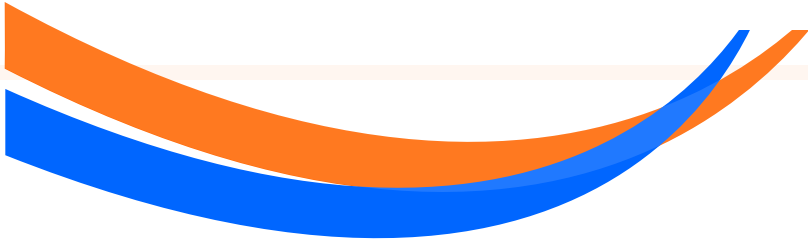
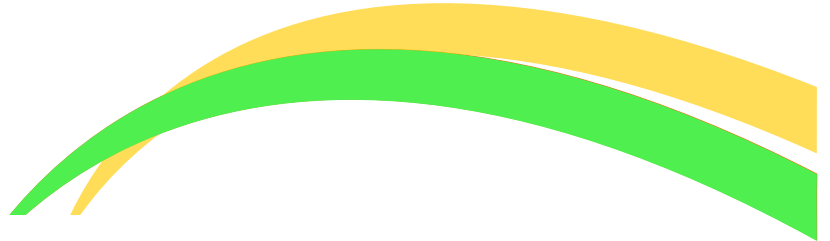
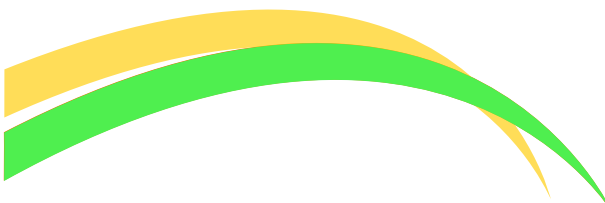


PROSPECTUS



Towers Tiny Tots Preschool
Goat Lees Community Hall
Trinity Rd, Kennington,
Ashford
Kent
TN25 4AB
Tel: 01233 647608
www.towerstinytots.co.uk



About Towers Tiny Tots

Towers Tiny tots have been operating in the heart of the Kennington community supporting local families in Ashford since 2007, when we opened a day nursery on the site of The Towers School. We became an independent charity in 2012 and this is when we opened our term time Pre-School and After School Club at the Goat Lees Community Hall.

Our Preschool

Our Preschool is a term time only setting, our holidays are taken alongside the school holidays as much as possible.



We run sessions from 9am—12pm, 12.30pm—3.30pm or 9am—3.30pm Monday to Friday, we are open for all families to attend from the local area.

We operate from 1 room for children aged from 2 years old until they leave us to go to school.

The Preschool is based in the Goat Lees Community Hall on Trinity Rd. You will need to clearly identify yourself via the intercom buzzer before staff will unlock our door allowing entry. All visitors other than parents are required to carry identification and will sign in upon entry to our building.



Meet Our Preschool Manager

Hello I am Hayley, manager of Preschool and After School Club. I have a Level 3 in childcare and education. After working as deputy manager at the Preschool for 11 years, I took on the role as manager in Jan 2024.

I have always been passionate about working with children and helping them to prepare for their next steps in life. I have 3 children of my own, so have faced many situations in life with them along the years, I am always available should you need any support or a friendly ear.



About Us



Towers Tiny Tots Preschool is a safe, caring and stimulating environment offering early education to children from 2 to 5 years old.

The Preschool is an ECAT setting, we highly pride ourselves in the way we support children's communication and language development using specific learnt tools and techniques.

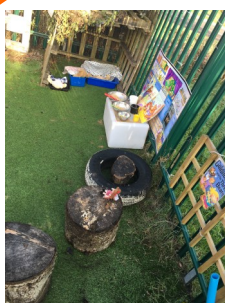
Our team is made up of Hayley, the manager, and Charly deputy manager, who are mainly office based but do get to spend time in the room with the children throughout the week, then the educational experience is facilitated by Laura, Emily, Vicky and Billie. The whole team supports each other and all the children.

Our team at Preschool strive to provide a wide range of educational activities for all children, and our priority is to extend learning through play, also encouraging free choice and independence, regardless of a child's ability, culture, religion or family background. Experiences offered are thought of with the voice of the child at the very heart. Our team want the very best start in life for the children in our care, and we aim for the children to leave us excited, motivated and equipped for their next stage in life.

All our staff hold an early years qualification, or are working towards one. All staff hold first aid and safeguarding certificates and, where required, hold a certificate in food hygiene.

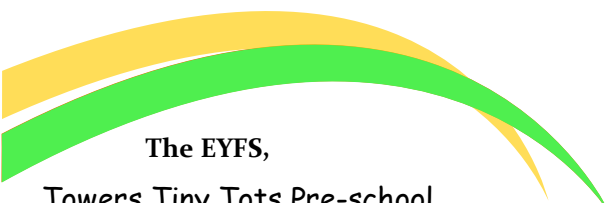
Every child has a key person who will liaise with their key child's parents and carers. Your child will have a learning journal, where we record observations and WOW moments. 3 times a year a development summary will be shared with you in this book, so you can see how your child is getting on and what their next steps are. The books are shared between the setting and home and are yours to keep once your child leaves, if you have any concerns over your child's development please speak to key-person asap.

Our Garden



The garden is an extension of our indoor learning, we use outside as much as possible and in all weathers.

The children have a mud kitchen, cosy corners, writing and reading areas as well as many other activities that provides learning and risk taking opportunities.



The EYFS,

Towers Tiny Tots Pre-school follows the Early Years Foundation Stage (EYFS), which is a Government framework describing the development of children between birth and age five. The EYFS framework exists to support all professionals working in the EYFS to help children achieve milestones in their development that are appropriate to their age and individual abilities. We provide opportunities for children to explore, experiment and learn through play. We ensure that children have opportunities to learn about themselves and the world around them. We want the children who attend our setting to be creative and active and begin to build foundations across the seven key areas of learning. Each child is assigned a keyperson who will support their development. From the age of 2 years your child will focus on 3 prime areas of learning, then from 3 years old to school age 4 specific areas of learning are added to their development.

Prime Areas of Learning	Specific Areas of Learning
Communication and Language Physical Development Personal, social and emotional development	Literacy Mathematics Understanding the World Expressive Arts and Design

We reflect on the different ways children learn and take this into account when planning and guiding the children's activities. The characteristics of effective teaching and learning taken into account are:

- Playing and exploring - children investigate and experience things and 'have-a-go'
- Active learning - children concentrate and keep on trying if they encounter difficulties and enjoy achievements
- Creating and thinking critically - children have and develop their own ideas, make links between ideas and develop strategies for doing things.

Children develop at their own pace and activities will be planned around their own abilities. Please note that we do not teach or expect children to write their names and numbers or be able to read while they are with us, however we will encourage any efforts they make. One of our main goals is getting children school ready, which means building up their confidence, social skills and independence.

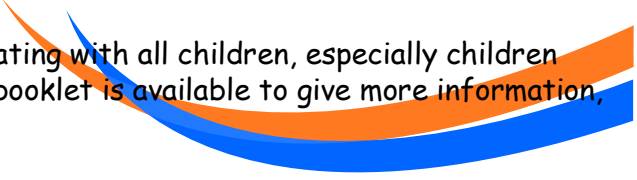
SEND

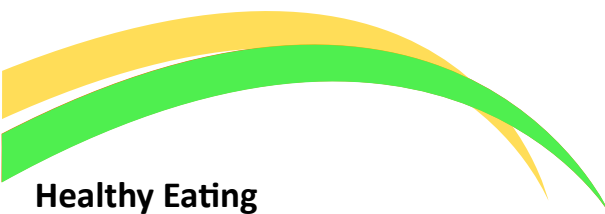
Towers Tiny Tots Preschool is a fully inclusive setting, regardless to a child's needs and abilities. We strive to ensure all children are included within the learning environment, and are able to access all activities. Universal support will be put in place for all children; targeted and Personalised support will be put in place as required.

We have an assigned SENDco, Charly, who will work with children, parents/carers and outside agencies to give the best support needed for the child. We also have a special education needs policy we follow to ensure all children reach their full potential.

If you have any concerns regarding your child's development, please do speak to a member of staff.

Staff encourage the use of Makaton when communicating with all children, especially children with communication difficulties. A parents Makaton booklet is available to give more information, ask a staff member for details.





Healthy Eating

We promote healthy eating whilst at Pre-school. We encourage the drinking of water and milk over juice.



You are asked to provide a packed lunch for your child if they are staying all day. We encourage you to keep your choices for packed lunch as healthy as possible, and ask for no chocolate bars or sweets to be included, crisps and treats to be kept to a minimum. To help prevent incidents due to allergies and choking, we also ask for no nuts to be included in the lunch, and grapes and other small foods to cut in quarters length ways.

Clothing / Uniform

Children can get messy at Preschool, we encourage children to wear aprons for messy play, but we will never stop a child from participating without one. We suggest that children don't wear their 'best' clothing to Preschool. Uniform is available from [towers \(logothatpolo.co.uk\)](http://towers(logothatpolo.co.uk)) if you wish to purchase some, but it is not compulsory. We also request that you please provide your child with additional clothing to change into just in case it is required.

Safety and security

To ensure the children's safety while in Preschool, we have a locked front door with an intercom system. The garden is secured by a fence that has access through a self-locking fire gate.

Staff need to be made fully aware on days when anyone different will be collecting your child. We need the persons name and a password, so they can be identified, a photo of the person would be preferred if possible. The password will be chosen by yourself. If staff have not been given prior warning of someone else collecting each time, then permission for your child to leave the premises will not be given. These procedures are put in place, not only for the protection of your child, but for the well-being and safety of other children and staff.

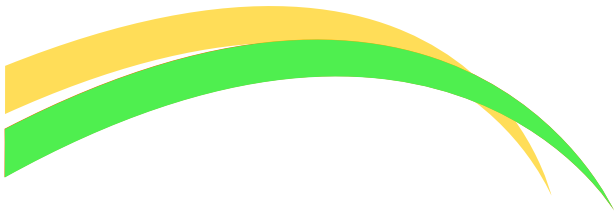


What to bring

- 1, Please supply own nappies, wipes and cream if necessary.
- 2, Spare clothes - not only for accidents but we do a lot of messy play.
- 3, Prescribed medication only. This must be recorded in the medication book and given to a member of staff, to be stored in the fridge or cupboard out of children's reach. Medication will be returned and signed for at the end of the day. Do **NOT** leave medication in your child's bag.
- 4, Sun hat and sun cream for sunny weather.
- 5, Suitable outdoor coat, boots, gloves, hats, and scarfs when appropriate. We do try to use the garden in all weather, even for short periods of time.
- 6, A bottle containing **WATER**. Children are encouraged to drink throughout their session, especially in hot weather.
- 7, Any comforters to help settle your child.
- 8, A healthy packed lunch if necessary.

Please ensure all your child's belongings are clearly labelled with the child's name. The Pre-school cannot be held responsible for lost items.





Towers Tiny Tots Pre-School Promotes British Values by:

Democracy: We listen to the children's and Parent's voice. Our Behaviour policy is clear that children are expected to contribute and co-operate, taking into account the views of others. Group time conversations with peers and adults help teach our children to listen to and respect other people and their values.

The Rule of Law: Children are taught the value and reasons behind our boundaries (rules). They are made aware we have boundaries to protect us, everyone has a responsibility to follow boundaries and there are consequences when rules are broken.

Individual Liberty: Within Pre-school, children are actively encouraged to make their own choices, knowing that they are in a safe and supportive environment. As a setting we educate and provide boundaries for young children to make choices safely, through our provision of a safe environment and empowering teaching. Adults encourage children to help each other during play, snack, lunch and tidy up time, along with promoting independence, and nurturing children's confidence to choose resources and take turns independently.

Mutual Respect: Adults model respect to children by caring, sharing and listening to others. Also, children are helped to understand how to show respect by talking about how actions/ words can affect others.

Tolerance of those of Different Faiths and Beliefs: We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. We celebrate British traditions such as Shrove Tuesday and the Royal Family events and we also observe traditions from other cultures such as Chinese New Year and Diwali. Children have the opportunity to dress-up in clothes and try different foods from other cultures.





Working in Partnership.

At Towers Tiny Tots Pre-school we believe it is important to work in partnership with Parents and Carers to support children's learning and development. There are several ways in which we do this

Regular Conversations The Pre-School Manager and staff are always available to speak with you about your child. Please take the opportunity to speak to the staff when you drop off or collect your child. If you would like to have a longer conversation, please make an appointment.

Newsletters We write a newsletter each term which is posted on our Facebook page. Along with any important information that we feel you may require.

Facebook Updates and Pre-School happenings are regularly posted on our page, '**Towers Tiny Tots Goat Lees**' we also have an Instagram page **towerstinytots**

Notice boards There is a noticeboard at the entrance to Pre-School that is used to communicate important information to parents

There are also Parent's noticeboards near to the registration and coat peg area in Pre-School that has a list of our policies and procedures, Ofsted registration and what learning the children have recently been doing.

Learning Journal We hope that you will take time to look at your child's Learning Journal and also add information about anything they have been doing at home and things they are particularly interested in.

E-mail and website

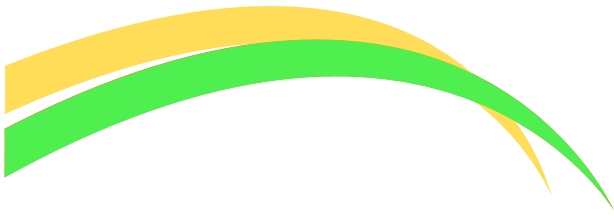
preschoolmanager@towerstinytots.co.uk - Hayley

www.towerstinytots.co.uk

Contact

It is very important that we have up-to-date contact details for you, particularly in emergencies. Please inform us if you make a change to your address, telephone number, e-mail etc.





Fees and Funding

If you are offered a place we will require a £50.00 refundable deposit to secure your place. For paying parents.

4 weeks notice in writing is required when your child leaves nursery (although leaving for a school place does not require notice) or a change of sessions are required. Failure to give notice will result in fees being owed.

Fees invoices are given at the beginning of term, and can be settled by our preferred methods of direct bank transfer or childcare vouchers. We also accept cash or cheque payments. We request that fee payments are made promptly a month before the end of term, and if a different payment schedule is preferred, such as weekly, then please advise our manager of your preference.

Late payments may incur a late payment fee of £20 per letter sent requesting payment.

Fees are reviewed annually and you will be given at least one months notice in writing of any changes to our fee structure and rates.

For funded spaces, we do ask for a voluntary contribution, which is displayed on your invoice. This is to help cover all consumables and extra resources provided for your child's education and care. These are, as said, voluntary, we are a charity and any donations are gratefully received.

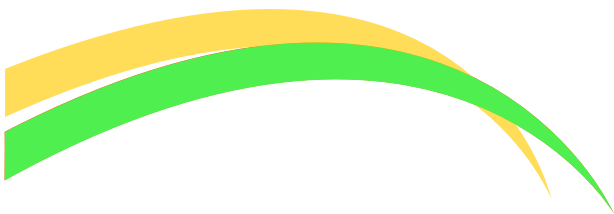
Once your requested sessions have been agreed by letter, then these will stay the same throughout your time at Towers Tiny Tots. You may request additional sessions, which we will try our best to accommodate, but we cannot guarantee sessions will always be available. Please put any request for changes in attendance, either increasing or decreasing, to our manager in writing giving a months notice. You may be charged if you are decreasing hours and you fail to give a month's notice.

All fees are payable irrespective of whether a child attends or not, including holidays or sickness absence. You will not be charged when the Preschool is closed for Bank Holidays.

In the event of late collection of your child, we reserve the right to charge for additional time.

We may suspend the provision of childcare to your child at any time if you have failed to pay any fees due.





Free for Two

Towers Tiny Tots Preschool is registered with Kent County Council to accept Free for Two early education funded places for 2 year olds. This is offered to families who fall under certain criteria as 15 hours free early education per week for 38 weeks. More information about the Free for Two can be found on the KCC website: www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare

If you believe you are eligible to receive Free for Two funded then please speak to our manager.

Three and Four Year Old Funding

Every three and four year old child is eligible for the universal 15 hours of free early education, from the lead term following their third birthday to statutory school age as follows;

A child born between:

1st April to 31st August = The start of term 1, usually in September, following their third birthday.

1st September to 31st December = The start of term 3, usually in January, following their third birthday.

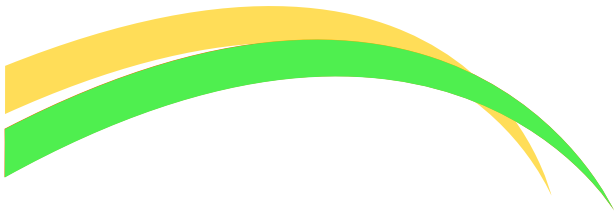
1st January to 31st March = The start of term 5, usually in April after Easter, following their third birthday.

Once your child is eligible you can claim up to 15 hours free early education for 38 weeks of the year we are open. **For children accessing any hours in addition to the universal free early education hours full fees are required.**

You can split your free early education between providers, but you cannot claim more than your 15 hours. If you are splitting your funding between providers you must inform us exactly how you intend to do this.

More information can be found on the KCC website: www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare.





30 Hours Free Early Education for Childcare for Eligible Families

Towers Tiny Tots Preschool is registered to accept children eligible for 30 hours free early education.

To check if you are eligible for this funding please go to the Childcare Choices website: www.childcarechoices.gov.uk. Here you will find a link to input your details and confirm entitlement. If eligible you will then be issued with a code that you will need to pass onto us along with your national insurance number so we can confirm your funding claim.

How to claim Free Early Education

To claim your free early education we must see you child's birth certificate for our records and a parental declaration form will need to be completed and then signed by yourselves three times a year to confirm your free early education pattern with us.

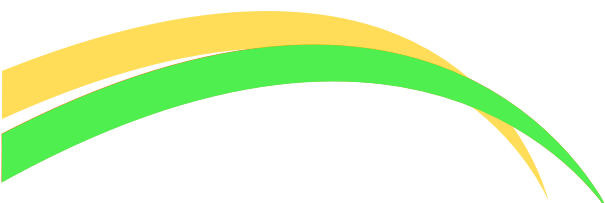
In addition to this we will need your eligibility code, obtained from the childcare choices website, and your national insurance number for us to claim the additional 30 hours stretched funding. We will need just your national insurance number for the free for two claim.

If you are looking to claim the free for two funding this follows the same process at the setting but you must first apply online via the Kent County Council website.

Early Years Pupil Premium.

Early years pupil premium can also be claimed for, this is a top up of the 3 & 4 year old free education funding, which is allocated to a child and given to the setting to purchase additional resources to support the development of children and families. The criteria to be eligible is similar to the free for two and free school meal criteria, please ask within Preschool for more details.





Illness

If your child is ill and will not be attending Pre-School, please contact the Pre-School (01233 647608 or preschoolmanager@towerstinytots.co.uk).

Please keep your child at home if they are unwell. We follow the Health Protection Agency guidelines for infections and contagious illness. Clarification of our policy for some common illnesses is as follows:

Diarrhoea and/or vomiting

Children must be kept away from Pre-School for at least 48 hours after the last episode of diarrhoea and/or vomiting. We will contact you to collect your child if they develop symptoms at Pre-School.

Chickenpox

until all spots have scabbed over.

German Measles

4 days from the onset of the rash.

Impetigo

Must not attend until lesions are crusted and healed, or 48 hours after beginning antibiotic treatment.

Measles

Four days from the onset of the rash.

Mumps

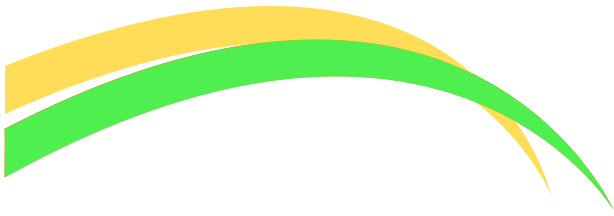
Five days after the onset of swelling.

Scabies

Children can return after the first treatment.

All staff are paediatric first aid trained





Policies and Procedures

Complaints procedure We hope you will always be happy with the care your child receives whilst in attendance at the Pre-school. We are always happy to receive comments and suggestions. If however you have any concerns about your child's care please speak to your child's keyperson, or a senior member of staff, Charly, Laura or Emily. If the problem is not resolved, please come and speak to the Manager, Hayley Parris, who will do her best to solve these problems. Any complaint put in writing will be dealt with within 28 days, as per our complaints policy.

Settling in procedure It is very important to us that every child feels happy and safe in our care, we also want the parents/carers to feel happy about leaving their child with us. We know they are the most important people in your lives, and sometimes this will be the first time they have been away from you.

Before your child starts we offer a 'getting to know you' session, which we will discuss your child and take any notes that are relevant. Then we will book your child in for an hours settling in session. Every child is different, for some children it will be their first experience of separation. Some children will need more than 1 hours visit to help them settle and that will be arranged as and when needed. We will work with you to make your child's settling in transition as easy as possible.

We offer an open door policy to parents/carers known to us and hope you will feel free to visit or ring us at any time to check your child's well-being.

We have an excellent and caring team of staff who are always happy to discuss your child's progress, or any concerns/worries you may have.

Various events and open sessions are planned throughout the year, and we strongly encourage all family members to come join us and share time and experiences with your child at pre-school.

As a setting we pride ourselves on working with our children and their families to extend learning at home, so offer a children's book lending library, Parents book lending library and home learning kits.

Policies and procedures All policies and procedures are available for all Parents/carers to look at, at any time. Please ask a member of staff who will be more than happy to arrange a copy for you to take away. Specific policies and procedures will be on display or found in our policy folder

