



**Happy Faces  
Pre-school**

**Prospectus**

# Happy Faces Pre-school

Happy Faces Pre-school is open 38 weeks each year.

We are open Monday - Friday between 9.15am – 3.30pm. Children can attend for a morning session (9.15 – 12.15), an afternoon session (12.30 – 3.30) or for the whole day.

We provide care and education for young children between the ages of 2 and 5 years.

## **We aim to:**

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service which promotes equality and values diversity.

As a member of Happy Faces Pre-school, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure your child makes satisfying progress;
- is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- is in a pre-school in which parents help to shape the service it offers.



## The Early Years Foundation Stage 2017 (EYFS)

All providers are required to use the EYFS to ensure that whatever setting parents choose, they can be confident that their child will receive a quality experience that supports their development and learning.

There are four main principles to the EYFS:

**A Unique Child** - Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

**Positive Relationships** – Children learn to be strong and independent through positive relationships.

**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.

### The Early Years Foundation Stage:

There are seven areas of learning covered in the EYFS, three are called Prime Areas and four are called Specific Areas.

#### Prime Areas:

Personal, Social and Emotional Development –

- Making relationships
- Self-confidence and self awareness
- Managing feelings and behaviour

Physical Development –

- Moving and handling
- Health and self care

Communication and Language –

- Listening and attention
- Understanding
- Speaking

#### Specific Areas:

Literacy –

- Reading
- Writing

Mathematics –

- Numbers
- Shape, space and measure

- Understanding the World –
  - People and communities
  - The world
  - Technology
- Expressive Arts and Design –
  - Exploring and using media and materials
  - Being imaginative

### Characteristics of Effective Learning:

#### Playing and exploring – engagement

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go'.

#### Active learning – motivation

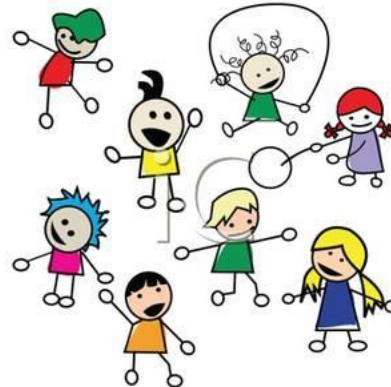
- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do.

#### Creating and thinking critically – thinking

- Having their own ideas
- Making links
- Choosing ways to do things.

For more information on the EYFS please visit:  
<https://www.gov.uk/early-years-foundation-stage>

Happy Faces delivers the EYFS through purposeful play activities which are child or adult led both indoors and outdoors, these include role play, mark making, number and letter activities, singing, dancing, painting, creating, building and much more! For more information about how we teach your child please feel free to discuss this with us.



### Working together for your children

Happy Faces Pre-school has a high ratio of adults to children in the setting. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at Happy Faces Pre-school are:

<b>Diana André</b>	<b>Pre-school Manager/ SENCO</b>
<b>Danielle Johnson</b>	<b>Deputy Pre-school Manager</b>
<b>Wendy Ager</b>	<b>Pre-school Assistant</b>
<b>Gail Cunningham</b>	<b>Pre-school Assistant</b>
<b>Joanne Parrott</b>	<b>Deputy Pre-school Manager</b>
<b>Vicki Gibson</b>	<b>Pre-school Assistant</b>

### **How parents take part in the pre-school**

Happy Faces Pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the pre-school;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- joining in community activities in which the pre-school takes part; and
- building friendships with other parents in the pre-school.

### **Parents/ Carers that would like to be involved in the pre-school**

The pre-school has a policy that any parents/ carers or family member that would like to participate in any session at the pre-school are more than welcome to. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities.

Do feel free to arrange to drop into the pre-school, if you would like to see it at work or to speak with the staff.

### **Key person System**

The pre-school has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests. When your child first starts at the pre-school, she/he will help your child to settle and throughout your child's time at the pre-school, she/he will help your child to benefit from the pre-school's activities.

### **Learning Journey**

The pre-school completes Learning Journeys for each child. Staff and parents work together to record children's achievements. Your child's achievements help us to celebrate together and plan and resource their next steps.

At Happy Faces each child has their own personal online learning journal which parents and carers can access through a secure password system. This enables a constant communication between those caring for your child.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will help with the transition into School and ensure a coherence of learning and development across different settings.

### **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the pre-school staff take part in further training to help them to keep up-to-date with early years care and education.

### **The pre-school's timetable and routines**

Happy Faces Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the pre-school's session are provided in ways that:

- help each child to feel that she/he is a valued member of the pre-school;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

### **The session**

The pre-school organises its sessions so that the children can choose from a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the inside.

### **Snacks and meals**

The pre-school makes snacks a social time at which children and adults eat together. We plan snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.



## **Policies**

Copies of the pre-school's policies are available to see at the setting or via our website – [www.happyfacespreschool.co.uk](http://www.happyfacespreschool.co.uk)

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and committee work together to adopt the policies, they also take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

## **Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, we] will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

## **Children who are ill**

We cannot care for children who are ill and therefore ask that children who are ill are not sent to Preschool. If a child has vomited or has had diarrhea then they must be kept away from the setting for 48 hours since their last bout of sickness. This is to prevent the spread of further infection.



While it is not our policy to care for sick children, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We follow this procedure:

- Children taking prescribed medication must be well enough to attend the setting.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines

containing aspirin will only be given if prescribed by a doctor).

- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
  - the full name of child and date of birth;
  - the name of medication and strength;
  - who prescribed it;
  - the dosage to be given in the setting;
  - how the medication should be stored and its expiry date;
  - any possible side effects that may be expected; and
  - the signature of the parent, their printed name and the date.

### **The management committee of Happy Faces Preschool**

Their role is to manage the pre-school. The Board is responsible for:

managing the pre-school's finances;

employing and managing the staff;

making sure that the pre-school has - and works to - policies which help it to provide a high quality service; and

making sure that the pre-school works in partnership with the children's parents.



The following people currently make up the Happy Faces Preschool committee:

Maureen Byrne           Chair  
Roger André            Treasurer and Nominated Person  
Pat Hanlon  
Sarah Jarvis  
Diana André

### **Fees**

Fees are payable at the beginning of each half-term, in advance. Fees must still be paid if children are absent. If you have any queries regarding payment of fees please speak to Diana who will be able to set a payment plan with you.



Currently we charge £12 per session.

### **Complaint procedure**

Happy Faces believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. Our aim is for concerns to be resolved quickly by an informal approach to the appropriate member of staff. However, if this does not achieve the desired result, we have a set of procedures for dealing with concerns.

If you have any concerns, after speaking with your child's keyworker, please speak to the manager, Diana André. However, if you feel the issue has not been resolved then please write to the chair of committee and a meeting can be set up to further discuss any concerns you may have. For further information, please refer to our 'complaints policy.'

### **Starting at Happy Faces Pre-school**

#### **The first days**

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. Each child is different and requires different types of settling in. It is our aim to make the transition in to preschool as easy as possible; therefore we may ask you to stay with your child for a time as they settle. However, if your child is happy to be left then we will support you and your child in that. Please be assured that we do not leave children if they are distressed and will contact you if we feel you need to return. Some children take a while to settle, others settle straight away, your child's keyworker will work with you to help your child settle in to preschool.

## **Clothing**

The pre-school provides protective clothing for the children when they play with messy activities.

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this.



Please also provide a bag of spare clothes which can hang on their peg, just in case it's needed. We also ask that each item of clothing is named to help us identify who it belongs to. Children will need sunhats in the summer and coats, wellington boots, hats, gloves etc in the winter. We try to be outside as much as possible and children will need suitable clothing.

There is a uniform for Happy Faces, although this is not compulsory. The uniform is a polo shirt, jumper or cardigan with the preschool logo, there is no set colour, children can choose from red, blue, yellow, or purple. Uniform can be ordered from the following website:

**[www.tesco.com/ues](http://www.tesco.com/ues)**

**Happy Faces Pre-school hopes that you and your child enjoy being members of the pre-school and that you find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions,**