



Welcome

Grove Road Pre-school, formerly Grove Nursery Group was opened in September 1992, as a Community Pre-school, and is set within the grounds of Grove Wood Primary School, formerly Grove School. We moved into a new purpose built premises in 2011.

Our pre-school is registered with the local Early Years Development and Childcare Partnership and Early Years Alliance. Our membership to these enables us to keep in line with new developments.

We are regularly inspected by Ofsted and copies of the reports can be seen at the Pre-School, on our website or on the Ofsted website. Our last inspection in January 2020 graded us as good.

We have a registered charitable status.

We provide care and education for young children between the ages of two and a half years and five years.

The times we are open are:

Morning session - 8.25am – 11.25am

Afternoon session - 11.55pm – 2.55pm

Friday session – 8.25am – 2.55pm

(Please arrive 5 minutes prior to the start and finish of sessions)



We aim to ensure every child in the community feels equally welcomed, valued and respected.

Our setting aims to:

- Provide high quality care and education for children primarily below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service that promoted equality and values diversity



Parents

In community-based settings that are members of the Early Years Alliance, whether sessional settings or full day care nurseries, all parents are regarded as members who have full participatory rights.

These include a right to be:

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



Our aims

We also depend on the good will of parents and their involvement to keep going. Membership of the setting also carries expectations on parents for their support and commitment. This is the basis of the 'mutuality' that characterises a Early Years Alliance member setting.

At Grove Road Pre-school, we work closely with parents and carers. We recognise the important role parents play in the education of their child and develop an open relationship to enable us to work together effectively.

Our staff are always available to discuss any matters with you concerning your child.

We will keep you informed of specific activities and topics we will be covering with the children via the Our Schools app. This will also be used to send letters, news, events, dates and any other important information regarding the pre-school, along with updates to our Facebook page.

We welcome your comments or any feedback you may have.

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given care and attention, with a generous ratio of qualified staff to children, as well as volunteer parent helpers
- has the chance to join 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
- is in a setting in which parents help to shape the service it offers



Development & Learning

Children's development and learning

The provision for children's development and learning is guided by one framework, The Early Years Foundation Stage (EYFS).

The principles which guide the work of all early years practitioners are grouped into four themes:

A Unique Child – every child is a competent learner from birth who can be resilient, capable and self-assured.

- Child Development
- Inclusive Practice
- Keeping Safe
- Health & Well-being

Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents and /or a key person.

- Respecting Each Other
- Parents as Partners
- Supporting Learning
- Key Person

Enabling Environments – the environment plays a key role in supporting and extending children's development and learning.

- Observation, Assessment and Planning
- Supporting Every Child
- The Learning Environment
- The Wider Context

Learning and Development – children develop and learning different ways and at different rates and all learning and development are equally important and inter-connected.

- Play & Exploration
- Active Learning
- Creativity & Critical Thinking
- Areas of Learning & Development

The staff that work at our setting are:		
Jackie Standen	Pre-school Manager/SENCO	CACHE Level 3 Years Educator Diploma, Ofsted Nominated Person, Behaviour Management, Qualified First Aider.
Anne May	Pre-school Manager/SENCO	Level 3 Diploma in Early Years, Foundation Degree Level 4 & 5 in Early Years, BA Hons. D.D.P Early Years Child Care & Education, Safeguarding Level 3, Qualified First Aider.
Lynn Gribble	Pre-school Deputy Manager	NVQ Level 3 Children's Care, Learning and Development, Childcare Protection Co-ordinator, Safeguarding Officer, Qualified First Aider.
Claire Rodgers	Pre-school Administrator	ENCO, NVQ Level 3 in Business Administration, Ofsted Nominated Person, Qualified First Aider.
Nicki Sharp	Pre-school Practitioner	Introduction to EYFS, Qualified First Aider.
Michelle Scholtka	Pre-school Practitioner	BTEC National Diploma in Nursery Nursing, British Sign Language Level 1 & 2, Qualified First Aider.
Kerrice MacMahon	Pre-school Practitioner	CACHE Level 3 Early Years Educator Diploma, NCFE CACHE Level 2 in Understanding Autism, NCFE CACHE Level 2 in Supporting Individuals with Learning Disabilities, Qualified First Aider.
Lynsey Whitham	Pre-school Practitioner	Introduction to EYFS, NVQ Level 2 in Business Administration, Qualified First Aider.
Stacy Chaplin	Pre-school Practitioner	NNEB Diploma in Nursery Nursing
Sarah Grainger	Relief Team	

(staff list correct at time of going to press)

Our staff

Prior to commencing employment with the pre-school, all staff are required to complete an enhanced DBS check which ensures they are eligible to care and work with children.

All our staff are qualified and experienced and put the welfare and happiness of the children as a paramount duty.

A continued programme of training takes place to improve their skills and to ensure staff are kept up-to-date with new initiatives, regulations and procedures.

We have a qualified first aid representative available at all times, should the need arise.

The majority of our staff have been at the pre-school for a number of years and some from its initial opening.

Student Placement

We recognise that the quality and variety of work which goes on in a pre-school makes it an ideal place for students on placement.

In co-operation with educational providers, we welcome students

into the pre-school on the following conditions:

The needs of the children are paramount. Students will not be admitted in numbers, which hinder the essential work of the pre-school. Students must be engaged in bona fide training or under a work experience scheme.

Any information gained by the students about the children, families or other adults in the pre-school must remain confidential.

Unless registered as fit persons, students will have restricted access to children.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

The setting also keeps itself up-to-date with best practice in early years care and education through the Early Years Alliance's magazine 'Under Five' and publications produced by the



Early Years Alliance and Ofsted. The current copy of Under Five is available for you to read.

How parents take part in the setting

As a member of the Early Years Alliance, our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the setting 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
- sharing their own special interests with the children
- helping to look after the equipment and materials used in the children's play activities
- taking part in events provided by the setting
- joining in community activities in which the setting takes part
- building friendships with other parents in the setting
- ensuring your child arrives on time, ready for the start of the session



Key persons and your child

Our setting has a key person system. The key person is the special member of staff who gets to know you and your child and who welcomes you and your child into the pre-school. The key person will never replace the parent, but will be an extra special adult for your child.

We believe that this essential attachment should be planned for and encouraged. As your child gains confidence, she or he will move happily away from the key person and start to get to know other staff at the pre-school. But the key person is still there, for you and your child, as a special person who gets to know you and who is there whenever she is needed. When your child first starts at the setting, she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from the setting's activities.

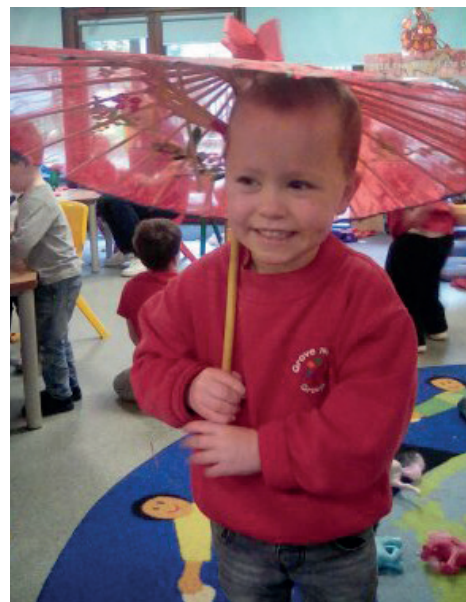
The Key person will complete your child's observations, learning journeys and next steps. You can access your child's learning journeys whenever you wish.

Key persons

Online Learning Journal

The setting uses an online learning journal for each child via Tapestry. Staff and parents working together on their children's learning journal is one of the ways in which the key person and parents work in partnership. Your child's learning journal 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. We will aim for you to receive a weekly notification via Tapestry on your child's progress and what they have done at pre-school that week.

Your child's key person will work with you to keep this record. To do this you and she 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 help your child to move on to the next stage.



Timetable & routine

The session

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 session/day in the 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**
- **provide children with opportunities to learn and help them to value learning**

A breakdown of a daily timetable is provided on the opposite page

The Session

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. 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 help 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 playrooms.

Snacks

Please ensure your child brings a named water bottle into pre-school for every session (no squash, fruit juice or fizzy drinks). This is available to them throughout the whole session and will be refilled if required. We offer a range of healthy and nutritious snacks for each session. This provides the children with a social environment where they can sit with their classmates and enjoy a variety of foods.

Please make us aware of any dietary needs/allergies your child may have and we will ensure that these are met.

***A voluntary contribution is requested towards snacks or one off activities.**



Morning Session: 8.25am - 11.25am

Afternoon Session: 11.55pm - 2.55pm

Would you please arrive at the pre-school gate 5 minutes prior to the start and finish of each session. For security, the gate will remain locked until the start of session. It is important for children to arrive on time for the start of each session to enable them to be settled and involved in the school routine. This is an important part of their development.

Daily Timetable

Start of session - 8.25am / 11.55pm

The manager/deputy, along with two other members of staff will greet the children and parents at the green gate. The children will be "ticked in" and make their way to the pre-school lobby.

The children will be greeted by additional members of staff where they will help hang their coats and bags on their named peg and put their water bottle on the trolley.

The children wash and sanitise their hands and take a cushion ready to start the register.

The children then sit with the staff for the register and to find out the topics and activities in the session.

The children have access to both an indoor and outdoor classroom during the session, which allows the children to take part in all areas covered by the EYFS.

Free play. We have 5 tables set up each day with various activities: i.e. creative table, playdough, construction etc. One table is left for the children's choice of activity.

We also have a quiet book corner and a role play area that can be set up as: a shop, restaurant, doctors etc.

Physical play is either in our outside or inside classroom where we will set up various activities.

Mid session

Tidy up time.
Snack time.
Story time.

11.25am / 2.55pm - End of session

The children are called up in small groups to collect their bags and coats. Once all children are ready to go home, staff, led by the manager/deputy in charge, will bring them down to the gate where the children will be collected by their parent/carer.

If you have any concerns and wish to talk to the manager/deputy/key person, please contact the pre-school office to arrange a suitable time.



Friday Timetable

Fridays are offered as an all-day session which includes lunch club.

As the spaces are limited for Friday sessions, our policy is that these sessions will be offered to our existing children, completing their second year with us. If all spaces are not allocated, these will then be offered to children on our waiting list, following our new intake procedure.

The cost of Lunch club will be £2.50 per session, paid half termly in advance. Parents / carers will need to provide a suitable packed lunch.

Morning sessions will run as normal with the exception of a rolling snack.

Afternoon sessions will start with a quiet activity, such as reading a book or a puzzle, and then the children will be able to access other activities.





Our policies

Policies and procedures

A full copy of the setting's policies and procedures can be accessed via the pre-school website.

The setting's policies help us to make sure that the service provided by the 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.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the regular reviews of the policies. These reviews help us to make sure that the policies are enabling the setting to provide a quality service for its members and the local

community. Policies and procedures are therefore subject to necessary changes throughout the year.

You will be required to complete an Admissions Form and sign our Terms and Conditions prior to your child starting.

Fees and funding

Fees are payable in advance, half termly, by direct debit, cash or cheque. Fees must still be paid if children are absent without notice for a short period of time.

For your child to keep her/his place at the setting, you must pay the fees by the dates as stated.

We are in receipt of free early education funding for three and four year olds; where funding is not received, then fees will apply. The Local Authority funding is currently provided for each child the term after their 3rd birthday.

We are also able to accept the two year old funding for those children who qualify.

Please contact us for information regarding fees or funding.

Special needs

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

The setting works to the requirements of The Special Educational Needs Code of Practice 2014.

For more information please see the Local Offer tab on our website or contact the pre-school directly.

At Grove Road Pre-school we have a Special Educational Needs Co-ordinator, who will be happy to speak to you, should the need arise.

We also have a good working relationship with a variety of health and educational professionals, who are happy to assist where necessary.

The management of our setting

A parent committee - whose members are elected by the parents of the children who attend the setting - liaise closely with senior staff to manage the setting. The elections take place at our Annual General Meeting held in October. We welcome new parents with fresh ideas to join the committee each year.

As a parent you can get involved with your child's pre-school by supporting the Grove Road Pre-school Committee.

Not everyone will join the committee, but support is needed from all parents for the continued success of the pre-school and to enable us to give the best provision for your child.

This is a wonderful opportunity for you to feel a part of your child's pre-school.

The committee, with your support, works continuously to raise funds to enable us to have new/replacement equipment for the children.



Our committee

The committee can also order T-shirts and sweatshirts with the Grove Road Pre-school logo. These enable the children to be involved in creative play without causing concern about getting too messy - there is a separate order form available for these. Children are also encouraged to wear aprons, which are supplied by the pre-school.

We do endeavour to protect your child's clothing where possible, but the pre-school cannot be held responsible for any damage caused to clothing whilst your child is attending our pre-school.

If you have any questions about the committee or wish to find out more about the committee posts available please do not hesitate to ask.

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



first days



Starting at our setting

To help your child at Grove Road Pre-school we invite all children and parents/carers to visit us prior to joining. This gives you the opportunity to ask any questions you may have and you can spend some time with your child in the new surroundings.

It also allows us to tell you about the pre-school in more detail. You will also have the opportunity to meet the staff

The first days

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 into the setting.

Please provide your child with a **small bag** containing a **water bottle**, change of **clothes** and a **spare pair of indoor shoes**, all of which should be **clearly named**.

All children have named coat pegs where they can leave their coat and bag in the cloak room area.

An unsettled child may find pre-school emotionally challenging and so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the setting.

When on site we ask you to consider the children working in the adjacent school classrooms, and therefore

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes, which are easily washable and not too new.

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

please ensure your children remain with you at all times. Bikes and scooters are not to be ridden whilst on the school premises.

For your child's safety, please do not allow any children to climb or use pre-school equipment whilst waiting for your child.

off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this.

It is advisable to dress your children in jogging bottoms / leggings that they find easy to pull up and down when going to the toilet.

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. The staff are always ready and willing to talk with you about your ideas, views or questions.



Admissions

Admissions

It is the pre-school's intention to make the group accessible to all children and families from the local community. We accept registration along with a non-refundable registration fee once the child reaches 18 months of age.

You are welcome to visit the pre-school with prior notice if possible.

We arrange our waiting list as fairly as possible.

We also express to future parents or carers who wish to register their child, that although we are registered to accept children at the age of two and a half we can only offer this if there is a place available. We cannot guarantee a place but will endeavour to do so. We receive Government funding from the term after your child's third birthday.

Absences due to sickness and holidays must still be paid for.

If Grove Wood Primary School has to close for any reason, i.e. inclement weather, the pre-school may have to close. No refunds will be given.

Medicines should only be taken to a setting when this is essential and Grove Road Pre-school should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.

The parent must fully inform the pre-school manager as to the reason and need of any medication required by a child and provide details about any changes to the prescription or the support required.

If the administration of the prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Prior written permission must be obtained for each and every medicine from parents before any medication is given. It must be provided in detail giving precise instructions with regards to time, quantity and how it should be given.

These instructions must be kept available in the register for access by the manager in charge. Confidentiality must be acknowledged.

The manager in charge should administer the medicine. Other staff should not administer any medication unless directed by the pre-school manager in an emergency.

The parent must be informed when medication is given and a written record should be kept for audit and safety purposes.

Medication must be kept in a lockable box (except where storage in a fridge is required) out of reach of other children. Only named individuals should have access.

Medication must not be kept in the first aid box.

Please ensure that you apply any necessary sun lotions/creams prior to your child arriving at pre-school.

Sickness

May we remind you to keep your child at home for a full 48-hour clear period if suffering from sickness and/or diarrhoea, as this can spread throughout the pre-school quickly.

Please advise the manager if your child comes into contact with any of the childhood illnesses so that we may pass on the advice to other parents.

You may be asked to take your child home if the manager in charge considers that any of the other children are at risk from an illness your child could pass on.

Should you or your child/children unfortunately have head lice or threadworms please inform the manager immediately, action can then be taken to ensure the necessary hygiene steps are taken. Please do not feel embarrassed, anyone can pick them up. Further advice can be given by the manager or by contacting your local clinic.

If your child becomes ill we will take every step possible too contact parent/carers, failing that the next of kin. But if this is not possible we will take responsibly measures to care for the child. We will expect parents to cooperate with us by not bringing children to the pre-school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.

If a child has sustained a broken or fractured limb we require the child to be kept away from the pre-school for a two-week period following hospital treatment (or longer if it is felt necessary for the safety of the child).

On return to pre-school we will require consent that you accept responsibility if further damage is caused to the injured limb.

Asthma

From our admission forms we notice more and more children appear to suffer from asthma.

We have clear guidelines in place and every parent/carer of a child suffering from asthma will be given a copy of the guidelines to ensure that we work together for the benefit of the child.

Health

Communicable Diseases

Notice to parents: Your child should not attend pre-school if they are suffering from any of the following. Our recommended minimum exclusion days are:

CHICKEN POX

Until all scabs are dry, usually 10 days after the appearance of the rash.

CONJUNCTIVITIS

Until infection has cleared, or 24 hours if antibiotic drops are applied.

CORONAVIRUS (COVID-19)

Should your child or anyone within your household/bubble display any symptoms, please notify the pre-school immediately for the latest guidance.

DIARRHOEA

For 48 hours after symptoms have cleared and well enough to return.

SCARLET FEVER

Minimum of 24 hours after antibiotic treatment. If antibiotics are not being taken, until the fever has gone.

RUBELLA (GERMAN MEASLES)

Minimum of 5 days after rash appears.

HAND, FOOT AND MOUTH

For 24 hours after symptoms have appeared and well enough to return.

HEAD LICE

When treatment has been carried out successfully. Please inform a manager immediately.

IMPETIGO

Until spots have healed, following treatment of at least 5 days.

MEASLES

For a minimum of 5 days after onset of rash.

VOMITING

For 48 hours after symptoms have cleared and well enough to return.

SLAPPED CHEEK

As this illness can pose a threat to pregnant women in particular, we would ask that parents obtain a medical diagnosis if their children are unwell or have a rash.

If you think your child may have slapped cheek we would ask that you keep them at home for monitoring for 24 hours, to ensure they do not develop the rash. If they do develop a rash, we ask that you keep them at home for 24 hours after it appears, to ensure they are no longer infectious when they return to pre-school.

A TEMPERATURE

Until temperature is normal for 24 hours or on the advise of a doctor.

You do not usually need to exclude your child for colds and coughs unless they are severe or if the child appears distressed.

Only medication that has been prescribed by a doctor and has the child's name on it will be given by a member of staff. This also includes over the counter medicines.

Please do not hesitate to ask if you require any further information.

Information source: NHS June 2022

Necessary Guidelines

Please take the time to read the following details as they form part of the conditions of acceptance.

We would like to thank you in advance for your co-operation and support in these detailed but necessary arrangements.

Grove Road Pre-school use the grounds of Grove Wood Primary School and we are bound by the school's requirements. We have an excellent working relationship with the school and both wish and need for this to continue.

We must consider the safety of all children. Please do not wander around the school premises without permission.

As we are within the school grounds we would be grateful for your consideration at all times regarding noise and disturbance. Please do not allow your children to run, shout or disturb the school whilst arriving or leaving pre-school. They must stay with you and must not enter the pre-school premises without their parent/carer. Your co-operation in this would be gratefully appreciated.

School Security

We ask that you do not enter the pre-school grounds without a member of staff to escort you.

You will be asked to provide us with the details of all people who you authorise to collect your child. We will not release your child to anyone else. If you need to add someone to your authorised list please inform a member of staff as soon as possible.

If you are going to be late collecting your child please contact the pre-school as soon as possible. If a child is not collected at the end of a session the staff will make every effort to contact the authorised people

to make arrangements for the child to be collected. If the child has not been collected after one hour staff will contact our local authority children's social services care team. Depending on circumstances we reserve the right the charge parents for the additional hours worked by our staff. However, if the child is persistently collected after sessions are finished you will be invoiced for the staff's time.

If you arrive after the gates have been closed please contact the pre-school via the intercom at the security gate or telephone us directly.

General information

This forms part of the agreement made with Grove Wood Primary School and is of paramount importance. The benefit of our close relationship with Grove Wood Primary School enables

your child a smooth transition from pre-school into school. It is made easier for the children to take that next step with the continued liaison and support from the lower school.

May we also take this opportunity to remind you that as a member of the pre-school this does not entitle you to a place at Grove Wood Primary School. You will need to register directly with the local authority.



General Information/reminders

During your child's time at Grove Road Pre-school a confidential profile will be kept on your child. It may be necessary to take photographs of children to help with staff training and photographic records for Ofsted reports. If you wish for your child not to appear in these photographs please let us know. You may see your child's profile at any time.

‘What did you do at pre-school today?’

Well, I sat at the dough table and rolled the dough in my hands. Lucy said hers was a snake but mine, mine was a worm. The lady talked about long ones and short ones, and medium sized ones, and Sarah rolled her dough so long it went right over the edge of the table. (And nobody said “what are you going to make – a cake would be nice”)

Yes, but then what did you do?

I played on the climbing frame and do you know I can jump off the very top step.

Yes, but did you do anything today?

Sarah and me went to the paint table. It was lovely, all gooey and slippery on our hands. We made lots of patterns with our fingers and elbows. Sarah had yellow paint and I had red and Mummy, do you know what, if you mix red paint and yellow paint together it goes ORANGE! (And nobody said “what a mess you’ve made”).

Yes, but what else have you done?

At snack time a big boy pushed me over and I bumped my head. The lady picked me up and made it better, and the boy said “sorry”.

And then did you do anything?

The lady sang a new song and I can remember it, it was about our fingers, thumbs and toes.

But, did you do anything today?

I made lovely trail patterns in the sand, and then Sarah and me had a race to see who could put the sand in the sand-wheel quickest.

So, what did you do at School today?

We sang ‘Happy Birthday’ to Nicholas and then the lady read us a story.

But, did you do anything today?

Yes, when the lady said “it’s time to tidy up” I quickly painted you a picture ‘cos I knew you’d say ‘What did you do at pre-school today?’



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We would like to thank the following for their continued support and involvement with Grove Road Pre-school:

Grove Wood Primary School

Essex Fire Services

Grove Wood Primary School
Road Safety Patrol Officer

Rayleigh Library

Echo Newspapers

Northsouth Design

Tempest Photography

Billericay Web Services

Jack of All Sports