

A big welcome to you and your child.

Our Ethos

Here at Oakey Dokeys we celebrate all children and their families as unique and valued members of our community. Everyone is an individual but together we work as one.

Our Curriculum

The Early Years Foundation Stage (EYFS 2012) is a framework of guidance for every registered early years' setting (including schools) working with children from birth to 5 years.

There are seven areas of learning and development that shape educational programmes in our setting. All areas of learning and development are important and inter-connected.

Three prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

The Three Prime Areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

We also support children in four specific areas through which the three prime areas are strengthened and applied.

The Four Specific Areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

Please view our latest Ofsted report by following the links on www.ofsted.gov.uk - Oakey Dokeys Pre- School Limited

All about our very special Pre-school

Our purpose built home in the grounds of All Saints Primary School, Great Oakley offers a safe, secure and exciting setting for children to learn through play, both indoors and outside.

We are a registered charity and are supported by a dedicated committee. We are members of the Pre-School Learning Alliance and follow their guidelines.

Policies and procedures

We adhere to all health and safety guidelines required by OFSTED - All our policies are available to view in reception or on request.

Safeguarding Children

We have a duty to take action if we suspect child abuse or neglect and our primary responsibility is to the child. Any action taken will be in accordance with our Safeguarding Children policy.

[Shirley Funnell is our Safeguarding Designated Person](#)

[Jemma Pells is our Health and Safety Officer](#)

[Shirley Funnell is our Special Educational Needs Co-ordinator \(SENCO\)](#)

Admissions

We take children from 2 years until they start school. We have an Admission Policy which we adhere to.

New admissions

We welcome visits to our Pre-School by parents/carers and children prior to admission. For security and stability of our children we ask that you please make an appointment first. We also offer home visits and open afternoons which will give you a chance to view our pre-school outside of normal session time.

Toilet Training

A frequently asked question! We accept children wearing pull-ups/nappies and we are happy to help with toilet training. Please discuss any concerns with a member of staff or your child's key person.

Early Years Practitioners

We operate on a staff to child ratio of at least 1:8 and adjust staffing needs to suit the age of the children (1:4 for 2 year olds). All staff are qualified and experienced. A key person approach is in place so there is one special adult who gets to know your child really well and is able to plan for their individual learning.

"Red lady"	-	Sally Turner
"Yellow lady"	-	Jemma Pells
"Blue lady"	-	Helen Hill
"Orange lady"	-	Shirley Funnell
"Purple lady"	-	Julie Zetter

Partnership with Parents

We positively encourage parental involvement and believe that you are your child's first and most important teacher.

By sharing information about how your child is progressing, including what they enjoy and what they find more challenging. We are able to work together to help your child develop to their full potential.

Children develop in the context of relationships and the environment around them. This is unique to each family, and reflects individual communities and cultures. (Characteristics of Effective Learning, EYFS, 2012)

We welcome parents/carers help during sessions when we explore special themes. We welcome help with maintenance of the building or gardening.

Comfort blankets/dummies

If your child is distressed about leaving these at home, they are welcome to bring them in their bag and keep them on their coat hook. Most children just like to know they are there and don't usually need them during the session.

Opening Hours

We are open term-time only for 38 weeks a year.

Session days and times -

Monday	8.45am	- 11.45am
Tuesday AM	8.45am	- 11.45am
Tuesday PM	12.30pm	- 3.30pm
Wednesday AM	8.45am	- 11.45am
Wednesday PM	12.30pm	- 3.30pm
Thursday AM	8.45am	- 11.45am
Thursday PM	12.30pm	- 3.30pm
Friday	8.45am	- 11.45am

Lunch Club is also available on Mondays and Fridays from 11.45am - 12.30pm, and on Tuesday, Wednesday and Thursday IF your child is here for both morning and afternoon sessions. They can bring their lunch box and join their friends - £3.00 charge.

Fees

£15.00 per session (3 hrs)
£3.00 per lunch club (45 minutes)

Fees are invoiced in advance at the start of each half term. Children of 3 years are entitled to government funding from the first term after their third birthday. For more information please ask a member of staff All fees are due within 14 days upon receipt of invoice.

We are an approved provider for 2 year old funding (criteria must be met to obtain funding)

Lunch clubs will be invoiced in arrears at the end of each ½ term.

The Team

Manager

Shirley Funnell

Level 3 NVQ Certificate in Child Care and Development

SENco

Shirley Funnell

NVQ Level 3 in Children's Care, Learning and Development, SEND Gateway Level 3

Early Years Practitioner

Jemma Pells

NVQ Level 3 in Children's Care, Learning and Development

Early Years Practitioner

Julie Zetter

NVQ Level 3 in Children's Care. Learning and development

Early Years Practitioner

Sally Turner

NVQ Level 3 in Children's Care. Learning and development

Deputy Manager/Early Years Practitioner

Helen Hill

NNEB Diploma

Early Years Practitioner/Under 3 Co-ordinator

Sian Turner

CYPW Level 3

Business Manager

Lisa Willis Bsc(hons)

CACHE Level 1

Contact Details

Oakey Dokeys Pre School Ltd
'Oakey Dokeys'
Beaumont Road
Great Oakley

Essex CO12 5BA

Telephone: 01255 880880

Email: info@oakeydokeys.co.uk

Website: www.oakeydokeys.co.uk

Charity Registration Number 1156087

OFSTED Registration Number: EY 462559



Oakey Dokeys Pre-School



"The place for your
little acorns to grow"

Logo designed by Connor Chapman
in 2003 aged 6 years.

**Oakey Dokeys Pre-School Ltd is a
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England and Wales**



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