The Jungle Hut Pre-School

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"Staff are kind caring and sensitive"

About Us

Welcome to The Jungle Hut Pre-School. We are a childcare setting providing care and education for children aged 2-4 years. Located in the heart of North Dorset, between Sturminster Newton and Shaftesbury, on the premises of St. Gregory's Primary School, in the village of Marnhull. We open from 8.30am until 3.00pm for 38 weeks per year, on a term time only basis.

We are a community group, a company limited by guarantee and a registered charity.

Our aims are:

- To enhance the development and education of children in a parent-involving, community-based group.
- To offer good quality, affordable childcare.
- To provide a caring, safe, secure and stimulating environment for children from 2-4 years.
- To work within a framework that ensures equality of opportunity for all children and families.

Joining the Pre-School

If you wish for your child/ren to join our pre-school, we ask that you advise us of your child/ren names, days and sessions times you would like to request. As you can appreciate, we will try our best to accommodate your child/ren on the days you have requested but this may not always be possible due to the number of places we have available.

We arrange our waiting list in order of date of the application received for each year group. We are flexible about attendance patterns; however, we do recommend children start with a minimum of two sessions a week.

Pre- School Room

In our Pre-school Room we make learning fun, build positive relationships and promote children's confidence and independence.

We provide a variety of activities to cover all areas of learning. Our activities are mainly child-led with a small number of adult-led, planned activities. Activities include large and small construction; mark-making; painting; music; puzzles; games; ICT; books; role play; using malleable materials; the sand and water trays and small world toys.

We offer free-flow play, allowing children to choose whether to play and learn inside or explore and learn outside in our small but well-equipped garden.

We promote independence, providing the children with a rolling "snack café". This helps them manage time, prepare their own snack and make their own choices.

Small group time takes place during the day. This helps develop vocabulary and communication skills, allowing children to share ideas and develop social skills. These groups also promote the children's early phonics, literacy and numeracy skills in preparation for school.

Situated in the grounds of St Gregory's Primary School, we have use of the school field, outdoor play equipment and regular music and movement sessions in the school hall.

The Jungle Hut Pre-School has a commitment to equal opportunities which ensures that all children and their families are welcome.

Understanding of the World

Throughout the sessions, when possible, we love to leave the setting and take the children on walks around our lovely village, across the fields exploring. When the weather is nice in summer months, we like to take the children to the local park where they can play and have their lunch.

We also like to give the children the opportunity to visit our village shops where they can independently choose healthy snacks and resources for our Pre-School.

Sometimes we arrange trips away from the Pre-School, for example a trip to a local farm, the fire station and our yearly leaver's trip. For all trip's parents/carers are given a letter detailing all the required information and we do require a signed permission slip being returned.

Any questions regarding your child/ren leaving the setting then please ask a member of staff.

All necessary risk assessments have been conducted and are available to view on request.

SEND (Special Educational Needs and Disability)

and Children with Additional Needs.

The Jungle Hut prides itself on being a fully inclusive pre-school. We aim to offer all children who attend, a safe, fun and stimulating environment where they can learn through play and work towards the Early Years Foundation Stage targets. We have two trained SEND Coordinators who attend regular training to keep up to date and staff have training in Promoting Early Interactive Communication. We work closely with outside agencies and professionals such as Portage, Speech and Language and Physiotherapists; all programmes will be carried out in the setting by the SENDCo or child's key worker. We fully support children with an Education, Health and Care plan and where required an Individual Plan will be put in place by the SENDCo and child's key worker. We offer your child:

- A specially tailored curriculum for each child.
- Individual care and attention made possible by a high ratio of qualified staff to children.
- Fun and friendship with children and adults.
- The support of a personal key worker.

Tapestry

Tapestry is the software package designed for nurseries, which we use to record a special record of your child's experiences, development and learning journey throughout their time with us. Using photos, videos, and diary entries, our staff, along with the child's parents or carers, and the child themselves if they're ready, 'weave' the story of the child and how they are growing and developing. The Tapestry platform enables these memories to be kept as a permanent record of each child's unique journey. All information held in the platform is stored securely and can be downloaded and shared as required. Parents or carers can view their child's progress, the activities provided for them, and how much fun they're having, whilst also uploading their own comments and media. The communication between staff and parents that Tapestry enables, helps build a shared understanding of how every child can reach their full potential.

Home Visit

When possible, we provide a home visit or an online appointment for every child prior to their start date at the Jungle Hut. This gives both parties the opportunity to discuss routines, staff, funding etc. It also provides us with the chance to go through the necessary paperwork required.

Settling In

Starting at a nursery is a big step, both for children and for their families. A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and childcare staff to work together to help the child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

These suggestions are intended to help you make it a successful and happy time:

- Be prepared to stay with your child on the first day, and for as many sessions as necessary, until he/she is settled and happy to part from you.
- If your child has never attended a nursery before, please stay for a minimum of two sessions, on the third leave for an hour or so. Every child is different, and we suggest you talk to the Manager and staff for individual advice. Try to spend some time in the group if you can, or attend open days/evenings, so that you know what goes on there. This will make it easier for you to talk to your child afterwards about what he/she has been doing.
- Welcome the paintings or other mark-making your child might occasionally bring home. Many of the activities we offer provide your child with excellent learning experiences, and do not have an end product.
- If you are approached to help occasionally, please try to come if you possibly can. It can mean a lot to a child to see parents actively involved. If you are not free to attend Pre-school sessions, it may be that there are ways you could help at other times, for example, if you play a musical instrument or have a skill to share with the children.

Transition to Primary School

During the summer term, children in the Pre-School Room who will be starting at St. Gregory's School the following September, begin their transition visits. Each week every child is taken to play in the reception class for an hour, accompanied by a member of staff from the Pre-School Room. In line with government policy, when your child leaves The Jungle Hut, staff pass on transition sheets containing information about your child's individual development, to the new setting or school that your child will attend.

If your child is starting another school elsewhere, the teachers will contact the staff at the Jungle Hut and arrange visits to see the child/ren. They will arrange transition times and days with you directly.

Arrival/Collection and Attendance of children

Children are expected to arrive on time at the start of their session. Parents/Carers and children will be greeted at the gate by a member of staff. We encourage children to be independent and come into Pre-School to find their named peg to hang up their own bags and coat. Once all the children arrive the session will commence.

At the end of the day your child/ren will be brought out individually to the gate. You will be informed of what they have been up to throughout the day. If you wish to speak to a member of staff regarding your child's day in more detail or have any questions you do not wish to discuss at the gate, you will be welcomed inside pre-school to discuss further.

We require all parents/carers to complete a collection form if another family member or friend is picking your child/ren up. On this form you will have to provide a password to which we expect the person collecting your child/ren to give us. (This is only necessary if they are NOT listed as contacts on your child/ren's file)

Please note, no child/ren will be allowed to leave the premises with any unauthorised person.

It's important we are informed if you are going to be late collecting your child/ren. Failure to inform the Pre-School will result in an automatic £10 late collection charge. This charge is also applied if we are notified but it's your second or more occasion of late collection (our late collection policy is available on request).

Holiday

The Jungle Hut Pre-School run on a term time only basis, 38 weeks of the year. Holidays/Sickness/Booked sessions must be paid for, even if your child does not attend. Alternative sessions cannot be booked as "swaps" for regular sessions.

Extreme Weather/Loss of Utilities/Fire/Flood

The Jungle Hut Pre-School will close in line with St. Gregory's School. If The Jungle Hut is unable to open due to extreme weather or any other reasons, an announcement regarding closure will be made on local radio and the Dorset Council website. We will also endeavour to email all parents and post on our Facebook page. The committee decision is that there will still be a charge in these circumstances.

What will my child/ren need?

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable and/or not too new. It is good for children to practise the skills which will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other people's help.

We have logo fleeces and t-shirts which can be purchased at an additional cost. Please speak to a member of staff if you would like to order any.

In their bag they will need:

- Coat
- Gloves, hat and scarf (In cold weather)
- Welly boots & Waterproofs (these can be kept at Pre School)
- Nappies/Wipes (for children not toilet trained)
- Spare Clothes
- Slippers (for better comfort inside)
- Lunch box
- Drinks bottle for our drinks station

Please can children's belongings be labelled with their name.

Sun Safety and application of sun cream

In warmer months we request that children attend Jungle Hut with sun cream applied. We recommend 'Boots, Solton kids 8hr'

We request all parents to sign our sun cream permission form so that staff can re-apply at lunchtime or when staff feel it is necessary.

Please can all parents provide the following:

- A named sun hat in their bag
- Sun cream labelled and, in their bag
- Drink bottle to be named and put on lunchbox shelf

Please can we ask that children do not wear flip flops to Pre School as these can be dangerous and potentially cause an accident.

Accidents/injuries/incidents

If your child/ren has any injuries/had an accident before arriving at the Pre-School, then it is important we are informed so it can be recorded on an accident at home form prior to your child/ren commencing their session with us.

If your child/ren has an accident, incident, injury or any treatment is administered during their session at the Pre-School, staff will complete an accident form which you will need to sign upon collection of your child/ren. You will also be issued with a copy to keep for your records.

Illness

We request that if your child/ren is unwell then they do not attend the Jungle Hut. Not only do we feel this is unfair on them to attend but we also must consider the other children and members of staff.

Children should remain away from Pre School if they have any of the following:

- High temperature – no attendance until a normal temperature without medication for 24 hours.
- Sickness or diarrhoea – no attendance until 48 hours has passed since the last attack.
- Chicken Pox – 5 days from onset of rash. All spots must be dried up before child/ren return to pre-school.
- Measles – 4 days from appearance of rash.
- German Measles – Until recovered from symptoms.
- Mumps – 5 days after the onset of swelling if well enough to attend.
- Head Lice – No exclusion is needed but please seek treatment.
- Scarlet Fever – Until recovered from symptoms.
- Impetigo – Until skin has healed.
- Whooping Cough – 48 hours if treated with antibiotics or 21 days with no antibiotic treatment.
- Hand, foot & mouth – Until recovered from symptoms.

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If you are unsure whether your child is well enough to attend, please contact us prior to bringing your child to Pre School and a member of staff will be happy to advise.

Further information on illnesses and the guidelines can be found on the NHS website.

Session Times and Prices

The Jungle Hut Pre-School Opening Hours are: Monday – Friday 8.30am-3pm.

Breakfast Club: 8.30am-9am (Additional Charge of £3 per session)

Morning session: 9 am – 12 noon or 9am-1pm

Lunch – 12 noon – 1 pm

All day session: 9am – 3 pm

The fees are currently £5.75 for 2-year-olds and £5.50 for 3- & 4-year-olds.

We also accept funded 2-year-olds, 30-hour funding and 15-hour funding for children.

For all children who receive funding, parents/carers will be charged 50p per hour. This charge is to cover snacks (which we have in the morning and include a selection of fruit, crackers, cheese etc) It also covers outings we may have throughout the year and parties which we have at Christmas, Easter, end of Term etc. Please note this charge is extra and not included in the 15/30 hours funding.

The Jungle Hut Pre-School require proof of funding, which will be in the form of a code issued to you if you are eligible.

All funding is based on individual circumstances. To check your eligibility please visit www.gov.uk page and register your details.

Please note: Funding is granted from the term after your child's birthday. This applies to 2- and 3-year-olds.

Invoices

Invoices are given by hand to the Parent/Carer at the beginning of each month.

Please make payment via BACS within 7 days of receiving them.

If payment has not been received within 7 days, we will issue a payment reminder.

If after a further 7 days of non-payment, a £20 charge will be added to your invoice and your child/ren will be unable to attend The Jungle Hut Pre-school until full payment has been received.

Any queries regarding invoices should be addressed to the Manager/Deputy Manager.

Fees are payable monthly, and we request one month's notice for any reduction of hours or cancellation of a childcare place.

Meet the Team

Claire Chaffey – Claire is the manager of The Jungle Hut Pre-School.

Qualifications and training:

CACHE level 3 in Childcare

Designated Safeguard Lead

Special Educational Needs (SENCO) training

Paediatric First aid

Behaviour Management

I have been working in childcare for 16 years, working in nurseries around Dorset.

I started at The Jungle Hut in 2012 as a play assistant and worked my way up to become the manager in 2017.

In my spare time, I enjoy spending time with my husband and three children on our farm.

Rae Tucker: Rae is the Deputy Manager of The Jungle Hut Pre-School.

Qualifications and Training:

CACHE Level 3 in Childcare

Designated Safeguard Lead

Special Educational Needs (SENCO) training

Paediatric First Aid

My name is Rae. I am level 3 qualified with 23 years' experience in the childcare sector. I have worked in various roles such as Room Leader, Head SENCO and currently Deputy Manager.

I have two children, aged 17 and 11 years. We enjoy walking our dog, Gus, going to the beach and cosy family nights in.

I enjoy baking, reading and am currently working towards my Level 3 ITEC massage qualification.

Victoria Bell: Victoria is a Childcare Practitioner at The Jungle Hut.

Qualifications and Training:

NVQ's Level 2 & 3 in Childcare & Education

Safeguarding Level 3

Paediatric First Aid

Special Educational Needs (SENCO) Training

My name is Victoria and I have worked in childcare for 19 years, working in nurseries and pre-schools in Dorset and Wiltshire. I started working at Center Parcs in the kid's club and my passion grew from there. I started working at The Jungle Hut in 2019.

I have two children aged 10 and 4 years. We have a puppy called Baxter and love going on walks with him, exploring the Dorset countryside. We also enjoy days out at the beach and spending time with family and friends.

Hannah Phillips: Hannah is a Childcare Practitioner at The Jungle Hut.

Qualifications and Training:

Cache Level 3 in Childcare

Safeguarding Level 3

Paediatric First Aid

My name is Hannah, I am Level 3 qualified in Childcare. I have a 4-year-old daughter and live in a lovely part of the village.

We enjoy doing lots of family activities such as picnics at the park and the beach, taking our dog, Archie, on lots of long walks and baking lots of yummy treats at home.

Shannon Toft: Shannon is a Childcare practitioner at The Jungle Hut.

Qualifications and Training:

NVQ Level 3 in Childcare

Safeguarding Level 2

Paediatric First Aid

I'm Shannon, I am level 3 qualified in Childcare and have been at Jungle Hut since September 2021.

I live in Shaftesbury with my partner and two children. We enjoy family days out in our spare time!

Ellen Trevett: Ellen is a Childcare practitioner at The Jungle Hut.

Qualifications and Training:

NVQ Level 3 in Health & Social Care

Safeguarding

First Aid & Basic Life Support

My name is Ellen, before joining the Jungle Hut team I worked and specialised in the mental health sector. I also work with people with learning disabilities alongside my current role at Jungle Hut.

I have a two-year-old daughter that attends Jungle Hut and loves it! We have a dog called Vinney and a cat called Jinx. We are local to Marnhull, and you can normally find us walking through the fields with the cat following behind us!!

Kelly Strawbridge: Kelly is an apprentice at The Jungle Hut and is currently studying to earn her Childcare qualification.

Qualifications and Training:

Safeguarding Level 2

Paediatric First Aid

Hello, my name is Kelly. I am an apprentice play assistant at The Jungle Hut Preschool. Although I have no experience within a childcare setting, I do have two children of my own, aged 5 and 9 years. I am gaining experience and

knowledge every day and working towards my Early years Level 2 with the help and support of The Jungle Hut team.

The Jungle Hut Committee

The Jungle Hut is a registered charity and not-for-profit organisation run by an elected committee of trustees, which ensures that major decision-making is in the hands of the parents who use the group. The trustees are responsible for overseeing both policy and practice, and for the employment of staff.

Why not join us?

We are always keen to welcome new trustees to our committee – the only real requirement is a passion for helping The Jungle Hut to thrive and continue to provide the high-quality childcare of which we are very proud.

No time for a committee but still keen to help?

We are always on the lookout for willing volunteers to help with fundraising events; provide raffle prizes; help with the garden or run an activity/talk with the children. Speak to the pre-school manager if you have any ideas or skills to offer. We need all our parents to be involved and we value your help with fundraising events.

Trustees

Chairperson: Olivia Palmer-Smyth

Treasurer/Safeguarding: Laurie Shea

Secretary: Joanne Foulger

Nursery Manager: Claire Chaffey

Deputy Manager: Rae Tucker

Parent Representatives: Bethan Bolton, Rachel Bosley & Tasha Willey.

Other members: Georgia Vine, Dan Vine.

Contact details:

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