

PROSPECTUS



Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

Coton Green Church Precshool, The Coton Centre

Comberford Road

Tamworth

B79 9AA

Tel: 01827 60789

Email: preschool@cotongreenchurch.co.uk

About Us

Our Ethos

Is to inspire in our children a love of learning where they explore, push boundaries and experience the awe and wonder of their world as they journey with an inspirational staff team who have learned to see the world through children's eyes.

A playgroup was established in 1993 by volunteers from Coton Green Church as part of the Church's vision to *"reach out and show the love of Jesus Christ to the people of Tamworth and surrounding villages through our services to the community"*

The Church and Pre-School is a non-profit making charity with a Board of Trustees who oversee the running of the organisation. The playgroup developed into a successful pre-school and was first registered by Ofsted in 1999. Inspected in 2011 and again in 2015 we were thrilled to be awarded an Outstanding rating. Our most recent inspection in 2022 saw us achieve a Good grading, we are so proud to continue to strive for the best possible care and opportunities for early years.

Located next to Rawlett High School, the Coton Centre is set in its own extensive grounds with views across the surrounding countryside. The purpose-built pre-school suite located on the top floor of the building is clean and bright with an excellent range of toys and equipment. Our outdoor play area has been designed for maximum all year use with a shaded area, covered area and opportunities for learning across the Early Years Foundation Stage. The beautiful extensive grounds are also fully utilised by the pre-school.

A thriving parent and toddler group ran by the church volunteers meets each Monday (except bank holidays and school holidays) 9:30-11:30 am in the sports hall. Many of the children who attend the pre-school have also attended the toddler group beforehand, making those initial relationships.

OFSTED Said....

'Highly qualified staff ensure the quality of teaching is consistently good. Staff have opportunities to access training to support them in their professional development.'

'Children enjoy their time at pre-school. Staff know children very well and plan activities for them which link to their interests and next steps in learning'

'The pre-school has a curriculum which is sequenced to build on what children already know and can do, and what staff want them to learn next. A strong focus is placed on communication and language. Children recall knowledge they have previously learned.'

'Literacy and a love of books are promoted well. Staff are extremely skilled at captivating and engaging children in stories.'

'Children with special educational needs and/or disabilities are supported well. One-to-one support is offered to help children participate alongside their friends. Excellent working relationships with outside agencies and other professionals ensure consistency.'

Admissions and Fees

We have a variety of sessions to suit the needs of families and operate **term time only**. The sessions available are;

9:00-12:00

9:00-13:00

9:00-14:00

9:00-15:00

Our waiting list currently operates in birth order, however, where numbers on the waiting list become excessive, admissions may also be based on the following criteria;

1. Siblings (brother or sister already attending the preschool)
2. Government funded place Think2 or 3/4year old funding
3. Children who REGULARLY attend the parent and toddler group
4. Children who have occasionally attended the parent and toddler group but have registered a place for the pre-school through the toddler group
5. All other children strictly on date of birth order

Fees and funding

All children aged 3 years and over are entitled to universal **15 hours of government funded childcare** from the term after their 3rd birthday e.g. if your child's birthday is in October, they will be entitled to funding in January.

Additional government funding for working parents of 3 and 4 year olds means that you may also be entitled to **extended funded hours** totalling 30 hours per week to find out more visit

<https://www.childcarechoices.gov.uk/providers/guidance-and-resources/guidance-zone/>

There are also funding options available for **2year olds** visit <https://www.staffordshire.gov.uk/Children-and-early-years/Childcare/think2/fundedplacesfortwoyearolds.aspx>

Working parents may also join the Government **Tax-Free childcare scheme** set up to help parents finance their childcare costs. Please use the link below to apply <https://www.gov.uk/apply-for-tax-free-childcare>

Additional sessions will be charged at our current hourly rate and an invoice will be issued at the beginning of each half term. Fees will still be charged when children are absent due to illness or holiday, other than cases of serious illness requiring hospital stay where they will be waived.

Fee's

Little Learners

9-12 = £21

9-1 = £28

9-2 = £35

9-3 = £42

Cost per hour = £7

Bright Beginners

9-12 = £18

9-1 = £24

9-2 = £30

9-3 = £36

Cost per hour = £6

Fees are payable half termly in advance (alternative arrangements may be considered where needs arise) Invoices are issued at the beginning of each term. Payment for any additional hours/sessions will be charged as they occur.

Learning and Development

Our approach to learning and development

Learning through play

Play helps young children to learn and develop through doing and communicating, which research has shown to be the means where children learn to think. So therefore, our emphasis is on play and playful teaching – we provide challenging playful opportunities to ensure that children are actively involved in their learning, which motivates them to investigate and explore further. By playing with and alongside others, children are constantly learning about themselves and their social and cultural worlds. Playing indoors and outdoors encourages the child to make discoveries, try out and practise ideas, take risks, explore feelings learn from choices, be in control and think imaginatively.

The children have plenty of free play time where they make their own choices – what they may want to play, build, learn, investigate and create. It is during these times that imaginations are stirred and interests sparked and developed.

Adult led 'together times' teach the children listening, attention, patience and reflection skills as they communicate and reflect on others ideas and voice their own views. With adult support this encourages sustained, shared thinking and provides opportunity to talk about values such as tolerance and respect.

When we plan our activities and topics we first ask the most important question – **why?** – what is our **intention** – in other words how will this impact our children's learning and development? Once the Why? Is clear, we then plan how we will **implement** our ideas, and finally, we discuss the **impact** on the children's development to see clearly where their 'next steps' need to take them. Of course, we work in partnership with parents who know their child best, to make sure that we know and understand every child's needs and learning style in order to close gaps and reach potentials.

A summary of the Early Years Foundation Stage (EYFS)

There are 7 areas of learning and development which are divided into 3 prime areas and 4 specific areas.

Prime areas

Personal, Social and Emotional (PSED)

Communication and Language (CL)

Physical (P)

Specific areas

Literacy (L)

Maths (M)

Understanding the world (UTOW)

Expressive arts and design (EAAD)

You can find out more information about the EYFS using this link

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1109972/Early_Years_Foundation_Stage_profile_2023_handbook.pdf

Our Daily Routine

Our well-planned activities are designed to stimulate and engage the children's imaginations and natural curiosity as they learn through play and playful activities. Each session offers a variety of activities both indoors and outdoors including; physical, creative and fun interspersed with quiet times, small group and adult led learning as well as many spontaneous learning opportunities that arise from the children's interests.

Mid-morning, a healthy snack is provided and with it the opportunity to learn valuable social and self-help skills. Between 12:15 and 12:45 children will sit down to enjoy their packed lunch with the practitioners, again an opportunity for communicating, building relationships and eating and resting before the afternoon activities begin.

Each age group has a daily flexible routine, by where all care needs are met, alongside learning and development opportunities through play and investigation.



Our partnership with parents

At Coton Green Church Pre-school we acknowledge that parents/carers are the children's first and most enduring educators. When parents and Early Years settings work together the results have a positive impact on children's development and learning.

Before your child starts at pre-school you will receive information about our learning and development approach, what to bring to pre-school, practitioner information and arrange settling in sessions. Once your child has settled we will allocate a Key Person, this person is responsible for compiling a profile of samples of work, including observations, next steps, reviews and assessments throughout their time here with us. Your child will progress through the areas of the EYFS, working towards the Early Learning Goals. The child's key person will plan purposeful activities which are stimulating and educational for each child as an individual. A two-way flow of communication between practitioners/key person and parents/carers is important, we will keep you updated on topics, activities, events and development information by verbal discussions, newsletters and emails.

We have a lot to learn from each other, and therefore we value and encourage parents/carers to contribute to their child's progress. We can share your child's progress and pre-school experience by: all about me information sheets, next steps, 2 year reviews, achievement certificates, progress reports, home learning bags and having an open door policy where parents are actively encouraged to talk and share concerns and achievements with us.

How parents can take part in the setting

There are many valuable ways in which parents/carers can help make the pre-school a welcoming and stimulating place for children and other families, such as;

- Exchanging knowledge about your child's needs, activities, interests and progress
- By allowing your child to bring relevant items or anything important to them from home to share with their peers and practitioners
- Sharing own special interests, values, beliefs and celebrations with the children and practitioners
- By spending time in the preschool to help with a special activity, attend an event etc.
- Building relationships with other parents/families within the setting
- Supporting and attending our plays and concerts that the children take part in throughout the year
- Making vital contributions to the setting through suggestions, feedback and questionnaires



What our parents say....

'The staff go above and beyond their role to ensure all of the children in their care leave the pre-school prepared with the ability to thrive in their Primary School environment'

'You have looked after my precious girls as if they were your own and I always knew they were safe and loved whilst with you'

'I cannot recommend highly enough – your dedication and skill with the children is truly outstanding'

'Your efforts to improve are tireless and your dedication to the children and support for families if needed is outstanding'



Settling in

We understand that all children's needs are different and so we take a very flexible approach to settling in to pre-school. It may be that your child will need you to stay with them for a short while (or a long while) before leaving, or it may be that a kiss goodbye and 'see you later' is all that is necessary. We always say that we do not know what to expect until the child actually arrives but what we do promise is that you and your child will have our total support at this time.

Collecting your child

Children must be collected by their main parent/carer or designated adult for that day

If a child is going to be collected on a regular basis by someone other than a parent known to us, we require that we hold contact details for this person on your child's registration forms as alternative collectors/contacts and that we meet this person during the settling in period.

If a parent or carer or the designated collector cannot collect the child and the person collecting is unknown to us (due to unforeseen circumstances or emergencies) we will ask for the name and brief description of the person collecting, along with a password system in place for all alternative collections (this can be changed at any time)

Late collection policy

In the event that a child is not collected by an authorised adult at the end of their session the pre-school will put into place agreed procedures to ensure the child is cared for safely.

If a child is not collected within 10 minutes of the end of their session, and no message has been received regarding lateness, the following procedure applies;

- The child will remain within the pre-school rooms in the care of pre-school staff until the arrival of the collecting adult.
- Reassurance and refreshments will be offered to the child if required.
- Pre-school staff will endeavour to contact the parent/carer by phone, using the Child's Data Sheet for information. All given numbers will be contacted, if necessary, until the parent/carer is located.
- If staff are unable to contact the parent/carer after extensive efforts and a time lapse of no more than two hours from the end of the session or when the welfare of the child dictates, First Response (Social Services) will be contacted.
- Late collection charges will apply after 3:15pm.

Note:

The above procedures will always be taken at the manager's discretion, taking into account exceptional and unforeseen circumstances. Remember a message to the staff team makes a big difference, especially to your children.

Attendance policy and procedure

Childcare providers recognise the importance of encouraging families to get into consistent routines and to ensure that they monitor the attendance of all children.

The current provider agreement 2022-2023 states that – Providers must maintain an up to date record of attendance for all children for whom they provide EEF places. If a child has been absent and not attended any amount of EEF hours over a four week period (consecutively or sporadically) within the same term, the preschool must contact the EEF team. Sporadic and inconsistent attendance is defined as when a child is consistently not attending the provision for their set pattern of hours and the setting has not been given an explanation as to why. We will use our discretion on when to discuss with parents and involve other services. This also may lead to the withdrawal of the funded place.

If a child has not accessed the provision for any amount of funded hours over a four week period (consecutively or sporadically) but a parent has notified the setting with a reason, notification to the health visiting team may not be required.

If a reason has not been given for repeated absence and contact cannot be re-established with the family, providers may wish to involve the health visiting service if they have concerns. Consent would not be required under these circumstances, as covered within the Parent Declaration form. Providers can contact The Education Safeguarding Service if they wish to seek further advice and guidance.

Dress code and uniform

A non-mandatory uniform is available – through <https://skschooluniforms.co.uk/> we also have our own swaps rail here at preschool and ask for a small donation for any taken, encouraging parents to donate when leaving.

Please dress your child in comfortable and easy to manage clothing to help them become independent within routines e.g. toileting. Try to avoid belts and dungarees as these can be restrictive to fasten and unfasten independently. Please again only send your child in shoes that they are able to fasten and unfasten themselves e.g. Velcro shoes or trainers – not laces.

We encourage parents to label their child's belongings for preschool to avoid items being lost or misplaced.

Within their bag each day we recommend packing;

- suitable spare clothing – extra pants and trousers if toilet training
- nappes and wipes + creams if necessary
- drinks bottle
- weather appropriate coat/jacket
- suncream (warmer months)
- hats, scarves, gloves (winter)
- wellies – ideally to stay at preschool
- a comforter if necessary

All of the above should be clearly labelled

Toilet Training

We welcome all children and recognise that all children develop at different unique paces including becoming confidently toilet trained. Please be assured that we will work with you to help your child achieve the goal of being fully independent in this area of development.

Please note we do not take individual potties for children, we have found that using our child-sized toilets is very successful and easy for children who are toilet training without the added burden of managing multiple potties in our toilet/changing space. (We have a travel potty for outdoor use)

If your child is still in nappies, please provide nappies and wipes and any necessary cream in their bags daily, as well as plenty of spare clothes. If we do need to change your child's clothes, we will put all dirty clothing into a nappy sack on their peg. Please note we do have spare clothes at pre-school, but not necessarily all sizes, if your child is sent home in pre-school spare clothing, please wash and return as soon as you can.

- Children have access to the bathroom and toilets at all times, and will be encouraged to use the toilet independently, but supported by practitioners throughout
- Practitioners adhere to strict nappy changing policies and ensure high standards are hygiene are maintained
- Assistance will be given to any children requiring help, only by staff holding an enhanced DBS certificate

Food and Drink

We provide healthy and nutritious options for snack during the morning, so you do not need to bring any additional food or drink. We will seek to accommodate dietary needs/allergies, although parents often prefer to provide us with suitable snacks/drinks if their child does have a specific allergy e.g. soya milk.

Fresh water is available throughout the day for all children to access and children are encouraged to drink plenty.

If your child is staying for lunch, we ask for a healthy packed lunch and drink to be sent into preschool. Remember to label their belongings. Please do not include; nuts, fizzy drinks, foods with high sugar or salt content e.g. sweets.

We are unable to offer a refrigerator for all lunchboxes due to space, so it is advisable to put an ice pack into the box to keep foods chilled, particularly in warmer months. Please note: we are not permitted to heat/re-heat any foods so please take this into account when packing your child's lunch.

Policies and procedures

The policies and procedures of Coton Green Church Pre-school can be accessed at all times by parents/families. They are made readily available within our drop off and collection area and are also accessible via request of email, and on our website

<https://www.cotongreenchurchpreschool.co.uk/policies>

All policies and procedures are reviewed annually and changes made as necessary relating to legislation, practice and procedure within the setting. To request to view a particular policy please email

preschool@cotongreenchurch.co.uk

Safeguarding

As an Early Years setting, we have a duty to Safeguard the welfare and safety of all children, families and practitioners within our pre-school. To view our in-depth Safeguarding policy please request this from the preschool manager or find on our website <https://www.cotongreenchurchpreschool.co.uk/policies>

Our team of practitioners receive training through Staffordshire Safeguarding Children's Board upon induction to their role, this course gives in-depth knowledge to Safeguarding children from abuse and harm at Level 1. We understand the types of abuse, signs of abuse and what to do if you are worried about a child/family/adult – taking the necessary steps as an Early Years setting to protect from harm.

To ensure a high level of Safeguarding we have designated Safeguarding leads who are first point of call should there be any Safeguarding concerns within the pre-school.

If you are worried about a child or young person, don't wait until you are certain, if you believe that a child or young person is at risk contact:

Staffordshire First Response Service on [0800 131 3126](tel:08001313126) or call 999 to speak to the Police in an emergency.

If you would like to speak to someone within the setting about your concerns, please contact our named Designated Safeguarding Leads – all details can be found displayed throughout the building.

Useful documents and legalisation we use to support our Safeguarding practice and policies

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

<https://www.staffsscb.org.uk/wp-content/uploads/2023/04/Protect-Your-Little-Bundle-Booklet-2023.pdf>

Mobile phones

We respectfully ask that all visitors including parents and carers do not use their mobile phone whilst inside the preschool rooms or outdoor play area. This is in line with our mobile phone policy, Safeguarding policy and is a requirement of the Statutory Framework to keep children safe.

Equality and Diversity

Equality and Diversity is a policy we pursue and value here at Coton Green Church Preschool. We provide an inclusive setting for all and inclusive practice through teaching and learning. We firmly believe that valuing diversity is about appreciating and enhancing everything that everyone has to offer, regardless of background.

British Values

Since September 2014, it has been required by Ofsted within the EYFS and Statutory Framework for Early Years Settings to show that they are actively promoting British Values. The Government have defined British Values as;

- Democracy
- The rule of law
- Tolerance of those with different faiths and beliefs

- Individual liberty and mutual respect

Therefore settings will not;

- Actively promote intolerance of other faiths, groups, cultures and races
- Fail to challenge gender stereotypes
- Routinely segregate girls and boys
- Isolate children from the wider community
- Fail to challenge behaviours that are not in line with the fundamental British Values as above

The EYFS strongly promotes tolerance and democracy – our children learn right from wrong, mixing and sharing with other children, learning to value each other’s views and the differences and similarities between themselves and others, challenging with our support and guidance, negative stereotypes. Our Ethos, daily practice, planning and delivery of the EYFS has always been underpinned by the British Values.

Complaints

Whilst we hope that your time with us here at pre-school is wonderful, if you have any issues or concerns we support you in handling these situations quickly and sympathetically together as a team. We operate an open-door policy by where parents/carers can speak with management or practitioners during the working day or are always contactable by phone or email. If parents/carers wish to raise a serious concern this should be addressed to the manager and will be dealt with promptly and accordingly based on the situation.

The Trustees of the church will be informed about any complaints and all parents are able to contact the Board of Trustees personally should they wish;

Board of Trustees, Coton Green Church, Comberford Road, Tamworth, B79 9AA.

As per policy, all complaints will be investigated and complainants will be notified of the outcome within 28 days of receipt of the complaint. A record of all complaints will be kept for a minimum of 3 years.

If you wish to raise your complaint to Ofsted, our regulator they can be contact as below;

OFSTED Complaints and Enforcement: 0300 123 1231

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Website: www.ofsted.gov.uk

It is a legal requirement that all providers must provide Ofsted with a record of all complaints made during their inspection period and the action that was taken as a result of each complaint.

Privacy Notice

As a childcare setting, it is necessary for us to collect personal information about you and your child in order to provide a service and offer care to your child. It is also a requirement of registration with our regulatory body. Here at Coton Green Church Preschool we take your privacy seriously.

We will comply and handle data / information in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR), and any subsequent legislation on information handling and privacy. We will do this through Coton Green Church Preschool's Data Protection policy. Please request this policy from the preschool office.

We will make sure that the information about you and your child is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

To access and review our privacy policy please request a copy from the pre-school Manager
preschool@cotongreenchurch.co.uk