

Pre-School Brochure





May 2010

Dear Parent / Carer,

Thank you for your interest in Happy Feet Pre-School. Happy Feet is a great pre-school, that has an excellent and well-deserved reputation for having a cheerful, and positive atmosphere for children to learn and develop. I am confident that your child will enjoy their time with us, and we will enjoy working with them.

Any child over the age of 2 is eligible to apply for a place at Happy Feet. Children do not need to be toilet-trained to join Happy Feet.

We closely follow the government's Early Years Foundation Stage. Children can receive up to 15 hours free KCC entitlement [five sessions of 3hrs.]. Please use the table below to work out when your child can access this funding:

<i>Term when free KCC funding is available</i>	<i>Child's date of birth range to be eligible for KCC funding</i>
Summer 2010	01 Apr. 2005 – 31 Mar. 2007
Autumn 2010	01 Sept. 2006 – 31 Aug. 2007
Spring 2011	01 Jan. 2007 – 31 Mar. 2007
Summer 2011	01 Apr. 2007 – 31 Mar. 2008

We also offer the freefor2 pilot KCC funding scheme. This funds some 2 year olds up to 15 hours per week.

We would be very happy to arrange an appointment for your child to visit our pre-school. This can be done by phoning Clare, our Supervisor, on 01304-242720 or Sarah, our Administrator, on 01304-225737.

Please do not delay in contacting the pre-school to arrange a visit or to return Application Forms. It is now the best time to register for Autumn 2010. Hope to be able to meet you at the Pre-School fête on Saturday 5th June 12.00 – 16.00.

Kind regards,

Nigel Bainbridge
 Manager



INTRODUCING HAPPY FEET PRE-SCHOOL

Thank you for your interest in Happy Feet Pre-School. Happy Feet is a very friendly and well-resourced pre-school set in modern surroundings with fantastic staff who love working with children.

What we believe

We believe that children are just as important and valuable as adults. We respect the needs and rights of children, while maintaining firm and fair discipline. We believe in enjoying each child's individuality, progressing their abilities, and fostering their care for others.

Development is most rapid in the early years, and we wish to accelerate this learning. We believe that success and pleasure often go hand-in-hand. An atmosphere of enjoyment and a policy of partnership will be encouraged. We believe that every child should be able to say, "I am special".

Every child receives a staff member as their key person.

What Happy Feet Can Offer your Child!

- highly competitive rates, including no wrap-around 'top-up' fee charge
- free lunch session for whole day bookings
- no registration fee
- highly qualified and experienced staff
- excellent car parking and drop-off facilities
- flexible drop-off times
- excellent outside play area
- stimulating learning environment
- service enhanced through the Tower Hamlets Children's Centre
- separate nappy change room

Visits from prospective parents are always welcome.

Term-time opening hours

Pre-School

Monday

Tuesday

Wednesday

Thursday

Friday

Times

8:45 am -12:00

8:45 am - 3:30 pm

8:45 am - 3:30 pm

8:45 am - 3:30 pm

8:45 am - 12:00

Parent & Child Group on Friday

1:15pm – 2:30 pm

Drop off times and collection times are flexible : 8:45-9:15 morning drop off, and 3:00-3:30 afternoon collection.

Prices		
Sessions	Times	Prices
Morning session	08:45-12:00	£10.00
Lunch session	12:00-12:30	£3.00
Afternoon session	12:30-3:30	£7.00

If a child attends a whole day lunch period is free - making the full day only £17!

Happy Feet Toddler Group runs on term-time Fridays between 1:15 and 2:30. This group meets in the Auditorium hall with a wide variety of new toys available for children. The cost is £1 per family, and this includes refreshments.

The Staff Team

Nigel Bainbridge	Manager	BSc. (Hons.), PGCE
Kerry Barnett	Pre-School Assistant	[NVQ 2 in progress]
Tonya Clements	Parent/Helper	
Claire Easterfield	Parent/Helper	
Sarah Hayward	Administrator	NVQ 2
Claire Martin	Key Person	NVQ 3
Karen Moseling	Children's Centre Qualified Teacher	
Marie Mills	Practitioner	NVQ 2 in progress
Teresa Mulligan	Key Person	Diploma In Nursery Nursing
Erica Pontin	Key Person, Deputy Special Needs Co-ordinator	NVQ 2, [NVQ 3 in progress]
Clare Poole	Supervisor, Special Needs Co-ordinator	B.Tec. III, NVQ 4
Michele Westfield	Key Person	NVQ 2
Sharon Wiley	Deputy Supervisor, Toddler group leader	NVQ 3 Early Years Foundation Degree
Michelle Whittington	Supply Cover Practitioner	

Please contact us to for a viewing during one of our sessions.

Contact details

Pre-school: 01304-242720
Supervisor mobile
[during pre-school hours]: 07593691478
Email enquiries: sarah.hayward@thearkdover.co.uk
Address: The Administrator,
Happy Feet Pre-School,
The Ark,
Noah's Ark Road,
Dover
CT17 0DD

HAPPY FEET APPLICATION FORM

For office use only ~ date received: _____; Supervisor informed: _____;
 Induction Meeting: _____; Start Letter Sent: _____;

Child's details

Last name			
All forenames			
Preferred first name			
Date of birth	___ / ___ / ___	Gender	<i>Male / Female</i>
Religion (eg Church of England)		Ethnic Group (eg White European)	

Health

Name, address and telephone number of doctor			
Which of the following has the child been immunized against?	<i>Diphtheria</i>	<i>polio</i>	<i>measles</i>
	<i>whooping cough</i>	<i>hibs</i>	<i>Tetanus</i> <small>[please state date of last immunization]</small>
List any long-term medical needs			
Permission to use elastoplast?	yes / no	Signature:	
"I agree that my child can receive medical treatment [including blood transfusion and anaesthetics] in the event of an emergency".		yes / no	
List all allergies including what causes allergic reaction, signs following and action to be taken	<i>causes</i>	<i>signs</i>	<i>action to be taken</i>
Record any other relevant medical information			
Name and address of health visitor			

Day-to-day Parent/Carer's details

Name [title, first and last name]			
Relationship to child [eg. mother]			
Address and post code			
Home land line telephone number			
Work land line telephone number			
Mobile telephone number			
Email address			
Signature [and date]			

Secondary day-to-day Parent/Carer's details

Name [title, first and last name]			
Relationship to child [eg. father]			
Address and post-code			
Home land line telephone number			
Work land line telephone number			
Mobile telephone number			
Email address			

Names and addresses of all adults who have legal responsibility for the child [if different from two names above]

Details of persons authorized to collect child from pre-school [all must be 18 or over, and the pre-school will phone in the numbered order in the unlikely event of the Day-to-day or Secondary carer not being available to pick up child]

	First and last names [capital letters]	Relationship to child [eg. aunt, family friend]	Mobile number	Land line number
1				
2				
3				
4				
5				
6				
7				
8				

Names of any persons who have restricted access to the child for legal reasons

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Does the child receive support from any agency?	yes / no
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If 'yes' please state form of involvement	

Would you like to receive more information about the services available from the Dover Children's Centres?	yes / no
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Does your child currently attend a different pre-school, nursery or is cared for by a registered child minder?	yes / no
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Please provide telephone contact details for the pre-school, nursery or registered child minder	
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Other relevant information [such as religious preferences or health matters, food preferences, information that the pre-school needs to know to care appropriately for your child]

Starting Happy Feet Pre-school

Parent preferred start date	___ / ___ / ___	Actual start date [office use]	___ / ___ / ___				
<i>Preferred session [please circle]</i>	<i>am.</i>	Mon	Tue	Wed	Thu	Fri	
	<i>pm.</i>		Tue	Wed	Thu		

Thank you for completing this application form. Please return to Sarah in The Ark office. You will shortly be contacted to meet your child's key person to discuss the needs of your child and how we can best help settle your child into their new pre-school.

For Office Use Only

Has the Birth Certificate been seen?

Have first week's fees been paid?

Has a Key Person been assigned?

Has an Induction meeting been arranged? Yes / No



2009-2010 Term Dates for Happy Feet Pre-School

Autumn 2009		Term 1	Term 2
	Start	Mon.Sept.7	Mon.Nov.2
	End	Fri.Oct.23	Fri.Dec.18
Spring 2010		Term 3	Term 4
	Start	Tue.Jan.5	Mon.Feb.22
	End	Fri.Feb.12	Wed.Mar.31
Summer 2010		Term 5	Term 6
	Start	Mon.Apr.19	Mon.Jun.7
	End	Fri.May.28	Thu.Jul.22

Staff training days [pre-school closed]: Thu.Sept.3; Fri.Sept 4; Mon.Jan.4; Thu.Apr.1

Christmas 2009 events: Nativity [Thu.Dec.10], Parties [Fri.Dec.18]

Parent and Carer Open morning: Wed.Mar.17, 2010

Parent and carers in pre-school: Tue.-Thu. Nov. 17-19, 2009; Tue.-Thu. Jun. 15-17, 2010

Summer outing: Wed.Jul.14, 2010 [no KCC funding or pre-school in HF room]

Leaver's day presentation: Thu.Jul.22, 2010 [11am.]



2010 - 2011 Term Dates for Happy Feet Pre-School

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	Start	Wed.Sept.7	Mon.Nov.1
	End	Fri.Oct.22	Fri.Dec.17
Spring 2011		Term 3	Term 4
	Start	Tue.Jan.3	Mon.Feb.28
	End	Fri.Feb.18	Wed.Apr.8
Summer 2011		Term 5	Term 6
	Start	Mon.Apr.26	Mon.Jun.6
	End	Fri.May.27	Fri.Jul.22