



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

Website: [Humptydumptypreschoolhackbridge.co.uk](http://humptydumptypreschoolhackbridge.co.uk)

Manager	Jackie – 07729 434226
Deputy Manager	Gill
Keyworker's	Vicki, Lisa, Lois, Marie, Claudette & Hilary

Welcome to our Pre-school. We are a Council approved Pre-school with OFSTED. We are an equal opportunity group. Our policy is that all staff, children and their families are treated as individuals within their own right and irrespective of race, gender, class, disability, cultural, linguistically and religious background. We have an admissions policy, which means that nobody is refused admission to the group because of their race, religion or disability.

We have a Behaviour Management Policy, this means we do not use corporal punishment or any other sanctions that negatively affect the self esteem of the children in our care. Please take a look at all our policies and procedures;

<http://humptydumptypreschoolhackbridge.co.uk>

Our staff are all parents themselves as well as being NVQ level 3 trained. We are all First Aiders and SENco trained. The children are in groups with their own Key worker and each group is named after a reading book which the children get to know very quickly, this is something that the new children seem to like.

Here at Humpty Dumpty we have a morning, afternoon and all day session. Our morning session is open from 9.30 until 12 o'clock, from 12 o'clock we have a lunch club which goes on until 12.30, lunch club is optional. Just bring in your child's lunch in a clearly marked lunch box. It will cost you £1.00 for the extra hour for unfunded children. Our afternoon session runs from 12.30 until 3.30pm, we also do a Breakfast Club that runs from 8.30 till 9.30am for £5.00 a session and includes breakfast (cereal/toast).

We run the Pre-school as follows. On arrival children will find their names on the wall and post it into the post box, this is self-registration, whilst waiting for all the children to arrive the children play and then everyone sits down and we talk about what we have done and sometimes one of the children has brought in something to show us all or wants to tell us about something that has happened to them. We talk about the weather and discuss what activities are out on the tables. We teach them one word a week in sign language. The children are reminded that their Keyworkers will take them to the toilet when they need it. Reminders about behaviour are given out and we discuss the Golden Rules. The children are also told that they can tell any member of staff about anyone being "unkind" to them. This is a very social part of the morning where everyone joins in with the conversations. The children then go off with their keyworkers and do some activities at the different areas that are out. The children find this fun and it really brings out their confidence.

The first session "free play", this means that there is a great variety of toys for the children to play with, this session is inside and outside. We have a home corner, painting, colouring, play dough, sand, water, book corner, and various tables with puzzles and games, plus much much more. We also have an activity table supervised by the staff where the children are doing something that may require cutting, gluing, sewing etc. We never insist that a child does "something to take home" there is far more satisfaction for all when the child actually wants to make something to take home, than a child who is made to make something to take home. During the first session from 10.15 to 11 o'clock we have the Café where the children can get some water/milk and a choice of fruit.

At the end of the first session we have Tidy Up Time when all the children are encouraged to help tidy away the toys. When this is done we sit down and sing songs and have a story, it is then time for some of the children to go home at 12 o'clock

We then have lunch club which is optional, this runs from 12 o'clock until 12.30.

At 12.30pm we have our afternoon session, which is run the same way as our morning session.

The fees are £18.00 per morning/afternoon and £34.00 for a full day from 9.30am to 3.30pm. The fees are up for review each September. You have to stick to the days you have requested each week, if you do need to change them please come in and ask if an alternative day is available for the following weeks. If your child is off sick, or you go away on holiday etc. you still need to pay for the days you have chosen. If we have an inset day, bank holiday or have to close for some reason that is not your fault you will not be charged for these days. Humpty Dumpty Pre-school is open term time only, we have bank holidays off and will have inset days throughout the year for teacher training etc. Information about what is going on for the half term will be given out every first week back from the holidays and half terms. Please make sure you read them and note down any dates in your diary.

If you have a query or complaint, please see your child's keyworker first and discuss the problem with them, so that it can be dealt with quickly and in the strictest confidence. If you feel that you need to talk to the Manager please ask to see her. If you are not happy with the outcome after speaking to the Manager then please contact the people on our Complaints Procedure. You will find a copy of the Complaints Procedure on the notice board when entering the Pre-school Hall.

We charge a £50 Registration Fee which guarantees your space here at Humpty Dumpty Pre-school, you will get this back when your child leaves us, as long as you give us the 6 week notice period as agreed in the Contract. This Registration Fee will not be refundable if you do not turn up for your space, or if you do not give the 6 week notice period.

All fees are due in the first week of every ½ term. If you really have a problem with this please let the Manager Jackie know as we may be able to help you. Please note that fees are not refundable once the half term has started. Once the fees are received they are accounted for and cannot be returned. If fees are not paid by the date shown on your invoice you will be charged 10% late fee charge per week. If you choose to leave Humpty Dumpty Pre-school, 6 weeks notice needs to be given and the fees for those weeks paid. Funded hours are taken between 9.30 and 3.30pm. Breakfast Club is an added charge and cannot be taken for breakfast club.

We take children who are still in nappies but ask that you supply the nappies, nappy sacks and baby wipes, these need to be in a bag which is clearly marked with their name on it. We can help with potty training once your child is settled.

What goes on during the day:

- 8.30 Breakfast Club
- 9.30 Open up and the children come in to mingle
- 9.40 It's time for registration
- 9.45 Keygroup time where the children interact in their groups with their Keyworker completing activities etc which meet their individual needs
- 10.10 It's time for free play where the children can play with whatever toys and activities are out. They have messy play, craft table, painting, small world, home corner, café, puzzle table, science table, maths table and lots more.
- 11.45 Tidy up time
- 11.50 Song and Story Time
- 12.00 Home time for some
- 12.00 Lunch time
- 12.30 Funded children come in for the afternoon session
- 12.35 Registration time
- 12.45 Keygroup time
- 13.10 Free Play
- 14.00 Café time
- 15.20 Story time
- 15.30 Home time

When a child becomes 3 year old, the term after they will be entitled to government funding, this gives them 15 hours free per week. We are also doing the 30 hours funding, please ask what information you need to give to confirm this. The children can stay at Humpty Dumpty Pre-school until they move onto Reception

We hope that you and your child's stay with us will be both a happy and fulfilling experience for you all.