encouraging adult involvement, the Pre-School is enriched by the knowledge and expertise you provide to support the curriculum and this in turn has a positive effect on the educational development of your children.

## COMMITTEE

**Tiny Tows is a registered charity and therefore we require a committee in order to operate.**

We appreciate that many parents/carers have busy lives but without your help and support the Pre-school can not continue. The Committee consists of a Chairperson, Secretary and Treasurer plus a maximum of nine other Committee Members. The Committee is elected at an AGM, which is held at the end of September every year. The more help that is available, the easier it is for everyone concerned. Fund raising and committee work can be fun, being part of the Committee enables you to help in the important decision making which affects your child.

All are welcome to attend Committee Meetings even if not elected to the Committee.

## FUND RAISING

Government funding and the fees charged only cover the costs of staff wages, rent, telephone bill, snacks and basic equipment. All other expenditure i.e. toys, craft materials, paint, paper, organised visits, etc., have to be paid for by fund raising activities. Throughout the year, the committee organises many events in order to maintain our high standards. You are encouraged to join the

committee and help at these events e.g. jumble sales, coffee mornings, bingo, sponsored events etc.

## POLICIES

We have a separate folder containing all our policies. We comply by the policies at all times to ensure that the service provided by us is of high quality and a beneficial and enjoyable experience for everyone. A member of staff will show these to you when you come to pre-school for a visit.

## FIRE DRILL

A Fire Drill is practised in regularly with all the school and a record of this is kept in the Operational Plan.

## EARLY YEARS FOUNDATION STAGE

***Tiny Tows follows the curriculum for the foundation stage as set out by the Qualifications and Curriculum Authority and the Department of Education and Skills. To provide interesting activities that are achievable for all children depending on their age and stage of development our planning is based on the six areas of learning:***

## PERSONAL, SOCIAL and EMOTIONAL DEVELOPMENT.

This area of children's development covers:

- ? Establishing relationships and friendships with other people, both children and adults taking into account differences and different needs and expectations.
- ? Having confidence in themselves and in their abilities to do things, and valuing their own achievements.
- ? Having a positive approach to learning and to finding out about the world around them.
- ? Becoming aware of the rules which we all need to help us to look after ourselves, other people and the environment.
- ? Being able to attend to their personal hygiene and to change their own clothes.

- ? We provide positive images in books and displays to challenge children's thinking and help them to embrace difference in gender, ethnicity, religion, special educational needs and disabilities.
- ? To respect other peoples and to be respected in return.
- ?

? COMMUNICATION, LANGUAGE & LITERACY.

This area of children's development covers:

- ? Being able to use conversation on a one to one basis, in small and large groups and to be able to listen to others.
- ? Adding to their vocabulary by learning the meaning of and being able to use new words.
- ? Being able to use words to describe their experiences.
- ? Getting to know the sounds and letters which make up the words we use.
- ? Listening to and talking about stories.
- ? Knowing how to handle books correctly and knowing they are a source of stories and information.
- ? Knowing the purpose for which we use writing and making their own attempts at writing.
- ? Opportunities for children who use alternative communication system such as sign language, lip reading etc.

PROBLEM SOLVING, REASONING AND NUMERACY

This area of children's development covers:

- ? Building up ideas about how many, how much, how far and how big.
- ? Understanding about patterns, shapes, position and the amount of space taken up by an object.
- ? Beginning to understand that numbers help us to answer questions about how many, how much, how far and how big.
- ? Building up ideas about how to use counting to find out how many.
- ? Being introduced to finding the result of adding more or taking away from the amount we already have.

## KNOWLEDGE & UNDERSTANDING OF THE WORLD.

In this area of learning, children are developing knowledge, skills and understanding that help them to make sense of the world. This area of children's development covers science, design and technology, history, geography, and information and communication technology.

- ? Finding out about the natural world and how it works.
- ? Finding out about the made world and how it works.
- ? Learning how to choose and use the right tool for a task.
- ? Learning about computers and how to use them.
- ? Starting to put together ideas about the past and the present and the links between them.
- ? Beginning to learn about their locality and its special features.
- ? Learning about their own and other cultures

## PHYSICAL DEVELOPMENT.

This area enables children to feel the benefits of being healthy and active and gives a positive sense of well-being. This area of children's development covers:

- ? Gaining control over the large movements which we can make with our bodies, including skills of co-ordination.
- ? Gaining control over the small movements we can make with our arms, wrists and hands, so that they can pick up, use and manipulate objects, tools and materials.
- ? Learning about the importance of their bodies and how to look after the body.

## CREATIVE DEVELOPMENT

This area of development covers:

- ? Providing a stimulating environment in which creativity, originality and expressiveness are valued.
- ? A wide range of activities using paint, music, dance, words, stories and role play to express their ideas and feelings.
- ? Sufficient time for children to explore, develop and extend their ideas using their senses.

## AIMS AND PRINCIPLES OF OUR PRE-SCHOOL.

Each child and adult is treated as an individual -  
*Our group has an equality and diversity policy.*

Our group operates in safe, healthy and secure premises -  
*Our group is situated in a classroom in Towcester C of E Primary School. All safety precautions are taken; e.g. safety glass, electrical socket covers, and child size furniture. Children do not leave the room without an adult.*

We encourage positive behaviour, social interaction and respect for others-  
*We have a behaviour management policy and children are taught appropriate behaviour. They are encouraged to respect each other and share things.*

Parental/carer involvement is encouraged -  
*Parents/carers are encouraged to help at pre-school and come onto our committee; they receive regular newsletters informing them of forthcoming events and news.*

We promote the Early Learning Goals within the group -  
*The foundation stage curriculum is organised into six areas of learning, referred to as the 'Early Learning Goals'. These provide the basis for planning our activities.*

We bring children together to learn through play -  
*Children are encouraged to experience a wide range of activities and the prime motivation for learning is from the pleasure they gain from the play situations they experience.*

Provide new experiences -  
*We provide a variety of activities and experiences, avoid repetition, make effective use of equipment and provide a balance between adult led and free flow play*

We believe in keeping our group of a manageable size and have a high adult to child ratio -  
*We take a maximum of twenty six children in one session and our ratio is 5:1.*

We help to promote and encourage the skills of every child -

*Each child's needs are taken into account and their individual skills encouraged. Our crafts and activities are accessible to all children and allow for progression.*

We ensure equal opportunities for all children and adults -

*We have an equality and diversity policy. We treat every child and adult as an individual and respect their needs. Children need a safe predictable environment where they can explore and enjoy stimulating activities.*

## STAFF MEMBERS

Sandra Johnson, DPP Level 3, First Aid (Supervisor)  
Charmaine Runnacles, DPP Level 3, First Aid (Supervisor)  
Lisa Skey, NNEB, First Aid (Assistant)  
Lisa Makepeace, DPP Level 3, First Aid (Assistant)  
Yvonne Weatherhead, DPP Level 3, First Aid (Assistant)  
Michelle Doran (Assistant)  
Zoe Wade (Assistant)  
Leslie Sarson (Lunch club Assistant)  
Vivienne Cowley (Administrator)

We hope this booklet has answered many of your questions and given you some idea of how our Pre-school works.

Please read our notice board and look in your child's 'busy box' for letters regularly, as staff and committee members do not always have time to tell everyone everything.

## CHILD'S PLAY

Oh! What a busy morning, I've been playing with the dough,  
and, with a little help, upon a card I learned to sew.  
I helped my friend 'Nurse Sarah', to perform an operation,  
Then fixed the track together for my train, and built a station.  
I popped inside the 'Home Corner' to make a cup of tea,  
And stood beside the cooker making lunch for twenty-three.  
I completed three whole jigsaws, and played a new board game,  
And had a turn upon the slide and on the climbing frame.  
I handed out the toast at 'milk and snack' time,  
Then listened to a story and sang a nursery rhyme.  
But now the morning is over, and the mummies are all waiting,  
I hope my mummy doesn't say,

"I wish you'd done a painting!"

UPDATED JUNE 2011