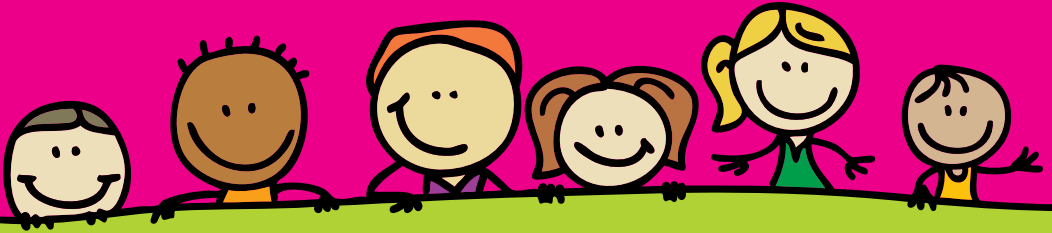
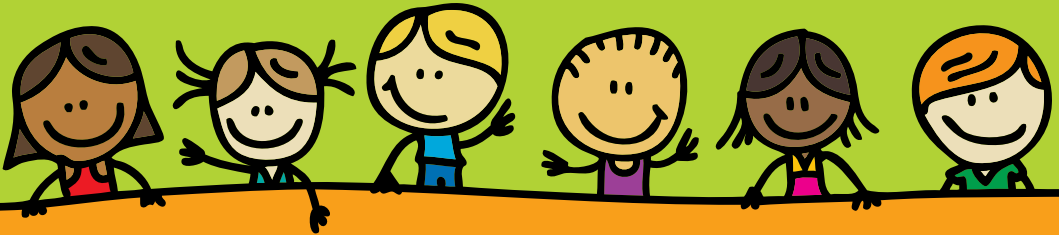


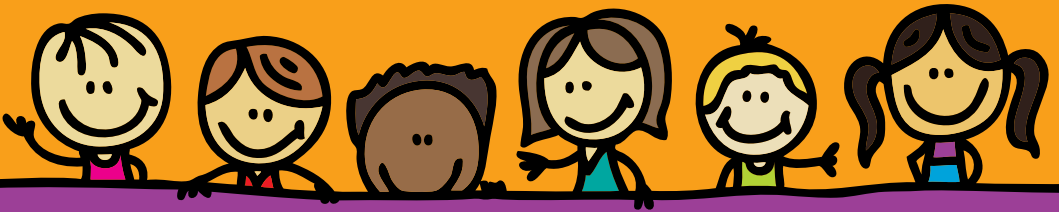
Where



learning

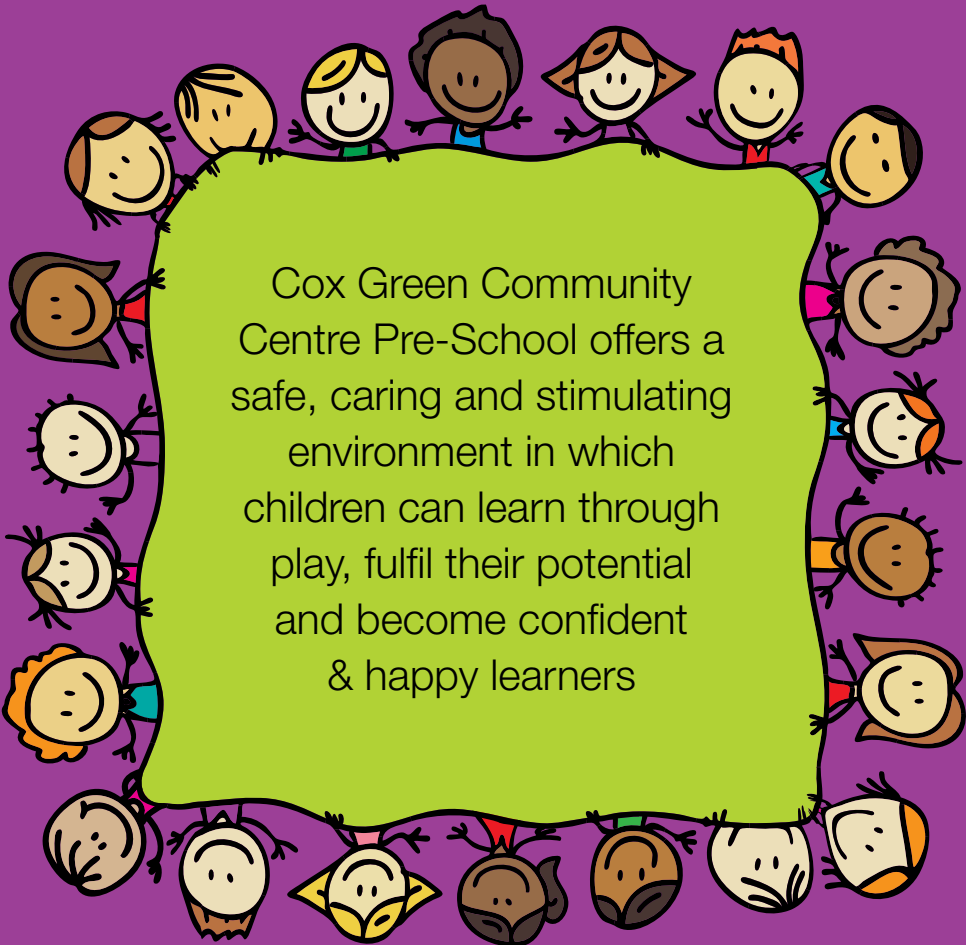


is fun



Cox Green
Community Centre
PRE-SCHOOL



A circular arrangement of diverse cartoon children's heads, including various ethnicities and styles, surrounding a central green text box. The children are drawn in a simple, friendly style with large eyes and simple features. The background is a solid purple color.

Cox Green Community
Centre Pre-School offers a
safe, caring and stimulating
environment in which
children can learn through
play, fulfil their potential
and become confident
& happy learners



Early Years Foundation Stage

At Cox Green Community Centre Pre-School, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential.

Children are born ready, able and eager to learn. At Cox Green Community Centre Pre-School, we encourage our children to actively reach out to interact with other people and the world around them. However, development is not an automatic process; it depends on each unique child having opportunities to interact in positive relationships and enabling environments.

The Early Years Foundation Stage is divided into four themes, which guide the education and care we provide. The four themes are:

A Unique Child

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

Positive Relationships

Children learn to be strong and independent through positive relationships with parents and their keycarers.

Enabling Environments

Children learn and develop well in enabling environments; it gives rich learning opportunities for children to learn and develop through play.

Learning and Development

Children develop and learn at their own rates and in their own ways, and all areas of Learning and Development are equally important.

Areas of Learning and Development

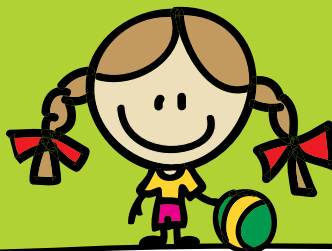
At Cox Green Community Centre Pre-School, we work towards specific educational goals or Early Learning Goals – our activities and equipment are tailored towards specific outcomes. Children learn in different ways and there are seven areas of Learning and Development, which come under the following headings:

Prime areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design



Personal, Social and Emotional Development

Children are helped to develop confidence, independence and self-respect within a happy and caring environment. They are encouraged to work and concentrate both independently and in small groups. Through activities, conversation and practical example, they learn to take part in the routine of the group, sharing, taking turns and co-operating with other children and adults – whilst at the same time learning acceptable ways to express their feelings and to have respect for the feelings of others.

Communication and Language

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. They are encouraged to make up their own stories and take part in role-play with confidence.

Physical Development

Our ever increasing range of equipment, both indoors and outdoors, enables the children to develop their physical control, mobility, awareness of space and manipulative skills, with both small and large equipment. We encourage the children to develop their fine motor skills, including the use of pencils, pens, crayons and scissors.

Literacy

Children have access to books throughout the session and learn to enjoy and handle them carefully. They are helped to understand that words and pictures carry meaning, and, when they are ready, learn the shapes and sounds of the letters of the alphabet and begin to recognise and write their own name and other familiar words.



Mathematics

By means of practical experience, the children use and understand mathematical language – such as circle, square, triangle, in front of, behind, bigger than and more than – to describe shape, position, size and quantity respectively. Children recognise and use numbers to 10 and are familiar with larger numbers from their everyday lives.

Children become familiar with sorting, matching, comparing, ordering, sequencing and counting activities which form the basis of early mathematics using everyday objects.

Understanding of the World

The children are encouraged to talk about themselves, their families, where they live and past and present events in their own lives.

The children are able to explore and select materials and equipment and use skills such as cutting, joining, folding and building for a variety of purposes.

The children are given the opportunity to use programmable toys.

Expressive Arts and Design

The children have the opportunity to explore the wide range of resources available to them, including paint, cornflour, playdough, empty boxes and containers, glue. This enables them to express their own ideas, feelings and individuality.

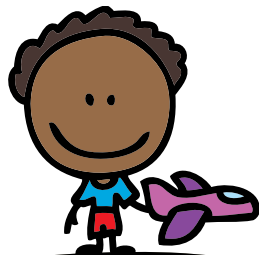
The children join in with singing, musical instruments and stories, and are given every opportunity to use their imagination.



Staffing

Qualifications

It is a statutory requirement that at least half of the staff hold a full and relevant level 2 qualification, or higher.



Supervisor
Jane Dorsett

Level 3 Diploma in
Pre-School Practice



**Deputy Supervisor &
Inclusion Co-ordinator**
Danielle Gazur

Level 3 Diploma in
Nursery Nursing (NNEB)



Pre-School Practitioner
Natalie Grose

CACHE Level 3 Diploma
in Childcare & Education



Pre-School Practitioner
Lorna Fox

NVQ Level 2 in Children's
Care, Learning &
Development



Pre-School Practitioner
Laurel Dover

NVQ Level 2 in Children's
Care, Learning &
Development



Pre-School Practitioner
Jackie Barrell

NVQ Level 2 in Children's
Care, Learning &
Development

The DPP qualification is recognised as one of the standards required for the person involved to be in charge of the Pre-School.



Ratios

At Cox Green Community Centre Pre-School we maintain an adult:child ratio in accordance with Ofsted regulations. We are registered with Ofsted to accept up to 40 children at each session.

Training

Staff regularly attend training courses as and when deemed relevant or necessary.

First Aid

At least two members of staff per session hold a paediatric first aid qualification.





Admissions Policy

Cox Green Community Centre Pre-School accepts children between the ages of 2 years – 5 years. We operate a waiting list system for new children.

Equal Opportunities Policy

Cox Green Community Centre Pre-School has a legal requirement under the Statutory Framework for the Early Years Foundation Stage of providing equal opportunities for all children and staff regardless of gender, class, family, status, disability, colour, ethnic origin, culture, religion or belief.

All new staff will be appointed on their own merit and no one will be rejected on the above grounds.

Additional Needs Policy

Cox Green Community Centre Pre-School, where possible, accepts children with special needs, but may have to request help and advice from other organisations i.e. Social Services, CYPDS, Health Visitors & GPs, Speech Therapists and Occupational Therapists.

If the necessity arises, a request for funding for additional support for any child with the appropriate needs could be sought.

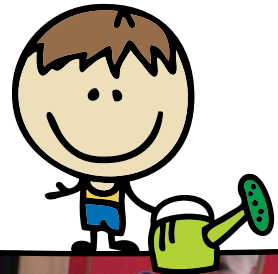
Every child is treated as an individual and staff are trained and encouraged to identify developmental difficulties – i.e. speech, hearing, social behaviour – as well as particularly gifted children, who will be encouraged to progress at their own pace to reach their full potential.

Health and Safety Policy

Cox Green Community Centre Pre-School adheres to the legal requirements under the Statutory Framework for the Early Years Foundation Stage for health and safety in Pre-School.

1. We keep a regularly checked First Aid box
2. We record all accidents in an accident book, and the record must be signed by a parent/carer
3. Staff must be informed of any medication given to a child before attending
4. Children suffering from infectious diseases, e.g. chickenpox, must not attend Pre-School
5. If a child has been vomiting or had diarrhoea they should not attend Pre-School until at least 48 hours after the last attack
6. All staff are aware of the fire drill procedure and fire drills are carried out regularly, at least termly
7. The Pre-School is a non-smoking environment

Could parents/carers please regularly check their children for signs of head lice and threadworms, and treat accordingly.





Safeguarding Children Policy

We follow the Safeguarding Children procedures of the Royal Borough of Windsor & Maidenhead and intend to create in our Pre-School an environment in which children are safe from abuse and in which any suspicion of abuse at any time is promptly and appropriately responded to.

It will be made clear to applicants for posts within the Pre-School that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All appointments within the Pre-School, will be subject to the relevant DBS check.

Adults will not be left alone with individual children or small groups. An adult who needs to take a child aside – for example, for time out after behaviour which needs improvement – will use the bar area lounge. Adults who have not been 'DBS checked' will not take children unaccompanied to the toilet, or be left alone with a group of children.

Comprehensive copies of all our policies are on display in the foyer, or available on request.

Behaviour and Anti-bullying Policy

The children at Cox Green Community Centre Pre-School are expected, from the start, to respect and value the needs of the other children, adults and equipment in the group.

We take great care not to humiliate or single out children and use positive methods of guidance rather than punishment. If a child is continually disruptive, they will be removed from the situation and sat with a member of staff to discuss their behaviour. If the behaviour persists and gives cause for concern, it will be discussed with the child's parent/carer.





General Information

Session Times

Cox Green Community Centre Pre-School is open from 9.15am to 12.15pm, Monday to Friday during school term times.

Lunch Club

Lunch Club is open to all Pre-School children and operates on a Monday, Wednesday and Friday from 12.15pm to 1.15pm. We take a maximum of 16 children per session, therefore you are advised to book and pay for your child's place at the beginning of each week. We would ask that you encourage healthy eating if your child stays for Lunch Club.



Arrivals and Departures

On arrival your child should be seen into the main hall and then left, as soon as possible, by the parent/carer.

Unless prior arrangements are made with the staff, the children should not be collected before 12.15pm and parents/carers are requested to wait in the lounge area (outside the hall doors) for their children to be called by a member of staff. We request that nobody enters the hall at this time e.g. parent, carer or siblings, as this can disrupt and upset the other children waiting and also blocks access to the hall. Children must be collected at 12.15pm, if you are more than 15 minutes late, and have not informed us, we have a statutory right to inform Social Services, and a charge will be made to the parent/carer. If your child is being collected by anyone different, please enter it in the diary so that staff are aware. If you are unable to inform us, please make sure the person collecting your child is aware of your password.

Settling In

You and your child are welcome to visit our Pre-School as often as you like once their place has been confirmed. This allows your child to play and familiarise themselves with the staff, surroundings and routine of the group.

Drinks and Snacks

The children are provided with milk free of charge. If your child is allergic or does not drink milk, we will provide water. A healthy snack, which is low in salt and sugar free, is also provided. We ask parents/carers to contribute a few pieces of fruit per week for the children's snack time to encourage healthy eating.

Clothing

Children should be dressed for comfort and messy play e.g. glue and paint. A change of clothes can be provided, when necessary, which we would ask you to wash and return to us as soon as possible.

Please ensure that coats are left in the designated area and all footwear, coats, jumpers etc. are named. Shoes should be either slip-ons or velcro fastening if possible.

Cox Green Community Centre
Pre-School sweatshirts and T-shirts can be bought through the Pre-School.

Personal Items and Possessions

Please discourage your child from bringing personal items to Pre-School, as loss and damage often occur causing unnecessary upset.

Absences

Please notify us if your child is going to be absent for more than a couple of sessions, especially if the illness is contagious. Fees remain payable during absences.

Sickness

If your child has been unwell, particularly with an upset stomach, diarrhoea, sickness or high temperature, please keep them at home until they have been well for at least 48 hours.

If a child becomes ill during the session we will contact parents/carers immediately so that the child can be collected and taken home.



Parental Involvement

We welcome and actively encourage parental involvement. If you would like to spend an occasional morning with us, we would welcome this invaluable help.

If any parent/carer would like to come in to talk to the children about their job or hobby, you would be more than welcome.

Complaints Procedure

Complaints are very few and far between at Cox Green Community Centre Pre-School; however, if you feel a complaint is justified please contact the Supervisor or Centre Manager and we will do our utmost to investigate and resolve the matter.

Fees

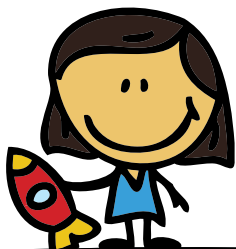
Fees are currently £10.00 per session and are reviewed annually.

Fees are payable termly, half-termly or weekly in advance. Unfortunately, fees must be paid during periods of absence e.g. holidays and illness, as all on-going costs have to be covered. We require four weeks' notice if your child no longer requires a place at Pre-School.

Early Years Funding

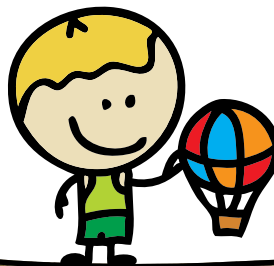
From the term after your child's third birthday, you will be eligible for up to 15 hours per week funded nursery education. This funding will cover you for up to 38 weeks a year. Term cut-off dates are 31st March, 31st August and 31st December. Your child's birthday must fall before these dates to qualify for funding that term.

We are registered under this scheme with the Royal Borough of Windsor & Maidenhead and are able to cater to the required standard for Pre-School children.



Ofsted Report

We are regularly inspected by Ofsted registered nursery school inspectors. A copy of our latest Inspection Report is available online or on request. Ofsted Registration Number 108414.



Premises and Equipment

Our premises are part of the Community Centre and are used during the week by many clubs and activities – therefore after each session all of our equipment has to be stored away. We are fortunate to have facilities, which are maintained to a high standard, and have use of an excellent outdoor play area, which we use daily in all weathers.



All of our equipment is checked regularly for defects and general wear and tear and is either repaired or replaced as appropriate.

The equipment:

- Is appropriate for the age and stages of development of the children
- Will enable children, with adult support, to develop individual potential and move towards required learning goals
- Conforms to all relevant safety regulations and is sound and well made



Observations and Record Keeping

At Cox Green Community Centre Pre-School we operate a keycarer system whereby individual records are kept on the children. The same member of staff will be keeping the records of a particular group of children, ensuring continuity.

All records concerning the children are strictly confidential, kept locked away, and are shared only with the parent/carer of the individual child.

In addition to the above, it is an Ofsted requirement that we keep personal details of all the children on our register. These details are provided by parents/carers when their child starts at the Pre-School. We ask that you advise us of any changes in these details immediately.

Testimonials

"I just wanted to say a massive thank you for all you have done for my daughter whilst she has been with you. Her confidence and skills have come on leaps and bounds thanks to the wonderful work that you do with the children. The range of activities and equipment that you provide, along with the warm and welcoming atmosphere, is fantastic and it shows in the enthusiasm that the children have when they come in and their reluctance to leave at the end of a session."

S. Dicker

"When I turned up at Cox Green Community Centre Pre-School for my first visit, unannounced, I was instantly impressed and felt reassured because it was well run and organised. What makes it such a special and thriving place for young children is simply the team of great staff that run it. They put so much time and effort into everything they do, always going the extra mile."

Z. Liverpool

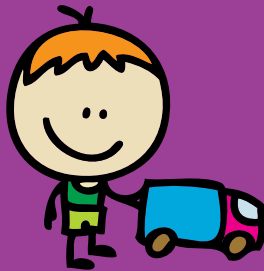
"Thank you so much for the fantastic experience you have given my son during his time with you. He has really enjoyed himself. I hope you are still running when my new little man arrives, you will be my first choice when he is old enough."

L. Baldwin

"I'd like to say a huge thank you for the fantastic care you have given my daughter whilst she has been with you for the last two years. It has been a comfort to know that she has been in such a caring and loving environment. She has had the opportunity to try many new and exciting challenges and has been encouraged to develop both emotionally and physically."

A. O'Connell





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Ofsted Registration Number 108414