

# Welcome to the...



## Where learning is child's play

Thank you for taking the time to consider The Ark at Tresillian as a possible provider of child care and education for your family. This

**prospectus** is designed to give an overview of who we are and what we represent as an early years setting. We hope this document will answer any key questions you may have in your quest to find a setting that will meet your needs as a family. For further information please get in touch...

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Ofsted registration number: RP903483

## Background

The Ark at Tresillian (formally known as Tresillian Early Years) is an established Early Years setting operated and managed by skilled practitioners. The Pre-school has been running for over 30 years, with the Nursery being added in the year 2000 and the Toddler Room enhancing provision further since 2018. The setting is located in the centre of Kingsbridge in a large Victorian House with high ceilings and light airy rooms, creating a unique home from home learning environment. Outside play is offered daily in our beautiful grounds which features play equipment and learning opportunities suitable for all ages. The setting is also situated on the same site as the Kingsbridge Community Garden, which we can access to learn more about the natural world. Our main function is to provide full day care for children from birth to 5 years. As part of this we are registered and regulated by Ofsted and all aspects of our provision is underpinned by the guidance outlined in the Early Years Foundation Stage Framework.

## Aims and objectives

**Aim:** To provide high quality child care and education that meets the needs of local families.

**We will do this by:**

- To provide a safe, fun and challenging learning environment that meets the needs of every child and family, regardless of background, gender or ability.
- To provide flexible childcare that enables parents to access training, employment and welfare support.
- To maintain high standards of care and education, that demonstrates a commitment to standards significantly above those required by OFSTED
- To build strong working relationships with parents and carers and acknowledge their role as the primary educators of their child
- To work co-operatively with local Primary Schools and other providers of services for families

## Opening hours, fees and registration charge

- The Ark at Tresillian opens Monday to Friday 8.00am-6.00pm.
- We provide a range of session times within those opening hours. These are detailed below with our up to date fee structure (from April 2019).

Nursery session times and fees (0-2 years)	
8.00am-1.00pm	£28.25
1.00pm-6.00pm	£28.25
8.00am-6.00pm	£56.50

Toddler session times and fees (2 years)	
8.00am-1.00pm	£27
1.00pm-6.00pm	£27
8.00am-6.00pm	£54

Preschool session times and fees (3-4 years)	
8.00am-1.00pm	£25
1.00pm-6.00pm	£25
9.00am-4.00pm school day	£35
8.00am-6.00pm full day	£50

- The Nursery and Toddler Room provide all year round places.
- The Preschool offers the choice between term time only and all year round places.
- We close for a week at Christmas, a week at Easter and for all bank holidays. We do not charge for closures.
- There is a £40 registration fee payable upon your child joining the Ark at Tresillian. This charge is not applicable to families who are solely in receipt of the 2, 3 and 4 year old funding. This fee gets added to your first invoice.
- Invoices are issued a month in advance.

## Practitioners

The Ark at Tresillian is led by a high quality team of early years practitioners with a range of experience and expertise. Our practitioners undertake regular training and professional development opportunities to remain up to date with early years initiatives and guidance. This in turn enhances the learning provision provided. All of our practitioners have also participated in appropriate safeguarding and first aid training. Please see the charts below for more information about our staff team and qualifications held:

Management and Office Team	Area of responsibility
Paula Stone B.Ed Hons, DPP3, EYPS, Level 5 Management, Level 6	Owner/ Managing Director Safeguarding officer Supporting teaching and learning
Harri Sharp DPP3, B. Eng, Level 5 Management	Owner/ Managing Director Safeguarding officer Business administrator
Laura Gogola PGCE Early Years, QTS, EYP, Level 6	Manager Safeguarding officer
Kirstie Lett Level 3	Deputy Manager Deputy safeguarding office SENDCo
Pam Lidstone	Administrator

Nursery Team	Role
Jody Rogers Level 3	Nursery Leader
Maddie Powlesland Level 3	Family Worker
Amelia Oxborrow Level 2	Family Worker
Lucy Holmes Working towards Level 2	Family Worker
Becca Weemes Level 2	Nursery Assistant

Toddler Team	Role
Rachel Muddeman Level 5	Toddler Leader Deputy Safeguarding Officer
Michelle Rolfe Level 3	Family Worker
Maddie Powlesland Level 3	Family Worker
Jenny Ross	Family Worker

Preschool Team	Role
Kirstie Lett Level 3	Preschool Leader
Jade Foale Level 3	Family Worker
Lauren Fletcher Level 5	Family Worker

## Key Persons and Key Person Families

We operate a key person and key person family system, where each child is linked into a small group of children with a member of staff. The key person will build a special relationship with you and your child. They will help your child settle each day, they will observe your child playing and learning, and in turn record these observations. From this they will create your child's development records and use these to build an individual learning plan for your child. They will discuss this learning plan with you during our once a term parents' evenings and are always happy to discuss your child's development and care informally at the end of each session. Sometimes a child will form a strong relationship with other staff members and it is for this reason we offer flexibility and movement amongst our key persons. All key persons work within key person families, to ensure that if a key person was absent from the setting, that another familiar adult will work closely with your child and fulfil the key persons role in their absence.

## Parent and Carer partnerships

We respect parents and carers as the first care-giver and primary educator. It is for this reason that we place such a high value on linking up with you to share in your child's progress. Our 'open door' policy means that parents and carers are welcome at all times. We also offer clear communication in various other ways to ensure the smooth running of the Ark at Tresillian. Newsletters and key updates are sent out via email and we also have a Facebook page where we post regular updates on key learning that takes place within the setting and we also post important reminders for parents and carers. To find our Facebook page search using the Facebook search bar: The Ark at Tresillian.

## Curriculum, planning and assessment

At the Ark at Tresillian we follow the Early Years Foundation Stage Framework which is a document that sets the standards for learning, development and care of children from birth to five years of age. The document is based on a number of principles grouped into *themes*:

- A unique child – every child is a competent learner from birth who can be resilient, capable, confident and self assured.
- Positive relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- Enabling environments – the environment plays a key role in supporting and extending children’s development and learning.
- Learning and development – children learn and develop in different ways and at different rates and all areas of learning are equally important and inter-connected.

These four guiding themes work together to underpin the way we support the learning, development and care of young children during their time with us. Every child is unique and when placed in an enabling environment with positive relationships they are able to learn and develop.

The ways in which a child engages with other people and the environment – Playing and Exploring, Active Learning and Creating and Thinking Critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner. These are called the *characteristics of effective learning*.

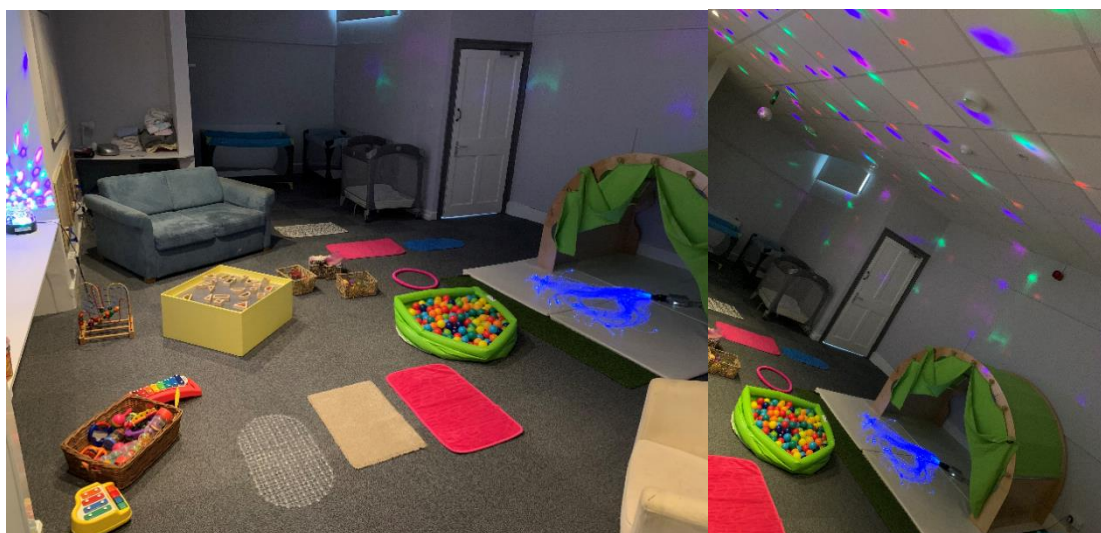
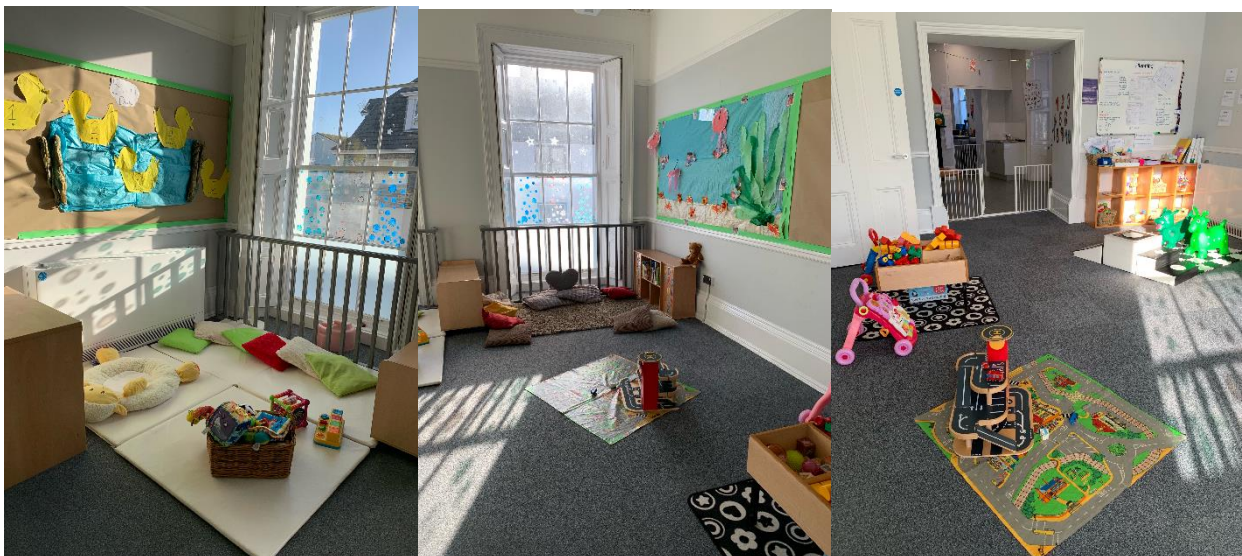
There are also 7 *areas of learning*, these areas of learning are split into two: the ‘Prime Areas’ and the ‘Specific Areas’. The *Prime Areas* are important because they lay the foundations for children's success in all other areas of learning: communication and language, personal, social and emotional development, and physical development.

Once a child has laid their learning foundations within the prime areas, they are then able to start achieving skills that work within the *Specific Areas* of learning: literacy, mathematics, understanding the world, expressive arts and design. All activities planned at the setting are underpinned by the areas of learning.

Planning for each room is displayed clearly for all staff, students and parents/ carers to see. The planning shows the themes of learning taking place that particular week. It is the role of the practitioners to then differentiate learning to ensure that every child is included. The practitioner will then write observations of individual children in play celebrating achievements. Next steps will also be planned in order to take individual children’s learning forward; this in turn will enable children to achieve their full potential. Your child’s learning journey will be formally put together by their Key Person, who will document all aspects of your child’s learning and development in a ‘Learning Journey Folder’.

## The Nursery

Our nursery area can take up to 15 children at a time. Children can join from the age of 3 months and can stay in our nursery until they are 2 years old. The adult to child ratio within this room is 1 adult per every 3 children. Throughout the day the children have access to a range of different areas of the nursery, all designed to offer bespoke learning opportunities: the playroom, the messy room, the sensory room and the garden. Each area of the nursery is set up as a stimulating environment that supports children to independently explore. Low level storage and displays enable children even at a young age to start making choices about what they would like to engage with. Lots of cosy spaces are also accessible to help promote social interactions and the forming of relationships. We also have a separate sleep room to ensure your little one can have a peaceful and relaxing sleep during the day. As the children progress in their learning journeys, more structured activities are planned to cater to individual next steps and also prepare children for their transition into the toddler room.





## The Toddler Room

Our toddler room is able to take up to 12 children at a time; supporting children who are 2 and 3 years old. The adult to child ratio within this room is 1 adult per every 4 children. The toddler room offers a range of learning opportunities that encourage children to learn through play and exploration. We support children to acquire skills to enable them to develop independence and we also provide short small group opportunities with a focus on building relationships with each other and also developing communication and language skills. Messy and outside play is also heavily featured in the experience we offer for the toddler room children.

When children transition from the nursery to the toddler room, each transition is carefully planned and parents and carers are well informed in relation to each stage of this. Older babies/toddlers spend time with their new key person in their new surroundings to ensure the move is enjoyable and easy for both you and your child.



## The Pre-school

Our pre-school area can take up to 20 children at a time. We aim that children start in this room when they turn 3 years of age or when we feel the child is ready. The adult to child ratio within this room is 1 adult per every 8 children. A combination of child-initiated and adult-led learning opportunities are provided. This allows children to make choices about what they would like to play with and learn about. The main playroom is divided into areas of learning linked to the Early Years Foundation Stage curriculum, making an all round enabling environment. Once again, messy and outside play is heavily featured in the routine of the day; with children having access to our large outside garden area.

Our toddler and preschool room are located at the same end of the setting, this works perfectly for free flow play and transition sessions for our toddler children who move into our preschool.



## Outside play

We are very privileged to have access to amazing outside spaces for the children of the Ark at Tresillian to utilise. These include our top garden, bottom garden and also the community garden. We like to go outside in all weather to encourage a love of the outside world and nature across the seasons. So we always ask parents and carers to send their children prepared for all eventualities.



## Joining the Ark at Tresillian

For any prospective families we always recommend booking an appointment to come and see what we do. We are proud of the provision we offer and love to show new families our setting. If you like what you see you can complete an application form on your visit or alternatively download one from our website. We do have a waiting list in place, and this is where your application will live until a space becomes available. We will keep in contact with you whilst you are on our waiting list, so that we are able to remain up to date with what your requirements are, so please ensure you keep us up to date with your contact information.

## Starting at the Ark at Tresillian and Settling-in

We understand the importance of children settling into new surroundings and also understand that this transition is a big step for parents and carers too. It is for this reason that we have in place a settling in process to enable a smooth transition from home to the Ark at Tresillian. Before your child joins us, you will both be invited to two settling in sessions. The 1<sup>st</sup> session is where you will stay with your child, to spend time in the room getting to know both the staff and children who your child will be spending time with. It involves an element of paperwork and will also provide a chance for you to meet your child's provisional key person. We will most likely ask you lots of questions at this session; the more information we know about your little one in terms of their learning and development to date and their routine and little personality, the best placed we are to support them when they are left with us for the first time. The 2<sup>nd</sup> settling in session is where you will leave your child with us for the first time, providing you feel comfortable to. Each settling in session lasts 2 hours and will be organised for a mutually agreed time.

## What you need to provide

We ask that you send your child with a packed lunch if they are with us at lunch time (11.45am-12.30pm) and if your child is here at dinner time (4.30pm) could you also provide food for this time too. We do offer the choice of purchasing a cooked meal, so if this is something that would appeal to you, please ask for more information at your child's settling in sessions. We provide all other snacks and drinks and these are included within the fees. We also provide all nappies/ pull ups and wet wipes and again these are included within the fees.

We like to do a lot of messy play, so we always recommend sending your child to nursery in clothes that you are happy for your child to get messy in. We also recommend providing at least one change of clothes in case they need changing.

If your child will be in the toddler or preschool room we also ask you to provide wellies and waterproofs.

## Equal Opportunities

The Ark at Tresillian is open to every family in the community. We will never discriminate against anyone because of race, ethnic group, religion, gender, ability, disability, age, status, sexuality, medical requirements, social or family commitments. Our full Equal Opportunities and Inclusion Policies can be viewed upon request.

## Special Education Needs and Disabilities (SEND)

The Ark at Tresillian is committed to ensure that each child is able to progress at his/her own rate in all areas of development, and this is true for the children with and without special educational needs and or disabilities. Our Special Educational Needs and Disabilities Coordinator (SENDCO) is Kirstie. Kirstie is committed to promoting inclusive provision across the setting to ensure every child has the same opportunity to flourish regardless of a special educational need and or disability. She works in partnership with outside agencies and professionals to ensure we are providing the best level of support possible. Our Supporting Children with Special Educational Needs and Disability Policy can be viewed upon request.

## Safeguarding

The safety and welfare of all children in our care is always our top priority. Our Safeguarding Policy outlines our commitment to this in full and can be viewed upon request. We have three named Safeguarding Officers and we ensure that at least one of these is onsite at all times: Laura (Lead Safeguarding Officer), Rachel (Deputy Safeguarding Officer) and Kirstie (Deputy Safeguarding Officer). Alongside this all practitioners complete Safeguarding Level 2 training upon joining the Ark at Tresillian and remain up to date with all safeguarding procedures and initiatives.

## Policies

A full set of policies and procedure statements are available at the Ark at Tresillian. All our policies are designed to offer the best possible experience for children, families and staff who access the setting. Our policies are reviewed on an annual basis and comments and suggestions from parents and carers are always welcome.

## Working in partnership with others

The Ark at Tresillian has very good relationships with local schools and works hard to aid communication. Our Safeguarding Officers have good relationships with Health Visitors, Social Workers and other children's services. Where appropriate we attend meetings with these other professionals. We value the role of outside professionals and recognise how a joined up approach towards provision allows for the best outcome for the families who access the setting.

## Help available with childcare costs – Childcare Choices

Many families are paying the full cost of childcare, unaware that they may actually be eligible for support from the government. The Childcare Choices website offers information about a range of different funding available to support parents and carers. It has an option for you to insert personal information to find out whether you could be eligible for help towards childcare costs: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

## Written reports - two year progress checks and transfer documents

If your child is here whilst they are two years old, they will receive an appointment for their two year progress check with their health visitor. Ahead of this appointment a review of your child's learning and development to date will be put together by your child's key person. This will be a written document that celebrates your child's achievements and sets next steps to take your child's learning forward. Please let us know when you receive your appointment date for your child's two year progress check so that we can complete the document ready for you take along. If your child has already had their two year check with their health visitor, we will still need to complete a check; when you join us, your child's key person will ask you questions about this to check what stage you are at.

If your child transitions to another setting or leaves our preschool to head to school, then we will create a transfer document to send on with them. This is very similar to the two year progress check as it is a celebration of your child's learning to date and is designed to help the next setting support your child in their transition. We share this document with you before we send it on and ask for your contribution towards it.

## Feedback/ Decision making

The Ark at Tresillian's management team are committed to providing a strong education and care experience for every family that cross our threshold. The Ark at Tresillian is a business where profits are put back into the setting to aid its development. We are always happy to receive feedback, comments and suggestions of how we can build on the provision we already have in place. These can be passed to Paula, Harri or Laura at any point. We have a Complaints policy and procedure we follow when concerns are brought to our attention. We log these and all positive feedback in our Complaints and Positive Comments folders, which you are welcome to view upon request. We also send out regular survey monkey questionnaires to assess what you would like the provision we offer to look like and build on the feedback from these appropriately. You also have a right to voice any concerns with our registered body, Ofsted. The contact details are outlined as follows: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. Tel: 0300 123 1231.