Cranfield University
Pre-School

Prospectus
Terms and conditions

Building 20
Prince Philip Avenue
Wharley End
Cranfield University
BEDS
MK43 0AL

Tel 01234 750111 Ext 3603
preschool@cranfield.ac.uk
Pre-school is run by the following members of staff

**Mrs Kate Goodman, Pre-School Manager**

NVQ L2 & L3, First Aider, Special Educational Needs & Disability co-ordinator, H&S co-ordinator, Basic Food Hygiene, Safeguarding

**Mrs Emma Jackson, Pre-School Deputy Manager**

BA (Hons) Educational Practice, First Aider, Safeguarding, Basic Food Hygiene

**Miss Tamaila Little, Pre-School Assistant**

NVQ L2, working towards NVQ L3 First Aider, Designated Safeguarding Lead, Looked After Child co-ordinator
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.
Welcome to Cranfield University Pre-School which is situated in Prince Philip Avenue, Pre-School offers places for children aged from 2 years 9 months to 4+ years or to compulsory school age.

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 outstanding in our 3 most recent OFSTED inspections. This is the utmost level that can be obtained and identifies us as one of the highest achieving schools in the country. The inspectors commented that

"Children enjoy themselves in this culturally diverse group which positively encourages them to share their rich heritage and customs. All children are able to feel genuinely welcome because staff value and respect their individuality and demonstrate an exceptionally good understanding of individual cultures and traditions."

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, 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 quiet areas for quiet time, role play, computer skills, arts and crafts and a wide range of other activities.

There is also a separate room for music and movement, parachute and circle time and a secure, enclosed garden for outside play.

Aims of the Pre-School

Our pre-school follows the Early Years Foundation Stage (2017). 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*
- *Personal, social and emotional development*
- *Understanding the world*
- *Mathematical development*
- *Expressive arts and design*
- *Physical development*
- *Literacy*

These experiences are invaluable in laying down the foundations for later learning and in preparing the children for entry into school. It is expected that all members of our pre-school will 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 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, jingles and number rhymes
- Encourage your child in the use of pencils and crayons to develop writing 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 social integration within the pre-school

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 third 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 £12 per session (subject to change), which includes a healthy daily snack. A fee of 75p 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 flexible admissions procedures to meet the needs of individual families and children.

Clothing

It is compulsory for all children to wear uniform, consisting of our printed polo shirts, printed jumpers and tracksuit bottoms. This avoids any worries about children's clothing being spoilt. 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 me 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, in case of an accident or getting wet. Remember little children are often in a hurry to go to the toilet, so we ask you not to put belts or braces 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 8.50 am to 12 noon. Children will not be admitted before 8.50 am and must be collected, by a parent or another named adult, promptly at 12 noon.

Staffing

All staff are registered with OFSTED and hold an Enhanced DBS check. The staff/child ratios are as dictated by OFSTED and exceed the Children's Act requirements with regards to staffing and qualifications.

Key Person System

A key person is the member of staff who has been assigned to a small group of children to be their main carer in the setting. Your child will have a key person who will monitor their progress and she will be available after morning sessions to discuss any questions you may have concerning your child. We also offer parent/carer consultations termly.

Equal Opportunities

Pre-school operates an anti-racist and non-sexist environment reflecting the multi-racial community at Cranfield University. All cultures, religions and customs are equally respected, enabling children to develop positive attitudes.

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.

Discipline

Children are taught right from wrong, they are encouraged to share equipment and to work together in groups or teams. Disruptive children will be spoken to directly and if the behaviour persists the children will be removed from the activity or group.

Under no circumstances are children smacked or treated roughly. Persistent bad behaviour will be discussed with the parents confidentially.

Refreshments

At snack times we aim to provide nutritious food which meets the children’s individual dietary needs, we aim to meet the full requirements of OFSTED’s care standards on Good and Drink (Standard 8). 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. Drinking water is freely available throughout the day.

Special Educational Needs

Children with special needs, like all other children, are admitted 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 SEN/disabilities 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. A book is available at every session for the reporting of any accident.

The safety of the children and adults is always given the greatest priority. Registered 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.

Children can learn about safety through playing. Pre-School provides a safe environment to help them learn to take care of themselves at home, on the roads and in the group.

Birthdays

We celebrate individual birthdays. The occasion is made more meaningful if parents can provide a small cake for the birthday child to share with the other children. Please ensure that the cake does not contain nuts.

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.

Security

The pre-school door must at all times be kept closed after entering or leaving. Your child must be taken into pre-school and handed to a member of staff.

Confidentiality

We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Complaint procedure

Parents having a complaint against pre-school should firstly discuss the issue with the pre-school Manager 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