

Welcome to



**Lapal Grange**  
pre-school

We are committed to safeguarding and promoting the welfare of children

  
**Ofsted**  
Good  
Provider



**Lapal Grange**  
pre-school

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## Lapal Grange Pre-School

Dear Parent / Carer,

We would like to welcome you to Lapal Grange Pre-School and hope that you and your child's time with us, is both happy and rewarding. Starting preschool is a major transition period in yours and your child's life and we aim to provide lots of support that will ensure this milestone is successful. Before starting preschool and whilst attending, we are always available to provide support to ensure we meet yours and your child's changing needs.

At Lapal Grange all practitioners work extremely hard to continually improve the standards of care and education and pride ourselves on having high expectations. Our practitioners are very committed in enhancing the environment and interacting with children, building good relationships with you and your child. Please note we have detailed policies and procedures that you are welcome to look at any time.

The staff and I look forward to welcoming you and your child into the setting and remember I am always available to talk or discuss any matter with parents.

Mrs. S Carless and the Team  
Lapal Grange Owner



# Lapal Grange

## pre-school

What you need to know - remember you can always ask more!

### Our setting

Lapal Grange Pre-School was registered in 2016. We are a 'pack away' setting within a shared building. Scouts and an after-school club also use the building regularly. Every morning and afternoon we completely set up/tidy away all our furniture and resources. We are under time constraints particularly at the end of each day. Collecting children on time really helps us to enable we are finished - tidy and clean ready for 3:05 when the after-school club set up.

We serve the local area and are continuously striving to build links with local primary schools. We are dedicated in providing an environment that not only makes children feel safe and secure but delivers good learning and play space.

Children can attend for a variety of sessions. We are open Monday to Friday 9.00am - 3.00pm or we can offer split sessions 9.00am - 12.00pm and 12.00pm - 3.00pm. If you wish to do a morning session or a full day, then a healthy lunch will be provided (payable).

We are open term time only and our term dates are aligned as far as possible with Dudley MBC. As a guide, Dudley term dates can be found at [www.dudley.gov.uk](http://www.dudley.gov.uk).

Within the setting, we have lots of information regarding the curriculum, policies, procedures, staffing and health and wellbeing information for all the family. If you require support at any time, please do not hesitate in approaching the manager.

### Management and Staff

Our staff are undoubtedly our biggest asset. We staff are highly motivated and fully qualified. All staff attend continuous training, in house and from other providers, ranging from enhancing their qualifications to specific courses to support a particular child or group of children. Staff members who attend these courses then bring their knowledge back to the rest of the team, to ensure best practice across the whole setting.

Of course, the most important people here are the children. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

## Safeguarding

Safeguarding children in our setting is the most important part of what we do.

- We have a Designated Safeguarding Lead (Mrs Lowe) who works with other agencies such as Health, Police, Schools or Children's Services where necessary.
- All staff attend Safeguarding and Child Protection training.
- We have a daily risk assessment to ensure that the environment is safe for the children.
- All staff, students and volunteers are DBS checked (Disclosure and Barring service).

We are an approachable team, we would like you to be open with us, to talk about things that are going on which could affect your child so we can work together, not so we can be nosy but so we can be sensitive to your child's needs.

We have a duty to be vigilant, to notice things that are of concern and to talk to you about these things. An example of this could be regular absences from preschool with no explanation perhaps indicating support is needed. Another example is if families are driving into the car park without the legal car seats required for their children to travel safely.

We have a duty to the children not to turn a 'blind eye'. Talk to us, we are not here to judge you, we have a very experienced team and you cannot shock us by asking us about anything-we are all human!!

## Developing Independence

We are working hard to help our children to gain valuable independence skills, however we will always support children who need a little help as they are all at different developmental stages.

All children are encouraged to enter the setting by themselves, hang up their coat and sit down for registration. Thank you for your help supporting us with this.

Other ways we encourage independence-

- Children are encouraged to find and try to put on their own coat.
- Sometimes it is necessary for children to remove their shoes e.g., when they put on their wellies or when they take part in yoga activities. They are encouraged to have a try at taking off and putting on their shoes so it would be fantastic if you are able to practice this at home too.
- Children can access snack independently, to choose what they want to eat and drink and to attempt to pour drinks themselves, drinking from an open top cup.
- Children are shown how to wash and dry their hands effectively and we talk about why we wash our hands before eating. Children can access the sink in the toilets by standing on the step and our play groupers can use our small portable sink which they really enjoy and like to use excessively at times!
- In terms of toileting, our children are all at different developmental stages, some of our children are able to use the toilet or potty without any support, some need a little reminder and help to use the potty or toilet and some are in nappies or pull ups. Whichever stage your

child is at, we will support them with toileting and will try strategies that are working for you at home because we know that children learn these crucial skills in different ways.

Through supporting independence, we are helping our children to be ready for the next stage of their learning whether that is moving from Play Group to Pre-school with us next September or indeed leaving Lapal Grange to start at Primary School.

### **The Curriculum**

At Lapal Grange, we recognise that children are unique and aim to provide a happy stimulating learning environment that caters for the individual needs of all children. We provide a broad-based and balanced curriculum that enables all children to develop their full potential in all areas. The setting adopts the Early Years Foundation Stage (EYFS: an under five curriculum) supporting children as they learn and develop towards the Early Learning Goals. The EYFS starts at birth and continues to the end of the reception year (1<sup>st</sup> year of school). The Early Years Foundation Stage places emphasis on the importance and value of play in addition to having a balanced approach to the types of opportunity to learn. Here at Lapal Grange we promote learning through play alongside independent learning, modelling and guided learning. We set out expectations of what we want our children to learn as their 'development matters'. There are seven areas of learning all together, but these are split between prime areas and specific, these are:

**Prime:** Physical Development, Personal, Social and Emotional Development, Communication and Language

**Specific:** Mathematics, Expressive Arts and Design, Understanding of the World, Literacy

### **Our Ofsted Report**

You can access our report online at: [www.OFSTED.co.uk](http://www.OFSTED.co.uk). If you are unable to access the report online, please tell us and we will make a copy available to you. Our OFSTED number is: EY501074

### **Parent Partnership Links**

At Lapal Grange our aim is to develop sound, purposeful home-preschool links based on mutual trust and understanding. As a parent, you are welcome to view the settings policies and procedures at any time (which are available in the preschool office). We work in partnership with parents to ensure there is continuity of care. We invite you to come into the setting whenever you choose to spend time talking to the manager/deputy or your child's key person. We do not operate successfully by keeping parents at bay as we recognise your importance in ensuring the setting is productive.

## Children's Learning Journey - Tapestry

Here at Lapal Grange we use a system called Tapestry. This system allows us to record observations and experiences which support your child's learning. It will be used by staff to give parents an insight into your child's day and is used as a source of communication and showcase your child's learning.

Practitioners record what children do and take photographs to document their achievements. This is a closed system used to record photos, observations and comments in line with the Early Years Foundation Stage and enables us to build up a record of each child's learning and development during their time with us.

You will have password protected access to your child's online learning. You will be able to see observations and your children participating in activities where you can comment and share with family.

You are also able to add your own observations during time outside of preschool. It's lovely for us all to see holiday experiences and family occasions the children have enjoyed and we are able to chat to them about these experiences and align them with their targets and learning at preschool.

If you do not have access to the internet we are able to download your child's Learning Journey as a pdf file that can be printed.

We also monitor how your child learns - observing their effective characteristics of learning. If your child has a Learning Journey from their current setting we would be immensely grateful if we can look at your child's book/progress to date. This helps us understand your child's progress to date and their interests.

At Lapal Grange Preschool we adopt topics that captivate and interest children. Activities and experiences are exciting and differentiated to help support different levels of ability. When adults plan and lead activities and experiences they support children's learning and understanding by questioning and giving praise and support. Planning can be observed by parents in the notice board. Most activities are preplanned from observing the interests of children and specific developmental needs. Past topics have included Space, All about me and Journeys. Children on occasion plan the whole environment, choosing all activities around the classroom. The daily notice board will keep you updated on the day's events so you can discuss these further at home.

## Illness

If your child has had either sickness, Diarrhoea or both, they must NOT come to any session for at least 48 hours after the last symptom. This is to avoid the spreading of the virus. If a child becomes ill during the session we will notify you immediately and the child will be cared for until a named adult comes to pick up the child. If your child is absent due to illness, please contact the setting to inform your child's key person.

## Our Daily Routine

At Lapal Grange Preschool, we have a daily routine that we follow to ensure children feel secure and understand the events of the day. The afternoon session mirrors the morning session, ensuring all children receive equal care and education. Please note we keep parents updated by putting information such as snack, activities, achievements and reminders for parents on the notice board.

### A typical day

9am - independent entry into preschool. Children sit on the carpet for welcome song registration and group time e.g., topic story or news sharing.

9:15am - Key group time. Children separate into their key groups for target activities.

9:30am - 11:30am - Free play - may be indoors or outdoors. Snack is often a café self-service system but sometimes we have a whole group snack.

11:30am - Wash hands and eat lunch.

12:00pm - Transition time - some children leave, other children arrive.

12:15pm - Relax time - yoga, breathing exercises, relaxing music, quiet time, audio story.

12:30pm - Free play - inside or outside.

1:00pm - Key group time.

1:15pm - 2:45pm - Free play inside or outside.

2:45pm- Physical activity e.g., circle games, action songs, races.

3:00pm - Home time - We prefer all children to stay until 3pm but if you need to collect early, please talk to staff member.

## Key Person, Key Groups and Key Group time

We currently have key groups at Lapal Grange - typically we have 2 Preschool and a Playgroup key groups plus a nurture group for children needing additional support.

A Key Person's role is to build a relationship with your child, to understand where they are at developmentally, to observe them in their play and to provide opportunities during Key Group time for your child through guided learning around your child's individual intention or interest. Key Group time supports children and enables to have the opportunity to focus and access an alternative way of learning.

You will have an opportunity to talk with your child's Key Person in depth at our Parents evenings held twice a year but please talk to us at any time if you have any concerns or information to share. You can either phone us or talk to us at drop off and collection times.

Our staff to child ratios are 1:4 for 2-year-olds and 1:8 for 3 years old and 4 year olds. We ensure staff are well trained and follow a strict recruitment procedure and induction process. All staff, students and volunteers have DBS checks prior to interacting with children.

## Lunch

Lunch is provided within the setting at a cost of £3 per lunch.

Lunch time for children is between 11.30am-12. We will be serving a carbohydrate choice each day (e.g., a sandwich or wrap - meat and vegetarian choice), a portion of either fruit or vegetables, a crisp type snack and a small dessert (e.g. yogurt and fruit, jelly). Squash and water will also be provided for each child. A 2-week rolling menu will be developed and shared with you so that you are aware of what is being served each week.

During snack time, we talk about making healthy choices and about the importance of staying hydrated. Water is available for children throughout the whole day. Children have access to snack in the morning session and again in the afternoon session and can make their own choices about what they eat and drink. Sometimes we sit the children as a group for snack time as this is a valuable time for learning about sharing and for communicating with teachers and each other.

Snack time is also a great way for children to try new foods, textures and tastes. Even when children are reluctant, if they see others eating, they are more willing to have a little taste of foods themselves.

### **Nurture Group/Early Talk Boost**

This is a group to support children who lack confidence in large groups and for children who need a little extra support with communication and language development. This includes listening and attention and understanding as well as speech.

Early Talk Boost is a new national initiative that we have chosen to invest in. A tracker tool is used to assess which children will benefit from this programme.

This scheme helps develop children's communication skills ready for school. It involves daily groups run by specially trained staff using Talk Boost resources and books. A copy of the book is sent home with the child each week with the aim of parents cementing the learning done in preschool during that week.

We hope that working together in this way will give your child vital life skills for their future.



## **Food Allergens**

At Lapal Grange we only serve uncooked/raw snack items. A typical week's menu will include cereals, toast with butter, fruit salads with natural yogurt, salad items, breadsticks with houmous, fruit loaf and these will be served with milk and water.

Some of these items may contain one of the 14 Major Allergens, which are listed below for your information. If your child is affected by any of these allergens please let us know by completing the relevant section on the Registration form. You may then be required to fill in a Health Care Plan. Dependent on the care plan, items containing these allergens may be excluded from future purchases whilst the child is in the setting.

All staff will be notified and the setting keeps a master list of all staff's and children's allergies and dietary requirements which is updated whenever a new child or member of staff joins us.

**Please note we are currently a nut and kiwi free zone**

Any specific training required will also be identified, e.g., anaphylaxis training.

### **14 Major Allergens**

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame seeds
- Soya
- Sulphur Dioxide

### **Developmental Concerns**

All children grow and develop uniquely and at Lapal Grange we value and treasure this. However, if we have any concerns about your child's progress and development we will approach you to discuss the matter first. We have a Special Educational Needs Coordinator (SENCO) who can closely monitor and support you and your child and gain additional advice from other professionals.

### **Care Plans**

If your child has a medical condition or physical disability then we will ask you to complete a care plan. The Special Education Needs Coordinator (SENCO) will support you in this process to ensure we provide the appropriate care. We request that this is completed as soon as possible and preferably before the child starts.

### **P.E Sessions**

We engage the children in physical Education (PE) lessons with an external qualified coach. This helps children practice physical skills but also helps to reduce the fear element of entering 'big school'. The children enjoy this session as they have the opportunity to play games and learn lots of new skills using interesting equipment and resources. One session per week costs £6 per month or £10 for two and is optional.

We also run a fun Sports Day in the Summer Term where families are welcomed to come and cheer children on (and maybe even take part in a race or two themselves).

### **Belongings**

As we are a pack away setting it is extremely difficult to ensure that personal toys/belongings brought in with a child will be available easily at home time. If a personal item is inadvertently packed away in the cupboard it will have to be collected the next time a child attends the setting. Once our cupboard is packed away there are Health and Safety issues to accessing toys not immediately to hand.

We would therefore respectfully ask that items are not brought into the setting wherever possible. Comforters should be left in bookbags where staff can access them easily.

### **Arriving and Departing**

All children must be dropped off and collected by an adult. We ask that you please inform us if someone different is collecting your child. They should be given the password which you will be asked to supply. Please let us know, if possible, if your child will be absent for a session. If you are going to be late for any reason please call us.

When arriving and departing we ask all parents to adhere to our policy. All parents or adults responsible for the attending children must take responsibility for their children before preschool is opened. Staff may be liaising with parents, however the staff members are not responsible until the children enter the building. Parents are always welcome within the setting however we request that any discussions that need to take place do so after 9am.

The setting will ensure all practitioners are positioned in order to minimise the risk of a child leaving the setting unsupervised. When children are leaving the setting a person will be positioned at the gate. However, once a child has been called and leaves the building with their parent or a suitable adult the child becomes that adult's responsibility. Each child will sit with his/her belongings and be called individually when their parents or responsible adult are identified by staff.

If there is an incident with the child that the practitioner needs to discuss with parents, the parent will be invited into the setting where a practitioner can discuss the incident further in private.

### **Uniform/Clothing**

Children will have access to outside play at anytime they wish during the sessions as it is crucial in early childhood development and we invite children to explore the natural environment. Please bring suitable outdoor clothing i.e., wellies and raincoats on wet days! We apologise in advance for muddy clothes! Please label your child's clothes and personal items clearly, please include clothing items such as gloves, shoes, scarves etc.

We ask all children to wear a purple jumper or cardigan with white shirt and grey trousers or skirt/pinafore. Purple and white check dresses can be worn in the summer term and also grey shorts.

Simple clothing which your child can fasten and unfasten themselves is the best idea. This will enable them to go to the toilet when they need to, to put their coat on for outdoor play when necessary and help build independence. We advise your child wears uniform because it is more cost effective as due to the nature of their activities and experiences in the setting, they are likely to get dirty. Lots of our activities involve paint, glue and other potentially messy materials. You may wish your child to bring a bag of spare clothes to each session, in case of accidents and suitable outdoor clothing on wet and cold days. Clothing and bags must be labeled with your child's name.

### **Mobile Phones**

We ask parents/carers to adhere to our mobile phones policy and not use mobile phones on the preschool setting. Please DO NOT take photographs of your child on the preschool grounds using your mobile phones. Before events such as Graduation we will ask all parents/carers for their permission to take photographs before the events start. If any parent/carer does not want photographs taken then all parents/carers must respect this and not take photographs or film the event.

## Financial Matters

### **Session Fees - from 1 September 2022:**

Up to and including the term a child turns 3 years old - £22 per 3 hour morning or afternoon session, £44 full day 9-3.

From the term after a child turns 3 years old they are entitled to either 15 or 30 hours free nursery funding from the government so our fees change as follows:

- First 15/30 hours per week - if covered by nursery grant claim = free
- All time not covered by grant = £22 per 3-hour afternoon or morning session

**NB. The grant only covers 38 of the 39 weeks we are open so all sessions in one week of the Autumn term are chargeable.**

We collect fees monthly. We ask that invoices are paid promptly as cashflow is critical to enable us to meet our staff costs and supplier payments to ensure smooth running of the setting. Refunds are not made if a child starts the term late or finishes early, nor if a child is ill or does not attend booked sessions for any other reason. We require a minimum notice of a month IN WRITING if you leave us.

**Registration Fee:** A one off fee is charged at registration of £60

**Snack and welfare/PPE fees:** Snack is provided all day and is chargeable at £1.50 per session. It is payable by all children regardless of whether they pay fees or use grant funding. This also covers extra costs now incurred for PPE/cleaning costs.

**Lunch:** Lunch costs £3.00 per lunch and is payable by all morning session children

**PE:** £6 per month for 1 session or £10 for 2 sessions.

### **Tax Credits & Employer Vouchers**

#### **Tax Credits**

Tax credits may be given to eligible families as a contribution towards childcare costs.

#### **Employer Vouchers**

The Government has closed the Childcare Voucher scheme to new entrants from 4 October 2018.

**Current users can continue to use Childcare Vouchers as long as they remain eligible** - provided they do not change employer. For anyone still eligible, we can accept any form of employer voucher, please speak to your Human Resources department for details of their scheme (if they have one), and we can supply any information you require to set up a payment from them to us.

#### **30 Hours Free Childcare and Tax-Free Childcare**

The government is offering working parents two new childcare schemes one being up to 30 hours free childcare and a Tax-Free scheme meaning for every £8 you pay in; the government will add an extra £2, up to £2,000 per child.

**For further information please see the links below**

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/help-with-childcare-costs>