



September 2023– July 2024



**Term time childcare for children aged 2 years to 5
years**

The Studio, Station Road, Hadleigh, IP7 5HQ

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Ofsted reg: EY292798

Registered Charity No: 1014341



Welcome

Welcome to Playstation Pre-School and thank you for enquiring with us about providing care to your child.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best start in their education.

This prospectus aims to provide you with an introduction to Playstation Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children below statutory school age;
 - work in partnership with parents to help children to learn and develop;
 - add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
 - kept informed;
 - consulted;
 - involved; and
- included at all levels.

Meet the dedicated team who work at Playstation Pre-School...

SENIOR TEAM



**Michelle Elmer –
Manager**



**Stella Simpkin –
Playleader/Deputy
Manger**



**Helen Hill –
Playleader/Deputy
Safeguarding Officer**



**Amy King –
SENCo/Play Assistant**

PLAY ASSISTANTS



**Elizabeth Chisnall –
Deputy SENCo/Play
Assistant**



**Katelynne Billman –
Play Assistant**

**Charly Smith –
Play Assistant**

**Lydia Ball –
Bank Staff**

Learning and Development

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to take forward their learning and development by being helped to build on what they already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

The Early Years Foundation Stage

Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Playstation Pre-School's provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children on early years provision including children with special educational needs and disabilities.

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Positive Relationships

Children learn to be strong and independent through positive relationships.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Playstation Pre-School helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

- *Prime Areas*
 - Personal, social and emotional development.
 - Physical development.
 - Communication and language.
- *Specific Areas*
 - Literacy.
 - Mathematics.
 - Understanding the world.
 - Expressive arts and design.

The *Development Matters, No-statutory curriculum guidance for the early years foundation stage* guidance sets out the likely stages of progress a child makes along their progress towards the Early Learning Goals.

Playstation Pre-School has regard to these when we assess children and plan for their learning. Our activities and events support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- Self regulation;
- Managing self; and
- Building relationships.

Physical development

- Gross motor skills;
- Fine motor skills.



Throwing and catching balls!



Writing on the friendship flower

Communication and language

- listening, attention and understanding;
- speaking.

Literacy

- Comprehension;
- Word reading; and
- Writing.

Mathematics

- Numbers; and
- Numerical patterns.

Understanding the world

- Past and present;
- People, culture and communities; and
- The natural world.

Expressive arts and design

- exploring and using media and materials; and
- being imaginative.



Playing football in the garden

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory guidance on education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs, (and occasionally videos) of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we invite you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our on-going development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child moves onto a new setting or into school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Learning Journey

We keep a learning journey for each child. Your child's learning journey helps us to celebrate together their achievements and to work together to provide what your child needs for their well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. Together, we will then decide on how to help your child to move on to the next stage.

Playstation Pre-School and Parents

Playstation Pre-School recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents can take part in making Playstation Pre-School a welcoming and stimulating places for children and parents such as:

- exchanging knowledge about their children's needs, activities, interests and progress with our staff,
- contributing to the progress check at age two,
- helping at sessions of the setting,
- sharing their own special interests with the children,
- being part of the management of the setting where appropriate via committee meetings,
- taking part in events and informal discussions about the activities and curriculum provided by the setting,
- joining in fundraising events and
- building friendships with other parents in the pre-school.

Joining in

At Playstation we welcome parents joining us to share their own interests and skills with the children such as doing crafts with them or doing some baking with them. The children love taking part in the activities provided by the parents and are always excited to share what they are doing with the staff and their own parents when they pick up.

We always welcome parents dropping in to see us at work and play and to speak to the staff.

Key Person

Playstation Pre-School uses the key person approach. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare we provide is right for your child's needs and interests. When your child first starts at Playstation Pre-School she will help your child to settle and throughout your child's time with us she will help your child to benefit from our activities. At Playstation we ensure both the parents and children can be aware of their key person by clearly displaying the individual staff groups. From time to time staff members may not be present when their key child is, to ensure the children still have a smooth and continuous provision of care they all have a co key person who takes on the key person responsibilities should they be off.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We are also lucky enough to have parent and committee helpers from time to time to complement these ratios. This allows us to:

- give time and attention to each child,
- talk with the children about their interests and activities,
- help children to experience and benefit from the activities we provide and
- allow the children to explore and be adventurous safely.

The Staff

All the staff at Playstation Pre-School are qualified in childcare, safeguarding and first aid. They have all gone on to do further training such as pecs training, SEND training and behaviour training, please feel free to speak them about this, they are very knowledgeable! We also keep up to date with best practice, as a member of the Early Years Alliance, through their 'Under 5' magazine and other publications produced by the alliance. Some staff work full time and some work part time

Policies

The staff at Playstation Pre-School can explain our policies and procedures to you. Copies of these are available to view in our lobby area and we can photocopy these on request. Our policies help us to ensure that the service we provide is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for child and their parents.

Our staff work together to adopt these policies and they all can take part in the annual review of the policies. This review helps us to make sure the policies are enabling us to provide a quality service for its members and the local community.

Safeguarding Children

Playstation Pre-School has a duty under the law to help safeguard children against suspected or actual significant harm. Our employment practice practices ensure children against the likelihood of abuse in our setting 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 that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulties.

Our Designated Safeguarding Lead is: Michelle Elmer and our Deputy Safeguarding Lead is Helen Hill.

SEND at Playstation Pre-School

To make sure that our provision meets the needs of each individual child, we take account of any special needs or disabilities a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Amy King.

If you require any extra information regarding this, please feel free to speak to Amy.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows; The Data we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family).
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.

3. Adequate, relevant and limited to what is necessary on relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives your further details of how we fulfil our obligations about your data.

The Committee

Playstation Pre-School is a registered charity and as such has a committee to ensure the smooth and effective running. The members of office, (chair, treasurer and secretary) are elected by the committee members at our Annual General Meeting which is held in May each year. The Annual General Meeting is open to all our parents and staff, we display a poster informing parents of the date at least 2 weeks prior to the Annual General Meeting.

We also have committee meetings each half term, these are on an evening for an hour and are primarily used to discuss fundraising for the pre-school. Please speak to Hannah or one of the committee members listed below if you are interested in joining our committee, we are always looking for new members!

We are lucky enough to have a pro-active committee who hold many fundraising events to raise funds for the pre-school. Some of our more recent and upcoming events are cake raffles, Ryan Gooding Medium night, quiz night, bingo, sponsored walk and summer fayre our pop up shops is always successful too.

Our current committee members are:

- Claire Rose – Chairperson
- Sarah Bartholomew – Secretary
- Lucy Jay – Treasurer
- Rebecca Barke
- Zoe Styles

little more about us...

Fees

At Playstation Pre-School we have two tiers of fees. These are payable in advance of each half term, with a month given for payment. Fees must still be paid if children are absent, if your child is absent due to exceptional circumstances please talk to Michelle who may be able to help.

Paying your fees secures your child's place, please refer to our policies regarding this. For children in receipt of funding, whether it is two, three or four-year-old funding, there will be fees applied for any hours above your government entitlement.

Our fees are:

	2-year olds	3- and 4-year olds
AM session (8:30-11:30)	£16.50	£14.00
Lunch Club (11:30-12:30)	£5.50	£5.00
PM session (12:30-3:30)	£16.50	£14.00
Full Day (8:30-3:30)	£38.50	£33.00

Timetable and Routine

Playstation Pre-School believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- Help each child to feel that he/she is a valued member of the setting
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group and
- Provide children with opportunities to learn and help them to value learning.

The Session

The sessions are organised in such a way that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and helps them to gain new skills, as well as working with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor environment.

Snacks and Meals

We make snacks and meal times a social time at which children and adults eat together. We provide the children with healthy and nutritious food. We always take any allergies or dietary requirements into consideration when planning our snack menu. A copy of our current snack menu can be found at the end of the prospectus.

If your child is attending our lunch club, you will need to provide them with a packed lunch that supports our healthy eating. **Please remember we are a nut free setting.**

Clothing

We provide protective clothing for the children to wear during arts and crafts, however it is always a good idea to send your child in clothes you don't mind getting dirty. We love messy play, water play, and arts and crafts so please ensure your child is sent with spare clothes in a named bag. This is equally important when your child is potty training (and even if they aren't) as little accidents can and do happen!

Starting at Playstation Pre-School

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child settle into the setting. Our policy on the Role of the Keyperson can be obtained on request.

We hope that you and your child enjoy being members of Playstation Pre-School and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk to you about your ideas, views or questions.

What will I need at Playstation?

- A drinks bottle with water or squash



- Spare clothes in a bag to put on my peg



- My name on all my belongings, including my clothes!



- Any medication if needed



- Gloves, scarf and hat in the winter



- Sun hat and sun cream in the summer



- My healthy packed lunch if I am staying for lunch club



- Nappies and wipes – if needed



- My comforter if I need it – please tell the staff if I take it in!



A day at Playstation Pre-School

- 8:30 am – Doors open, bags on pegs, names on board, free play
- 8:50 am – Doors close, free play continues
- 9:15 am – Carpet time, this is where we have a story and song time, talk about our theme, the day of the week, the weather and any important celebrations.
- 9:30 am – Snack time, this is open most of the morning and children can choose when they have snack, taking their name from the board to the member of staff on snack
- 10:00 am – Garden time (this time can vary dependant on the weather)
- 11:30 am – Home time/Welcome time
- 11:40 am – We prepare for lunch by tidying up and washing our hands.
- 12:30 pm – Home time/Welcome time – Free play
- 1:00 pm – Carpet time
- 1:30 pm – Snack time
- 1:45 pm – Garden time
- 3:30 pm – Home time.



Lots of fun at Playstation Pre-School

