



PROSPECTUS

Welcome to Mavitob Nursery School

Welcome to Mavitob Nursery school and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and support to help them achieve and reach their potential.

This prospectus aims to provide you with an introduction to our Preschool, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to meet your child's individual needs.

Mavitob Nursery School aims to:

- Put the children at the heart of everything we do.
- Help each child to develop social skills, to learn through play and to consider others. Each child is valued as an individual without racial or gender stereotyping.
- Encourage children to grow in confidence and self-esteem, to become more independent and learn to take responsibility.
- Encourage curiosity, creative thinking and questioning mind.
- Create a happy, safe, secure and stimulating environment.
- Support parents and carers in their roles as educators and value their contribution.
- Value everyone and celebrate all achievements
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment;

- is given generous care and attention, because of our high ratio of qualified staff to children, as well as volunteer helpers;
- has the chance to join in with other children and adults to live, play, work and learn together;
- is helped to scaffold her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;

The Early Years Foundation Stage

The early years foundation stage (EYFS) is the statutory framework that sets the standard that early years providers must meet. This framework covers children from birth to 5 years. Our pre-school reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2014):

- **A Unique Child**
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- **Positive Relationships**
Children learn to be strong and independent through positive relationships.
- **Enabling Environments**
Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
- **Learning and Development**
Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years' provision including children with special educational needs and disabilities.

Curriculum

Within the group, all children are supported in developing their potential at their own pace. Our **key worker** system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum which leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum at the age of five years.

We follow the early Years Foundation Stage Framework which has the following 7 areas of learning and development.

PRIME

1. Communication & language development which involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.
2. Physical development Involves providing opportunities for children to be active and interactive and to develop their co-ordination, control and movement. Children are helped to understand the importance of physical activity and to make healthy choices in relation to food.
3. Personal social & and emotional development helps children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; develop social skills, learn how to manage their feelings, understand appropriate behaviour in groups and have confidence in their own abilities.

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4. Literacy involves encouraging children to learn sounds and letters and to begin to read and write. Children are given access to a wide range of reading material to ignite their interest.
5. Mathematics provides children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.
6. Understanding the world involves guiding children to make sense of their physical world and their communities through opportunities to explore, observe and find out about people, places, technology and the environment.
7. Expressive arts & design involves enabling children to explore and play with a wide range of media and materials as well as providing opportunities and encouragement for sharing their thoughts ideas and feelings through a variety of activities in art, music interest, dance, role play and technology.

2-Year-Old Progress Check

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning

and development - personal, social and emotional development; physical development; and communication and language when a child is 2 years. Your child's key person is responsible for completing the check using information from on-going observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Assessment

We assess children's learning and development regularly by observing and recording their achievements. We use information that we gain from observations, as well as from photographs of the children to document their progress in a learning journal. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We complete a learning journal with your child which you can view at the end of each term. We also have a parent evening once a term where you can meet one on one with your child's keyperson.

We have good contact with local schools and we prepare transition documents which are sent to your child's next educational establishment, and encourage those establishments to visit us to view their prospective pupils in their current environment.

We provide daily diary to let you know what your child has done during each session, and in which you can write information or ask any questions you may have.

How parents take part in the setting

We recognise parents as the first and most important educators of their children. Our staff members see themselves as partners with parents in providing care and education for their children. We encourage parent's participation in various ways like:

Sharing information about their child's needs

- Contribution to their child's next step

- Volunteering/helping at sessions of the preschool;
- Supporting /taking part in all preschool events, outings etc

Snacks and meals

We make snacks and meals a social time at which children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly. We always welcome any healthy snacks/fruits that are donated by parents.

Lunch

Children staying for lunch or the whole day are to come with their packed lunch. All food must be nut free and no chocolates and sweets allowed.

Clothing

All coats, cardigans, jumpers and wellingtons should be clearly labelled and all children arriving in wellingtons should bring a pair of shoes to change into. Please ensure that all trousers are easy to pull down (elasticated waists are best) and please do not send your child in dungarees or with a belt. Children often get very engrossed in an activity and rush to the toilet at the last minute resulting in an 'accident' if the children cannot pull their cloths down fast enough.

Please do not send your child in their best clothes as children are quite likely to get paint or glue on themselves.

PLEASE! PLEASE! PLEASE, label everything clearly - shoes, coats, bags, spare clothes, water bottles etc.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on request or on our website, www.mavitobnurseryschool.co.uk

Our policies help us to make sure that the service provided by our preschool is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and his/her parents/carers.

Safeguarding children

Our school has a duty under the law to help safeguard children against suspected or 'significant harm'. Our practice ensure children are protected against the likelihood of abuse in our preschool and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015). We have a named Special Educational Needs Co-ordinator and a deputy working within our pre-school to support all children with additional needs.

Sessions

Breakfast Club- 07.30am to 8.30am

Morning sessions- 08.45am to 11.45am

Afternoon session- 12.15pm to 3.15pm

Lunch club- 11.45am to 12.15pm

All day sessions are also available

Fees

Non-refundable registration fee	£25.00
Termly Snack Fee	£20.00
Breakfast club	£5.00
Morning Session	£20.00
Afternoon Session	£20.00
Lunch club	£3.00
All day (7.30am – 3.15pm)	£48.00

You will be invoiced at the start of every month (non-funded children only), snack and any extracurricular fee will be added to the first invoice of each term. Please note that snack fee applies to all children irrespective of the funding status. The invoice is paid monthly.

Please note that late payment attracts 10% charge of total invoice.

For your child to keep his/her place at our preschool you must pay the fees, even if your child is ill or you decide to go on holiday within/during the term.

FEES ARE PAYABLE EVEN IF YOUR CHILD IS ABSENT FOR ANY REASON!!!!

HALF A TERM NOTICE OR THE EQUIVALENT IN FEES IS REQUIRED OF A CHILD LEAVING MAVITOB NURSERY SCHOOL.

Prospective Parents

If you are a parent/carer of a child and want to find out more information about Mavitob Nursery school, please do get in touch by:

Email : info@mavitobnurseryl.co.uk

Tel: 0208 133 7080 / 07925 292084

Mavitolob School