

**Welcome to:**

**Przedszkole Zajączki  
(Bunnies Pre-School)**

**Church of Divine Mercy  
48 Pitts Road  
Slough  
Berkshire  
SL1 3XH**

**Tel. no. 01753 572330  
Mob 07903 46 77 32**

**OFSTED registration no: EY 461705**

**Our Aims:**

---

Our aims are:

- to provide a safe and stimulating learning environment where young children can develop their personal, social, emotional, physical, communication, language, mathematical and creative skills through carefully selected and enjoyable activities, planned for each child. Also, to promote an understanding of the world we live in.
- to create a Polish-speaking community atmosphere with a caring and sharing attitude. We are happy to take any child, provided the parents are aware of the emphasis we place on the Polish language.
- to maintain a Christian religious perspective, while respecting every child's needs, regardless of age, gender, cultural background, race, religion or physical/mental ability. We are ready to provide professional help for children with special needs.
- to enable young children to make the transition to a new learning environment as well prepared as possible, by providing good foundations for further learning.

### **The Staff:**

---

Manager:	Joanna Paszkiewicz, PLA Diploma in Pre-school Practice Qualified Teacher (Master's degree from Jagiellonian University, Kraków, Poland) Children Safeguarding Representative SENCO (Special Educational Needs Co-ordinator) First Aider
Administrator:	Halina Grabowska PLA Getting Started in a Preschool Responsible for administration and finances First Aider
Deputy:	Agnieszka Karpuk Diploma in Early Years Teaching (Poland) NVQ Level 4 First Aider
Assistant:	Elżbieta Michałowska PLA Getting Started in a Preschool NVQ Level 3 Diploma in Pre-School Practice First Aider

### **Opening Times:**

---

09.45 – 12.45            Monday – Friday,    during term time

#### **Fees:**

£ 15.00 per session, payable at the onset of term for half a term.

Funding from Slough Borough Council is available for 2, 3 and 4 year olds provided they do not attend an LEA nursery.

The preschool is regularly inspected by Slough EY Inspectors and OFSTED.

Date of 1<sup>st</sup> registration:    14<sup>th</sup> April 1997

Date of 2<sup>nd</sup> registration:    16<sup>th</sup> May 2013

We fulfil all Health and Safety requirements and the security of the children is paramount.

Adult to child ratio:            1 : 8

We operate key-person system for each child.

### **The Session:**

---

09.45 – 11.20	Free play, during which the children are divided into small groups to undertake creative activities, which fit in with the day's planning (parents are welcome to see our daily planning) and adult led activity.
11.20 – 11.25	Tidy-up time!
11.25 – 11.35	Story time, discussion, music making and prayer in the church, including singing and sharing in the group environment. The children are asked whether they want to dedicate their prayers for any particular intention.
11.40 – 11.50	Snack time. Children are encouraged to eat fruit, drink fruit juice or milk, they can also have 2 plain biscuits. The children are encouraged to take it in turns to distribute the biscuits and fruit to other children and pour their drink themselves.
11.55 – 12.05	Story time – a story is chosen to fit the day's theme or each child can choose their own book to be read in a small group.
12.10 – 12.45	Outdoor play involving water play, sand play, activities/games with balls and hoops and riding on tricycles, or music and movement in the main hall to continue with the day's theme, if the weather does not permit outdoor play.

## The Curriculum:

We cover a wide range of topics each term, based around the seasons, including creative activities, which are designed to develop the children's imaginative, social, physical, language and mathematical skills, in both Polish and English. We use a wide range of artistic media.

In keeping with the Catholic calendar, we observe Saints' days and other Holy Days of Obligation and often invite the parents/carers to attend mass with the children. Important events in other faiths are also explored and celebrated, for example, Chinese New Year, Diwali, etc.

At the request of the parents, special attention is given to Polish customs, songs and stories.

A strong emphasis is placed on "loving your neighbour" and with this attitude we explore the multi-cultural community we live in.

## Admissions Policy and Attendance Procedures:

1. Children aged between 2yrs and 5yrs may be admitted to the nursery.
2. As the classes are run mainly in Polish, a child ideally needs to be able to signal his/her need in basic Polish. Children should be toilet-trained, but we are prepared for accidents!
3. During the settling in period, parents may stay with their child until they are both happy to part (up to 2 – 3 first sessions).
4. **Fees** must be paid, even if your child is absent. The amount charged may be altered, but 6 weeks notice will be given. Half a terms notice is required when leaving the nursery. Slough Council gives funding for 3 and 4 year olds the term after their third birthday, providing the child does not attend another LEA nursery. In some circumstances 2 year olds can also be funded (please ask our administrator for more information).
5. Parents will be asked to fill in a consent form when a short outing is planned.
6. We maintain a quiet but firm **discipline**. In the case of individual incidents of bad behaviour, an adult will talk to the child away from the situation. If the behaviour becomes an ongoing problem, the Supervisor will talk to the parent/carer.

7. Any **complaint** should be directed to the Supervisor. In case of the need for a written complaint there is a Complaint Book available. A complaint's form is also available from the Pre-School. If the complaint cannot be resolved by staff, it will be directed to Social Services or OfSteD. In case of the need to write directly to the **OfSteD**, the Office can be contacted directly – **tel. no: 0300 123 1231**.
8. All staff are fully conversant with the premises fire procedures, and **fire drills** are carried out once every term.
9. In order to minimise the **risk of infection** to other children and staff, sick children should be withheld from the nursery. Please let staff know if your child is suffering from sickness, or has a rash, or any common childhood diseases like mumps, measles or chickenpox. Please inform the staff if your child cannot attend the group (tel. no at the front of this leaflet.)
10. In the case of a **medical emergency**, an ambulance will be summoned or the child will be taken to Wexham Park Casualty Department by an adult, who will remain with him/her until the parent or carer arrives.
11. On starting the nursery, parents/carers will be provided with a **registration form**, which should be completed as soon as possible. National Insurance No of parents/carers must be provided. Please also provide a copy of passport or birth certificate of your child.
12. In case of permanent/prolonged illness such as e.g. asthma, allergy, diabetes, or in any other circumstances, if a child needs to take **medication during the session**, please contact supervisor.
13. Children do not like to wait for their parents, so please **collect your child on time**. Please inform the staff, if there are any changes in picking-up arrangements. If a child's parent or carer does not arrive within 30 minutes of the end of the session (i.e. 1:15 pm), staff are obliged to inform Social Services.
14. We welcome any parents/carers, who wish to help out during session time, but would stress that any accompanying children are not our responsibility, and should be under parental supervision.
15. **Special Needs:** our Special Educational Needs Co-ordinator is Joanna Paszkiewicz. We work in partnership with parents/carers to provide the best possible learning environment in the pre-school, including careful observation, introduction of IEPs (Individual Education Plans) and, if necessary, liaising with the relevant professional/therapist (e.g. psychologist, speech therapist, etc.).

**16. Children Safeguarding:** Przedszkole Zajączki (Bunnies Preschool) exist under the patronage of the Committee of the Church of Divine Mercy in Slough, and as such, we have adopted the policy recommended by the Independent Review On Child Safeguarding in the Catholic Church in England and Wales (September 2001):

“We recognise the personal dignity and rights of children towards whom we have a special responsibility and a duty of care. We undertake to do all in our power to create a safe environment for children and to prevent their physical, sexual or emotional abuse. We will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.” (3.1.13)

Child Safeguarding Representative is Joanna Paszkiewicz.  
All members of staff have been CRB checked (Enhanced Disclosure).

November 2015