

KING DAVID KINDERGARTEN

PROSPECTUS

2014/2015

**"Educate the child according to his way: even as he grows old he will not
depart from it." Mishlei 22:6**

**King David Campus
Childwall Road
Liverpool L15 6WU
Tel : 0151 235 1586**

"A SOUND BEGINNING FOR ALL CHILDREN"

This prospectus outlines all the policies of the Kindergarten and it is essential that you read it. The Kindergarten maintains a strong Jewish ethos although it is accessible to children from all denominations and a multicultural curriculum is incorporated. The Kindergarten is run under the auspices of the King David Foundation, where a sub-committee is the direct link between the Foundation and the Kindergarten. The committee chairperson is Mrs Lauren Lesin-Davis who can be contacted via the Foundation's office : 120 Childwall Road, Liverpool L15 6WU, Tel : 0151 235 1584. Regular meetings are held to discuss the continuing strategy and development of the Kindergarten.

The Kindergarten is also privileged to have the support of the KIDS Committee who organise various events to buy innovative educational equipment for the children. The Committee comprises of parents of children from Class 1 and Class 2 of the Kindergarten.

The Head, Mrs Rose Shiffman, together with all the staff are committed to delivering the best possible early years education. We equate Early Years Education to the nurturing of a tree, that grows and flourishes from its roots. All full time staff are qualified to either NNEB or NVQ Level 2 & 3 in Childcare and Education and also hold Certificates in First Aid. We have an ongoing internal training programme. Courses organized by the Early Years Partnership are also attended.

KINDERGARTEN AIMS

Within the Jewish ethos of this Kindergarten we aim to provide a warm, caring and stimulating environment for your child. You can be assured of a warm welcome whenever you visit the Kindergarten.

We aim:

- To provide a stimulating and enriching education, both secular and religious, for all children which will give the non Jewish children an insight into another religion and to provide Jewish children with an appreciation of their heritage.

- To provide balanced stimulating opportunities so that your child is able to gain confidence and skills in all areas which in turn will ensure your child's successful integration into reception class.
- To provide equality of opportunity.
- To promote self-discipline and respect for others and their environment.
- To form an effective partnership between Kindergarten, parents and carers.
- To acknowledge that children grow and learn not only through instruction in the classroom, but just as much through play, developing friendships and by discovering things on their own terms by being allowed to be children.

ADMISSIONS PROCEDURE

Children are admitted from the age of two years. Application forms are available from Mrs Sandra Heaps, Financial Administrator, King David Foundation, 120 Childwall Road, Liverpool L15 6WU. Telephone : 0151 235 1584. These must be completed and returned before a child can be considered for admission to the Kindergarten. Wherever possible, every attempt will be made to meet individual requirements regarding days and sessions. All applications are considered by the King David Foundation Sub Committee. A child gaining admission to the Kindergarten is not automatically guaranteed a place at the King David Primary School. It is the requirement of the Kindergarten that a Child's Health Record Form is completed and forwarded at the same time as the application form. **The Kindergarten has been accredited to accept Nursery Vouchers.** We also expect children to be working towards being toilet trained before they commence Kindergarten.

MINIMUM ATTENDANCE

In order to build a child's sense of belonging, create a feeling of continuity and cover the curriculum, we exercise a minimum attendance level as follows:

Class 1 4 sessions (mornings and/or afternoons)

Class 2 5 sessions (mornings and/or afternoons)

CHANGES TO ATTENDANCE

Should there be a need to alter the days/sessions attended, this must be submitted in writing to the Head who will decide whether or not such an alteration can be accommodated. No rebates or lieu days can be made when a Kindergarten place is unfilled due to sickness, holidays or the settling in period. Changes to sessions to attend planned activities must be agreed in advance with the Head and the extra session paid for in full, owing to staff/child ratio sessions can not simply be swapped.

CHANGES TO CONTACT DETAILS

It is imperative that parents advise the Kindergarten if they are not going to be at their usual contact numbers and of any changes to address, landline, mobile phone numbers or emergency contacts.

RETAINER

A £100.00 deposit is required when a place is confirmed and prior to the commencement of the first term. This is then held for the duration of the child's stay at the Kindergarten and is returned at the end of the last academic year and once all fees have been paid. Should you cancel your place a £25.00 administration charge will be withheld from your deposit.

FEES

Kindergarten fees are payable by monthly standing order split into 10 equal payments commencing 1st September. The standing order form must be returned following confirmation of your child's place. Payment by cheque is only acceptable if paying for an entire year. Non payment will result in your child being excluded. We have endeavoured to keep the fees to a minimum and have ensured that they are both competitive and represent value for money.

Kindergarten Hours:

Monday to Friday	morning sessions including lunch	8.00-1.00*
Monday to Thursday	afternoon sessions no lunch	1.00-3.30
Monday to Thursday	extended sessions by demand	3.30-6.00
Friday	extended session*	1.00-2.00**

* cost for these sessions excludes the actual cost of lunch when covered by NEF - this is extra and will be billed separately.

** a charge of £10.00 per 15 minutes or part thereof for late collection on Fridays or prior to Jewish holydays as this necessitates two members of staff remain with your child. For further information please ask to see our Late Collection Policy. A charge will be incurred for repeated late collections during the remainder of the week.

SETTLING IN PERIOD

The Kindergarten recognises that the settling in period is a new experience for your child to get used to. It is our intention to make your child feel safe and secure. It could be the first time your child has been away from you.

The 'settling-in' process is very gradual and normally takes a couple of weeks, while you leave your child for gradually increasing lengths of time.

It is during this time, your child will start to get to know the new environment and to make relationships – with other children and, crucially, with a key member of staff. In this way, your child can slowly build up her/his confidence and trust in the new situation. Where appropriate it might be beneficial for the parent to stay with their child in the classroom, or wait in the reception area. Your child will have a key person who will get to know her/him very well – her/his likes and dislikes, her/his interests and skills, and the particularly ways in which she/he needs support. The staff at the kindergarten will work to ensure that she/he is included and valued as part of the group and allowed to do this at her/his own pace. You will have completed the "All About Me" booklet and the information within will assist with this process. The kindergarten is committed in offering an

extremely flexible approach.

We ask that the parent works closely with the kindergarten during the settling in period.

THE CURRICULUM

We offer the following wide and varied curriculum and operate on a high adult to child ratio.

Problem Solving, Reasoning and Numeracy

Children are encouraged to use mathematical language; the recognition and recreation of patterns; the concept of size, weight and quantity are developed; children are encouraged to identify, sort and match numbers to everyday objects; number rhymes, songs and counting games are actively taught.

Communication, Language and Literacy

Language development is actively encouraged along with extending and enhancing the childrens' vocabulary. Name and letter recognition are developed alongside early writing skills. Stories are read and the concept discussed. Early drama is encouraged.

Knowledge and Understanding of the World

Cookery and exploration experiments are carried out. Environmental factors are discussed and weather conditions are taken advantage of.

Children are made aware of their surroundings and learn about other countries and cultures.

Physical Development

With the help of small and large equipment, the childrens' large motor skills and spacial awareness are developed.

Creative Development

We use a wide range of both tactile and painting materials which allows the child to develop open ended expression.

Music

A full range of percussion instruments are used. Children also learn to appreciate music by movement.

Personal and Social Development

Great emphasis is placed on the child gaining confidence in all tasks which are undertaken. They are encouraged to work as part of a group or on a one to one basis. They learn how to take turns and to develop an understanding of what is right and wrong.

Computer

Basic computer skills is taught.

Religious Education

The week commences with Havdalah, followed by a daily prayer. Ivrit (Hebrew) sessions are taught by an Israeli Nursery Officer and on Friday we have an Oneg Shabbat party. Challah (bread) is baked regularly and delicacies and artwork are all made appropriate to the Jewish Festivals. Israeli dancing is also taught.

HEALTH & SAFETY

Please ensure that no small objects are in your child's pockets including such items as balloons, small toys etc. as these can be a choking hazard.

Please ensure your child wears suitable footwear (no open-toed, dressing up or mule style shoes).

We ask that you apply suncream to your child prior to bringing them to the Kindergarten and that they be provided with a named sunhat.

The Kindergarten premises are smoke free.

HEALTH

The staff are not permitted to administer Medications. The parents of children who suffer from allergies or asthma are required to complete a medicines form, these are available from the Head or the Foundation office. We are happy to discuss with you any other health problems that your child may have.

ILLNESS

Parents are requested not to send their child to Kindergarten if they are suffering from any infectious illnesses, or if they are not feeling well enough to attend. Whilst having a realistic attitude towards the needs of working parents, we reserve the right to call them or the appointed person on the medical form if their child becomes unwell whilst at the Kindergarten. We ask that parents inform the Head if their child has contracted an infectious disease, so that other parents can be informed. Parents are asked to telephone the Kindergarten if their child is unable to attend due to illness.

MEALS AND SNACKS

Milk is provided daily and fresh drinking water is accessible to the children throughout the day. All meals and snacks provided are in accordance with Orthodox Jewish Dietary Laws. **In order to comply with these Laws, we ask parents to ensure that food is not brought into the Kindergarten eg. in pockets or bags.** We would also like to point out that certain foods are an allergy risk. The food is prepared on-site on the King David Primary School site and is chosen for its nutritious content. Childrens' medical and personal dietary requirements are catered for and parents must ensure that all such requirements are submitted in writing to the Head prior to the start of the academic year.

BEHAVIOUR

Children are given one to one adult support to identify where support is needed and helped to work towards a better pattern. Behavioural incidents are handled in a developmentally appropriate way so as to maximise the child's level of understanding and maturity.

DRESS CODE

- * Jewish boys are required to wear a kippah
- * we ask that parents do not dress their children in dungarees in order to achieve independence when seeing to their personal needs.
- * all removable items of clothing should be labelled with the child's name
- * the inside of shoes should also be labelled.

* We ask that Class 1 parents provide for their child nappies and wipes.

Where the Kindergarten's own clothing has been used to change a child, we ask that these items are washed and ironed before being returned. Class 1 children are required to keep a change of clothing on the Kindergarten premises clearly labelled with the child's name.

PARTNERSHIP WITH PARENTS

The children throughout the academic year will bring home various pieces of creative artwork. We ask you to treat these pieces of work with great care as your child will have worked very hard to produce them for you. For Class 2 we also have themed weeks throughout the year, a list will be provided for you and one will be displayed on the noticeboard. The Kindergarten welcomes any artwork and/or certificates which your child has done or been awarded outside of the Kindergarten. Children are encouraged to bring books (their names on the inside cover) which are then read at story time. We also encourage children to bring items from home for modelling/project work etc (no toilet rolls, food wrappers or food).

Frequently photographs are displayed of the children participating in their daily activities. Families are invited to attend the lighting of the Chanukiah and the summer concert. We operate an open door policy where it is possible to speak with your child's Key Person or a member of staff. In addition to this there is an open evening held mid-year where the Nursery Officers are available to discuss your child's progress. Various functions are held by our KIDS committee to raise money for equipment for the Kindergarten - these are ideal opportunities for parents to meet each other in an informal setting. If you wish to join this committee please advise Mrs Shiffman.

We ask parents not to let their child bring anything which is valuable to them to Kindergarten. The Kindergarten cannot be held responsible for any valuable items your child might bring.

We strongly encourage parental involvement. This can be done in several ways: by contributing to the Kind David Foundation Appeal; joining the KIDS

Committee and supporting their events and offering any skills/knowledge that may be beneficial/relevant.

SPECIAL NEEDS/INCLUSION

Any application forms which are received from children with special needs will be viewed in exactly the same manner as all other applications. Unfortunately a child will not be offered a place in the Kindergarten if, after a full discussion with the parent/guardian and outside agencies, it is proved not be in the child's best interests. We will endeavour to make every reasonable effort to integrate special needs children into the Kindergarten. At all times the needs of the child will be paramount.

The Kindergarten will work in conjunction with parents/carers and any outside agencies for the benefit and interests of the child. Mrs Shiffman is responsible for the co-ordination of any special needs requirements. Staff must report any developmental or behavioural concerns any child may be displaying directly to the Head who will discuss the issue/s with the parent/guardian.

CHILD PROTECTION

In the case of a child having an injury, an explanation will be sought. Should this not be compatible with the injury, the Head has a responsibility to follow the Child Protection Procedure Guidelines.

In the case of a child disclosing in conversation any form of abuse to a member of staff appropriate action will be taken.

Confidentiality of the strictest form will be adhered to by all members of staff and information must not be discussed or disclosed outside the Kindergarten.

All members of staff comply with the necessary police checks.

SAFEGUARDING

In the event that a concern relates to an alleged abuse of a child by a member of staff/volunteer the Kindergarten would follow the Guidance of the Area Safeguarding Children's Committee. Initial concerns should be raised with Mrs Shiffman.

CONCERNS

Should you have any concerns regarding your child, a staff member or volunteer, please arrange an appointment with Mrs Shiffman (Tel: 0151 235 1586).

If this does not lead to a satisfactory outcome, the matter should be put in writing to the Kindergarten Sub-Committee at the Foundation Offices, 120 Childwall Road, Liverpool L15 6WU.

COMPLAINTS PROCEDURE

Please put your complaint in writing to Mrs R Shiffman.

Written complaints will receive a response within 28 days.

Should the above not be to your satisfaction please contact OFSTED as the regulatory body at OFSTED Early Years, 3rd Floor, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA alternatively telephone 0161 255 4804.

SECURITY

A viewing monitor is installed in the classroom with an external access buzzer. A daily signing in/out system is in place. Under no circumstances will a child be allowed to leave the Kindergarten if someone other than the usual person is collecting the child unless the class Nursery Officer has been advised. It is the responsibility of the parent to inform the Kindergarten of any changes to the usual collection routine. A written record of this will be kept. Where the elected person collecting the child is unknown to the class Nursery Officer, proof of identity will be required.

FIRE DRILL

Regular fire drills are carried out and fire procedure notices are displayed.

All the Kindergarten's policies are available upon request from the Head.