



Andy Pandy Preschool

Prospectus 2022



Andy Pandy Preschool's ethos is to provide quality childcare that is affordable for all in the community.

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OFSTED number : EY492288 Charity number : 1154548



Welcome to Andy Pandy Preschool, Part of Portchester Community Association CIO



Andy Pandy Preschool is a non profit section of Portchester Community Association CIO, a registered charity, which has been running in Portchester since the 1960's providing educational and recreation opportunities for residents of the surrounding areas at affordable rates in local venues. We have a board of trustees who govern the charity.

The preschool has been established almost 30 years. We are an independent and unique setting who can offer childcare for up to 28 children a day. We are able to provide care for children from the age of 2 years until they transition to school. We accept 2 year and 3-4 year funding. We offer flexible childcare within our 8.30am-4pm opening hours Monday-Friday.

We also work in partnership with Woodsy's Pantry, which is located in The Hub, offering support to local families and providing them with access to groceries at a fraction of the cost of a supermarket.

Our setting aims to:

- ◆ Provide high quality care and education for children below statutory school age.
- ◆ Work in partnership with parents to help children to learn and develop.
- ◆ Add to the life and well-being of the community.
- ◆ Offer children and their parents a service that promotes equality and also values diversity.

Parents are regarded as a member of our setting who have full participatory rights. These include the right to be: valued and respected, kept informed, consulted, involved and included at all levels.

Being a membership organisation, whilst your child attends the preschool, we require one parent to become a member of the association at an annual fee of £7.50 - this enables your child to also be covered on our insurance.

Our policies and procedures are available for you to see at the setting at any time. The settings policies help us to make sure the service provided by us is of high quality and enables the children to explore and learn in a safe and stimulating environment. Please speak to a member of the team if you'd like to view them.

The Andy Pandy Team



Chelsea Kimber

Manager



Shanice Phillips

Supervisor



Jodie Bishop

Early Years Practitioner



Kelly Gould

Early Years Practitioner



Emma Banting

Early Years Practitioner



Lisa Gratton

Bank



Kerry Joseph

Bank

All our staff hold a NVQ level 3 in childcare, and also undertake further training to ensure we are continuously improving our practice and knowledge. We work closely with Hampshire Early Years Service and Early Years Alliance to enhance our skills and awareness that we bring to the setting. All our staff have food hygiene training and as a setting we have a level 5 very good rating from our local authority. Alongside their positions the staff also adopt additional roles in the preschool to establish quality provision which is accessible to all;

Chelsea Kimber is the ***Designated Safeguard Lead***, Shanice Phillips and Kelly Gould are the ***Behaviour Management Co-ordinators***, Jodie Bishop is the ***Placement Mentor***, Emma Banting is the ***SENCO***.

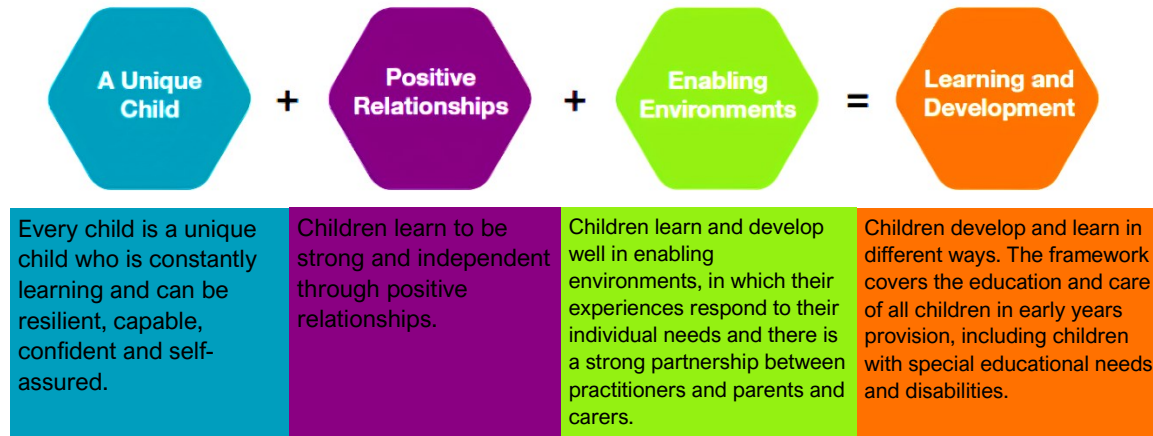
Our setting uses a key person approach. This means that each permanent member of staff has a group of children for whom they have particularly responsibility and interest. Your child's key person will work closely with you to make sure the childcare we provide is perfect for your child's individual needs and interests. When your child begins at the setting, they will work closely with your child to get to know them and to ensure they settle well within the setting. Throughout your child's time here they will encourage your children to access the provision and to make the most of the activities to further their development. They will record observations on your child using a secure online system, to make up their learning journey. The learning journeys will be shared with you on a regular basis during our parents evenings. We actively encourage you to keep us up to date on your child's interests and achievements so we can celebrate this in preschool. It will also enable us to identify the children's stage of progress and how to further their knowledge.

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare requirements. Doing so, allows us to give time and attention to each child, help children to experience and benefit from the activities we provide, allow the children to explore and be adventurous in safety.

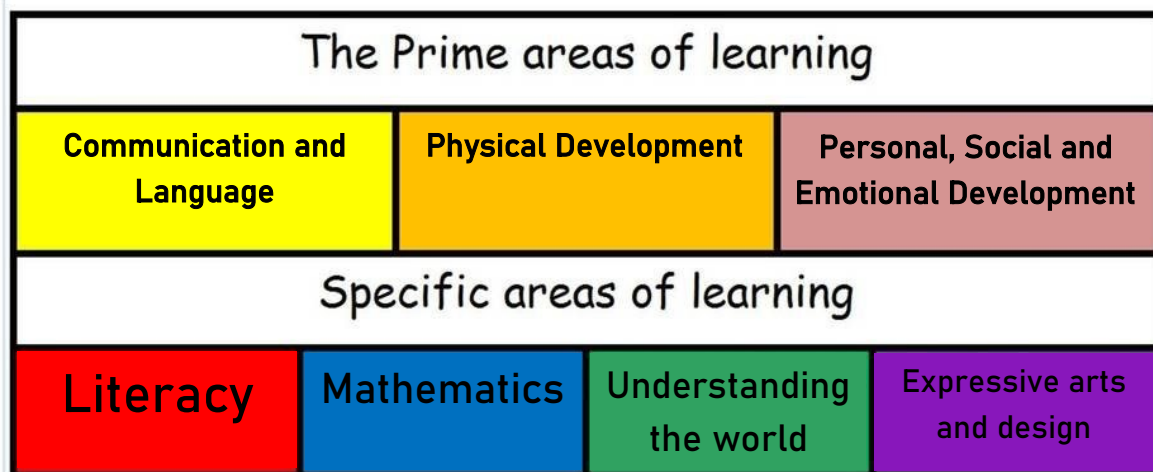
The ratios are 1:4 (for two year olds) and 1:8 (for three and four year olds)

Early Years Foundation Stage

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfE 2018). Our provision reflects the four overarching principles in of the Statutory Framework for the Early Years Foundation Stage.



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



Alongside the seven areas of development there are also the Characteristics of Effective Learning which describe how your child learns best. They are ; **Playing and Exploring** - Engagement - Finding out and exploring, playing with what they know and being willing to 'have a go', **Active Learning** - Motivation - Being involved and concentrating, keep 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. Staff will refer to these areas of learning and characteristics when planning and preparing activities and also when assessing and observing your child. Adults will consider the Characteristics of Effective Learning within the observation, assessment and planning cycle of the EYFS.

Amongst all the notes and observations you may see reference to areas of the Early Years Curriculum known as Early Years Foundation Stage (EYFS) which supports children from birth to the end of their Reception year at school the government and early years professionals use the abbreviation EYFS. This is a very important stage as it helps your child get ready for school and it is a legal requirement. We follow this curriculum to ensure the children are meeting their developmental milestones.

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. Our setting used the Developmental Matters 2021 in the EYFS guidance to plan and provide a range of activities which assist the children to make progress in each of the areas of learning and development. We promote adult activities to ensure we are able to model how to play and explore but also encourage child led activities to give the children chance to promote their independence and own thinking.

Assessments - In line with the EYFS we undertake assessments on the children. We assess how young children are learning and developing by observing the frequently. We use the information that we gain from these observations, as well as photographs and videos of the children to document their progress. We believe that parents know their children best and we ask them to contribute to assessments by sharing information about what their children like to do at home and how they, as parents, are supporting their development.

The EYFS requires that we complete a **progress check at age two** supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development: Personal, social and Emotional development (PSED), Physical development (PD) and Communication and Language (CL) when a child is aged between 24-36 months. The key person is responsible for completing the check using information from observations made in setting as well as taking into account the views and contributions of parents and other professionals. We actively support and encourage parents to complete paperwork during their child's settling in session with the key person, this enables us to be aware of the child's developmental stage to assist us with this.

Special Educational Needs - The pre-school recognises the range of special needs of children and families in the community and will consider what part it can play in meeting those needs. Planning for pre-school meetings and events will take into consideration the needs of people with disabilities. We have a trained SENCO who supports the children to meet their individual goals and to ensure the provision is accessible to them. We also work closely with outside agencies and make referrals where necessary to get you child any support they may require. The setting works to the requirements of the SEND Code of Practice 0-25(2014). The SENCO with overall responsibility for overseeing the needs for children with SEN is Emma Banting.

Equality and Diversity - The Early Years Alliance is committed to helping pre-schools provide equality of opportunity for all children and their families. As a member of the Alliance, Andy Pandy Pre-School works in accordance with the relevant legislation including: • Disabled Persons Acts 1958, 1986 • Race Relations Act 1976 • Sex Discrimination Act 1986 • Children Act 1989 We believe that the activities within the setting should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work, or volunteer to help within, our pre-school have a chance to do so. We actively encourage celebrations of all ethnicities and follow and respect parents wishes around this also.

Safeguarding children - Our setting has a duty under the law (Working together to Safeguard children 2018) to help safeguard children against suspected or actual "significant harm". Our employment practices ensure children are safeguarded in our setting, in the unlikely event their was a concern, we have a procedure for managing complaints and or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may arise and we can offer support internally and can also make the necessary referrals to appropriate agencies, to help families in difficulty. All staff are training in current safeguarding procedures and this is refreshed annually at minimum. The Designated Safeguarding Lead (DSL) with overall responsibility is Chelsea Kimber.



General information

Clothing - Whilst we do provide protective clothing for the children when they are exploring messy play, we kindly ask that you don't allow them to wear their 'best clothes' whilst attending preschool. We like to see the children having fun and gaining the skills that help them to become independent and able to meet their basic needs to look after themselves. This includes toileting and being able to put on and remove their coats, so clothing that is easy for them to manage will help them do this. We kindly request your child attends preschool with a bag which has several changes of spare clothes including underwear in the event of an accident, and nappies and wipes if your child isn't toilet trained.

Food - We require the children to attend preschool with a packed lunch if they are going to be attending during lunch hour (12pm). We like to see the children with a healthy, well balanced packed lunch. Please keep 'treats' to a minimum- we generally advise 1 treat is ample. Breakfast cereal is inclusive in the cost of attending the preschool, as is a snack mid morning and mid afternoon. Please ensure you inform us, and keep us up to date with your child's dietary requirements so we can cater to their needs effectively. Fresh drinking water is available at all times, and milk is also offered in the morning and in the afternoon. We are a nut free setting so please refrain from sending any items containing nuts in your child's lunch.

Starting at our setting - We want your child and you to feel happy and secure with us. To make sure this is the case, we will ask you and your child to attend a pre-start visit prior to their first session. This is a chance for you and your child to get to know your child's key person, and also become familiar with the other staff and the setting. This is a great opportunity for you to ask any questions you may have, and also to share any information with us about your child that will enable us to make the transition as smooth as possible for everyone. On the pre-start visit, we also kindly ask that you bring your child's birth certificate so we can take a photocopy, and also their red health check book so we can take a copy of immunisations. Staff are always happy to liaise with you about any ideas, views or questions you may have so contact is not limited to this date. You will also be given feedback about your child's day at the end of each session.

Fees - We offer flexible childcare between the hours of 8.30am-4.30pm at a rate of £3.75 an hour. Methods of payment can be discussed with our accounts manager, Cheryl Coleman. A bill will be generated and sent to you electronically, and is required to be paid in advance of your child's sessions. Fees must still be paid if your child is absent without notice for a short period of time. If your child has to be absent for an extended period, please talk to the manager or accounts manager. For your child to keep their place at Andy Pandy Preschool, it is crucial that payments are made on time. We are in receipt of Early Years education funding for two, three and four year olds, and Early Years Pupil Premium (where applicable) for three and four year olds. Please note you will be required to give 4 weeks written notice of your child leaving the setting. Please note we can not accept any children any earlier than 8.30am, nor care for them past 4pm due to our insurance policies- it can also be very distressing for the child to not be collected on time. Any child who is late being collected by more than 10 minutes will have a fee of £1.87 added to their bill for each occasion this happens.

Our Governing Board



Kate Tame

Chair



Gerry Kerry

Vice Chair



Nick Hall

Treasurer



Pamela Wayman

Secretary



Margaret Gilmore

Trustee

We hope to hear from you very soon, any questions please don't hesitate to contact us.