



A modern Nursery with traditional values.



Hello.

My name is Julia Laycock and I am the leader of Noah's Ark Pre-school. I would like to give you a warm welcome and hope you and your child find your time with us very enjoyable. If you need to speak to me I can be contacted on the above number.

Noah's Ark is a Christian pre-school for children aged between two and five years of age and has a Christian ethos. We are based in the Christian Life Centre in Edgar Street, Hereford.

In August 2009, Noah's Ark achieved a 'Bronze Award for Quality Improvement in an Early Years, Childcare and Education Setting'.

## Aims of the Pre-school

Noah's Ark Pre-school provides a safe and caring, friendly and educational environment where young children will learn and grow - above all we have lots of fun! Our aim is to promote a positive and motivating experience that will, in turn, play a major role in your child's future learning and development. Our staff will see that your child receives every opportunity to reach their full potential. We embrace the new Early Years Foundation Stage (EYFS) a single quality framework that applies to all settings caring for children from birth to five years.

As the basis of our approach to early learning and development are the EYFS principles, based on these four themes:

**A Unique Child** - Every child is a competent learner from birth who can be resilient, capable, confident and self assured.

**Positive Relationships** - Children learn to be strong and independent from a base of loving and secure relationships with parents first and later, a 'key person' in their setting.

**Enabling Environments** - The environment plays a key role in supporting and extending children's development and learning.

**Learning and Development** - Children develop and learn in different ways and at different rates, and all areas of learning and development are of equal importance and are interconnected.

The areas of learning in the EYFS are set out in our curriculum section and our commitments to the EYFS are detailed in our Long Term Plan which will be made available to you.

We are registered by the Office for Standards in Education (Ofsted) which inspects all care and education provision. In November 2007 we received a 'Good' Ofsted report. A copy of the Inspection report is available on request for parents and carers and online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

## Staff

We have seven permanent members of staff:

- Julia Laycock (Pre-school Leader) - NVQ 3 Early Years Care and Education Forest School Level 1
- Karen Wood (Childcare Leader) - NVQ 3 EYC & Ed. Forest School Level 1 Working towards Forest School Level 3
- Di Hammond (Supervisor) - NVQ 3 EYC & Ed.
- Becky Pember (Supervisor) - NVQ 3 EYC & Ed.
- Annmarie Parker (Assistant) - NVQ 2 EYC & Ed.
- Cathy Miller (Assistant) - NVQ 3 EYC & Ed.
- Janet Tittensor (Financial Admin)

We have one regular part-time volunteer:

- Jodie Thomas - Working towards NVQ 3

Due to our commitment to safeguard children, we follow a carefully structured recruitment and selection procedure. All staff must undergo a range of security checks including criminal record disclosures, references and qualification checks. Regular volunteers are also CRB checked.

Our staff are experienced and trained to meet children's individual emotional and developmental needs and provide inclusive play and learning opportunities for all children attending the pre-school.

Noah's Ark complies with regulatory requirements and has the appropriate number of qualified staff for the children attending. Children are fully supervised at all times and a register is taken daily. The staff are trained in health and safety procedures, including fire evacuation routines. Accidents are recorded in an accident book. There is always a qualified first aider present and a fully stocked first aid kit is always available.

We provide staff training and development opportunities to continually update their skills, knowledge and experience.

## **Key Person**

Upon joining Noah's Ark you and your child will receive support from an experienced member of staff responsible for your child's individual needs, known as your child's 'key person'. The key person will build a special relationship with you and your child to ensure that your child's experience of our pre-school is a happy and successful one. The key person will be your main point of contact, and will be happy to feedback on your child's developmental progress on a daily basis or discuss any concerns with you. The key person will also monitor and keep confidential records of your child's progress and achievements. These progress records are always available for you to see and contribute towards. However, a written request must be made to see you child's personal file.

## **Parent and Carer Involvement**

Parents and carers are important members of Noah's Ark with valuable knowledge and information to share about their children. Your child's key person will make time to find out from you about your child's interests, likes, dislikes and special requirements. We offer the flexibility to meet parents' needs. By sharing information, we can work in partnership with you to develop the best programme of learning and support to benefit your child's overall development - you can make sure that Noah's Ark provides the most appropriate care and education for your child. We also provide a range of support, information and advice for parents. The Pre-school Leader can provide further information about these services when you meet with staff to discuss your childcare needs.

We encourage you to become involved in all aspects of Noah's Ark. You are always welcome to join in sessions and help for example by reading to children or taking part in activities such as cooking or craft. You can also become involved in external nursery activities by accompanying your child on special outings and becoming actively involved in the 'Friends of Noah's Ark' team who help to raise funds for the setting by organising coffee mornings, lunches, trips and events. Noah's Ark newsletters and a parent's notice board share the latest information about pre-school activities.

## Curriculum

Children learn best through play. We at Noah's Ark provide a broad range of challenging and stimulating play activities, both indoors and outdoors, that promote children's overall physical, creative, emotional, academic, social and spiritual development.

Our pre-school curriculum is planned to take account of every child's abilities, interests and special education requirements in ways that meet their individual development and learning needs. We believe that careful planning is required if play is to be high quality. Staff will interact with your child in order to support and extend learning through knowledge and understanding. They will make suggestions, ask questions and talk informally with them, introducing new vocabulary and concepts. They will participate, demonstrate, offer choices and encourage your child to try out new skills, allowing them to experiment, encourage persistence when things get difficult, and inspire them. Every aspect of their learning is equally important and interdependent. Staff will reflect on and evaluate activities in order to ensure a balance of adult led and child initiated activities.



We regularly observe children to assess their progress and share this information with you, valuing your contribution to this process. This information provides the basis for the planning for individual children as well as for the group as a whole.

The areas of learning and development encompass:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy

- Knowledge and understand of the world
- Creative development
- Physical development

## **Promoting equality and admissions policies**

We welcome children and families from all social, cultural and religious backgrounds. We value the diversity of family structures and life-styles. We aim to create a rich and diverse environment to reflect the social and cultural diversity in our communities, in which all children can play and grow together.

We ensure that children with disabilities can participate successfully in the services offered by Noah's Ark and in the curriculum offered.

We recognise that all children in our setting have a right to be listened to, respected, valued and protected from all forms of discrimination.

Our staff develop close relationships with children to build confidence and self-esteem and acknowledge the range of skills, values and experiences which children bring with them every day to Noah's Ark.

If you wish to discuss any aspect of our inclusion policy and procedures in more detail, Julia Laycock (Leader) or our Special Educational Needs Co-ordinator (SENCO) will be happy to talk to you.

## **Settling into the Pre-school**

We aim to make the big step from home to pre-school a positive experience for everyone. Once your child has been admitted to the setting, you and your child will start a 'settling-in' period. We want every child to feel settled and secure - please refer to our 'Settling in Pre-school Policy'. We know that each child will need time to get to know his or her key person and to develop a relationship with them that enables them to feel secure in our care. They also need time to become familiar with the pre-school routines and the environment in order to feel happy to stay with us.

We know that you are the best person to help us get to know your child. You will be invited to stay with your child to introduce them gradually to pre-school life so that they can settle comfortably. You may need to make several visits to the nursery with your child before you leave them.

You will gradually spend longer periods apart until your child is ready to start their mornings without you. Your child's key person will discuss the best way to settle your child

into the pre-school so that you will feel confident when you leave your child in our care. By working closely together to build strong relationships, your child will make a confident start at Noah's Ark.

## **Daily Routine**

We have two groups - (1) two and three year olds  
(2) three and four year olds

These groups are known as Caterpillars and Butterflies. The name also expresses our aim to progress the children's learning and allow them to grow and blossom during their time at Noah's Ark.

### **Routine**

9.15 a.m.	Doors open
9.30 a.m.	Registration
9.45 a.m.	Snack
10 ish	Outside Activity
11 ish	Inside Activity
11.45 a.m.	Music
12.00 noon	Lunch
12.30 p.m.	Free Activity/Outside Activity
1.00 p.m.	Story
1.15 p.m.	Home time

During the morning the group may split into the Caterpillars and Butterflies groups for activities suitable for their age and ability.

## Dropping off and collecting arrangements

When arriving please wait in the foyer. We will invite you into Noah's Ark at the start of the session. Children have their own special peg to hang their coats on.

When collecting your child please come into the foyer. We will open the door to the Noah's Ark corridor where we will release your child to you. We will not let a child go home with anyone other than those named. A book is used to record the name of the person collecting your child, other than yourself - if there is any change, please let us know. Anyone arriving to collect your child without our prior knowledge will be prevented from doing so until we check to confirm your permission.

You will be most welcome to speak to Julia Laycock (Leader) or Karen Wood (Childcare Leader) who will be available at the end of each session for a short while, if you need to see them. This can be in confidence if you wish. Your child's well-being is paramount and is a partnership between Noah's Ark and yourself.

Car parking - please use the allocated car parking spaces. *Please do not park in the centre of the car park as this causes congestion.* Alternative parking is usually available in the streets to the side and rear of the building and in the Merton Meadow Car Park.

## Care routines

**Snacks and drinks** - We have a healthy eating policy at Noah's Ark. At snack time the children are offered either milk or water and fresh fruit/vegetables. Parents are given the opportunity to join a rota, whereby they will provide items of fresh fruit/vegetables for snack time. We take into account the cultural and dietary needs of individual children, including any food allergies when offering snacks or planning activities. Fresh drinking water is made available to children and adults during the sessions.

Children are required to bring a packed lunch and a drink in a named lunchbox. Lunchboxes will not be placed in a fridge, so we ask that you place ice packs in lunchboxes at all times. Please only put in your child's lunchbox what *you* would expect them to eat. We also ask that you do not put in fizzy drinks or sweets. We send uneaten food home, so that you are aware of how much your child has eaten. Mealtimes are social occasions where children learn important skills. We ensure sufficient staff are available to supervise the tables at snack/meal times.

**Nappy changing** - We change any child's nappy when it becomes apparent that they need a change. In addition, each child has a set time when its nappy is checked and/or changed. You will need to supply enough nappies, nappy sacks and baby wipes to cover your child's requirements for each day. Nappies, change of clothing etc. must be kept on your child's coat peg in a named bag - no plastic carrier bags, please. Noah's Ark can provide nappies in an emergency for a small fee.

When your child begins toilet training, you should talk to your key person so that staff can follow through what you have been doing at home.

**Encouraging positive behaviour** - Learning how to behave in a manner that shows consideration to others, and where feelings of anger or frustration are managed in socially appropriate ways, are key developmental tasks for young children and learning social skills needs careful teaching and support. We do this through the focus on personal, social and emotional development in our day-to-day curriculum.

We provide children with clear and appropriate expectations and model positive behaviour through the way we interact with them. We show children consideration and politeness and we help them manage strong feelings. We praise them when they try hard to get it right and support children when they make mistakes.

If your child's behaviour gives cause for concern your key person will discuss this with you to agree a plan to help support your child both at home and in the setting. Our preschool operates a 'no smacking' policy. Physical punishment such as smacking or shaking is never used or threatened.

## **What to wear**

In order to feel free to explore and experiment with all kinds of materials, including messy play, it is best to send children dressed in clothes which are easily washable or not too new. It would also be appreciated if clothes are marked with your child's name.

Shoes should be suitable for safe play when on the climbing apparatus. We can provide spare clothes on loan if there is an accident. Noah's Ark T-shirts and sweatshirts are available for purchase.

It is good for children to practice the skills that will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to go and to put on or take off their outdoor clothes without being too dependent on other people's help.

We plan a balance of daily indoor and outdoor activities and would ask that you send your child with appropriate outdoor clothing - e.g. raincoats or sweatshirts/cardigans. In the summer we ask that you provide your child with a sun hat and during the colder months we ask that you provide your child with a warm hat and gloves.

## **Policies and Procedures**

We aim to provide the highest quality care and education at Noah's Ark preschool. To ensure this, we have detailed policies and procedures in place which are accessible to parents and carers at all times - you are encouraged to make yourself aware of them and to discuss any queries you may have about their content with the Preschool Leader.

Policies include:

### **Health and Safety**

When your child starts at Noah's Ark, Health and Safety issues will be discussed with you so that you understand the part you will play in the daily life of the preschool. Our 'Health and Safety' policy covers *all* aspects of security and safety, including fire safety, as well as hygiene procedures and food safety. Children are also made aware of health and safety issues through discussions, planned activities and routines. We have procedures for recording accidents, administering medication and what to do if a child is not collected from the preschool or if a child goes missing.

### **Illness**

If your child becomes ill at Noah's Ark every effort will be made to contact you or the named person on the admission form. Children suffering from sickness/diarrhoea are requested not to return until at least 48 hours has elapsed from the last bout of sickness/diarrhoea. Please notify us if you are aware that your child has a contagious illness. The length of time they should be at home depends upon the illness. Staff can advise on recommended exclusion periods.

We can administer medicine prescribed by your doctor with your written permission. Please explain this to your key person when your child arrives at the setting so they can take details from you and ask you to sign a consent form. The consent form will be countersigned by your key person and witnessed by another member of staff stating the amount of medication administered and the time given.

### **Safeguarding children**

Noah's Ark is committed to promoting awareness of child abuse issues throughout its training and learning programmes for staff. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

We work to ensure children are protected from accidental harm as well as harm that may be caused through abuse. We will Act in accordance with the law and our own procedure if we believe a child to be at risk of 'significant harm'. This may involve working with other agencies to protect children - please refer to our 'Safeguarding Policy'.

## **Safeguarding children cont/d ...**

We investigate any allegation made against a member of staff and will take appropriate action to make sure children remain safe in our care - please refer to our policy 'Allegations of child abuse made against a member of staff'.

We ensure that staff are well supervised and no unauthorised person can have access to the children at the preschool.

## **Confidentiality and Information Sharing**

The information you share with us about your child and your family is confidential to Noah's Ark. However, there may be times when the law requires information to be shared with a statutory agency to prevent harm - please refer to our 'Confidentiality' and 'Safeguarding' policies.

## **Complaints**

We hope these are few and far between but should you have a complaint please first mention this to the Supervisor or Childcare Leader. We at Noah's Ark believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our pre-school and will give prompt and serious attention to any concerns about the running of the pre-school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, please refer to our complaints procedure. You may approach Ofsted directly at any stage when making a complaint on 0300 123 1231 or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## **Sessions available**

January 2010: 4 mornings per week - Monday - Thursday - 9.15 a.m. - 1.15 p.m.  
offering a maximum of 16 flexible hours per week.

We are open term time only.

## **Fees and Registration**

At the beginning of September and at the end of each half term, thereafter, you will receive a Fees Advice Note. Fees are payable in advance on a weekly, monthly, half-termly or termly basis. Cheques should be made payable to Noah's Ark Pre-school. Fees must be in a sealed envelope stating the name of the child, and the dates and sessions attended. Fees are not refundable if your child does not attend a session.

Our fees from September 2010 are:

Cost per hour:	£3.00*
Cost per morning to include lunch time:	£12.00*

## CHILDREN ELIGIBLE FOR NURSERY EDUCATION FUNDING

### What is the Nursery Education Fund?

This is paid for every week of the school term we are open, for a maximum of five sessions per week, a session being a morning or an afternoon. It is for eligible children attending a registered setting under the 'Hereford Early Years and Education Services'. In order for the NEF to be claimed your child should be:

- Three or four years old at the start of a new term
- Attending an Ofsted registered nursery playgroup or school
- Attending in the week of the headcount date
- Not attending an LEA maintained nursery class

Application forms for the grant are obtained from Noah's Ark and the grant is paid direct to the setting.

From January 2010 Noah's Ark has taken part in a Government Pilot Scheme offering 15 flexible hours per week free Nursery Education Funding (N.E.F.) for those children whose 3<sup>rd</sup> birthday falls before the start of a new term e.g:

- Spring Term - on or before 31<sup>st</sup> December
- Summer Term - on or before 31<sup>st</sup> March
- Autumn Term - on or before 31<sup>st</sup> August

For your child to qualify for this grant they must be attending Noah's Ark pre-school at the beginning of each term they are claiming for. Your child can still claim this funding if attending one other pre-school and the 15 hrs can be split over the two settings. The total 15 hours cannot be taken in less than 3 days.

3 yr olds qualifying for N.E.F. up to 15 hrs	FREE
3 yr olds staying over 15 hrs - cost per hr.	£3.00*

Parents who wish to claim the maximum 15 N.E.F. hours with Noah's Ark Preschool can choose to collect their child at 12.15 p.m. on any one morning - Monday to Thursday if they so wish. Arrangements must be made with Karen Wood (Childcare Leader) or Julia Laycock (Leader) at the beginning of each term to confirm the day your child will be leaving early.

## Visiting Noah's Ark

If you would like to visit Noah's Ark, you would be most welcome. Please contact me on 01432 278088 to make an appointment. Enclosed is an application form. If you wish to apply, please fill in the form as soon as possible. Your child's name will be entered on our waiting list and I will write to you approximately one term before he/she is due to start to confirm your place. All places are allocated on a first come first served basis. If your circumstances change, i.e. you move house, or no longer require a place, please let me know.

I look forward to meeting you and if I can be of further assistance please do not hesitate to contact me.

Best wishes,

Julia Laycock  
Noah's Ark Pre-school Leader

\*Fees subject to review



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APPLICATION FORM

CHILD'S NAME.....

DATE OF BIRTH .....

FATHER'S NAME .....

MOTHER'S NAME .....

ADDRESS .....

.....

TELEPHONE No. ....

TERM & YEAR  
YOU WISH YOUR  
CHILD TO START .....

SIGNED .....

DATE.....

Which days would you prefer child to attend?