



Setting Address  
**4<sup>th</sup> St Albans Scout Hut**  
**Riverside Road**  
**St Albans AL1 1SE**

**01727 865249 (between 9am – 3pm)**  
**answerphone at all times**

**07391 651405 (mobile)**

Postal Address:  
Old London Road Pre-School  
c/o Mrs J Audley-Charles  
**2 Priory Walk**  
**St Albans, AL1 2JA**

**E-mail: [oldlondonroadps@gmail.com](mailto:oldlondonroadps@gmail.com)**  
**Website: [www.oldlondonroadps.org](http://www.oldlondonroadps.org)**  
**twitter @ OLRPS**  
**Closed OLR facebook group**

## Welcome to Old London Road Pre-School

Old London Road Pre-School (OLRPS), a registered charity since 2000, offers children aged between two and five a secure play environment in which they can learn and develop into happy, confident, competent individuals.

The pre-school was originally set up by Pat Crisp in the early 1970s. It was closed briefly, then re-launched by Janet Audley-Charles in September 1999, registered for 12 children.

Parents make up the Old London Road Pre-School Management Committee, which oversees the organisation's management, following the constitution of the Pre-School Learning Alliance.

Parents are welcome to view the constitution, along with all the pre-school policies in the office. The OFSTED report and latest newsletter are on the notice board in the corridor.

### Staffing

Staff-to-child ratios are as follows:

- Under threes                      one adult : four children
- Three and over                    one adult : eight children

We always aim to have above the minimum required ratio. All staff attend a safeguarding children course every three years. The majority of our staff are qualified to NVQ level 3 or above and are first aid trained. We actively encourage staff to update their skills by attending training workshops and conferences on a range of subjects.

We may occasionally employ additional staff to work with children who have specific special needs and we work with appropriate external agencies where required.

### Sessions and fees as at June 2016

The pre-school offers a variety of services, including:

<b>Morning session</b>	Mon – Fri 9:15 – 12:00	Under 3: £16.50	At the start of the term after a child turns 3 they are entitled to up to 15 hours funded care (if we have space available). Any additional sessions will be charged at £6 per hour.
<b>Lunch Club after morning session*</b>	Mon – Fri 12:00 – 12:30	£3.00	
<b>Afternoon session</b>	Mon – Thurs 12:15 – 3:00	Under 3: £16.50	
<b>Lunch Club before afternoon session*</b>	Mon-Thurs Start at 12:00	£1.50	
<b>All-day care*</b>	Mon –Thurs 9:15 – 3:00	Under 3: £34.50	

\*Please provide your child's lunch in a suitable container, with an ice pack to keep the food cool.

OLRPS is a non-profit-making organisation. Income from fees is used to pay the rent, staff wages and insurance, and pay for equipment and other necessities. Bills are issued termly, and fees are payable at the beginning of each term. Parents should speak to the pre-school leader if there is a problem.

The pre-school is registered to receive childcare vouchers from several organisations, including Edenred, Computershare, Care-4 and Fideliti. All absences, whether planned or due to ill-health, must be paid for. Please give half a term's notice if your child is to leave the pre-school.

### **Government Funding**

At the present time, government funding is available for children in the term after their second birthday if the families can provide evidence of being in receipt of certain state benefits and are able to satisfy other criteria. Please ask for details. **Please note this government funding is not guaranteed and is out of our control.**

In the term after the third birthday, **all** children are entitled to have access to up to 15 hours of pre-school care without payment.

The government funding only covers a certain number of sessions each term: you will receive a bill for any amounts over this. The funding situation is constantly changing. Please ask the pre-school leader for the latest details.

### **Snack**

We ask for a 30p contribution towards your child's snack per session they attend. This is added to your termly invoices and we ask you to pay separately either by cash, cheque or bank transfer.

### **Admission**

We take children from age two. Admission is on a first-come-first-serve basis. To apply for a pre-school place, parents should submit a completed application form with a £20 administration charge. We will confirm your child's place, or advise you that they have been added to the waiting list.

All families must provide evidence of their child's date of birth (birth certificate or passport) when they register at the pre-school. We will keep a photocopy of this for administration and external audit purposes. We also require the child's NHS number, which can be found in your child's red book.

### **Reserving Sessions**

If a child turns two during the term and you wish them to start immediately after their second birthday, places can only be confirmed if you are willing to pay the full cost of keeping that place open. You may bring your child to your confirmed sessions before they are two if you are able to stay with them. This also helps with settling your child in.

If you wish your child to start during the term and are flexible as to which sessions they attend, your child will be placed on a reserve list for your preferred sessions but will be moved to other sessions if that one is full at the time of your child starting.

### **Settling in**

We encourage attendance on a minimum of two days per week if available, as this helps a child settle in. However, we aim to offer the flexibility needed by children and their families.

Parents and staff will agree the best way to introduce a child to pre-school. Children and parents are invited to attend a few settling in sessions in the term prior to starting at the pre-school and we will work closely with families to help children settle in. While some children settle relatively quickly, others are more reluctant to part from their parent or carer. In these cases, parents and carers are welcome to stay with their child for all or part of the session, for as long as they feel is necessary. We find that children adapt more quickly to the pre-school routine when they are allowed to settle at their own pace.

### **Your child's keyperson**

When your child starts, you will be introduced to your child's keyperson who will help you with the initial paperwork, settling your child in and answering any queries you may have. If you have any concerns, your keyperson is your first port of call although you are welcome to speak to any member of staff.

## **Activities**

The pre-school session is planned to provide children with a balance of activities and experiences across the curriculum. We believe that young children learn constantly from everything that happens around them, and that play is their natural medium for learning. As such, our goal is for children to have plenty of purposeful play throughout the session.

We aim to balance our daily activities between child-initiated and adult-directed experiences. At the end of each session any work your child has completed will be available in your child's folder. Parents should make sure they regularly take home any creations produced.

## **Topics and Themes**

Since the introduction of the Early Years Foundation Stage (EYFS) the themes and topics are initiated and affected by the children's interests and life-experiences as well as environmental factors eg: seasons; weather; and religious and secular celebrations eg: Halloween; Harvest; Eid; Christmas; Chanukah; etc.

## **Security**

Entry to the pre-school is through the top door, which is secure. The main gate will be padlocked when the children are using the outside area.

Parents and carers must collect their children at the agreed time, and parents must give prior notice if anyone other than the named carer collects a child. You will be asked to provide a password, which must be used if another authorised adult collects your child. If necessary we will ring you to verify the adult collecting your child.

## **Outside**

We are lucky to have a large garden, and like to use it as often as possible – whatever the weather. It is therefore important that your child brings warm outdoor clothes in cold weather, wellies when it is wet or muddy, and summer hats and sun cream when it is sunny. Both wellies and hats must be named and put on the welly rack at the beginning and removed at the end of each session.

## **Insurance**

OLRPS has appropriate public liability insurance, organised through the Pre-School Learning Alliance. The document is on display on the wall by the front door.

We regret that OLRPS cannot be held responsible for loss or damage to children's property or clothing.

## **Clothing**

Children should be dressed in hardwearing clothes and suitable shoes (no flip flops, crocs or laces please) that can withstand the pre-school session: however hard we try, we cannot guarantee that their clothes will not get splashed with paint or soaked during water play, hand washing etc. Please ensure your child brings a spare set of clothes every day. We have pre-school fleeces and all in one waterproof suits (puddleducks) for the children to wear outside when it is cold and/or wet.

## **Nappies**

If your child is still using nappies, please provide enough nappies, wipes and appropriate disposal bags on a daily basis. We ask that you dispose of any changed nappies at home as we do have the appropriate facilities at pre-school.

We are happy to work with you and your child in the toilet training process, but ask you to ensure that your child is clean and dry at the beginning of each session.

### **Complaints procedure**

We encourage parents who are unhappy about any aspect of the pre-school to discuss their concerns with a member of staff immediately. There is a 5 Stage Complaints procedure which you can access in our Old London Road Pre-school Policy Folder and also on the wall inside the front door.

### **Child protection**

The children's welfare is paramount. As such, we have a legal duty to report any concerns – particularly those about the protection of a child – to the relevant authorities.

### **Aims**

We aim to ensure that all children are offered equal opportunities to develop their full potential, endeavouring to help and encourage all children to develop a well-rounded sense of their own value and worth. We celebrate diversity, welcoming children of every race, creed, culture and ability; an approach that we believe enriches the life of the pre-school for children, staff and parents alike.

For most of our children, pre-school offers them the first opportunity to meet and socialise regularly with adults and other children outside of the family unit. We help them make the most of this opportunity, by providing a happy and secure environment in which they can gain valuable self-respect and self-confidence through various activities.

We fully appreciate the importance of these early years in a child's longer-term development, and aim to provide warm and consistent care that is flexible and sensitive to their individual needs. We offer this in a stimulating environment which allows them to progress at their own natural pace. This, together with our practical understanding of the physical, emotional, social and intellectual needs of pre-schoolers, provides our children with an ideal springboard from which confident, secure and successful schooling can follow.

### **The Early Years Foundation Stage (EYFS)**

The Early Years Foundation Stage (EYFS) is a statutory framework that all OFSTED registered early years settings adhere to. The seven areas of learning are divided into two categories, Prime and Specific.

The Prime areas include: Communication and language, Physical development and Personal, social and emotional development.

The Specific areas include: Literacy, Mathematics, Understanding the world and Expressive arts and design.

The pre-school has had four OFSTED inspections to date: the latest was in March 2015. A copy of this is available on request, or you can access it online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Behaviour management**

We have clear boundaries for both staff and children, and focus on caring and being kind to each other. We involve them in making rules (agreements), to give them a sense of ownership, and teach children to take responsibility for their own actions. There are stages in a child's development when they can be quite antagonistic with each other – we work through these, identifying a programme in partnership with parents, to ensure a consistent approach to any inappropriate behaviour. We never smack children or use any form of physical punishment and we try very hard not to shout! We believe that a calm but ordered environment leads to relaxed and settled children. It is important that parents keep us updated about any events in family life that may affect a child's behaviour – for example, a change in household circumstances, illness or bereavement. Any information divulged about children and their families will be held in the strictest confidence.

### **Parental involvement**

Children are happier when the adults in their life work together as part of a team. As parents, you are part of a two-way process of sharing knowledge and information about your children. We want to work closely with

you, drawing upon your detailed knowledge of your child. We ask you to fill in an admission form, providing details about your child and any relevant medical history, as well as a home information form, which establishes a starting point for your child's learning.

We strongly encourage parents to support the pre-school by volunteering to spend a couple of hours with us from time to time for stay & play. Volunteers are not included in the staff ratio. Parents and carers are welcome to join us at any time during the pre-school session. If you are unable to volunteer during the session, you may be able to help in other ways. Regular e-mails and letters are sent home with details of current news and future events. As a charitable organisation, we aim to hold fundraising events, such as quizzes and sponsored events, and are always looking for new ideas from parents.

All parents are invited to join the management committee, made up of parents and friends of the pre-school, who oversee the running of the organisation. There is an AGM in the autumn term, and committee meetings every half term. Details of roles and responsibilities of committee members are available from Janet.

It is not possible to include all details about pre-school life in this prospectus. Further information about health and safety, fire drills, policies and procedures, domestic details are available in the folder on the table in the main room or on [www.oldlondonroadps.org](http://www.oldlondonroadps.org)

Please feel free to ask a member of staff if you have any queries.

### Staff

(as at Sept 2016)

Janet Audley-Charles (Pre-school Leader)

Nicki Langford (Adminstrator)

Wendy Cook	Michelle North
Debbie Kehoe	Sharon Turner
Steffaine Sharp	Roujee Faruk
Laraine Broughall	Sarah Bateson
Karen Connell	Anya da Silva
Vicky Saporano	Ilze Raath
Janice Cook	Oana Osolos
Fahmida Khatun and Linda Koffi (Kitchen assistants)	

### Management Committee

**Chair:** Emma John (Gabriella's mum)

**Secretary:** Nadeene Stewart (Nathan's mum)

**Treasurer:** Caroll Smithen (Grace's mum)

### Committee members:

Elizabeth Chapman (Luke's mum), Jo West (Logan's mum), Sara Boethe (Alex Faller's mum)  
Jo Cooney (Brendan's mum), Cath Gladding (Toby's mum), Anatolie Jacobson (Anthea's mum),  
Suzie Daniels (Olivia Daniel's mum, Victoria Lenza (Leo & Christian's mum).

**"The more we are together, together, together,  
The more we are together, the happier we will be.  
For your friends are my friends, and my friends are your friends.  
The more we are together, the happier we will be!"**

(Old London Road Pre-School Welcome Song)