



# Parent Prospectus

# About Happy Feet Preschool

## Who are we?

We are a privately owned preschool which opened its doors in October 2018. The preschool is a small family run setting and currently employees 4 members of staff including the Manager. A mixture of qualifications are held amongst the staff members including, first aid, FGM & safeguarding.

## What do we offer?

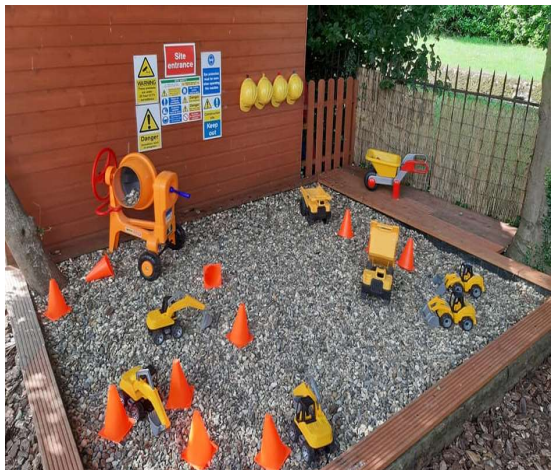
We are a very flexible setting, striving to achieve the needs of each and every family who walks through our doors. We currently run Monday – Wednesday term time only and offer sessions between 8am and 4pm.

As a setting we accept private and funded children, including FEET (2-year funding) FEE 15 hours and the extended 30 hours element.

## Our setting:

We are a pack away setting, based in a large community hall with a lovely sized garden. The children love using the outside space making the most of their free flow play opportunity and to maximize their play and learning experiences we have created an outside gravel digging yard, mud kitchen, water wall, a flower bed and herb garden.

Our indoor space is separated into the 7 different areas of learning including our extremely popular home corner, the book corner, and our messy play space. We use a variety of units and resources including natural and life like purchased from early years websites to enhance and support each individual child's learning.



# Our Aims as a preschool:

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- 1- *Promote a safe, and stimulating environment for everyone, where sessions are filled with patience, fun, learning through play and friendship building.*
- 2- *Provide a high quality of care and education for everyone*
- 3- *Support the transition between home and preschool in a positive and calm way & then again between preschool and school.*
- 4- *To work in partnership with parents, & build positive relationships between parents, staff, and children*
- 5- *Provide equal opportunities throughout the settings and recognise each person as an individual*
- 6- *Nurture children allowing their self-confidence, self-esteem, and self-independence to blossom*
- 7- *to encourage children to follow simple rules and boundaries, showing care and kindness to those around them*
- 8- *To create the first steps to each child's future positive ones!*



# What Our Parents Say.

"Jade and the team are so welcoming, patient and accommodating. There is a great mixture of fun activities which help the children learn. My little boy is thriving and loves every day he's there"

(D. Erdem, 2020)

"Jade and the team make you feel like a priority, they treat every child like the individual they are, even in the short time my son has attended we are so impressed with his development."

(Anonymous 2019)

"Impressed by Jades commitment to the children providing a safe and secure and loving environment for them to grown and learn"

(A. Turner, 2018)

"I just wanted to say a massive THANKYOU!! A\*\*\*\* has come out of pre-school (like always!) so happy and full of beans, my mum & I were saying the other day that he has NEVER said he doesn't want to go to 'Jades House' which is a big indicator of how happy he is there"

(H Lewis, 2020)

"Lovely preschool with amazing staff"

(E Ronald, 2018)



## Key Information about Happy Feet before enrolling your child.

### Fees & Funding:

Happy Feet Preschool offers FEET, 15 hours and 30 hours extended funding to those eligible. Private spaces are also available for children aged between 2-4. When potential parents visit the setting, they are asked to confirm which option of funding (if being used) they are eligible to receive.

### Consumables Charge:

Happy Feet Preschool have a snack and consumables charge, this is £20 a month. This charge covers the cost of fruit and milk each day and in both am and pm sessions. This provides the children with the opportunity to try a wide variety of fruit, vegetables and other healthy snacks exploring different tastes and textures. It also covers the cost of consumables ensuring we always have a range of sensory and creative equipment giving children the best resources to develop and play to the best of their abilities whilst at Happy Feet Preschool.



### Payments:

Payments for private sessions are payable in advance due the 1<sup>st</sup> of each month and must be paid before your child's start date. If a child is absent from preschool whether its due to illness or holidays, sessional costs are still applicable.

### Sessions:

#### Option 1:

Full day 8.30am -2.30pm £38  
Morning 8.30am – 11.30am £18  
Afternoon 11.30am – 2.30pm £18

#### Option 2:

Full day 8.30am – 3.30pm £42  
Morning 8.30am – 12pm £22  
Afternoon- 12pm – 3.30pm £22

When registering your child, you would have selected the sessions you wish you take and you would have received a letter confirming these prior to your start date. Sessions for any funded places, can be increased and changed were possible depending on the availability.

Happy Feet Preschool offer an early drop off session, and late collection session these are subject to availability and you must give as much notice as possible.

Early drop off between 8am – 8.30am £5  
Extended collection between 3.30pm – 4pm £5

## Uniform:

Happy Feet Preschool aim for all children to have a sense of belonging at our setting and a simple uniform helps provide and promote this, we also recognize each child as an individual so provide a range of different colours allowing children to be unique, different and creative when selecting their uniform. Wearing a uniform also helps prepare our older children for their reception transition.

Our uniform consists of a Happy Feet Preschool polo shirt, (the first is provided free of charge, additional polos can be purchased for £7.50) any trousers / jeans or leggings and either trainers or plimssoles.

We ask parents to provide a pair of wellington boots to be labelled and kept at the preschool for outdoor play.

In addition to the uniform, parents are asked to provide adequate clothing depending on the weather, so summer hats and sunscreen / winter hats, gloves, and scarfs.

\*\* For those children who are toilet training please ensure their clothes are suitable for them to attempt self-dressing- staff are always on hand to help when needed. \*\*

## Lunch:

For those children attending a full day or afternoon session, parents are required to provide a healthy and sufficient lunch. Lunches are to be provided in a lunch box with your child's name clearly labelled and a water bottle containing either water or sugar free squash.

Lunches should consist of:

- Sandwiches, crackers, breadsticks, bread rolls, sausages, sausage rolls, chicken nuggets
- Pasta, salad, egg, crisps, or corn snacks such as, quavers, skips, wotsits, pom bears.
- Cereal bars, fruit winders, raisins
- Yogurt and fruit

**A piece of food, large enough to block a child's airway and / or cause a choking hazard, must be cut in half, these include grapes, cherry tomatoes, strawberries and sausages.**



## Policies in place:

To help keep everyone at Happy Feet Preschool safe and in line with the statutory framework requirements we have several policies and procedure in place that we follow, some are listed below. A full written copy of these can be found in the preschool lobby.

- Safeguarding children- including child abuse | FGM | Prevent
- An uncollected child | A missing child
- The use of mobile phones and the internet
- Supporting children with SEN
- Working in partnership with parents
- Settling in | The role of a keyperson
- Confidentiality | Keeping & maintaining records
- First Aid | Fire safety

## What to expect when enrolling your child at Happy Feet:

Once you have been offered and accepted your child / children's place at Happy Feet you will receive a welcome letter with an enrolment pack to complete, a shortened copy of the policies and procedures to read and a letter stating the dates and times for your settling in sessions.

## Settling in sessions:

Happy Feet Preschool offer a settling in process to every child, our aim is to make this transition as easy and as welcoming as possible for the child and parent. Our settling in process is based on 2 30- minute visits and one, 1-hour visits. These can be increased if we or the parent feel the child / children need extra settling in.

## What is a keyperson?

**A keyperson is someone who supports both the child and parent throughout their preschool journey ensuring they are well looked after, communicated with, and supported to achieve their early learning goals.**

At Happy Feet Preschool, the key person role is taken very seriously, and we are immensely proud of the staff, child and parent relationships we build. The quality and consistency of care the child / children and parents receive is un-valuable.

Children settle and thrive when they are in a happy environment playing alongside an adult they relate to, and parents leave the setting with no concerns for their child.



## A day a Happy Feet Preschool:

We welcome children into preschool between 8.30am & 9am upon arrival children self-select their peg picture & chose a coloured peg to put their belongings on. We then encourage children to say goodbye to their parent / parents / siblings before entering the preschool hall.

9.15 – 9.30am: We have circle time which consists of singing songs & listening to stories. We also enjoy some warm toast with our friends.

Between 9.30am – 10.30am: The children engage in free play, free flow garden play & adult led planned activities.

10.30am: Morning snack time

11am – 12pm: Free play including free flow garden play

12pm- We say goodbye to our morning children and hello to our afternoon children

12.15 – 1pm: Lunch time

1pm – 3pm: Free play including free flow garden play

3pm – 3.15pm: Afternoon Snack time

3.30pm: We say goodbye to our afternoon children.

## What does free play mean?

Free play is where the children independently choose which activities / resources they would like to play with. They are also given the option to free flow in the garden, which means they are able to come in and out as they please.

## What does adult led planned activities mean?

Adult led planned activities is where a member of staff with organise and run an activity based on an area of learning in line with the EYFS. The activity will encourage children to join in with the adult and other children and support their learning. The member of staff will usually take this opportunity to observe the child & document what happened / what was said to further support the child's progress.

## What is the EYFS?

The early years foundation stage (EYFS) sets standards for the learning, development, and care of your child from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries, and school reception classes.



### Where to find us:

We are located in a quiet cul-de-sac down St Martins Court TW15 3NB, just off Kingston Crescent a short distance from both Ashford Middlesex and Staines train station. We have several bus routes including the 290 & 117 which will drop you a 5-minute walk from the preschool.



### How to contact us:

If you would like any more information or have any questions please don't hesitate to contact us. Our contact details are:

Telephone number: 07851969992 | Ask for Jade

Email: [Happyfeetpreschoolltd@hotmail.com](mailto:Happyfeetpreschoolltd@hotmail.com)

Address: Happy Feet Preschool, The Well, St Martins Court, Kingston Crescent, Ashford Middlesex TW153NB

Find us on Facebook- Happyfeet Preschool