

The Trinket Box Pre-School



The Trinket Box Pre-School Ltd

Charity Registration Number: 1145468

Registered as company limited by Guarantee in England and Wales:
07767384

Prospectus

PLAY, LEARN and ACHIEVE

The Trinket Box where relationships are formed, new experiences are explored and confidence grows. All under the watchful eye of experienced staff in a safe and language rich environment.

The Trinket Box Pre-School Ltd

C/o Thorpe Greenways Schools

Greenways

Southend on Sea

Essex. SS1 3BS

Telephone number: - 01702 582533

Manager: - Annabel Topley Deputy Manager: - Natalie Sole

Learning Support Supervisor: - Amanda Groves

Charity Registration number: - 1145468

Registered as company limited by Guarantee in England and Wales

Registered Office: as above

Registered number: 07767384

Ofsted Registration Number: - EY445065

To view our OFSTED report, please visit www.ofsted.gov.uk and quote our registration number EY445065 or postcode.

Email Addresses: -

enquiries@thetrinket.org.uk

annabel@thetrinket.org.uk

natalie@thetrinket.org.uk

Website: - www.thetrinket.org.uk

History

The Trinket Box Pre School opened in 1999 and is run by a committee, primarily made up of parents. We are a registered charity. We operate from a separate building in the grounds of Thorpe Greenways Primary School and acquired charity status in November 2010.

In February 2012, we registered as a company, limited by Guarantee, in order to safeguard any financial outlay to our charity trustees.

We are committed to safeguarding all children, young people and vulnerable adults

At Trinket Box, we believe that knowledge is the key to great childcare practice and therefore, all staff are committed to continuing their professional development

Staff Team

Our team consists of the Manager, Deputy Manager, Learning Support Supervisor and Pre-school Practitioners. Most practitioners are qualified to at least NVQ Level 2 in Childcare, Learning and Development. All key persons are qualified to Level 2 or above. Some staff members have a co-ordinating role to fulfil and others are deployed to help children who need one to one support.

All team members job role and qualifications are on display in the foyer.

Our aims are:

- To provide high quality care and education for children below statutory school age;
- To work in partnership with parents/carers to help children to learn and develop;
- To add to the life and well-being of its local community;
- To offer children and their parents/carers a service, which promotes equality and values diversity;
- To continue our professional development ensuring that we always have fresh and innovating ideas to stimulate the children's learning;
- To provide a rich and varied environment.

Your child's aims are:

- To learn through play in a safe and stimulating environment;
- To receive generous care and attention, because of our high ratio of adults to children;
- To live, play, work, laugh and learn together with adults and friends;

- To build on what she/he already knows and can do in order to progress;
- To form a secure relationship with their key person who will follow their learning journey;

The Trinket Box Experience

- Open term time only (closed during school holidays and bank holidays plus staff training days)
- Open 5 days each week. Sessions are 8.45-11.45am and 12.30-3.30pm, with the facility to offer wrap around care.
- We offer breakfast, early start and after school clubs (earliest drop off 7.45am, latest pick up 4.00pm. Please ask for further details)
- Age range - 2-5 years.

The curriculum provided by The Trinket Box

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments.

The Early Years Foundation Stage Curriculum, which the Trinket Box Pre School follows, is split into 4 themes: -

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Developing

The themes and principles describe the features of practice on which the EYFS is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, play and learn.

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Practitioners

- understand and observe each child's development and learning, assess progress, plan for next steps
- support babies and children to develop a positive sense of their own identity and culture
- identify any need for additional support
- keep children safe
- value and respect all children and families equally

Positive Relationships

Children learn to be strong and independent through positive relationships.

Positive Relationships are:

- warm and loving, and foster a sense of belonging
- sensitive and responsive to the child's needs, feelings and interests
- supportive of the child's own efforts and independence
- consistent in setting clear boundaries
- stimulating
- built on key person relationships in early years' settings

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Enabling Environments

- value all people
- value learning

They offer

- stimulating resources, relevant to all the children's cultures and communities
- rich learning opportunities through play and playful teaching
- support for children to take risks and explore

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities.

Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

They foster the characteristics of effective early learning

- Playing and exploring
- Active learning
- Creating and thinking critically

The Early Years Foundation Stage Curriculum is divided into 3 prime areas and 4 specific areas, as follows:

Prime areas -

- personal, social and emotional development;
- communication and language;
- physical development

Specific areas -

- literacy;
- mathematics;
- understanding the World;
- expressive arts and design

Personal, social and emotional development



Self- selection resources mean children can explore freely, playing cooperatively and taking turns

This area of children's development covers:

- Self-regulation
- Managing self
- Building relationships

Physical development



Children can demonstrate strength, balance and coordination when playing

This area of children's development covers:

- Gross motor skills
- Fine motor skills

Communication and language



Participating in small group discussion to enable children to express ideas

This area of children's development covers:

- Listening, attention and understanding
- Speaking

Literacy



This child is mark making.

*Children form marks
prior to handwriting*

This area of children's development covers:

- Comprehension
- Word reading
- Writing

Mathematics



*These children are working
together to compare numbers.
They are learning to subitise
(recognise quantities without
counting)*

This area of children's development covers:

- Number
- Numerical patterns

Understanding the World



*The children explore different
vegetables, making observations
about them*

This area of children's development covers:

- Past and present
- People, culture and communities
- The natural world

Expressive Arts and Design



The children will recount stories with peers and their teachers using props

This area of children's development covers:

- Creating with materials
- Being imaginative and expressive

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. The Trinket Box uses the Early Years Foundation Stage Framework to provide a range of play activities which help children to make progress and foster the characteristics of early learning. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity.

Forest School

At Trinket Box we recognise the vast benefits of outdoor learning. During your child's time with us, he/she will have the opportunity to take part in Forest School sessions by paying 'an enhanced provision fee' (See fee section).

The ethos of Forest School is child led and promotes personal, social and emotional development which is the foundation for all the other areas. Activities include learning boundaries, safe tool use, risk assessing for themselves and being aware of the environment.

Parents'/Carer's authorisation will be requested if you are paying for your child to participate. Our Forest School Leaders are Natalie Sole (aka Natalie Newt) and Chris Johnson (aka Chris Coyote).

At times we may offer Forest School taster sessions for the younger age range (if your child is over the age of 3 years old and for a nominal charge).



The children are taught about fire and safety as part of their forest school programme. We cook various foods or toast marshmallows!

Visitors

At Trinket Box, we offer additional activities for the children. Amongst our regular visitors are Tinytales Storytellers, Professor Kaos, Zoo Lab, JKG Karate and Gemmas Farm. There is an enhanced provision fee to participate (please see fees section)



GEMMAS FARM.... a fantastic 'hands on' educational experience for the children.

Your aims-how you join in!

The Trinket Box recognises parents/carers as the first and most important educators of their children. Contained in your enrolment pack is a membership application form which should be completed as confirmation that you are a member of the pre-school. This gives you the right to vote at our Annual General Meeting (AGM).

The pre-school is run by a management committee made up of parents/previous parents. If you would like to be part of the

committee, please speak to the manager/deputy manager for more details.

During your child's time with us, he/she will be allocated a key person(s) who is responsible for monitoring your child's development. All the staff look upon themselves as co-workers with you in providing care and education for your child. There are many ways in which you can take part in making the pre-school a welcoming and stimulating place for all, such as:

- Promoting our Trinket Box house rules (see enrolment pack)
- exchanging knowledge about your child's needs, activities, interests and progress with the key person (s)
- adding to your child's learning journey via our Tapestry online journal
- participating with parent/carer events;
- sharing your own special interests and skills with the children;
- helping to fundraise, make and provide equipment;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- building friendships with other parents in the pre-school;
- supporting us with pre-school trips/visits;
- supporting or joining our committee.

The Key Person's aims are:

- To have special responsibility for working with a small number of children and to form a bond with them.
- To work collaboratively with other staff for the benefit of the children.
- To give your child reassurance to feel safe and cared for.
- To work with you to ensure that we are meeting your child's particular needs and interests.
- To act sensitively and help your child to settle into pre-school life, giving him/her the confidence to explore and try out new things.
- To help your child access the Foundation Stage curriculum by learning through play.

Learning journey

The pre-school builds a learning journey for your child using an online journal called Tapestry. This shows photos, videos and dialogue of the things that your child has been engaging with at Trinket Box. This is updated periodically (not daily as your child attends). The key person will observe your child through play activities to ensure they are developing appropriately. Staff use their childcare knowledge and also have regard to other supporting material. There are two non-statutory guidance documents entitled 'Birth to 5 Matters' and 'Development Matters'.

An end of year report and a two year check report (depending on the age of your child) are produced for you and you can download your child's online learning journey at the end of the year. The two year check report is based on the results of an integrated review with health. This means that if your child's 2/3 year health check hasn't yet been carried out, you will be invited into the setting to discuss your child with your key person and an allocated member of the Health Visiting Service.

Staff and parents/carers working together on their children's learning journey is one of the ways in which The Trinket Box and parents/carers work in partnership. This helps us to celebrate each child's achievements. This should include milestones that they have reached at home as well as with us. Parents can upload information, 'Wow' moments and photos to Tapestry App/online to celebrate these special times.

We encourage you to be part of your child's learning journey by contributing. This will help your key person to be able to assess your child's knowledge and encourage them towards their next steps. You will be given the opportunity to meet with your child's key person twice a year on an appointment basis (face to face or telephone). However, you can chat informally to him/her at the end of any session.

The session- the FUN starts here!

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor activities on a daily basis. We operate an all-weather outdoor policy and the door will always be open to our garden area to enable the children to access outside at all times (unless dangerous to do so).

As the pre-school is situated on the school grounds we also have access to the school playing fields, environmental area and wooded area. A newsletter will be issued each half term detailing news, articles of interest, fundraising updates and dates for your diary. This is also on our website: www.thetrinket.org.uk

We do also have a closed group Facebook page for parents and will upload forthcoming events and any other 'child friendly' information that may be of use to you. The link for the closed group is <https://www.facebook.com/groups/405199836589812/>

You will be asked some joining questions before your membership is authorised. Running alongside that, we have a public fundraising Facebook page where we will advertise any events that the public may be interested in, either by donating or attending.

Snack Time

The pre-school normally operates a 'rolling' snack bar system which encourages snack time to be a social time. This enables the children to choose when they have snack during an allocated time slot in the session. It promotes independence and allows friends to sit together and socialise. We promote healthy eating and plan the snacks so that they provide the children with healthy and nutritious food.

Do tell us about your child's dietary needs and we will make sure that these are met. We will provide milk/water and fruit/vegetables.

The snack provided each day will be noted, along with any allergens which the snack may contain, in case any child has a reaction. A charge for snack is incorporated into our 'enhanced provision fees' (see fees payable section).

If you prefer to bring your own child's snack, please ensure it is a fruit or vegetable. We do not allow any other snacks where the contents cannot be monitored due to child allergies within the pre-school.

In accordance with the Government guidelines regarding oral health, we ask that your child only brings in water, not juice, and that you provide this in a cup/beaker, labelled clearly with their name, on a daily basis. If you wish to bring in anything other than water, please speak to Annabel or Natalie. We cannot stress enough the importance of **labelling** drinks so please help us by doing so. This aids confusion, quarrels and upset amongst the children and enables staff to monitor refreshments. We do provide a water dispenser with normal plastic cups for use throughout the day too.

Policies and Procedures-where to find them

Copies of the policies and procedures are kept in folders situated on the shelf in the foyer at all times, they can also be found on our website.

There is also a complaints book located there. If you have cause for complaint, please do not hesitate to discuss this with the manager and she will do her utmost to resolve the matter to your satisfaction. The pre-school's policies help us to make sure that the service provided by the pre-school 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.

The Management Committee of the Trinket Box Pre-School

We would like to welcome you to Trinket Box. We are all parents of children who currently attend or have attended Trinket Box.

What do we do?

- We manage the pre -school finances, employ and manage the staff
- We make sure that the pre-school has, and works to, policies which help it to provide a high quality service
- We make sure that the pre-school works in partnership with the children's parents/carers;
- We organise and assist with fundraising events as Trinket Box is a registered charity

Why do we do it?

We are committed to providing stimulating and learning activities for the children. Though our role is voluntary, it is a very rewarding one. It is a great way to meet new people and be involved in your child's education. It's a way of giving something back to the local community.

How do I join?

It isn't all serious, we meet approximately bi-monthly to discuss the meeting's agenda. We work closely with the manager and her team to make the pre-school a sustainable, vibrant place for your child to play and learn, laying the foundations for future learning.

If you are interested in joining the committee or want to find out more, please feel free to approach the manager and she can give you an explanatory pack. Or feel free to speak to an existing committee member.

There are no financial implications as we are a company limited by guarantee. The role however does mean you are a company director and charity trustee.

If there isn't a management committee, Trinket Box cannot remain open so please be encouraged to get involved!

Funding

2 Year Old Children

There are two ways parents can apply for 2 year old funding.

1. Parents can get a funded place for 15 hours a week for their 2 year old if they receive some additional forms of financial support from the Government and their household income is £15,400 a year or less after tax. Parents can check the [eligibility criteria](#) for more details. Parents can check the [eligibility criteria](#) for free early education and childcare for 2 year olds to see if they are eligible for a free 15 hour place for your 2 year old child. Parents can [make an application](#) on the Southend Citizen's Portal to confirm eligibility for 2 year old funding for your child, and get an approved application number.
2. **From 1 April 2024 onwards parents can also get an expanded funded place for 15 hours a week for their 2 year old if they are working.** The parent, and any partner, must each expect to earn (on average) at least £167 per week (equal to 16 hours at the National Minimum or Living Wage). Parents can find out more and [Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](#) to get a code for free childcare to give to your childcare provider.

3 and 4 Year Old Children:

- All families in England with 3 and 4-year-old children can get Universal funding (up to 15 hours a week) of funded childcare or early education for 38 weeks.
- Working families in England with 3 and 4-year-old children can get extended funding (up to 30 hours a week) of funded early education. It is your responsibility to confirm your eligibility for 30 hours free childcare every three months. Full details around how 30 hours funding is applied for, and the timescales,

cut off dates that are applied to claims can be found online.

www.childcarechoices.gov.uk

Children can take-up universal and extended funding at the start of the funding period following their third birthday.

Early Years Pupil Premium (EYPP)

- If your child is accessing an early education funding place, your early years provider could be eligible for extra funding to help support your child to develop and learn. EYPP is paid direct to your provider based on the first 15 hours of funding for all age groups.

You may also get early years pupil premium if your child is currently being looked after by a local authority in England or Wales or if your child has left care in England or Wales through:

- adoption
- special guardianship order
- a child arrangements order

We adhere to the local authority's code of practice whilst delivering the free early year provision. Parents are able to split the free provision between two settings if necessary, providing that the total number of hours claimed does not exceed the amount due per year.

The Trinket Box pre-school is able to offer the provision flexibly in the following way over a 38-week period (term time only): -

15 Hours

- 5 x 3 hourly sessions per week (am or pm or mixture of the two)
- 3 x 3 hourly sessions plus wrap around care of 45 minutes per day plus 1 x 3-hour session
- 2 x 3 hourly sessions back to back to give a 6-hour day, twice a week, plus one other 3-hour session (this enables the child to stay over the lunchtime at no additional wrap around charge). For this option parents are asked to choose one of the following time slots (9.00am-3.00pm/9.30am-3.30pm).

- 2 longer Pre-school days (8.45am-3.30pm). This would only enable you to use 14 hours of your allocation and so one hour would be forgone.

30 Hours

- 5 x 6 hour sessions (9.00am-3.00pm/9.30am-3.30pm).
- 4 x longer Pre-school days (8.45am-3.30pm). This would only enable you to use 28 hours of your allocation and so two hours would be forgone.

Whilst we endeavour to meet all parent's needs, we do have limited childcare places overall. Therefore, places once the admission criteria are met, will be on a first come first served basis. Priority for the 30 hours will be given to all eligible parents if your child is already doing 30 hours with us prior to September.

The government are also offering for qualifying families 'Tax Free Childcare' through National Savings and Investments which will eventually replace the childcare voucher schemes. For every £8.00 saved in a special account, the government will top up by £2.00. We are registered to receive funds from this type of account. There is an online eligibility checker for the above.

The link for this is: <https://childcare-support.tax.service.gov.uk/>

There is also an HM government website which can be used to calculate your best childcare options. This is called Childcare Choices and the link for this is

<https://www.childcarechoices.gov.uk/>

Disability Access Fund

Three-and four-year old children who are currently in receipt of Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to your childcare provider at a fixed annual rate to provide additional resources to support your child.

Fees

The fees for paid sessions are £23.00 per session.

The 'wrap around' charge is £6.00. This is for the extra 45 minutes (or up to 45 minutes) in the day that can be accessed over and above 6 hours of funding. If this is accessed within your funding an additional hour will be claimed as funding is not split into increments of less than one hour.

'Enhanced Provision Fees' (detailed on the enrolment form)

These fees are tiered based on the child's normal attendance hours and their age. There are two age range definitions:

School leaver - (year leading up to school age, final year with us) - expected fees incorporates snack, a 6-week forest school programme plus charges for visits from outside companies like Tinytales and Zoolab. Failure to pay this enhanced provision fee will mean that you will provide your own child's snack daily (fruit and veg only) and that your child will not participate in extracurricular activities such as visits and forest school.

Non-school leaver- (preceding years to the final year with us) - enhanced provision fees incorporate snack and charges for visits from outside companies like Tinytales and Zoolab). Failure to pay this enhanced provision fee will mean that you will provide your own child's snack daily and that your child will not participate in extracurricular activities such as visits.

Enhanced Provision Fee Cost per Term

Number of hours attended per week	<u>School leaver</u> (child in the last year with us before school)	<u>Non-school leaver</u>(child who is with us for another academic year after the current year)
up to 15 hours	£65	£55
16-24 hours	£70	£60
25 plus hours	£75	£65

Fee Payment

Fees must be paid in advance or on the day that your child attends. If you request an invoice, fees must be paid within 7 days. We regret to advise that fees must still be paid if children are absent through either sickness or holiday. If your child has to be absent over a long period of time, please talk to the manager. Fees are also chargeable if the pre-school has to close for reasons beyond its control e.g. flood or adverse weather conditions.

Fees can be paid by cash or cheque (made payable to 'The Trinket Box Pre School Ltd'), by direct payment to our bank account, childcare vouchers and payments from the new tax free childcare accounts. Please ask the manager for more details. We hope to be able to take card payment soon.

Invoices for fees can be arranged either monthly, half termly or termly, please request this from the manager at enrolment or via email (annabel@thetrinket.org.uk).

For your child to keep his/her place at the pre-school you must pay fees or we must receive government funding for nursery education. **If fees fall into arrears we reserve the right to refuse entry for your child.**

Starting at the Trinket Box Pre-School

The first days

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. You will have already completed a 'one-page profile' which gives us information about your child's interests and will help us to settle them more effectively.

Clothing and Footwear

The pre-school provides protective clothing for the children when they play with messy activities. However, on occasions they may get dirty, so please do not send them in wearing their best clothes. Children revel in messy play so be warned! A change of clothes, together with underwear should be brought into pre-school daily in case of accidents or a supply can be left in a bag on your child's coat peg. It is your responsibility to check that your child has adequate supplies with them.

The pre-school offers a non-compulsory uniform that consists of a polo shirt, fleece and a shower proof coat. This can be ordered through us but we often have some stock on site.

Children should wear closed in shoes at all times, as this is more suitable when using climbing equipment, playing in the wooded area and playing on the cars and bikes (sandals are not suitable). As we go outside in all weathers please ensure that there is a pair of wellington boots and suitable outdoor clothing in your child's bag. This can be left permanently on your child's peg. Please ensure all items are clearly labelled with your child's name.

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Also the need sometimes arises for them to change their footwear and 'converse' style footwear is often troublesome to little hands. Clothing/footwear which is easy for them to manage will help them to do this.

Toilet Training

Often a stressful time in the parenting calendar but we can help with that. Just let us know how you are managing potty/toilet training and we will work with you. We have potties here and the children use child-size toilets. We also can help with charts as an incentive if things are not going to plan. If your child is still in nappies. Please ensure that you have a supply of these in your child's bag together with wipes. We do not apply any non-prescribed creams.

Ditching the Dummy

Another stressful time but your child's speech and teeth development can be hindered by using a dummy. We have a scheme in place with a 'Dummy Fairy' to help you encourage your child to give that dummy up! Please ask for more details.

How to enrol your child at Trinket Box

- We hold a waiting list for pre-school places. In order to be placed on the waiting list, a registration form must be completed and a registration fee of £5.00 must be paid.
- We arrange our waiting list in order of birth date, oldest child first but in accordance with the following criteria: -
 1. Looked After Children in the care of the Authority;
 2. Children who live in the catchment area of the school and have a sibling attending Greenways Primary School or the Trinket Box Pre-School;
 3. Children who live in the catchment area of the school;
 4. Children who live outside the catchment area of the school and who have a sibling attending Greenways Primary School or the Trinket Box Pre-School;
 5. Children who live outside the catchment area of the school.

Proof of address will be required in the form of a utility bill (gas, electric, water or council tax) less than three months old at enrolment. If this is not forthcoming, then the pre-school has the right to withdraw the place for re-allocation.

- Please note that the number of places for two year olds varies as it depends on the number of children over the age of three years on roll within the setting. It is an Ofsted requirement for staffing to reflect the correct adult to child ratio at all times and this governs the amount of children attending each pre-school session.

Feedback

The Trinket Box Pre-School hopes that you and your child enjoy being a member of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

If you would like to leave us some feedback, please use the facility on our website, link below:

<http://www.thetrinket.org.uk/feedback.php>

The Trinket Box Committee value the Trinket Box staff team and like to recognise their dedication and hard work. We therefore have a '**Staff Member of the Month**' scheme.

If you feel that a staff member has gone over and above their job role, please take the time to nominate them. You can do so by emailing us on the addresses below:

- annabel@thetrinket.org.uk
- natalie@thetrinket.org.uk