

## **RUNNYMEDE PRE-SCHOOL PARENT INFORMATION**



Runnymede Small Hall,  
Kiln Road, Benfleet, SS7 1TF  
[www.runnymedepreschool.co.uk](http://www.runnymedepreschool.co.uk)

### Contact details

Telephone: 01268 799101(Term time only)

You can contact us anytime by E-mail: [runnymede1@hotmail.co.uk](mailto:runnymede1@hotmail.co.uk)  
[Find us on Facebook](#)

### SESSION TIMES

Term time only

Morning session : 9:00am to 12:00pm: Monday to Friday

Full day session: 9.00am to 3.00pm Monday to Friday

Breakfast club from 8.30 am Monday to Friday

Manager – Catherine Vickers  
Deputy Manager - Sarah Debenham

## **RUNNYMEDE PRE-SCHOOL**

We were established in June 1966 and consequently have gained a great deal of experience in quality child-care over the years.

### **OUR STAFF TEAM**

We have qualified and experienced staff, and we maintain a high child/staff ratio. All our staff receive up to date training including Paediatric First Aid and safeguarding and we have appointed officers in key areas:

- Catherine Vickers-Manager- Safeguarding Designated lead and SENCO support.
- Sarah Debenham – Deputy manager, SENDco
- Wendy Mccann – Team leader
- Melanie Hawkins- ENCO
- Katherine Sparkes Health & Safety
- Rosie Tsappi
- Stacey Hill
- Rose Webb
- Helen Hartman
- Louise Bridgman
- Amanda Aston
- Hannah Allan
- Debbie Coldwell – Bank staff

Please see our website for more details and photos of our staff.

## **Our Vision**

We offer a warm welcome to each individual child and their family with an atmosphere of mutual respect. We provide a caring and secure environment in which all children can learn and develop as they play. Meeting your child's individual needs is our priority helping them prepare for their next steps in learning.

We will work with you to ensure we achieve this by

\* Providing a safe, happy, caring, secure and stimulating environment for your child where they are valued as unique individuals supported by experienced, caring, highly trained practitioners.

\* Enabling all children to develop to the best of their abilities as successful learners, confident individuals, responsible citizens and effective contributors to society, helping all children to prepare for the future.

**RUNNYMEDE PRE-SCHOOL :     A PLACE TO LEARN, DEVELOP AND GROW**  
**'HAPPY HEALTHY CHILDREN'**

## Our Mission

Runnymede Pre-school provides a safe, happy and stimulating educational environment in which children are valued as unique individuals, supported by caring, experienced and qualified practitioners. Learning through play and interaction in a place where they have empowerment over their environment, we promote an atmosphere of mutual respect and encouragement where children are prepared for their next steps in learning, so that they are happy, confident, creative, sociable and enthusiastic learners, who look forward to challenges.

A strong partnership between home and Runnymede Pre-school is created, liaising closely with parents, other professionals and linking with our community.

## Our Aims

- Ensure that the welfare of each individual child in our care is paramount and forms the basis of our practice
- Promote the way in which children learn through play and first hand experiences and arrange the setting environment to meet this end
- Enable children to develop confidence, self esteem and resilience
- Plan for and develop the individual needs of each child in our care via the key person system and careful adult support and facilitation
- All act as positive role models for the children in our care
- Act in accordance with the Early Years Foundation Stage Principles and Commitments
- Always recognise that parents and carers are the first and most enduring educators of their child
- Create a warm, welcoming and safe environment for all individuals who use our setting
- Ensure that all individuals, children and adults alike, can enjoy the setting environment without judgment or discrimination from others
- Accommodate the individual needs of all who access our setting, irrespective of ethnic heritage, social and economic background, gender, sexual orientation, ability or disability.
- Listen to the views of all who use our setting; children, parents, employees and other professionals
- Continually reflect upon practice, as a setting and as individuals to ensure continual improvement of provision
- At all times comply with relevant National and Local legislation and guidance
- Implement our policies and procedures consistently and review them as deemed necessary and at least annually

## **LAYING A SECURE FOUNDATION FOR FUTURE LEARNING**

We are sensitive to the individual development of each child and ensure that the activities they undertake are suitable for the stage that they have reached. Children need to be stretched, but not pushed beyond their capabilities, so that they can continue to enjoy learning.

Your child will be allocated a Key-person, your keyperson will liaise with you and let you know how your child is getting on. They will be responsible for monitoring your child's learning and development and helping them settle into pre-school. They will be there for you to discuss any concerns or achievements you may

have. You are welcome to telephone the setting to speak to your keyperson or you can contact them using your online Tapestry account.

To monitor children's progress we make observations of them in play situations, and your keyperson will individually plan for each child based around their interests and learning style.

We record these observations and photos using an online system called Tapestry. Tapestry enables us to keep you informed and send you photos and videos of your child engaged in play. Tapestry also allows you to send us photos and comments and let us know what you and your child have been up to. We have found that Tapestry has given us so many more learning opportunities and has built stronger links with our parents and their families.

We believe that it is important to work in partnership with parents/carers and welcome everyone to play an active role in supporting the child's learning journey.

You will also receive any news and information via Tapestry so please access your account regularly. If you have any difficulties using tapestry please let us know.

We work to the EYFS (Early Years Foundation Stage) curriculum and adhere to all the statutory requirements within it.

The Areas of Development and Learning comprise:

**Prime Areas;**

- Communication and language
- Physical development
- Personal, social and emotional development

**Specific areas;**

- Literacy
- Mathematics
- Expressive arts and design
- Understanding the world

**TWO YEAR PROGRESS CHECKS**

It is a requirement of the Early Years Foundation Stage that we review your child's progress and provide you with a summary of your child's development in the prime areas of learning and development. We will do this together with you and we will have a short meeting with your key person. More information can be found at [www.foundationyears.org.uk](http://www.foundationyears.org.uk) or at our setting.

## **How we observe and make assessments**

Every child will have one week in each term in which their key-person will give them the Runnymede Bear and book bag. The week before your child has the Runnymede bear we will use tapestry to let you know. Please let us know if there is anything you would like us to particularly work on. We will also send out books, games or ideas for activities that you could do at home in the book bag.

This term, instead of a written report we would like to invite you to attend a meeting with your keyperson in the last few weeks of the term. This will give you the opportunity to sit with your keyperson and talk about the progress they have made that term, any concerns you may have, and discuss next steps for the weeks ahead.

We feel that a meeting will be far more beneficial than a written report, if you are unable to attend a meeting face to face, we could arrange a telephone conversation instead.

You do not need to wait for a meeting to speak to your keyperson, you are welcome to speak to your keyperson at anytime and can make an appointment for a meeting or a telephone call.

We will continue to use Tapestry as a way to stay in touch with our parents and for parents to communicate with their keyperson. We would love to see any photos or receive any information that you would like to share with us. It is important that we have a two-way dialogue, and that we can share information about the children's family, culture, events, and interests.

We need to work together so that we can understand our children's interests and provide them with the best learning opportunities.

Please let us know if there is anything we can help to support them with and to keep us updated with any changes.

We really value your contributions and you are welcome to add anything to Tapestry at anytime or you can call the setting anytime on 01268 799101.

We will no longer be sending out observations or photos unless your child has found it hard to settle when you drop them off, we will send you photos to reassure you they have settled.

We will add to your Tapestry account some of the experiences and activities which your child has the opportunity to participate in during the week. our Facebook page and website also provides information about things that are happening at our preschool.

The staff at Runnymede pre-school work hard to ensure they know your child extremely well. We observe their play, development and interests. We assess what they know and what we want them to learn, we then plan activities and

provision will extend their development.

All these things are done by using our understanding of child development and our knowledge of the child as an individual person.

The Early Years foundation stage does not require us to spend time away from the children to carry out unnecessary paperwork, it's about interacting with the child.

This is why we want to reduce the amount of photos and observations the keyperson needs to complete away from the children.

These links will let you know more about the Early Years foundation stage and what to expect:

[What-to-expect-in-the-EYFS-complete-FINAL-16.09-compressed.pdf \(foundationyears.org.uk\)](#)

[Download or buy a copy – Birth To 5 Matters](#)

[Development Matters - Non-statutory curriculum guidance for the early years foundation stage \(publishing.service.gov.uk\)](#)

## **Show and tell.**

We have found in the past that the children really like to bring items in from home to show everyone and to talk to us about. It provides an excellent opportunity to develop speaking and listening skills. You can bring an item in for show and tell or If there is anything that the children would like to show us – maybe a special toy, a book they have been enjoying, something they have found whilst out on a nature walk etc. – please add a photo to Tapestry with the title Show and Tell and we can show it to their friends and talk about it.

## **STARTING PRE-SCHOOL**

Children are often involved in messy play during sessions so they should be dressed in washable clothes which are not too new! Please dress your child in clothes that are easy for them to manage at toilet time; difficult zips, buttons, braces, etc. should be avoided.

Please provide spare underwear and clothes in a back pack, clearly marked with your child's name.

Please explain to your child that they should not bring their own toys from home, as they can easily be mixed with our equipment and children become distressed when others wish to play with their toy; however if your child has a special "comfort" toy or blanket, they are very welcome to bring them into Pre-school but please ensure they are clearly labelled.

## **DAILY ROUTINE**

Children are welcomed in the morning at the office door on the side of the building and the staff will change them into the indoor shoes, take off their coats and wash

their hands.

For safety reasons, **all children must change their outdoor shoes for soft velcro plimsolls before entering the hall.** Please provide a change of shoes. When the children find their name card and place it on the board. This will help them to recognise their own name. Parents will need to advise a manager if anybody other than the persons authorised on the registration form is collecting the child that day.

All home and emergency telephone numbers are kept on the premises. Please advise us of any changes immediately.

On your registration form you will have given us permission to call/seek Emergency Service assistance as we feel appropriate.

If you require us to administer medication to your child this must be recorded and signed for in the medication records.

### **ACCIDENTS AT HOME**

We keep an “accident from home” record as recommended by the Essex Children’s Safeguarding board. This is a record of accidents or existing injuries that happen before your child comes into pre-school. If your child has had an accident/injury, however minor, you must let us know. You will need to complete an accident form home form on arrival at the pre-school.

### **SAFEGUARDING**

Catherine Vickers is our Safeguarding lead officer and is responsible for dealing with any issues that relate to the welfare of the children and students within our care. Her support officer is Sarah Debenham.

### **SNACK**

We provide healthy snacks every day in line with government guidelines e.g. fruit, vegetables, various breads, cheese etc. No child will be forced to eat anything they do not like.

If there are any special dietary requirements or allergies please let us know immediately.

### **DRINKS**

We provide milk and water, as you are aware milk provides excellent nutrition therefore we would like to encourage all children to take advantage of the milk offered.

Water is always readily available, **please do not send in a flask for your child as we will provide water.** ( you may include a flask of drink in your child’s lunch bag if they are staying all day.)\_

## **CHILDREN'S BAGS**

We **do not** allow the use of draw string bags or plastic carrier bags (including nappy sacks). Such bags could cause a potential risk of strangulation or suffocation.

Please also **do not** leave items such as sun cream, lip salve, food or sweets, medicines or asthma pumps in your child's bag to prevent the risk of allergic reactions or, in the case of medicines, poisoning. In the event of your child needing us to administer medicines or pumps, please advise a member of staff who will arrange safe storage and completion of a medicine consent form.

**Please remember children must change outdoor shoes for soft slip-on or Velcro plimsolls**, please put your child's name in their shoes as we take them off and on regularly throughout the morning.

NO CROCS, SANDALS OR FLIP FLOPS these are very dangerous. You must provide outdoor shoes / wellies for your children so that we can change them when going outdoors.

## **OUTDOOR PLAY**

We provide outdoor activities (regardless of weather). **Please ensure your child is appropriately dressed and provide them with a coat and change of shoes.**

**Please ensure all belongings are named.**

### **Sun cream**

When we have brighter weather please remember to put sun protection lotion on your children before they come to Pre-school in the morning. If they are staying for the afternoon session you can provide sun cream that we can apply after lunch, alternatively we will use the pre-school sun cream. If you do want to provide your own sun cream please label with their name and hand to a member of staff. Please do not leave any items in bags in the cloakroom, such as sun protection lotion, medication, snacks or plastic bags. Thank you for your co-operation.

### **PACK LUNCHES.**

Please **do not put sweets and chocolate bars in your child's lunch or over fill the lunch box.**

You may provide a flask of drink with their lunch.

Please note that our pre-school is a 'nut free zone'.



**Choking hazards** : please check the food you provide for risk of choking, For example grapes and small tomatoes should always be sliced downwards, cocktail sausages should be sliced into thin strips.

**\*\*To maintain the freshness of your child's lunch, YOU MUST insert a cool pack in their lunch box\*\*** We shall be checking lunch boxes for ice blocks and for items of unhealthy foods.

## **POLICIES**

The setting's policies help us to make sure that the service provided is a high quality one and that being a member of the setting is an enjoyable and beneficial experience. Our Policies are available in the setting and can be viewed on our website. [www.runnymedepreschool.co.uk](http://www.runnymedepreschool.co.uk)

## **FEES PER SESSION FROM**

9.00am - 12.00pm £20.00

9.00am - 3.00 pm £40.00

We are open from **8.30 am** for breakfast club. The charge for this is £3.00 which includes breakfast.

You may use funded hours if you still have hours available, a charge of 50pence will be payable if you use funded hours.

Please note; fees are to be paid 4 weeks in advance, not arrears.

Four weeks' notice is required prior to leaving, otherwise four weeks' fees will be charged in lieu.

We would appreciate payment via internet banking as all cash deposits now incur bank charges.

When paying via internet, banking details are:

**Account name: Runnymede Pre-school Charity Number 301250**

**Account number: 60769568**

**Sort code: 20-70-93**

**Reference: Your child's surname.**

**An deposit / administration charge of £20.00 is required to secure your place.**

## **Charging for consumables**

Our government funding is intended to cover the cost of delivering 15 hours or up to 30 hours of childcare a week for the 38 weeks we are open. It is not intended to cover the cost of snacks or consumables.

We have introduced a consumables charge which has become necessary for our sustainability and to help maintain the quality of our provision.

**Our consumable charge for funded children is :**

**For a 3 hour morning session the charge will be 75 pence, this includes a snacks and consumables.**

**For a 6 hour full day session the charge will be £1.00 which includes snacks and consumables.**

We are very aware of the impact the additional charges may have on families, if you would like us to consider an alternative solution for you please let us know. The consumable charge does not apply to our Funded 2 year old children or our disadvantaged families.

## **FUNDING**

All children are entitled to funding from the Local Education Authority from the term following their 3<sup>rd</sup> Birthday. Some funding is available to 2 year olds, if you think you may be eligible please ask or see the government website [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk)

When your child does become eligible for 15 hour funding we will send you a form to be completed asking how many hours funding you wish to take.

All children are entitled to 15 hours funding and some families may be entitled to 30 hours which can be split over two or more settings, **This must be applied for in advance.** We cannot guarantee that we can fulfil your full entitlement, but we will always try to meet your needs. Any hours not covered in government funding will need to be paid for. If you think you may be eligible for 30 hours funding please ask or see [www.childcarechoices.co.uk](http://www.childcarechoices.co.uk).

## **IMPORTANT INFORMATION TO NOTE**

- Parents may not leave their child before the session starts at 9:00am, or 8.30 am for breakfast club and must be punctual to collect when the session finishes at 12:00pm, or 3.00pm.
- We **MUST** be informed of any contagious diseases, e.g. Coronavirus, measles, chicken pox, mumps, as soon as possible so that we can notify other parents. In these cases your child should be kept away until the incubation period ends. We also ask that children who have had sickness or stomach upsets should not return to Pre-school for at least 48 hours.
  - **DO NOT GIVE CALPOL** to your child in the morning and then send them in to pre-school. If they are unwell, they must not attend. Please refer to the Health protection agency publication “guidance on infection control in schools and other childcare settings” [www.publichealth.hscni.net](http://www.publichealth.hscni.net)
- All coats, shoes, etc. **MUST** be clearly marked with your child’s name. The Pre-school cannot accept responsibility for the loss of any article of clothing or jewellery.

- Please do not send children with sweets or snacks as milk, water and healthy snacks are provided and drinks are provided.
- You will need to provide a pack lunch and a drink if they stay all day. Please place a cool pack in the lunch box. NO sweets or chocolate please and no nuts.
- Please provide velcro plimsolls and spare underwear and clothes in a back pack clearly marked with your child's name.
- No Crocs or flip flops or any shoes / boots with laces please, shoes with Velcro fastenings are ideal.
- Please dress your child in easy to change or going to the toilet clothes – no dungarees or skinny jeans.
- We operate an equal opportunities policy in this Pre-school. All social backgrounds, cultures, gender, abilities, religion and race are treated with a positive attitude and respected.
- We welcome parental involvement please let us know any comments or suggested improvements you may have about the Pre-school.
- If you have any worries or queries do not hesitate to speak to a manager and we will take immediate action to try and remedy any problems.
- All our policies, together with the Pre-school Constitution are always available to read on our website and are also available in the setting.
- Our OFSTED report is available for you to read on the OFSTED website- [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **MANAGEMENT**

The Pre-school is committee run which ensures that parents have a say in the major decisions affecting the Pre-school. The Committee is responsible for reviewing both policy and practice and for the employment of staff.

You are welcome to join the committee at any time throughout the year. If you are unable to join the committee there are plenty of opportunities to help with fundraising.

The committee meets, on average, once a term. For more information, please speak to a Manager or a committee member.

Our chairperson is Julie Lawrence.

Please visit our website for further information, if you have any questions or concerns at anytime please ask us straight away, we are here to help your child's preschool years be a happy time.