



Office for Standards
in Education

DAY CARE INSPECTION REPORT

URN EY258641

INSPECTION DETAILS

Inspection Date 14/06/2004
Inspector Name Sonjia Nicholson

SETTING DETAILS

Day Care Type Sessional Day Care
Setting Name Manor Farm Pre-School
Setting Address Rose Avenue
Hazlemere
High Wycombe
Buckinghamshire
HP15 7PH

REGISTERED PROVIDER DETAILS

Name The Committee of Manor Farm Pre-School/Nursery 1026943

ORGANISATION DETAILS

Name Manor Farm Pre-School/Nursery
Address Rose Avenue
Hazlemere
High Wycombe
Buckinghamshire
HP15 7PH

ABOUT THE INSPECTION

The purpose of this inspection is to assure government, parents and the public of the quality and standard of day care. When making judgements, inspectors have regard to how well the provider meets the National Standards for under Eights Day Care and Childminding. A list of these is attached. The report identifies strengths and areas for improvement.

This inspection report must be made available to all parents.

Information about the setting

Manor Farm Pre-School opened in 1976. It operates from two rooms, within Manor Farm Community Infant School, in Hazlemere on the outskirts of High Wycombe. The pre-school serves children living within Hazlemere and surrounding areas.

There are currently 97 children from two and a half years to five years on roll. This includes 49 funded three year olds and 14 funded four year olds. Four-year-old children attend five sessions per week but younger children attend a variety of sessions throughout the week. The setting currently supports a number of children with special needs and there are systems in place to support children who speak English as an additional language.

The group opens five days a week during school term times. Sessions are from 09:00 until 11:45 and 12:30 until 15:00.

Thirteen staff work with the children, the majority of whom have early years qualifications to level 2 or 3. The setting receives support from the Early Years Development and Childcare Partnership and is a member of the Pre-School Learning Alliance. Staff are working towards accreditation through the Kitemark Quality Assurance Scheme.

How good is the Day Care?

Manor Farm Pre-School provides good quality care for children. The premises are welcoming, bright and well maintained with lots of children's artwork, posters and photographs on display. Good use is made of the premises to ensure children are well cared for; most play areas, both inside and outside are well organised. There are good procedures in place to keep students and volunteers informed of their role. They give high priority to staff training to ensure they remain up to date with current practice and gain relevant childcare qualifications.

Staff have a good understanding of safety issues but do not record sufficient details of the fire drills undertaken. All areas for promoting children's good health are in place. Staff understand their role in the protection of children, however an outside agency procedure is missing. Snack times are well organised and provide children with opportunities to develop their independence, social skills and good manners; healthy food options are offered and drinks are available throughout the session.

Staff follow good hygiene practices and encourage children to learn personal hygiene habits.

Through the key worker system, staff develop good relationships with children and work with parents to ensure children are happy and settled. Children make choices about their play and have the support of interested and enthusiastic staff. Staff plan a wide range of activities that are adapted where necessary, to ensure all children are able to participate. Children respond well to the clear boundaries for behaviour in place. The staff and committee actively fundraise to purchase good quality equipment to meet the needs of all children.

Staff ensure information is exchanged on a daily basis and share children's records of achievements at the end of each term. Parents have access to a wealth of written information and are very happy with the service provided.

What has improved since the last inspection?

Not applicable.

What is being done well?

- The highly qualified staff team work well together to confidently implement the operational plan into their daily practice. They are clear about their role and responsibilities and are keen to extend their childcare knowledge by attending in-house workshops and training courses. The key worker system in place effectively ensures staff know the children well; they monitor children's progress through regular observations and completion of records of achievement.
- Staff plan and implement a wide range of interesting activities linked to termly themes such as "Mini beasts". Staff provide opportunities for children to play freely and make choices about their play and learning; children are busy and interested in what is available. Staff sensitively handle new children's arrival to ensure they settle in and become familiar with the established daily routine.
- Staff make good use of space and resources to meet children's needs; children have daily access to the large enclosed garden. Staff create high quality displays of children's artwork and a photograph album provides good evidence of the curriculum. The pre-school is very well equipped; staff and committee members organise events to raise funds to purchase a range of stimulating toys and equipment. There are good procedures in place to maintain toys and equipment.
- Children with special needs have good support and are fully included within the group. Staff liaise with parents and outside agencies and a range of specialised furniture and resources are available to ensure children's individual needs are met.
- There is a comprehensive range of policies and procedures available to parents. Staff provide both written and verbal feedback about the daily

activities and share records of achievements at termly parents evenings. They give very clear information to rota parents and students, which ensures they support staff and children effectively.

What needs to be improved?

- documentation, to ensure details of fire drills undertaken are recorded in further detail and the Area Child Protection Committee (ACPC) document is made accessible to staff and parents
- organisation of the "Jungle Corner" home corner, to create more space for children to move and play freely.

Outcome of the inspection

Good

CONDITIONS OF REGISTRATION

All registered persons must comply with all conditions of registration included on his/her certificate of registration.

As a result of this inspection conditions of registration have been imposed / varied / removed and a new certificate of registration will be issued.

WHAT NEEDS TO BE DONE NEXT?

The Registered Person should have regard to the following recommendations by the time of the next inspection

Std	Recommendation
4	Organise the "Jungle Corner" home corner to create more space for children to play and move freely.

SUMMARY OF NATIONAL STANDARDS

STANDARD 1 - SUITABLE PERSON

Adults providing day care, looking after children or having unsupervised access to them are suitable to do so.

STANDARD 2 - ORGANISATION

The registered person meets required adult: child ratios, ensures that training and qualifications requirements are met and organises space and resources to meet the children's needs effectively.

STANDARD 3 - CARE, LEARNING AND PLAY

The registered person meets children's individual needs and promotes their welfare. They plan and provide activities and play opportunities to develop children's emotional, physical, social and intellectual capabilities.

STANDARD 4 - PHYSICAL ENVIRONMENT

The premises are safe, secure and suitable for their purpose. They provide adequate space in an appropriate location, are welcoming to children and offer access to the necessary facilities for a range of activities which promote their development.

STANDARD 5 - EQUIPMENT

Furniture, equipment and toys are provided which are appropriate for their purpose and help to create an accessible and stimulating environment. They are of suitable design and condition, well maintained and conform to safety standards.

STANDARD 6 - SAFETY

The registered person takes positive steps to promote safety within the setting and on outings and ensures proper precautions are taken to prevent accidents.

STANDARD 7 - HEALTH

The registered person promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when they are ill.

STANDARD 8 - FOOD AND DRINK

Children are provided with regular drinks and food in adequate quantities for their needs. Food and drink is properly prepared, nutritious and complies with dietary and religious requirements.

STANDARD 9 - EQUAL OPPORTUNITIES

The registered person and staff actively promote equality of opportunity and anti-discriminatory practice for all children.

STANDARD 10 - SPECIAL NEEDS (INCLUDING SPECIAL EDUCATIONAL NEEDS AND DISABILITIES)

The registered person is aware that some children may have special needs and is

proactive in ensuring that appropriate action can be taken when such a child is identified or admitted to the provision. Steps are taken to promote the welfare and development of the child within the setting in partnership with the parents and other relevant parties.

STANDARD 11 - BEHAVIOUR

Adults caring for children in the provision are able to manage a wide range of children's behaviour in a way which promotes their welfare and development.

STANDARD 12 - WORKING IN PARTNERSHIP WITH PARENTS AND CARERS

The registered person and staff work in partnership with parents and to meet the needs of the children, both individually and as a group. Information is shared.

STANDARD 13 - CHILD PROTECTION

The registered person complies with local child protection procedures approved by the Area Child Protection Committee and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

STANDARD 14 - DOCUMENTATION

Records, policies and procedures which are required for the efficient and safe management of the provision, or to promote the welfare, care and learning of children are maintained. Records about individual children are shared with the child's parent.