



At our Pre-Schools we offer your child a secure atmosphere with a rich and stimulating environment. Our Pre-Schools are registered by OFSTED as sessional day care providers, and we are also approved as providers of Early Years Education by Essex County Council which means we can offer funded nursery education places for 2 to 4 year old children. We are members of the Early Years Alliance and were rated as an Outstanding Provider by Ofsted during our last inspection.

Our Journey

We were first established in 2005 when we opened Church Langley Pre-School having recognised the need for high quality Early Education for the parents in the local area.

Church Leys Pre-School opened in September 2018, we enjoyed three wonderful years in Church Leys before the building sale led us to find our new home at Abbotsweld Primary Academy where we became Nurture Pre-School and are set to open in September 2021.

Our ever growing team is comprised of fifteen highly qualified and experienced staff led by Michelle Wollaston Pre-Schools Manager, NNEB and Early Years Educator Level 4.

Church Langley Pre-school

At Church Langley Primary School
Church Langley Way
Harlow
Essex,
CM20 9TH
Email: churchlangleypreschool@outlook.com
Tel: 07840 957111

Nurture Pre-School

At Abbotsweld Primary Academy School
Partridge Road,
Harlow,
CM18 6TE
Email: nurtureabbotsweld@outlook.com
Tel: 07708610097

General, recruitment and funding enquiries: nurtureearlyyears@outlook.com

Our Pre-Schools aim to:

- provide high quality care and education for children below statutory school age.
 - work in partnership with parents to help children to learn and develop.
 - work in partnership with local Primary Schools to prepare children to move onto Primary School with ease and confidence.
 - add to the life and well-being of its local community; and
 - offers children and their parents a service which promotes equality and values diversity.
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- **As a member of our Pre-school, your child:**
 - is in a safe and stimulating environment.
 - is given generous care and attention, because of our high ratio of adults to children.
 - has the chance to join with other children and adults to live, play, work and learn together; to reach their full potential.
 - can take forward her/his learning and development by being helped to build on what she/he already knows and can do.
 - has an assigned Key Person who makes sure your child makes progress, nurtures them to flourish, and encourages their individuality.
 - is in a pre-school which sees you as a partner in helping your child to learn and develop.
 - is at the centre of everything we do.

Working together for your children

- We have a high ratio of adults to children in our settings. This helps us to:
- give time and attention to each child.
- talk with the children about their interests and activities.
- help children to experience and benefit from the activities we provide; and allow the children to explore and be adventurous in safety.

Staff

All staff are carefully selected and have demonstrated that they have the required level of qualifications and experience. To ensure the safety and security of your children, staff are DBS checked to make sure there is no reason why they should not work with children and references are taken up.

Key persons

We have a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. When your child first starts at the Pre-school, their key person will help your child to settle and throughout your child's time with us, they will help your child to benefit from the pre-school's activities. A short time during each session is devoted to a small key group activity to allow the group to work together. The key person is responsible for tracking your child's progress and working with you to set next steps, covering the seven areas of learning.

Hours offered at Nurture Pre-School at Abbotsweld

- The pre-school is open 38 weeks each year, 5 days per week.
- We are closed during Essex County Council school holidays.
- We offer places for ages 2-4.

All sessions include a variety of healthy snacks and milk to drink.

We are open 8am – 3.50pm.

We will be extending to 5pm after Christmas if it is needed by our parents.

We believe that the best care should be accessible to everyone. For this reason, it is our promise to offer fully funded places with no additional costs. We offer the following types of care between the following times: we aim to be as flexible as possible so please speak to us about what would suit your child and family.

- ❖ **Early Birds** – Breakfast club 8am-8.50am. (£5 breakfast included)
- ❖ **Morning Place** 8.50am to 11.50 am (fully funded five days a week, or £15 per session)
- ❖ **Lunch Club** 11.50am- 12.50 (£5, packed lunches provided by parent)
- ❖ **Afternoon place** 12.50pm noon to 3.50pm. (fully funded five days a week, or £15 per session)
- ❖ **30 hour funded all day sessions** 8.50am to 2.50pm. This can be extended before and after by adding in the above sessions. (Fully funded five days a week, eligibility and 30-hour code must be submitted before your child's place is confirmed)

Your child's hours will be confirmed on acceptance of their place, we will always try to accommodate any changes in hours, however these must be discussed and agreed directly with our manager.

Hours offered by Church Langley Pre-school

- The pre-school is open 38 weeks each year, 5 days per week.
- We are closed during Essex County Council school holidays.
- We offer places for ages 3-4.

All sessions include a variety of healthy snacks and milk to drink.

We offer the following types of care between the following times:

- ❖ **Morning Session – Blue Group** 9.20am to 12.20pm (Fully funded, Monday to Friday)
- ❖ **Afternoon session – Yellow Group** 12.35pm to 3.35pm (Fully funded, Monday to Friday). We do occasionally, if we have spaces available offer places to children the term before their third birthday. In this instance we accept two year funding or sessions are £15 per session.
- ❖ **30 hour funded sessions – Red Group** 9.15am to 3.45pm (Monday-Thursday), 1.15pm finish Fridays.
Friday afternoon until 3.45pm is an optional add on which is £12.50 per week.
All day sessions are available to those who do not qualify for 30 hour funding, for £87.50 per week. Eligibility and 30-hour code must be submitted before your child's place is confirmed)

Records of achievement

The Pre-School keeps a learning journal for each child which records their achievements and experiences during their time with us, which will be given to you when your child leaves. If, at any time, you wish to see your child's work or record, please ask.

Parents/carers are invited to attend a meeting (currently being conducted over the telephone due to Covid) once a term to discuss their child's progress, and you are also welcome to call to discuss our daily plans to see the activities we are providing. We aim to work together to provide what your child needs for her/his well being and to make progress through a series of next steps goals. You are given a copy of this so you can support your child at home.

Special needs

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 which a child may have.

The Pre-School works to the requirements of the Special Educational Needs and Disability Code of Practice (2014). The Pre-School's Special Educational Needs Co-ordinator is Michelle Wollaston, and we are currently training a second SEND Co-ordinator Michelle Smith. We have prepared a SEND document explaining what we offer. We can send you a copy of the document if you would find this helpful. Ensuring children with SEND requirements get the best start possible is part of what we love, and are really proud to be able to provide so please speak to us about your child's needs and how we can support both them and your family.

The Curriculum and Sessional Activities

Our Pre-school is registered to deliver the Early Years Foundation Stage Framework (EYFS). A more detailed guide to the EYFS is available on our website. The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the Early Learning Goals.

The Pre-School organises its sessions so that the children can choose from, and work at, a range of play based activities, and, in doing so, build up their ability to select and work through a task to completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduces them to new experiences and helps them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity to take part in outdoor child-chosen and adult-led activities every day, as well as those provided in the indoor playroom/s.

Inclusion

Equality and Diversity is a guiding principle of our Pre-Schools and we ensure that it is present in every aspect of our operations. This includes treatment of children, parents/carers, staff and visitors, in all employment matters, provision of resources and celebration of festivals. We have an Equality and Diversity Policy.

Behaviour Management

We aim to provide a setting, in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. We handle unacceptable behaviour in ways which are appropriate to their ages and stages of development. We never threaten or use physical punishment. We have a Behaviour Management Policy.

Policies

The Pre-School's policies help us to make sure that the service provided by the Pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents. Copies of the Pre-school's policies are available on request.

Fees

The Pre-School fees are payable half-termly in advance. Our fees are always for hours in addition to the child's eligible funded hours. We do not charge for any snacks or consumables. This is to ensure that all children can access our outstanding early years educational settings.

Our charges are based on £5 per hour with the exception of breakfast club as this includes breakfast.

Fees must still be paid if children are absent for a short period of time. For your child to keep her/his place at the Pre-school, you must pay the fees or we must receive nursery education funding for your child.

We require a half terms notice if you wish to terminate your child's place once their start date has been agreed.

Starting at Pre-school

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. We have a "getting to know you" meeting currently done over the telephone before your child's start so we can make sure we know as much as we can about them before meeting them on their first day.

Clothing

Our uniform sweatshirts, polo shirts, and book bags are available to purchase. We provide protective clothing for the children when they play with messy activities.

We encourage children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this. Please ensure all clothes and shoes are named to help us re-unite them with their owners!

Snacks and meals

The Pre-school makes snacks and meals a social time at which children eat together. A healthy snack will be provided during the morning session with a choice of milk or water. Children should bring their own packed lunch for lunch club. We do not permit children to share the contents of their lunch boxes and we ask that no nut- based products are included. Fresh drinking water is always available to children.

Health and hygiene and attendance

If your child becomes sick whilst at Pre-School, the parent/carer will be notified, and the child will be made comfortable until they arrive. If your child is absent from Pre-school please let us know that they will not be attending, by phone or text.

We only administer medicines that have been prescribed for your child and in line with our Medication Policy.

We encourage good health and hygiene through our day to day routines and health related activities.

We do not require children to be out of nappies when they start with us, we believe that all children develop at different rates and some are simply not ready to use the toilet by the time it comes to Pre-School. We will always work with you during toilet training. We have experienced staff to help guide you through the process if you feel this would be helpful. As part of our Promise to The Environment Policy we are happy to support parents who choose to use cloth nappies to continue to do so while their child is with us.

We have adopted a much more in-depth sick child policy in response to Covid which is regularly updated, this will be provided to you at the time of your child's start to ensure you have the most up to date and relevant copy, but please feel free to request a copy of our sick child policy if you would like to see it in advance or discuss with Michelle prior to accepting a place for your child.

Applying for a Place at Pre-School

If you would like to apply for a place for your child, please fill out the registration form on our website. We can also email you a copy or post you a paper form if this is more convenient.

Once we have your child's details, we will confirm to you that they will be placed onto our waiting list. We do often have more applications than places available so please do ensure your child is on our waiting list at least one term before you would like them to start.

We will aim to contact you the term before your preferred start date to confirm their place.

If you are applying for a 30-hour place you will need to have your code ready so we can check your child's eligibility to access their extended hours.

We would normally encourage you to bring your child along to meet us and visit our Pre-School however at the current time we are unable to accept visitors. We have put lots of photos and videos of our Pre-School on our Facebook pages and are hoping to add more content to our website to showcase our wonderful Pre-Schools. Please do request a telephone appointment with our Manager Michelle to run through any questions you have about our Pre-Schools.

We pride ourselves on the relationships we build with our children and their families in the time they are with us. We hope this is reflected in our prospectus and that you will enjoy being a part of our community. Please do contact us with any questions you have or if you would like to have a chat about what our sessions are like to get a feel for our Pre-Schools. We know it can be hard without coming in to see us, Michelle our Pre-Schools Manager is always on hand to answer any questions you may have. We look forward to welcoming your child.