



GREENWAY KINDERGARTEN

Woodford
Founded 1951

AIMS AND ETHOS

At Greenway we aim to ensure every child reaches their full potential in learning and understanding of the world, creating a happy and secure environment where they may develop their initiative, independence, social skills and general knowledge. Thereby laying a sound foundation on which to build their future, and to enter full time Preparatory or Primary School. We are proud of our success with the thousands of pupils that have passed through Greenway Kindergarten since its foundation in 1951.

Our curriculum is regularly updated and embraces the Early Years Foundation Stage. Children will be introduced to a variety of stimulating experiences both indoors and through outside play. They will be encouraged to explore, use their imagination and expand their knowledge and understanding through a balance of child-initiated and adult-led activities. Each child will be allocated a Key Person responsible for their learning and development, and will receive lots of individual encouragement from our experienced staff team. Priority is initially given to personal and social development, physical development and to promoting strong communication and language skills. As your child progresses, and gains confidence they will be introduced to early reading and writing skills using a wide range of mediums and resources, encouraged to make choices, participate in topic discussions, and complete simple tasks. At Greenway we place an emphasis on enjoying and achieving, each child learning through play, working towards the early learning goals in all areas of development. To gain full benefit of all the activities offered, children attend five mornings per week.

We recommend parents/carers check our website regularly for information and forthcoming events:

www.greenwaykindergarten.co.uk

STAFF

We maintain a high Staff ratio throughout, allowing plenty of scope for individual care. Qualified and experienced staff are available at all times, including Level 3 and Level 2 childcare practitioners and First Aiders. Your child's Key Person will work closely with parents or carers, informing them of their child's progress and achievements, discussing future plans and objectives together. All information is held in strict confidence, with respect for the parents and carers concerned. All records and reports are available for parents/carers to view, and Key Persons are available every morning for discussion as required.

ADMISSIONS

All children are welcome at Greenway, but parents/carers are advised to complete the enclosed Entrance Form as early as possible, to place their child's name on the Waiting List. Children are accepted following their 2nd birthday subject to availability and may stay in our care until their 5th birthday. The core sessions are mornings only, it is therefore advisable that your child has progressed with their toilet training before commencing pre-school, to reap the full benefit from our action packed morning. Staff will however work closely with parents/carers if their child is not confident in this area. The extended lunch club sessions are an optional extra and details are available from our office. Parents/carers wishing to visit the school prior to entry, should telephone the office for an appointment to view during school hours.

UNIFORM

The uniform is Greenway tracksuit bottoms, Greenway white polo shirt, Greenway green sweatshirt, Greenway white sweatshirt, Greenway cardigan, Greenway summer shorts, Greenway apron, Greenway winter/summer hat, Greenway coat and Greenway school rucksack. All uniform can be purchased from the office and the coat, rucksack and apron to be embroidered with child's name. Girls and boys wishing to learn modern dance must have a green regulation ballet skirt/shorts and unblocked ballet shoes for girls and plimsolls for boys.

All footwear should be non-slip and velcro fastening for safety on climbing equipment. Jewellery is NOT be worn and children should NOT bring money or personal toys to the Kindergarten.

Manager: Mrs V Hirons

School Telephone: 020 8505 698 All enquiries to: Ashton Playing Fields, 598 Chigwell road, Woodford Green, Essex, IG8 8AA
www.greenwaykindergarten.co.uk

FEES

Fees are due on the first day of each term or on receipt of an Invoice. A full scale of current fees is enclosed on a separate sheet. There is no reduction for absence or in cases of closure outside our control. Childcare voucher systems can be set up and should be arranged on admission or on acceptance of a place. Parents/carers of children eligible for LEA Early Years Grant will be informed as soon as documentation has been received from the Local Authority.

SAFEGUARDING AND CHILD PROTECTION

The welfare and safety of each child in our care is of the utmost importance. The Principal, Manager and Staff have a responsibility to report to Social Services, and /or the Child Protection Assessment Team, any child who gives cause for concern under Safeguarding Regulations. Please also see our Safeguarding policy and procedure displayed at both branches. Our trained Safeguarding Officer and Principal will ensure the correct procedure is followed. It is equally important that parents/carers inform the Principal or Manager of any reasons for concern they may have regarding their child. Confidentiality will be maintained at all times. No unauthorised person may collect a child without parental consent or identification, including a unique password, and at no time may a person under the age of 16 collect your child.

EQUAL OPPORTUNITY POLICY

We at Greenway undertake to welcome and care for all children in our establishment equally. To value and respect their individual needs and to share in their experiences equally regardless of gender, race, religious or cultural background. We will work towards the development of each individual child by providing a happy and caring environment, promoting their well-being and self-esteem. Similarly all staff will have respect for each other's values, working together as a team for the benefit of all children in their care. More details can be found in our Equal Opportunities policy at both branches.

SPECIAL NEEDS

Through careful observation and record keeping by our long established Key Person system, we aim to identify at an early stage any Special Educational Needs or areas of concern. Key Persons report to our Special Needs Co-ordinator and Principal so that full discussions may take place with parents/carers primarily and with the parents/carers' permission, external advisors or professionals as deemed necessary. An Individual Educational Plan to meet the needs of each child is discussed and drawn up, and if required, help and assistance may be given to every parent to find the most suitable route for their child to continue their development.

BEHAVIOUR and DISCIPLINE

The variety of activities provides good stimulation for the children, such that they are normally so busy enjoying the new experiences they have little time or inclination for behaviour problems. However if a situation arises, possibly caused by a minor frustration, staff will at NO TIME use physical force to correct a child, except where the child or any other person may come to harm. A short spell at another activity will usually allay the frustration. Persistent behaviour problems will be discussed with the parents or carers, in line with our Behaviour Management Policy and we seek your support in dealing with the situation together.

PARENTAL INVOLVEMENT

Children thrive on consistency, and we ask parents/carers and staff to work together to provide this both at home and in the Kindergarten. By regular discussions and awareness of your child's development, we aim to help your child to reach his/her full potential in all areas. Open Days, Concerts and Sports Days are organised for parents/carers to view their child participating, and progress reports will be given to parents/carers at regular intervals, with a full record of achievement on leaving.

All parents/carers will receive advance notification of all events, and these have always proved to be very enjoyable, as well as raising money for new resources for the benefit of the children. Parents/carers are also encouraged to use our Website www.greenwaykindergarten.co.uk to keep themselves informed and to provide an up-to-date Email address.

Parental participation is welcomed and any parent/carer interested in assisting in PTA events or involvement with children's activities should contact our main office. Our Parental Partnership Policy is offered to all current and prospective parents/carers.

If you would like to become a 'Greenway Parent', please telephone us to arrange a visit, so we can show you some of the advantages a 'Greenway Start' gives your child.: 0208 505 6987.

Reviewed October 2020

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