



Early Learners Centre Pre School

58 Orford Road
Walthamstow
E17 9QL
Tel: 07572504852

passionate childCare for passionate parents

Dear Parent/Carers,

Thank you for your enquiry we have pleasure in enclosing a copy of our prospectus.

An appointment to visit Early Learners Centre Pre School can be made by telephoning us on the above number, Monday to Friday between 8:45am and 1pm. (Pre School opening hours are between 8:45am and 3:15pm).

In the meantime if you require any further information regarding the Pre School or wish to place your child's name on our waiting list please do not hesitate to contact us.

Yours sincerely,

Charanjit Chaggar
Owner/Early Years Consultant

Actively promoting Safe guarding of children

Our Ethos at Early Learners Centre Pre School

This ethos is in place for all the children and staff to embrace.

I will not harm people, animals and plants, caring for them in a way I would like to be cared for myself.

I will not take things that belong to others, I will remember to ask when borrowing and try to share when appropriate.

I will try to be caring towards my friends and be respectful at all times even to those who are not my friends.

I will try to say things that are honest and truthful, and be careful in regard to my speech and voice.

I will try to keep my body healthy and my mind calm and clear by following that which brings goodness and happiness.

Our Pre School

We have two pre-school units that cater for children between the ages of two to five years.

We have fantastic resources for all children and excellent staff

All children within the age range of two to five will be cared for and educated within the Early Years Foundation Stage guidance, set out by the department for education and skills.

The Early Years Foundation Stage:

All children will have well planned experiences based on their spontaneous play both indoors and outdoors. Children's individual needs within the setting will be incorporated within the daily routine and planned activities.

Observing and reflecting on children's play, allows practitioners to plan and resource the children's environment, extending their learning and supporting them in specific areas of their development. Children's progress and next steps can then meet their development and learning needs.

Children will enjoy positive relationships with their key workers and other practitioners that take care of them, fostering their emotional and social needs. It is important that children's home routine can be extended into their routines and environment at the Pre School, allowing continuity of care between their prime carers. Quiet, soft play, snugly areas will be available to all children allowing them to be reflective and calm.

We would like all our parents/carers to feel welcomed and supported by our staff. Working in partnership with parents/carers enables us to fully support and care for your child, it also allows us to gain a clear and solid understanding of your child's family life and home environment. Information and communication needs to flow between Pre School and home, we have a parents board with information for you, there will be newsletters and when necessary there may be policy or procedure updates sent to you via your child's key worker. Every child at Pre School has a profile book, this will include key

workers observations and assessments, planned activities, photographs and general everyday information about your child and their family.

Your input with your child's profile would be really appreciated, family events/holidays/birthdays/outings or perhaps an observation from home. Your child's profile book will be transferred to each Learning area they attend and will be a wonderful record of their first formative years. You can see their profiles at any time, please ask your child's key worker.

A copy of our policy and procedures is available in the main hallways, or you can contact the office: 07572504852 to request a copy.

We also keep a record of complaints, which you can view at any time, again please contact the office.

A suggestion box is kept in our reception area please feel free to put in a suggestion regarding anything to do with Pre School life, you do not have to put your name on the suggestion if you prefer not to. You can also e-mail or text us with any comments or suggestions:

ELCPrechool@yahoo.co.uk

07572504852

We look forward to happy and fulfilling relationship.
Welcome to Early Learners Pre-school!

Charanjit Chaggar
Owner/Early Years Consultant

Early Years Foundation Stage

The department for education have implemented the standards for learning, development and care for children from birth to five.

The prime areas which guide the work of all early years are grouped into three prime areas but are based around "the unique child".

A Unique Child: every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

The three prime areas are: Personal, social and emotional development, Communication and Language and Physical development.

Enabling Environments: the environment plays a key role in supporting and extending children's development and learning.

Learning and Development: children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

Alongside this framework are also the Welfare requirements:

Safe guarding and promoting children's welfare.

Suitable person

Suitable premises, environment and equipment

Organisation

Documentation

Ofsted use this framework to make judgements on our ability to deliver the Early Years Foundation Stage.

Early Learners Centre Pre School is fully committed to delivering the highest possible standards to all our children and parents/carers.

Uniform

Early Learners Pre-School has an optional uniform (polo shirt and sweatshirt) and an order form is available from the Reception area.

We strongly recommend children bring a waterproof jacket, trousers and wellies with them to Pre-School as, in line with the EYFS, we will offer children the opportunity to play outside, even if it is raining.

Outside Play

The Outdoor area is very much part of everyday Pre School life, where children can gain many different experiences, whilst being encouraged to care and learn about their environment. To this aim the children have their own area to grow and look after flowers and vegetables. The outside play area is both well equipped and safe, children use the outdoor area everyday, weather permitting. The outside area is an extended space for all areas of learning and for all age groups.

Parents are welcome:

Parents are both encouraged and welcome to be part of Early Learners Pre School. We feel it is important that the relationship between staff, parents and children is both honest and supportive, thus building a happy and trustworthy community where the manager and staff are always available to discuss any concerns or comments you may have with regards to your child's development and well being. Allowing your child to have strong links between home and Pre School with secure attachments to their key worker

If you would like to take part in Pre School life by either volunteering to help or if you have any suggestions regarding our curriculum or daily routine please contact us 07572504852.

Assessments of children's progress are available to parents/carers at all times. Parents/carers are welcome into their child's learning areas. Parent evenings will be held during the year, your child's development may be discussed with their key worker and where parent/carers can see the themes and projects that their children have taken part in and also a time to meet other parent/carers who attend the Pre School. Parent/carers will also gain a greater understanding of Pre School life and how their child feels when they attend.

An annual trip will be held each year during the summer where parents and children will be invited to join the staff on a day outing. This always proves to be a very rewarding time for all involved.

Menu's

Children who are attending Pre School have snack times during the morning and in the afternoon. The snack bar is open from 10am - 11am in the morning sessions and 1:15pm - 2:15pm in the afternoon sessions. The snacks will be prepared by staff with the help of children. They will be healthy, nutritious and well balanced.

All dietary requirements are observed and followed.

Milk & Water are always available.

At snack time children will have a choice of breadsticks, rice cakes, cheese, fruit, crackers and dips.

Opening times and Fees:

Early Learners Centre Pre-school is open term time (38 weeks)

Our registration allows us to be open from 8:45am till 3:15pm Monday to Friday. Children can attend the Pre School either full time (AM & PM) or part time (Am or PM).

If you wish your child to attend part time daily we ask that they do a minimum of five half sessions (Am or PM) per week, with two of these sessions in the afternoon.

Lunch Club

We also offer a Lunch Club Monday to Friday from 11:45am until 12:15pm. Our Lunch Club is designed to encourage your child to be comfortable eating and talking with members outside of the immediate family circle. We ask that you provide them with a healthy packed lunch to participate.

Registration fee: £15.00 registration fee-non Refundable

2 Year Olds:

£18 per session (AM or PM)

8:45am-11:45pm or 12:15pm-3:15pm

3&4 Year Olds:

£12 per session (AM or PM)

8:45am-11:45pm or 12:15pm-3:15pm

Lunch Club (Optional-Children bring own packed lunch)

£4

Local authority education grant

Every child of three years and above is entitled to the early years education grant. This runs for 38 weeks of the year, Autumn term, Spring term and Summer term. Children of this age are entitled to 15 hours free each week at Pre School. (depending on availability and requirements). If your child is attending only for the funded sessions we ask for a £2.00 per session fee towards food/snacks/drinks.

Your child will be entitled the funding the beginning of the month after they turn three, we will automatically apply for the grant on your behalf and you will need to supply id information regarding your child's date of birth. A parent or guardian will also have to sign a parental contract with the London Borough of Waltham Forest.

If your child is two year old, they also may be entitled to the Free Early Education Entitlement of 15 hours per week across 38 weeks. This will be subject to terms and condition being met. Please ask the Pre School manager for more details.

Late Collection:

Please be aware that the Pre School closes at 3:30pm. We ask all our parent/carers to have an emergency contact for those times when you are unable to collect your child or in a medical emergency when your child may need urgent medical treatment and you are unable to collect your child in time. If you know that you will not be able to collect your child at the end of their session on time please make other arrangements for their collection. It is unfair on staff and can be quite upsetting for the child concerned when they have not been collected at the end of their session.

A late collection fine will be charged from 3:30pm onwards.

A fine of £10.00 will be issued between 3:30pm - 3:40pm. After this time the fine issued will be decided by the manager. If a child has not been collected by 4pm and no contact has been made with either parents/carers or emergency contacts then Early Learners Pre School will contact The Children and Families Advice Centre for guidance.

If your child attends a half day session in the morning a late fine still applies, a £10.00 will be issued between 12.00pm-12.15pm.

Payment

There are three methods of payment

1 Weekly- please pay on the first session your child attends each week.

2 Monthly- monthly fees are calculated by multiplying the weekly amount by 38 weeks, then dividing the amount by twelve months, giving twelve equal payments throughout the year. Monthly payments are always due in advance and on the same date each month.

3 Standing order- if you wish to use this method of payment please see Charanjit or telephone 07572504852

If paying by cheque please make payable to Early Learners Centre Ltd

Non attendance

If your child for whatever reason has not attended their sessions their Pre School fees are still due.

Bank holidays

The Pre School is closed on bank holidays.

Pre School Closure

Please note: if the Pre School closes due to reasons beyond our control ie extreme weather conditions/outside agencies, fees will be due.

EXTENDED HOLIDAYS

Any absence due to holidays must be paid for.

If it is your intention to take your child out of Pre School for an extended time,(four weeks or longer) but still wish your place for your child to be available upon return we require full payment of fees for the first four weeks, then half payment for the remainder of time until your child has returned to the Pre School . Fees are to be paid in advance and in total before the absence begins.

Notice to leave the Pre School

Four weeks notice in writing must be given when you are taking your child out of Pre School, your child's fee will be due as usual through this period.

Notice to change sessions:

Four week's notice is required to reduce sessions in writing.

Policies and procedures:

Our prospectus forms part of our policies and procedures, if you would like to have a copy of all Early Learners Centre Pre School's policies and procedures please contact the office for a copy: 07572504852.

Policies and procedures for children's well being:

Sick Children:

Parents and carers must inform the Pre School when their child is unwell or suffering from any medical conditions, this is for the benefit of all children and staff that attend Early Learners Centre Pre School. If a child attends the Pre School and is clearly unwell then arrangements will be made to contact their parent/carer, for this reason it is extremely important that all contact details are kept up to date and the Pre School is informed of any changes.

If you are contacted to collect your child from Pre School, we appreciate there may be a delay before you arrive and generally this is acceptable, your child will be as comfortable as possible in the meantime whilst they remain at the Pre School. If however you cannot come in person to collect your child we ask that you have an alternative parent/carer who can be contacted and asked to collect the sick child.

Diarrhoea/Vomiting

If your child has had diarrhoea or sickness they will be excluded from the Pre School for 24 hours. If you are asked to collect your child from Pre School because of this, your child will not be able to attend the following day.

Anti-biotics

If your child is prescribed anti-biotics they cannot be admitted to Pre School for the first 48 hours. All children react differently to medicines and generally if they are taking anti-biotics they need time to adjust to the medication.

Throat, Eye and Ear Infections

If your child is suffering from any of the above they may not attend Pre School. They are all highly contagious and medical treatment must be sought. If they are prescribed anti-biotics please see the above policy.

Any contagious illnesses please contact Charanjit or the Pre School manager on 07572504852

EMERGENCY TREATMENT

In the case of a medical emergency, where your child may need urgent medical treatment, staff will contact the emergency service required or indeed take the child to the nearest casualty unit. A second member of staff will contact the parent/carer to inform them. If necessary a member of staff will travel with your child to the hospital/unit where they will wait for the parent/carer to arrive.

Equal opportunities

We are an equal opportunities group open to all children of 2 to 5 years of age.

Special needs

We welcome children with special needs to the pre-school. Parents or guardians of children with special needs will be given the opportunity to discuss their needs with the Pre School manager. The pre-school will do our best to accommodate them in every way.

Security

The main door to the premises is locked during the session for the children's safety and there is a password operated gate entrance to the pre-school grounds. On top of a full registration we operate a self-registration system, whereby the children put their name cards on a hook at the beginning of a session, and return it to a member of staff at the end. This enables us to know which children are present, and also helps the children with name recognition. All visitors are required to sign in/out of the Visitors Book. If anyone other than the usual parent/carer is collecting a child, this information must be written in the Visitors Book and mentioned to a member of staff. In an emergency during a pre-school session, please contact a member of staff on the mobile; Charanjit 07572504852

Discipline Policy

At Early Learners Pre-school we do not believe in physical discipline, shouting, intimidation or humiliation to deal with unacceptable behaviour.

A disruptive child will be taken to one side and 'calmed' by talking the problem through.

We would like to emphasise that the high ratio of adult to child supervision contributes significantly to the smooth running of the Pre-school.

Complaints Procedure

We hope your child is happy with us at the pre-school, but should a concern arise please speak to the Supervisor first and the owner second in writing, if the concern is unresolved.

Any approach made to the Staff or owners will be dealt with in the strictest confidence.

POLICIES AND PROCEDURES

Please note that Early Learners Centre Pre School have policies on Behavioural management, Safe guarding children and Health and Safety, which are not included in our

prospectus.(thinking of the planet and too much paper).

If you wish to view any of our policies that are not present in this prospectus please ask a member of staff and we will supply you with a copy.

Thank you.