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## YMCA East Surrey Pre-Schools Prospectus

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

YMCA EAST SURREY

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# Welcome to YMCA East Surrey Pre-Schools

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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 welcome all children into our Pre-Schools, 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 about our open events and/or to arrange a visit to meet the teams and see our Pre-Schools in action (see Contact Us page).



# Children's Charter

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## YMCA East Surrey aims to ensure each child:

- ▶ 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 child'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
- ▶ 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

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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, nest swing, roundabout and musical instruments.

In February 2018 YMCA Sovereign Pre-School received a "Good" Ofsted inspection. If you would like to read the report, please ask a member of the team, or search this online: <https://files.api.ofsted.gov.uk/v1/file/50009276>



## YMCA Merstham Pre-School

Our Merstham Pre-School is situated to the rear of the Merstham Hub, in a light and airy activity room. The outdoor space is well resourced and includes a digging area, mud-kitchen and sandpit.

In October 2021 YMCA Merstham Pre-School received a "Good" Ofsted inspection. If you would like to read the report, please ask a member of the team, or search this online: <https://files.ofsted.gov.uk/v1/file/50171991>



## Pre-School opening hours (Merstham & Sovereign)

Monday to Friday (term-time only) | 08:45-14:45

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.

## Settling in

We aim to settle children into the Pre-School over two sessions: the first being one hour long and the second is two hours, when the child will stay on their own, following routines already established at home. However, we are flexible and if you have any concerns regarding your child settling in, please do speak to us.

## 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 4 children
- ▶ Children aged 3 and over: 1 adult to 8 children

## Attendance fees

- ▶ Children aged 2: £7.00 per hour
- ▶ Children aged 3 and over: £6.00 per hour

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.

## Free Early Years Entitlement (for two year olds) - FEET funding

We welcome those with entitlement to FEET 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 FEET 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

## Free childcare for 3 and 4 year olds

All children are entitled to 15 hours of free universal childcare, starting from the term after their 3<sup>rd</sup> birthday. This is offered at two full days and a Friday morning.

## 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: <https://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/>




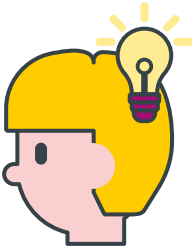
YMCA East Surrey defines safeguarding as:

- ▶ 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

YMCA East Surrey Pre-Schools are all about the processes involved in the making, rather than the end product:

<p>You are <b>unlikely</b> to find our children sitting at tables and labelling shapes on a piece of paper.</p>	<p>You are <b>unlikely</b> to find our children tracing their name on a laminated sheet</p>	<p>You are <b>unlikely</b> to find our children reading letter names on a worksheet</p>	<p>You are <b>unlikely</b> to find our children making a card using pre-cut materials or templates.</p>
<p>You are very <b>likely</b> to find our children making shapes with playdough, laying on the ground counting the spots on a ladybird or comparing who has more water in their bucket.</p> 	<p>You are very <b>likely</b> to find our children finding their name and accompanying drawing on our self-registration board, tracing with sticks in a tray of sand and finding their initial letter in a book about animals.</p> 	<p>You are very <b>likely</b> to find our children listening to the sounds outside... "is it a helicopter or a tractor? Is it a bird or a bee?", hearing end sounds when listening to rhymes, and clapping along to songs.</p> 	<p>You are very <b>likely</b> to find our children selecting their own resources, having their own ideas and making their own marks.</p> 

The staff teams interact with the children, and facilitate their learning by supporting them to find the answers to their big questions. Our staff value the children, and their ideas and their play. We work with the children, encouraging and supporting but not doing for them to encourage their independence.

## The Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage (EYFS) is used from birth until your child leaves reception class at school. Within the Pre-Schools, activities are planned to help children make progress in all areas of learning and development:

- ▶ 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".



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## 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

## Working in partnership with parents/carers

### Key Person

Our role as adults and child educators is to support and encourage children's curiosities and natural desire to learn.

To ensure this takes place effectively, all children are allocated a Key Person who is the main staff member who will care for your child. The Key Person will settle your child into the setting and ensure their needs are being met, and they will also plan activities in accordance with their learning and development.

Your child's Key Person is available to speak to briefly on a daily basis. Should you wish to speak to them in more detail, you are more than welcome to book an appointment.

### Learning journals

Learning journals are a useful tool for both parent/carers and your child's Key Person. This enables the Key Person to record important information and observations on your child.

Here at YMCA East Surrey preschools, we use Tapestry online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. By downloading the app, you will have access to your child's learning journal at the touch of a button.

### Communication with parents/carers

As parent/carers are the child's main educator, parent/carers are encouraged to add their own observations, comments and information on their child's current interests.

We have an open door policy, meaning that the Pre-School Manager or Deputy Manager are available, and are always available to discuss any concerns or queries you might have. We are here to support the children's wellbeing in all areas, and are able to sign post parent/carers to other agencies as needed.

You will receive a verbal handover which 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 as toileting, etc.

## The learning environment

At our YMCA Pre-Schools, we provide a rich, stimulating environments, full of familiar objects:

- ▶ In our home corners you will find real objects and resources. For example, real cups, real food, real clothing for dressing up etc.
- ▶ We have cosy areas where children can relax and have some quiet time. We have cushions, blankets and familiar stories.
- ▶ Our art and craft areas are full of interesting resources, such as shiny paper, lace and other materials, beads and sequins, glues and paints, pine cones, boxes and ribbons.
- ▶ We always have playdough, clay or gloop available for the children to explore, and by adding beads, sticks, stones etc.

Our outdoor environments have a fantastic mud kitchens, which are fully stocked with pots, pan, plenty of mud and even the odd dinosaur! The children are encouraged to get messy and really involve themselves in their play. We have sand and water available outside for measuring, mixing, pouring and potion making. Our outdoor environments are seen as an extension of the inside.

We welcome donations of materials and resources for them to model with such as egg boxes and plastic bottles.



# 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.

## 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.

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 a **NUT FREE ZONE!**

## Meet our teams

When dropping your child off at one of our Pre-Schools, you can be reassured that they are being cared for and supported by highly qualified staff teams, who are passionate about their role and the children they work with. Every child has a Key Person, who is dedicated to caring for and supporting their child, and recording their development.

Our staff teams come from a variety of different backgrounds (with numerous second and even third language fluently spoken) with a diverse range of experience in working with children. The teams are passionate in working with children, and see them as strong, capable and resilient learners

### Training and qualifications

YMCA East Surrey Pre-Schools are settings, where the staff 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 teams attend mandatory training, covering a variety of topics from Safeguarding Children to Paediatric First Aid. Furthermore, through-out the year, staff members undertake a variety of additional training opportunities, to develop and improve their skills set for delivering high quality early education settings, 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*



#### Elaine Hubbard

Deputy Manager

- ▶ *Level 3 Qualified Early Years Practitioner*
- ▶ *SENCO*
- ▶ *Paediatric First Aid.*

## YMCA Merstham Pre-School



### **Jane Bellenger**

Lv 4 Preschool Manager DSL and Deputy Senco

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



### **Lisa Cox**

Lv 3 Deputy Preschool Manager Senco and Deputy DSL

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

# Wider YMCA East Surrey Offer

YMCA East Surrey is a vibrant, local charity that helps vulnerable children, young people and adults to belong, contribute and thrive. Our wide range of projects and activities aim to help create happy, healthy and connected communities in East Surrey.

YMCA East Surrey offer a variety of activities and projects within the four main departments:

Children's Services, Youth 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's Services department, which offers Early Years activities, Out of School Child Care and Recreational activities, and Short Break services for children and young people with disabilities. Therefore, YMCA East Surrey Children's Services (and Pre-Schools within) are unique in the service we provide, as we are able to draw on the experience and specialised knowledge of our colleagues within department, which enables us to not only support the children in our care but also their families.

Please visit our website for more information on services, activities and projects we provide:

[www.ymcaeast Surrey.org.uk](http://www.ymcaeast Surrey.org.uk)



# Terms and conditions

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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 term's 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 Form. This information will be shared with you at the end of the day, and you will be asked to sign the accident form and given a copy.
- ▶ 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.ymcaeast Surrey.org.uk](http://www.ymcaeast Surrey.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 [preschool@ymcaeastsurrey.org.uk](mailto:preschool@ymcaeastsurrey.org.uk)

### **YMCA Merstham Pre-School**

T 01737 643108

E [preschool@ymcaeastsurrey.org.uk](mailto:preschool@ymcaeastsurrey.org.uk)

[www.ymcaeastsurrey.org.uk](http://www.ymcaeastsurrey.org.uk)



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