



# PROSPECTUS

## **Welcome to Tysoe Children's Group, The Old Fire Station, Tysoe**

Here at The Old Fire Station we provide a range of childcare services for children aged 18 months -11. We are open Monday to Friday between 7.45am and 6pm daily, however we do close for one week over the Christmas/New Year period, so we can offer you flexible childcare with hours to suit you.

The Old Fire Station is run by a Board of Volunteers, elected from parents and members of the local community. We are Local Authority (LA) registered, OFSTED inspected and a member of the Pre-School Learning Alliance.

Our pre-school operates from 9am until 4pm, weekdays during school term time. Children can join us any time from their second birthday until they start school. Free sessions for eligible three and four year olds are available through the Nursery Education Funding Grant (Maximum 15 hours per child per week) and eligible two year olds through the 2Help programme.

Before and after school clubs operate from 7.45 am until 9am and 3.30pm until 6pm, weekdays during school term time. These clubs are open to all children from the age of 18 mths - 11 years and include a walking bus service to and from Tysoe Church of England Primary School.

During school holidays and the majority of teacher training days we operate a holiday club for children aged 18 mths-11. Holiday clubs gives your child the chance to try new activities and old favourites including sports, craft, cooking and visits to local attractions.

If you would like to find out more about us, please contact me. I look forward to meeting you and your child and answering your questions.

Yvonne Dillon  
Centre Manager

## **Our Values**

Our vision is to provide high quality, flexible, affordable, and reliable services to children, their families, the Tysoe Community and surrounding villages.

Caring for and educating children is our passion. We understand that by choosing to use our centre you are trusting us with the most precious little people in your life. We promise to care sensitively, teach reflectively, and protect completely.

We are proud that we are a small centre and are able to give individual attention and respond to individual and changing needs.

Staff are well qualified, experienced practitioners who provide individual care, a stimulating environment and carefully planned activities designed to promote your child's learning and enjoyment.

Our centre is overseen by a group of Trustees in collaboration with Warwickshire County Council. We work in many professional partnerships including with Ofsted, the local Children's Centres at Lighthorne Heath, Badger Valley Shipston-on-Stour and draw on voluntary local expertise as needed. We are a registered charity, we do not make a profit, and all fund raising and fees go straight back into enhancing the services we provide.

## **Admissions**

If you would like your child to come to our pre-school, holiday club or before and after-school club then you are welcome to come and view our facilities. You are welcome to bring your children with you when you visit. Yvonne, our manager or Ellie, our deputy manager will give you a guided tour and answer any of your questions. Please phone us on 01295 680624 to make an appointment.

Once you have decided that you would like to register then you will be asked to complete and return our registration form. A copy is enclosed in this pack. There is a £30 registration fee for Pre-School children, which covers administration costs and either a free sweatshirt or polo shirt for your child. There is a £10 registration fee for our other childcare services, to cover administration costs. For any child accessing only the 15 hours free entitlement of Nursery Education Funding or on the 2Help funding programme the registration fee is not applicable.

In pre-school we welcome children from their second birthday and they can enjoy our setting until they start school. Children using our pre-school are also welcome to attend the before and after school club and holiday club should they wish to do so. Children are welcome at our before and after school club and our holiday club up to the age of eleven.

Places are allocated on a first come first served basis. In the event that the waiting list for pre-school is full we will take into account your child's age, the distance you live from pre-school and whether they have any siblings that currently use the centre. In the event that we are unable to admit you to a requested before and after school club, or holiday club session because it is full we will keep a waiting list and contact you as soon as spaces become available.

We welcome vulnerable children or those with special needs and will work with you as parents and carers to make sure they can take part fully in our activities. So that we can assist families in need, we keep one place vacant throughout the year to accommodate an emergency admission from the vicinity.

Tysoe Children's Group has forged close links with Tysoe Church of England Primary School. We offer a walking bus to and from the school for all children using our before and after school clubs. The reception class teachers and our staff work together to help children in the final year of our pre-school prepare for the transition to school. However, parents must be aware that attending our pre-school does not guarantee a place at Tysoe Church of England Primary School and those wishing to attend the primary school need not attend the pre-school.

If you would like to know more about our admissions procedures then please speak to a member of staff. Our admissions policy is also available to read in the office or on our website.

### **Settling In**

We believe that each child is an individual and needs to adjust to our environment in their own way. Therefore, we do not have a set settling in procedure, we tailor it to meet the families requirements. When you register we will work with you to create a settling in plan that suits both you and your child and ourselves.

In our pre-school each child is allocated a member of staff as their key person. The key person will work closely with you to complete the "All About Me" booklet so that we understand your child's likes and dislikes and their routine. This process helps us to support your child to settle into our pre-school routine. Please speak to your key person if you have any concerns about your child, their development or their well-being.

### **Explanation of sessions**

Here at Tysoe Children's Group we pride ourselves on providing flexible childcare to suit your needs. **Nursery Education Funding (NEF)** is available for all children from the term following their third birthday. Children who are eligible can receive 15 hours per week of free childcare. We are happy to assist you to fill in the required forms. We will claim the NEF on your behalf and deduct it from your monthly fees. Two year old children registered on the **2Help programme** can also access a 15 hour entitlement of free nursery education for their child subject to the eligibility criteria being fulfilled. Please ask Yvonne for more information.

In pre-school we are able to offer a range of options to suit the needs of parents. Pre-school operates between 9.00 am and 4.00 pm and wrap around care can be met by using our Before and After School Club. Pre-School mornings run from 9.00 am–1.00pm which can be taken as 3 hours of the free entitlement with 1 hour payable for lunch time and an afternoon session 1.00 pm–4.00 pm. Sessions from 9.00 am–3.00 pm this can also be taken as 6 hours of the free entitlement or children can remain until 4.00 pm.

It is usual practice to commit to at least half a term's bookings, with many parents booking in for the complete year. We do ask however for 4 weeks written notice for cancellations of places. Extra sessions can be booked, usually at very short notice, for those unexpected events – a phone call is usually all that is needed.

### **Before and After School Club**

Our Before School Club or Breakfast Club opens at 7.45 am and runs until 9.00 am with walking bus departing the centre at 8.40 am to Tysoe Primary School. After School Club is operational from 3.30 pm, when children are collected from Tysoe Primary School and walked back to the centre, where snacks and refreshments await them. A nutritious tea (home cooked on the premises) is served at 5.00 pm, with the club closing at 6.00 pm. In both before and after school clubs, many parents make long

term commitments, which will guarantee their childcare requirements, however this is not always necessary as we also have many ad hoc users, but there is a small chance that we do not have vacancies for the days you then require, leaving you a little frustrated. We operate a cancellation policy for both before and after school club – 24 hours or more notice of cancellation and there is no charge payable (or a credit is raised if pre-paid).

Our popular Holiday Club operates, in line with the Warwickshire County Council academic term times. Holiday club is open between 7.45 am and 6.00 pm. Again we try and offer a degree of flexibility with sessions operating from 7.45 am until 6.00 pm, (full day, packed lunch required) 7.45 am until 1.00 pm, (packed lunch required) 1.00 pm until 6.00pm, (both half day sessions) there is an additional charge for a cooked tea at 5pm with this session, and 9.00 am until 4.00 pm (mini-day). Cancellation charges apply – at least one weeks' notice of cancellation – no charge is payable, less than a week but at least 48 hours' notice – 50% payable, and less than this full fee payable.

### **French Club**

We run a weekly French Club, in conjunction with experienced and trained staff from La Jolie Ronde. Times differ depending on the age and knowledge of the children. Children can register for French Club from the age of 3 – 11. Please ask Yvonne or a member of staff, if you would like to enrol your child to learn French with us.

### **Homework Corner**

Our After School Club operates so that children can relax after school in a safe environment. The children are collected from Tysoe School - unfortunately we are not able to provide the service for any other schools - by our walking bus. On arrival most children ask – “What’s for tea?” and “Can we play outside?” Probably just as they do when they get home! We want to provide a different atmosphere from school where children who have been working hard and concentrating all day can relax a little and chat freely with friends and staff. We do not therefore routinely ask them about homework. However for those children who want to, a quiet corner is always provided so that they can do school homework or just reflect on their day quietly. If you would like your child to start homework when with us, please let us know and we will encourage your child to use this facility.

Bookings are just a phone call or email us at [admin@tysoechildrengroup.co.uk](mailto:admin@tysoechildrengroup.co.uk) or through the website – we will always reply so you are confident we have your booking or cancellation.

### **Opening Hours / Term Dates**

We are open from 7.45 am until 6.00 pm, 51 weeks of the year. We are closed on bank holidays and the week between Christmas and New Year. We follow the same term times as Tysoe Primary School.

### **Invoicing**

Fees are invoiced at the beginning of the month in advance with government grant funding sessions being shown at zero value. Bills must be paid in full and payment should be made by the date indicated on the invoice letter. We reserve the right to charge a late payment fee of £5 per week for any payment not made by the specified date. Payments may be made by cash, cheque, internet-banking or employer childcare vouchers. Continual failure to meet payments may result in the termination of your child’s place. In such cases, the parent remains responsible for all outstanding fees.

Any one off extra sessions will be billed in arrears.

All pre-school sessions that have been booked will be included in your bill, even if your child misses a session due to illness or holiday.

Non-attendance at pre-booked Before and After School Club will be refunded provided you give us 24

hours notice of the cancellation.

Non-attendance at pre-booked Holiday Club sessions will only be refunded (in full) provided you give us at least 1 weeks written notice, 50% of your fee will be refunded if the notice is less than 1 week but more than 48 hours notice, otherwise full fees are payable.

### **Routine of Day – Pre-School**

Children enter the setting with their parents at 9.00 am. Children then self-register and go to an activity of their choosing. After approximately 10 minutes the children will be gathered together for group time, staff will welcome everybody and take a formal register. Staff explain to the children the activities available to them for the morning/afternoon session and the children are then able to choose what they want to do. All children will be encouraged to take part in a variety of activities. Another short group time will take place about an hour after the first one, this group time usually focus's on 'Letters and Sounds' activities encouraging children's listening and speaking skills. Children can access the outdoor environment at any time during the session but we particularly encourage all children to experience the outdoors after the second group time. Children are brought together again just before lunch time to listen to stories, sing nursery rhymes or celebrate any special learning or achievements.

### **Curriculum**

We provide good quality care within the parameters and guidelines of OFSTED and we are a member of the Pre-school Learning Alliance, which ensures we are up to date with current information in the field of early years education. Pre-school sessions are supervised by qualified and professional staff providing a happy and secure environment for your child to fully access the Early Years Foundation Stage curriculum.

### **Learning & Development**

In pre-school each child will be allocated a key worker, who will be responsible for liaising with the child's parent or carer. Firstly we collect information from you about your child, your family and the home environment, as well as any specific and relevant information such as medication, dietary requirements etc. Changes in routine at home can affect your child's wellbeing and development, therefore we feel it is important for us to be kept informed to enable us to provide the best possible care at all times. The key worker will also maintain the child's learning journal, which is the document we use to record your child's learning and development progress and their achievements during their time with us here at Tysoe Pre-School. Staff take written observations of significant achievements, take photographs of children busy in their work (play) and learning environments. Parents are invited to share their child's achievements (from home) with us through our Learning at Home Board and their child's learning journals are available for you to look at on request.

### **Supporting Learning Difficulties**

All children have an entitlement to a broad and balanced curriculum. We work hard to ensure that our provision is appropriate to each individual child's needs. Parents, carers and staff at The Old Fire Station work together to identify and assess those needs and plan for continuous development and achievement. We can offer additional support for any child, whether they attend our pre-school, before or after school club, or our holiday club. If you think your child requires additional support then please do not hesitate to speak to us and we will work with you to ensure that your child gets the most out of their time here.

Should you require further information or advice please speak to your child's key worker, our manager, or our special educational needs co-ordinator, Melanie Ingram. Our Special Needs Policy is available in the office or on our website.

## **Healthy Eating**

We ensure that children at The Old Fire Station are provided with good healthy food, freshly cooked. We use local ingredients and carefully plan meals to be balanced and enjoyable. Snacks are also carefully planned to offer variety and the opportunity to try new things.

We discuss healthy eating with the children and encourage them to make healthy choices. Children in pre-school, after school and holiday club are often engaged in cookery and baking activities where we stress the importance of a balanced healthy diet with the occasional treat.

We do not have refrigerator space to accommodate all children's lunch boxes so please can you provide an insulated bag containing an ice pack for your child's packed lunch. We have guidelines, rather than rules, which encourage healthy choices to be made when your child brings food to the centre. Cakes, biscuits, chocolate bars, crisps should all be regarded as 'sometimes' food, your child will stay satisfied for longer, have plenty of energy and learn good habits if you choose lunch box contents carefully to avoid these items as often as possible. Fresh water and milk is freely available at all times and we encourage your child to drink a little and often so that they stay hydrated.

Some of our children have intolerances or allergies to certain foods. We make sure that all staff are aware of this and plan food choices accordingly. It is therefore vital that you let us know if your child has to avoid certain foods and that you keep us up to date with any changes or worsening. Where an EpiPen or any other medication needs to be kept on site for emergency purposes we will work with the parents to ensure that all medicines, care plans etc. are kept up to date. We have a duty and responsibility to ensure that a child's allergy/intolerance should never interfere with his/her enjoyment or choice of activities.

## **Clothing**

Your child is coming to us to enjoy learning. Learning is sometimes messy, especially with younger children, so it is helpful if your child wears clothes that are easily washable and are not 'best'. Even little children do try to stay clean for you, but becoming engrossed in finger painting, digging for worms in the garden or experimenting with water are all liable to leave their marks!

We try to encourage independence because this is extremely good for your child's confidence. It is, therefore, helpful if your child's clothes are easy to manage. Simple clothing with elastic waists and Velcro fasteners will make it easier for your child to gain confidence in their own abilities. Please name your child's clothing that may get taken off, eg. their coat, hat and gloves..

Footwear should be well supportive of the foot if your child is to enjoy running, jumping and playing outside. Flip flops and open toed sandals are not advisable. We have a selection of wellies and waterproof clothing for outdoor play in the drizzle and splashing in puddles!

We discourage children from wearing any kind of jewellery while using our centre. Ear-rings in particular can cause serious injury in the rough and tumble closeness that is sometimes part of children's play. If your child has pierced ears please ensure he/she wears studs or taped up ear rings when at school.

In hot, sunny weather we will try to ensure the children work mostly in the shade when they are outside, but please try to remember to apply sun screen before they come to us. We do have sunscreen at school so if you forget and want us to apply it please let us know. Wearing a cap, particularly a Legionnaire's cap which covers the head and back of the neck and clothes with long

cotton sleeves provides good protection from the sun.

As part of the registration fee children will be given a sweatshirt or polo shirt. Either item is available to purchase, please ask a member of staff if you would like to place an order.

### **Parents as Partners**

You are the expert when it comes to your child. You are the person who knows him or her best. You are the one who has taught and cared for them, we are now privileged to be able to join you in this exciting stage of their life. In order to achieve the best outcomes we need to work closely alongside you.

Our expertise is in child development and child care, yours is in how this applies in your child's very particular case. We cannot stress enough how important it is that you keep talking and communicating with us. We want to know what your child likes, dislikes and absolutely loves. We can base projects and even teach things like counting so much more successfully if we can base it around your child's interests. We will try to be available when you drop off or collect your child so that you can let us know how he/she is getting on and we can share what we have observed with you. We would love to hear what he has been doing at home, just as we know you want to hear what he has been doing in school.

### **Safeguarding**

It is of paramount importance to us that children are safe and happy while in our care. Safe, happy children are able to devote all their energies to learning.

We ensure this in many ways:

Our staff	All staff and directors are formally checked by the Disclosure and Barring Service (DBS). No one who has not been checked will come into contact with your child unaccompanied. Staff have suitable and relevant childcare qualifications and training is kept up to date.
Our buildings	We have key pad locks inside the centre and loud alerts to all exterior doors; equipment is checked daily and discarded if unsafe; we have regular fire practice and follow strict hygiene procedures; we have safe off road parking and an enclosed outdoor area.
Your children	We have a password system to ensure that children only leave with a person approved by their key carer/s. All staff are trained in Child Protection. We have procedures in place to follow if we consider a child to be in danger, or if a child discloses abuse. There is a flow chart in the foyer which explains this procedure. Please speak to us if you have any concerns.
Our walking bus	We provide this for children attending our before and after school club. We always ensure there are at least 2 members of staff and children wear fluorescent jackets and armbands.

Safeguarding is about more than your child's physical safety.

Our Safeguarding policy states that every child has an entitlement to be strong, resilient and listened to. We promote this through encouraging self-confidence, independence, a sense of belonging, and an



aspiration in each child to fulfil their own potential. You are very welcome to read our full Safeguarding Policy, please just ask a member of staff. Our safeguarding policy is also available to read in the office or on our website.

### **Transition to Primary School**

We work very closely with and have good links with Tysoe Primary School, however attendance at this pre-school does not automatically secure a place for your child at Tysoe Primary School.

The reception teacher and pre-school staff enjoy a good working relationship and children in their final pre-school year are often invited to join in with school activities and attend end of term events such as 'Teddy Bear's Picnic'

### **Complaints**

The elected trustees of The Old Fire Station, managers and staff want to work with you to establish and maintain good relationships. We will keep you informed about our policies and the individual progress of your child. However, there may be a time when you, as a parent, carer or guardian, may have a complaint.

Whatever the issue, the important thing is to talk our manager, or your child's key worker, as soon as possible. It is better to do this sooner rather than later. They will do their best to resolve the issue. If you are not satisfied you should contact the Chair of the Board of Trustees (contact details are in this booklet and on the foyer notice board). If the matter still is not resolved to your satisfaction you have the right to follow the formal complaint procedure, please see notice board. Our full complaints policy is available to read in the office or on our website.

### **Staff**

The staff are all well qualified and have a wealth of experience working with children. Most of them have their own children or grandchildren, so are well placed to understand any concerns you may have.

### **Management Board**

The Old Fire Station is a registered charity run by parents and carers for parents and carers. We are a non-profit making body and any profits we do accrue are invested into improving facilities and resources for the children.

All parents who use the centre are members of the charity. You are entitled to vote at the AGM and stand for election to the Board of Directors. To remain a lawful entity we must have a minimum of five directors. These are all parents of children attending the centre volunteering to oversee how the charity is run. No special skills are required, just a willingness to do what needs to be done.

#### **Current Board Members**

Chairman:	Jo Small	01295 680764/ 07946 440158
Treasurer:	Kristen Bradley	01295 680933
Secretary	Sarah Paterson	07947 028454
Director	Nicola Field	07929 744250
	Mark Small	01295 680764

### **Fundraising and Social Events**

We rely heavily on our fundraising activity so we also have a small fundraising committee. They organise approximately three events a year from table top sales, to summer balls and coffee mornings to children's Halloween parties.

If you are interested in getting involved as a fundraiser or a director then please speak to Yvonne.

### **Toddler Group**

Toddler group is held on a Wednesday morning during term time 9.15 – 11.15 am. There is a small charge per family unit and this includes a hot drink for parents/carers, drinks and refreshments for children.

### **Wheelchair access & toilets**

Our facilities have ramped access for wheelchairs and accessible toilets.

### **Dogs**

Please do not bring dogs onto the Old Fire Station Site. The only exception to this are sight, learning or disability assistance dogs.

### **Tysoe Children's Group Charity Status**

Tysoe Children's Group is a registered charity and in order to keep our fees lower than average and to cover the costs of outings and other extra-curricular activities, we rely on the surrounding community for voluntary support and donations. This is mainly achieved through fundraising and social events and we encourage all parents to take responsibility for helping organize such events. Tysoe Children's Group cannot run successfully without the support of its parents.

Social gatherings are held to organize fundraising events. All parents are invited to attend and we aim to make these meetings as social as possible. They give you a great opportunity to meet new friends and be involved.

Details of how you can get involved can be found on our Parents Notice Board in the children's cloak room.

Our objective here at Tysoe is to provide a high quality, integrated early education and childcare service for your child. We positively welcome your comments and value constructive criticism.

### **Safeguarding**

*Tysoe Children's Group Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

This document is available in large print. If you would like the information in a language other than English then please ask a member of staff.

### **Contact Details:**

Registered as a company limited by Guarantee in England & Wales  
Registered office: Tysoe Children's Group Ltd., The Old Fire Station, Main Street,  
Middle Tysoe, Warwickshire, CV35 0SR Tel: 01295 680624  
General admin enquiries: [admin@tysoechildrengroup.co.uk](mailto:admin@tysoechildrengroup.co.uk)  
Centre Manager, Yvonne Dillon – [manager@tysoechildrengroup.co.uk](mailto:manager@tysoechildrengroup.co.uk)  
Registered No: 4761827 Registered Charity No: 1097838  
Ofsted Registration: EY284242