



# Jack n Jill Pre-school Ipswich Prospectus

M: 07837 411646

T: 01473 680887

E: [jacknjill.ipswich@gmail.com](mailto:jacknjill.ipswich@gmail.com)

Stone Lodge Community Centre, Hawthorn Drive, Ipswich, Suffolk IP2 0QY



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Website: [www.jacknjillipswich.com](http://www.jacknjillipswich.com)

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## Our Mission

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The aim of our pre-school is to create a vibrant and fun environment for all children of pre-school age, from two upwards, so that by learning through play they can develop into happy, confident little people.

## Our Setting

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We are located at the Stone Lodge Community Centre in Hawthorn Drive, Ipswich. The pre-school primarily serves Chantry and SW Ipswich and is open Monday to Friday during term time, between 8.00am and 6.00pm.

Children can attend morning and afternoon sessions or all day - including breakfast, lunch and light tea if required. You'll find full details in the **Opening Hours and Fees** section of this prospectus.

*"Children are happy, settled and play harmoniously together. They build close, emotional attachments to staff."*

**OFSTED 2017**

Our Buddies Room occupies the large hall (pictured below), where we care for our 3 and 4-year-olds, and we have a brand new separate room we call Little Buds for our 2-year-olds. Both rooms are filled to the brim with a large range of curriculum-based activities designed to aid the children's learning and development.



Adjacent to the main hall is a large outdoor area with a sunken sandpit, soft-surface play area and a popular mud kitchen! The 2-year-olds also have a large secluded outdoor space (pictured) and in both gardens there is plenty of room for the children to develop physically, both on two legs and two wheels (or four if you include the stabilisers).



We have a 25 year lease on the building with Suffolk County Council which has enabled us to improve our facilities including the building of a fantastic purpose built kitchen/snack and social area and child-friendly toilet blocks for both rooms. If you would like one of our team to show you around please don't be afraid to ask.

## Our Team

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We have a great team of staff who are highly qualified in childcare and have a wealth of experience between them.

Michelle	Manager	Early Years Professional Status
Mandy	Deputy Manager	Foundation Degree (Level 5)
Lynn	Buddies Room Co-ordinator	Certificate in Early Years (Level 4)
Gemma	Buddies Room Co-ordinator	CCLD 3
Claire	Assistant	CCLD 3
Teresa	Assistant	CCLD 3
Emma V	Assistant	CCLD 3
Danielle	Assistant	CCLD 3
Lauren	Assistant	CCLD 2
Sharon	Assistant	CCLD 3
Chloe	Assistant	CCLD 3
Sarah	Assistant	CCLD 3
Lauren	Assistant	CCLD 3
Emma G	Assistant	CCLD 3
Louise	Apprentice	Working towards level 3
Laura	Apprentice	Working towards level 3

We operate our setting at a staff to child ratio better than the statutory requirement ... in other words we have invested in extra staff to ensure the children attending our setting receive the best possible care.

*"Staff provide a welcoming, learning environment in which children feel secure and confident."*

**OFSTED 2017**

We work with children on a key worker/buddy system; this means children have continuity with the setting by building a strong bond with one member of staff - research proves this is the best approach. As well as being most beneficial for children, it also promotes a strong relationship between parents and carers; parents have a member of staff they can speak to confidentially about their child's achievements or any concerns they may have.

## Your Role as a Parent

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We consider parents a big asset to the pre-school and aim to build strong partnerships with them; we feel this contributes to their child's ability to thrive within our setting. We aim to keep parents informed of their child's progress, consult them on important issues and involve parents in the day to day running of the setting.

As a childcare provider we believe that all children are unique and the most knowledgeable people about each child are their parents, so we make it our mission to

work closely with parents to make sure each child reaches their full potential while they are with us. We achieve this by allowing parents to stay for sessions, share their child's *Learning Journey* with parents and agree learning goals for each child for the following term.

As a community based setting we depend on the goodwill of parents and their involvement. Jack n Jill is managed by an enthusiastic committee of professional managers and volunteers, many of them parents. Their support and commitment ensures we are meeting the needs of the children and families within the setting. A committee approach gives parents a good view of what happens within the pre-school and more importantly enables us to listen to your views.

*"The pre-school is organised effectively to continuously improve the provision and provide a good quality of care and education for the children. Staff work well together as an enthusiastic and motivated team"*

**OFSTED 2017**

If you are interested in joining the pre-school management committee please speak to Michelle or Mandy.

Elections for places on the management committee take place at the *AGM*. This is open to the parents of all children attending the pre-school. It is the forum for looking back over the previous year and discussing plans for the next year and beyond.

### **How Parents Can Take Part in the Setting**

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Our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- contributing to the progress check at age two;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting where appropriate;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- joining in community activities, in which the setting takes part;
- building friendships with other parents in the setting.

## Children's Development and Learning

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At Jack n Jill Pre-school children's development and learning is guided by the Early Years Foundation Stage (DCFS 2012) and our provision reflects its four key principles:

1. **A unique child:** every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
2. **Positive relationships:** children learn to be strong and independent through positive relationships.
3. **Enabling environments:** children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.
4. **Learning and development:** children learn and develop in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps your child to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

We focus on areas of development and learning that include personal, social and emotional development, physical development and communication and language. We also engage in activities that develop skills in literacy and numeracy, expressive arts and design and help children understand the world.

For each area the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. Our qualified staff work with these goals when we assess children and plan for their learning.

If you would like further information about the Early Learning Goals please speak to your key worker.



## Our Approach to Learning and Development and Assessment

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**Learning through play:** play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Early Years Foundation Stage guidelines to plan and provide a range of play activities which help children to make progress in all seven areas of learning and development.

Children are allowed to choose many of the play activities they engage in; adults take the lead in others. At Jack n Jill Pre-school we ensure there is a good balance of child initiated play and adult lead play so that each child has the best possible learning outcome related to his or her interests.



**Assessment:** we assess how young children are learning and developing by observing them frequently. We use this information and photographs of the children at play to document their progress and to help us plan additional activities that will aid their development further. We believe that parents know their children best and we ask you to contribute to assessments by sharing information about what your child's interests are and what he or she likes to do at home. Each term your child's key worker will review your child's progress with you so that together we can ensure your child thrives while at Jack n Jill.

**The progress check at age two:** The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development: personal, social and emotional development; physical development; and communication and language; when a child is aged between 24 - 36 months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

**Learning Journey:** during the time your child is with us we will compile a *Learning Journey*. This is an official document that records each child's development and will be passed onto other settings up to the end of Reception Class. Your child's key worker will involve you in completing the Learning Journey and ask you to provide information on your child's needs, activities, interests and achievements. This will enable us to

identify your child's stage of progress and decide on how to help your child to move on to the next stage.

These records are a lovely keepsake and should be retrieved from the nursery or school they move on to once they have extracted the information they need.

**The Session:** we organise our sessions so that the children can choose from, and work at, a range of activities to build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.



Jack n Jill Pre-school has a well maintained outside play area, with areas for mark making, a soft-surface area, grass area and sunken sandpit. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom. Our outside space provides children with opportunities to learn about the world around them (observing insects and growing flowers are two popular activities). They are also able to choose from a wide range of outdoor equipment such as bikes, scooters and a slide which contribute to their health and physical development.

**Special Needs:** as part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinators are Michelle and Mandy. To ensure we are able to meet each child's needs and that they reach their full potential we may seek advice from other professionals.

### **Safeguarding Children**

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Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff, in the unlikely event that one arises.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Our Safeguarding Officers are Michelle and Mandy.

## Policies

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Copies of the setting's policies and procedures are available for you to browse at the setting. If you would like a copy of any of our policies please inform a member of staff.

Jack n Jill Pre-school's policies help us ensure that the service provided by the setting is a high quality one and that being a part of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to contribute to the annual review of these policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for children, parents and the local community.

## Food and Drink

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**Snacks:** the setting makes snacks and meals a social time at which children eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will make sure that these are met.

**Lunch:** to make lunch a social occasion, children who attend all day have a set time when they sit together at a table to eat. Adults are on hand to lend support. We promote healthy eating and ensure the children's hot lunch we provide is well balanced - this means plenty of foods that contain the nutrients that children need, and fewer foods that are high in sugar and saturated fat. We ask that when parents provide a packed lunch that this too contains food that is healthy, well balanced and low in sugar and saturated fat.



**Drinks:** we provide children with unlimited access to fresh drinking water all day - they are able to help themselves or ask a member of staff for a drink whenever they feel thirsty. We ask all parents not to bring drinks for their child to the setting.

### **Clothing**

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We provide protective clothing for the children when they play with messy activities. We encourage children to gain the 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 to do this.

### **Opening Hours and Fees**

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Jack n Jill Pre-school opens Monday to Friday between 8.00am and 6.00pm for 50 weeks of the year. We will be closed over the Christmas period and August Bank Holiday week. There are five sessions each day.

**8.00am to 9.00am** costing £4.00 or £5.00 including breakfast.

**9.00am to 12.00pm** costing £12.00

**8.00am to 1.00pm** costing £20.00. Including breakfast the cost is £21.00 and including breakfast and a cooked lunch the cost is £23.00

**1.00pm to 4.00pm** costing £12.00

**1.00pm to 6.00pm** costing £20.00 or £21.50 with a light tea.

Children can attend **all day from 8.00am to 6.00pm** with breakfast, lunch and a light tea included for £44.50.

The cost per hour is £4.00 and additional charges for food are £1.00 for breakfast, £2.00 for lunch and £1.50 for a light tea.

All of the prices above are effective from September 2018.

Fees are payable daily, weekly or monthly in advance. If payment falls behind for more than three weeks, Jack n Jill Pre-school reserves the right to cancel your child's place with us. If you have any issues paying please speak to either Michelle or Mandy.

**Absence:** If your child is ill or on holiday and cannot attend the pre-school, each day they are absent has to be paid for. If your child has to be absent over a long period of time please talk to either Michelle or Mandy.

**Funding:** We are in receipt of Suffolk County Council funding for all three and four year-olds from the term after they turn three. Funding for two year-olds may also be available - please ask the pre-school deputy manager for details.

All children who qualify for funding are entitled to 15 hour of free early learning each week for up to 38 weeks a school year. However, from September 2017 your child may be entitled to 30 hours each week - please ask Mandy for details.

### **Jack n Jill Pre-school Customer Survey Spring 2017**

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It would seem from the results of our 2017 survey that parents again have nothing but praise for what we do. The setting is regarded as excellent or good by virtually 100% of parents but more importantly every parent surveyed said that by attending the pre-school their child's development as a person, the way he or she communicates and his or her physical ability has been either excellent or good.

Every parent speaks to their child's key worker often and knows him or her well, and they all rate the care their child receives as excellent or good.

Parents feel they are kept well informed about what is happening at the pre-school and that our newsletter and Facebook page are good ways to communicate.

We were very pleased that all of our parents would not hesitate to recommend us to friends and family.

Here are just three of the many nice things said about us by parents:

*"Riley loves Jack n Jills and has done since his first day. The help and support Riley and our family have received has been incredible. I cannot fault Jack n Jill staff in any way"* **Tamsyn Martin de-la-Torre**

*"Would 100% recommend Jack n Jills pre-school."* **Raven Sparkes**

*"Olivia is shy and gets worried about being left, but with the brilliant help and support of the staff, she always settles quickly and enjoys herself. Everyone has worked so hard to make her feel safe and happy. My eldest daughter came here and it was the only place I wanted Olivia to go to!"* **Rachel Watkins**

You'll find even more recommendations on our Facebook page. You can Like us at [facebook.com/jacknjillipswich](https://www.facebook.com/jacknjillipswich).

