

Cheam Baptist Church Preschool
Malden Road
Cheam Village
Surrey
SM3 8QB

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Welcome



Cheam Baptist Church
Pre-school



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Pre-school

CHEAM BAPTIST CHURCH PRE-SCHOOL

In our Pre-school we welcome and value all children and their parents, whatever their race, ethnic origin, beliefs, background, class, family status, religion or disability. Our aim is to provide a safe and happy environment where all children and adults are treated with equal respect and where cultural or religious beliefs, and home circumstances will be taken into account.

Our Pre-school has a Christian ethos which is supported by all our staff. We are also members of the Pre-School Learning Alliance and are registered with Ofsted under the provisions of the Childcare Act 2006. We have a strong emphasis on well trained staff.

Our main intake is in September for children between around 2½ and 3 years of age, and a few more children may join us during the year, subject to availability of spaces .

We also have a Nursery group (equivalent to school Nursery) for children in the following academic year and can give you more information regarding this. Children can start with a minimum of two sessions per week if wished and increase as they become more confident.

Free Entitlement Funding is available for eligible 2, 3 and 4 year olds (Universal funding), and Extended funding (for up to 27 hours and subject to availability) for children eligible for 30 hours' funding. See www.sutton.gov.uk/frechildcare for more details.

We do not offer formal religious teaching within our group, but do include some Bible stories, songs and prayers. Your child may be invited to take part in Christmas and Easter activities and services during the year. Participation is not compulsory and is left to the wishes of each child and his/her parents.

ABSENCES AND FEES

Please phone or text the pre-school to let us know if your child is ill or unable to attend for any reason, or if you have a planned holiday. There are no refunds for absences or holidays taken during term time as the staff and facilities still have to be available. Please speak to the Manager if finances become an unexpected problem, so that we can look into ways of helping. We cannot guarantee to keep a place for your child if fees remain unpaid.

THE REGISTRATION FORM

The registration form at the back of this booklet must be completed and returned to us. Please sign and keep a copy for your records.

It is very important to tell us in advance of any problems that might affect your child such as allergies to certain foods or substances such as soap. Perhaps certain foods cannot be taken because of religious restrictions or fast days? Please give us full details on the registration form and tell your child's Key Person so that mistakes are not made.

We must also be informed if your child has had or subsequently contracts any childhood diseases such as Chicken Pox, German Measles, Mumps, Whooping Cough, Scarlet Fever or Measles.

Once at Pre-school, you will also need to let us know if your child contracts Impetigo, Conjunctivitis, Scabies, Worms, Head Lice or Hand Foot and Mouth Disease. These infections are rarely found in pre-school children, but are highly contagious, so we must be informed. They are nothing to be ashamed of or worried about and are usually first picked up from older children at school.

And most importantly, we hope Pre-school will be a happy and memorable experience for you and your child!

BEHAVIOUR

We believe that a child's confidence and self-esteem will flourish in an environment of praise, loving care and by example. This will teach the child to self-regulate their behaviour and give them a will to do well, and is encouraged by caring supervision and a large variety of activities, suitable to the age and stage of development of the children.

We do not expect children to behave the same all the time. From time to time, all children display unacceptable behaviour. This is a normal part of a child's development and with careful guidance, behaviour can be modified, so that the child can realise his or her potential within the group.

Our full Behaviour Management Policy is in our Policy booklet which is displayed on the Notice Board. Please read it and feel free to ask for clarification of the points mentioned.

IN NO CIRCUMSTANCES WILL WE USE CORPORAL PUNISHMENT OR ANY OTHER SANCTIONS THAT NEGATIVELY AFFECT THE SELF-ESTEEM OF CHILDREN IN OUR CARE.

FIRE DRILL

Fire drill will be practised at least twice in every term. We do not tell the children that what they are doing is a Fire Drill, as this could worry them. We have found that explaining what we want the children to do on hearing the whistle, and then carrying the procedure out with a song or other activity works very well. You will find the full Fire Drill Procedure with all our policies on the Notice Board in the small hall.

Please also find time to read the theme sheets and notices in the lobby area as you come in as important information is often displayed there.

WELCOME TO CHEAM BAPTIST CHURCH PRE-SCHOOL

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Malden Road
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Surrey
SM3 8QB

WEBSITE: www.cheambaptist.org

EMAIL: pre-school@cheambaptist.net

PHONE NUMBERS: **020 8642 5070 (option 2)**

07938140813

CONTACT: Anna Fry (Manager)
Nicky Chantler (Deputy/SEND/CO)
Angie Fletcher (Admin)

SESSION TIMES: Mornings: 9.00 a.m. to 12.00 noon
Afternoons: 12.30 p.m. to 3.00 p.m.
Lunch club: 12.00 to 12.30 p.m. (subject to availability)
Full day: 9.00 a.m. to 3.00 p.m.

Term time only, see Term Dates.

PAYMENT OF FEES: Fees must be paid by the beginning of each half term or may be paid termly in advance.

WHAT IS A PRE-SCHOOL?

In a good Pre-school children learn:

- to mix with other children
- to trust new adults
- to take part in group times
- to experiment with many things
- to express themselves in many ways
- to work things out
- to do things for themselves



ILLNESS AND ACCIDENTS

Please do not send your child to Pre-school if he or she is unwell.

Your child is likely to feel miserable and negative about the session and may become unsettled for a time after the illness has disappeared. It is also unfair to risk passing on an illness to other children or to the staff who need to be present in order to maintain the smooth running of the Pre-school.

For minor ailments, your child may return to Pre-school 24 hours after symptoms have ceased, for sickness/diarrhoea 48 hours after the last episode. Please refer to the Infectious Diseases poster displayed by the door for the exclusion periods required for specific illnesses.

If your child needs an inhaler or has other special medical needs please let us know. We only administer prescribed medication.

At least one member of staff on each day has had First Aid training and we are able to deal with minor accidents, which will be recorded in our Accident book and shown to you at the end of the session. In all other cases, or if your child is distressed, you will be contacted, but we ask that you authorise emergency treatment and removal to hospital if necessary.

If your child has had an accident away from Pre-school, we ask that you inform us so that these can be noted in the Accident book to show that they did not take place whilst under our care. We refer you to our Safeguarding Policy in our Policy booklet on the Notice Board for further details.

NOTICE OF LEAVING

We require half a term's notice of leaving or reducing sessions, or payment in lieu of notice.

NURSERY GROUP

Children have the option to stay with us for their Nursery Year when they will have book bags and enjoy a variety of more advanced activities following the Statutory Framework for the Early Years Foundation Stage. Please ask for more information.

FURTHER INFORMATION

During the session, we have a snack time when the children will be offered milk or water and a healthy snack such as fruit or pitta bread. We sometimes offer small bites of different types of food for tasting, or make toast or sandwiches, or do cooking. Please tell us about any food allergies so that we can avoid them, or any foods not allowed.

We encourage the children to tell us when they need the toilet and we keep an eye out for those tell-tale wriggles, but accidents can and will happen from time to time. Young children will often be far too absorbed in what they are doing to think of such things. This is not a problem and we will change them. Please remember to leave spare clothes on their peg.

Some children may always seem to be bringing work home and your child may never seem to do anything at all, as there is nothing to bring home to prove it. Do not worry - our aim is to allow all the children to learn through play and we will see that your child has a variety of experiences during the course of the session, but many activities do not have bits of paper as proof of being busy!

LEARNING JOURNEYS

We use Tapestry, an online platform, to share photos of some of your child's special moments and learning with you each week. We will invite you to Parents' Talks during the year when your child's Key Person will discuss their Next Steps with you. We always love to hear what the children are doing at home so that we can work with you in building on their interests.

A GOOD START

Joining Pre-school is a big step for both parents and children, so a happy introduction is very important. We will advise you when to come to an introductory session with your child as they start, to see what goes on and to meet the Leaders and your child's Key Person, who can answer any questions you may have.

Our staff are happy to change nappies as well as assist your child in toilet training; you will just need to sign an agreement and leave changing equipment at Pre-school.

On the first day, your child may feel shy and uncertain so be prepared to stay for a while to help him or her settle in. It may take 20 minutes or several visits! Be sure to show your child where to hang his or her coat and where to find the toilet. It will be familiar to them later on, when taken by a member of staff, if they have first been shown by a Parent or Carer. Let your child bring a special toy or comforter if it is needed, but make sure he or she is aware that other children may play with it, if it is put down. All these steps should ensure a secure and happy start.

Please do not be upset if staff do not have time to chat to you during the first week of term. It has to remain their first priority to settle a number of new children into Pre-school and to ensure the safe and happy running of the Pre-school session, but do come and ask us if you have any queries or problems during this time. Staff will always be available at the beginning and end of the session to assist you in any way possible. Alternatively, please do not hesitate to telephone the Pre-school Manager. Should there be any unresolved problems please refer to our Complaints Procedure in our Policy booklet on the Notice Board.

Our intention is to work in partnership with parents and we always welcome your suggestions and comments.

WHEN YOU ARRIVE

Please do not send your child in their best clothes as they will be taking part in messy activities. A complete change of clothes should be left in a bag on their peg so that we can change them if needed. Clothing that they can fasten and unfasten themselves will give them confidence and encourage independence. Trainers with velcro fastening are ideal so that they can climb and take part in other physical activities safely. Please do not send them in open-toed sandals. T-shirts and sweatshirts with our logo are available for you to purchase if you wish.

In sunny weather please send a named sunhat and apply a high factor sun protection lotion before they arrive as we will be having outdoor play on a daily basis. If it is likely to rain they will need suitable coats, wellies etc. **Coats, uniform and shoes need to be named clearly.** Please bring your younger children in and leave buggies outside if possible. Empty buggies should be taken home.

We are a Healthy Eating pre-school and can give you guidance on lunch boxes if your child is staying to lunch club. Children also need to bring in a piece of fruit or healthy snack to share at drinks time. Apples, bananas, grapes, and bread sticks are most popular and we like trying unusual fruit, pitta bread or cheese. When you arrive, please put your snack in the basket and help your child to find their name and put it on the tree. Once your child's coat is hung up and you are ready to leave, please remember to say a clear goodbye. A forgotten goodbye can be very unsettling to young children as they may fear you could disappear at any time.

In order to maintain child safety, the door will be locked 15 minutes after the session begins. Please make every effort to arrive by this time, but if you are late please ring the bell. If you need to leave during the session please ask a member of staff to let you out. Please check the lobby door is securely closed on your way out.

Other Activities:

The children will take part in many challenging and enjoyable activities. They will have a chance to experiment with dough, glue, paper, printing, finger painting, construction toys, threading, puzzles, board games and many other activities, encouraging them to use their own ideas and solve problems. There will also be Interest Shelves and Nature Tables to help to encourage the children to look at the world around us and the children will be invited to bring things in.

They will take part in lots of pre-writing activities and have opportunities to count and explore maths in practical ways. The older children (Nursery group) will be learning about phonics and starting to form letters as well as many other extended activities. All children will gain in skill and understanding through their play, especially when they have a chance to share their enjoyment with an adult.



Role Play:

We have a cosy home corner with child size furniture and dressing up clothes. The children pretend things like shopping, mealtimes and baby care. Domestic role play is very important for young children and helps their imagination to develop. We will also have exciting role play areas linked to our themes, which helps children to make sense of the world around them.

Painting, Drawing and Craft:

Children are encouraged to paint freely and choose their own colours. To begin with they may simply wish to cover the paper with colour, then they may begin to paint circles, faces, people or houses. They should not be urged to reach this stage too quickly. Pencils, small pads and clipboards will encourage them to make shopping lists and menus in pretend play. Children can select their own materials and use their creative ability through craft and will learn how to use scissors and craft tools safely.

Sand and Water:

Children find water fascinating and plastic aprons are provided. Play can be experimental; studying what the water does when it is poured, splashed or dripped. Water is soothing to the excited or tired child; it releases the timid or restricted child and is a safe outlet for feelings. Both sand and water help children to learn about volume and texture. Children love to help clean up and we encourage them to help with tidying up when they have finished playing.

Physical Activities:

The children will have access to physical play inside and out, giving them opportunity to develop strong joints that will help them with handwriting skills later on. We will be encouraging them to develop their gross motor skills with big movements including climbing and crawling. Riding bikes and playing on a trampoline and balancing equipment also develops co-ordination and balancing skills. Sustained physical exercise is so important for children's health and development.

THE COLLECTION PROCEDURE FOR YOUR CHILDREN

Parents and Carers will be asked to wait outside the Pre-school door until we are ready. As with the arrival of children, we ask that pushchairs and prams are left outside the building whenever possible to reduce the risk of accidents. Any buggies that need to be brought in must be kept well clear of doorways and walk ways in order to avoid accidents.

When we open the door, please remain in the small hall and collect together any paintings or other items your child may have made, from their named tray. Newsletters and other important information will also be in their trays from time to time.

When the staff have completed their session with the children in the large hall, the children will be released one at a time into the small hall and into your care or into the charge of a previously named collector. At this point, your child's safety becomes your responsibility.

Please make every effort to arrive promptly and phone to let us know if you are unavoidably delayed. We reserve the right to make a charge of £10 for late pick ups (£20 if over half an hour). If at any time you wish to elect someone else to collect your child, please let us know the name of the person who will be picking up your child.



HOW YOU CAN HELP

Our Pre-school is always fully staffed, but it runs even better when Parents or Carers offer their help on a rota basis. No special talents are needed, just a willingness to help with dressing up, put on an apron, brush up sand, read a story, wipe a nose! If you are unable to come in to help there are lots of other ways in which you can be involved, for example, preparing projects at home or bringing things in for our Interest Tables.

We recommend that you do not come and help for at least half a term until your child has settled. When you do help at a session, you may find that your child wants to stay by you for a while and behaves differently. This is not surprising because it is a new experience to share you with lots of other children.

OTHER ACTIVITIES

Throughout the year, a number of extra events may take place; Nativity and concert, Sports day and picnic, Fathers' morning, individual photographs, curriculum workshops and outings. We will ask for your permission before taking your children on any visits or outings. They will remain on pre-school / church premises except in the event of an emergency.

Photographs are taken of the children taking part in a variety of activities and at special events. We will ask you to complete an images and videos consent form to indicate your chosen level of consent on where these may be shared.

We hope that our Pre-school gives families the chance to make friends, share experiences, and enable you to have a short break from the important and demanding job of bringing up your children. If you wish to know more about other activities run by Cheam Baptist Church, or the Sunday School, please ask.

WHAT DO THE CHILDREN DO IN PRE-SCHOOL?

We take great care in choosing the activities available for your children as we follow the Statutory Framework for the Early Years Foundation Stage, working towards the Early Learning Goals in the 3 prime areas:

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

These lead into developing skills in 4 specific areas:

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

The children will be encouraged to explore and learn about the world beyond home, to find new interests and friends and to have fun. They will have the opportunity to choose from many activities, and aprons are provided for the more messy activities. If a child becomes upset when encouraged to wear an apron, he or she will not be forced to do so, so do remember to put on old clothes!

Music:

Children develop a love of music through songs, actions and rhymes which all help to develop language, memory and early maths skills. They will learn to listen carefully to sounds to make simple rhythms and will be encouraged to express themselves through movement and dance, also using musical instruments. Do you know anyone who could play a musical instrument for the children?

Books:

Children will be encouraged to develop a love of reading through stories being read to them, story boxes, handling and looking at books from different genres e.g. non-fiction, fiction and poetry. This will help them develop language and pre-reading skills as well as their imagination. Children have book bags to take books to share with you at home and early reading /phonic books when they are ready.