



# Welcome!

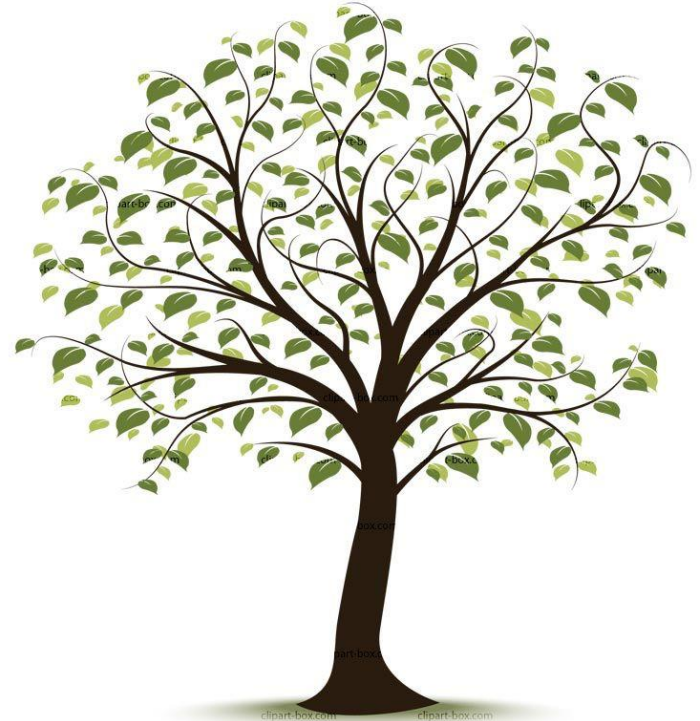
Welcome to Treetops Pre-school and thank you for registering your child with us.

We understand how important your child is to you, and we are committed to providing the highest quality care and education to help them thrive and reach their full potential.

This prospectus will give you an introduction to Treetops Pre-school, including our daily routines, how we support your child's learning and development, and how we work in partnership with you to meet your child's individual needs.

For full details of our services, please read this alongside our Childcare Terms and Conditions.

**Helping your child to grow!**



**We aim to provide a relaxed, informal and friendly environment where children feel safe and happy.**

## Our Vision

At Treetops, we create a nurturing, inclusive environment where every child and family feels valued, supported, and safe.

We believe in:

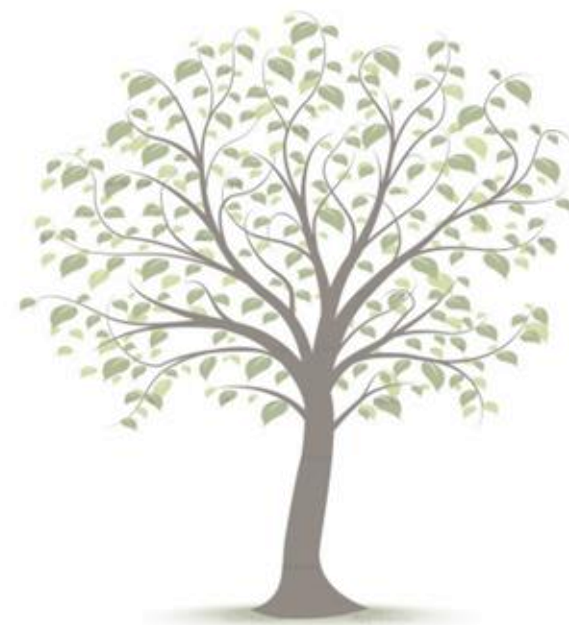
- Respecting and celebrating every child as an individual
- Embracing diversity and helping children understand and appreciate different cultures and experiences
- Learning through play, curiosity, and having fun together
- Building strong communication and listening skills to support confident self-expression
- Inspiring a lifelong love of learning through a rich, balanced curriculum
- Working in partnership with families and supporting our wider community
- Encouraging healthy, active lifestyles and helping children learn how to stay safe
- Supporting positive behaviour, kindness, and good manners
- Recognising each child's strengths and helping them grow in confidence
- Motivating children to try their best and reach their full potential
- Encouraging imagination, exploration, problem-solving, and independent thinking

It's all about helping your child feel happy, confident, and ready for the next stage of their journey.

## Our Aims

At Treetops Pre-school, our aim is to provide a safe, nurturing and inspiring environment where every child feels happy, valued and confident to learn. We support each child as an individual, helping them to develop the skills, curiosity and resilience they need to thrive—both now and as they move on to school.

**Helping your child to grow!**





## Philosophy of Care

At the heart of everything we do is a child-centred approach.

We believe children learn best through play, exploration and positive relationships.

We are committed to:

- Creating a warm, caring environment where children feel secure and supported
- Building strong, trusting relationships with children and their families
- Respecting and celebrating every child's unique background, interests and abilities
- Supporting children's emotional wellbeing alongside their learning and development
- Encouraging independence, confidence and a sense of belonging
- Working in partnership with parents and carers every step of the way

Our approach is all about helping children feel safe, confident and excited to learn, while giving families peace of mind that their child is in caring, capable hands.

## What this means for your



Your child will ...

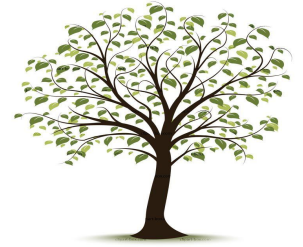
- Feel safe, happy and secure
- Be supported as an individual
- Learn through play and exploration
- Build confidence, friendships and independence

... ready for the next stage of their journey





# The Management of our Setting!



## Management Committee and Charity

Our setting is a charity and as such is managed by a voluntary management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances;
- employing and managing our staff;
- making sure that we have, and work to, policies that help us to provide a high quality service; and
- making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

As a voluntary Committee managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on you for your support and commitment. The continued success of Treetops depends upon parents and friends joining our Management Committee. We are a registered Charity and this means:

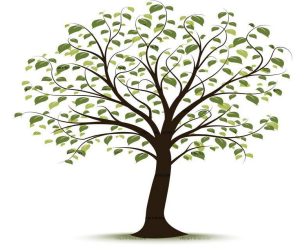
**NO Committee NO Treetops!**

If you love what Treetops does please support the Pre-school by joining the Committee.





# Your child's development and learning!



## Our approach to Learning

At our setting, we believe children learn best through play. From the very start, they explore and make sense of the world around them. We support this natural curiosity with activities that are fun, engaging, and appropriate for each child's age and stage of development.

Through active play, children learn by doing, talking, and exploring, which helps them develop essential skills and understand the world. We follow the **Early Years Foundation Stage (EYFS)** framework to ensure children make progress across all areas of learning. Our programme combines child-led activities, where children follow their interests, with activities planned and supported by our practitioners.

Every child is unique, and we recognise that they develop and learn at different rates, including children with special educational needs and disabilities. We aim to nurture children to be resilient, capable, confident, and self-assured.

We aim to ensure that each child:

- is in a safe, welcoming, and stimulating environment;
- receives attentive care thanks to our high ratio of qualified staff and volunteer helpers;
- has opportunities to join in with other children and adults to live, play, work, and learn together;
- is supported to progress in their learning and development by building on what they already know and can do;
- has a personal key person who ensures they make satisfying progress;
- is part of a setting that values parents as partners in their child's learning and development; and
- can contribute to shaping the services and experiences our setting provides.

Our setting has two classes!

**Acorns** (2 to 3-year-olds) and  
**Conkers** (3 to 4-year-olds)



# The Early Years Foundation Stage!



Provision for the development and learning of children from birth to 5 years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years*

*Foundation Stage* (DfE 2025):

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



The Areas of Development and Learning are:

- *Prime Areas*
  - Communication and language.
  - Physical development.
  - Personal, social and emotional development
- *Specific Areas*
  - Literacy.
  - Mathematics.
  - Understanding the world.
  - Expressive arts and design.

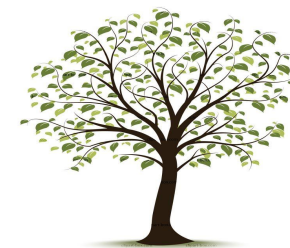


## Key person

Your child will be assigned a dedicated key person before they start at Treetops. This person will support and care for your child's individual needs, help them settle in and feel comfortable, and build a strong, positive relationship with both your child and your family. They can also guide you in accessing any additional or specialist support if needed.

[https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early\\_years\\_foundation\\_stage\\_statutory\\_framework\\_-\\_for\\_group\\_and\\_school-based\\_providers.pdf](https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf)

# Treetops Routines



## The setting's timetable and routines

At our setting, we believe that care and education are equally important in every child's experience. Our daily routines and activities are designed to:

- help each child feel valued and part of the setting;
- ensure the safety and well-being of every child;
- support children in benefiting from the social experience of being part of a group; and
- provide opportunities for learning, helping children to enjoy and value their learning journey.

## The session

Our sessions are organised to give children a balance of choice and guidance. Children can select from a variety of activities, which helps them develop the ability to focus on a task and see it through to completion.

They are also supported and encouraged to take part in adult-led activities, both in small and large groups. These sessions introduce new experiences, build skills, and help children learn to work with others.

Outdoor activities play an important role in supporting children's health, physical development, and understanding of the world around them. Children have opportunities to engage in both child-chosen and adult-led activities outdoors, as well as in the indoor classroom.

## Snacks and lunch club

Snack and lunch times are social occasions where children and adults eat together, promoting good habits and conversation.

Parents are asked to provide a healthy packed lunch for children staying for lunch. Please let us know about your child's dietary needs so that we can plan appropriately.

All our staff hold **Paediatric First Aid, Level 2 Food Hygiene and Safety, and Level 2 Allergy Awareness** qualifications in the Early Years, ensuring your child's safety and well-being during mealtimes.



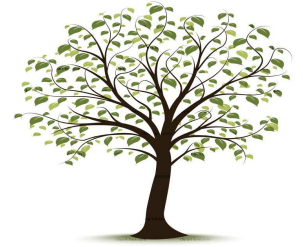
### Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this. Please provide 3 changes of clothes and a pair of wellington boots for your child. It really helps us if all items of clothing are named.



# Treetops Opening Hours!

## We are open 9-3.30 (term-time only)



### Funded hours of childcare

At our pre-school we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure to ensure that everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

### Session times

#### Funded Sessions are offered in the following pattern

Monday to Friday

9am - 12noon

12.30pm - 3.30pm

9am - 3pm

### Extra hours available

#### You can add these hours as extra:

##### LUNCH CLUB

9am – 12.30pm: add an extra 30 minutes for lunch club to your child's morning session. Cost £2

##### LATE FINISH

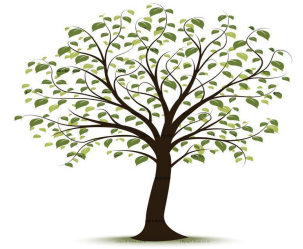
9am – 3.30pm: add an extra 30 minutes for a late finish to your child's morning session. Cost £2



<https://beststartinlife.gov.uk/eligibility-checker/>



# Policy and Procedure



## Policies

Our staff can explain our policies and procedures to you. Copies of which are available in the setting and also on our website – [treetops-preschool.org.uk](http://treetops-preschool.org.uk)

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

Our staff and parents work together to adopt and review policies and procedures. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

## Special Educational Needs and Disability (SEND)

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

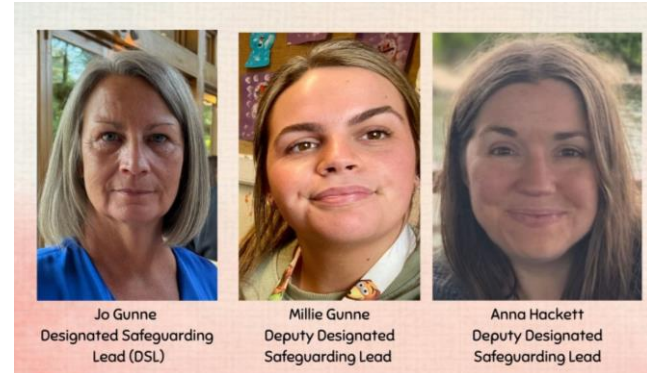
Our Pre-school Special Educational Needs

Co-Ordinator (SENCo) is:

Jo Gunne

## Safe-guarding

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting, and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.



Safe-guarding is everyone's responsibility!