



# **Cranfield University Pre-School**

## **Prospectus**

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# What should a 4 year old know?

They should know that they are loved wholly and unconditionally, all of the time.

They should know that is it ok to paint the sky orange and give a cat six legs.

They should know their interests and be encouraged to follow them.

They should know that they are safe.

They should know how to laugh and use their imagination.

They should know that it is just as worthy to spend the day outside making daisy chains, mud pies and dens as it is to practice phonics.



## **Cranfield University Pre-School**

Welcome to Cranfield University Pre-School which is situated on Prince Philip Avenue. We provide high quality pre-school care and education for children aged 2 years 9 months to 4 years plus. Children are entitled to 15 hours of government funded child-care per week the term after their 3rd birthday. If spaces allow, children aged 2 years 9 months to 3 years will be charged per session. There is a charge of £15 per session for non-funded children which must be paid termly in advance.

Pre-school meets the Children's Act requirements and is registered and inspected by OFSTED.

### **The History**

The pre-school was established in 1968 as a facility for students and staff. It has run continuously since then, providing pre-school activities to prepare children for school.

Children from many countries and cultures meet and play together with the extensive range of equipment available. The pre-school is recognised as unique in Bedfordshire and has been judged as Good in our last OFSTED inspection. The inspectors commented that

"Children have a strong understanding about different cultures and beliefs. Families and staff form incredibly close relationships and demonstrate high levels of respect for one another."

We pride ourselves in providing excellent care in a stimulating play environment. Each child is given the opportunity to progress at their own pace, whilst being offered the best of experiences planned to encourage and stimulate each stage of development, and to develop their independence and social skills.

### **The Pre-School**

The pre-school is located in a modern building, which was opened in May 2003. The facility is centred around a large bright room, with areas for looking at books, role play, computer skills, creative arts, and a wide range of other activities.

There is also a separate room for music and movement, parachute and circle time, and a wonderful secure, enclosed garden for outside play and exploration. Space to run, climb and jump, to plant & nurture seeds, explore in sand, water and with a wide variety of outdoor equipment.

### **Aims of the Pre-School**

Our pre-school follows the Early Years Foundation Stage (2021). It is divided into four principles which guide the work of all early years practitioners.

- **The Unique Child** - Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- **Positive Relationship** - Children learn to be strong and independent from a base of loving and secure relationship with parents and or a key person.

- **Enabling Environments** - Children learn and develop well when their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and or carers.
- **Learning and Development** - Children develop and learn in different ways and at different rates and all areas of learning and development are equally important and interconnected.

The general aim of the pre-school is to create a happy, secure and stimulating environment where children can be encouraged to develop to their full potential, intellectually, socially and emotionally. The wide variety of activities offered covers the seven areas of learning;

*Communication and language*

*Physical development*

*Personal, social and emotional development*

*Literacy*

*Mathematics*

*Understanding the world*

*Expressive arts and design*

These experiences are invaluable in laying down the foundations for later learning and in preparing the children for entry into school. All members of our pre-school participate in all areas of learning and all the festivals that we celebrate. A child who is asking questions is a child who is learning.

### **Partnership with Parents**

We believe that children benefit most from parents and practitioners working together in partnership, this results in a positive impact on children's development and learning. Our open door policy means that parents/carers participate in the exchange of knowledge about their children's needs, activities, interests and progress with the staff. Each child is assigned a key person who helps ensure that children's learning and care is tailored to meet their individual needs.

### **Parental Involvement**

Parents can help their child's development in a number of ways;

- Always talk and listen to your child - encourage him/her to speak clearly
- Look at books and read stories. Involve children in rhymes, songs and number rhymes
- Encourage your child in the use of pencils and crayons to develop mark-making skills
- Practice cutting skills using round-ended scissors
- Teach them colours, shapes and sizes
- Encourage friendships with peer groups i.e. children of a similar age
- Develop sharing and turn-taking with family members and friends
- Encourage independence at mealtimes, and with dressing and toileting.

### **Safeguarding Children**

We intend to create in our pre-school an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately dealt with. If you have any concerns please contact OFSTED's national helpline on 0300 123 1231.

## Admission, attendance and fees

To register your child please complete an admission form. It is a requirement that you produce the original document of your child's birth certificate or passport. Priority will be given on the waiting list to children who are eligible for Government funding, subject to the following criteria: firstly children of university students, secondly staff working for the university, and any remaining places will be allocated to children from outside the campus community. Once your child is accepted, and the number of sessions attended is agreed, **this place is reserved solely for your child for the term. Children registered for a term are liable for fees even if the child leaves before the end of the designated term.** Central Bedfordshire Council provides funding for children from the term after their 3<sup>rd</sup> birthday, for example if your child turns 3 in November they will be funded from January.

Fees are to be paid termly in advance. The fee for a non-government funded child is £15 per session (subject to change), which includes a healthy daily snack. A fee of 80p per day (subject to change) towards the cost of a healthy snack is payable **termly** in advance for government funded children. **No refunds or reductions can be given if a child is absent due to illness or holiday.** Please inform pre-school if your child is going to be absent.

## Leaving your child

Be positive about leaving and saying 'goodbye'. Wave to your child if he/she is waiting at the window, watching you go and he/she will be reassured of your return. We offer a gradual settling in process to meet the needs of the individual child.

## Clothing

It is compulsory for all children to wear uniform, consisting of our printed polo shirt and printed jumper. We request that they come in suitable black, navy or grey tracksuit bottoms or leggings. This avoids any worries about children's clothing being spoilt and allows quick and easy removal of clothing for the bathroom. Aprons are provided for messy activities, also for water play and cooking. To avoid confusion **all children's clothing should be clearly named**. During the winter months when children arrive at pre-school in wellington boots/heavy footwear it is essential for them to change into soft shoes before coming into pre-school. Boots must be **clearly named** so that the children can change into them for outdoor play.

**It is a requirement that every child has a bag with a complete change of clothes (underwear, socks, trousers and top),** in case of a bathroom accident or getting wet. Remember children are often in a hurry to go to the toilet, so we ask you not to put belts or braces or jeans on. We encourage children not to wear jewellery at pre-school.

## Toileting

It is not a requirement of pre-school that your child is toilet-trained, but if they are not you must supply nappies and wipes. We are happy to support you and your child through toilet training when they are ready.

## Opening Times

Pre-school opens Monday to Friday from 9 am to 12 noon. Children will not be admitted before 9 am and must be collected, by a parent or another named adult, **promptly at 12 noon**. If you are asking someone else to collect your child, please notify us by email or telephone.

## **Staffing**

All staff hold an Enhanced DBS check. The staff/child ratios are as required by OFSTED and exceed the Children's Act requirements with regards to staffing and qualifications. We follow the Early Years' Foundation Stage Statutory Framework (2021) ratios, ensuring we open with one additional member over the statutory ratio of staff to provide extremely safe and high-quality child-care and education.

## **Key Person System**

Every child will be allocated a key person.

This is the person who:

- Is your main point of contact within the setting;
- Helps your child to become settled, happy and safe;
- Is responsible for your child's care, development and learning;
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home;
- Completes your child's profile

We also offer parent/carer consultations.

# Pre-School Staff

## **Mrs Goodman, Pre-School Leader**

Diploma Level 5 in Leadership & Management, NVQ Level 2 & 3, First Aider, Safeguarding, Prevent, H&S Co-ordinator, Equality & Diversity, Behaviour Management Co-ordinator, Basic Food Hygiene.



## **Mrs Jackson, Pre-School Deputy Leader**

BA (Hons) Educational Practice (QTS), First Aider, Special Educational Needs & Disability Co-ordinator Level 3, Designated Safeguarding Lead, Prevent, Basic Food Hygiene.



**Miss Little, Pre-School Practitioner**

NCFE Level 2 & 3 Diploma for The Early Years Workforce,  
First Aider, Safeguarding, Prevent, Looked After Child Co-ordinator, Basic Food Hygiene.





## **Equality and Diversity**

Pre-school operates an environment which celebrates and recognises the multi-cultural community at Cranfield University. All cultures, religions and customs are equally respected, enabling children to develop positive attitudes, and explore and participate in a wonderful variety of cultures and beliefs.

## **Illness**

Children easily catch illnesses from other children. If your child is ill, do not send him/her to pre-school. They should not attend when in the early stages of a cold or when suffering from sickness or diarrhoea. In this instance they should not return to pre-school until 48 hours after their last bout of sickness or diarrhoea. ***Please inform the pre-school as soon as possible if your child is absent due to illness on 01234 750111, Ext 3603.***

## **Behaviour**

Children are encouraged to share equipment and to work together in groups. We operate a positive behaviour policy where children are praised for making good choices. We praise and endorse desirable behaviour such as kindness and willingness to share.

Staff actively encourage positive behaviour through affirmation, encouragement and a desire to build the self-esteem and value of all who attend the setting. They challenge negative behaviour when it occurs. They are fair and consistent, always acting within the policies of the Pre-school. Persistent bad behaviour will be discussed with the parents confidentially.

## **Snack Time**

At snack times we aim to provide nutritious food to meet the full requirements of the Statutory Framework for the Early Years' Foundation Stage (2021). We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents' wishes. We use snack times to help children develop independence through making choices, serving food and drink and feeding themselves. It is also an ideal time to share thoughts and experiences through speaking and listening to others. Drinking water is freely available throughout the session.

## **Special Educational Needs and Disabilities**

Children with special educational needs and disabilities, like all other children, are welcomed to the pre-school where we provide an environment in which all children are supported to reach their full potential. We work closely with parents of children with SEND to create and maintain a positive partnership. Please refer to our web page for full information on the SEND Local Offer.

## **Health and Safety**

Fire drills are held at least twice a term. Fire extinguishers are checked annually and staff are trained in how to use them. Accidents are recorded in accordance with the Statutory Framework

for the Early Years' Foundation Stage (2021). Parents are always informed of any injuries during the session. All staff are first aid trained.

The safety of the children and adults is always given the greatest priority. Staff ensure that the children are always well cared for and supervised. They provide suitable and safe activities and carefully plan the layout of equipment to prevent accidents.

Everyone works to keep the premises and equipment clean and well maintained. Particular attention is paid to hygiene when providing food and drink, all staff have completed Basic Food Hygiene training.

### **Birthdays**

We celebrate individual birthdays as we feel it is an important milestone in each child's life, it is part of British culture and many children will not be with their wider family or friends whilst living on Campus. The occasion is made meaningful as the children bake a low-sugar cake in Pre-school with a staff member and one chosen friend. This is shared with the group at snack-time where the child is made to feel special by the singing of Happy Birthday and the giving of a gift.

### **Absences**

If your child is ill or has to be absent for other reasons, please telephone the school as soon as possible on (01234) 750111 Ext 3603. May we remind parents that children who have diarrhoea or vomiting should not be re-admitted to pre-school until they have 48 hours free of symptoms. If your child contracts an infectious or contagious disease, please inform the pre-school immediately. Please follow the latest Government advice and university guidelines on Covid-19 infections.

### **Security**

At all times the Pre-school remains a secure building where children are safe and parents can be confident that their child is being cared for well. No admittance will be given to anyone during the session unless they have made a prior appointment and are visiting in a professional capacity e.g. Child Development Officer or Speech and Language therapist. Please bring your child to the front door at the start of the session and ensure they are handed to a member of staff before you leave. At the end of the session, staff will only release your child to you or a nominated person. If you require any other person to collect you must inform the Preschool beforehand by telephoning or emailing.

### **Confidentiality**

We respect the privacy of children and their parents and carers. An employee of the setting may in the course of her/his duties gain knowledge of or have access to personal information relating to children or families and or other members of staff. It is a condition of employment that all staff understand the importance of respecting this information in a discreet and confidential manner. We will seek parental permission to contact outside agencies if necessary.

### **Complaint procedure**

Parents having a complaint against pre-school should firstly discuss the issue with the pre-school Leader and if the matter is not resolved satisfactorily, then they should contact Jackie Powell at the University. If you still have concerns you can contact Ofsted via the internet [www.ofsted.gov.uk](http://www.ofsted.gov.uk)