



## **PRE-SCHOOL**

**At Meopham Community Academy  
Longfield Road  
Meopham  
KENT DA13 0JW  
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[Info@playpenpreschool.co.uk](mailto:Info@playpenpreschool.co.uk)  
[www.playpenpreschool.co.uk](http://www.playpenpreschool.co.uk)**

# **PROSPECTUS**

**PROPRIETERS:  
Mrs Lynne Bell and Mrs Trina Dunk**

**PRE-SCHOOL SESSIONS  
8.45 am – 11.45 am**

**STEPPING STONE SESSIONS FOR THE RISING 5's  
12.15 pm – 3.15pm**

## **ABOUT THE PRE-SCHOOL**

The Pre-school first opened at Meopham Village Hall in the 1970's. The present owners have worked at Playpen since 1998 and have owned and managed Playpen since July 2003. In April 2007, we moved to a new building on the Meopham Community Academy site.

We are currently registered to educate and care for children from the age of two. We are a community based, parent-involving group offering a specially tailored curriculum, which ensures inclusivity for all children and their families. The pre-school is open during term time only, for 38 weeks a year.

## **THE AIMS AND OBJECTIVES OF THE PRE-SCHOOL**

### **Our aims are:-**

- To provide high quality care and education for children under statutory school age.
- To work in partnership with parents to promote the Early Years Foundation Stage of learning.
- To enable children to find the self-confidence that will help them with their transition into full time education.

## **PARENTS**

Our aim is to support parents as their child's first and most important educators. The Pre-school aims to ensure parents are kept informed, consulted, involved and included in their child's education. The partnership between parents and pre-school is vital and we value your involvement. There are many ways parents can be involved in the pre-school:

- Exchanging knowledge with staff about their children's needs, activities, interests and progress at home
- Attending our "stay and play" sessions once their child has settled
- Sharing any special interests or skill 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 our setting
- Joining in with community activities in which the setting takes part
- Building friendships with other parents in the setting
- Adding to their child's learning journal

## **CHILDREN**

Each child is given generous care and attention because of our high ratio of qualified staff to children. We offer a quality premium to our pupils with staffing ratios over and above the ratios set in the Statutory Framework for the Early Years Foundation Stage (2017). Children are helped to take their learning forward by building on what they already know or can do. Each child has a personal key person who uses a continuous process of observation, assessment and planning to ensure that children make significant progress at Pre-school. The setting keeps a record of achievement for each child.

## **DEVELOPMENT AND LEARNING**

Children are born with an innate natural desire to explore and learn. Children can achieve outstanding progress through play by pursuing their interests and taking on risks and challenges in their environment. At Playpen we support this by creating an enabling physical and emotional environment. We remain 'in the moment' with children as they explore and learn and observe their interactions and outcomes to assess their development.

Each child is unique and children at Playpen are supported in developing their potential at their own pace. We offer developmentally appropriate play activities based children's interests and offer a complimentary mix of adult led and child initiated learning, both indoors and outside. Our curriculum is specially tailored for each child according to the seven areas of learning and is supported by our key person system. We prepare children to progress with confidence towards the nationally set Early Learning Goals at the end of the Foundation Stage.

## **THE EARLY YEARS FOUNDATION STAGE**

The provision for children's development and learning is presently guided by "The Early Years Foundation Stage Framework" (EYFS).

The EYFS Framework is a little like a curriculum in Primary school but it's suitable for very young children and is designed to be flexible so we can follow your child's needs and interests. The EYFS explains how and what your child will be learning to support their healthy development: learning new skills and knowledge through 7 areas of learning.

Children usually develop the 3 prime areas first. These are:

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

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

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

## **MANAGEMENT AND ADMINISTRATION**

The pre-school is jointly owned, managed and run by Lynne Bell and Trina Dunk. We are registered by Ofsted and are members of the Pre-school Learning Alliance. We have a high ratio of staff to children in our group and are very proud of our team of dedicated staff. We have nine members of staff, four members of staff have Supervisory Level Qualification (level 3 equivalent qualification), three have a level 2 qualification in Early Childcare and Education and two are waiting to start a level 3 qualification. All staff attend additional training to continue their professional development. All staff have an enhanced DBS check with barred list(s) check which verifies that they meet with the requirements for looking after children as stated in the Children Act. There is always a member of staff on duty with a current Paediatric First Aid qualification, we have three trained special educational needs coordinators (SENCOS) and two Designated Safeguarding Leads (DSL's).

## **PLAYPEN FEES AND FREE EARLY YEARS EDUCATION**

The term after your child's third birthday they will be eligible to receive the Universal Entitlement of Funded Early Education but until then, fees will apply. There is also free early education available for some two year olds, please contact us for information.

Fees are due at the beginning of each term or at the end of the week if you pay weekly, and are not returnable in the event of holidays, general absence and in cases of pre-school closure due to circumstances beyond our control. This enables us to hold your child's place open whilst keeping fees as low as possible. Playpen Pre-school reserves the right to withdraw a child's place due to non-payment of fees.

Funded Early Education for 3 and 4 year olds covers 15 hours per week. Once your child is eligible for the entitlement we will ask you to fill in an application form to process the claim. Where funding is not received, or when your child attends more than 15 hours a week then fees will apply.

At Playpen we do not offer a basic core service, this means that the Government funding does NOT cover the cost of providing an “outstanding” place for your child. It does not cover the cost of providing the additional members of staff we employ above the Government’s minimum level required, it does not cover ANY consumables, additional enrichment activities, compiling learning journals, assessments or snacks and drinks. We consider these to be essential, we will not compromise our standards so we can keep your child safe and provide an outstanding learning environment and outstanding care for your child. After a consultation process with parents we introduced an additional services charge for children receiving government funding from September 2017. The charge will be reviewed annually in April.

Should you decide at any time to withdraw your child from Playpen Pre-school, a term’s notice (or the fees in lieu) is required.

### **Lunch Club**

On certain days we offer additional care at our lunch club.

### **Stepping Stones Session**

When the children are old enough, where places allow, we offer them a maximum of three afternoon Stepping Stone Sessions a week, designed to prepare them for the transition to school. During the autumn terms we prepare them for the introduction of phonic and numeracy work through specially planned activities in the spring and summer terms.

### **Playpen Pre-school Policies and Procedures**

Our policies and procedures help us to make sure that the service provided is a high quality one and that being a member of the Pre-school is an enjoyable and beneficial experience for each child and their family. A copy of all our policies can be found on the website and hard copies are available to read on the book shelf in the foyer. Each month we have a “policy of the month” which is displayed in the foyer and parents are encouraged to review them giving feedback to the managers.

### **Special Educational Needs and disability (SEND)**

As part of the Pre-school’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. The setting works to the requirements of the Special Educational Need and Disability Code of Practice 0-25 years, 2015.

### **Office For Standards In Education (Ofsted) Report**

A copy of our last report can be seen on the Internet at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk).



Playpen Pre-school Ltd

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