

# Parent's Information Booklet



**Open to Children  
2 - 5 Years**

Open every day (Term time)  
Monday, Tuesday & Thursday  
9am - 3pm  
Wednesday & Friday  
9am - 12pm

Deanwood Ducklings was established in 1997, and is based in the grounds of Deanwood Primary School.

Deanwood Ducklings has very good links with Deanwood Primary School, with the majority of our children going onto attend the school

Ofsted Registered for children between the ages of 2 - 5 Years

We are a committee run organisation.

All staff are Qualified or working towards a qualification in childcare & are first aid trained.

All staff are fully DBS Checked

Open 38 weeks per year  
Term Time Only

## Fees

Morning	£ 15.00
Afternoon	£ 15.00
All Day	£ 30.00



## Deanwood Ducklings

Long Catlis Road

Rainham

KENT

ME8 9TX

01634 239531



## Welcome to Deanwood Ducklings.

We are proud of our pre-school, which is a happy, safe and a stimulating place to learn, work and play.

The Staff, with support from the committee, aim to provide an inclusive setting for all children with an education that is tailored to meet the children's individual needs.

We provide a caring and positive atmosphere in which a child may fulfil his/her potential and grow in self-confidence and respect for people and the environment.

We are committed to the ideal of a partnership between home and pre-school and, to this end, prospective parents are invited to visit the pre-school to meet the staff and children.

Yours sincerely,

*David Bigness*

*Chair of the Ducklings Committee*

## Our Ethos

We believe in creating an environment in which children are Happy, Successful and Safe.

Our knowledgeable team inspire little minds to be curious, explore the world around them and encourage them to achieve their full potential.

We provide high quality, inclusive care for all.

## Starting at our setting

The first few days

We want your child to feel happy and safe with us. We offer 2 settling in sessions before your child starts, to give them an opportunity to get to know the setting and the staff. If your child requires more time to settle, we will work with you to agree a plan which fits the needs of your child. Your child will be assigned a keyperson who will work directly with your child and family to support their settling and future learning.

## Funding

We accept government funding for 2 and 3 year olds, for either 15 or 30 hours depending on your eligibility.

We also accept childcare vouchers.

## **Policies**

Copies of our policies are available for you to read through at any time. These are available in written form within the setting or on the website.

The setting's policies help us to make sure that we provide a service of high quality and that being part of the setting is an enjoyable and beneficial experience for each child and his/her parents/carer. The staff and committee work together to adopt the policies and take part in reviewing the policies on a regular basis. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its families and the local community.

### **How parents take part in the setting**

Our setting recognises parents/carers as the first and most important educators of their children; staff at Ducklings see themselves as partners with parents in providing education and care for their child. There are many ways in which parents can involve themselves with the setting such as:-

- Exchanging information on their child's needs, interests, and progress with the staff.
- Using Tapestry to share achievements.
- Sharing their own interests and skills with the children.
- Helping to provide, make and look after equipment and materials used in the children's play.
- Taking part in events within the preschool and attend informal discussions about their child.
- Being part of the committee and attending meetings.
- Building friendships with other parents in the setting.

## **Our Values**

Education and care are of equal importance and through the experiences and opportunities we offer the children in our setting, we are able to ensure:

- An inclusive environment for all
- Children feel valued
- Children are safe
- Children gain social skills and thrive on new experiences
- Children value learning and the opportunities this offers

## **Our Sessions**

Within our sessions our children are able to choose from a variety of different activities, which ultimately aid their development and support them in making good choices. They are encouraged and supported through any difficulties they may have and are set challenging but achievable learning priorities.

The children are involved in free play, as well as Adult Led activities both in small or larger groups. Introducing them to new experiences and enhance their developing skills.

## **Play and Assessment**

Children learn best through play, this is how they make sense of the world around them.

We use the early years foundation stage guidance to plan activities both adult led and child initiated, covering both breadth and depth of the curriculum.

We assess children's learning and development by observing them and planning appropriately to make progress towards the next stage in their development.

We monitor the wellbeing and involvement of every child to ensure all activities are engaging and the children display positive attitudes to learning.

## **Clothing**

We encourage children to gain skills that help them to be independent and look after themselves; these include taking themselves to the toilet and taking off and putting on outdoor clothes. Clothing that is easy for them to manage will help them achieve this. If your child is not yet toilet trained, please provide nappies and wipes.

We access the garden throughout the sessions regardless of the weather, so your child will need, Wellies and a waterproof coat, as well as a sun hat and sun lotion applied (when needed)

## **Attendance**

We believe it is important for children to have prompt and regular attendance and ask that if your child is absent for any reason you inform the setting by telephone on the first day of absence. Please be aware if your child is absent you will still be charged for each session.

## **Snack Time**

At Ducklings we offer both a morning and afternoon snack. The snack sessions are run on a rolling basis across the session and allows children to decide independently when they are hungry and ready for their snack. The children are offered milk or water and our snack menu is designed considering the Healthy Early Years guidelines. Please tell us about your child's dietary needs and we will make sure that these are met.

On occasions we do have food tasting as part of our knowledge and understanding of the world, learning about different cultures, before these occasions we will send a letter out detailing the foods that will be offered.

Water is available throughout the day/session using the child's named water bottle that you provide.

## **The Key Person**

At the setting you and your child will receive support from an experienced member of staff responsible for your child's needs, known as their Key Person.

Although the key person will be your main point of contact, all pre-school staff will be happy to feedback on your child's developmental progress on a daily basis or discuss any concerns with you.

They will maintain records on your child's progress and achievement, which are always available for you to see via the Tapestry online learning journey system and we encourage parents to contribute towards this from home.

Your child's Key Person will make time to find out from you about your child's interests, likes, dislikes and any special requirements. By sharing this information you can make sure that the preschool provides the most appropriate care and education for your child.

Children learn through their play, we provide a broad range of challenging, stimulating and fun play activities, both indoors & outdoors, that promote children's overall development.

**Our aim is to support & develop each child to become secure, confident, imaginative & creative.**

## Deanwood Ducklings Staff Team

**Sarah Connolly (Level 3):**

**Preschool Leader, Designated Safeguarding Lead and SENCo.**

**Jane Morris (Level 3):**

**Deputy Preschool Leader, Health and Safety Officer & 3 Year old Lead**

**Carla Heron (Level 3): 2 Year old Lead and Key Person**

**Gemma Warren (Level 3):**

**Key person and Healthy Early Years Advocate**

**Zinah Thompson (Level 3): Key Person**

**Lewis Clarke (Level 2): Level 3 Apprentice and Key Person**

**Jade Ryan (Level 2): Level 3 Apprentice and Key Person**

**Trudi Peter: High Needs Support**

**Leanne Blackwell: High Needs Support**

**Ruki Ratnam: Lunchtime cover practitioner**

**Tracey Kington and Jo Simmonds : Administrators**

DBS Checks are completed on all staff working with children at Deanwood Ducklings and safe recruitment practices are followed when employing,

## Curriculum

Deanwood Ducklings follows the Early Years Foundations Stage curriculum & guidance which is split into four principles.

A Unique Child	Positive Relationships
Enabling Environments	Learning & Development

Children are monitored on their areas of development through observations and this is recorded on an online learning journey system, called Tapestry.

The areas of development are:

Characteristics of Effective Learning	Area of Learning and Development	Aspects
<b>Playing and exploring – engagement</b> Finding out and exploring Playing with what they know Being willing to 'have a go'	Personal, Social and Emotional Development	Making Relationships
		Self Confidence and Self Awareness
		Managing feelings and behaviour
	Physical Development	Moving and Handling
		Health and Self Care
	Communication and Language	Listening and Attention
Understanding		
Speaking		
<b>Active learning - motivation</b> Being involved and concentrating Keep trying Enjoy achieving what they set out to do	<b>Specific Area</b>	
	Literacy	Reading
		Writing
	Mathematics	Numbers
		Shape, Space and Measure
	Understanding the World	People and Communities
The World		
Technology		
	Expressive Arts and Design	Exploring and using media and materials
		Being imaginative

During the sessions all children are encouraged to make good choices, to be independent in their learning as well as working together in small and large groups. We use a free flow system between the inside and outside areas, so children have continuous access to all areas and we actively promote healthy eating.

## Useful Pre-School Information

- If you are unable to collect your child on time please telephone the Pre-School on 01634 239531 to let us know who will be collecting your child. Please ensure that they know your child's password. In the event you are late, we will issue a late payment notice.
- Please inform us of any changes to your admission form, especially telephone numbers.
- No jewellery is allowed for safety reasons – except medical talisman.
- Please come and talk with us if there are any circumstances which may affect your child while attending the pre-school
- Please be aware there is parking available within the school grounds, however this is limited and the gates close between 8.30am and 9.00am and between 3.00pm and 3.30pm to ensure the safety of all pupils.
- Please provide four week's written notice if you wish to change sessions or if your child is leaving and all fees to that date must be paid in full.
- Please speak to Sarah Connolly if you have concerns that a child is at risk or contact children's advice and duty services on 01634 334466.

Contact:

**Deanwood Ducklings**

**Call: 01634 239531**

**Email:**

[ducklings@deanwood.medway.sch.uk](mailto:ducklings@deanwood.medway.sch.uk)

**Website:**

[www.deanwood.medway.sch.uk](http://www.deanwood.medway.sch.uk)

Deanwood Ducklings

(Located in the grounds of Deanwood School)

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Kent. ME8 9TX