

# Radnor Park Kindergarten Prospectus



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**Working together to offer a safe, secure and happy environment in which children will flourish feel confident and ready to learn by experiencing an array of opportunities to support their individual and unique progress.**

**5-6 Westbourne Gardens  
Folkestone, Kent CT20 2JA  
Opening Hours: Monday-Friday 8:00am - 6:00pm  
Closed Bank Holidays & Christmas Week**

# Welcome

Welcome to Radnor Park Kindergarten, a long-established nursery in the heart a residential area in the West End of Folkestone. We have an exceptional reputation for providing high quality care and education for over 25 years to children aged between 3 months and 8 years old.

The Kindergarten first opened in 1998 and has been in its current location since 2000. The qualified staff at Radnor Park are led by Emily, a highly experienced leader, who has been with us since day one. All our team are highly trained Early Years Practitioners with qualifications ranging from Teachers with Qualified Teacher Status to our Level 2 apprentices.

The heart of our approach is to make learning fun, exciting and enjoyable in a safe caring and healthy environment. Our aim is to inspire minds and create independent confident learners to grow to their full potential and ready for their next journey.

We have created a homely nurturing environment that motivates, inspires and challenges children in their learning, where fascination, creativity and endless possibilities for learning are at the core of what we do. This prospectus will provide you with some information you need to help you decide whether Radnor Park Kindergarten is the right environment for your child and we encourage you to ring 01303 259226 to arrange a visit to come and see the high-quality care and education that is provided.



In May 2023 the nursery achieved 'good' rating by OFSTED. OFSTED Reports are an important part in choosing the best nursery for your child and is something that we take pride in making sure we get the best result possible. The report is available both through the OFSTED and Radnor Park Kindergarten Websites.

# What Makes Us Different

- ❖ Our main aim is to care for the children, by keeping them safe and secure in a multicultural environment and to teach them the important next steps, so that they transition into school is as easy as can be.
- ❖ We have a well-qualified, enthusiastic and experienced team offering imaginative and challenging experiences. Our team comprises of Qualified Teachers, Graduate in Early Years, HNC and Level 3 & 4 Qualified Practitioners.
  - ❖ We are open 8am-6pm Monday to Friday for 51 weeks of the year.
- ❖ Our setting consists of large spacious rooms that children are free to explore and a large garden. This gives the children the benefit of a safe, familiar, fun and relaxing environment.
- ❖ We have an in house chef who provides a diverse menu of balanced and nutritious lunches and teas that are cooked onsite, which encourages healthy eating habits and positively influences the child's long-term relationship with food. Breakfasts and snacks are also offered daily.
  - ❖ Children participate in a variety of fun cooking and baking experiences.
- ❖ We have weekly French lessons for the older children, which offers them a more varied learning opportunity.
- ❖ Our setting uses a safe online interactive learning diary to carry out observations and assessments. This enables parents and carers to regularly view photos, videos and daily accounts of their child's day, allowing parents and carers to take part in their child's daily progress.





# Management Team



Ting Healey  
Owner/Finance Coordinator  
HNC BA PGCE



Emily Sargeant  
Setting Manager  
Early Years Foundation Degree



Emma Reene  
Duty Manager  
NVQ Level 4



Anne Marie  
Duty Manager  
NVQ Level 3



Chloe Tidy  
Duty Manager  
NVQ Level 3



Tracey Leighton  
Duty Manager  
NVQ Level 4



Brenley Martin  
Administrator  
BA Hons in Psychology & Criminology

# The Ladybirds



The Ladybirds section is for children aged from 3-14 months, the ratio in this section is 1 adult to 3 children.

The room provides a stimulating environment where our youngest children independently explore using their senses and growing mobility. Resources such as treasure baskets and other natural items promote heuristic play, with low level storage and pictures kept within sight and reach for the children. The Baby Unit has a sensory area, inviting spaces to hide, play, discover and rest, as well as musical, creative and interactive activities to ignite their senses, social skills and curiosity.



Ellie West  
Room Leader  
NVQ Level 3



Vicky Pope  
Room Supervisor  
NVQ Level 3



Emily Esdale  
Apprentice  
Training NVQ Level 2



Tierney Sheppard  
Early Years Practitioner  
NVQ Level 2  
Training NVQ Level 3

# The Bumble Bees



The Bumblebees section is for children aged 14-28 months and offers a large family room. At this stage in their development toddlers develop a thirst for learning as they independently investigate and carry out self-selected activities, with experienced adults on hand to support their learning. Low level units with an emphasis on real and natural resources, enable the children to lead their own play agendas and learning journeys. Children make sense of their experiences through play, story-telling, songs and other creative means.



Leyla Tucker  
Room Leader  
NVQ Level 3



Hayley Sandley  
Room Supervisor  
NVQ Level 3



Suzie Conway  
Apprentice  
Training NVQ Level 2



Demelza Birchall  
Early Years Practitioner  
NVQ Level 3



# The Dragonflies



The Dragonflies is for children from 20 months-3 years to create a smooth transition from the bumble bee section. The Dragonflies follow the same routine as the Caterpillars but with a more hands on guidance which helps them ease into a more structured play-based environment. The Dragonflies and Caterpillars are based together with separate younger and older aged ranged rooms, in which they intertwine with each-other throughout the day.



Stevie Jackson  
Room Leader  
NVQ Level 3



Katy Gisby  
Room Supervisor  
NVQ Level 3



Stephanie Brunt  
Early Years Practitioner  
NVQ Level 3



Keira Fitzgerald  
Apprentice  
Training NVQ Level 2



Amber Bramley  
Apprentice  
Training NVQ Level 2

# The Caterpillars



Children's learning in the *Caterpillars* is an extension of the *dragonflies*, with an emphasis on developing a more structured environment in readiness to join the pre-school room in the *Butterflies*. Our knowledgeable team support children to learn and explore the environment by engaging in both free play and planned experiences that closely follows the children's interests and experiences.

Whether in the busy 'small world area' or the relaxing 'cosy area' children can build those all-important secure relationships by sharing a story with their key person or a game with their peers.

The children have fun getting creative in the messy room with cooking sessions and daily craft and sensory experiences.



Sarah Walford  
Room Leader  
NVQ Level 3



Lucie Ellam  
Room Supervisor  
NVQ Level 3



Arpana Tamang  
Early Years Practitioner  
NVQ Level 3



Stephen Hogben  
Early Years Practitioner  
NVQ Level 3



# The Butterflies



The Butterfly Section is our pre-school rooms for children from the age of 3. The Butterfly children enjoy a balance of child-initiated and adult led activities, where they are encouraged to make independent choices and develop their critical thinking.

The section has 3 rooms all with defined areas of learning and activities that are changed throughout the week depending on children's interests, requests and learning adventures. Children are regularly involved in musical activities, arts and crafts, and given endless opportunities to investigate, discover and experiment their ideas through fun activities to help prepare them for school.



Ciara Tanner  
Room Leader  
NVQ Level 3



Shannon Rule  
Early Years Practitioner  
NVQ Level 3



Shay Wright  
Early Years Practitioner  
NVQ Level 3



Lainey Woods  
Early Years Practitioner  
NVQ Level 3



Molly Southern  
Apprentice  
NVQ Level 2

# Our Outdoor Area

The garden area provides a large open space that allows the children the freedom to explore and express themselves. We have a pergola to create an outside classroom for the children to explore in all weathers. Our children have access to a safe, enclosed garden every day, where they are encouraged to take an interest in their world and care for nature through activities such as bird watching, discovering mini beasts, or growing flowers, fruit and vegetables. As well as an artificial grass section, balancing beams, bridge and ride on toys, the garden hosts a children's shed, offering a wide choice of resources with many learning, social and physical opportunities. There is also a writing and maths area and a books nook. These are just some of the many fantastic things that our outdoor area has to offer.



# Our Staff

- ❖ Our staff are undoubtedly our main asset and we have exceptionally well qualified and experienced practitioners amongst our ranks. We have a qualified Early Years Teachers, and a range of Early Years qualifications, including BA Degree in Early Years.
- ❖ Our warm and friendly team will work alongside you to ensure that you feel comfortable leaving your child with us and help build a solid relationship with both yourself and your child.
- ❖ We deliver the best childcare and education by ensuring that all our staff have in-depth knowledge and understanding which is supported by our commitment to continuous professional development, higher level qualifications and training, together with extensive experience of working with children.
- ❖ We have a number of apprentices in addition to our qualified staff, which is our commitment to train the next generation of qualified staff to our high standards and also to complement our robust staffing ratios.



# Meals and Snacks

At Radnor Park Kindergarten our trained chef provides a wide variety of nutritious, balanced meals, which are cooked on site, incorporating any special dietary requirements, as well as favourite requests from children! They integrate different cultures into her menus and leans towards traditional 'home style' cooking.

- ❖ In line with our homely ethos, all staff eat with the children, developing a warm and social atmosphere.
- ❖ Children are encouraged to serve themselves and are regularly involved in the making of their food, for example; homemade pizza, bread and cheesy puffs for snack. As well as milk and water, a healthy snack is served during each session.
- ❖ Breakfast is served from 9am which consists of a range of fruit, cereals, croissants, toast, or scrambled egg and grilled tomatoes.
  - ❖ Drinking water is always available.

*Our last inspection by the Food Standards Agency rated us 5 (the highest rating for food and hygiene).*



# Partnership with Parents & Carers

Working in partnership with our parents is of prime importance to us, we believe that a child's care and development will be most successful where there is a partnership between parents/carers and the setting staff. An open-door policy is in place and parents and carers are always welcome to discuss their child's progress with us at any time, with or without an appointment. We understand that it is vital for parents/carers to have an open and continuous dialogue with the setting, to ensure that children get the most of their time with us. We operate a keyperson system where a member of staff will take main responsibility for your child. Your key person supported by a buddy will guide and support your child through observations, assessments and planning to ensure that the activities and experiences are suited to your child's specific and unique needs and current interests.

We use a safe online interactive learning diary (iConnect/Parent zone) to carry out observations and assessments.

The interactive learning diary is updated regularly where parents are able to access their children's observations photographs and videos of their child's daily routine, experiences and termly assessments. Parents are also able to upload their own observations, photos and videos to send to the nursery.

We facilitate parent partnership through regular events, such as parents' evenings, Mothers' Day Tea Parties, Fathers' Day Picnic, and Carol Service. This helps to develop and maintain a strong relationship with parents and carers. We work together to ensure every child has the best start in life and reach their full potential before going to primary school.

# Partnership with Parents & Carers

## Settling-In

Starting nursery can be an emotional time for both parents and children, so we do our very best to encourage a smooth transition. Before starting their booked sessions at the Kindergarten, we offer face to face four hours of settling in free of charge. During the first session we invite the parents in with the child for a play and stay for an hour, to discuss and consolidate your child's starting points. The second session is for the child to come in on their own for an hour so that they can get used to their surroundings on their own.

The third session is then to build on the child getting used to the surroundings without their parents and is for two hours. If needed, further chargeable sessions can be booked to ease the settling in period.

## Parents Evening

We invite parents to come and have a chat with their child's key person twice a year to give them an opportunity to discuss the progress of their child's learning and development. This helps with the effective tracking of their child's progress and to put into place any learning experiences that may be needed to further enhance their children's learning and development.

## Stay and Play

Throughout the year we have stay and play sessions where we invite parents to come in for an hour to play and see their child in the nursery setting. It provides a great opportunity for parents to see what the children have been learning about during the term and to chat with the staff team in their sections and meet each other and other parents.





# Partnership with Parents & Carers

## Graduation

We like to celebrate the children's achievements and give them a big send off before starting 'big school'!

We have high tea in the garden before the ceremony starts, the children get dressed up in their gown and cap and are awarded a certificate by their teacher, which outlines what they will especially be remembered for. It is an opportunity for the parents and children to get together at the end of their final year here and is always well received.



## Christmas Carol Service

We celebrate the festive season with our annual outdoor carol service with songs sung by the children. To keep warm we offer hot chocolate and not forgetting the odd mince pie.



# Curriculum

Every child deserves the best possible start in life and their experiences are known to have a major impact on their life chances. To promote children's development we follow Development Matters 2021. This guidance supports our practitioner team to design an effective early year's curriculum, building on the strengths, and meeting the needs, of the children they work with. It guides, but does not replace, professional judgement. The curriculum consists of everything we want children to experience, learn and be able to do, while meeting the requirements of the educational programmes in the statutory framework for the Early Years Foundation Stage (EYFS). The EYFS is about how children learn, as well as what they learn.

Children need opportunities to develop their own play and independent exploration. They also need adults to 'Scaffold' their learning by giving them just enough help to achieve something they could not do independently. Helping children to think, discuss and plan ahead is important, like gathering the materials they need to make a den before they start building.

The EYFS applies to all children and supports inclusion, as the focus is on the individual child's interest and abilities. The child's key person observes and plans for the next stage of learning, working within the guidelines of the EYFS. Within the EYFS there are 7 areas of learning.

## **Prime areas:**

- ❖ **Personal, Social and Emotional Development**
- ❖ **Communication and Language Development**
- ❖ **Physical Development**

**Specific areas:** (these areas are particularly targeted for the older children from 36 months onwards)

- ❖ **Literacy**
- ❖ **Mathematics**
- ❖ **Understanding of the World**
- ❖ **Expressive arts and design**

These areas of learning are developed for, and accessed by, the children through a play-based curriculum, without formality, so that they can revisit ideas and extend them with the support of the staff. Some of our activities are adult-led and these are designed to scaffold children's learning further. Most experiences are child initiated, as play and learning develops through the child's interests. Each child has their own learning diary which is accessed by parents and carers online. This learning diary combines the Child's work, key person observations and assessments and enables the child and parents/carers to contribute to their learning.

*When we give every child the best start in their early years, we give them what they need today. We also set them up with every chance of success tomorrow.*

# Support from the Government with Childcare

## Tax Credits

Tax credits may be given to eligible families as a contribution towards childcare costs. The HMRC helpline number is **034 5300 3900** or the website is

**[www.taxcredits.hmrc.gov.uk](http://www.taxcredits.hmrc.gov.uk)**

However, the parent(s) or guardian(s) signing the contract are the people deemed responsible for payment of nursery fees, and your relationship or any payment from the HMRC remain confidential between yourselves and them. They regularly check all nurseries to confirm attendance of named children and payment history.

## Tax Free Childcare

Some parents are eligible to apply for tax free childcare. In order to access this please visit the website, [www.gov.uk/get-tax-free-childcare](http://www.gov.uk/get-tax-free-childcare) which will help you determine if you are eligible and how to apply.

## 30 Hours extended funding

All children are entitled to 15 hours free early education funding the term after they turn 3 for 38 weeks of the year. Some children are also eligible for an additional 15 hours extended funding. To see if you are eligible please go to [www.gov.uk/apply-30-hours-free-tax-free-childcare](http://www.gov.uk/apply-30-hours-free-tax-free-childcare)

## Free for 2 Funding

Some children are eligible for 15 hours free for 2 funding the term after they turn 2 for 38 weeks a year. Visit [www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds](http://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds) for more information.

Please note that eligibility for all funding is determined by either our local council, Kent County or by HMRC and we have absolutely no control whatsoever as to whether a parent is eligible or not.



# Fee Structure

At our Kindergarten we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks but not lunch and tea, these are charged separately according to take up. A full FEE policy is available on our website.

From January 2022 for all new children that are enrolling at the nursery we will be providing 2 sessions per day, 8.00am to 1.00pm or 1.00pm to 6.00pm, or full days from 8.00am to 5.00pm, 9.00am to 6.00pm or 8.00am to 6.00pm. Parents are welcome to drop off at any time between 8.00am to 9.00am for the morning sessions and pick up from 5.00pm to 6.00pm for the afternoon sessions. The rates for children attending outside of these sessions will be at an enhanced hourly rate to encourage consistency in the care of the children and to avoid interruptions in letting children in and out of the setting.

We provide a 9.00am to 3.00pm session for those children who attend the Caterpillar or Butterfly sections as this is to help the child's transition to school.

	Under 2-year-olds	2-year-olds	3-year-olds and over that are non FEE funded
Hourly rate outside of sessions	£9.40	£8.90	£8.40
Hourly rate	£8.40	£8.30	£7.40
Morning session without lunch	£42.00	£41.50	£37.00
Morning session with lunch	£45.60	£45.10	£40.60
Afternoon session without tea	£42.00	£41.50	£37.00
Afternoon session with tea	£45.60	£45.10	£40.60
9am to 3pm session without lunch	N/A	£49.80	£44.40
9am to 3pm session with lunch	N/A	£53.40	£48.00
Full day session with lunch	£79.20	£78.30	£70.20
Full day session with tea	£79.20	£68.30	£70.20
Full day session with lunch and tea	£82.80	£81.90	£73.80
Full day session without meals	£75.60	£74.40	£66.60

Lunches and teas £3.60 for each meal taken