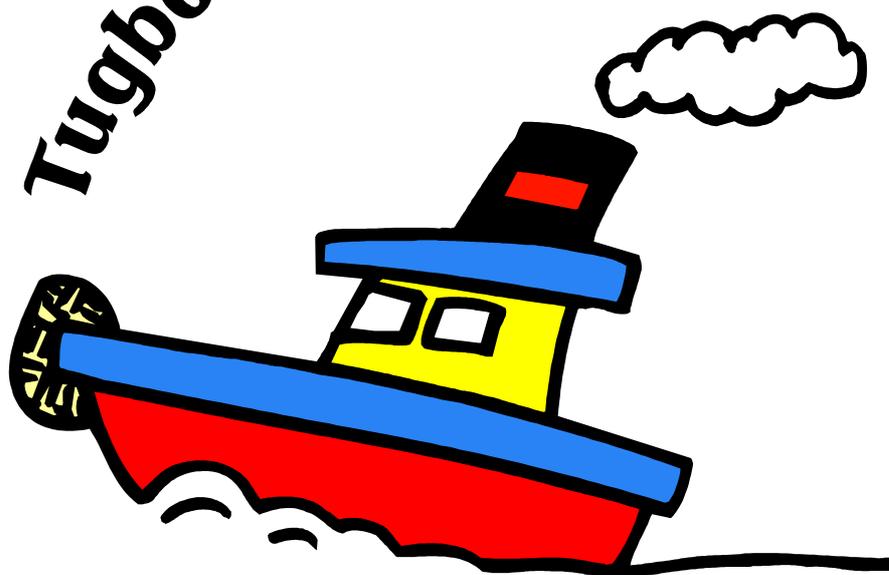


September 2015

WELCOME

TO

**Tugboats Pre-school**



## PROSPECTUS

...providing a caring and stimulating environment for your child

Registered Charity No. 1063584  
The Quays Community Centre  
233 Thelwall New Road, Warrington WA4 2XT

**Tel: 01925 497580 term time only**

**Mob: 07786 481621 term time only**

**Email: [tugboatspreschool@gmail.com](mailto:tugboatspreschool@gmail.com) term time & school holidays**

**web site: [tugboatspreschool.co.uk](http://tugboatspreschool.co.uk)**

# INTRODUCTION

Tugboats Pre-school was established as a Registered Charity in 1997 to provide nursery education for local children between the ages of 2  $\frac{1}{2}$  and 5, catering for a maximum of twenty four children per session, which includes an upper limit of eight under threes.

The Pre-school is registered with Cheshire Social Services and is accredited by the National Pre-school Learning Alliance (PLA). It is also subject to regular Ofsted inspections, and complies with all requirements of the new statutory framework.

We had our most recent Ofsted inspection in July 2015 for which we were awarded good in all areas (our Ofsted reports are available on request, or alternatively can be looked at on the internet). After an extremely successful visit, the Registered Inspector concluded that *"The pre-school environment is rich and varied. Children enjoy a wide range of interesting and challenging activities and experiences. Children are confident learners and make independent choices about their play.... Staff are excellent role models and successfully manage children's behaviour through a calm and consistent approach"*. Ofsted 2015

## GENERAL INFORMATION

### Staffing and Curriculum

*" The quality of teaching is consistently good, and sometimes outstanding. This is because the highly qualified staff team constantly engage and enthusiastically interact with children's play ..... the manager is a very knowledgeable and passionate practitioner .....she is dedicated to improving the provision and children's attainment. Staff share her drive and enthusiasm."*

Ofsted 2015

The Tugboats staff are always on hand to answer any queries you may have about your child's welfare and progress at Tugboats.

The maximum ratio of children to staff is 8:1 for over three's, and 4:1 for under three's. We have a minimum of 2 staff/adults on duty at any one time, and use a key person system to ensure that each child, and each family, has a particular member of staff for discussion and consultation. All children are assessed on a regular basis by

a named member of staff, and our supervisor will advise all new parents who their child's key worker is on request, as is access to the records and reports that are made of every child's educational attainments and progress.

With the support of friendly adults in a relaxed and welcoming atmosphere, your child will have the opportunity to:-

- \*explore and experiment
- \*enjoy imaginative & creative activities
- \*practice language skills
- \*respond to books, stories and music
- \*extend physical skills
- \*share the companionship of others
- \*accept the discipline of the Pre-school staff and the authority of other adults
- \*enjoy visits from outside agencies, such as the Fire Service and Jo Jingles Music and Movement

### Rising Fives Sessions

These sessions are provided in the three terms of the Academic Year before children enter Reception i.e. from September to July. Our aim is to accustom children to the more structured routines of school. Activities are planned in accordance with early learning goals to prepare children for the Literacy and Numeracy Strategies that are currently at the core of the Reception Year of Primary School. All the children that this applies to will be assigned one of the two Rising Five sessions we hold each week. You may have both Rising Five sessions if there is availability. These sessions will form part of their session allocation for the Autumn, Spring and Summer terms before they leave for primary school.

### The Tugboats Committee

As a Registered Charity, we must have all decisions regarding overall running of the pre-school agreed by a committee of a maximum of 12 people. The committee is mainly made up of parents with children at Tugboats, and they are all unpaid volunteers.

### Facilities

The Pre-school operates from premises rented from the Quays Community Centre, 233 Thelwall New Road, Grappenhall.

These ground floor premises consist of a main assembly room, kitchen, external play area and toilet facilities. They are fully central heated, well ventilated and secure.

## POLICIES

### Admissions

Children are admitted from the local community regardless of sex, racial origin or religion. When demand for places exceeds the number available, a waiting list and admissions policy will come into operation. We accept children from the day they become 2  $\frac{1}{2}$ . These younger children are usually offered two or three 3hr sessions per week when they initially start at Tugboats. Parents/guardians can ask to increase the number of sessions if required, and **if we have them available**, when they feel it is appropriate. We also offer 6 hour sessions (08:40 -14.40) for 3 and 4 year old children.

Children with Special Educational Needs may be accepted subject to an individual review. It is expected that, at the time of admission, parents/guardians make the pre-school aware of any court orders or other legal arrangements affecting the welfare of the child.

### Equal Opportunities

We believe that no child, individual or family should be excluded from the pre-school activities on the grounds of age, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with the pre-school, have an equal chance to do so. It is also the policy of the pre-school that all adults employed by Tugboats undergo statutory enhanced police checks by the Criminal Records Bureau.

We will strive for an environment free from prejudice and discrimination so that children explore, acknowledge and value similarities and differences between themselves and others. Materials will be selected appropriately to avoid stereotyping, and derogatory pictures and messages about any group or people will be avoided.

### Confidentiality

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their child(ren). Parents have ready access to the files and records of their own child(ren), but do not have access to information about any other child. Staff will not discuss personal information given by parents with any other members of staff, except where it affects planning for the child's needs, and any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few

people as possible on a "need to know" basis.

### Special Educational Needs/Disability

If, on entering the pre-school, your child has a specific educational need, then our supervisor, Janet Spence (special educational needs co-ordinator), will be happy to arrange a meeting prior to your child's start day, to discuss how best to meet your child's needs in the coming years. Similarly, if the pre-school staff have any concerns about your child's progress, then you will be contacted and an informal meeting will be arranged to discuss future action. Remember that the pre-school staff are here to support and advise you. We work very closely with the Early Years Development Team's Special Education Needs Advisor to ensure that your child's time with us is happy and rewarding.

Children already identified as having special education needs/disability before joining Tugboats will be welcomed in accordance with our Equal Opportunities and Admissions policies, and funding will be sought if the child's needs cannot be met by Tugboats directly.

We would like to encourage parents to inform staff of any ongoing treatment e.g. speech therapy, and ensure that parents are informed at all stages of the assessment, planning, provision and review of their child(ren)'s education.

### Child Protection

Any suspicion of abuse or mistreatment will always be responded to promptly. It is the policy of the pre-school that the staff are trained to look out for signs of child abuse, and all parents should be aware that the pre-school supervisor is obliged to notify the appropriate authorities of any suspected abuse.

### Behaviour Management

The use of ANY physical chastisement is strictly forbidden, likewise the use of "naughty chairs" etc. The Behaviour Management Policy is to emphasise and reward good behaviour. The staff members are trained to use early intervention and guidance to direct children away from anti-social behaviour such as biting, hitting and bad language. In the event of persistent anti-social behaviour staff will work with parents and carers to discuss a positive action plan. We do not see any child as being a "nuisance", but aim to work with you, the parent, if a problem arises.

## Bullying

Bullying involves the persistent physical or verbal abuse of another child or children, and we take bullying very seriously. We will intervene to stop the child harming another child or children, and explain why his/her behaviour is inappropriate, whilst also giving reassurances to the child or children who have been bullied. We will help the child who has done the bullying to say sorry for their actions, and ensure that they receive praise when they display acceptable behaviour.

When children bully we discuss what has happened with their parents, and work out a plan with them for handling the child's behaviour. Similarly, when children have been bullied we will share what has happened with their parents and explain that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

## Health and Safety

We aim to make children, parents and staff aware of health and safety issues, and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our risk assessment process includes checking for hazards and risks indoors and outside, and in our activities and procedures. Lists of health and safety issues are kept which are checked daily, weekly and termly, when a full risk assessment is carried out. Health and safety issues are explained to parents of new children as and when necessary, and we have a no smoking policy.

Our full health and safety policy covered the following:-

Children's and Adult safety

Security

Windows, doors and floors

Kitchen

Electrical Equipment

Storage

Outdoor area

Hygiene

Activities

Outings and visits

Animals

Fire Safety

First Aid, Medication, Sickness and Accidents

Four of the above are detailed below:-

#### a) First Aid, Medication, Sickness and Accidents

Children must be kept at home if s/he has an infectious illness and the supervisor should be informed; the same applies for sickness, diarrhoea, conjunctivitis, a doubtful rash, sore throat or discharge from eyes or nose etc. Children who have vomited or had diarrhoea must not attend Tugboats for 48 hours. Staff will not administer non-prescribed medication, but prescribed medication will be administered under special circumstances e.g. for asthma. Parents must supply Tugboats with an inhaler for their child for every session they attend. No creams or ointments will ever be administered by the staff. No medication will be administered at pre-school unless the box or jar is provided with the child's name and dosage, written consent is given, and the child has been taking it for 48 hours. Any medication that is given during a session will be recorded and the parent/guardian asked to sign the entry when collecting the child. Parents must inform the pre-school of any medical conditions e.g. allergies which might require special attention or care.

If a child becomes ill at pre-school, the parents, or other authorised adults, will be contacted to make arrangements for their collection as soon as possible. If no-one is available, then a doctor or ambulance will be called. Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Any accident will be reported to, and assessed by, the supervisor and First Aider, who will then take the necessary action. The details of every accident are recorded in an accident record book, and the parent/carer will be asked to sign it as proof they were informed of the incident.

#### b) Hygiene

Our daily routines encourage the children to learn about personal hygiene and we have a daily cleaning routine for the pre-school which includes the playroom, kitchen and toilets.

#### c) Activities

Equipment and resources are checked to ensure that they are clean and safe for the ages and stages of the children currently attending the pre-school. All materials are non-toxic and physical play is constantly supervised.

#### d) Fire Safety

In the event of a fire, children will be evacuated immediately to the designated meeting point. Fire drills are carried out on a regular basis every term.

#### Food and Drink

We find out from parents their child's dietary needs before they start at pre-school, including any allergies, and record this information on their registration card. We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and parent's wishes.

We consider meal times as social occasions for the children and staff and have them appropriately supervised. All food and drink is stored appropriately and fresh drinking water is always available during sessions for the children, who can ask for it at any time.

#### Missing Child

It is unlikely that this will happen, due to safety measures in force, but in the event of a child going missing a search will be conducted. If the child is not found, you and the Police will be contacted. The Chairperson of the Tugboats' Committee will be informed, and a full investigation undertaken.

#### Queries and Complaints

Queries, complaints and suggestions should all initially be directed to the pre-school supervisor.

If a parent, who is uneasy with any aspect of Tugboats, has spoken to the supervisor and feels that the situation has not been resolved, then a written complaint should be submitted requesting a meeting with both the supervisor and the Chairperson of the Tugboats Committee.

If the matter is still not resolved, an external mediator, acceptable to both parties may be called upon to help resolve the situation, all in the strictest confidence, and a written report made of the meeting. Parents can at any time register a complaint with Ofsted (Office for Standards in Education). The phone number for our regional centre in Manchester is 0300 123 1231

## Arrival and Departure

Parents/carers must wait outside the main entrance until staff let them in, and at the end of sessions, a member of staff will stand at the door and your child will be called to come to you. Parents/carers assume full responsibility for their child once they have stepped out of the Tugboats' door.

We ask all parents to supply Tugboats with a password, which goes on your child's record. This would be requested by staff on every occasion when the regular person who collects your child is unable to do so.

If a child is not collected at the end of a session, and after all reasonable attempts have failed to make contact with the parents/carers or any other adults authorised by the parents to collect their child from pre-school, the child will remain at Tugboats with 2 fully vetted workers until the child is safely collected. If the premises are closing, or staff are no longer able to care for the child, then the Local Authority, Ofsted and Pre-School Learning Alliance will be contacted, and a full written report made. Tugboats reserve the right to charge parents for the additional hours worked by our staff.

## Staffing and Employment

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. There is a minimum of 1 adult : 4 children for under threes, and 1 adult : 8 children for over threes.

## Student Placement

We recognise that qualifications and training make an important contribution to the quality of the care and education provided by pre-school settings, and as part of our commitment to quality we offer placements to students undertaking early years' qualifications and training.

## Settling in Pre-school

We encourage parents to visit our pre-school when they add their child to our admissions list. This gives parents the opportunity to see what happens in a pre-school session, meet the staff and a staff member will provide them with an introduction to Tugboats, as well as our ethos and organisation.

On a child's first session we also offer parents the chance to stay for around 30minutes at the start of the session to help their child settle in on their first day.

We recognise that some children settle in quickly, while others can take weeks to feel confident. The supervisor will advise you when deciding whether you should stay with them, and for how long etc.

### Equipment and Resources

Play equipment will be appropriate and safe for the ages and stages of development of the children, be challenging in intellectual, physical, personal and social development, feature positive images and include a variety of ethnic and cultural groups, male and female images and show people with and without disabilities. We repair and clean, or replace, any unsafe, worn out, dirty or damaged equipment.

### Parental Involvement

We aim to involve parents in the life of the pre-school and their child(ren)'s education by informing all new parents about how Tugboats is run, and its policies, through access to written information and regular informal communication. We make all new parents aware of the group's policies, and that they should play an active part in the pre-school by contributing their knowledge, skills and time etc. to the pre-school.

**NB OUR FULL POLICY DOCUMENT IS AVAILABLE  
ON REQUEST**

# STARTING YOUR CHILD AT PRE-SCHOOL

Frequently asked questions:-

## Does my child need to be toilet trained?

Ideally your child would be toilet trained before starting Tugboats, but we realise that sometimes this is not obtainable. Therefore, if your child is not fully toilet trained when they begin pre-school, we ask that you provide your own nappies, wipes and nappy sacks etc. in a bag labelled with their name.

## Will I need to stay with my child at first?

All children take different amounts of time to settle. Some are happy for you to leave after 10 minutes whilst others may need several sessions before they are content to let you go. The staff at Tugboats are experienced in helping your child feel safe and secure at this important time in your child's life. They will advise you on how long to stay at each session, and this of course varies with each individual child.

## What does my child need to wear?

Tugboats does not have a uniform as such, but you need to be aware that during a typical session your child will play outdoors and get involved in "messy play" such as painting. Tugboats polo shirts and sweatshirts are however available to purchase in several colours and sizes. Clothing without too many belts or buckles is also a good idea, particularly as your child becomes more independent when using the toilet.

Our uniforms are available to order online. To do so, go to [www.wovina.com](http://www.wovina.com) and follow the instructions:-

- 1 Click on tab 'Embroidery' across the top of the screen
- 2 Click on the picture 'School wear'
- 3 Click on 'Direct to parents'
- 4 Scroll down the page and click on 'Tugboats Pre-school'

Please remember to label outdoor coats and hats etc., and in hot weather make sure that you apply sun cream before coming to pre-school. If your child is at pre-school for 6 hours however staff will reapply sun cream, that you must provide in a labelled bottle, at lunch time.

### Are snacks provided?

Milk or water, and a healthy snack (e.g. toast, cheese and biscuits, fruit, yoghurts etc) are provided during morning sessions. For afternoon sessions you need to provide your child with a simple packed lunch. Please do not include any sweets, chocolate or fizzy drinks.

### What happens if my child is ill?

All members of staff are qualified First Aiders and will take appropriate action in case of illness or accident. Depending on the seriousness of the incident you will be informed immediately, or at the end of a session. It is vital that you keep Tugboats informed of any medical conditions and also any changes to your address or telephone number so that we can always contact you in an emergency. All parents are asked to consent to any emergency medical assistance at the time of enrolment.

### When is pre-school open?

The pre-school operates 3 terms per year:-

AUTUMN TERM - September to December

SPRING TERM - January to Easter

SUMMER TERM - Easter to July

3 hour morning sessions run from 08.40 - 11.40

3 hour afternoon sessions run from 11.40 - 14.40

6 hour full day sessions (for 3 and 4 year olds) run from 08.40 - 14.40

(Our insurance policy does not cover children left on the premises outside these session times)

### Will I have to pay?

This will depend upon the age of your child and personal circumstances. The government provides up to 15 hours of nursery education/week every term for all children. This commences from the FULL term (not the  $\frac{1}{2}$  term) following their third birthday, and up to a maximum of 38 weeks per year. You are free to divide up your session entitlement, but you may not split it between more than two providers.

Once an initial start date and session allocation has been made by the admissions secretary, if the agreed start date is postponed by a parent/carer, then the fees will still be invoiced for and must be paid, from the initially agreed date.

For the younger children (2  $\frac{1}{2}$  - 3 years of age) we usually offer two or three 3hour

sessions per week initially. Any requests to increase the number of sessions after this should be made to the member of staff responsible for admissions, or to the manager. From the start of the full term following each child's 3<sup>rd</sup> birthday (when they become eligible for the government grant) s/he will qualify for 15 hours/week free child care. If you require more than 15 hours/week child care then you will be asked to pay Tugboats directly for the extra hours.

When your child becomes eligible for the government grant, the grant forms are received at Tugboats before the start of each new term. Every parent/guardian must then check and sign the form, which we then submit on your behalf. Before you begin to claim the government funding we also ask that you provide Tugboats with a copy of your child's birth certificate along with a copy of a recent utility bill as proof of address. These are both required before we can claim the funding for you.

Our committee member for fees and grants will be happy to give you any information and advice you may need about this process.

#### How do I pay my child's fees?

The cost per session for 2  $\frac{1}{2}$  - 3 year olds, who are not yet eligible to claim the government funding is £8.00. You will be issued with a fee slip every half term, via your child, showing a date by which monies must be paid. You can pay by cash or cheque (payable to Tugboats Pre-school), and you should hand this directly to our pre-school supervisor, in an envelope marked FEES and with your child's name on.

From the full term after your child's 3<sup>rd</sup> birthday you are entitled to 15 hours free pre-school sessions per week. If you choose not to use your free Government sessions with Tugboats then the cost per session increases to whatever the value of the Government funding rate is at the time.

(Please be aware that you will incur a handling charge, if you submit a cheque to us that is not honoured by your bank).

#### What if I can't pay my fees immediately?

If you are having difficulties meeting your fees, please speak to our supervisor, Janet Spence immediately. She will then be able to help by organising a weekly payment plan. Also, if you would prefer to pay for your session(s) weekly rather than half termly, then we are happy to set up a weekly payment plan for you.

Unfortunately, in the unlikely event that you are unable to pay your fees, the Tugboats Committee may have no alternative but to suspend your child's sessions.

# TUGBOATS AND YOU

## Come and Share Sessions

Come and share sessions give you the opportunity to come along to a session, and share time with your child at Tugboats. You will get a chance to get to know the staff better, and join in with the fun your child has at pre-school. At the start of each new half term a list will be available for you to pick sessions when you would like to "come and share" with your child.

## Allocated Sessions

When your child starts at Tugboats, they are initially allocated specific pre-school sessions. However, throughout the school year there are sometimes occasions when these allocated sessions have to be changed as the demands on various sessions alter.

If your allocated sessions are likely to have to change, you will be contacted by our admissions secretary who will offer you alternative sessions which are acceptable to you.

## Leaving Tugboats

If you no longer wish your child to attend Tugboats, you must inform us in writing. Tugboats require half a terms written notice of removal of a child. On the enrolment documents all parents/carers must agree to only remove a child at the end of a half term.

## Joining the Committee

Our committee has a maximum of 12 members, who are all unpaid volunteers. So, if you have any skills or experience, administrative, creative or otherwise (and even if you don't) please let us know. We always are keen to welcome new members!