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Church Centre, New Road, Ditton, Aylesford, Kent. ME20 6AE

Pre-school Mobile: **07845921621**

Pre-school Email Address: info@dittonchurchpreschool.org

Pre School Administrator Email Address: office@dittonchurchpreschool.org

**Website: www.dittonchurchpreschool.org**

**And find us on Facebook**



**Learning through play.**



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**Complaints**

In the unlikely event that you have any grievances that cannot be resolved by the Pre-school Management Committee then contact our regulatory body :

Website: www.ofsted.gov.uk

Tel: 03001234666

By Post: Ofsted, Piccadily Gate, Store Street,Manchester. M1 2WD

**Our Mission Statement**

**At Ditton Church Pre-School we aim to provide the highest quality education and care for our children.**

**We aim to offer a welcome for each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.**

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**Medication**

Medication can only be given to children by mutual agreement between parents and staff. A written authorisation will need to be made. Medication is only given when prescribed by a doctor and when a care plan is in place.

**Settling In**

We hope that you and your child enjoy your initial visit to Ditton Church Pre-school. It is important to us that both parents and children are as comfortable as possible with this new experience.

At Ditton Church Pre-school we aim to maintain a friendly, welcoming atmosphere where your child will feel happy and secure.

During the settling in period, we ensure that staff are on hand to reassure new children and give comfort where necessary. Your child may like to bring a favourite toy or comforter to help them settle in.

Our morning sessions start at 9.00. They finish at 12 noon. Please wait in the playground until the doors open.

Parents/carers are encouraged to stay for a short while to help their child settle in and may call in or phone at any time during the session. If we feel that your child is not settling we will contact you to discuss ways that we can work together to help them.

If any child becomes very distressed during the session, parents are always contacted.

**Absence**

Please telephone Phone Pre-school to report **any** absence from Pre-school. This is particularly important if your child receives KCC funding.



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**Staff**

All regular staff members are recognisable by their purple uniforms and identity badges.

 All our staff have, or are working towards, a full and relevant childcare qualification. We undertake Disclosure and Barring Service checks on all staff and committee members.

Please feel able to have a brief chat with any member of staff about your child at the beginning or the end of each session. However, if you would like a longer discussion, please make an appointment.

The staff team is led by the Supervisor, Wendy Caldicott who is supported by Claire Gamble the Deputy Supervisor.

Sandie is our Childcare Development Practitioner and attends to research and children’s registration.

Amy, Emma, Claire, Lyn and Lorraine are our Pre-School Assistants . Lorraine also prepares children’s snacks.

The Pre-School also employs Jane, who works as a part time administrator for Pre-School and Secretary for the Treasurer, Mike Stevens.



**Sun Cream**

During the summer or in periods of good weather please make sure that sun cream is applied before your child attends Pre-school, and please supply a sun hat.



**Illnesses**

If your child has an infectious disease, please inform Pre-school and keep your child at home until fully recovered. We will inform you if we have had any incidence of infectious diseases

**If your child has been ill with diarrhoea and or vomiting, they may not return to Pre-school until 48 hours after the last bout.**

**Pre School Box**

Your child will be supplied with a box, which they will need to decorate and personalise with you at home. It should be brought to Pre-School for each session. It will be used to transport pictures, paintings, models etc. as well as any communication from Pre-School.

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**KCC funding for 3 and 4 year olds**

All children aged 3 and above are currently entitled to a maximum of 15 hours of funded child care per week which can be split over a maximum of 2 settings. We claim the funding from KCC, based on the hours which Ditton Church Pre School can offer. There is no guarantee that your child will be able to have the full 15 hours at Ditton Church Pre School, as the hours which your child is offered are dependent on the level of children already attending at that time.

Funding is available for your child at 3 points in the year (Term 1 - September, Term 3 – January and Term 5 – After Easter) and becomes available to claim in the term following your child’s 3rd birthday.

Children who have exceeded their 15 hours of funded entitlement will be charged for the additional hours at our current fee rate unless they are eligible for the Government’s 30 hour funding scheme, effective from September 2017. Please see our Admissions Policy for further details.

**Income**

We are a non-profit making organisation and all monies received, from various sources, will be used solely for the continuation and improvement of the Pre-School.

To ensure that there is always a good selection of activities and resources available, it is inevitable that some fundraising will be necessary to supplement our income. In addition to this, each term we invite you to make a £5 voluntary contribution towards snacks (offered to children each morning) and annually we invite you to make a £6 contribution towards cookery ingredients.

We hope that you as parents will support us in this and where possible we hope that fundraising activities will also be ‘fun’ for the children.

**Fees**

For non-funded children it is important that fees are paid by the date given on your invoice. Failure to pay could result in the loss of the place. Please discuss any problems regarding payment with the Jane, the Pre-School Administrator. Email: Office@dittonchurchpreschool.org

We accept Childcare Vouchers. Payment of fees can be made by bank transfer, cheque or cash.

**We are a Registered Provider on Kent County Council’s Free For 2 (FF2) Scheme**

We offer up to 15 hours FREE childcare for eligible 2 year olds during term time.

There are various economic or social criteria determining the entitlement to Free education for 2 year olds and the latest information can be found in your welcome pack.

Please speak to a member of staff who will be able to give you more information and assist you in registering your interest.

**Sessions**

If you would like your child to increase their sessions at Pre-School please speak to a member of staff. If the Pre-School is full, we will add your child’s name to our waiting list. Children normally increase their sessions gradually and move to some of our afternoon Rising Stars sessions for the year prior to starting school.

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**Travelling Teddies**

Our Travelling Teddies can be taken home to spend time with your family. They can travel on holiday with the children, visit their friends and families, go to parties and special occasions. Or maybe take them as moral support when visiting the dentist, hospital etc. On their return between trips the children will share their experiences by looking at photographs and we will read out what has been written. We hope that you will join us in this activity by writing a brief diary, taking photographs or purchasing postcards.

This is a really fun way for the children to learn so much about different places, other people’s lives and cultures, how to listen and communicate. It is very good for helping to build self-esteem and confidence. We also copy the entry in the note books for your child’s Learning Journey booklet.

If you are going on holiday or have a special event or celebration coming up, please let us know so that we can get put it in the teddies diary.

We currently have these Travelling teddies; Tom, Tina, Shelley and Daisy.

**The Early Years Foundation Stage (EYFS)**

Our termly plans are based on the EYFS, which follows your child’s progress until the end of Reception class.

A variety of experiences will encourage and enhance development in the areas of learning:-

1.Personal, Social and Emotional Development

2.Communication & language

3.Physical Development

4. Expressive Arts and Design

5.Literacy

6.Mathematics

7.Understanding the World

**Parent Helpers**

Pre-School is a very busy place and extra help is **always** welcome. Help can be volunteering to stay and play for a session, or a part session. Or it could be come along and help staff to take the children on mini outings. Please speak to a member of staff if you are able to help during a session, there is a Parent Rota on the noticeboard in the entrance.

There is a letter included in the Welcome Pack which details various other ideas of how you could be involved. Please complete the volunteer form and return it to Pre-School.



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**Annual Events**

Events take place throughout the year, giving opportunities for parents to join their children at Pre-school.

 We have church services to celebrate Easter, Harvest Festival and Christmas, Leavers services, Sports day (for Rising Stars) and fundraising social events.

**Committee**

The Pre-school is managed by a committee, the chairperson is the Rector of St Peters Church. The committee is made up of parents, church members and friends of the Pre-school. Details of our Management Committee, along with copies of the most recent minutes, are displayed on the notice board.

Please contact our administrator, Jane if you would like to find out more about the committee.

Each autumn we have an Annual General Meeting where our members are elected. Parents are encouraged to attend.

Members of the committee host regular Coffee Mornings at Pre School throughout the year. We also have a sub group of parents who assist with fundraising activities.

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The committee

**Story Sacks**

These are bags containing a story book and a variety of objects to help you to read, discuss and act out the enclosed story together. This is a helpful way of developing your child’s communication; it will help to expand their literacy skills and allows you to enjoy time together looking at stories in a different way.

If you would like to borrow one of the sacks please speak to a member of staff to arrange this.

The stories available at this time are:

**The Animal Boogie**

**Shaun the Shy Shark**

**The Scarecrow Who Didn’t Scare**

**Policies**

The policies of Ditton Church Pre-School are displayed by the parent’s notice board and on our website and are reviewed and updated by the staff and committee on a regular basis. Please ensure that you have read our policies. Please see a member of staff if you would like your own copies.

**Fair Processing Notice**

Information about your child is held in various forms at Pre-school. We are registered and comply with the Data Protection Act. Full information is available in the Fair Processing Notice.

![PPSports-Day[1]]()

**Signing**

At Pre-School, we use Makaton signs throughout our group activities such as singing. We believe it helps children to improve their communication skills.

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**Suitable Clothing**

**Please do not send your child in their ‘best’ clothes.**

Our outdoor area is available all year, as are several messy activities. Aprons are provided but we cannot guarantee that your child’s clothes will remain clean.

**We do have a Purple uniform which you are able to purchase, this is not compulsory. Please ensure that all Ditton Church Pre-School uniform and outdoor clothing are clearly named.**

We do not recommend that children wear jewellery to Pre-School. Please do not send children in flip-flops, sling backs or opened toe shoes for safety reasons when using climbing equipment.

**Toilet Training**

We accept children whether they are still in nappies or fully toilet trained. However, parents must provide an adequate supply of spare nappies, wet wipes and nappy sacks each day and send in a spare set of clothes.

**The Role of the Keyperson**

 At DCPS each child is assigned a key-person. This is now a statutory requirement of the Early Years Foundation stage curriculum.

The role of the key-person is to help ensure that each child’s care is tailored to meet their individual needs, to help the child to settle into pre-school, to become familiar with the routine and to build a relationship with the child and their parents to ensure that we work in partnership with each other.

You will be introduced to your child’s key-person at your initial visit during the term before their start date. Please complete the ‘All About Me’ form in your welcome pack and bring it to your visit day. This will help their Key Person to learn more about your child before they start at Pre-School.

If your child attends a session that their key-person does not work, we operate a ‘buddy’ system whereby another member of staff will oversee the care of your child on that day.

The Key-Person/Buddy list is on the Notice Board each day.

We have a Wow! Board in the hall to record special events in your child’s life. These labels are completed by parents and staff and give a lovely display of achievements and events. They don’t need to be amazing feats, just special to your child. So it may be that ‘Matthew rode his bike by himself’ or ‘Sally has new wallpaper in her bedroom’ or simply ‘Jack ate all his dinner! It is a huge boost to their self -esteem and confidence, and shows them that their life events are truly important to the adults around them. We always explain to the child what we are writing and why and then show them their Wow on the board. Each time a new Wow! goes up for your child, the old one will be filed in their Learning Journey. Let your key person know if you have a Wow to share or write it in your communication book and we will copy it onto a label.



Wow!