



# The Ugly Duckling Preschool

Prospectus



# Welcome

The Ugley Duckling Preschool was established in 1993 . It is situated in a large converted barn on the outskirts of Ugley and Stansted Mountfitchet where it is surrounded by fields and woodland. The children also have their own enclosed outdoor play area, with mud kitchen, stage, music wall, outdoor all-weather sandpit and classroom.

We provide education and care, term time only, Monday to Thursday 9:00am until 3pm for children from the age of 2 until they go to primary school.

Session times:

9:00 – 12pm

9:00 – 1pm

9:00 – 2pm

9:00 – 3pm



# We offer

Safe, secure and clean facilities

Child led play and learning environments both indoors and out.

Extra-curricular activities with weekly Fun Tots Football and our singing and dancing Jazzy bugs sessions.

A team of highly experienced staff

Three members of staff who hold the CACHE level 3 Diploma in Preschool Practice

One member of staff has an Early Years Degree with Qualified Teacher status

All staff hold a current Paediatric First Aid certificate.

All staff attend regular Safeguarding training.

# Fees

**School Terms** - There are three terms each being approximately between 11 to 14 weeks long. We are open 38 weeks per year.

**Government Funding** – We accept 15 hours Government Funding only for 3 and 4 year olds – this starts the term after your child turns 3 and is for all children in this age group. We have a limited number of 15 hour Government funded 2 year old places. These are allocated in the first instance to families with multiple births such as twins or triplets.

**Termly Fee** - The termly fee is paid by all funded children. This fee covers consumables and extracurricular activities provided by outside organisations. This is currently:

£3 a day for consumables

Fun Tots Football (Tuesday mornings) and Jazzybugs (Thursday mornings) – approximately £25 to £30 per term, depending on how many weeks in the term and how many children attend the sessions.

**Hourly Fees for unfunded hours** - £13 per hour.

Fees are calculated on a termly basis and must be paid by the start of each term. They can also be paid monthly by arrangement.

**Voucher Schemes** – We also accept a variety of voucher schemes.

**Notice Period** – On the occasion you no longer require your child's place, the pre-school must be given a minimum of four weeks in writing.



# Snack & Lunch



All children need to bring a filled water bottle to preschool each day. This will be topped up as necessary throughout the day.

A mid-morning snack is provided.

Children staying after 12:00 will have lunch at preschool.

Unfortunately, we do not provide a cooked lunch so a packed lunch from home will need to be provided.

# About Us

At the heart of everything we do at Ugley Duckling is to ensure that every child has a happy day with us and develops into a confident and curious learner.

This starts from the very first taster session when the child and their parents meet their keyworker and time is spent getting to know each other. During this meeting, any concerns around settling can be addressed and a plan to suit the individual child can be made.

We offer a play-based curriculum that follows both the interests of the children and ensures that they have a broad range of learning experiences as outlined in the Early Years Foundation Stage Statutory Framework.

All year-round learning takes place daily both indoors and out whether we are counting scoops of soil whilst we plant a bulb, following a simple recipe to make our own bread, building models with loose parts, dancing with ribbons or playing football!



# Waiting List

We aim to ensure that all sections of the community receive accessible information, and that our admissions procedures are fair, clear and open to all parents who apply for a place.

The setting is widely advertised in places accessible to all sections of the community.

Information about the setting is accessible, using plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.

Children with disabilities are supported to take full part in all activities within the setting and the setting makes reasonable adjustments to ensure that this will be the case from the time the child is placed on the waiting list.

The waiting list is arranged in birth order and in addition may take into account the following:

- the age of the child with priority being given to children eligible for the free entitlement

- length of time on the waiting list

- the vicinity of the home to the setting

- siblings already attending the setting

- the capacity of the setting to meet the individual needs of the child





# For more information:

Email – [ducklingsfarnham@gmail.com](mailto:ducklingsfarnham@gmail.com) to request a registration pack

To arrange a visit please telephone the preschool:  
**01279 812621**

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