

# Jubilee Friends

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07761632793

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Watchouse Road,  
Galleywood,  
Essex,  
CM2 8ND.



[info@jubileefriends.co.uk](mailto:info@jubileefriends.co.uk)

[www.jubileefriends.co.uk](http://www.jubileefriends.co.uk)

## Pre-School

### PROSPECTUS

MAY 2026

Jubilee Friends Pre-School is a member of the Early Years Alliance which was formed to support and advise groups that cater for the under five's and their parents/carers throughout the country.

We are a small group providing high quality care and education for children primarily below school age. We offer children and their parents a service which promotes equality and values diversity within a safe and stimulating environment.

The Pre-schools opening hours are:

Monday, Tuesday, Wednesday, Thursday and Friday 9.00 a.m. – 15.00 hrs

(Morning sessions 9am-12noon. Afternoon sessions 12noon – 15.00 hrs)

A happy introduction into the group is very important. To begin with, we invite you and your child to come along and join in a session so that you both get to know the staff and how the group operates.

Jubilee Friends Pre-school recognises that parents/carers are the first and most important educators of their children. All staff see themselves as co-workers with you in providing care and education for your child. Mothers, fathers, grandparents and childminders are welcome to stay during any session to help.

It is important that your child sees you take an active part in the Pre-school in any way you can.

For health and safety, we do not permit dummies or bottles in pre-school.

If you bring your child to Pre-school by car, you must use the car park in Jubilee Park, **not the area immediately outside of the Scout Hut (THIS IS STRICTLY STAFF ONLY) Do not park on Watchouse Road, as this constitutes a hazard.** Thank you for your co-operation.

Jubilee Friends staff will:

Give time and attention to individual children;

Talk with the children about their interests and activities;

Help children to experience and benefit from the activities we provide; and

Allow the children to explore and be adventurous in safety.

The staff who work at Jubilee Friends Pre-school are:

**Lindsay O’Grady, Manager and Registered Person**

Special Educational Needs Co-ordinator (SENCO)

Safeguarding Children Officer

Equal Opportunities Officer (ENCO)

Behaviour Management Officer

Health and Safety Officer

Lindsay has been involved with pre-schools since January 1993 and was leader of Playtent Playgroup in Chadwell Heath, Romford from September 1994 to July 1999. The Supervisor of Jubilee Park Pre-school from September 1999 to August 2009. She has a Diploma in Pre-School Practice, a City and Guilds in Childcare and Education, Behaviour Management and Special Educational Needs Code of Practice Training, has a Paediatric First Aid Certificate, Safeguarding Children Level 3, Elklan speech and language, Food Hygiene and Dietary Needs and is trained to deliver the EYFS.

**Kirsty Amis - Deputy Manager**

Diploma in Childcare and Education level 3, Safeguarding Children level 2, Paediatric First Aid, Food Hygiene, Health & Safety, GDPR and PREVENT

**Rehana Feradaus-Mani**

Early Years Education and Childcare level 2, Safeguarding Children level 2, Paediatric First Aid

**Dani Raynor – Pre-School Assistant**

Safeguarding Children level 2

**Angela Baker- Administrative Assistant**

Safeguarding Children level 2, Paediatric First Aid, Food Hygiene, Prevent, Health & Safety, GDPR

As well as gaining qualifications in early years care and education, the pre-school staff are committed to remaining up to date with best practice and will therefore access appropriate training as it becomes available.

Every child will be appointed a key person who will work with you to make sure that the pre-school provides for your child’s individual needs and interests.

The group works in accordance with the Early Years Foundation Stage Statutory Framework document which came into place in September 2008, latest revision September 2025.

The overarching principles which guide the work of all early years' practitioners are grouped into four themes:

**A Unique Child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

**Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments** – the environment plays a key role in supporting and extending children's development and learning.

**Learning and Development** – Children develop and learn 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.

The EYFS divides the children's learning and development into seven areas. Three Prime areas, being Personal Social & Emotional, Physical and Communication & Language and four secondary areas, being Literacy, Mathematics, Understanding the World and Expressive Arts & Design. With each area having Early Learning Goals. By continuous assessment, the staff will plan for individual children's needs to enable them to progress and achieve at their own pace.

#### **Personal, social and emotional development**

This involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups, and to have confidence in their own abilities.

#### **Communication and Language**

development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

#### **Physical development**

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children will also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

#### **Literacy**

Development involves encouraging children to link sounds and letters and to begin to develop the necessary skills to read and write. Children will be provided with a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

#### **Mathematics**

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; describing shapes, spaces, and measurement.

#### **Understanding the World**

involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

### **Expressive arts and design**

involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, roleplay, and design and technology.

### **Records of achievement**

The EYFS require the pre-school to maintain a profile for each child, each child's personal development and achievements will be recorded by way of a scrapbook and you can view this whenever you wish to, your child's key person will work with you to keep this record, enabling the group to celebrate together his/her achievements and collect information that will assist in identifying your child's stage of progress.

We like to take photos or on occasion, video footage of children taking part in activities, these will be used for pre-school purposes only, unless you agree otherwise. If you do not want your child to be included in these photographs or video footage, please inform the Manager or your key person.

### **Special needs**

The pre-school adopts a policy to make sure that its provision makes every effort to meet the needs of each individual child, we take account of any special needs which a child may have and we will take every opportunity to support and encourage the children to reach their full potential.

Our Special Educational Needs Co-ordinator (SENCO): Lindsay O'Grady

### **Policies**

Copies of the pre-schools policies are available for you to view at any time.

The pre-school's policies help us to make sure that the service we offer is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents/carers.

These policies will be reviewed annually you will be notified of any amendments accordingly.

### **Snacks**

The pre-school has a rolling snack bar which we use as snack and social time. We plan the snacks so that they provide the children with healthy and nutritious food. It is important that you tell us about your child's dietary needs and we will make sure that these are met. Snacks will be charged at **50p** per child per day, snack consists of wholemeal toast followed by a choice of fruit from our daily fruit bowl. If you would prefer, you can provide your own comparable healthy snack, please inform your child's keyperson at the beginning of each half term if you wish to choose this option.

### **PLEASE ENSURE THAT PRE-SCHOOL IS KEPT UP TO DATE WITH REGARD TO ANY ALLERGIES**

### **Outdoor Play**

As part of the EYFS it is essential that children have the opportunity for daily outdoor activities, we regularly use the outside areas in Jubilee Park, including the climbing frames, swings and slides. These activities encourage development of gross motor skills and provide the children with the opportunity to be physically challenged. Please make sure your child is provided with suitable clothing and footwear.

### **Safeguarding Children**

The pre-school has a responsibility for the safety of each child. It is the duty of the Safe Guarding Children Officer to inform the relevant authority should they suspect or see evidence of ill treatment of any child in their care.

We are legally bound to record any bruising or injury that a child arrives at pre-school with. Please do not be offended when your key person or a member of staff discusses this with you.

Our named Safe Guarding Children Officer is: Lindsay O'Grady

### **Behaviour Management**

We always aim to promote positive behaviour and respect for others. Daily discussions with the children reinforce our expectations, enabling the children to play safely in an appropriate environment. The methods we use to encourage positive behaviour are distraction, discussion, praise and reward, encouraging sharing and negotiation. We help children understand the effects of their behaviour on others, encouraging responsibility, for example tidying up. We reassure children that they are always valued as individuals even if their behaviour may be unacceptable.

If a child's behaviour becomes consistently unacceptable, we may use "time out" by which we mean that a child may be asked to abstain from a particular activity for a period of time i.e. sand, climbing frame, this would be recorded and discussed with the parent/carer.

If you feel that your child's behaviour could be affected by certain incidents in their lives, please discuss this with your key person so that empathy can be shown to the full.

Physical punishment will not be permitted at any time. If in extreme situations, physical intervention (restraint) was seen to be appropriate to prevent injury to others or to themselves, minimum force would be used. The pre-school would then record the incident and it would be fully discussed with the parent/carer at the first opportunity.

Our Named Behaviour Management Officer is: Lindsay O'Grady

### **Equal Opportunities**

The pre-school is committed to providing equality of opportunity and anti-discriminatory practice for all staff children and families. Inclusion is a thread which runs through all of the activities of the pre-school, as per our Equal Opportunities Policy.

Our ENCO is: Lindsay O'Grady

### **Health and Safety**

All Early Years Qualified Staff have Paediatric First Aid Certificates and the pre-school has a well equipped first aid box.

In the event of an accident the child will be treated sympathetically and a record made in the accident book, the parent/carer will be informed at the end of the session or if necessary telephoned and asked to collect the child.

We ask that you notify the group if your child is sick, especially if your child contracts any infectious disease, particularly German Measles, Chicken Pox and COVID. If there are any infectious diseases within the pre-school, parent/carers will be informed via our notice board. If your child has been ill in the previous day or night, we ask that you keep them at home. In case of sickness/diarrhoea it is a requirement that children be kept at home for 48 hours after they have stopped being ill. For normal childhood illnesses, usual exclusion times apply. Any cuts should be covered with a waterproof plaster. If it is necessary for staff to administer medicines to children, this can only be done with the parent/carers written consent.

We would ask that jewellery be kept to an absolute minimum, neck chains or large earrings should not be worn. The preschool cannot accept responsibility for accidents or losses that occur as a result of jewellery being worn during a session.

A safety fire drill is practised on a regular basis so that staff and children are familiar with the procedure. In the event of a fire, appropriate action would be taken to evacuate the children and the parents/carers notified as soon as possible.

Our named Health and Safety Officer is: Lindsay O'Grady

## **Nappies**

Parents/carers are expected to supply nappies and wipes for children that are not toilet trained.

If you are attempting to toilet train your child, please let your key person know so that they can give as much assistance as possible.

Please bear in mind that dungarees, belts and tights make it very difficult for children to be independent.

## **Fees**

The fees are **£6.00** per hour; they must still be paid even if a child is off of pre-school because of sickness or holiday.

The fees will be reviewed annually by the Manager and the outcome of the review notified to parents, giving at least 6 weeks notice of any increase.

We require six weeks notice in writing if you wish to withdraw your child from pre-school, please note that fees are payable for six weeks even if you withdraw your child before the end of the notice period.

The amount of fees due will be advised at the beginning of each half term and should be paid within two weeks. If payment is not forthcoming then the pre-school has the discretion to refuse attendance.

If a child does not attend pre-school for four sessions and we have made every attempt to contact you to discuss the absence, the child's place may be offered to the next person on our waiting list.

In case of hardship please speak to your key person, the Manager or the Administrative Assistant as soon as possible. If no contact is made with a member of staff the groups Non Payment of Fees Policy will be implemented.

Your child will be entitled to FEEE (Free Early Education Entitlement), currently from the term after their third birthday, for up to 15hours per week, depending on places available. Additional hours will be charged at **£6.00** per hour.

The preschool accepts a limited number of children that qualify for the extended 30hrs funding; this is strictly depending on a place being available.

Jubilee Friends is registered to accept Early 2 Year Old Education Funding, as and when it is available from Essex Early Years, subject to meeting strict criteria.

**Clothing**

The pre-school provides protective clothing for the children when they play with messy activities but please dress your children in older clothes in case of accident.

The pre-school encourages the children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and putting on outdoor clothes. Clothing which is easy for them to manage will help them to be independent and develop positive self esteem.

Please name all of your children's clothes.

For Health and Safety reasons we discourage the wearing of hooded tops.

Children must be provided with suitable non slip, rubber soled shoes.

Please ensure that your child attends preschool in suitable clothing for a range of weather conditions. We aim to go outside even if it is muddy or wet so wellies are required along with a change of footwear for indoors.

You agree to the staff changing clothing and nappies as required.

**Failure to collect a child from pre-school**

On occasions when parents/carers or persons normally authorised to collect the child are not able to do so, we will require a password to be used.

Children should always be collected punctually from pre-school. If you are unable to do so, please contact the Manager or a member of staff on 07761632793 as soon as possible, we can then reassure your child that all is well.

**LATE COLLECTION FEE**

Parents/carers are advised that a late collection fee will be charged at a rate of £5.00 for every 15 minutes or part thereof, after the session time ends i.e 12 noon or 3pm. This fee will be paid to members of staff that have to stay beyond their contracted hours.

If there is a time lapse of 15 minutes after the session ends, staff will endeavour to contact emergency contact numbers on the child's registration form.

If after all reasonable attempts have been made to contact the parents/carers and all emergency numbers and the staff can no longer supervise the child on the premises, the group will:

Inform **Ofsted**

Telephone number 0300 123 4666

## **COMPLAINTS**

Should any parent/carer wish to complain about any aspect of the service provided by the pre-school, they should in the first instance either speak to their key person or the Manager.

If this does not rectify the situation then the parent/carer should put their complaint in writing to the Manager.

If the situation is still not resolved, the parent/carer should refer to the pre-schools Complaints Policy and contact:

Ofsted 0300 123 4666 - complaints  
[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### **Information giving**

The pre-school has a notice board where all relevant official documentation is displayed and details about various events are posted. Once every term the pre-school will produce a newsletter updating you of various events and/or procedures.

**THE MANAGER AND STAFF OF JUBILEE FRIENDS PRE-SCHOOL LOOK FORWARD TO WORKING WITH YOU DURING THIS SPECIAL TIME IN YOUR CHILDS LIFE AND WE HOPE THAT BOTH YOU AND YOUR CHILD ENJOY YOUR TIME WITH US.**