



Website - [www.fusionchildcareservices.co.uk](http://www.fusionchildcareservices.co.uk)  
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Ofsted URN- 2689253  
Ofsted Inspection – awaiting inspection

**Correspondence and office address:**

Fusion Childcare Services, 45 Cranbourne Drive, Harpenden, Hertfordshire, AL5 1RJ

**Site Address:**

Fusion Pre-School Southdown, St Johns Church, St Johns Road, Harpenden, Hertfordshire, AL5 1DJ

**Opening Hours:**

Term Time Only – Monday/Tuesday (Forest School) /Wednesday /Thursday/ Friday – Core session (9.10am to 12.10pm) with early drop off (8.30am) and lunch club (13.10pm) available.

## **Our Mission Statement/Aims and Objectives**

Fusion Pre-School Southdown aims to provide high quality childcare within a warm and welcoming environment to all, where the individuality of each child will be respected and nurtured. We want children to feel happy, safe, and secure so they can learn and develop freely in a play centred environment, through a range of activities that supports confidence, independence and encourages children to take responsibility for themselves and their actions.

We encourage children to make positive contributions in choosing activities/resources/play opportunities that they will find both stimulating and fun and develop positive attitudes, respect for themselves and others in an environment free from bullying and discrimination.

Fusion works in close partnership with the local community, Herts for Learning, Hertfordshire County Council's Early Years team as well as parents, to provide a holistic approach to supporting a child's development. Fusion complies with all legislation requirements. We employ; experienced/qualified/well-trained staff under our Safer Recruitment Guidelines and have strict reflective practice systems in place to ensure that we continue to meet the needs of children in our care and their families.

## **Policies**

All our policies are available to view on our website or by request on and off site and must be read by all. For specific information about Sessions, Admissions, Medication, Behaviour etc see each specific Policy. Parents/Carers are requested to sign a section in the Registration Pack to confirm you have read/understood and adhere to our Policies and Procedures. Fusion's Partnership and Parental Agreement Policy explains expectations.

## **Safeguarding and Wellbeing**

At Fusion Pre-School we are committed to safeguarding the welfare and wellbeing of your child/ren. We have ensured there is a variety of mindfulness activities and opportunities on offer. We have rigorous Policies and Procedures which are available for you to view online or on site, in order to understand our Safeguarding responsibilities and the Duty of Care we have to the children and families/carers at Fusion Pre-School Southdown. All staff hold an enhanced DBS check and there is always at least one Paediatric First Aider on site. Fusion Pre-School Southdown holds a full and adequate Professional Indemnity and Public Liability Insurance Policy. The team at Fusion Pre-School Southdown are all very aware that the transition into pre-school can at times cause parents/carers and children to feel anxious. Your child/ren has been assigned a Key Worker who will work closely with you and your child/ren to make this process as smooth as possible. Please feel free to share any



information that might support your child/ren's transitional process, or any concerns that you might have, no matter how small.

## **Key Worker System**

We allocate your child a separate key worker before they join Pre-School. The Key worker is the named member of staff who will take the lead in ensuring that your child has a positive, playful, and enriching experience at Pre-School. The relationship between your child and their key worker will be the foundation that encourages and promotes engagement with activities and opportunity to explore the play space. Your child/ren will also develop relationships with other members of staff, who will report back to their Key Worker, when necessary and appropriate.

We understand it is a HUGE developmental step when your child starts at Pre-School, and we will do our very best to make it a calm, positive and supportive process for you and your child/ren. Our 'settling in process' is purposely flexible and adaptable because every child/ren who joins us is an individual, with their own unique needs, preferences and experiences.

The most important "tool" available to us is open communication between parents/carers and our Pre-School Team.

**The Key Worker** – Your child/ren's Key worker will take the lead on getting to know your child/ren and support them to settle in and become familiar with the Pre-School environment. Other members of the Team will also support this process.

**Information Forms** – we ask you to complete these, so we have some key information about your child/ren's likes and dislikes. It is an opportunity for you share anything and everything that is important to you or your child/ren.

**Stay and play Session** – This is a great opportunity to really get to know your child/ren's Key Worker and all the other members of the Team. But please don't worry if you can't attend one of the sessions – we will always find time to get to know you!

**How to communicate with the Team** – We will always find a way to communicate with you and chat and catch up' to share anything we feel you need to be aware of!

However, the beginning of your child/ren's Pre-School session and making them feel welcome and getting them settled is always our number one priority - so it is easier to chat at collection time unless you really feel there is something to share with us - or you can always drop a message via text or WhatsApp during the session.

## **Parents/Carers Staying for The Session**

Our aim is for a happy drop off for you and your child/ren - but we are aware this may take a little while – and if parents/carers prefer to stay for a little while, and that is absolutely fine and has the benefit of allowing you to see how the team works together and how they respond to child/ren's needs. Your child/ren's Key Worker will discuss this with you and may either suggest that you stay or even that you leave for a short while.

- If you appear confident and relaxed about your child starting at Pre-School, it will help them feel confident and relaxed too.
- When you do leave, be matter of fact about it - a kiss, 'have an amazing time' and the reassurance of 'I will be back later to collect you' – goes a long way to reassure a child! Your child/ren may initially be upset with the separation from you - their Key Worker (or another member of staff) will step up and engage and reassure them.
- When you return, again, a low-key welcoming hug and kiss will reassure them, but too big a fuss might just confirm all their worst fears – that they were right to be upset and now they have been "rescued!"
- We want your child to be happy and relaxed at Pre-School. If at any time we feel that our attempts to settle them are not effective – we will of course call you to chat through the next steps.



## Early Drop Off - Chargeable - (8.30am)

Early Drop off is open from 8.30am. Please let Miss Wilkins know if you would like to utilise this.

## Core Session - Starting Time (9.10am)

Our mornings start at 9.10 am and our aim is to have everyone on the carpet to being our day enjoying their time as a whole group. But this is something we build towards - we understand that mornings can be difficult – so, in the early days, please don't worry if you are a little late. In fact, sometimes we suggest that you bring your child a little later, perhaps at 9.30am when the free play format is in full swing. Feel free to have a chat with us about this.

## Core Session - Finishing Time (12.10pm)

Our core sessions finish at 12.10. Many children find this manageable from the beginning but for others it is something we need to work towards. So, in the early days, we might suggest that you collect your child early. Experience has shown us that taking time over the settling in process really pays off in the long run. We want nothing more than your child/ren to enjoy the time they spend with us, and we will respond to their capacity enabling them to manage the new environment, experiences and the impact on their energy levels. When parents/carers arrive to collect their child/ren, the foyer doors will be open from 12pm. Please have a look at the daily noticeboard to see what activities your child/ren has been up to at Fusion Pre-School. Please be aware in line with our Safeguarding Policy, we do password and ID check parents/carers, so please make sure you give your surname to the member of staff and your password and show some ID, if requested. This is part of our Safeguarding Policy and Procedure, but also gives us the opportunity to put names to faces.

Miss Wilkins or Mrs Toy will be on the door welcoming you into the Pre-School to collect your child/ren. Please collect their coats and bags on your way out of the building. Greet your child at the table and sign the 'signing out sheet.'

## Lunch Club - Chargeable (12.10pm-13.10pm)

Lunch Club operates from 12.10-13.10. This is a valuable time of the day where the staff and your child/ren sit round a table – replicating lunch at home and eat and chat together. Please provide your child/ren's lunch in a named lunch bag/box so that it is easily identified.

We encourage the children to eat their main food item first and further them to eat the contents of their lunch, but we will never force your child/ren to eat. Upon collection, we will let you know if they ate more/less than usual.

We understand the importance of a healthy diet for their physical and mental growth.

**PLEASE NOTE WE ARE A NUT FREE PRE-SCHOOL.**

<https://www.foundationyears.org.uk/wp-content/uploads/2017/11/Healthy-packed-lunches-for-early-years-FACT-SHEET.pdf>

A healthy, balanced and nutritious packed lunch should include foods from the following four food groups:



### Potatoes, bread, rice, pasta and other starchy carbohydrates

These foods provide carbohydrate to give your child energy for the afternoon.



### Fruit and vegetables

These foods provide vitamins and minerals to help protect against illness.



### Beans, pulses, fish, eggs, meat and other proteins

These foods provide protein, iron and zinc to help your child grow.



### Dairy and alternatives

These foods are a good source of calcium, for strong bones and teeth.



### Foods and drinks high in saturated fat, sugar (and/or salt)

Try to limit these types of food and drink. Too much salt and saturated fat can increase the risk of some illnesses in later life while too much sugar can damage children's teeth.



## Snack

Throughout the morning the children have a rolling snack meaning they can approach the snack table when they are hungry. We provide milk and water and a healthy snack. Healthy snacks during the morning can be crackers, cheese, hummus, vegetables, fruit. The opportunity to sit with a group of friends and a supportive adult to chat and enjoy a healthy snack and drink is a really positive one and we often find that children are willing to try new foods.

(If your child prefers an alternative milk, please provide this)

## Activities

At Fusion Pre-School we celebrate a range of festivals, special days and ensure that we are learning about different cultures and environments as well as having themed days/weeks. We use a long-term plan, whereby children are involved in deciding the topic they want to learn, and staff plan accordingly, we encourage the older children to plan and lead activities too! We boast a wide range of both in and outdoor activities/resources, providing stimulating and challenging opportunities for all children; science kits, sensory boxes, board games, puzzles, jigsaws, face-paint, books, art/crafts, painting, modelling, cooking, dressing up, small world and role play toys. We are the official toy testers for The Good Play Guide – <https://www.goodplayguide.com/> and always have new and exciting toys/resources that the children get to test and provide their opinions on.



## Timetable

- 8.30am – Early Drop Off
- 9.10am – Children arrive.  
Children independently wash their hands and make their way to the carpet.
- 9.20am- Registration: Children all come together and a register is taken. Show and Tell.
- 9.30am – Free play: Children engage in free play. These activities may include – creative area, tactile area (playdough, collage, messy play), maths, literacy, hoem corner, small world play, construction, sand,water, outdoor play.
- 10.45am – Tidy up time
- 11.00am – Singing time. All chidlren come together to take part in singing/music and movement time.
- 11.15am – Physcial Activity: This part of the morning is when we will participate in group games, parachute, cars and bikes, gross motor skills.
- 11.55am – Story time: Children sit in age appropriate groups for story time before going home.
- 12.10 pm– Core hours finish
- 12.10pm - Optional Lunch Club start
- 13.10 pm– Lunch club finish

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## Forest School – Tuesday Only

On a Tuesday, we operate Pre-School from the woods opposite St Johns. Please see attached flyer regarding Forest School information. In the Autumn and Spring Term, places are limited and will be offered out on a first come, first serve and need basis.

## Toilet Training

Your child does not need to be toilet trained to start at Pre-School. Once they are ready to embark on toilet training, we will support you in any way we can (please provide spare clothing). Please provide a bag with nappies and wipes in at the beginning of each term.

## EYFS

Fusion Pre-School follows the Statutory Framework for the Early Years Foundation Stage (EYFS). The Pre-School will soon be emailing you The Parent's Guide to the Early Years Foundation Stage. This document outlines the framework we will use to observe, support and develop your child/ren's development. If at any time you have any questions about this, please do not hesitate to contact a member of staff

The 3 prime areas of learning are:

- **Physical, social emotional Development**
- **Physical development**
- **Communication and language**

The 4 specific areas of learning are:

- **Literacy**
- **Maths**
- **Understanding the world**
- **Expressive art and design.**

Our planning provides the children with a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and in others, an adult takes the lead. In all activities, guidance from the statutory early learning goals and the individual child's interests help to decide what equipment to provide and how to provide it.

We aim to support the children in the **four principles of the EYFS**:

- **A unique child**
- **Positive relationships**
- **Enabling environments**
- **Learning and development.**

We observe your child throughout the day to identify their interests, how they learn and their progression in each area of learning and development. As you know your child best, we also want to hear your observations of your child; what they like to do at home, as well as any significant events, achievements or concerns. This assessment of your child helps us to identify and plan their next steps. In addition to our ongoing observations, reviews of your child's progress will be shared with you, along with;

- **A 2 Year Check**
- **Early Years Foundation stage profile**



## Two Year Progress Checks

We complete these for children who are between the ages of 2 years and 2 years 9 months. After your child has been with us for approximately half a term, we will invite you to a meeting to discuss how they have settled and how they are progressing. Please inform us if they have had this check at another setting or with your Health Visitor. If your child attends another setting more frequently than they attend Fusion Pre-School we would expect the other setting to complete the check although we would be happy to contribute to it if requested.

## Staffing

At Fusion Pre-School we are very proud of our experienced and qualified team. All staff respect that play is freely chosen, self-directed and intrinsically motivated in accordance with the Playwork Principles Staff are recruited in line with Ofsted's Safer Recruitment guidelines and have been DBS checked and annually reviewed on the DBS Update Service to assess their suitability to work with children. There is always a trained Paediatric First Aider available onsite and a Designated Safeguarding Lead.

## St Johns Parking

We advise everyone to walk to Pre-School however we know this is not always possible. Please do not park in the church car park but instead on the road. There may be times we ask for an earlier/later pick up time due to a funeral or another event in the church.

## Term Dates

Please see attached Term Dates or visit our website – [www.fusionchildcareservices.co.uk](http://www.fusionchildcareservices.co.uk)

## Financials

**Fees:** There is non-refundable administration charge of £50 per family when your child starts at Pre-School. Please note this is with the exception of vulnerable 2/3 year olds. This will be invoiced to you once we have received your completed Reg pack. We understand that circumstances change throughout the year, however excessive changes to registered days may incur an additional admin charge, applied at Fusion's discretion. See Registration Pack for Prices and Admission Sessional Policy for more info about AD HOC prices, cancellations, and retainer schemes.

Statements, Invoicing, and payments: You will receive a statement at the beginning of each term for that term. The statement is broken down into monthly instalments so you can forecast payments. Fees are payable in advance on the 5<sup>th</sup> of every month. An invoice will be sent out monthly as a reminder. If you overpay in any month, we will retain this as a credit (unless you specify otherwise) on your account and use it towards next month's fees.

If you wish to book any sessions in addition to your normal days, you must speak to the Management Team who will advise you of availability. Additional billing (Ad Hoc sessions, extensions, or penalty fees) will be invoiced at the end of the month in which they occur and must be paid immediately upon receipt.

If you are suffering from financial difficulty for any reason and are unable to pay your bill by the due date, then please contact the Management Team in confidence to discuss the matter.

Payments can be made by Bank transfer (info found on your statement/invoice), Childcare Vouchers and Government schemes. If you are using the Government Scheme, please provide us with your unique reference number, so that we can link your payments. If you are needing to link your Childcare Voucher account to ours, let us know who your provider is, and we can give you a code that will link accounts



Session	Time	Price	Notes
Early Drop Off	8.30am -9.10am	£6	Chargeable
Core Session	9.10am – 12.10pm	£33	Can be used with Funding entitlements
Lunch Club	12.10pm-13.10pm	£10	Chargeable

## **15 hour funded Children**

(with the exception of vulnerable 2/3 year olds)

You may not be aware that the 15-hour funding we receive from the Government only covers approximately half of the costs that Fusion Pre-School need for each child attending once all costs are accounted for.

We do fully understand and appreciate that the cost of living has increased substantially and appreciate any amount you can afford to contribute.

We need your support to ensure that we remain sustainable as a much-needed provision in our community and not at risk of closure.

15 hours Government Funding can only be used Monday-Friday 9.10am – 12.10pm on our core sessions. Early Drop Off's and Lunch Clubs are chargeable.

## **Tax Free Childcare:**

<https://www.gov.uk/tax-free-childcare>

## **Pupil Premium:**

The pupil premium is additional funding given to publicly funded schools in England to raise the attainment and progress of disadvantaged pupils and close the gap between them and their peers. In 2011/12 schools were allocated Pupil Premium funding for children from low-income families who were eligible for free school meals or had been looked after continuously for more than six months.

From April 2013 the Pupil Premium was extended to include children who had been eligible for free school meals at any point in the last six years. A premium has also been introduced for children whose parents are currently serving in the Armed Forces. Schools are free to spend the Pupil Premium as they see fit. However they are responsible for how they use the additional funding to support pupils from low-income families and the other target groups.

To apply for Pupil Premium, please apply via the Herts County Council website.

We appreciate this is a lot to take in so please read through.

As always, if you have any questions or simply just want to chat thing through, please feel free to call or email us.

We are here to help!

Miss Wilkins and the Pre-School Team

