

# Prospectus 2020



**Hidden  
Treasures**

*Unlocking Potential*

## **Setting Address**

Hidden Treasures

Lodge Lane

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Registered charity number: 1046351

Ofsted number: 224193

## **Welcome to Hidden Treasures**

Hidden Treasures is a well-established non-profit organisation which is committee ran set in a demountable on the school grounds of St Mary's Bluecoat School. Providing good high quality childcare for children aged between 2yrs-4 yrs. Offering wrap around care and free government entitlement places for funded children including 24U funding and extended free entitlement for 3yr olds (30 hour funding).

In September 2005 St Mary's Playgroup (our name before Hidden Treasures) fundraised enough money to build and relocate to a purpose built demountable on the school site.

Hidden Treasures is Ofsted registered (224193) and also a registered charity (1046351) and are members of the pre-school alliance.

We are managed by a voluntary committee. Without a committee the playgroup cannot exist. The committee members are the charity trustees; they are responsible for the overall management and the smooth-running of the setting. They also manage the playgroups finances, staff, fundraising and special events.

We rely heavily upon fundraising and donations so we ask parents/ families to become involved by sharing ideas, helping with events and a voluntary weekly donation of £1 per week to help with resources etc.

The committee is always open to new members or event helpers who can be called upon as and when needed. If you would like to be more involved with your child's

preschool please ask a member of staff to point you in the direction of a committee member.

## **Meet the team**

### ***Leanne Broster: EYP Manager***

Nursery diploma in childcare and education (level 3), Foundation Degree in Early Years, BA Hons in Professional Practice, Early Years Professional Status (EYPS level 7)

### ***Sally Jones: Deputy Leader.***

Cache level 2 in childcare and education, NVQ level 3 in Children's Care, Learning and Development, Foundation Degree in Early Years, BA Hons in Integrated working with Children and Families (level 6)

### ***Joanne Jervis: Early Year's Practitioner***

NVQ Level 3 Diploma for children and young people's work force

### ***Sue Wear: Early Years Practitioner***

NNEB Level 3

### ***Donna Davies: Early Years Practitioner***

Early Years Care and Education Level 3

### ***Diane Westwood: Afterschool Assistant.***

### ***Ellie Turner: Early Years Apprentice.***

We consider ourselves a good learning environment, so regularly have apprentices and students on placement, to extend their learning and professional practice.

## **'Our Mission Statement'**

'We aim to provide high standards of childcare and education in a safe, secure, caring and nurturing environment, allowing children to develop to their full potential by providing equal opportunities'.

We aim to:

- Provide a safe, stimulating environment in which the children feel happy and secure.
- Promote the welfare of the children.
- Create opportunities for play
- Encourage children to explore, appreciate and respect their environment.
- Provide opportunities to stimulate interest and imagination for all children

## **About Hidden Treasures**

Hidden treasures operates during term-time, offering full/part time, wrap around care for children from the age of 2-4 yrs.

We also offer breakfast and afterschool club for all aged children including school age (5-11yrs). The playgroup opens for breakfast Club every morning at 8am, where children get to choose breakfast, activities and will be escorted to school on the walking bus.

After school children are collected at the end of the school day by two members of staff and are escorted to afterschool club, where they are offered a drink and a snack. Under supervision the children can take part in activities including indoor and outdoor games, art and craft, free play and many more. This means not only can they enjoy what they choose to do but they will also gain self-esteem, confidence and develop new skills.

(Please see a member of staff for after school days and times as these can vary term to term)

Hidden Treasures has a large open plan main room, off the main room is a kitchen, disabled toilet/ changing area, 3 children's toilets and sinks, an office and a small storage cupboard.

The outdoor area is shared with the school nursery and reception class, enclosed with a large fence within the school grounds with a padlocked main gate to setting.

There is a covered area next to the reception classroom that Hidden Treasures can use in all weathers. We also have access to the forest for a weekly Forest School Session.

## **Our Sessions**

Breakfast Club 8am- 8.50am: school aged children are then escorted safely to school.

9am- 12 Noon: Morning session

12 Noon-1pm: Lunch time session

1pm- 3pm: Afternoon session

3pm- Afterschool sessions are available on set days. (T/W 3-6, F3-5pm)

These sessions are planned in accordance with the Early Years Foundation Stage. The children will be given access to many learning activities both indoor and outdoor, where they will be learning independently or with an adult.

## **The Early Years Foundation Stage (EYFS)**

This is a very important stage as it helps your child get ready for school as well as prepares them for their future learning and successes. From when your child is born the age of 5, their early years experiences should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and child minders registered to deliver the EYFS must follow a legal document called Early Years Foundation Stage

There are seven areas of learning and development which guides professionals' engagement with your child's play and activities as they learn new skills and knowledge.

These seven areas are:

- Communication and Language (prime area)
- Physical development (prime area)
- Personal, Social, and Emotional development (prime area)
- Literacy (specific area)
- Mathematics (specific area)
- Understanding the World (specific area)
- Expressive arts and Design (specific area)

These seven areas are used to plan your child's learning and activities. The professionals at Hidden Treasures teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it is suitable for very young children, and it is designed to be flexible so that staff can follow your child's unique needs and interests.

## **In partnership with parents, together we can make a difference**

All children are designated a key person who will be responsible for producing their learning journeys and development records. These are available for parents/ carers to read at any time, parents are encouraged to contribute to their child's learning. We believe it is important for you as a parent to feel comfortable with Hidden Treasures, and to know that staff that are looking after your little one/s. We believe in supporting the families and carers of our children, we offer the following to help the transition process.

- All parents/ carers are encouraged to visit Hidden treasures
- Free trial induction session (1 hour)
- All parents/ carers will be contacted to inform you on how your child has settled in, especially if your child becomes distressed
- All children receive a diary to record any information

- Opportunity to call during anytime of the day or to speak to a member of staff at anytime

### **Meal times are happy times**

Hidden Treasures regards meal times as an important part of the day. Eating represents a social time for children to learn about healthy eating. Hidden Treasures very much appreciates donations of healthy snacks; these are shared amongst the children during snack times. We also offer milk and water during snack times and water throughout the sessions. Children can also bring in a named drinks bottle which they can use as and when they need it. Hidden Treasures endeavours to meet with every child's individual dietary needs.

Some children who we have cared for have had a life threatening allergy to NUTS, therefore we request that NO NUT products may be brought into the settings environment.

During lunch time children can either bring in their own packed lunch or order a hot dinner, including pudding from us at £2.30 which is cooked from the school kitchen. These MUST be ordered and paid for daily.

### **Toilet and potty training**

Please ensure you provide nappies/wipes to last through the sessions your child attends. **Please make sure their bag is clearly labelled with their name.**

It is important for your child's routine that parents/ carers/ staff work closely together. When you think your child is ready for toilet training, please discuss with your child's key person so we can work closely together to support you and your child. In case of accidents please can parents/ carers provide changes of clothes, ensuring that the clothes and bags are clearly labelled.

### **Fees**

Fees MUST be paid weekly, monthly, or termly in advance. If your child is absent from Hidden Treasures for any reason you will be charged for the missed sessions. Any holidays, sicknesses and cancellations must be paid for. Any cancellation of sessions MUST be notified at least 1 month in advance. If your child's absences is due to illness and is likely to be long term then alternative arrangements can be made. If you are experiencing difficulty paying your fees, please speak to the manager.

Parents are requested to collect their child/ren promptly; there is an additional charge for parents arriving late to collect their children.

Hidden Treasures accepts 2/3/4 your old funding, childcare vouchers, cash and cheques.

We provide the government's 'Nursery Education Funding' which we offer up to 15 hours of free child care per week. Nursery funding for 3 and 4 year old children is available from the term after their 3<sup>rd</sup> Birthday. It can be shared between two settings.

Additional to the 15 funded hours working parents can apply for extended funding of 15 additional hours, giving the child 30 hours of funding, parents must be working over 16 hours per week or earning over £107.00 per week and earn less than £100.000 a year. This can be applied for at [childcarechoices.gov.uk](http://childcarechoices.gov.uk). You will receive a code which parents need to give the setting to receive the funding. Renewed every 3 months.

We also take children who receive 24U funding. If you think you may be entitled to funding please speak to a member of staff and take an application form. Families will be eligible if they meet the criteria, families must be in receipt of an income based benefit.

To see if you are eligible for 24u funding contact [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

To see if you are eligible for 30 hours funding contact [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Fee prices are

2yr olds: £4.50 P/H

3 yrs + £4.00 P/H

Breakfast and afterschool clubs: £4.00 P/H

## **SEND**

Hidden Treasures is committed to the integration of children with additional needs. Children with additional needs have a right to be educated and to develop to their full potential alongside other children.

Hidden Treasures has a SENDCO (Special Educational Needs Co-ordinator) who's role is to support children, parents, carers, and key person, and if necessary to make referrals to outside agencies

We have policies available for parents of our safeguarding, complaints, compliments, accidents, first aid, allergies, managing behaviour, camera and mobile phone, sickness and illness

Parents are welcome to have copies at their request.

We look forward to meeting you all 😊😊😊😊