



# Preschool

† Akeman Street Baptist Church †

## ALL ABOUT ABC

Akeman Street, Tring HP23 6AA : 07510 372073



**Monday, Tuesday, Wednesday & Thursday**  
**9.20am – 12.20pm during school terms**



Our Preschool is for children aged 2 and 3 years, usually for the year before they start nursery school.

Our main intake is in September but younger children can start the following January if parents prefer.

\* \* \* \* \*

**ABC PRESCHOOL** is a church Preschool; we believe that children are a gift from God and should be treated as such. Our Preschool leaders are committed Christians and we run the Preschool on Christian principles. However, our Preschool is open to all families regardless of their background, race or religion.

**ABC PRESCHOOL** aims to:

- care for the children in a loving Christian environment, where there is mutual respect and consideration for all
- provide high quality care and education for children primarily below statutory school age
- provide safe and satisfying group play for the children whatever their race, culture, religion, means or ability
- work in partnership with parents to help children learn and develop
- add to the life and well-being of its local community
- offer children and their parents a service which promotes equality and values diversity.

As a member of **ABC PRESCHOOL**, 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 play, socialise and learn together

- is encouraged to learn and develop by building on their own experiences as well as being presented with new challenges, with plenty of adult help and support.
- has a personal keyworker who ensures your child makes satisfying progress

## **What do children learn at Preschool?**

- ☺ to play with other children
- ☺ to get to know new adults
- ☺ to experiment with all sorts of things
- ☺ to listen to other children and adults
- ☺ to work things out
- ☺ to do things for themselves
- ☺ to express themselves in all sorts of ways
- ☺ to share and take turns

## **Working together for your children**

**ABC PRESCHOOL** has a high ratio of adults to children in the setting. 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
- allow the children to explore and be adventurous in safety.

## **Keyworkers**

The Preschool has a keyworker system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's keyworker will be the person who works with you to make sure that what the Preschool provides is right for your child's particular needs and interests. When your child first starts at the Preschool they will help your child to settle and, throughout your child's time at the Preschool, they will help your child to benefit from the Preschool's activities.

## The Keyworkers who currently work at **ABC PRESCHOOL**

Name	Job Title	Days Worked
Sandra Turland	Preschool Leader	Mon/Tues/Wed/Thur
Anne Clark	Preschool SENCO	Mon/Tues/Thur
Lisa Webb	Preschool Deputy	Mon/Tues/Wed/Thur
Ellis Hughes	Preschool Assistant	Mon/Tues/Wed/Thur

The Preschool staff meet the requirements for the Early Years Foundation Stage and all are checked by the Disclosure and Barring Service. All staff members attend courses from time to time to keep abreast with changes in policy, curriculum and management.

We also have a part-time Preschool Administrator – Heather Nash – who can be contacted by email – [preschool@akemanstreet.org](mailto:preschool@akemanstreet.org).

Please note that emails are not always picked up the same day, so please phone Preschool on 07510 372073 for any urgent matters.

### **The Preschool's timetable and routines**

**ABC PRESCHOOL** believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the Preschool's session are provided in ways that:

- help each child to feel that they are a valued member of the Preschool
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning



**ABC PRESCHOOL** works within and fully embraces the principles of the **Early Years Foundation Stage**. On the following pages is a helpful parents' guide to what this means to you and your child.



## **Parents' Guide to the Early Years Foundation Stage Framework**

*Exciting times ahead for you and your child*

### **What is the Early Years Foundation Stage?**

Welcome to the **Early Years Foundation Stage (EYFS)**, which is how the Government and early years professionals describe the time in your child's life between birth and age 5 (the end of the school Reception year).



**This is a very important stage as it helps your child get ready for school, as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure, and support their development, care and learning needs.**

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the 'Statutory Framework for the Early Years Foundation Stage'.

### **What is the EYFS Framework – why do we have one?**

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe.

The EYFS seeks to provide:

- **Quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through planning for the learning and development of each individual child, and regularly assessing and reviewing what they have learned.
- **Partnership working** between practitioners and with parents and/or carers.
- **Equality of opportunity** and anti-discriminatory practice to ensure that every child is included and supported.



## **What does it mean for me as a parent?**

### ***Ensuring my child's safety***

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in our Preschool and things like administering medicines and carrying out risk assessments.

### ***How my child will be learning***

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through

## **7 areas of learning and development.**



Children should mostly develop in the **3 prime areas** first.  
These are:

- Communication and language
- Physical development and
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- Literacy
- Mathematics
- Understanding the world and
- Expressive arts and design.



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



The diagram below gives examples of the areas of learning and development for one activity, and shows the links between the way in which your child learns and what they learn.





## As a parent or carer, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development and have a really long-lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child, it will make a real difference to your child's confidence as a young learner.

Sing and tell nursery rhymes

Talk about the numbers, colours, words and letters you see when you are out and about

Allow your child to cut out and stick pictures from magazines

Cook / bake together

Plant seeds or bulbs in a pot or garden patch

Use the weather – shadows, rain puddles, snow, wind, mist and sun – to extend your child's vocabulary

Explore the park at a different time of the year – go off the beaten track

Share a book

Talk to your child at every opportunity – e.g. what you are doing that day

On a trip to the supermarket, talk about all the different packaging shapes



## How can I find out how my child is getting on?

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child.

At **ABC PRESCHOOL** these conversations will be with your child's "keyworker".

### ***Tapestry***

We use an online journal called Tapestry. This helps us to tune in to your child's play and learning and we are able to share observations with you, giving you a glimpse into the great work that your key workers are doing with your child and how well they are getting on. We are always happy to hear any comments that you might have, either written on the observations or verbal.

Try to speak to your child's keyworker as often as possible about what your child has been doing, what they have enjoyed, what they need to be doing more of and what you can do at home.

We will speak with you frequently about your child and we are always available for you to ask questions about how they are getting on. It is a statutory requirement that you are provided with written information about your child's development at two important stages in the Early Years Foundation Stage. These will be between the ages of two and three years old and then again at the age of five.

### ***When your child is 2***

At some point after your child turns 2, and before the age of 3, we will give you a written summary of how your child is progressing against the 3 prime areas of learning:

**Communication and language**

**Physical development and**

**Personal, social and emotional development**

**This is called the Two Year Old Progress Check.**



This check will highlight areas where your child is progressing well and any areas where they might need some extra help or support – and how mums and dads and other family members or carers can work with the keyworker to help.

You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

### ***When your child is 5***

At the end of the EYFS – in the summer term of the reception year in school – teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

### ***Wellcomm Toolkit***

Working with our Local Authority we are using the Wellcomm Toolkit to monitor and evaluate the progress made by children. This is an efficient way for us and the local authority to:-

- establish the levels of speech and language development for all children.
- identify children who need immediate referral and support.
- ensure each child receives the exact support and intervention he/she needs.

### **Where can I go for further information?**



The most important place to find out more is **your child's Keyworker at ABC Preschool**– do ask as many questions as you need to. We really do welcome speaking with you.

Of course, you can also speak to our **Preschool Leader** – Sandra Turland – on any matter concerning the care and education provided through the Early Years Foundation Stage

You can find the **Early Years Foundation Stage** which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

# Here are some other important things you need to know about ABC Preschool!

## What should your child wear to Preschool?

We do not have a uniform and we suggest that you send your child in clothes that are easy to get on and off, particularly when going to the toilet. We do provide aprons, and encourage the children to use these, but your child's clothes will sometimes get messy with paint or glue. Please bear this in mind when deciding what they should wear. We ask you to provide a set of spare clothes each day, just in case they need changing for any reason, but we do have a supply of spare clothes if needed. All outdoor clothes and footwear must be **clearly named** to enable us to sort clothes quickly when going outside to play. Please bring a pair of named wellies each time your child attends Preschool.



## The session

The Preschool organises its sessions so that the children can choose from - and work at - a range of activities and, in so doing, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help 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.

## Snack time



The Preschool makes snack time a social occasion at which children and adults eat together. The children take turns in helping to prepare the snacks and deciding what to eat! We provide a drink of milk or water plus a choice of plain/savoury biscuits and snacks, and a variety of fruit. On special occasions, or to fit in with a theme, we may provide other food and drinks. We celebrate birthdays with special party biscuits! Do tell us about your child's dietary needs and we will make sure that these are met.



## **Special needs**

As part of the Preschool'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.

We are pleased to be able to offer places to children with special educational needs, working with the teachers' advisory service and other specialists with the ongoing care of individual children.

The Preschool works to the requirements of the 1996 Education Act and The Special Educational Needs Code of Practice.

ABC Preschool's Special Educational Needs Coordinator is Anne Clark.

## **Absence and Sickness**

If your child is unable to attend Preschool on their usual day, please ring to let the staff know, preferably between **8.30 and 9.20am**. If your child has an infectious illness it would be helpful if you could let us know so that we can inform other parents.



Please do not send your child to Preschool if you know they are unwell; most children want to be at home when they are feeling ill. Parents are asked not to bring into Preschool any child who has been vomiting or had diarrhoea until they have had a clear 48 hours after the last episode. If your child becomes ill while they are at Preschool we will contact you as soon as possible and ask you to take them home.

## **Medicine**

Parents give prior written permission for the administration of prescribed or essential medication. The administration is recorded accurately and parents sign the record book to acknowledge the administration of a medicine.

## **Safeguarding Children**

Parents should be aware that under the Children Act 2004 and following Area Safeguarding Children Procedures, staff are obliged to report any concerns they have regarding child protection to the Duty Officer at the local Social Services Department.

## **Problems at Home**

If you are having any problems at home, which you feel might affect your child's behaviour at Preschool, please inform your keyworker, or the Preschool leader. Information will be treated in strict confidence.

## **Behaviour Management**

At Preschool we do not permit biting, smacking, slapping or shaking, either by child or adult. We believe that distraction, withdrawal, diversion and discussion are the best methods for diffusing a situation, rather than confrontation. We have a 'Behaviour Management Policy' which is available to view. Please ask if you would like a copy.

## **Complaints Procedure**

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the Preschool and parents that complaints should be taken seriously and dealt with in a way that respects confidentiality. Any complaints should be addressed to the Preschool leader and/or the Preschool chairman. If a parent feels that the matter has not been dealt with satisfactorily they should contact **OFSTED**, National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD Telephone: 0300 123 4666.

You can make a complaint to Ofsted using their online complaints page at <https://contact.ofsted.gov.uk/onlinecomplaints>.

We are now required to keep a record of any complaints made, either to us or to Ofsted, regarding our provision; this is available for you to view at any time.

## **Policies**

The Preschool has a number of policies, which aim to set out the standards by which our Preschool is run. These can be sent to you by email. If you would like a copy, please speak to Heather Nash or Sandra Turland.

## Festivals

During the year the Preschool holds two short services, at Christmas and Easter, for the children and their families and friends. During the year the children will also hear other Bible stories and learn Christian songs that have a relevance to the Preschool themes.

## Fees

**From September 2023 fees are £20.00 per session.**

- A fee slip will be issued at the start of each term indicating the amount due.
- Please pay your fees by the dates indicated on the fee slip
- Where possible please pay fees by **BACS transfer**, as detailed on the fee slip.
- Please ask if you require a receipt.

## Tax-Free Childcare Accounts

We are also registered to accept payment through your government tax-free childcare account.

**Please note that if your child is absent from Preschool for any reason 'Refunds cannot be given'**

**If you wish to withdraw your child from Preschool, for whatever reason, we require at least one full half-term's notice; otherwise you will be liable to pay the next half-term's fees.**

## 2, 3 & 4 year old funding

Early Years funding is available from **the term after your child's third birthday** – we will inform you when we are able to claim for your child.

We are also registered for 2 year old funding for eligible children.



## **Preschool Committee**

The Preschool is responsible to and governed by a committee appointed by Akeman Street Baptist Church. The committee is responsible for:

- managing the Preschool's finances;
- employing and managing the staff;
- making sure that the Preschool has - and works to - policies which help it to provide a high quality service.

If you have any comments or concerns regarding our Preschool please speak to your keyworker, the Preschool Leader, or the Preschool Chair

**Chair : Mrs Joanna Crane Tel. 07846 808295**

**Administrator : Mrs Heather Nash Tel. 07944 923708**

\* \* \* \* \*

## **Akeman Street Baptist Church**

**Please see our website for updates on Church activities  
Sundays:**

All families are welcome to our Sunday service at 10.30am. There is a crèche for under 3's and groups for children aged 3 to 14 years.

For details of our weekly activities please ask the Preschool staff or contact our administrator.



Akeman Street Baptist Church, Charity Number 1133369

**All the staff wish you and your child a very happy time  
at *ABC PRESCHOOL***

Akeman Street, Tring, HP23 6AA: 07510 372073  
www.akemanstreet.org: [preschool@akemanstreet.org](mailto:preschool@akemanstreet.org)



I like to look and listen,  
I need to touch and try.  
I want to smell and sample  
And ask the question why?  
Give me time to wonder,  
To imagine and pretend.  
Space to run and bend and stretch,  
Share secrets with a friend.  
I want to hold and handle,  
I must play to understand.  
For I need to know so many things  
To find out who I am.

*Anon*

Jesus said,  
"Let the little children come to me, and do not hinder them,  
for the kingdom of heaven belongs to such as these."