



West Smethwick Enterprise

Tiny Steps Pre School

Inside Uplands Manor Primary School, Addenbrooke Road, Smethwick, B67 6HT

Telephone; 0121-558 1602/ 07943 547 073

Our mission statement:

'If you treat a person as they are, they will remain as they are. If you treat them for what they could be, they will become what they could be'

Welcome to Tiny Steps Pre School

West Smethwick Enterprise was established in 1984, and now has developed four nurseries, including Tiny Steps, established in April 2016. It is registered and approved by Ofsted, and all of the necessary requirements have been met in accordance with the 2006 Childcare Act, and the Early Years Foundation Stage.

Our aim is to provide a happy, relaxed, safe and stimulating atmosphere in which your child will receive a high standard of care, support and learning to enable them to fulfil their potential. The environment created within Tiny Steps Pre School promotes physical, personal social and emotional development, communication and language skills.

We seek to establish a clear sense of social, moral, and ethical values for our children to help them grow into mature, caring and responsible adults. Each child in our care is valued as an individual and we ensure that our practice is inclusive at all times.

Our prospectus gives you a glimpse into life at Tiny Steps Pre School; however we welcome the opportunity of meeting you and your child personally. If you would like to visit us or have any queries about your child's needs please telephone us on the number at the top of the page.

We work in partnership with our parents so we can continually review the facilities we offer at Tiny Steps Pre School. Our standard of care and stimulation is maintained at the highest level and reflects our 2011 Ofsted report rating of "Good" with elements of "Outstanding" for Partnership working at one of our other settings.

Information for parents

Age of Children

Children between the ages of 2-5 may attend the Pre School during term time. We offer places for children up to 8 years of age during the school holidays, at Stepping Stones Pre-School, St Pauls Road, Smethwick, B66 1EX and Little Steppers Pre-School, Cape Hill Children's Centre, Corbett Street, Smethwick, B66 3PX.

Hours of opening

The Pre School is open from 8.45 am until 3.00 pm, Monday to Friday (excluding Bank Holidays) during the school year. We offer morning sessions from 8.45 am until 11.45 am and afternoon session from 12.00 until 3.00 pm. All day places are available during these times.

Staff

The Pre School is staffed in accordance with the Early Years Foundation Stage Statutory Framework. All staff are qualified to a high level including BA (Honours) degree and Early Years Professional Status.

Meals and Refreshments

Milk or water is served to drink with all meals and snacks. The children have continual access to fresh drinking water throughout the day. All children will be offered a healthy snack midway through their session. Children staying for dinner will be given a nutritious and freshly cooked meal.

Parental Responsibility

In line with the Early Years Foundation Stage Statutory Framework you will be required to indicate which parents have parental responsibility for the child. As soon as your child is signed out after each session your child is then your responsibility. Please ensure your child is with you at all times when leaving or entering the building.

Settling in sessions

We like to ensure all children settle well into our pre-school. Their first few sessions can be quite upsetting for your child and you as parents. We offer a flexible settling in period which allows the parents to stay with the child or leave them for a short period of time if this suits the child best. Please discuss this with the staff before your child starts and however you feel will suit your child best will be followed when your child starts.

Policies and procedures

All of our policies can be accessed at any time, please feel free to ask a member of staff and they will show them to you. Key policies are available on the parent board and can be accessed at all times. Our policies are updated on a regular basis and therefore new information is always added.

Conditions of the Pre- School

Fees

Fees must be paid at the beginning of each week and can be paid by cash or cheque. A weeks' notice is required to withdraw a child from pre-school. The pre-school is open for twelve months of the year with exception of: the school holidays, statutory bank holidays and our Christmas closure. Fees are not charged for these closures; however, any other absence for whatever reason must be paid in full. A child attending full time is entitled to two weeks unpaid holiday per year. A child attending less than five days will be entitled to the equivalent of double their weekly hours.

Funded children

If your child attends our setting and is funded they must stay with us for at least the following term. If you decide to take your child out from the setting or your child goes to school during this term you will have to pay for the sessions your child has attended. This will be charged at our normal rate of £8.00 per session or £18.00 per day. This is due to us not being provided the funding if your child leaves and therefore we will need to recuperate the costs from the parents of the child attending.

Illness and Absence

Any child suffering from Diarrhoea or sickness should not return to Pre- School until at least 48 hours after the symptoms have disappeared. Any child suffering from a doubtful rash, sore throat or discharge from the eyes or nose should not return to the Pre School until all symptoms have disappeared. Should a child become ill whilst at Pre-school every effort will be made to contact the parents. Please ensure all contact details held by the pre-school are current.

It is important that the Pre School Manager is notified if your child is absent. This can be done by calling the Pre School or notifying a member of the Pre School team in person. The days allocated to your child by the manager must be adhered to. Changing days can only take place with the permission of the manager.

Smoking

Smoking is not permitted inside the building or within the grounds of the church.

Parking

Please drive carefully and slowly onto the car park and park your vehicle with consideration for the safety of your child, pedestrians and other traffic.

Collecting Children

If you make arrangements for your child to be collected from the Pre School by someone other than members of your family known to the staff, the Pre School Manager must be notified beforehand as the safety and well-being of the children in our care is paramount, and as a result we cannot let your child go with anyone who we do not know. Anyone under the age of 18 cannot collect your child and will not be able to leave until an adult over this age collects them.

Opening and Closing times

The opening time of 8.45 am and closing time of 3.00 pm must be strictly adhered to, as should all other negotiated times. Morning sessions are 8.45 am to 11.45 am and afternoon sessions are 12.00 pm to 3.00 pm. Late collection fees of £10.00 will be charged if any lateness occurs after this time with charges increasing every five minutes thereafter. Parent should contact staff if lateness may occur however charges may still apply.

Clothing

We ask parents to provide nappies, cream if needed and wipes. We also ask for a change of clothes clearly marked with your child's name. It is good for children to practice the skills which make them independent, therefore simple clothing which they can handle themselves will enable them to go to the toilet when they wish to without becoming dependant on other people. This encourages independence and starts to prepare them for primary school.

Home Learning

Please take as much information from our parent board as you wish. It is updated on a regular basis with home learning ideas and learning materials for you to use at home. Your child's key worker will keep you up to date with their progress and give you any support you need for your home environment too. Regular workshops will be available for parents and will cover many different topics. If you have any ideas please speak to a member of staff.

Family Support

We offer free family support to all our families. If you would like any support please do not hesitate to ask a member of our team. The family support team is always around and are willing to give any support needed.

Behaviour management

Within our setting we follow the same guidelines for all children. Staff encourage children to behave positively towards each other and to be kind and treat each other nicely. Staff will encourage children to resolve any conflict that may occur but may sometimes have to support children in saying sorry and knowing that they could have behaved a little better. Parents will be told if their child has been hurt or has hurt another child and if any strategies need to be put into place to support a child's behaviour parents will be involved as much as possible.

Tiny Steps Pre-School Fees

Please find below all fees applicable from October 2017. All fees are reviewed on an annual basis.

8.45 am -11.45am- £8.00

12.00 pm -3.00 pm - £8.00

8.45 am- 3.00 pm - £18.00 (including a lunch)

- All fees must be paid at the beginning of the week.
- Bank Holidays and Christmas Closure are not charged.

What is the Early Years Foundation Stage?

The Early Years Foundation Stage is a statutory framework for setting the standards for learning, development and care for children from birth to five and is divided into seven areas of learning.

Personal, Social and Emotional Development

At Pre -School we strive to provide children with experiences and support, that will help them to develop a positive sense of themselves and of others; respect for others; social skills and a positive disposition to learn. Whilst ensuring support for their emotional well-being and helping them to know themselves and what they can achieve.

Communication and Language

Children's learning and competence in communicating, speaking and listening, being read to and beginning to read and write is supported and extended. They are provided with opportunity and encouragement to use their skills in a range of situations, and for a range of purposes, and are supported in developing the confidence and disposition to do so.

Physical Development

This is encouraged in children through the provision of opportunities for them to be active and interactive and to improve their skills of co- ordination, control manipulation and movement. They are supported in developing an understanding of the importance of physical activity and making healthy choices.

Mathematics

Children are supported in developing their understanding of problem solving, reasoning and numeracy in a broad range of contexts in which they can explore ,enjoy ,learn, practice and talk about their developing understanding. They are provided with opportunities to practice and extend their skills in these areas and to gain confidence and competence in their use.

Understanding the World

Children are supported in developing their knowledge, skills and understanding that help them make sense of the world. Their learning is supported through offering opportunities for them to use a range of tools safely; encounter people, plants and objects in their natural environments and in real life situations; undertake practical challenges and work with a range of materials.

Expressive Arts and Design

Children's creativity is extended by the provision of support for their curiosity, exploration and play. They are provided with opportunities to explore and share their thoughts, ideas and feelings through a variety of art, music, movement, dance, imaginative and role play activities.

Literacy

Children's reading and writing is supported by a range of opportunities. Children are encouraged to join in with rhymes and songs and use books to develop an understanding of rhyme and alliteration. Children are provided with the opportunity to give meaning to marks and begin to use their phonic knowledge to write words in ways which match their spoken sounds. A safe, secure and happy childhood provides the foundation for children to make the most of their abilities and talents as they grow.

Outdoor Play

All of the above areas are incorporated in outdoor and indoor play. Being outdoor allows children to become less reserved when interacting with others. They gain greater independence as they can make a variety of decisions and it allows them to learn better with a larger space available. Children are able to learn about insects, weather and nature through first hand experiences which gives children a greater understanding of what is being taught.

To allow us to support your child's development as early as possible, all children will have a baseline check within their first 2 weeks. This baseline will allow us to determine your child's current development and allow us to plan for their individual learning. All children have their own key worker who plan's for their learning, monitor's development and provides next steps. Your child's key

worker will introduce themselves and keep you informed of your child's development throughout the academic year.

More information on the above is included within 'The EYFS Progress Check at age Two - A parent's guide' - Provided with this pack

British Values

Within Pre-School we cover the four British values. These values are Individual Liberty, Rule of Law, Democracy and Mutual respect and tolerance of those with different faiths and beliefs.

Individual liberty

This means that all children have the right to be individual. Children have the right to freedom of speech, freedom of religion, freedom of choice and freedom to choose any activities they want to engage in.

Rule of Law

The rule of law for children means that children should follow the rules within the setting. Each Pre-School has their own rules and children should be encouraged to follow them. These rules could include washing their hands once they have been to the toilet. Sitting down during snack and dinner time. Sharing toys and resources. Listening to adults within the setting and following what they ask.

Democracy

Democracy within the Pre-School allows children to have their own voice. Children can choose what activities they want to take part in, what they would like to play with and activities they didn't enjoy as much. Children's opinions are used daily within the setting and this allows staff to plan effectively for all the children.

Mutual respect and tolerance of those with different faiths and beliefs

All children should have respect and tolerance for all faiths and religions. Children should be taught to treat others how they wish to be treated. Children should also be encouraged to access the wider community to learn about its culture and background.

Contact Details

Tiny Steps Pre School

Address; Inside Uplands Manor Primary School,

Addenbrooke Road,

Smethwick,

B67 6HT

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