



PROSPECTUS 2020/2021

# Giggle and Grow



## Pre-School

Gossops Green Community Centre, Capel Lane  
Crawley, West Sussex,  
RH11 8HJ  
Telephone: mobile: 07534 019531  
Email: [information@giggleandgrowpreschool.co.uk](mailto:information@giggleandgrowpreschool.co.uk)

# Welcome to Giggle and Grow Pre-school

The purpose of this prospectus is to provide parents with information on the establishment and the aims of our pre-school. Having read it, we hope you will have gained some insight into the learning opportunities experienced by the young child and the context in which those experiences are offered.

It is our hope that this prospectus will be also be of interest to a wider audience – namely all those concerned with the care and education of young people.

Through partnership we aim to provide education of the highest possible quality for young children at this crucially formative stage of their lives.

While every effort has been made to communicate the aims and ethos of our pre-school, we recognise that the written word is no substitute for experience. Hence, we extend a warm welcome to you to visit the school at a mutually convenient time.

## General Information

Address: Gossops Green Community Centre,  
Capel Lane,  
Gossops Green,  
Crawley, West Sussex,  
RH11 8HJ

Tel No: 07534 019531          E-Mail: [information@giggleandgrowpreschool.co.uk](mailto:information@giggleandgrowpreschool.co.uk)

Web site: [www.giggleandgrowpreschool.co.uk](http://www.giggleandgrowpreschool.co.uk)

Proprietor: Mrs K Yeoman

Manager: Mrs K Yeoman

Supervisor: Miss Liz Hicks

Age Range: The pre-school age range is 2-5 years.

Giggle and Grow pre-school provide early years education from the main hall within Gossops Green community centre.

The pre-school boasts a bright, well-maintained building, which has a comprehensive range of resources and equipment. It comprises an entrance area, large main hall as well as a free flow garden area. Outside there are two main play areas one of which is covered in a 'paved patio' this area includes an outdoor play house and wooden sand pit.

The grounds also include a grass area which allows children access to growing and caring for their plants, the investigation of mini beasts as well as appreciation and enjoyment of the outdoor environment this includes a mud kitchen corner and in addition to this we have a bug and herb garden

The pre-school operates a Monday, Tuesday, Thursday and Friday term- time pattern of attendance with up to thirty-two children attending from 9.00am to 3.00pm and Wednesday 9.00am – 12.00pm.

The pre-school is open from 9.00am to 3.00pm with session times as follows:

Full Day Session: 9.00am – 3.00pm

Half Day AM Session: 9.00am – 12.00pm

Half Day PM session: 12.00pm – 3.00pm

## Giggle and Grow Uniform

We have a uniform in place although this is optional we would prefer the children to wear it. All items are available to order. A 50% deposit is required when ordering with the balance to be paid on receipt.

T-shirt with logo	<b>£5.00</b>
Zip up hoodie with logo	<b>£13.80</b>
Baseball cap	<b>£5.00</b>
Book Bag	<b>£5.00</b>
Package – x2 t-shirts, baseball cap, book bag and hoodie	<b>£31.00</b>

## Giggle and Grow Session Prices

Half Day AM session -	£15.00
Half Day PM Session -	£15.00
Full Day Session -	£30.00
*A Half-Day Session with lunch club-	£20.00

\*This is when a child attends an AM half day session but would like to stay for lunch finishing at 1.00PM.

## Mission Statement and Pre-School Aims

**At Giggle and Grow Pre-School we strive:**

- To provide quality care and education within a safe and stimulating environment
- To meet, within the limits of the pre-school, each child's individual needs
- To, in consultation with parents/carers, provide a full, broad, balanced and varied curriculum
- To ensure that experienced and appropriately trained staff are employed to plan and deliver the curriculum
- To promote a working partnership between staff, parents/carers, management and children
- To provide equal opportunities for all children and adults within the pre-school community

### Additional Educational Needs

We aim to provide equality of opportunity for all members of our group and this includes children with additional educational needs. We are experienced in working in close liaison with professionals across the range of additional needs and we operate in accordance with the government's Code of Practice on additional educational needs. Please speak to the pre-school manager or your child's key person if you would like to discuss the group's capability to meet your own child's needs. Our local offer is available on our website or can be obtained on request at any time for additional information.

### Communication

We believe that communication between staff, management and parents/carers is extremely important. Information about upcoming events within the pre-school are provided through our regular newsletters and notices. We offer the opportunity for parents/carers to discuss their child at one to one meetings with their key person throughout the year. We operate an open door policy if you wish to discuss your child's progress at any time. Please do not hesitate to offer suggestions as to how we may improve communication or if you have any ideas for further interaction.

### Curriculum

As an Ofsted and PSLA registered organisation, we aim to meet the child's individual needs within the setting and enable them to make maximum progress towards the Early Learning Goals of the EYFS (please see the 'Parents Guide to the Early Years Foundation Stage Framework' booklet in your starter pack). More importantly, we believe that our overall aim is to provide a happy and secure environment in which children can develop personally, socially and emotionally, recognising that we are the foundation stone upon which their future education is built. We strive to promote and encourage independence, self-esteem, tolerance and an awareness of other people's needs to enable children to acquire and share values which enrich their lives and those of others.

## The Early Years Foundation Stage

The Early Years Foundation Stages is a framework for learning, development and care for children from birth to five.

Play is vital for children. Quite literally, it is through play that babies and young children learn, grow and have fun. It helps them to understand the world around them and to develop socially and emotionally.

By singing songs, reading together, playing games with letters and numbers, and having fun with friends gives them a head start. That means not just a happy childhood but it also helps them with their confidence, so they can handle what life may bring them.

It is not about introducing a curriculum for young children or making them read or write before they're ready; in fact it's quite the reverse. It means being sure each individual child is learning through high quality play, that's tailored to them. So they develop at their own pace, having fun, making friends and learning as they play. Becoming confident, secure children who, when the time comes, are better prepared for school. Not pushed, not pressured. But ready to reach their potential!

### **How does the Early Years Foundation Stage work?**

The EYFS has been developed with parents, carers, early years and childcare providers and academics. It brings together their experience in a clear, straightforward way.

The child is at the centre of the Early Years Foundation Stage. The people who work with your child will pick up on their interests and abilities, and build on them through play.

They will think for instance, about fun ways to help them develop their language skills as well as encourage their creativity and model how to tackle small challenges.

All the while, they'll make sure that each child in their care is getting the support they need, and above all is enjoying learning through play.

### **How do you know how your child's doing?**

Here at Giggle and Grow Preschool we put together information on how your child is doing. We might take photographs and describe what they have been doing during the session or week for instance. We keep a folder for each child called a 'Learning Journey'. This shows our observations on your child and any special pieces of artwork or writing they may have done.

## **Your Child's Key Person**

A key person has special responsibility for your child while attending pre-school. The key person will work with your child and his/her parents/carers to ensure your child's care and educational needs are being met.

If a child is nervous or worried about attending the pre-school the key person (in consultation with the supervisor) may arrange with parents to visit the child at home. The key person's aim is to ensure the child is happy and feels secure at Giggle and Grow as well as to observe, encourage and extend the child's learning experiences.

Ideally the key person should stay with the child throughout his/her time at Giggle and Grow. However, because of the type of sessional care offered it is not always possible to retain the same key person. The child is allocated to a member of staff who attends most of the child's sessions.

### **Main duties of a key person**

- To provide for the emotional needs of the child, to comfort and reassure
- To care for the child
- To contribute to and ensure that our provision considers each child's race, culture, religion, language and family values.
- To liaise with parents/carers
- To observe the child's progress and with parent's/carers permission, keep records of their child's interests and development
- To meet the parents/carers at the beginning and end of each academic year and at other times when required.
- To be available to speak to the parents/carers at the beginning and end of sessions.

- To liaise with the other settings on the progress and the welfare of the child.
- If necessary, to liaise with the allocated member of staff who is responsible for Child Protection.
- To liaise with the parents/carers and Special Education Needs Co-ordinators if there is any concern such as language, hearing or other areas.
- The key person will ensure parents/carers are always contacted about any concerns involving their child.
- The key person will respect confidentiality

The key person is always aware that being a member of the Giggle and Grow staffing team means they will work with, care for, look after and be responsible for other children attending sessions in addition to his/her key person children.

If you have any queries or concerns about our key person system, please speak to a member of staff.

## Starting Out

A happy introduction to Giggle and Grow Pre-School is important and before your child's start date, you and your child will come along to our Meet and Greet morning. This allows you both to become familiar with the routine and with some of the other children and staff, and hopefully makes it easier to settle in.

We also offer taster mornings for new starters. If your child has a particular comforter, then please let them bring it in to help them overcome any possible initial anxieties.

When your child starts with us, we have found from experience that staying only prolongs the 'agony' of parting. It is usually better to say 'goodbye' and go home (with the emphasis on home) so that we can contact you quickly, if necessary. We will not subject your child to any distress and, if s/he really needs you to stay for a while, you are welcome to join in the activities and encourage him/her to make friends. Children are often involved in messy play during sessions so they should be dressed in washable clothes which are not too new!

## Our dummy policy

Babies and young children spend a great deal of time experimenting with their voices: creating sounds, babbling, squealing, cooing, making words and exploring their own mouths long before they begin to use 'words.' This is how babies practice and develop the skills required for speech and language. They are also learning about communication: beginning to realise that using their voices can attract attention and bring them closer to the people around them through various interactions.

Studies have shown that children who suck dummies throughout the day make fewer sounds, gain less experience using their voices, and hear less language from adults around them.

If toddlers continue to suck a dummy whilst developing the skill of talking, there is also a risk that the child will learn distorted patterns of speech, as a result of the teat preventing normal movements at the front of their mouth. These patterns may be difficult to change as the child gets older.

Giggle and Grow Pre-school believes that proactive steps can be taken to ensure children develop the best speech and language possible. We therefore intend that our practitioners and parents will work together in order to give the best start to children in our care.

### **Giggle and Grow Pre-school follow the subsequent policy:**

We recognise that a dummy can be a source of comfort when a child is upset, and that they often form part of a child's sleep routine. Consequently, the key person will encourage children in their care to only use their dummy at these times. Taking into account the children's emotional needs, the key person can sensitively support the process of phasing out a dummy at any time, at the request of the parents.

### **Government funding**

Giggle and Grow pre-school has been OFSTED inspected and will therefore be able to accept Pre-school Education Grants. Every child is eligible to claim the grant for the term immediately after their third birthday. The grant provides for fifteen hours of care per child per week during term time or a lower amount of hours spread over 52 weeks.

Free nursery education can be claimed by parents for all three and four year olds Parents do not contribute towards this entitlement but may be charged for additional services such as specific activities or extra childcare that is additional to the free entitlement place.

Giggle and Grow Preschool will give you all the forms you need and the funding will come straight to us. If you use your full entitlement before the end of the 38 weeks you will be charged for each individual session your child attends for the rest of the year.

### **Public Holidays**

The Nursery & Pre-school will be closed on all Bank Holidays.

### **Two year old funding**

There is an offer of free childcare for two-year-olds in West Sussex who meet the requirements conditions. The aims of this offer include providing childcare to the most disadvantaged two-year-olds and to narrow the gap in educational achievement between disadvantaged children and other children in the County.

To qualify you must be in receipt of one of a list of benefits, such as Income Support. A full list of the required benefits, additional criteria and information about how to apply for the funding can be obtained from the manager of our setting.

### **Childcare Voucher Schemes**

We are currently accepting Edenred and Busy Bee vouchers. If you would like to use childcare vouchers with us but your employer uses a different scheme, please ask.

## **Parent Involvement**

Parents are as much a part of our Pre-School as their children. It is important for you and your child that you play an active part in this exciting phase of her/his life. You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a member of staff and make arrangements to come along. Our parent rota (located on the parent's notice board) is an integral part of our day-to-day running, enabling us to give that little bit of extra input.

We do not expect you to help in your child's first term, as this can often be unsettling but once s/he is more confident, in the second half-term and beyond, please feel free to put your name down on the parent-helper rota, for a session of your choice. (Please note: that due to insurance/Ofsted restrictions we are unable to accept siblings into the setting when you are helping). Remember that grandparents and child minders are welcome to help too. When you help, your child may

want to stay close for much of the time, but this is quite natural behaviour for a child who feels they have to share you with all the others.

Children tend to become more independent as they progress through Pre-School and simple fastenings on jackets, trousers and shoes/trainers (Velcro type fastenings) will enable them to go the toilet without assistance as well as move between indoor and outdoor play areas.

For EVERY session your child will need to bring a complete change of clothes, just in case. They will also need a pair of wellies for garden play in inclement weather and a sun hat/sun cream in summer months. Please mark all your child's belongings with his/her name. We do have a small assortment of clothing to change children in case of accidents but these are limited so please can you ensure that any item borrowed is washed and returned as soon as possible.

### **Snacks and Drinks**

Water is available for your child to drink throughout the day. We ask parents/carers to bring in snack for their child daily this can include fruit, vegetables, crackers, cheese or yoghurt; this will be shared between the groups to ensure children are getting a variety of foods at snack time. Children with allergies to specific foods or ingredients will be catered for in an inclusive way. If it is your child's birthday you are more than welcome to bring in a cake for a "Birthday Snack" We sing "Happy Birthday" during their session.

### **Drop off/Collection**

The pre-school offers a parking area for parents while collecting and dropping off their children. The entrance to pre-school is securely controlled to ensure access is granted only to those adults approved to drop off or collect the children. Children are released only to the adults listed on the Consent form previously provided by you. Release to any other adult may occur with a written authorisation signed and dated by you, or by direct communication with the Nursery & Preschool Manager. We have a password system in place for this. Identification may be requested at any time.

### **Equal opportunities**

We have an active equal opportunities and inclusion policy at Giggle and Grow pre-school. All staff are given training on equal opportunities to ensure that anyone who comes into contact with our pre-school is made to feel valued and treated with respect. Our staff are also very valuable to us and we expect that they too are treated with respect. If you would like to read our equal opportunities policy please speak to a member of staff.

### **Safeguarding Children/Child Protection**

We have a child protection policy at the pre-school. The aim of this policy is to ensure the protection of all children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the pre-school, to record any concerns we may have and if necessary pass these concerns to Social Services Child Protection Department. Again please ask a staff member if you would like to see our full policy on safeguarding/child protection.

### **Behaviour**

The pre-school has a policy on behaviour. We aim to develop an atmosphere of respect for other people and property. Children will be helped to understand that certain behaviour is not acceptable or appropriate within the pre-school because it is unsafe or unfriendly. Under no circumstances will a staff member smack or humiliate a child who has shown unacceptable behaviour. Instead, the child will be spoken to and helped to understand why their actions were unacceptable. All good behaviour shown by children will be praised and encouraged by the staff. A full copy of our policy is available from the pre-school.



## Your Child's Health

We would ask you that your child should not attend Pre-School if they have had any sickness or diarrhea in the last 48 hours. If your child is absent in for any reason, we would appreciate a telephone call. If your child requires any specialized medical treatment, please discuss this with a member of staff this enables us to make all the appropriate arrangements.

## Your Child's Safety

At Giggle and Grow Pre-School your child's safety is our paramount, yet we allow children to risk take during their play to support their learning and development when it comes to making good choices. All practitioners undertake relevant training in first aid and health& safety. For the safety of all children attending Giggle and Grow children are registered in and out of every session. If you are unable to bring or collect your child please inform us who will be dropping off or collecting your child. We will not allow your child to leave our care with anyone not designated by you. They must also be over the age of sixteen and know the password on your child's record.

## Fire Drill

Giggle and Grow Preschool hold regular fire drills with children during normal session times, this helps to reassure and support the children if they ever have to leave the building in a real emergency. Should we have a fire your child will be escorted to the fire assembly point near the car park. You will then be notified and asked to collect your child. If we have a fire drill while you are present please leave by the nearest fire exit. **Leave the staff to remove the children from the building** so that we can be sure that all children have exited the building safely.

## Leaving Giggle and Grow Pre-School

When you choose to send your child to school will depend on a number of factors, including their emotional, social and academic readiness and their birth date; the decision will be made entirely by you. All children will receive an end of year report from Giggle and Grow which parents have the chance to read and ensure they are happy with the content before sending it to the school. Your child's learning journal will also be sent to their school to enable teachers to get an idea of your child's interests and learning stage.

If you decide to take up an early offer of a school place we will give you all the assistance required, in preparing them for school. You may on the other hand choose to wait until the child is five to send them. In this case we will ensure that your child continues to follow an appropriate curriculum.

We realize that it is a very difficult decision for parents to make. We will be happy to discuss your child's readiness for school and the choice of schools with you nearer the time. We hope this will be useful. Extra transition meetings will be arranged with your chosen school if we feel that this will support your child's needs.

## Policies

Giggle and Grow policies and procedures help us to ensure that the service provided by us is high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents. A copy of our policies and procedures can be found in our reception area.

## Staff



The most important people as far as your children are concerned are the staff, which are all dedicated and caring, with a wealth of experience. The proprietor is currently training towards a Degree in Early Years and our manager is level 3 qualified other members of the team are qualified to Level 3 or Level 2 qualification, appropriate for the care and development of children, as required by Ofsted. Additional training is available for all staff to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise (a copy of

our Staffing & Employment Policy can be found in the setting). New members of staff receive induction training during their first week of employment, which includes our Health and Safety and Safeguarding Children policies and procedures. All members of staff are qualified in Paediatric First Aid and basic Safeguarding Children (which includes Child Protection).

We aim to ensure that either the Manager or Senior Pre-school teachers are present during each session, supported by four other members of staff (staff: child ratio 1:4, Ofsted requirement - staff: child ratio 1:8).

The practitioners who work in our setting are:

Name	Title	Qualifications & Experience
<p>Kimberley Yeoman</p> 	<p>Owner</p>	<p>Level 5 Foundation degree in Early Years            Diploma level 4 in child care            NVQ Level 3 in Childcare, Learning &amp; Development,            Designated Person for Child Protection Level 3,            First Aid,            Health &amp; Safety,            Quiet Child,            Autism training,            Risk assessment,            Every Child's a Talker,            Holistix,            Level 3 Child protection,            SEND,            Basic sign language,            Makaton,            Various work-related courses</p>
<p>Liz Hicks</p> 	<p>Pre-school Supervisor</p>	<p>NVQ Level 3 Childcare, Learning and Development,            Designated Person Child Protection,            First Aid,            Health &amp; Safety,            Promoting positive behaviour,            Manual Handling,            Fire Marshall,            Allergies,            Makaton,            Various work-related courses</p>
<p>Kelly MacDonald</p> 	<p>Pre-school Practitioner Apprentice</p>	<p>Currently working towards her Level 2 Diploma in Childcare, learning and development.            Child protection,            First aid,            Food Hygiene,            Promoting positive behaviour,            Various work-related courses</p>

<p>Becky Van Staden</p> 	<p>Pre-school Practitioner</p>	<p>Currently working towards her level 3 early years educator  Level 2 in childcare  Child protection,  First aid,  GDPR,  Understanding and addressing behaviour,  Prevent duty,  Equality and inclusion</p>
<p>Charlotte Robinson</p> 	<p>Pre-school Practitioner</p>	<p>Level 3 in childcare and development  Child Protection,  First aid,  GDPR,  Online safety,  Health and safety,  Manual handling,  Fire safety,  Food Hygiene,    Various work-related courses</p>

\* **All** Practitioners are Police Checked by the Criminal Records Bureau and will be added to the DBS as soon as this service is available.