

PROSPECTUS



PIPPINS PRE-SCHOOL & NURSERY



# PIPPINS PRE-SCHOOL & NURSERY

Pippins is proud to deliver  
quality childcare and education...

*Fun Time, Play Time!*

**Achieve, develop  
and grow...**



**Tel: 01363 772474**

**[www.pippinspre-school.co.uk](http://www.pippinspre-school.co.uk)**

**Email: [pippinsnurserycrediton@gmail.com](mailto:pippinsnurserycrediton@gmail.com)**

Pippins Pre-school & Nursery,

Market Square House, Market Street, Crediton, EX17 2BN

Reg. Charity No. 1153073

## About Pippins

Pippins is an inclusive pre-school and nursery for 0-5 year olds and has been established for over 55 years. It is well known for its friendly, caring atmosphere. We put children's needs first giving them an essential start to a brilliant future. We naturally know the importance of forming a strong bond and attachment with your child giving them lots of cuddles, hugs, praise and encouragement spontaneously throughout the day. Pippins is a pre-school and nursery that encourages your child to achieve, develop and grow through fun times and play time.

At Pippins, children are able to learn through play, discovery and experience in a rich, stimulating and safe environment. Children are offered fun, educational activities and opportunities to achieve their potential.

Our mission statement is "Pippins leads the way for learning through play".

### **Where is Pippins?**

Market Square House, Market Street, near the town square. To enter Pippins press the intercom buzzer or doorbell. We have a **NO MOBILE PHONE** policy - please refrain from using a mobile whilst in Pippins.

At our premises, we offer modern amenities which include a Caterpillar room for babies, a Crocodile room for young toddlers, a butterfly room for older toddlers, a rocket room for pre-school children. A Rainbow room for Thrive and multi-sensory activities, child-sized toilets are on both levels. Artificial grass will soon be installed in our outside area for exploring, role-play and water play.

### **When are we open?**

*Pippins are open 51 weeks of the year.*

Monday to Friday	8.00-6.00
Early starts	8:00-9:00
Morning session with lunch	9.15-12.15 - Minimum charged session
Afternoon session	12.15-3.15 - Minimum charged session
Later finish	3:15-6.00 (you can collect your child any time between the times stated)

### **Fees - payable in advance before the 15<sup>th</sup> of each month**

Registration fee £10.00 is payable to secure your place.

£5.35 per hour for children aged under 3 years - charged per  $\frac{1}{4}$  hour.

£4.65 per hour for children aged 3 and over - charged per  $\frac{1}{4}$  hour.

Pippins accept Early Years Entitlement funding available to all children the term after their third birthday.

- 15 hours term-time or 11 hours stretched over 51 weeks.
- 30 hours term-time or 22 hours stretched over 51 weeks.

Two Year Funding the term after the child's second birthday if eligible

- Two year old funding - 15 hours term-time or 11 hours stretched.

In any one day the minimum attendance is 3 hours, maximum attendance is 10 hours  
Fees must still be paid if children are absent without notice due to holidays, illness or other events, unless exceptional circumstances. Holiday absence will not be charged providing four weeks notice is given on the Holiday request form.

Please Note: We are unable to transfer or swap sessions unless for a permanent change and where spaces are available to accommodate the change. This will only be considered in exceptional circumstances and at the discretion of the pre-school and Nursery.

NOTICE - We require a four-week notice period should you choose to leave our setting.

## Pippins staff-Working as a team.

Our Early Years Educators are passionate about Pippins, working together to create a fun, friendly and happy atmosphere. We are proud of our ethos and our dynamic Early Years Educators- work extremely well together as a supportive team. As with any good team, each Early Years Educator has their own unique personality and special skills to bring to the pre-school and nursery. This may be a nurturing quality, an artistic talent or animated at story telling. Our Early Years Educators are qualified and experienced; they put the needs and well-being of each child first. As key people they form secure attachment and are in tune with and know how to respond to each individual child's needs and emotions. We really do care.

## Pippins Early Years Educators

Qualified level 5 Manager: Hazel Hodge

Qualified level 3 Deputy Manager: Sharleen Treen

Qualified level 3 First Assistant Manager and Room Leader: Michelle Dymond

Qualified level 3 Second Assistant Manager: Aldona Radomska

Qualified level 3 Kidz Star Club Assistant Managers: Jo Douglas and Airida Curtis

Qualified Room Leaders - Shannon Davey (Mat Leave) -level 3, Jess Bending- level 3 and Luke Coombe- level 5, Jess Fulcher (Mat Leave) - level 3,

Qualified Team Leader - Leanne Bailey-level 3

Qualified level 7 Nursery Nurse - Bryony Carter

Qualified level 3 - Nursery Nurse, Emma Martin, Charlotte Impey

Qualified level 2 Early Years Educators: Helen Blair

Unqualified Early Years Educators, Chloe Brimicombe (Mat Leave), Anita Trayhurn-Jones, Brooke Landymore, Zena Warren and Apprentices- Holly Dowle, Rinn Thompson, Yvonne Impey - Clerical Administrator and receptionist.

## Trustee Directors

Pippins must have a core group of at least three trustees to operate - including a chair, secretary, and treasurer.

Trustee directors are elected. The elections take place at the pre-school's Annual General Meeting, which is held in October each year.

Details of Trustee positions are on the parent/carer notice board in the corridor. The trustees are responsible for:

- Employing and managing early year's educators.
- Overseeing the management of the pre-school and nursery finances
- Ensuring the pre-school and nursery has, and works to, policies which help it to provide a high quality service
- Ensuring the pre-school and nursery works in partnership with parents

We welcome you to join as a trustee - please speak to one of the management team.

## Aims and Objectives

### Aims

Pippins pre-school and Nursery aims to ensure all children are included, treated and respected as individuals by offering

- a **healthy lifestyle**, by promoting exercise, nutritional knowledge and building a sound foundation for well-being
- A **safe, stimulating, comfortable environment**, by providing high quality care and education implementing a rich, play-based curriculum indoors and outdoors.
- **Fun and enjoyment**, by giving each child quality time and attention based on their own personal interests and views.
- **Opportunities to positively engage with society**, the chance to be part of their local community.
- **Working in partnership with parents/carers** to maximise a child's potential to learn and develop.

### Objectives

Children at Pippins are encouraged to be independent, select the resources they require, make decisions, errors and choices by initiating their own play. Pippins promote kinaesthetic learning through discovery and experience using a planned balance of adult -directed, freely chosen or child-initiated activities.

We focus on developing children's existing skills by building their knowledge using their interests, giving them opportunities to engage in playing, sharing, learning and working together.

A designated adult will be your child's key person who will bond, relate and form an attachment with your child, helping to develop and boost their self esteem, self reliance and independence by having someone they can depend upon and feel secure with.

Our Early Year Educators are qualified, experienced positive role models and provide positive interaction and engagement with children. They have excellent observation, supervision and listening skills. Pippins actively promote and implements anti-discriminatory procedures.

Pippins focus on parents being their child's primary educator and being central to the well being of their children. Pippins respect individual parenting styles. We are proud of our strong partnerships with parents.

## Working together for your children

Pippins has a high ratio of Early Years Educators to children in the setting. This helps us to:

- Meet their individual needs;
- Give time and attention to each child;
- Talk with the children about their interests and activities;
- Help children to learn and benefit educationally from the activities we provide;
- Allow the children to explore, be adventurous in safety, take risks, make decisions, mistakes and problem solve.

## Sickness Policy

Children who attend Pippins will build up their immunity system. Occasionally they will become unwell. If your child has an illness please follow the guidance below.

**Diarrhoea and/or Vomiting the child must not return to Pippins until 48 hours after the last bout.**

Public Health England guidelines require children to be absent from the setting if they have any infection or contagious disease. You **MUST** inform Pippins if your child is sick or away giving us a reason for their absence. This will enable the pre-school and nursery to alert other parents of infectious diseases and enable us to monitor any child who becomes unwell.

### Coronavirus.

If your child displays symptoms of coronavirus they will be isolated in the front foyer, near the window which will be opened for ventilation, A member of staff will stay with your child and wear PPE consisting of a visor, mask, apron and gloves. You will be contacted and will need to immediately collect your child or arrange for your child to be collected immediately. The main symptoms are a **high temperature, a new, continuous cough, a loss of, or change to, your sense of smell or taste.**

### High Temperatures.

If your child has a temperature of 38 °C we will telephone you and you may be required to collect your child. (Unless suspected coronavirus see above) If you have signed for medicine then we will follow our administering medication policy.

### Children who become unwell whilst attending Pippins.

You or a contact will be telephoned requesting you to collect your child who will be comforted and isolated if necessary, until someone arrives.

## Daily routine

Each room has a structure of the day to help children familiarise themselves with daily routines at set times.

The Pre-school and nursery organises its sessions to incorporate adult-led activities which are differentiated to meet each child's age and individual stage of development, introducing new experiences, helping children to extend their knowledge, boost their self-esteem, self-reliance and develop their potential.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

"Young children must be encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. They must be supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food"

Activities offered may include:-

- Physical activities e.g. parachute games, obstacle course and sticky kid's workout tapes.
- Gait - is a locomotive skill such as walking, running, skipping, creating a traveling move with controlled rhythm.
- Lunge - is a transfer of weight from one foot to another, balancing total body weight.
- Push - is a production of force from the upper or lower body enabling movement of either an object or body, whilst maintaining stability.
- Pull - is an action of the upper and lower body to produce force to move an object or body.
- Squat - is a stable base with bent knees.
- Bend - is to bend or flex to decrease the angle at any selected joint.
- Rotate & Twist - is to rotate or twist the body or parts of the body around an axis.
- Messy play, aromatic tactile trays, bags, boxes.
- Aspects of letters and sounds.
- Story sacks and visual learning aids which benefit children's literacy skills.
- Role-play, actions songs and nursery rhymes promote confidence, language skills, imagination and vocabulary.
- Critical thinking, exploring musical instruments and music.
- Visits to local places of interest e.g. the fire station, shops, library, and residential homes.
- Rest, relaxation and quiet activities in our sensory room.

## Food, drink and meals

Please refer to the latest Food Standard Agency Eat Well plate guidance.

**The setting is a nut-free setting; kindly avoid nuts and nut products whilst at the setting.**

At Pippins children learn about the importance of good nutrition and a balanced diet, and we promote 'seven a day is the healthy way'.

A healthy snack and drink will be provided for all children during the morning and afternoon session. At the appropriate stage of development children are encouraged to select and pour their own drink of milk or water.

For children having lunch during their morning session please provide a small healthy packed lunch a savoury like a sandwich, pitta or wrap, dairy product like a yoghurt or fromage frais, cubes of cheese, cut vegetable batons, cut fruit please remember to quarter cherry tomatoes and grapes. AVOID crisps, chocolate, chocolate products such as bars, desserts, highly processed food. (Your stomach is the size of your clenched fist).

Both snack and lunchtime provide the children with good opportunities for social interaction with their peers.

Please do not send in food products which are unhealthy. Keep food portions healthy. Unhealthy products will be returned home.

## **Big Pips groups are everyday.**

The children spend more time in group activities; they form strong bonds with their peers. This helps to boost self-esteem, in turn enabling them to have good interpersonal social skills and form good relationships with others. They will have activities which extend their concentration and encourage skills such as holding a pencil with a tripod grip.

We recommend once your child is in their last year before they start school that it is of benefit to most children for them to stay for a full day as this prepares them for a full school day.

## **The curriculum**

Children start to learn about the world around them from the moment they are born. The quality care and education offered by Pippins Pre-school and Nursery enables children to thrive and excel by providing all children with fun, interesting activities that are age- appropriate for their stage of development.

We deliver the governments "The Early Years Foundation Stage" from birth to six. The guidance divides children's learning and development into four aspects and sixteen commitments: (please ask for a copy of the parents guide)

### **1.0 A Unique Child**

- 1.1 Child Development
- 1.2 Inclusive Practice
- 1.3 Keeping Safe
- 1.4 Health and well-being

### **3.0 Enabling Environments**

- 3.1 Observation, Assessment and Planning
- 3.2 Supporting Every Child
- 3.3 The Learning Environment
- 3.4 The Wider Context

### **2.0 Positive Relationships**

- 2.1 Respecting Each Other
- 2.2 Parents as partners
- 2.3 Supporting Learning
- 2.4 Key Person

### **4.0 Learning and Development**

- 4.1 Play and Exploration
- 4.2 Active Learning
- 4.3 Creativity and Critical Thinking
- 4.4 Areas of Learning and Development

## Mobile Phones

**Are not permitted in Pippins.**

## Arrival/Departure Procedures

**Aim:** To ensure the utmost safety of every child whilst arriving and leaving the setting and to ensure visitors are supervised at all times.

Kindly wait after ringing the door bell for a competent member of staff. Sometimes the members of staff you see are working with the children and are unable to let you in. Always make sure a member of staff knows you are leaving, if by yourself check you have closed the door properly. Never open the door to another person waiting.

### **Pin number**

When your child starts a unique personal identification number (PIN) is allocated which can be used in case of emergency or should you wish for someone else to collect your child who is unknown at the setting. Kindly telephone or advise us of the name of the person ensuring they bring photo ID and quote the PIN when they collect as this is your permission for us to release your child to them. If they do not have the PIN we will not let your child go with them until we have contacted you or a known contact.

These procedures are extremely important to ensure the safety of your child. Please also inform anyone collecting of our **No Mobile phone policy** whilst in the setting.

## Partnership with parents

Sharing information is vital to help your child maximise their potential learning. Please tell us if they have been awake in the night, scared for any reason, if they have woken up early, a pet or family bereavement. Please see our policy on line.

## Key Person and Record Keeping

Pippins has a key person system. This means that each Early Years Educator has a group of children for whom they are responsible. The key person photos are on the foyer notice board. Your child's key person will form an attachment with your child meeting their individual needs and interests. When your child first starts at the Pre-school and Nursery, they will help your child to settle and promote their learning and development during their attendance.

### **Records of achievement**

Our record keeping will begin with the 'Initial Child Profile' form. This is completed by parents when a child starts at Pippins, giving as much information as possible about the child's interests and preferences to help us plan activities to meet their individual needs.

### **On-line record keeping system "Tapestry"**

An on-line learning journal captures memorable moments and learning achievements. You will have a secure log-on system and this can be extended to family members with your permission.



## **Observations**

Observations are uploaded and the detailed assessments are used to plan, support and extend each child's progress. You can add home observations to link to your individual child's learning journal.

If you have any queries or questions about our record keeping please speak to your child's key person or any early years educator.

## **Policies**

All of our policies are available on our website [www.pippinspre-school.co.uk](http://www.pippinspre-school.co.uk) if you require a copy in larger print/Braille/another language or just need a paper copy please ask.

Policies ensure we provide the best for you and your child.

The Early Years Educators, parents and carers, Trustee Directors work together to adopt the policies and all have the opportunity to take part in the annual review of the policies. This review ensures progress and reflects the local diverse community requirements. Please do contribute it is important to continually improve.

*Setting* - Anywhere a young child attends before they start school, i.e. pre-school; day nursery; childminder. It also includes the school a young child attends for the last part of their Early Years Foundation Stage Curriculum.

*EYFS* - Early Years Foundation Stage (Government curriculum for all children birth to 60+ months).

*DM* - Development matters *ELG* - Early Learning Goals

*SENDCO* - Special Educational Needs & Disability Co-ordinator

## **Addresses & telephone numbers:**

### **Pippins Pre-school and Nursery**

Market Square House, Market Street, Crediton, Devon, EX17 2BN

Tel: 01363 772474

Website: [www.pippinspre-school.co.uk](http://www.pippinspre-school.co.uk) Email: [pippinsnurserycrediton@gmail.com](mailto:pippinsnurserycrediton@gmail.com)

### **Ofsted Early Years Directorate**

The National Business Unit, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231 Website [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Pippins registration number is EY483406

### **Children and Young Peoples Services**

Room 167 County Hall, Topsham Road, Exeter, EX2 4QD

Tel: 01392 382310. Website: [www.devon.gov.uk](http://www.devon.gov.uk)

### **Devon County Council, Social Services Directorate**

01392 382331. Website: [www.devon.gov.uk](http://www.devon.gov.uk)

### **Early Years Education Funding Helpdesk**

Tel: 01392 385530

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