



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

Owner/Manager: Cheryl Kelly:
Pre-School Hall:
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Prospectus

At Nelves Pre-School, we believe that every child is unique and full of potential. Our warm, friendly, and nurturing environment is designed to help your little one learn, explore, and develop essential skills that will prepare them for their exciting journey into school life.

Our experienced and caring team provide a safe and supportive space where children can grow in confidence, build friendships, and develop a lifelong love for learning through play-based activities. From creative crafts and storytelling to outdoor adventures and early literacy and numeracy games, every day is filled with opportunities for discovery and fun!

We work closely with parents to ensure every child's needs are met, offering flexible sessions that fit around family life.

Come and see why so many families choose Nelves Pre-School — where happy children and supportive staff create a wonderful start to your child's education.

Convenient Location - Easily accessible for local families

Qualified, Caring Staff - With years of experience in early childhood education

Fun, Engaging Activities - Helping children learn through play

Strong Parent Partnerships - Working together to support your child

Book a visit today and let us show you what makes Nelves Pre-School so special.

Together, we can help your child shine bright and thrive!

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 Nelves 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 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 Nelves Pre-School so we advise reserving your child's place as early as possible

NELMES PRE-SCHOOL FEES

Privately funded session fee : £22.00 per session for 3 years +

Privately funded session fee : £26.00 per session for 2 years +

Privately funded session fee : £34.00 per session for 1 years +

All fees are charged per session. Sessions are 3 hours (AM or PM)

Prices are accurate from 1 September 2026 – 31 August 2027.

Please note sessions fees may increase annually.

ADDITIONAL COSTS FOR ALL CHILDREN

Consumable Fee	This voluntary consumable charge covers the cost of tissues, wipes, paper towel, gloves and first aid supplies and any other resources for the children outside of the general expected. Christmas parties and other events will be charged for separately.	£1.00 per day attending.
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FOR INFORMATION PURPOSES ONLY

AVAILABLE FUNDING OPTIONS AND LOCAL AUTHORITY FUNDED RATES As per DFE Guidance April 2025				
	Per Hour	Per Session	Per Week (x 5 Sessions = 15 Hours)	Per Week (x 5 Sessions = 30 Hours)
9 Month + Working Families	£11.36	£34.08	£170.40	£340.80
2 Year Working Families 30 Hours	£8.29	£24.87	£124.35	£248.70
2 Yr Families receiving additional support (2YOO)	£8.85	£26.55	£132.75	
3 & 4 Year Universal (15 Hrs)	£5.78	£17.34	£86.70	
3 & 4 Year Working Families 30 Hours	£5.78	£17.34	£86.70	£173.40

SCHOOL FEES PAYMENT - POLICY AND PROCEDURE

Please take the time to make yourself aware of the fee payment procedure for Nelmès Pre-School.

- When registering your child at Nelmès Pre-School a deposit of £25.00 is payable. **If you have not yet paid your deposit then you will need to do so before your child starts school.**
- Please be aware that you are paying for your child's place at Nelmès Pre-School. Therefore, all non-attendance including sickness days and holiday days must be paid for.
- Any reduction in sessions, once the official term has started as detailed by the Local Authority, must incorporate the setting's four-week, term time, notice period. The notice period will begin the day after receipt of your notice in writing.
- School fees must be paid by the specified date on your invoice. This will be one week into the term or one week after the half term.
- School fees can be divided into **two** payments. These are payable at the start of the term by the dates indicated on your first invoice and immediately after half term break by the date indicated on your second invoice.
- If you do not pay school fees by the required deadline you will incur a weekly £20.00 late payment fee. If school fees are not paid within two weeks your child's place will be revoked.
- Extra session fees should be paid at the beginning of the session on the day your child is attending. Unless fees are paid your child will not be accepted into setting.
- Should you wish to remove your child from the setting **four week's notice** should be given in writing. The notice period will begin the day after receipt of your notice letter. Notice applies to both fee paying and government funded children. Should you be entitled a part refund please be aware that any voucher payments will be returned to the voucher provider.

All children should be collected from school at the designated end of session time. Failure to collect your child from school on time will result in a late fee of £1.00 per minute after the first minute past 12.00 noon or 3.00pm has passed.

I agree to the terms of fee payments outlined above. (This policy should be signed even if your child is in receipt of a funded place).

Dated:

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.

Late Collections

Late Collection fines are in place at Nelves Pre-School and will be charged at £1.00 for every minute late.

Pre-School Staff

The Pre-School Team comprises the Setting Owner/Manager, a Deputy Manager, and three additional Practitioner's.

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.

Nelves 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 nelvespreschool.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. Please provide your child with a healthy snack for mid-morning and mid-afternoon.

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.

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 DO NOT provide any nuts or peanut butter as part of your child's lunch due to others' allergies.

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.

On-line Safety

Technology can move at an extraordinarily fast pace. It can therefore be difficult to know how to start talking to your child about what they're doing online, who they might be speaking to or discussing the potential risks and issues. Talking regularly with your child can help keep them safe online. Making it part of daily conversation, like you would about their day at school, will help your child feel relaxed.

Please find a link to NSPCC On-line Safety.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

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.

STAFF QUALIFICATIONS

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 Child on Child Abuse Dealing with Difficult People 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 Prevention of Radicalisation RIDDOR Risk Assessment Safeguarding Designated Lead Safer Recruitment SENDCO & Portage Type 1 Diabetes Understanding of Autism Understanding Allergies and Anaphylaxis Speech & Language – Sounds & Stammering
Joanne Lambert	Practitioner L3	Level 3 Childcare Allergens Awareness Autism Awareness Breast Ironing Child on Child Abuse Environments in the Early Years Faith Based Abuse: Witchcraft Fire Safety Food Hygiene Hand Hygiene Introduction to Infection Prevention and Control Keeping Children Safe in Education Paediatric First Aid Peer on Peer Abuse Positive Behaviour in Early Years PREVENT Safeguarding L3 Slips, trips and falls Supporting Children's Self-Regulation Skills Type 1 Diabetes Understanding Allergies and Anaphylaxis Understanding Asthma Whistleblowing
Sian Briton-Watkins	L3 Deputy Manager & SendCo	Level 3 Childcare Behaviour Management Channel Awareness Child on Child Abuse County Lines Dealing with Difficult People

		Designated Safeguarding Lead Female Genital Mutilation Fire Marshall and Warden Fire Safety Awareness Food Hygiene Hand Hygiene Keeping Children Safe in Education Manual Handling Mental Health and Young People Menopause Awareness Makaton Intensive Nutrition for Oral Health Paediatric First Aid PECS Peer on Peer Abuse Picture Exchange Communication System (PECS) Positive Behaviour in Early Years PREVENT PREVENT COVID19 Preventing Bullying & Harrassment in the Workplace Profound and Multiple Learning Difficulties (PMLD) Promoting Positive Behaviour Restraint in Education SENDCO Intensive Special Educational Needs Co-ordinator Type 1 Diabetes Understanding Asthma Understanding Allergies and Anaphylaxis Whistleblowing
Liz Miller	Practitioner L3	Level 3 Childcare Diploma ADHD Awareness Attention & Listening – The Bucket Autism Awareness Autism Awareness Course Behaviour Management Channel Awareness Child on Child Abuse Children's Mental Health County Lines Data Protection and the GDPR Developing Positive Behaviour Management Environments in Early Years Environments in Early Years Faith Based Abuse – Witchcraft Female Genital Mutilation Fire Awareness Fire Safety for Fire Wardens Food Hygiene Get Moving, Get Healthy Health & Safety Infection Prevention & Control Let's Talk About Teeth Makaton Intensive Mathematical Vocabulary

		Menopause Awareness OFTSED's Early Years Education Inspection Framework Paediatric First Aid Peer on Peer Abuse Positive Handling PREVENT PREVENT COVID 19 Restraint in Education Safeguarding Children Designated Lead SEND Early Identification Understanding Challenging Behaviour
Aysen Turan	Practitioner	Child on Child Abuse FGM Food Hygiene Level 2 PREVENT Awareness Positive Behaviour in Early Years L2 Safeguarding Paediatric First Aid

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