

PARKSIDE PRE-SCHOOL

Parkside Centre
82 Peel Close
London E4 6XQ
Telephone: 02036097557

parksidepreschoole4@gmail.com
[Parkside Pre-school \(parkside-preschool.com\)](http://Parkside-Pre-school.com)



Information Booklet

(for children jointly attending Parkside Nursery School on
shared 30-hour funding)

“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 April 2024

WELCOME TO PARKSIDE PRE-SCHOOL

Bienvenue

velkommen

Boa vinda

歡迎

Υποδοχή

Willkommen

Benvenuto

Добро пожаловать

Recepción

Powitaiine

Dobrodošao

Hoş geldiniz

رحب.

dobrodošli na

bienvenida

Het welkom

Приветствовать

Mottakelse

ようこそ

Chroesawa

Bun venit

mile widziany

velkommín

szivesen lát

mielüinen

aoí a bhfuil fáilte roimhe

SESSIONS: 11.40am – 3.15pm Monday – Thursday.

CONTACT NO: 02036097557

Welcome to Parkside Pre School

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

Parkside Pre-School has an excellent reputation and achieved the London Borough of Waltham Forest's Certificate of Maintained Standards. 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). A copy of our most recent inspection (in which we were assessed as outstanding") is held on the premises for you to view or is available online at www.ofsted.gov.uk (URN 146927).

Why choose Parkside Pre-School for your child?

Because:

- We are located in modern fully accessible premises at the Parkside Centre with 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
Michelle Levatori	Pre-school Practitioner Key Person/ Equality & Diversity Officer	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
Cat Presland	Casual Pre-school Practitioner	BA – Primary Education QTS
Jean Clavey	Administrator/ Data Protection Officer	BA(Econ)Hon
Mandy Hooker	Administrative Assistant/Casual Pre- school Practitioner/First Aider	Cache Level 3
Sat Matsuzawa	Lunch Club 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 Early Years, Waltham Forest Safeguarding Children Board, EYA - 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.

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, Michelle – penguin, Jackie – parrot, 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 the National Education Grant, 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.

How do I know my child is progressing?

We follow the same curriculum as Parkside Nursery School. Your child's key person will share information and liaise with the Nursery half termly to discuss your child's progress and tracking. Pre School and Nursery talk daily to share any relevant information about the 30 Hour children. E.g. sickness and absence, first aid administered in the morning.

Pre School 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 on a daily basis. You will be able to access this via a unique log-on and password.

Parkside Nursey School write an end of term report when your child moves on to Reception year at the end of the Summer Term.

If you have any concerns regarding your child's development, please speak to the Nursery or your child's key person at Pre-School.

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 Nursery in the morning.

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.

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

What does my child learn at Parkside Pre-school?

Our children are aged from two to four 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 .

What is the Pre-School Timetable?

Dzulietta will meet your child as they are brought through from Nursery each day. Dzulietta is the lead practitioner for Lunch Club.

11.40am

Children will be brought through from Nursery by a member of the Nursery team.

Children will use the toilet, wash their hands and then sit on the carpet ready to participate in a short activity of yoga and relaxation.

Children will then commence their lunch

12.30 - 2.30pm

Children have a choice of activities.

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.

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). 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.

2.00 - 2.45pm

The door to the garden is open.

2.30pm

Tidy up time.

2.45pm

Story Time.

2.55pm onward

Singing.

3.10 – 3.25pm

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 are my Parental/Carer Responsibilities?

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 sixteen.

The Pre-School finishes punctually at 3.25pm. The door will be open from 3.10pm each day to enable you to fit round the collection of other children at differing places. If you know that you could be late collecting your child, please can you call us to inform us so that we can reassure your child. It is

however, extremely important that you collect your child on time. We appreciate that problems may arise.

Please let us know if your child is not going to be attending Pre-school for any reason, call us on 02036097557 or email parksidepreschoole4@gmail.com to report the absence. Please do this before 11.30pm.

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

If your child is suffering from any of the illnesses listed below, please do not bring them to Pre-School:

DIARRHOEA - child should stay at home for 48 hours after the last episode of diarrhoea.

SICKNESS - child should stay at home for 48 hours after the last episode of sickness.

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.

SCARLET FEVER - child can return 24 hours after starting antibiotics.

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

TEMPERATURE - if your child needs to have medication for a temperature (**over 37.4°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.

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?

We also raise funds 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](#) and 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?

Parkside Pre-School recognizes the importance of having policies on all of 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
- Safety and Suitability of Premises, Environment and Equipment
- Equal Opportunities
- 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 please speak to a member of staff.