

YMCA EAST SURREY

Sovereign and Merstham Pre-Schools Prospectus

Providing outstanding childcare in warm and welcoming environments, for children aged two to five years

YMCA

Here for young people
Here for communities
Here for you

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Welcome to YMCA East Surrey Pre-Schools

At YMCA East Surrey Pre-Schools, we understand that choosing a high quality and trusted early education provider is a challenging task, with many questions from yourselves as parent/carers, often overshadowed by the influx of emotions which come when sending your child off into a new setting.

We provide an inclusive and welcoming environment in our Pre-School, and support both the child and their families to undertake this exciting new adventure of learning and discovery. This pack aims to answer any questions you have and to provide you with an overview of the high quality early education settings which our Pre-Schools can offer your child.

Please get in touch to find out more and / or to arrange a visit to meet the teams and see our Pre-Schools in action (see Contact Us page)









YMCA Children and Young People's Charter and Aims

YMCA East Surrey aims to ensure each child and young person:

- will be respected as an individual, listened to, have their feelings respected and opinions valued
- has access to stimulating fun and creative activities, supporting and encouraging each person's individual stage of physical, intellectual, social and emotional growth
- is given the opportunity to make new friends, discover new skills, realise their full potential and develop confidence and positive image.
- will be welcomed into a safe, secure environment with a happy, friendly atmosphere
- will be cared for by experienced and skilled staff that understand and value the needs of children and young people
- will be given praise, encouragement and the opportunity to succeed in an environment where positive behaviour is promoted, and self-discipline is encouraged
- will be encouraged to show consideration and respect for each other, staff members and the environment

Mission statement and aims

YMCA East Surrey's Pre-Schools are committed to providing outstanding early education in safe welcoming environments. We strive to nurture children to develop a sense of self-worth and seek to give them the best start in life. We work closely with parents and carers to ensure each child reaches their full potential.

We aim to:

- instil a love of learning, that will benefit children throughout their lives.
- support children to develop the key skills needed for their next stage, by promoting school readiness and building their resilience.
- promote learning as an enjoyable experience, during which children build upon their natural curiosity and creativity.
- celebrate diversity, through exploring different cultures and heritage from around the world.
- build positive relationships with those involved in the children's learning journey.

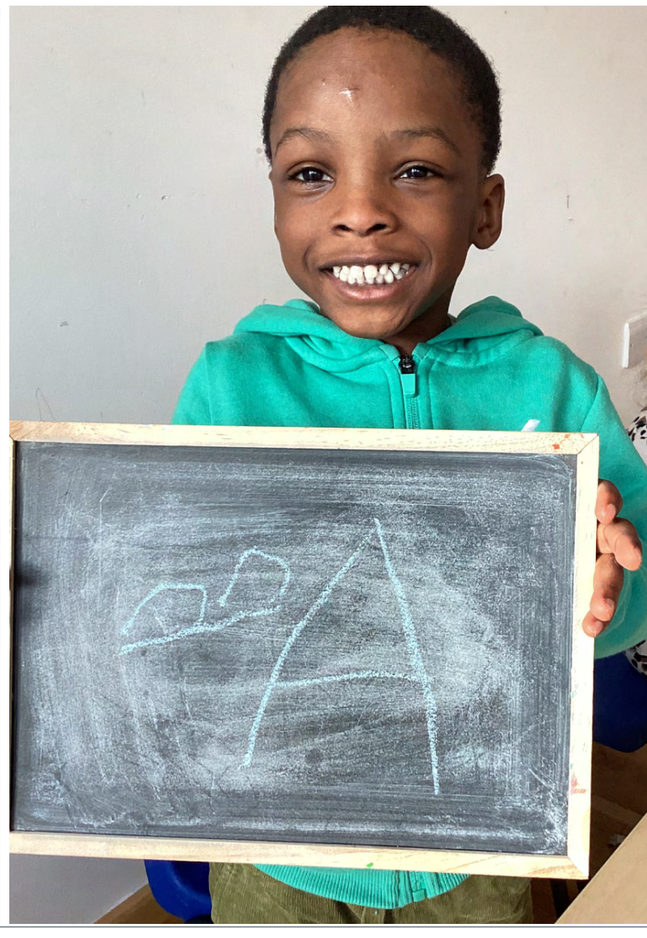












Our YMCA East Surrey Pre-Schools

YMCA East Surrey currently operates two Ofsted registered Pre-Schools:

- YMCA Sovereign Centre, Reigate (opened in April 2016)
- Merstham Hub, Merstham which (opened in April 2019)

Both Pre-Schools accept children from the age of two until they go to school. Staff set up environments indoors and outdoors based upon the children's interests which cover all areas of learning each day.

YMCA Sovereign Pre-School, Reigate

Our YMCA Sovereign Pre-School is situated in a large activity room, with adjoining sensory room and soft play room. The outdoor space is well equipped with large climbing apparatus, roundabout and musical instruments as well as opportunities for a variety of types of play.

In February 2023 YMCA Sovereign Pre-School received a "Good" Ofsted inspection. 'There is a whole community and inclusive feel to the setting, with children learning about others and kindness'.

Ofsted

Read our report

YMCA Merstham Pre-School

The outdoor space is well resourced and includes a digging area, mud-kitchen and sandpit. changed to ' The outdoor space is well resources and includes opportunities for Sand and Water play, experiments with mud kitchen and plenty of physical development activities'

In October 2021 YMCA Merstham Pre-School received a "Good" Ofsted inspection. 'The pre-school successfully captures a community feel and spirit, which is very much a large part of the setting's ethos.'

Ofsted

Read our report

Pre-School opening hours

Sovereign preschool

- Core hours: Monday - Friday | 08:45-14:45
- Half-day sessions available*: 08:30-11:30 or 11:45-14:45
- Early start available from 08:30
- Late Collection available up to 16:00 (Tue-Thu only)

Merstham preschool

- Core hours: Monday - Friday | 08:45-14:45
- Half-day sessions available*: 08:45-11:45 or 11:45-14:45
- Breakfast club available 08:00-08:45

*Minimum of 2 half day sessions a week.

We allocate spaces on a first come first served basis, and availability will depend on the age of your child. However, we do operate an active waiting list.

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Settling in

Settling in is bespoke to the children and families individual requirements and will be discussed before the child starts at the setting.

Staff to child ratios

As stated in the Early Years Foundation Stage (EYFS) safeguarding and welfare requirements, our current ratios are:

- Children aged 2 years: 1 adult to 5 children
- Children aged 3 and over: 1 adult to 8 children

Attendance fees

- Children aged 2: £8 per hour
- Children aged 3 and over: £7 per hour
- Early start £2.50
- Late collection £10

Parents/carers are responsible for ensuring their child's fees are paid on time, one month in advance. Regular payments can be set up on your Magic Bookings account. Failure to do so may result in your child's space being withdrawn. If you are having difficulties in making payment, please speak to the Pre-School manager for your child's setting.

Early Learning for two year olds

We welcome those with entitlement to Early Learning funding, which is available to some families, providing up to 15 hours of childcare per week, over 38 weeks of the year. If your family receives one of the following benefits, then you may be eligible for Early Learning funding:

- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support through Part 6 of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit and have an annual income under £16,190 before tax
- Working Tax Credit and have an annual income under £16,190 before tax
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit and have an annual net earned income not over £15,400

Funded childcare for 3 and 4 year olds

All children are entitled to 15 hours of funded universal childcare, starting from the term after their 3rd birthday.

Extended funding- 30 hours element

We also welcome children who are eligible for the extended early years funding. For more information or to apply please visit: www.gov.uk/30-hours-free-childcare.

Re-validating entitlement

Please note, it is parent/carers' responsibility to ensure that the 30 hour code is re-validated every three months. If you are no longer eligible after your grace period, then any extended funded hours your child uses will then become payable.

Safeguarding children

YMCA East Surrey is fully committed to safeguarding the welfare of all children. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. YMCA East Surrey acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

YMCA East Surrey works closely with, and adheres to the guidelines issued by, the relevant Local Safeguarding Partners in areas where YMCA East Surrey delivers services, details of which can be found here: http://surreyscb.procedures.org.uk/

YMCA East Surrey defines safeguarding as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

All YMCA Pre-School staff attend Safeguarding Children training prior commencing work, and there are annual updates of this provided. There is a Designated Safeguarding Lead (DSL) and DSL Deputies to support with any safeguarding concerns that arise within the pre-schools.

Your child's learning journey

Play is the essential vehicle for how young children learn, develop and make sense of the world around them. At YMCA ES preschools, we follow a three-step teaching and learning sequence of Observation, Planning and Assessment. Your child will learn through a balance of child initiated play and adult guided activities, across both indoor and outdoor environments.















The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) is the statutory framework that sets the standards for learning, development, care and safety of children from birth to five years in England. The EYFS curriculum is split into two groups: The Three Prime Areas - Communication and Language, Personal Social and Emotional Development and Physical Development. And The Four Specific Areas - Literacy, Maths, Understanding the World and Expressive Art and Design.

Through our carefully planned and delivered curriculum, your child will practice new ideas and skills, manage risks, develop imagination and solve problems!

- personal, social and emotional development
- communication and language
- physical development
- literacy
- mathematics
- understanding the world
- expressive art and design

YMCA East Surrey Pre-Schools strongly believe that children learn best through play based experiences and activities. The EYFS states: "play underpins learning and all aspects of children's development. Through play, children develop language skills, their emotions and creativity, social and intellectual skills. It is here they practice new ideas and skills, they take risks, show imagination and solve problems on their own or with others".

Diversity and equal opportunities

YMCA East Surrey are committed to encouraging equality and diversity across the Pre-Schools, and supports an environment which is free of bullying, harassment, victimisation and unlawful discrimination. We are an equal opportunities organisation, therefore in all areas of work and responsibility YMCA East Surrey recognises the need for, and supports equal opportunity and diversity.

Within our Pre-Schools we recognise that there may be children in our care who require additional support (such as those with Special Educational Needs and Disabilities), and through training and experience, our staff team are able to work positively with these children, and provide them a person centred learning experience.

British values

YMCA Pre-Schools promote fundamental British values, which are designed to prepare children for life in modern Britain, with emphasis on:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance

From this, we aim to help children understand:

- the importance of combatting discrimination
- how we can influence decision-making by taking part in democratic processes like voting and petitioning
- our freedom under British law to choose different faiths and beliefs
- that the law is there to keep us safe

The learning environment

Our Preschools are safe, welcoming, and communication-rich space that promote independence and curiosity.

- **The Communication & Literacy Area:** A quiet, cozy corner with rugs, cushions, a diverse selection of books, and storytelling props (like puppets) to encourage reading and talking.
- **The Role-Play & Dramatic Area:** A space equipped with real-world objects, costumes, and props (e.g., a play kitchen, market stall, or doctors' clinic) to support imaginative play and social skills.
- **The Construction & Block Area:** A spacious area with wooden blocks, crates, and loose parts. It needs a firm floor surface so structures don't constantly topple over.
- **The Expressive Arts & Design Area:** An easily cleanable area near a water source, stocked with paint, clay, glue, scissors, and recyclable materials for open-ended creativity.
- **The Math & Investigation Zone:** A space with loose parts, scales, tape measures, magnets, and natural items (shells, pinecones) to encourage sorting, counting, and problem-solving.

















Key Person

A key person in early years education is a specific staff member assigned to a child in a nursery or childcare setting who takes primary responsibility for their emotional well-being, personal care, and learning progress. This role is a legal requirement set out by the Department for Education and Early Years Foundation Stage (EYFS) framework.

What Does a Key Person Do?

- **Builds a secure bond:** The key person will help your child settle into the new environment and feel safe away from their parents.
- **Provides personal care:** The key person will support your child during daily routines like eating, sleeping, and changing.
- **Tracks development:** The key person will observe your child, record milestones, and plan activities based on your child's unique interests.
- **Connects home and preschool:** The key person will act as the main point of contact for parents, sharing daily updates and listening to family concerns.

Why the Key Person Approach Matters

The role creates a "triangle of trust" between the child, the key person, and the parents. When young children form a warm, reliable bond with a familiar adult, they feel secure enough to explore, learn, and grow in confidence

> "The key-person system is effective, and staff know children in their key group well. They have a clear understanding of children's next steps, and they share this information with the team. This means that they can make effective use of their interactions with children."
>
> *Sovereign Preschool OFSTED inspection report, Nov 2023*

Parent Partnerships.

As parents / carers are the expert in their own child we are keen to work closely together to ensure children's needs are being met. We have an open door policy and The Preschool Manager or Deputy Manager are available to discuss any concerns or queries. At handover times there is also the opportunity for verbal handovers on any updates from the home or at the end of the session the Preschool Team will provide parents with information such as how their child has eaten, what they have enjoyed doing and any other important things to note such a toileting etc.. Parents evening will also take place twice a year where parents /carers can meet with the child's keyworker to further discussions.

Tapestry

Here at YMCA, we use Tapestry Online Learning Journals. Tapestry is a secure, online learning journal used to record and track a child's development during their time at Preschool. How Tapestry Works:

- Multimedia Observations: Key workers use tablets or computers to take photos, videos, and observations of children during daily activities, play, and milestones.
- Curriculum Mapping: Staff link these observations directly to the early years curriculum framework to track your child's progress and identify areas where they might need extra support.
- Instant Parent Access: Parents can log in via a secure app or website to immediately see what their child has been doing at preschool.
- Two-Way Communication: Parents can comment on observations and upload their own photos or videos of things their child does at home, creating a complete picture of the child's growth and development.

A day at a YMCA East Surrey Pre-School

What do I need to bring?

- a bag, containing at least two sets of spare clothes (please bring more if your child is toilet training)
- nappies and wipes if needed. You are welcome to bring a pack of nappies, and we will let you know when we are running low.
- a water bottle, containing only water please.
- a lunch box, containing a healthy lunch and an ice pack to keep food cool.
- a coat/jacket.
- seasonal wear: welly boots, slippers, waterproof trouser/all in one, hat/gloves, etc.
- sunhat, preferably legionnaire style to protect your child's neck.

Please ensure ALL of your child's belongings are named clearly.

Clothing

Please dress your child in clothes they can manage themselves – belts, buckles and braces are difficult for small children to manage, especially when they are in a hurry to go to the toilet!

Be aware that YMCA Pre-Schools offer a variety of activities, some of which can get messy! Therefore, please refrain from sending your child in clothing you don't want ruined, and aren't easily washable.

During the summer months, your child will be using the garden for long periods. Please ensure that they are protected with sunscreen, sunhats, etc. Please apply sun cream before your child arrives. You are welcome to supply sun cream, but this is something we can provide.

www.ymcaeastsurrey.org.uk/wp-content/uploads/2026/08/YMCA-Sovereign-PreSchool-Uniform-poster.pdf

Packed lunch

Parents/carers are required to provide their child with a healthy packed lunch at YMCA Pre-Schools, and to ensure that ice packs are included in the lunch bag. YMCA East Surrey takes no responsibility for any food related illnesses.

A healthy packed lunch will give your child the energy and nutrients they need to grow, develop and learn, and should include food from the following four food groups:

- **Potatoes, bread, rice and pasta:** will give your child energy for the afternoon.
- **Fruit and vegetables:** will provide your child with vitamins and minerals, which will help protect them from illness.
- **Beans, pulses, fish, eggs, meat, etc.:** will provide protein, iron and zinc to help your child to grow.
- **Dairy and alternatives:** will provide a good source of calcium, which will support growth of strong bones and teeth.

Foods and drinks which are high in saturated fats, sugar and/or salt should be avoided, as they can increase the risk of some illnesses later on in life, and can damage children's teeth.

Please visit our website and useful links page to find more information on health eating:
www.ymcaeastsurrey.org.uk/services/cyp/children/pre-schools/preschool-useful-links/

Yes please	No thank you
Carbohydrate (bread/pasta etc.)	**Nuts** (including peanut butter/pesto)
Protein (chicken, eggs, seeds etc.)	**Sweets**
Dairy or alternative (cheese, yogurt, etc.)	**Fizzy drinks**
Fruit and/or vegetables	**Chocolate**

Please note: **YMCA East Surrey is allergy aware and does not allow nuts in our settings**

Meet our teams

When dropping your child off at one of our Preschools, you can be assured that they are being cared for and supported by highly qualified staff teams, who are dedicated to their role , children and their families.

Training and qualifications

YMCA East Surrey Preschool Teams are qualified to high levels in Early Years and Childcare, and in turn are equipped to deliver high quality services and improved outcomes for children.

The staff attend mandatory training covering a variety of topics from safeguarding Children to Paediatric first aid. Staff members undertake a variety of additional training opportunities, to develop and improve their skills set for delivering high quality early years education such as:

- Speech and Language
- Supporting children with Autism
- Supporting boys in their learning
- Outdoor Play
- Makaton
- Understanding Early Years Environments
- Leadership and Management
- Children's Spaces

YMCA Sovereign Pre-School



Stacey Lawrence

Preschool Manager and Early Years DSL

- *BTEC National Dip. Early Years*
- *Level 5 Dip. in Education and Training*
- *QTLS*
- *Paediatric First Aid*



Gina

Deputy Manager

- *Early Educator level 3*
- *Paediatric first aid*
- *Elklan Level 2*



Sarah Pellumbi

Early Years SEND and inclusion Lead practitioner

- *NPQ SENCO*
- *Paediatric first aid*

YMCA Merstham Pre-School



Jane Bellenger

Lv 4 Preschool Manager DSL and Deputy Senso

- *Paediatric First Aider & Fire Warden*
- *Advanced Diploma in Childcare and Education Level 4*



Lisa Cox

Lv 3 Deputy Preschool Manager Senso and Deputy DSL

- *Paediatric First Aider & Behaviour Management Officer*
- *Early Years Educator Diploma Level 3*



Lucy Wilson

3rd in charge

- *Paediatric first aid*
- *Diploma in Childcare Level 3*

Wider YMCA East Surrey Offer

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1870. We help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be.

YMCA East Surrey offer a variety of activities and projects within the three main departments: Children and Young People's Services, Housing and Health & Wellbeing – meaning there is a vast number of opportunities for all members of the family to engage with.

YMCA Pre-Schools sit within the Children and Young People's Services department, which is split into four areas.

Childcare and Recreation – This is where our preschools sit and also includes

- After School and Holiday Club
- East Surrey Acrobatics
- Football (including girls teams)
- Under 5's Activities
- Y-Kids Thrive Club for Care-experienced Children
- Street Dance
- Creche
- Children's Parties

Disability Services

- Yippee Short Breaks (age 5-11)
- Yip4Youth Short Breaks (age 12-17)
- Y Impact Youth Group (age 14-18)
- Face2FaceParent Support
- Lifeworks Learning Hub (age 16-25)
- Rebound Therapy

Emotional Wellbeing

- Heads Together Counselling
- Community Wellbeing Team
- Evidenced-based Therapies
- Family Wellbeing Service
- Waves Youth Group
- Step forward group for young adults

Youth and Family Work

- Family centres
- Youth Clubs
- Y Bus / Street Talk

Please visit our website for more information on services, activities and projects we provide:
www.ymcaeastsurrey.org.uk

Terms and conditions

All parent/carers must observe our terms and conditions.

Registration/secure a placement

- Children cannot be allocated a placement without completion of a child registration and booking request form.

Notification of a change

- Parent/carers are asked to inform us immediately if any contact details change, as well as amending this on MagicBooking.

Cancellation of a placement

- If you are planning to remove your child from the Pre-School, you must provide us with one months notice in writing.

Non-attendance

- If for any reason your child is not attending Pre-School, we ask that you inform us by telephone. Please note that any absence is still chargeable. Please ensure you contact us before 10:00.

Illness

- If your child is unwell we recommend that you keep them at home.
- In line with Government Health Guidelines, children should not come into Pre-School for a minimum of 48 hours after the last episode of vomiting or diarrhoea has occurred.
- Parents/carers must inform us if their child is suffering from a contagious disease or illness. For the benefit of other children who attend the Pre-School, parent/carers must not allow their child to attend if they have a contagious disease or illness, as it can spread easily between children.
- We reserve the right to contact parent/carers should their child become unwell whilst at Pre-School.
- If your child has been prescribed antibiotics, we ask that they have a minimum of two days' worth of antibiotics before coming back to Pre-School.
- Please note that we are only able to administer medication which is prescribed by a doctor. The medication must be in the original packaging, with your child's name, the dosage and dispensing information clearly labelled. You will be asked to complete an Administration of Medication Form.

First aid and accidents

- If your child is involved in a minor accident whilst in our care, we will administer the appropriate First Aid, and complete an Accident/Incident slip as well as record this on our My concern Software. This information will be shared with you at the end of the day, and you will be asked to sign the slip. If you would like a copy you are more than welcome to ask for this.
- If your child is involved in a more serious accident, we will make direct contact with the parent/carer main carer, and follow procedures detailed in the Accident and Incident policy

Policies and procedures

Parent/carers are requested to observe and comply with all policies and procedures, and to cooperate with staff in completion of any documentation required for their child.

All parent/carers are welcome to request to see all of YMCA East Surrey Children's Services' policies and procedures (including Safeguarding Children policy) – some of which can be found online at **www.ymcaeastsurrey.org.uk**

Contact the teams

For more information on the YMCA Pre-Schools, and to get in touch to arrange a visit, please use the contact details below:

YMCA Sovereign Pre-School
T 01737 222859
E SovereignPreschool@ymcaeastsurrey.org.uk

YMCA Merstham Pre-School
T 01737 643108
E MersthamPreschool@ymcaeastsurrey.org.uk

www.ymcaeastsurrey.org.uk

YMCA

Here for young people
Here for communities
Here for you

Registered charity no. 1075028