

PARKSIDE PRE-SCHOOL

82 Peel Close
Chingford
London E4 6XQ
Telephone: 02036097557
Mobile: 07904060338

parksidepreschoole4@gmail.com

Website: [Parkside Pre-school \(parkside-preschool.com\)](http://parkside-preschool.com)



Information Booklet

“Parkside Pre-school aims to work in partnership with parents/carers to provide affordable, enjoyable, purposeful play that encourages learning and development, for two to five year olds, in an atmosphere which is fun, safe and relaxed.”

Revised February 2023

WELCOME TO PARKSIDE PRE-SCHOOL

Bienvenue

velkommen

Boa vinda

歡迎

Υποδοχή

Willkommen

Benvenuto

Добро пожаловать

Recepción

Powitaíne

Dobrodošao

Hoş geldiniz

رحب.

dobrodošli na

bienvenida

Het welkom

Приветствовать

Mottakelse

ようこそ

Chroesawa

Bun venit

mile widziany

velkommin

szivesen lát

meilínen

aoi a bhfuil fáilte roimhe

SESSIONS: 9.00am - 12.00pm Monday – Friday.
Afternoon sessions are available from 12.30pm to 3.15pm (Please speak to Pre-School Manager about availability).
Lunch Club is available on request for morning and full day children.

CONTACT NO: 020 3609 7557 / 07904060338

FEES PAYABLE: For children who are not in receipt of Government funding, the Pre-school charges £18 for a morning session and £16.50 for an afternoon session

The term after your child turns 3, she or he will be eligible for five sessions (15 hours per week) fully funded through the Free Early Education Entitlement with some children of working parents being eligible for 30 hours (check eligibility for this and other help including Tax-free Childcare on [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)); some two-year-olds will also be eligible for funding and details can be found here [Free Early Education for two year olds | London Borough of Waltham Forest](#) . You can check your eligibility and obtain a funding code on the Borough's Parent Portal at [Early Years \(servelec-synergy.com\)](#)

For fee-paying children, the Pre-school requires an advance payment equivalent to one week's fees to secure your child's place. This will be immediately offset against your first week's fees. Once a start date is fixed between you and the Pre-school you are agreeing to pay fees from that date.

Fees are due at the beginning of each half-term for the full half-term ahead. Alternative arrangements are possible if you speak to a member of staff. Payment by cheque, or direct into our bank account, for the whole period is preferable. We are also happy to accept childcare vouchers. Fees are payable during sickness and during any extra holidays you may choose to take. Written notice of 2 weeks is required if you wish your child to leave the Pre-School, otherwise the 2 weeks following your child's leaving date will have to be paid for.

If fees are not paid this may result in your child losing their place. Funded children could also lose their place due to prolonged absences, so it is important to talk to us in advance.

How do I know the Pre-School is properly run?

Parkside Pre-School has an excellent reputation. Our membership of the Early Years Alliance ensures we are constantly in touch with new thinking in the fields of education and care.

We are regularly inspected by Ofsted (Office for Standards in Education) and our last inspection in February 2020 rated us as "Good". A copy of the report is held on the premises for you to view or is available online at [Ofsted | Parkside Pre-School \(URN 146927\)](#).

Why choose Parkside Pre-School for your child?

Because:

- We are located in modern fully accessible premises within Parkside Primary School with our own entrance and a suite of purpose-built rooms for our exclusive use. We benefit from having an excellent outdoor play area, designed for under-fives. We are two minutes from Ridgeway Park allowing us to easily make use of this extra facility. Additionally, we enjoy having an excellent kitchen.

- We recognise that parents/carers are the first and most important educators of their child. The Pre-School aims to work in partnership with you in caring for and educating your child.

- We aim to provide high quality childcare in a safe, secure, and stimulating environment, free from prejudice or discrimination, in which your children have the opportunity to discover and to explore the world around them and to learn from these experiences. We seek to match what your children experience at the Pre-School to their individual, specific needs.

- We endeavour to provide a non-discriminatory, non-racist, non-sexist environment for both children and adults. We respect and acknowledge different cultures, religions, customs and abilities. We believe that anyone who wishes to work or volunteer in the Pre-School should have an equal opportunity to do so.

How does the Pre-School operate?

Personnel and Organisation

Debbie Murphy	Pre-school Manager/ SENCO/Deputy Safeguarding Lead/First Aider	BA (Hons) in Early Years Education
Sem Karamehmet	Deputy Manager/Designated Safeguarding Lead/ Whistleblowing Officer/First Aider	PSLA Diploma
Irene Coppeard	Deputy Manager/ SENCO/2yr-old Lead/ First Aider	BA (Hons) in Early Years Education
Jackie Browne	Pre-school Practitioner (Key Person)/Health & Safety Officer /Deputy Safeguarding Lead/2yr-old Lead/First Aider	Cache Level 3
Dzulietta Constantinou	Pre-school Practitioner (Key Person)/Deputy Health & Safety Officer/Environmental Officer/First Aider	City & Guilds Level 3
Oya Salih	Pre-school Practitioner (Key Person)/ Equality & Diversity Officer/First Aider	Cache Level 3
Heather Foster	Pre-school Practitioner/ICT Co- ordinator/First Aider	Cache Level 3
Zainab Sameen	Casual Pre-school Practitioner/ First Aider	Cache Level 3
Jean Clavey	Administrator/ Data Protection Officer	BA(Econ)Hon
Mandy Hooker	Administrative Assistant/Casual Pre- school Practitioner/First Aider	Cache Level 3
Michelle Levatori	Casual Pre-School Practitioner	Cache Level 3
Denise Faulkner	Casual Pre-School Assistant	

All staff have had Disclosure & Barring Service clearance and most have many years of experience working in childcare. We encourage all staff to keep up to date with current best practice by undertaking courses run by London Borough of Waltham Forest Early Years, Waltham Forest Safeguarding Children Board, Early Years Alliance - Educare, and other bodies.

The ratio of adults to children is 1:8 (over 3) and 1:4 (under 3). This ensures that there can be sufficient individual attention to support the developmental needs of each child and their safety will be monitored.

All staff are addressed by their first names.

Key Person Groups

Each child has a named key person, and their group of children is called after an animal: Debbie – duck, Irene – owl, Oya – penguin, Jackie – parrot, Dzuletta – butterfly, Sem - dolphin.

Management and Administration

The Pre-School is run by a management committee of elected volunteers, being mainly parents of children attending the Pre-School. The committee is responsible for general administration, reviewing policies and practices and employment of staff. All parents are encouraged to play an active part in the management of the Pre-School. Information about activities and events, along with a list of all current committee members, is posted on the Pre-School notice board. In addition, a newsletter is produced each half-term.

The Pre-School is a non-profit making charitable organisation and receives its income from early years grant funding, fees, and fundraising. The Pre-School also applies to organisations which offer grants for specific projects. After rent and salaries are paid, all monies are put back into the Pre-School to buy materials and resources for the benefit of all children.

What will my Child's first days at Pre-School be like?

It is important that your child has a positive experience with us and that you are happy to leave them. For all children, their first days at pre-school are full of mixed emotions. Some children cope better than others when first having to say their good-byes.

All children have a key person who will support them during their settling period and work in partnership alongside their parent/carer to ensure this is a positive experience for the whole family. The key person will also provide you with an information leaflet on emotional well-being and be available for regular verbal feedback. We do ask that parents are prepared to stay on the premises for as long as their child may need their support. Approximately 6

weeks after your child starts at preschool, there will be a settling meeting with the key person to discuss how you both feel the process went.

How do I know my child is progressing?

Key persons will share information with you; initially during the settling meeting and the two-year progress check, then there will be termly consultations where your child's progress and tracking will be discussed. To gather information for this, practitioners will observe children from time to time making written comments and these will be kept on your child's online learning journal (Tapestry) which is available to you and your child daily. You will be able to access this via a unique log-on and password. If the key person has any concerns regarding your child's development, they will share this with you at the earliest opportunity, likewise if you have any concerns please speak to the key person. Finally, as the child moves on to another setting, the key person will write a report, you will have been asked to complete a consent form to allow these records to be kept on your child.

What should my child wear to Pre-school?

It is essential that you dress your child appropriately according to the weather as we believe that fresh air and the opportunity for outdoor play in winter, as well as the summer months, is central to a child's development. When the sun is strong, please apply sun lotion before bringing your child to pre-school.

Footwear, in particular, must be safe for both indoor and outdoor activities including climbing. Flip flops, Crocs and jellies are not appropriate. In the winter we ask that children keep wellington boots at the Pre-school as the garden can be muddy.

It is important that your child's clothes are labelled. We are registered with a company called "My Nametags" who will give 20% of each order to the Pre-School. Please see the noticeboard or ask a member of staff if you would like a form, or go online to www.mynametags.com using our id number 56090.

When choosing the clothing for your child, remember they will be involved in some messy activities, we do have aprons, however, some children prefer not to wear them, so please do not put your child in their best clothes. We have Parkside Pre-School tops with our logo embroidered on them: T-shirts are £7.00, polo shirts are £9.00, and sweatshirts are £11.00. Please see Mandy if you wish to purchase any of the above items. Clothing which your child can manage is helpful and contributes towards their independence. Dungarees are not advisable.

Jewellery is not recommended and only stud earrings should be worn. The Pre-School cannot be responsible for any lost jewellery.

My child is still in nappies. Does this matter?

No child is excluded from participating in our setting, even though they may still be wearing nappies. All children are changed halfway through the morning session at 11.00am and afternoon session at 2.00pm by their keyworker. Additionally, children will also be changed outside of these times straight away if their nappy is soiled or extremely wet. Those children attending for longer hours will also be changed at lunch time. Due to our safeguarding procedures two members of staff will be present during the changing process, as this is protection for both the child and the practitioners.

When you feel your child is ready to begin toilet training, please speak to their key person who can provide support in this area.

We will provide a named bag for you to keep your child's spare clothes, nappies and wipes.

What does my child learn at Parkside Pre-school?

Our children are aged from two to three plus years and have a range of abilities. We plan for the individual child's needs by following their interests and providing opportunities, experiences and resources that will enable them to reach their full potential. We recognise that all children develop at their own pace and believe that we have developed a curriculum which will satisfy the requirements of the Department for Education "Early Years Foundation Stage". This document sets the standards for learning, development, and care for children from birth to five and enables us to create a programme that is stimulating and interesting as well as allowing us to accommodate all children whatever their abilities. If you are interested in learning more, we have a copy which you can look at or look on-line at

www.gov.uk/government/publications/early-years-foundation-stage-framework--2 .

Early Years Foundation Stage

Below are brief details of the seven areas covered by the Early Years Foundation Stage:

- **Communication and language:** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development:** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn

how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

- **Literacy:** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics:** involves providing children with opportunities to develop and improve their skills in counting, understanding, and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the World:** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology, and the environment.
- **Expressive arts and design:** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Every Child Matters

Every Child Matters has identified 5 outcomes that are most important to children and young people from birth to 19 they are:

Be healthy
Stay safe
Enjoy and achieve
Make a positive contribution
Achieve economic well-being

What is the Pre-School Timetable?

Morning

9.00 am

Register - Children collect their name card and put them in the red post box.

9.00 – 11.15 am

Children have a range of opportunities for them to learn through play in the six areas of the EYFS curriculum:

Painting, drawing (using a variety of media), collage, junk modelling, scissors, soil, sand and water play, dough/clay play, computer, technological toys/resources, imaginative play, construction, puzzles and games, cooking, oral health, threading, puppets, tools, dressing up, role play, book and music areas.

9.15am

Small group work – groups include Tots Talk Time, Extension activities, English as an Additional Language, Listening and Sharing, Confidence

Building and Speech & Language.

9.30am

Children help to prepare a healthy snack eg cutting fruit, wiping tables, putting out cups and plates. Once it is prepared the children come to have their snack when they are ready.

Parents of both funded and fee-paying children are asked to make a weekly donation of £1 (or £5 per half term if paid in advance). A contribution tin is put out each morning on the name table. This donation enables us to provide the children with a wide variety of nutritious drinks, breads, fruit, and vegetables. Allergies and cultural requirements are catered for. Whilst water is freely available throughout the day, children will also have the opportunity for a drink of milk at snack time.

10.20 – 10.30am

Tidy up time - begins initially with the messy activities. A tambourine is shaken to signal to the children to begin to help to tidy up the activities and put away toys with the adults.

10.30am – 11.15am

The garden door is open for free flow to the outside; children can choose to play inside or out. This is a chance for children to run and play freely in the garden.

11.30am

Key person story – children split into their key groups to listen to a story. Once a week this will be a group story which is acted out by practitioners and children and on another day the group is divided in to older and younger children.

11.45pm

Circle time – we come together for singing.

12.00pm

Parents return.

*On Monday, Tuesday, Wednesday and Thursday, Lunch Club may be available for an additional payment of £6.00, unless it is already included in their funded hours.

Afternoon

12.30pm

Children arrive and are registered.

12.30 - 2.30pm

Children have a choice of activities, as in the morning session.

12.45pm

Children help to prepare a healthy snack eg cutting fruit, wiping tables, putting out cups and plates. Once it is prepared the children come to have their snack when they are ready.

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2.00 - 2.45pm

The door to the garden is open.

2.30pm

Tidy up time.

2.45pm

Story Time.

2.55pm onward

Singing.

3.00 – 3.15pm

Parents begin to arrive to collect.

During the sessions there are opportunities and facilities for children to sit and quietly rest, should they feel the need.

What is my Parental/Carer's Responsibility?

Please let us know the names of anyone who might collect your child from Pre-School (including a photograph), either on a regular basis or on the odd occasion. We need to have two emergency contact names and numbers which would be used only if we were unable to contact you.

Please inform us prior to your child's collection time if someone other than yourself is picking your child up otherwise we will not be able to let your child leave the premises. If possible, this should be a named person on your admission form. Please also be sure that anyone collecting your child knows your password.

The Children's Act requires the Pre-School to ensure that the responsibility for your child is given only to someone authorised by you and over the age of fourteen.

The Pre-School finishes punctually at 12.00 pm/3.15pm. It is extremely important that you collect your child on time. We appreciate that problems may arise; however, continual late collection is not acceptable and may incur a penalty if it is repeated.

If your child is not going to be in Pre-school for any reason, please remember to call us on 020 3609 7557 or email parksidepreschoole4@gmail.com to report the absence. Please do this before 10.00am (or 1.30pm for afternoon sessions). If we have not heard from you, we will have to start calling those on your contact list.

Changes in family circumstances - It is important that you share information with us that may affect your child's behaviour (eg. parent working away from home, etc.)

When should I NOT bring my child to Pre-school?

If your child is ill, please contact the Pre-School to let us know before 10.00am (or 1.30pm for afternoon sessions).

Your child always needs to be well enough to enjoy all the Pre-school has to offer, and if s/he is suffering from any of the illnesses listed below, please do not bring them to Pre-School:

DIARRHOEA - child should stay at home until their symptoms have settled for 48 hours.

SICKNESS - child should stay at home until their symptoms have settled for 48 hours.

CONJUNCTIVITIS - child can return 24 hours after starting antibiotic treatment.

IMPETIGO - child should not return until 24 hours after the start of treatment.

CHICKEN POX - child should not return until scabs are dry.

SCARLETT FEVER - child can return 24 hours after starting antibiotic treatment

HEAD LICE - once hair has been treated your child can return.

TEMPERATURE - if your child needs to have medication for a temperature (**over 36.4°C**) please do not send your child to preschool. A child's temperature is an indication that your child is unwell. Please do not send your child back to preschool until the temperature has returned to normal.

ANTIBIOTICS- if your child has been prescribed antibiotics by the GP, please note that your child will be unable to attend pre-school for the first 48 hours from commencing antibiotic medication.

After 48 hours we will be able to administer antibiotics which have been prescribed by a GP. They must be in the original box, labelled clearly with your child's name and with clear instructions from the dispensing pharmacy.

COVID-19 If your child is unwell, with symptoms of the virus, please keep them at home. These are:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

For any other specific illness, please contact the Pre-School Manager before bringing your child back.

How can I become involved in the Pre-school?

Parents/carers are invited to help at preschool during the session once your child has settled. Parents are warmly welcomed and find that it gives them a real feeling of involvement in the life and quality of the Pre-School, and enables the Pre-School to utilise the skills of parents to enhance the experiences it can offer the children. If you are unable to do this, there are other ways that you can help. It may be helping with fundraising, becoming a committee member or you may have an idea that will support the Pre-School, just speak to a member of staff.

If you would like to help us by raising funds which directly help all of the children in the Pre-School, we have set ourselves up as a charity through **easy fundraising**, which means over 6,000 shops and sites will now donate to us for FREE every time you use **easyfundraising** to shop with them. It is simple to set up by following this link [Parkside Pre-school - Chingford Fundraising | Easyfundraising](#). It has a Donation Reminder app that you can download, so that you never forget to use the site.

What can the Pre-School offer my child and family?

Opportunities to:

- learn to share and co-operate with other children and adults
- establish sound relationships with other children and adults
- work with a variety of materials and equipment
- benefit from the experience of a planned curriculum in line with the Early Years Foundation Stage
- become involved in the life of the Pre-School
- be kept informed of your child's progress and development

Does the Pre-School have any Policies?

As a pre-school, we have worked collectively to produce comprehensive policy and practice documents, in order to ensure that Parkside Pre-School is a safe and stimulating environment, in which children may flourish and which promotes an ethos of equality of opportunity and cooperation among children and adults. They are reviewed periodically and any comments and suggestions from parents/carers are always welcome. All policies are available for inspection by parents.

Parkside Pre-School recognizes the importance of having policies on all the following areas. These are regularly reviewed at Management Committee Meetings. All Pre-School policies are available on request and can be sent to you by email.

- Child Protection
- Suitable People
- Staff Qualifications, Training, Support and Skills
- Key Person
- Staff:Child Ratios
- Health
- Promoting Positive Behaviour
- Health & Safety and Suitability of Premises, Environment and Equipment
- Equal Opportunities
- Data Protection, Information and Records

We believe that a sound relationship between the Pre-School and parents/carers is very important. Misunderstandings can harm relationships, so we would ask you to approach us as soon as you feel uneasy about any

aspect of what you or your child is experiencing at the Pre-School. We suggest an initial informal chat with the appropriate member of staff, or Pre-School Manager; however, in the unlikely event of a problem not being able to be resolved in this way, you should contact the Chair of the Management Committee or Ofsted (see our Complaints Procedure).

Useful address:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Finally, we hope that you find this information useful. Please remember that, whatever your query, whether about your child's progress or some other matter, we are eager to respond. In partnership with you, we wish to ensure that your child's experiences at Parkside Pre-School are both happy and productive.

Please note: If you require translation into another language of any written information supplied by the Pre-School just speak to a member of staff.