



Abbey Preschool Prospectus



Learn to play, play to learn

Introducing Abbey Preschool

Abbey Preschool is a purpose-built building, offering term time care for children aged 2 to 5 years old.

We are located on the edge of Preston Primary Academy grounds.

Our current building was purpose built, it is light and child friendly, with all resources and facilities within children's reach.

We have a committed team of practitioners working together to provide a welcoming, secure and stimulating learning environment for all children.

Abbey is fully committed to anti-discriminatory practice in order to promote equality, and value diversity for all children, families and visitors. In accordance with our equality of opportunities policy, children at all times are treated equally, and encouraged to reach their full potential. Abbey recognises every child as being unique, with their own individual characteristics and abilities.

Our staff

Abbey has 6 members of staff. The practitioners at Abbey are on hand to make the transition into pre-school as smooth as possible.

We allocate each child a Key Person to support your child during their time with us, with a secondary keyperson in place.

The staff at Abbey are dedicated to their roles and have a range of childcare experience and years of experience within childcare. Staff hold relevant qualifications ranging from Level 2 up to Bachelor of Arts Degrees. All staff hold their Paediatric First Aid (PFA) certificate. The staff create a stimulating environment for children to learn, thrive and become independent learners; building on the knowledge that the children already have when starting with us.



Your child's learning journey

Our room is an open space with a small divider sectioning a toddler area and a pre-school area. However, the gate is open the majority of time and allows the children to move freely between the two areas. Children are able to explore their environment freely, deciding what they wish to play with. There will also be planned activities for the children that is centred around the children's next steps and interests. The practitioners get to know the children well and will work with them to extend their learning through play by introducing new ideas and experiences depending on what the child is interested in.

At times we will explore our surroundings and take short walks within the local area, creating links with their life outside of preschool. This not only takes children's learning outside, it an essential part of learning about the world around them and seeing how they fit into their local and wider community.

Special Education Needs and Disability (SEND)

If you have any concerns regarding your child's development please inform us **before** your child starts with us. If additional measures need to be put in place, it is vital we are informed as soon as possible so we can make arrangements with relevant professionals or services that provide additional support and advice, prior to your child starting with us. If you are worried about any aspect of your child's development, including speech, you do not have to wait for them to start with us to seek help. Your health visitor can offer lots of valuable advice and help you get any help that you may need.

Safeguarding your Children

Abbey offers a safe and secure environment for all children that promotes their wellbeing and safety at all times. Safeguarding is something we take very seriously, and we have robust safeguarding procedures and policies in place.

In addition to the safeguarding lead and deputy in the setting, there will also be an appointed safeguarding member on the committee. Their details are available upon request as this can change annually as new committees are formed.

Uniform

It is recommended that children wear a red t-shirt, a navy jumper, elasticated joggers or leggings and trainers that have a Velcro fastening. This makes it easier for the children to be independent in their toileting with the help of the adults. No sleeveless dresses or tops or denim clothing. The children will get messy so it is highly recommended to use recommended uniform above. If you wish to purchase branded uniform with the Abbey logo for your child a link can be sent for this but it is not necessary to have branded items.

This also allows them to build a sense of identity and can help children to understand when their pre-school days are.

Settling at Abbey Pre-school

We welcome viewings of the setting and where possible some settling sessions. The settling sessions consist of a visit with the parent for half an hour and then a session where they would attend on their own for a short period of time before starting their journey with us.

If your child has a special comforter this can be useful when settling with us. We encourage this but all items must be labelled to ensure the safe return. Each child has their own draw space with their name on to allow them to put their special item as well as any paperwork that they gather throughout the day. Your child's key worker will be on hand to help settle your child and will work with them throughout their time with us.

We ask that no toys are sent in from home as they can become lost and this can be distressing for your child when we aren't able to locate the item.



Our system entails dropping your child off at the main door in the morning where they will be greeted by a member of staff and where possible their keyworker or secondary keyworker. We will bring them to you at collection time. We do this as it can sometimes disturb other children that are also settling as children arrive and leave at different times during the session.

We ask that you wait by the gate until the door has been opened at 9am and filter up the path one at a time to allow each parent time for handover with the person at the door.

Parent's Role

We recognise that parents are their child's first educators and strive to work closely with you when tracking your child's development and progress during their time with us.

Any information that you feel is necessary will enable us to ensure a smooth transition for your child when settling and throughout their journey.

We use a system called Tapestry, where we upload observations of the activities your child has been carrying out with us. This is usually a minimum of 1 per week. However, we recognise that it is vitally important to ensure focus is on the child during their session, extending their learning and that our presence with them is important as well.

We use a whiteboard that is hung up outside at the end of sessions that will tell you what the children have been doing that day. It can get busy at periods and we try our utmost to ensure this is updated. As well as passing information at pick up times.

Parent Committee

Abbey is a voluntary committee run preschool and relies entirely on parent volunteers and others from within the community to join and form a committee. There will be an elected Chairperson, Secretary and Treasurer to lead the other general members on the committee panel. Without an elected committee, the preschool is unable to function and would be forced to close. The committee would work closely with the setting's manager and staff, and are responsible for making decisions that relate to the overall operation of the preschool and fundraising. Joining the committee not only gives you a say in the general operation of the preschool, it also provides the opportunity to meet other parents and even make new friends.

Typically, a new committee is re-elected at the Annual General Meeting (AGM), at the start of the Autumn Term (October). You will be notified of the date once it has been set by the existing committee members. We urge all parents to attend this meeting and see what being part of the committee is all about, even if you decide against joining.

Details of the current committee are available upon request.

Record Keeping and Information Sharing

If your child attends another setting, it is good practice to have a link with them to make sure that your child is progressing as they should in both provisions. You will be asked to sign to give your consent to share information prior to any contact being made when you complete a registration form.

Any information that is gathered will be shared with you upon request.

We will also consult other providers when completing 2 year old checks or school transfer forms, so a truer reflection of each child's capabilities and strengths can be recorded. You will be asked to sign both of these documents before they are sent away, and be given the opportunity to add any information you feel may be relevant.



Session Times

Abbey offers full and half day provision for a maximum of 24 children per session.

Sessions run from 9am – 3pm Monday to Friday. We are a term time only provision, opening for 38 weeks of the year.

Morning sessions are 9am – 12pm and Afternoons are 12pm – 3pm. All day sessions are 9am - 3pm

Smoking

Abbey Pre-school is a strictly no smoking zone (including E-cigarettes).

Allergies or Intolerances

It is important that you inform us if your child suffers from any allergies or intolerances so that we can complete a care plan, and ensure your child's needs are met correctly. Always inform us if you are eliminating or reintroducing food groups so that we can monitor the effects for you at snack and lunch times, and use alternative ingredients when baking or food tasting.

Snack and Lunch Boxes

We do not provide snacks, but offer water or milk at snack times. If your child attends the morning session or for a full day, you will need to provide a healthy snack. If your child stays all day or joins us for an afternoon session, you will need to provide a healthy packed lunch.

We promote healthy eating and therefore ask that any snacks and lunches that you provide are balanced and healthy. A list is provided upon registration.

We are a nut and fish free setting. This includes any chocolate spread based products that may contain nuts.

Please ensure that lunch boxes, snack pots and drink bottles are clearly named. We recommend including an ice pack to keep food cool, particularly where dairy products are included.

We will not allow children to have grapes, cocktail sausages, baby plum or cherry tomatoes that are not cut in half. These food items have been proven to put children at greater risk of choking. Grapes, baby plum tomatoes and cocktail sausages should be halved lengthways to better prevent choking. If in doubt quarter these foods to be sure.

There are times when children bring in cake or another treat because it is their birthday. We do make an exception for this, allowing cake to be shared at snack time or sent home with the children.

Fees

For the most up to date information regarding our hourly rates and fees, please request or refer to your copy of our fees policy.

Conduct

We believe that each and every service user has the right to be treated fairly. We consider ourselves to be positive role models for the children and treat each other with respect and dignity. This is something we also expect of parents, carers, students, and anyone else that enters the building. We will not tolerate any form of abuse directed towards the staff or other parents/carer for any reason, and you will be asked to leave the premises. In serious cases, or in instances where the police are called, we may terminate your contract with us and your child's space will be withdrawn. You have the right to appeal any such decisions in writing for the committee to discuss and respond to.



The Academic Year and Inset Days

You will receive a copy of the term dates in your welcome pack. Inset days may not always fall on the same day of the week, and adequate notice will be given regarding any changes to inset days.

If we are forced to close or have an emergency closure day, we will inform you as early as possible via Tapestry and/or email/via our website. We do not charge for emergency closures, closure days or inset days.

Ofsted

Abbey is regulated by Ofsted and subject to regular inspections, and last inspected in 2022. We received a Good result, and the report is available on Ofsted's website. Should you want to contact Ofsted, please use the following information to do so, or look them up online.

Ofsted, Piccadilly Gate, Store Street. Manchester. M1 2WD
General Enquiries – 0300 123 1231
Complaints Line – 0300 123 4666

Queries or Complaints

All practitioners are happy to answer any queries you may have relating to your child or daily practice.

Where possible, please arrange a convenient time to speak to your child's Key Person or the Manager. Arrival and collection times are very busy and practitioners are often engaged with the children for a group activity, or manning the entrances or exits. Arrangements can be made to free up the practitioner that you'd like to see if we know in advance.

We are happy to correspond, via telephone, letter or email if it is more convenient.

Complaints are treated seriously and will be dealt with as quickly as possible. If you are unhappy for any reason at all, please see the manager who will be able to advise you of the appropriate person to contact. If you feel you are unable to talk to any member of staff, ask for details of a committee member who will be happy to discuss matters with you. Further details of Abbey's complaints procedure can be found by requesting the relevant policy.

We hope that this prospectus has provided an insight into the everyday running of our setting and those that work so hard within it. If you have any further queries, please do not hesitate to speak to any member of the team.

Contact us in person or by telephone during opening hours. Out of hours you can email we will respond as soon as possible.

