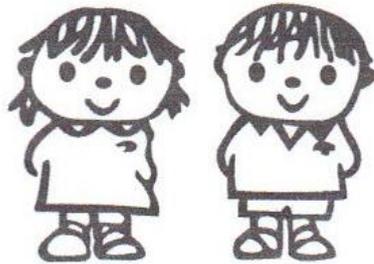




# NELMES



## pre-school

Ofsted rated 'Outstanding'



Nelmes Pre-School  
United Reformed Church Hall  
Nelmes Road, Emerson Park  
Hornchurch, Essex RM11 3JA

Owner/Manager: Cheryl Kelly:  
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EY460290

## Prospectus

Welcome to Nelmes Pre-School, a well established Pre-School situated in the grounds of the United Reformed Church in Emerson Park.

Nelmes has a spacious outdoor playground area which leads directly off of the church hall. The playground has secure fencing and provides children with a safe outdoor learning environment in which children can explore and play.

We accept children into the setting from age 2 until they start school at age 4+. Parents have the choice to send their children to pre-school for either a half or full day sessions.

### **Choosing the Best Care.**

With all the modern stresses of balancing a working life with your family commitments, we recognise the value in making sure that your child is in safe and caring hands.

Choosing the right place for your child is a difficult decision for any parent to make. At Nelmes Pre-School we aim to create a secure, friendly and cosy environment that is stimulating for the child and gives parent's confidence. Our priority being the physical, emotional, intellectual and social wellbeing and development of the children in our care.

### **Our Aims**

The principle aim of the Pre-School is to provide a safe, caring and stimulating environment in a residential setting where children can learn and develop positively as individuals and benefit from the large indoor and outdoor space which the Pre-School has to offer.

Also, we aim to provide children with confidence and the ability to communicate effectively with each other and their carer's and therefore easing their passage into the education system.

### **Code of Practice**

All staff at Nelmes Pre-School will actively provide a warm secure relationship with the children for whom they are responsible. The individual needs of each child will be assessed and catered for.

All children will be actively encouraged to fulfil their full potential. Their physical, emotional and social skills will be monitored and regularly discussed with parents, guardians and carers.

All staff will ensure that the quality of teaching is the best that we can provide and that children have secure knowledge and understanding of both the prime and specific areas

of the curriculum. A range of learning opportunities are offered to encourage the children to make progress in their development.

Children, parents and carers will not be discriminated against on grounds of race, culture, religion, gender, disability, life style or sexuality.

Parents and carers should remain aware of, and sensitive to, difference of culture, equipment and activities will positively reflect today's multicultural society.

Safety of the children is of paramount concern whatever the activity. Adult to child ratios will be monitored and adhered to at all times. All equipment will comply to an approved British and EC standards and will be checked on a regular basis.

A good standard of hygiene will be maintained at all times.

Children's behaviour will be positively managed, no physical chastisement whatsoever will be allowed. No child will be humiliated, embarrassed or frightened. Anti-social behaviour will be managed to ensure all children's wellbeing.

All accidents will be reported to the parent/carer, usually by email, but sometimes verbally and recorded without delay. Parents will be fully informed as soon as possible and the cause of the accident will be dealt with to avoid repetition. All parents will need to respond to the 'accident' email and/or sign documentation of accidents to acknowledge that it has been brought to their attention.

All parents are entitled to full information about the activities and the care received by their child. Time for discussion with parents will be made available and is usually the second half of the school term.

### **Opening Hours**

9.00am until 3.00pm for a full day session

9.00am - 12.00 noon for a morning session; or

12.00 noon - 3.00pm for an afternoon session.

We are open 5 full days a week and are a sessional pre-school operating term time only.

### **Admissions.**

Anyone wishing to reserve a place for future intake must complete a registration form and pay a deposit of £25.00.

Places are limited at Nelmes Pre-School so we advise reserving your child's place as early as possible.

### **Children with Special Needs.**

The Pre-School is keen to integrate children with special needs, where it is clear that our facilities and resources can effectively meet the needs of the individual child.

### **Fees.**

Our fees are £21.00 per session, £42.00 for a full day (School year 2023 - 2024). Please note sessions fees increase by approximately £1.00 per session annually.

Our setting has an 'Outstanding' Ofsted rating. We accept children on the 2 Year Old Offer (2YOO) and 30 hour funding scheme. However, a reference number issued by the local authority must be provided to the setting prior to your child starting at Pre-School. Reference numbers can be applied for on the government 'Childcare Choices' website. Children over the age of three and one term will receive government funding for five sessions per week.

Please note that government funding does not fully cover the cost of the session and the difference will be charged. This voluntary cost is approximately £5.00 per session and will be charged to a maximum of 5 sessions. This cost will allow us to continue providing a sustainable and enriching environment for the children and covers the cost of food supplied, resources for themed learning experiences, replacement of damaged or broken resources, parties & entertainers, cost of events, book bags, nappies and hygiene consumables, and more. (This list is not exhaustive).

Full fees are payable during holiday and sickness absences.

School fees are payable during the first week of a new term. Late payments will give rise to a £20.00 administration charge per week and dishonoured cheques will incur a further £20.00 administration charge. Interest will be charged on unpaid fees outstanding for more than one month at the rate of 10% p.a.

Four week's notice should be given to withdraw a child from the Pre-School. The same four week's notice period also applies to reducing sessions. This applies to both funded and fee paying children.

### **Late Collections**

Late Collection fines are in place at Nelmes Pre-School and will be charged at £1.00 for every minute late after the first five minutes have passed.

### **Pre-School Staff**

The Pre-School Team comprises the Setting Owner/Manager, a Deputy Manager and five additional practitioners and a Housekeeper.

The Staff have a variety of childcare qualifications including Early Education BA Hons Degree held by the Owner/Manager, and NVQ Level 3 Childcare qualifications. All are all fully approved by the relevant authorities and have enhanced DBS Checks.

### **Policies.**

Nelmes Pre-School has a range of policies, and all parents are advised to read them. These are available to read in full on our website [nelmespreschool.co.uk](http://nelmespreschool.co.uk) .

### **Activities and procedures.**

Our main emphasis of learning will be through play but children will be taught to enjoy arts and crafts, early maths, science, language and physical development.

All children are offered equal opportunities in an atmosphere that reflects a balanced and coherent, progressive model of planned learning.

The Pre-School works within the Early Years Foundation Stage Framework.

### **Meals & Snacks**

There is a scheduled snack time in the morning and afternoon. Careful consideration is given to 'healthy options' at snack time.

Children with allergies to specific foods or ingredients will be catered for.

Water is the beverage served and is always available to the children at snack time and throughout the day.

Snacks as an example include:

Fresh/Seasonal cut up fruit or vegetables

Toast

Biscuits

Rice Cakes.

Bread Sticks

Pitta Bread

Where a child is to remain at Pre-School for a full day parents must provide a packed lunch which should contain an ice pack. Lunch boxes and cups must be clearly marked with the child's name. Please avoid giving peanut butter as part of your child's lunch for H&S reasons.

Haribo sweets are also NOT permitted in setting due to the gelatine content.

### **Notifiable Diseases**

The Pre-School holds a policy on Illness and Infectious Diseases and if your child

contracts any infectious illness you must tell us without delay and we will advise you as to whether or not your child can attend the Pre-School.

### **Administering of First Aid**

All members of staff hold a Paediatric First Aid Certificate, and have received instruction specifically covering the administering of first aid to infants and children. On-going training is in place. All accidents are entered on an Accident Report form and will be signed by both a member of staff and counter-signed by the person collecting the child.

### **Toileting/Nappies**

Nappies and wipes must be provided for your child. Any supplied by the Pre-School will be charged for. Toilet training is so far as possible handled in accordance with your specific requests and according to the developmental needs of the individual child.

### **Arrangements when your child is ill**

If your child becomes ill or unduly distressed during Pre-School hours, we will endeavour to contact a parent of the child so that arrangements can be made for early collection. In the interests of other children and staff it will be necessary to exclude any child who has been diagnosed with certain contagious illnesses and diseases.

### **Care & discipline**

Each and every child is treated as an individual. A keyworker is allocated to each child whose responsibility it is to closely monitor your child's progress and welfare. In cases of 'anti social' behaviour, staff endeavour to explain why such behaviour is unacceptable. The staff use only positive guidance, redirection and the setting of clear-cut boundaries that enable the child to become self-disciplined.

Our aim is to encourage the children to be fair, respect property, respect others and to be responsible for their own actions.

Discipline and guidance is consistent and based on an understanding of the individual needs and development of your child.

Aggressive physical behaviour towards staff or a child is unacceptable. Staff will intervene immediately when a child becomes physically aggressive to protect all children and encourage more acceptable behaviour.

### **Procedure for Collection of Children**

Children are released only to the adults advised by parents on the consent form previously provided by you. Release to any other adult may occur with a written authorisation signed and dated by you, or by direct communication with the Nursery Manager. We have a password system in place for this. Identification may be requested at any time.

### **Health & Safety.**

Health & Safety is of utmost importance and our Policy is available for inspection on the setting website.

### **How to Make a Complaint**

We hope that you will not feel it is necessary but if you wish to make a complaint you must first discuss matters with your Child's keyworker, or the Manager. If this does not resolve matters to your satisfaction then you are asked to put your complaint in writing. There is a separate policy giving clear guidance on the procedure.

### **Pre-School Closures**

Any emergency pre-school closures will be advised to you by email.

### **Comments/Suggestions.**

We value all comments and suggestions you may have.

## **NELMES PRE-SCHOOL STAFF**

Name	Job Title	Qualifications and Experience
Cheryl Kelly	Owner/Manager & SENDCO L6	Early Education BA Hons Degree Level 6 A1 Assessor Behaviour Management Channel Awareness Domestic Abuse Emotion Coaching Fire Warden Food Hygiene Getting Ready for Ofsted Hand Hygiene Health & Safety Awareness Leading Good Autism Practice Leading in the Early Years Menopause Awareness Mental Health Awareness in the Workplace Paediatric First Aider PECS Planning in the Moment Positive Handling PREVENT PREVENT COVID19 RIDDOR Risk Assessment Safeguarding Designated Lead Safer Recruitment SENDCO & Portage Type 1 Diabetes Understanding of Autism

Joanne Lambert	Practitioner L3	<p>Level 3 Childcare</p> <p>Allergens</p> <p>Autism Awareness</p> <p>Environments in the Early Years</p> <p>Fire Safety</p> <p>Food Hygiene</p> <p>Hand Hygiene</p> <p>Introduction to Infection Prevention and Control</p> <p>Paediatric First Aid</p> <p>Positive Behaviour</p> <p>PREVENT</p> <p>Safeguarding L3</p> <p>Supporting Children's Self-Regulation Skills</p> <p>Type 1 Diabetes</p> <p>Understanding Allergies and Anaphylaxis</p> <p>Understanding Asthma</p>
Lucia Worthington	Practitioner L3	<p>Level 3 Childcare</p> <p>Autism Awareness Course</p> <p>Child on Child Abuse</p> <p>EYFS Made Simple</p> <p>Female Genital Mutilation</p> <p>Fire Awareness</p> <p>First Aid</p> <p>Floor Space Requirements in EY</p> <p>Food Hygiene</p> <p>Hand Hygiene</p> <p>Positive Behaviour in the EY</p> <p>PREVENT</p> <p>PREVENT COVID19</p> <p>Safeguarding Children</p> <p>Supporting Children's Self-Regulation Skills</p> <p>Understanding Asthma</p> <p>Understanding Epilepsy</p>
Sian Briton-Watkins	L3 Deputy Manager & SendCo	<p>Level 3 Childcare</p> <p>Behaviour Management</p> <p>Channel Awareness</p> <p>Designated Safeguarding Lead</p> <p>Female Genital Mutilation</p> <p>Fire Marshall and Warden</p> <p>Fire Safety Awareness</p> <p>Food Hygiene</p> <p>Hand Hygiene</p>

		<p>Makaton Intensive  Nutrition for Oral Health  Paediatric First Aid  PECS  Picture Exchange Communication System (PECS)  PREVENT  PREVENT COVID19  Profound and Multiple Learning Difficulties (PMLD)  Promoting Positive Behaviour  SENDCO Intensive  Special Educational Needs Co-ordinator  Type 1 Diabetes</p>
Liz Miller	Practitioner L3	<p>Level 3 Childcare Diploma  ADHD Awareness  Attention &amp; Listening – The Bucket  Autism Awareness  Behaviour Management  Channel Awareness  Children’s Mental Health  Female Genital Mutilation  Fire Awareness  Food Hygiene  Get Moving, Get Healthy  Health &amp; Safety  Infection Prevention &amp; Control  Let’s Talk About Teeth  Makaton Intensive  Mathematical Vocabulary  Paediatric First Aid  Positive Handling  PREVENT  PREVENT COVID 19  Safeguarding Children Designated Lead  SEND Early Identification  Understanding Challenging Behaviour</p>
Kerry Andrews	Practitioner L3	<p>Autism Awareness  Environments in the Early Years  EYFS Made Simple  Food Hygiene  Paediatric First Aid  Positive Behaviour  Safeguarding L2</p>

This list is not exhaustive. Staff attend many courses relating to the EYFS via the Local Authority throughout the course of every year.