



Wye Under Fives Pre-School

The Small Village Hall, Bridge Street, Wye, Ashford. TN25 5EA

Registered Charity No. 292176

www.wyeunderfives.co.uk



Prospectus

Nursery Aims, Vision and Ethos



About the nursery

Wye Under Fives is a small, friendly pre-school for children aged between 2 and 5 years who live in Wye and the surrounding area. We are an independent, charitable organisation run by experienced and well-trained staff, and a voluntary elected committee of parents. Our most recent Ofsted inspection placed us as 'outstanding' in all areas. You can view our Ofsted report at www.ofsted.gov.uk (urn:960662).

Wye Under Fives is open during the school academic year between 8.45a.m. and 3.15p.m. daily.

The nursery was established in 1985. It operates from the Small Village Hall in the beautiful village of Wye, Kent.

We have a lovely secure garden that we use every day and encourage the children to play outdoors. In our newly created 'Butterfly Garden' children can explore the pathways, play on the train as well as planting and caring for seasonal plants, experiencing active learning through involvement.



Children are offered a play-based curriculum covering the latest Government (DFE) Early Years Foundation Stage directive, specifically tailored to the needs of each child.

A high ratio of qualified adults to children makes individual care and attention possible. Each child benefits from a 'key person' who is a member of staff charged with overseeing the contentment and progress of that child, they ensure the children have the opportunity to play, have fun and develop friendships with children and adults in the group, as well as working closely with parents and carers.

Our Aim is to support the development of the children in our care. We are committed to being inclusive, seeing to ensure that every local child, regardless of their situation and abilities, can be accommodated and helped to develop and grow to their full potential in a safe, secure and stimulating environment.

We strive to work alongside parents and carers to ensure continuity of care and routines, whilst recognising that they are the first and most important educators of their children. We aim to ensure that families are confident in the knowledge that their children are safe in their absence. We welcome all communication and feedback from parents.

Wye Under Fives endeavours to achieve the highest standards of care, education and experience for children. Staff regularly attend training sessions by way of continued professional development days. We constantly assess, evaluate and reflect upon practice to provide the best possible service. All of our equipment is appropriate and stimulating to enable the children to learn in a challenging but safe environment.



We encourage good behaviour and mutual respect within the setting. Our intention is that every child leaves Wye under Fives with happy memories that last a lifetime.

The Curriculum

Wye Under Fives helps all children to develop at their own pace with support of their Key Person and the other staff members. Carefully planned age appropriate individual and group activities are created in conjunction with the Early Years Foundation Stage Curriculum such as; painting, drawing, playdough, puzzles, construction, toys, games, singing, stories, discussions and projects. These activities are tailored to ensure that every individual child's needs and interests are met. We plan adult led activities for the 'Rising 5's' throughout the child's session.



Special Educational Needs and Disabilities

Here at Wye Under Fives we are passionate about providing opportunities for all children and firmly believe that every child deserves the best possible start in life. We are committed to providing a fully inclusive experience for all of our children and aspirations and expectations are high for everyone.

If your child has a special need or disability or you are worried that your child isn't developing or reaching their milestones as you expect, please call or visit us and speak to our Special Educational Needs Co-ordinator (SENCo) to discuss any issues that you may have. We aim to identify and respond to any initial concerns as soon as possible so that we can work in strong partnership with you and put effective arrangements in place.

Our team have lots of experience of helping children with a wide variety of additional needs and so he or she will be well looked after. If your child does have additional needs, then the Key Person will be guided and supported by our SENCo to ensure that their needs are fully anticipated and met.

We'll closely monitor your child's progress and tailor their plans on a regular basis. This is commonly known as the 'assess, plan, do, review' approach and you will be involved in the decision-making process, too. If it is agreed that extra help is needed, our SENCo will liaise with outside professionals such as the Equality and Inclusion Team, Specialist Teaching and Learning Service, the Speech and Language Therapy Team etc., and will make any necessary referrals for you.

Together we'll build a team and a plan specifically tailored to meet the needs of your child, both here and moving forward as they continue their educational journey.

Staff

The staff team are experienced and trained in child development and education each holding a level 3 Paediatric First Aid certificate. All certificates can be found pinned to the noticeboard in the lobby for the parent's perusal.

Each member of staff has an advanced DBS check before employment to ensure your child's safety.

The Key Persons for each child are responsible for observing, record keeping and communicating with parents any aspects of their child's learning journey. We welcome parents to share with us any photos or special events in their children's lives. Parents can arrange to speak with their child's key person at any point during the school year to discuss their child's progress.

Applications

You are welcome to visit Wye Under Fives during term time. To arrange this, you may contact Wye Under Fives on 01233 812235 where the staff will be able to answer any questions that you may have and arrange a mutually convenient day and time.

Having looked around and met the staff, we hope that you will be happy for your child to attend Wye Under Fives.

Twenty-seven children attend each session. We operate ten sessions a week: Monday to Friday, 8:45am to 11:45am and 12:15pm to 3:15pm. Children start with two sessions a week increasing to five sessions a week as they get older. From the term after a child's 3rd birthday they may stay for a full day with a packed lunch provided by you.

Many of our children go on to attend Lady Joanna Thornhill Primary School in Wye and we maintain close educational links with them and other primary schools in the surrounding area. (Please note we are NOT linked for admissions to Lady Joanna Thornhill School).

To register your child with us, please complete the registration form and return it to our Administrator (Tel: 07809 873568, email: office@wyeunderfives.co.uk) at Wye Under Fives. You will be notified if we have a place for your child, session allocation and invited to a 'welcome session' the term before your child starts to complete any paperwork necessary and to meet your child's 'Key Person'. Children and parents will be able to see first-hand how the group runs, and can ask any questions. Please see our website www.wyeunderfives.co.uk for additional information.

Waiting List and session allocation

We have one intake per year in September, outside of September a child will only be offered a place if a space is available at the time and in accordance with our admissions policy, which can be found on our website.

Children under the KCC funding age will be allocated 2, 3 or 4 sessions depending on their age. (Unless eligible for Free for 2 funding when more sessions may be offered). Once children are of KCC funding age we aim to allocate 4 or 5 sessions as soon as possible, however, if all our sessions are full we can only make changes during the year when a child leaves, so you may have to wait until the following school year for your child's sessions to significantly change.

If demand/numbers permit we are offering a 6th session to the oldest children sometime within their last year with us before starting school. This would incur a session fee as it is over the 15 hours free KCC funding. You will be asked for this information on your session request form.

Funding for 3 & 4 Year Olds

The Government funds 15 hours per week for 38 weeks per year. This is from the term after your child's 3rd birthday. (Due to being oversubscribed we may not be able to offer 15 hours immediately your child is eligible). Currently Wye Under Fives do not subscribe to the 30 hours funding.

Free for 2 Scheme

We are also registered for the Free For 2 Scheme (funding for 2 year olds) if you think you are eligible to apply please visit <https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare> to complete the online application. Once you have your acceptance email please forward it to office@wyeunderfives.co.uk as soon as possible.

Parent and Toddler Group

A Parent & Toddler Group operates alongside Wye Under Fives every Wednesday 9.00am to 11.30am during term time in the Large Village Hall. This informal group is run by an experienced childcare worker. We have lots of activities for toddlers as well as a baby activity corner. You do not have to pre-register for the playgroup or be attending the pre-school, all are welcome, so please do join us.



The group costs £2.00 per session. To find out more please ring the Manager at Wye Under Fives on 01233 812235.

Clothes

In order to fully participate and explore the activities, which can sometimes be messy, children should wear appropriate comfortable clothing and shoes. Simple fastenings that the children can manage will enable the children to be independent when using the toilet and getting ready for outdoor play.

We will work with parents through toilet training, so do please speak to us when you are going to embark on this milestone in your child's development.

A Wye Under Fives uniform is available to order. Please see the link on our website to order online.

The uniform is not compulsory, but desirable.

Lunch

Children who stay at nursery for lunch, bring a packed lunch from home.

At Wye Under Fives we like to encourage the children to eat healthily. Lunchboxes usually include starchy carbohydrate such as bread, pasta or rice. Fresh fruit, salad or vegetables, a source of protein and a small treat such as yogurt, rice cakes, or plain popcorn.

We discourage crisps and sugary foods.



Lunch is a fun social time where children can interact with each other, while the adults encourage the use of good manners and acceptable social attitudes during meal times.

All morning snacks and milk are provided by Wye under Fives so it is important to advise us of any dietary needs or allergies

Accidents and Emergencies

All accidents regardless of how small will be recorded and reported to parents at the end of the session. All staff are trained to deal with minor injuries but any child who needs specialist attention, will be transferred to hospital by the safest means.

It is important to keep all emergency details up to date.

Collecting children from nursery

Staff try their best to get to know the parents and carers of all of our children. If anyone other than the parent or a regular carer is collecting the child, it is important for the parent to advise the nursery so that a password can be arranged. If the person collecting the child changes at some point during the day, please do phone the staff to let them know. We will not let a child leave the nursery with someone we do not know.

ILLNESS/ABSENCE

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

LEAVING NOTICE PERIOD

If you wish to withdraw your child from Wye Under Fives prior to them leaving to start primary school, then we require two weeks' notice in writing to either the Nursery Manager or the Administrator. Any child leaving without giving notice may be charged two weeks fees in lieu of notice. (Not including KCC funded hours).

COMMITTEE

Wye Under Fives Pre-school is a charity, run by our volunteer committee. The committee consists of a Chair, Vice-Chair, Secretary, Treasurer and Parent Representatives. The committee are responsible for the charity governance and also organising fund-raising events. We would always welcome new committee members, whether you can only help with the fundraising or wish to become a full member, it's a great way to get involved in supporting your child's pre-school.

The Committee also arrange various social events and fund-raising activities which take place throughout the year. All parents and carers are warmly invited to take part in all the social events and fund-raising activities.

Data Protection

Wye Under Fives comply with GDPR and confirm that under no circumstances will your/your child's details be passed to a third party, with exception of those listed in the Privacy Statement, which can be found on our website, without your express permission.

The use of email will be used purely for communicating with you regards to your child for the duration of their time at Wye Under Fives. All information will, of course, remain strictly confidential.

Testimonials from parent's past and present

"Thank you for today! E had a wonderful time and can't wait to come back!"

"Thank you so much for today our little girl had an amazing day and the most supportive staff thank you"

"Wye Under Fives is a wonderful happy place where the lovely staff put in a huge amount of effort to make everyone feel included and enjoy all the fun and imaginative activities they prepare every day. The children are encouraged to learn valuable skills - my two still remember learning that 'sharing is caring'."

Session Times, Fees and Payment

SESSION TIMES

<i>Morning Session:</i>	<i>08:45am – 11:45am</i>
<i>Morning Session incl. Lunch:</i>	<i>08.45am – 12:15pm</i>
<i>Afternoon Session incl. Lunch:</i>	<i>11:45am – 3:15pm</i>
<i>Afternoon Session:</i>	<i>12:15pm – 3:15pm</i>

Children should be over 3 ideally to attend a full day and a packed lunch must be provided by you. Where a lunch session is added on to a singular session, this is totally discretionary.

We are a **Term Time Only** setting, our term dates are available on a separate schedule and are listed on the website.

A total of **570** Free Early Education hours across the child's year can be accessed on the above sessions where spaces are available:

FEES

At our Pre-School we believe in open communication with all parents/carer and staff. We are therefore presenting this Fees Structure in order to ensure that everyone fully understands our charges. Our fee structure is fully inclusive of all drinks and snacks. We are open for **38 weeks** per year, closing on Bank Holidays. Our fees **do not** include any outings, celebrations or entertainment that is in addition to our usual session activities.

Full Day	£28.80
Morning Session	£12.90
Afternoon Session	£12.90
Lunch Session	£3.00

Fees are payable **termly**, in accordance with the rates in force at the time.

An Invoice will be issued at the beginning of each term stating the number of week and days.

Fees are to be paid on receipt and within **2 weeks of the invoice date**.

Parents may pay using childcare vouchers if available.

Fees are reviewed annually, in January of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Each child's attendance at the nursery is conditional upon the continued payment of fees.

All of the staff look forward to welcoming you to Wye Under Fives