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LITTLE JIMMY'S PRE-SCHOOL
ST JAMES CHURCH HALL
TOWER ROAD
CLACTON ON SEA
ESSEX
CO15 1LE

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AGES 2-5 YEARS
Pam Welsh Manager

Charity Number: 1136325

HISTORY

Little Jimmy's Pre-school is a non-denominational group. It was formally known as St. Clare's Day Nursery, which was founded by the Franciscan Sisters and has been established since 1968. In July 1999 the Convent premises at Harold Road closed its doors and the pre-school moved to its present site at St James Church Hall in Tower Road and was no longer run by the sisters. The Pre-school remains a charity but is now a committee run group. The Committee consists of past and present parents / carers who are elected at the Annual General Meeting. The pre-school is a non-profit making organization; all the money received through fees and fundraising etc. is ploughed back into the pre-school.

For the pre-school to continue with its present ethos, the involvement and support of the parents / carers is essential. We hold parent's meetings during the academic year, the aim of which is to inform the parents of their child's progress and give parents the opportunity to put forward their ideas and opinions and share their child's home achievements with their key person. The pre-school endeavours to provide new information and answer any questions parents may have. We also invite parents into the pre-school at various times during the year to celebrate special events such as Christmas, sports day, and leavers concerts where once again the children's achievements are celebrated with their families.

Working together can help develop the future running of the pre-school for your child. Please support our fundraising events and attend any meetings that are held.

ADMISSIONS POLICY

Parents/carers are encouraged to visit the Pre-school before their child starts in order to meet the staff and see the pre-school in operation. A delegated member of staff talks with the parents and explains the pre-school policies etc. and gives them the opportunity to share personal concerns or to ask questions about the pre-school. On the child's first day parents are welcome to settle their child in and stay for a while, we do however recommend that the child is left even if this is only for a short period of time. Children starting at the pre-school are recommended to take a minimum of 2 sessions. Should a child become very distressed, parents / carers will be contacted. All children will be accepted subject to a trial period of 4 weeks tailored to the specific needs of the child, this will be reviewed and discussed with the parents / carers as necessary

INSPECTION REPORTS

The preschool is inspected by various agencies to ensure it maintains high standards of care for children. These agencies produce written reports which may be viewed on request and are displayed on the notice board.

POLICIES

All policies are available on request. These include Prevent Duty, Safeguarding, behaviour and many more. You can also find updated policies on our 'ourschoolsapp'

INCLUSION

At Little Jimmy's inclusion is meant in the widest sense, to incorporate everybody who accesses our preschool. We believe, children have the right to grow up and learn, in an environment free from prejudice and without discrimination. We endeavour to celebrate a range of festivals and activities, which promote awareness and understanding of all our diversities. As practitioners we understand how our words and actions can affect the attitudes and opinions of the children in our care with this in mind, we model acceptable behaviour and build the children's confidence and self-esteem, through praise and encouragement. All our staff are committed in promoting equality, and regularly undergo extra training to help and support the care they give to your child.

SPECIAL NEEDS

In the event of the pre-school being asked to accommodate a child with special needs, discussion would be undertaken with Parent / Carers to validate the suitability of the provision available. Should any child give cause for concern regarding educational and / or developmental progress, our SENCO will speak with Parent / Carers and decide on an appropriate cause of action following the guidelines laid down in the code of practice on the identification of assessment of special education needs. Please make the pre-school aware of any medical conditions or special needs your child may have. We have a special educational needs coordinators (SENCO) assigned to work with children with special needs.

STAFFING

Pam Welsh - Manager - Safeguarding Lead - Level 4 Early Years, Health and Safety Officer.
Amber Coldron - Deputy Manager - Room Leader of Bumblebees, Health and Safety Officer, Safeguarding Officer.
Benjamin Lione - Deputy Manager - SENCo, Enco, Safeguarding Officer, Room Leader of Ladybirds.
Dionne Gray - Level 3 Practitioner
Emily Winslade - Level 3 Practitioner
Amy Johnson - Level 3 Practitioner
Elizabeth Chilver - Level 3 Practitioner
Louise Holman - Level 3 Practitioner
Millie Warren - Level 3 Practitioner
Roni Phillipson - Level 3 Practitioner
Rebecca Beecham - Level 2 Practitioner
Paula Soares - Level 3 Apprentice
Casey Haynes - Level 2 Practitioner - Level 3 Apprentice
Kacey George - Play-worker

We also have students and volunteers; all staff are Paediatric first aid trained. All staff and students/volunteers have been fully D.B.S checked. All children will have a key worker who will work closely with the child and their family. We are registered under the children's act 1989 and with Ofsted, and most of our staff and apprentices are early years first aid trained. Our pre-school provides places for 42 children per session and runs two sessions each day. We have two outdoor areas which all children can access through-out the session. We understand children learn and develop through play, but we do have adult led activities during each session.

SESSION TIMES AND FEE CHARGES

We have placements for 15-hour funding and 30-hour funding which we are more than happy to help with retrieving your funding code.

Sessions run from 08:15am and we finish at 3:30pm with several different sessions running throughout the day.

30-hour-funding- You do not have to take up all your hours straight away and we usually have flexibility when selecting sessions. Genuinely you can attend 4 full day sessions 08:15am-3:30pm to take up your full entitlement.

Morning Sessions - 08:45am - 11:45am

Afternoon Sessions - 12:30pm-3:30pm

All day sessions run from 08:45am-3:30pm.

If your child is in receipt of 15-hour funding we are trialling a new timing aimed at parents with older siblings in schools to help with school drop off and pick-ups, which run from 9:30am-2:30pm and the full 15 hour will result in your child attending nursery 3 days per week.

We are flexible with collection times and where we can, we will try and accommodate your requests. We always ensure we are in staffing ratio.

Non-Funded childcare-

We offer placements for non-funded children from the age of 2 years old.

Session charges are **£17** per session (**this consists of 3 hours including the snack charge of 50p per session**)

An all-day session from 08:45am-3:30pm- **£34**

Hourly rate is £5.60 per hour

We offer an early start if your child is coming in before their start time- this runs from 8:15am and is a **£2 charge per early start**.

We offer your child to stay for the lunch time period and will need to be collected from their morning session at 12:30pm- **£3.75**

We bill our snack and session fees termly via an online invoicing account which is set up upon your arrival with us at Little Jimmy's. Snack bills can be split up to 3 payments to help spread the cost and make it financially affordable for all families. We accept cash or bank transfer payments. We do not accept cheques.

Session fees need to be paid 2 weekly in advance, if there is non-payment of fees this may result in suspension of sessions until the debt is cleared. If you are experiencing financial hardship let a member of management know so we can help you and rearrange sessions to make it more affordable. We are here to help where we can.

If your child is absent sessions and snack are still chargeable.

Attendance

Whilst nursery is not compulsory, we encourage children to have good attendance due to it improving their development and gaining new social skills and achieving their long-term goals being in regular attendance. Having regular attendance allows the child to grow with us. If your child is absent we ask you to call or email too allow us to document this in our attendance book.

GOVERNMENT FUNDED SESSIONS

All children are now eligible for up to 15 funded hours per week starting from the term after their 3rd birthday. Some children may also be eligible for 2-year-old funding providing that the family meet certain criteria. You can find out if you are entitled by visiting the Essex Education Portal online or alternatively ask the Office for more details about this. Funding is available for a minimum of 3-hour sessions, 5 times a week for 38 weeks per year. We are able to help our parents with this if needed and run the funding check if you cannot access this yourself. 30 Hour funding is also available to those eligible the term after the child's 3rd birthday. You need to access the government gateway account and apply before the deadline. All this information is available in the front office where we can help with accessing your codes.

AIMS & OBJECTIVES

The aim of Little Jimmy's Pre-school is to provide a warm and happy and enabling environment in which young children can learn and play. The routine of the day includes free and structured play to enable basic learning skills to be developed. Children are encouraged in independent skills and given an opportunity to learn a variety of social activities to comply with the desirable outcome for children's learning as outlined in the school curriculum and assessment authority. Working with many different teaching aids e.g., Toys, games, and outdoor apparatus, we concentrate on the seven areas of development:

Prime Areas:

PERSONAL, SOCIAL & EMOTIONAL

Focusing on children learning to work alone or in small groups co-operating together and helping to develop their independence skills. This is achieved by using educational resources, games, jigsaws, interest tables and dressing up etc. During snack, lunch and circle time, children are encouraged to socialize and listen to each other. Independent personal hygiene is spoken about and encouraged.

COMMUNICATION AND LANGUAGE

In small and large groups children are encouraged to share their experiences, interests, and hobbies either through talking or singing. Language skills are developed through storytelling, nursery rhymes, topics, pictures, and games.

PHYSICAL DEVELOPMENT

Using a variety of apparatus, we combine the vital ingredients of fun and fitness. Under close supervision children are introduced to physical skills both indoors and outdoors through play, musical movement, climbing, balancing, jumping, ball throwing and catching, bicycles, cars, and slides. Children become competent and improve their performance through practising their skills whilst working alone and with other children and adults.

Specific Areas:

LITERACY

Basic writing skills are introduced; examples of the children's work are kept in folders and are available for parents /carers to see. Examples of the children's work are also displayed where possible.

MATHEMATICAL DEVELOPMENT

Basic mathematical equipment and toys are used to encourage children to recognise everyday shapes. Craft activities enhance these learning skills. Children will become familiar with number rhymes, songs, stories, counting games and counting everyday objects, in addition to using different size puzzles. Opportunity is given to children who are ready to record numbers and pictures by colouring in shapes etc.

UNDERSTANDING OF THE WORLD

Children are encouraged to talk about their home lives and everyday experiences. Interest tables and topic work will help extend this knowledge to a broader base. They are introduced to new cultures, religions, and festivals by means of food tasting, dressing-up and role play.

EXPRESSIVE ARTS AND DESIGN

Through various media, children have the opportunity to explore their own ideas and creativity. They are encouraged to join in with free arts and craft sessions, playing musical instruments, dance, and imaginative play.

PROGRESS REPORTS

Progress reports are kept for each child and parent / carers will have the opportunity to speak to staff at any time. Our setting follows the Early Years Foundation Stage (EYFS) Development Matters. If necessary, reports will be forwarded to schools when the child leaves the pre-school, however at present it is the parent / carers responsibility to forward these records. We operate a Key Person system. Please speak to your child's Key Person if you have any concerns or information that may affect your child's development. We hold a formal parent meeting in the spring/summer, where parent / carers are given an appointment to discuss their child's development. These can also be found on your child's Capture accounts.

BEHAVIOUR

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them. Care is taken to praise good behaviour such as kindness, willingness to share and thoughtfulness etc. In all cases of unacceptable behaviour, it is made clear to the child that it is the behaviour not the child that is unwelcome. Parents will be informed of behaviour problems.

INFORMATION FOR PARENTS

We provide an app which has term dates and important notices on which we require all parents to have on their devices. A notice board is regularly displayed outside. Please read the board as it contains information that concerns parents / carers / children. We have information displayed on the walls in the classrooms about your child's curriculum and daily / weekly activities that will be carried out, please read these. We hold parent meetings during the year. Please support us by attending we value parents / carers views and opinions. We have our AGM (Annual General Meeting) which we need every parent to attend to ensure the nursery remains open.

HOLIDAYS

As a general guideline, the Pre-school follows the same pattern as the school year. The pre-school has the same holidays as most of the local primary schools:

Autumn Term: Two weeks for Christmas. One week for Half Term

Spring Term: Easter Bank Holiday. Two weeks Spring Break

Summer Term: Six weeks for summer. One week for Half Term.

FUNDRAISING

We are always looking for parent / carers to join in our fundraising efforts. The more parents that assist means the work and fun is shared and the more ideas pooled together makes events sociable and appealing. If you are unable to help, please support these events by attending.

COLLECTION POLICY

IT IS THE PARENTS / CARERS RESPONSIBILITY TO BE VIGILANT WHEN THEIR CHILD IS HANDED OVER TO THEM BY A MEMBER OF STAFF.

Parents must inform staff who will be collecting their child. If this is someone other than the persons already named, parents will be asked to give written notice, or a phone call notifying us of the change. However, where necessary, passwords will be needed. In the event of an emergency, we ask that we be notified by telephone before the child is collected. No child will be allowed to leave the premises unless this procedure is followed, and the collection book has been signed. No one under the age of 16 years old is allowed to collect a child from pre-school. No one who we believe to be under the influence of alcohol or drugs will be able to collect a child from pre-school. A password is kept on file with the entrance form and all persons collecting the child should be aware of this and give the password to the staff.

GENERAL INFORMATION

ENVIRONMENTAL WALKS

We would like to use our local environment for example taking the children to the beach, but to enable us to do this we will need parent support.

These trips will be planned in advance and permission slips will be given to each child prior to any outing. We follow strict Health and Safety Guidelines, and Risk Assessments will be in place for all routes / journeys. This would be the Pre-school room only.

CONCERTS

The children practice and perform concerts for their parents. A Christmas Concert is held in December. The children who are leaving to go to school perform a Leavers Concert combined with a family fun day for the children and their parents at the end of term in July. Please support these events.

PHOTOGRAPHS / VIDEOING

Children sometimes celebrate their birthday at the pre-school and parent/carers occasionally ask if we can photograph their child playing with their friends or request a photograph of them blowing out the candles on their cake. When we hold events I.e., Sports Day and Concerts, we take photographs for our preschool album. As you can appreciate parent/carers like to record their children participating in concerts this can only take place with your permission. If you grant permission, please sign on your entrance form. If you have any objection to photographs / videoing taking place, please state in writing at least 24 hours before the event takes place.

CLOTHES / NAPPIES / SLIPPERS

We ask that you send a change of clothes and spare nappies (if required) and baby wipes with your child's name on them, in a named bag. We ask all children to bring slippers to change into when arriving at pre-school. Please dress / supply your child with appropriate clothing to suit all weathers (as I am sure you are aware the weather may change throughout the day). As we have an open-door policy where children have access to the garden at all times, we ask that you send in a pair of wellies in the winter and a sunhat and sun cream in the summer. Open toed sandals are allowed but not advised.

PHOTOGRAPHER / VIDEO PEOPLE

Photographers visit the pre-school once a year and provide photographs for you to purchase should you choose to do so.

LOCAL OFFER

A local offer is document explaining what the pre-school will put in place to ensure the inclusion of all children. Our local offer is displayed in the lobby area and a copy can be obtained from the office.

CHILD PROTECTION

Parents / carers are advised that it is the duty of all staff to be responsible to notify Social Services should they have any concerns or suspect that a child is subject to any form of abuse. (Records are kept recording any areas of concern).

HEALTH & SAFETY

It is the policy of Little Jimmy's Pre-school not to accept any child whilst they have an infectious illness. Parents are requested to notify the pre-school if their child does contract any infectious illness. Guidelines are displayed on the notice board. In the event of any emergency, all efforts will be made to contact Parents / Carers immediately. If it is not possible to contact the Parents / Carers and we feel that for the welfare of the child it is necessary to be sent home, we will contact the named persons on their entrance forms. This also applies to situations where the welfare of the other children at the pre-school is affected. Trained first aiders are on duty at all times and parents are requested to give written permission (on entrance forms) that relevant emergency treatment may be given. Please keep us informed and up to date with any new phone / mobile numbers and any change of address.

If your child has to take any medication e.g. Asthma inhaler it may be brought to the pre-school and a form is available for Parent / Carers to complete, giving full permission and instructions on how a member of staff should administer the medication and how often. We can only administer medication that has been prescribed by a doctor. We can administer Calpol when deemed necessary e.g. High temperature and the Parent / Carers have given signed consent (to be found on the entrance form). And signed the consent form in the front office. **If your child requires an asthma pump and arrives without this, they will not be allowed to stay on site.**

In the interest of your child's safety, it is advisable that your child does not wear jewellery to pre-school as accidents can happen, which can cause damage to your child and jewellery they are wearing. Accidents are recorded on an accident sheet with details of what happened at what action was taken. Signatures are required from both the staff dealing with the accident and the Parents / Carers.

In the interest of safety everyone is reminded to be vigilant when opening and closing doors and gates on the pre-school premises. Do NOT allow your child to run ahead of you out of the gate as this does lead to a very busy car park and road.

We would also remind you that when you are parking your cars to be aware of other people that use the pre-school and church. Please Do NOT Park on grass verges and DO respect the environment and not drop litter. Thank you. If you are going to be in the car park for longer than 30 minutes you will need to provide us with your registration number to avoid getting a parking charge which is monitored by the church.

COVID-19-

During these unprecedented times we have had to adapt our setting, and the way we work to make our setting even safer for children attending. Children's temperatures will be taken upon arrival, and they will be taken through to wash their hands. Where possible we advise for the children to do full days instead of half-day sessions. We ask parents to ensure children have different clothes on for each session to reduce exposure to the virus. Also ensure lunchboxes are being cleaned once a week and their bags.

Children will be working in bubble groups with the same children in the groups keeping with their key worker.

We are monitoring any new advice and will update our parents as soon as we are made aware.

Our Schools App

We have an app which we require all our parents to have on their devices which we update daily with calendar dates, and important alerts or information and with all of our staffing, and policies which you may find useful. The app is free and is very useful.

Extra Charges

Snack 50p per session
Cooking £1 per week

Uniform

Is not compulsory however we have t-shirts, cardigans, and jumpers available upon request

Capture

We send observations and regular feedback through our capture app whilst your child is in attendance. We also use this data taken to track your child termly and their on entry to the setting

COMPLAINTS PROCEDURES

Should a complaint arise, it will be dealt with by the Officer in charge or their Deputy. If you prefer you may write to the Chairperson of the Organising Committee (Name of such is displayed on the notice board). Parents can also contact our registering body OFSTED if they have a Complaint. The pre-school OFSTED Registration Number Is: EY415398.

OFSTED

National Business Unit

Royal Exchange Buildings

St Ann's Square

Manchester

M2 7LA

Tel: 03001231231