

L I N D A L E
P R E S C H O O L
N U R S E R Y

Our guide to helping your family
become part of our community

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Where to Find the Information You Need

About Lindale Preschool	2
The staff that care for your child.....	3/4
Getting started at Lindale Preschool.....	5
Our approach to your child's development.....	7
Working together with you to support your child.....	11
Our timetable and routines	13
Sessions and Fees.....	14
How the Nursery is managed on your behalf.....	16
Policies and the legal disclaimer stuff.....	17
Application Form.....	20

About Lindale Preschool

Our Passion for Child Care

At Lindale Pre-School Nursery we exclusively specialise in 2 - 4 year olds, aiming to encourage every child to reach their full potential in learning, understanding the world around them and how to achieve their full potential.

Our priority is to create a happy and secure environment in which they develop their initiative, independence, social skills and general knowledge.

We are passionate about working in partnership with parents and carer's to help the children develop as fully as possible by offering a service that promotes equality and values diversity across the whole community.

Our aim is to lay a foundation on which to build the future of the children in our care so they go on to enter primary school ready and eager to achieve.

Our Partnership with Lindale Primary School

The Pre-School Nursery shares a site and has developed a number of links with Lindale Primary School. This includes using the school facilities and resources.

In addition, opportunities are created each year for the Early Years teacher and teaching assistants to get to know the children and vice versa. Similarly they will work with the Pre-School Nursery leader to ensure the children who go on to attend Lindale Primary School have a smooth transition so that the knowledge and skills the children have already acquired are continued and successfully built upon.

The partnership between Lindale Preschool and Lindale Primary School means your children can receive a full care and support package through their early school years. This helps them form strong relationships in a community environment designed to support their development seamlessly through to secondary school.

The staff that care for your child

Claire Dawson - Nursery Manager



Claire has worked at Lindale Pre-School Nursery since September 2001, taking over as Leader in April 2005; she has a CACHE Diploma in Pre-School Practice Level 3 and is a named First Aider, and Designated Safeguarding Children Officer. In addition to this, Claire works as a Higher Level Teaching Assistant in Lindale Primary School's Early Years Unit.

In her spare time Claire runs a Church Youth Group and is an active member of the local community supporting both special projects and other longer-term groups.



Fliss Ward - Deputy Manager

Fliss has worked at Lindale Preschool Nursery since October 2014; she has a Level 3 in supporting teaching and learning

In preschool Fliss teaches the 3 and 4 year olds Read Write Inc which starts with set one letter sounds.

Fliss has a level 2 in Safeguarding, she is the settings SENCO, and a first aider.

In the afternoons Fliss is a teaching assistant in Lindale School supporting both

1 to 1 and the year 2/3 class.

In her spare time Fliss enjoys walking in the lakes and spending time with friends and family.



Mrs Lucy Warren - Nursery Assistant

Lucy has work at Lindale Preschool since April 2016, she has a Level 3 Cache Diploma in Early Years and Level 3 Teaching Assistant NVQ. Lucy has worked as a Senior Teaching Assistant within the Early Years framework and the Upper Juniors delivering phonics, spelling and grammar lessons. Lucy is a Kidsafe Instructor and a Cumbrian Reading Intervention teacher both of which she teaches at Lindale Primary School in the afternoon. Lucy enjoys working in the Nursery immensely, learning through play and exploration is lots of fun! Lucy spends her spare time with her family and dog walking, travelling as much as possible or in the kitchen cooking.

Staff Training

Staff have access to the Training Bulletin circulated by Sure Start and link their personal development to the development strategy of the preschool. Training is followed up in the preschool environment to ensure that new knowledge and skills are used for the benefit of the children. Progress is assessed during weekly personnel meetings and reviewed on a quarterly basis against the overall preschool development strategy.

Getting started at Lindale Preschool

Children will need:

1. To be dressed in simple clothes, which they can manage when going to the toilet.
2. To be dressed in clothes appropriate to the time of year, ie a warm coat, hat and gloves are essential on cold days. We do "play" outside even when it's wet.
3. To be dressed in clothes which will not be spoilt by paint, glue, dough etc, we will be exploring and experimenting with all kinds of materials, including messy ones - as often as possible!
4. A complete change of clothes, clearly marked with your child's name, to be either left in the nursery at the beginning of term, or transported daily in a small rucksack.
5. Sensible non-slip footwear should be worn for safety on climbing equipment.
6. If children are still in nappies please provide nappies, wipes and nappy sacks.



We provide protective clothing for the children when they play with messy activities. We also provide high visibility jackets when out and about.

We encourage children to gain the skills that 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 that is easy for them to manage will help them to do this.

The First Days

We want your child to feel happy and safe with us. 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 preschool. We have a policy about helping children to settle into daily life with us; a copy is available from Claire Dawson upon request.

Nursery Premises and Equipment

Lindale Pre-School Nursery uses the School House adjacent to Lindale School (situated on the left-hand side when looking from the road). The School House offers ideal accommodation for the needs of the nursery and the children, creating an informal and homely feel. Each room has a specific use or purpose, such as an activity room for painting and craft work and a quiet room for reading and story time. A wide variety of indoor and outdoor equipment is also available to encourage and stimulate the children's development and enjoyment of the nursery through a diverse range of activities.

We make the maximum use of our secure fenced playground, which offers a selection of wheeled toys, a climbing frame and slide and a wide variety of outdoor play equipment.

Staff systematically monitor both indoor and outdoor environments and equipment to ensure they are safe for the children.

Health and Pastoral Care

- 1 If a child has an infectious or contagious illness they must be excluded until they are fit and safe to return. If you are not sure when this is then Claire or Rachel will be able to offer advice. Alternatively, you can consult your doctor or NHS Direct.
- 2 No child should be sent to the Nursery if they have had a vomiting attack within the previous 12 hours or are suffering from Diarrhoea, or conjunctivitis, or any other ailment that is likely to be transmitted. For the safety and protection of everyone they can return to nursery **48 hours after** the last bout of illness.
- 3 If a member of staff feels that a child has a temperature, or is generally unwell, the parent or carer will be contacted to arrange early collection of the child. Whilst waiting for your arrival they will be looked after and carefully monitored within the preschool.

Our approach to your child's development



The provision for children's development and learning is guided by The Early Years Foundation Stage This brings together 'Birth to Three Matters' and 'The Curriculum Guidance for the Foundation Stage.' Our provision reflects the four key themes and 16 commitments of the Early Years Foundation Stage.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by Lindale Preschool Nursery helps children continue to do this by providing them with interesting activities that are appropriate for their age and stage of development.

Prime Areas of Learning and Development are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development

The four specific areas are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

For each area, the preschool practice guidance sets out the Early Learning Goals. These goals state what it is children are expected to know and be able to do by the end of the reception year of their education.

The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. The Preschool uses these stages as the framework for assessing children and planning for their learning.

Personal, social and emotional development

Our programme in this area supports children to develop:

- positive approaches to learning and finding out about the world around them;
- confidence in themselves and their ability to do things, and valuing their own achievements;
- their ability to get on, work and make friendships with other people, both children and adults;
- their awareness of, and being able to, keep to the rules which we all need to help us look after ourselves, other people and our environment;
- their ability to dress and undress themselves, and look after their personal hygiene needs; and
- their ability to expect to have their ways of doing things respected and to respect other people's ways of doing things.

Communication and language

Our programme in this area supports children to develop:

- conversational skills with one other person, in small groups and in large groups to both talk with and listen to others;
- their vocabulary by learning the meaning of - and being able to use - new words;
- their ability to use words to describe their experiences;
- their knowledge of the sounds and letters that make up the words we use;
- their ability to listen to, and talk about, stories;
- knowledge of how to handle books and understand they can be a source of stories and information;
- knowledge of the purposes for which we use writing; and
- making their own attempts at writing.

Mathematics

Our programme in this area supports children to develop:

- understanding and ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- understanding that numbers help us to answer questions about how many, how much, how far and how big;
- understanding and ideas about how to use counting to find out how many; and
- early ideas about the result of adding more or taking away from the amount we already have.

Understanding of the world

Our programme in this area supports children how to develop:

- knowledge about the natural world and how it works;
- knowledge about the made world and how it works;
- their learning about how to choose, and use, the right tool for a task;
- their learning about computers, how to use them and what they can help us to do;
- their skills on how to put together ideas about past and present and the links between them;
- their learning about their locality and its special features; and
- their learning about their own and other cultures.

Physical development

Our programme in this area supports children to develop:

- increasing control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- increasing control over the small movements they can make with their arms, wrists and hands so that they can pick up and use objects, tools and materials; and
- their understanding about the importance of, and how to look after, their bodies.

Expressive arts and design

Our programme in this area supports children to develop:

- The use of paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and

- Their interest in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Our approach to learning and development and assessment



Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Preschool uses the practice guidance 'Early Years Foundation Stage' to plan and provide a range of play activities that help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity to help them get the most out of the experience.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make regular assessment summaries of children's achievements based on our formalised process that results in a timeline of development records. These outcomes form part of each child's unique record of achievement. In addition to a scheduled approach, we undertake these at times of transition,

such as when a child moves into a different group or when they go up to primary school.

Working together with you to support your child



In Lindale Preschool we meticulously maintain the ratio of adults to children as defined by the Welfare Requirements.

We also encourage volunteer parent helpers to complement these ratios.

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 safely explore their environment and be adventurous.

How parents take part in the setting

Preschool recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making preschool 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 during the sessions;
- 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;
- taking part in events and informal discussions about the activities and curriculum provided by preschool;
- joining in community activities in which the preschool takes part; and
- building friendships with other parents involved in Lindale Preschool.

The parents' rota

We are always happy to have extra help at preschool, if you would like to help out please see Claire or Rachel or if you just want to stay to see how we work then you are very welcome.

Key person and your child



Lindale Preschool uses a 'key person' approach. This means that each member of staff has a group of children for whom they have a defined responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at preschool, they will help your child to settle and throughout your child's time with us, they will help your child to benefit from the activities and facilities on offer.

Lindale Preschool timetable and routines

Lindale Preschool believes that care and education are equally important in the experience we offer our children. The routines and activities that make up the day in the setting are provided in ways that:

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

The session

We organise our sessions so that the children can choose from, and work at, 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 indoor playroom.

Snacks and meals

Lindale Preschool makes snacks and meals a social time during which children and adults eat together. At snack time we provide the children with milk or water and a healthy snack and fruit. At lunch time parents are asked to provide a packed lunch and drink that will be stored in the fridge until required. From September 2014, children will be able to buy a cooked lunch that will be brought over from the primary school on the same site. You can put all your child's dietary needs on the registration form.

Nursery Sessions and Fees



Lindale Preschool Nursery is a small, friendly private nursery, which is open each weekday Monday to Friday (see website for current availability and prices. We welcome all children.

Children from 2 years old up to the time when they start primary school can attend.

The provision offered by the preschool is being progressively developed to meet the needs of parents. At present the plan is to offer 5 sessions that cover the full day. These are explained at (lindalepreschoolnursery.org) where details can be found about times and costs. For sessions not already offered, demand will dictate when we can start these.

Summary of fees

We are registered to take children from the term following their second birthday for up to 15 hours FREE per week, any criteria additional to income based criteria will be taken into account, for more information please ask Rachel or Claire.

We are registered to take children from the term following their third birthday for up to 15 hours FREE per week, a minimum of 2.5hrs and no more than 10 hours per day. This is a National Government Funded Scheme.

Additional hours are available and these are detailed on the website:
lindalepreschoolnursery.com

To provide as much access as possible to all members of the local community and those travelling in we publish our best possible prices, including all early payment and pre-booking discounts. Sometimes unforeseen situations arise that require additional care for your child. We understand this and will do our best to accommodate your needs at the standard rates. There are no premium charges just because planning sometimes doesn't quite work out.

Please note

- Fees are to be paid in full during the first week of each new half term. (Arrangements can be made for fees to be paid in 2 instalments.)
- There is no refund for missed sessions due to short-term illness.
- If a holiday is to be taken during term time please give 1 month's written notice.
- There will be no reductions for absence due to other reasons outside the control of Lindale Preschool.
- If a child is unable to attend the setting due to long-term illness or hospitalisation these circumstances will be discussed with the committee and a payment plan would be sorted out at the discretion of the committee.
- We offer a flexible payment system for families of differing means and offer information regarding sources of financial support.
- For your child to keep his/her place at the preschool you must pay your fees in a timely manner so that we can pay staff and maintain the resources required to offer a high standard of provision.
- Four weeks' notice, not including holidays, is required to terminate the contract with the nursery.
- If your child is booked into lunch club, four weeks written notice is required to terminate this arrangement.

Admissions

- We welcome all children from Lindale and the surrounding areas. The only prerequisite is that they are able to travel between home and preschool under their own steam.
- Parents can visit the Preschool prior to entry to familiarise your child with the surroundings, and meet and get to know the staff, children and parents they will be joining.
- If it is not possible to offer a place to your child when registering, your child will be put on a waiting list and you will be informed when a vacancy arises.
- Attending Lindale Preschool Nursery does not guarantee a place at Lindale School. Parents are advised to see the Lindale Primary School's Admission Policy.

How the Nursery is managed on your behalf

A parent management committee, whose members are elected by the parents of the children who attend the preschool, manages the development of the nursery and its environment. The elections take place at our Annual General Meeting. The committee is responsible for:

- Managing the preschool's finances;
- Employing and managing the staff;
- Making sure that the preschool has, and works to, policies that help it to provide a high quality service; and
- Making sure that the preschool works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all the children who attend preschool. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

The Management Committee

The management committee is run on a reasonably informal basis to ensure everyone has an opportunity to engage and contribute. Despite our relaxed approach, we do take our role very seriously indeed.



Dr Ian George
Mrs Dayna Davidson
Mrs Claire Greenhalgh
Mrs Claire Dawson
Miss Fliss Ward
Mrs Lucy Warren
Mrs Kim Law
Ms Vicky Lancaster
Mr Gary Johnston
Mrs Stacey Barker

Chairperson
Treasurer
Secretary
Nursery Leader ex officio
Deputy Manager ex officio
Nursery Assistant ex officio
Lindale School Early Years
Committee Member
Committee Member
Committee Member

Policies

Copies of Lindale Preschool policies and procedures are available for you to see on request.

The Preschool's policies help us to make sure that the service provided is of high quality and that being a member of the community is an enjoyable and beneficial experience for each child and their parents or carers.

The staff and parents/carers of the setting work together to ensure the policies are meaningfully adopted and everyone is given the opportunity to take part in the annual review of these policies. This review helps us to make sure that the policies are enabling the preschool to provide a quality service for its members and the local community.

Safeguarding children

Lindale Preschool has a duty under law, which we take very seriously, to help safeguard children against suspected or actual 'significant harm'.

Our employment practices are designed to protect children against the likelihood of abuse within preschool and we have a procedure for managing complaints or allegations against any member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and our aim is always to offer support, including referral to appropriate support agencies when necessary, to help families in difficulty.

Special needs

As part of the Lindale Preschool's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. Lindale Preschool works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001). Our Special Educational Needs Co-ordinator is Fliss Ward

Educational Visits

Parents of all children will be asked to pay voluntary contributions for educational visits when they are offered. Payment will be mainly to cover transport and any entrance fees, but additional details will always be given at the time to explain the costs of each visit.

Behaviour and discipline

The variety of activities provides good stimulation for the children in our care. They are normally so busy enjoying the new experiences they have little time or inclination for behavioural problems. However, if a situation arises, possibly caused by a minor frustration, staff will at NO TIME use physical force to correct a child. A short spell at another activity will usually allay the frustration. Persistent behaviour problems will be discussed with the Parents or Carers and we ask for your support in reaching agreement and dealing with the situation together.

Complaints procedure

We are in the fortunate position of having a leader able to talk to parents and carers each day and through this any concerns can be resolved immediately.

If informal discussion is not appropriate or parents wish to talk further or more formally, they must arrange an appointment with Claire Dawson.

If attempts to resolve a complaint through discussion with the Preschool Leader are not successful, then parents must put their complaint in writing to the Chairperson of the Management Committee.

If further steps are needed, then these should be made in writing to:

THE NATIONAL BUSINESS UNIT, OFSTED
PICCADILLY GATE
STORE STREET
MANCHESTER
M1 2WD
TEL: 0300 123 1231

Disclaimer

This is the legal bit nobody reads and we are so grateful that you have already got this far through this section.

The information supplied in this document is in accordance with information currently available to The Management Committee, and is believed to be correct at the time of writing, July 2016, but the accuracy is not guaranteed. We are, after all, only human.

Neither the Management Committee nor the staff is legally responsible for any erroneous information contained in this document. If you are not sure about anything, please ask and we will help you get to the answers you need.

Application to join Lindale Pre-School Nursery

Name of child _____ Date of Birth _____

Name(s) and address(es) of parent(s) making the application:

Postcode	Tel
----------	-----

Postcode	Tel
----------	-----

I/We would like _____ to start attending
at this setting from _____ date

We would like our child to attend the following sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.45 - 11.45					
Lunch Club 11.45 - 12.45					

If we find that we no longer need the place, we will inform the setting as soon as possible, in accordance with the terms of this agreement.

Signature of parent(s)/carer(s)

We will notify you when a place becomes free.

Signed on behalf of the setting _____

[Registration form](#) Lindale Pre-School Nursery

Basic details

Name of child _____ Date of birth _____

Name known as _____ Gender (male/female) _____

Name of parent(s) or carer(s) with whom the child lives

1 _____

Does this parent have parental responsibility? Yes/No (delete)

2 _____

Does this parent have parental responsibility? Yes/No (delete)

Address _____

Telephone _____ mobile _____

Email address _____

Name of parent with whom child does not live _____

Does this parent have parental responsibility? Yes/No (delete)

Address _____

Telephone _____ mobile _____

Does this parent have legal access to the child? Yes/No (delete)

Emergency contact details

Parent/Carer 1 Work/daytime contact number _____

Parent/Carer 2 Work/daytime contact number _____

Any other emergency contact numbers

Name _____

Telephone _____ mobile _____

Name _____

Telephone _____ mobile _____

Persons authorised to collect the child (must be over 16 years of age)

Name _____ Relationship to child _____

Telephone _____ mobile _____

Name _____ Relationship to child _____

Telephone _____ mobile _____

Personal details of child

Does your child have any special dietary needs or preferences? Yes/No

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family? _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our preschool?

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? **Yes/No**

If so, discuss and agree with the key person how you will support your child when settling-in;

Does your child have any special needs or disabilities? **Yes/No**

Are any of the following in place for the child:

Early Action?	Yes/No
Early Action Plus	Yes/No
Statement of Special Education needs	Yes/No

What special support will he/she require in our setting?

Is there any information that is important for us to know about regarding your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.

What does your child/ren like playing with?

Names of professionals involved with child

Name 1 _____ Role _____

Agency _____ Tel _____

Name 2 _____ Role _____

Agency _____ Tel _____

Name 3 _____ Role _____

Agency _____ Tel _____

Do you have a health visitor?

Name _____

Based at _____ Tel _____

Does your family have a social worker for any reason? **Yes/No**

Name _____

Based at _____ Tel _____

What is the reason for the involvement of the social care department with your family?

To be completed by the manager

Date starting at Lindale Pre-School Nursery

Days and times of attendance _____

Are any fees payable? If so, note here _____

Name of key person _____

Has the settling in process been agreed?

Yes/No

--

Signed by: _____

Parent 1 _____ Parent 2 _____

Manager _____

Date _____ Date of first review _____

Please note

- 1 Lindale Preschool Nursery is an independent, private nursery.
- 2 Allocation of a place at the preschool shall be in accordance with the preschool's admission policy.
- 3 Please take this application form to the nursery along with proof of your child's date of birth (eg birth certificate, health card) and home address.
- 4 Yours child's admission to Lindale Preschool Nursery does not necessarily guarantee a place at Lindale Primary School.
- 5 Please notify the preschool of any change in your circumstances that occur after you have handed in this form (including change of address).

- 6 In the unlikely circumstances that your child is involved in an emergency and in the event that the nursery cannot reach any of the contacts named on this form, the parents/carers acknowledge and agree that the nursery staff may call for such emergency assistance as may be considered necessary.

Signed _____

Date _____

Contact Details

If your child is ill or unable to attend nursery please would you let us know that morning by phoning or texting on:

0778 0867035 or 015395 32280

Email address lindalepreschoolnursery@hotmail.co.uk

Ofsted URN for child tax credit is 317552