

# Whitechapel Pre-School Playgroup

Whitechapel Village Hall, Church Lane, Whitechapel, Preston PR3 2EP

Tel: 01995 641132

Email: [preschool@whitechapel.lancs.sch.uk](mailto:preschool@whitechapel.lancs.sch.uk)

[www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk)



Where children  
learn through play

Information Booklet

## INTRODUCTION

Whitechapel Pre-School was started by a group of parents in 1983 with the aim of providing a play session for local children, supervised by parents. Originally located in the School House, the group grew quickly in response to the demand for a quality pre-school.

Today the pre-school runs from the Village Hall in Whitechapel, where the staff are committed to providing high quality childcare and pre-school education.

## MISSION STATEMENT

Whitechapel Pre-School aims to provide high quality care and education within an environment that ensures your child is happy, and feels safe and secure. Promoting confidence, independence and social skills. We do this by following the Early Years Foundation Stage (EYFS)

## ORGANISATION OF THE PRE-SCHOOL

Whitechapel Pre-School is a charity organisation and is run jointly between staff and committee members. The committee members are made up from parents and friends of the pre-school. The main role of the committee is fundraising and social activities. We encourage all parents to attend committee meetings as it is a great way to see how pre-school operates, allows parents to share suggestions and ideas and helps form friendships with other parents from the pre-school.

Chairman - Lora Margerison

Treasurer - Lisa English

Secretary - Laura Pickup

The pre-school is inspected regularly by Ofsted, after the latest inspection Ofsted awarded Whitechapel Pre-School *GOOD*.

The pre-school registered charity number is 1080554

The Ofsted registered number is 309527

## STAFF

Manager:	Mrs Esther Hartley
Deputy Manager:	Mrs Ingrid Fearnley
Keyperson:	Mrs Lisa Newman
Administrator:	Mrs Katie Walsh

All members of staff at Whitechapel pre-school are deeply committed to providing first class childcare. Brief CV's for the staff are given below. Copies of staff qualifications can be seen in our operational plan, please ask.

Esther Hartley	Degree in Early Years Leadership and Early Years Teacher Status
Ingrid Fearnley	NVQ Level 3 Diploma in child care and education
Lisa Newman	NVQ Level 3 Diploma in child care and education

## SESSION TIMES

Monday	9am - 3.30pm
Tuesday	8am - 5.30pm
Wednesday	8am - 5.30pm
Thursday	8am - 3.30pm
Term time only	

Morning sessions run from 9am-12noon or 9am-1.30pm if the child is staying for lunch. Afternoon sessions run from 12noon-3.30 pm and full day sessions are 9am-3.30pm. Breakfast Club runs on Tuesday's, Wednesday's and Thursday's 8am-9am and Afterschool Club runs on Tuesday's and Wednesday's 3.30pm-5.30pm depending on uptake.

## ADMISSIONS

Places are allocated on a first come first served basis. New children can be allocated a space at pre-school the term before their start date. We would encourage new children to start with a minimum of two morning sessions as we find this helps them settle into pre-school quicker. To change a child's session times requires a half terms notice and to reduce/cancel a child's session times requires a full terms notice.

All bookings are made for an academic year at a time. Bookings for the following academic year become available after the Easter break. Please note, attendance at Whitechapel Pre-School does not guarantee a place at Whitechapel Primary School. Please refer to the primary school for their admission policy.

## AGE

Children between the ages of 2 and 4 years may attend pre-school and do not need to be toilet trained.

## FEES

Fees are charged at £4.60 per hour for 2 year olds and £4.20 per hour for 3 and 4 year olds, and are invoiced at the start of each half term. Children aged 3 and over are entitled to 15 hours free funded childcare per week. This starts at the beginning of the first term after the child's 3<sup>rd</sup> birthday. Some children are eligible for an additional 15 hours of free funded childcare per week, making 30 hours in total. To check eligibility and to apply, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) Children aged 2, from families receiving financial support, may also qualify for 15 hours free childcare per week, to check eligibility and apply please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Funding for 2, 3 and 4 year olds is paid by Lancashire County Council to Whitechapel Pre-School for a whole term. This money is non-transferable or refundable after headcount week. Any other fees paid half-termly are also non-refundable if the child is moved from pre-school.

## FORMAT OF THE MORNING SESSION

09:00	Free play and activities with keyperson alongside free flow access to the outdoor play area
10:20	Snack time
10:40	Toilet and wash hands
10:45	Circle time/story time
11:00	Outside play within the play area
12:00	Home time

## FORMAT OF THE AFTERNOON SESSION

12:15	Toilet and wash hands
12:30	Lunch time
13:00	Free play and activities with keyperson
14:00	Tidy up time
14:10	Outside play on the M.U.G.A or play area
15:00	Story/quiet time
15:00 / 15:30	Home time

Each session is planned in advance, with the aim of promoting the children's learning and achieving the Early Learning Goals. Every opportunity is taken during free play to challenge and extend children's thinking and learning within all areas of the EYFS.

We have very strong links with Whitechapel Primary School. Pre-school children are invited to school for special events/assemblies. Also in the summer term pre-school children, who are due to start the school in September, enjoy weekly visits to Mrs Howson's class (reception). We also invite reception teachers from other primary schools to visit the children that will be joining their primary school in September.

## EARLY YEARS FOUNDATION STAGE (EYFS)

A child's early years are the building blocks for future learning. Through play, with the appropriate guidance and challenges, children enjoy learning and exploring the world around them. The EYFS ensures pre-school help children achieve this working closely with parents who are their most important educator.

The EYFS has 4 main themes:

### A Unique Child

Everyone is different, enjoys different things and learns in different ways.

### Positive Relationships

These are between you, your child and your keyperson, and is about how your child learns to be independent, socialise and make friends.

### Enabling Environments

We aim to provide challenging activities and resources both inside and out that will provide play opportunities for your child that induces a passion to learn.

### Learning and Developing

This is split into 3 prime areas and 4 specific areas with Early Learning Goals that most children will reach by the end of Reception aged 5. The 3 prime areas are fundamental in ensuring that children can achieve in all the other areas. The 4 specific areas are skills that help children become independent and able to participate in society.

### **Prime Areas**

1. **Personal, Social and Emotional Development.** This is how children behave, socialise with others, develop confidence and independence.
2. **Physical Development.** Ways children develop movement large and small - running, jumping, using scissors and tools. It also involves understanding themselves and their needs.
3. **Communication and Language.** Children's development of speaking and listening skills, as well as their understanding of language verbal and non-verbal.

### **Specific Areas**

1. **Literacy.** Children's development of reading and writing.
2. **Mathematics.** Looking at mathematical concepts including numbers, shapes, measure and simple sums.
3. **Understanding of the world.** Children's exploration of the world and what it means to them.
4. **Expressive Art & Design.** How children use art and music to express themselves, and the ways they develop their imagination.

**Your child develops all these skills during play around the setting and at home.  
This is called learning through play.**

## LUNCHES

School lunches are available to order at the cost of £2.30 per lunch. Parents are invoiced half termly for lunches and all cheques should be made payable to Lancashire County Council. If a child is absent and misses a lunch that has been paid for a credit will be given for the following half term.

Children may bring a packed lunch to eat if they prefer. We ask that all packed lunches are healthy with plenty of fruits and vegetables. To avoid the risk of choking we ask that grapes and cherries are cut in half and as we may have children with nut allergies we ask that no nuts are included. One small treat is permitted, however we will encourage children to eat the healthy items first.

## DRINKS & SNACKS

We ask parents to provide a piece of fruit for their child's mid-morning snack, water and milk will be provided for the children to drink at snack time. Children should also have their own named water bottle so that they have access to fresh water throughout the day.

## SCHOOL UNIFORM

School uniform can be purchased from Mary Frances, Derby Road, Longridge, alternatively, children can attend pre-school in their own comfortable clothing. We recommend that children wear sturdy shoes for health and safety reasons, and open toed sandals and 'crocs' should not be worn.

## CHANGE OF CLOTHING

At pre-school the children will take part in messy play, this could be anything from playing with paint and water inside to digging in the soil outside. Children will require a full change of clothing, including socks and underwear in a bag (all items should be named) each time they attend pre-school. We also go outside in all weathers so children will also require warm winter coats, wellington boots, waterproofs, hats, gloves, sun cream and sunhats.

## ARRIVALS AND DEPARTURES

Children need to be signed in on arrival at pre-school with the lunch preference noted. If the child is being collected by a different adult at the end of their session a member of staff should be informed. When the child leaves pre-school their drawer should be checked for any work they may have completed or any paperwork sent home from the office, the child should then be signed out.

Care should be taken when driving on/off the car park. Parents are responsible for the safety of their children at arrival/departure times and children must not wander in the car park unattended.

## MEDICAL

All staff hold a paediatric first aid certificate. Minor accidents will be treated in pre-school by a member of staff and the accident recorded in the accident book. All details will be passed on to parents who will then be asked to sign the accident book to confirm that they have received this information. Serious accidents will be treated in hospital with parents/emergency contacts being notified immediately, a member of staff will accompany the child to hospital.

Medication will only be administered by trained staff and on signed authorisation from the parents. Staff can only administer medication that has been prescribed by a doctor or other health professional. Any medication that is to be administered at pre-school should be handed to a member of staff immediately so that it can be stored safely out of the reach of children.

## ABSENCES

Children should be kept at home if they are unwell. We ask that parents either telephone, email or contact via See-Saw before 9.30am to inform us of the child's absence.

Below is a list of common illnesses and how long children should remain absent from pre-school.

<b>Disease</b>	<b>Period your child must stay away from Playgroup</b>
Chicken Pox	6 days from onset of rash
German Measles (Rubella)	4 days from onset of rash
Infective Jaundice	7 days from onset
Measles	7 days from onset of rash
Mumps	7 days minimum until swelling has subsided
Conjunctivitis	48 hours after first administration of antibiotic drops
Whooping Cough	21 days from onset of paroxysmal cough
Scabies	Until adequate treatment instituted
Gastrointestinal Infections (sickness, diarrhoea)	48 hours after symptoms settle
Impetigo	48 hours after antibiotic treatment has started or after the sores have stopped blistering or crusting

If a child is taking a course of antibiotics they should not come to pre-school within the first 48 hours of taking them.

## KEYPERSON SYSTEM

A keyperson is assigned to the child once they are registered. They get to know the child through the 'all about me' book, informal chats and settling in period. This helps build positive relationships and helps the child settle.

The keyperson is responsible for settling the child into pre-school, record keeping, observing and ensuring that the child's interests and developmental needs are being met. They are also there for parents to speak to with any comments, queries or concerns. If the child's keyperson is not present, we provide a co-keyperson for the child who will pass information to the keyperson or deal with the issue immediately.

## PROGRESS CHECKS

Between the ages of 2 and 3 the child's keyperson will fill out and share a progress check based on the 3 prime areas, Personal, Social and Emotional Development, Communication and Language and Physical Development. This will help identify the child's strengths, but also any areas of concern, ensuring that appropriate support can be put in place, making sure the child can continue to learn and develop to the best of their ability.

## SAFEGUARDING CHILDREN

Whitechapel Pre-School has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are shielded against the likelihood of abuse and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## BEHAVIOUR MANAGEMENT

Staff will promote and maintain good behaviour through reward and praise with unacceptable behaviour dealt with immediately, according to the age and stage of the child involved. Parents will be informed of any unacceptable behaviour and any action taken in dealing with the situation. Children will always be told why their behaviour is not acceptable, and an explanation of the correct behaviour will be given. Children will be guided, to the best of our ability, in the development of good behaviour and co-operation with others in a social environment.

## NEWSLETTERS

We produce weekly newsletters to keep parents informed about what is happening at pre-school. They are emailed out to parents or can be found on our website [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk) or on the office door.



## TRIPS

Staff organise trips to coincide with topics or seasons. All trips are subject to a satisfactory risk assessment and parents/carers will be required to give written consent for attendance beforehand.

## HOLIDAYS

Pre-school runs during term-time only and holidays follow the holiday pattern of Whitechapel Primary School. The current holiday list is at the back of this information booklet and can also be found on [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk).

## POLICIES

Copies of the pre-school policies and procedures are available for everyone to see, they can also be viewed on our website [www.whitechapelpreschool.org.uk](http://www.whitechapelpreschool.org.uk). Our policies help us make sure that the service provided is of high quality and that being a member of the pre-school is an enjoyable and beneficial experience for every child and their parents.

## LEGAL MATTERS

Pre-school is registered with Ofsted and Lancashire County Council, under the Children's Act 1989, for 25 children between the ages of 2 and 4 years.

The staff to children ratio for pre-school complies with, and sometimes exceeds, the level set out in Ofsted's welfare requirements.

Pre-school is a member of the Pre-School Learning Alliance and a copy of the insurance cover is available to see on the office door - please ask if you need further information.

Revised 20th October 2020