



Office for Standards  
in Education

## DAY CARE INSPECTION REPORT

URN 113509

### INSPECTION DETAILS

|                 |                      |
|-----------------|----------------------|
| Inspection Date | 05/07/2004           |
| Inspector Name  | Alison Jane Williams |

### SETTING DETAILS

|                 |   |
|-----------------|---|
| Day Care Type   | Sessional Day Care  |
| Setting Name    | Happy Days Pre-School Playgroup   |
| Setting Address | The Scout Hall<br>The Street<br>East Preston<br>West Sussex<br>BN16 1HU |

### REGISTERED PROVIDER DETAILS

|      |                   |
|------|-------------------|
| Name | Mrs Carol Haddock |
|------|-------------------|

## 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

Happy Days Pre-School Playgroup is situated in village of East Preston in West Sussex, and has been a registered provision since 1989. It is a privately owned group and the owner is responsible for the management and day-to-day organisation of the provision. Happy Days Pre-School Playgroup is based within the Scout Hall and serves children from the surrounding area. Children have use of the main hall and a smaller adjacent room with toilet and washing facilities provided close by. The Pre-School is open term time only, Monday to Friday, from 09.00 until 12.55. It is the policy of the pre-school to accept children from the age of two years six months. At the time of the inspection, 37 children were on the register, including seven three year olds and 21 four year olds who are in receipt of funding. The group are able to offer appropriate support to children who have a recognised special educational need and children who speak English as an additional language. At the time of the inspection, six members of staff were employed to work with the children. Four members of staff hold relevant early years qualifications. The group receives support from the Early Years Development & Childcare Partnership.

### How good is the Day Care?

Happy Days Pre-School Playgroup provides good quality care for children.

The owner and deputy are suitably qualified and experienced to care for children and have updated their knowledge and understanding in a variety of areas through training courses attended. Appropriate procedures for appointing and vetting staff are in place.

Policies and procedures are in place, which underpin the day-to-day running of the pre-school, and these are conformed to in practice. Most documentation is in place and contains the relevant detail. Space and resources are well organised and the group provides a warm and welcoming environment for all children, parents and carers and children are happy, confident and well behaved.

Staff take sound steps to ensure children's safety and make children aware of potential hazards and how to keep themselves safe. Hygiene procedures and practices promote the good health of children. Children are provided with regular drinks, and healthy eating is promoted when offering snacks. Children are treated as individuals and staff have a positive attitude towards caring for children with special needs. Staff have an appropriate understanding of child protection issues and

procedures.

Children take part in a stimulating and varied programme of activities and outings. Children are actively involved in their learning and their understanding is extended through discussion. The group provides a wide range of toys and play materials that support the needs of children up to the age of five years, they are interested, involved and enjoy their play. Children have easy access to most toys, are able to make their own choices of activities, which encourages their independence. Effective procedures are in place for managing children's behaviour.

Staff work in partnership with parents, they share information daily regarding the children. Excellent procedures are in place to ensure that children's progress and development is recorded and shared with parents.

#### **What has improved since the last inspection?**

Not applicable

#### **What is being done well?**

- Staff organise a programme of visitors, outings and special occasions. As they visit the library and local shops and talk to visiting a nurse or firemen, children learn about how people live and about the services in their community. Children are provided with opportunities to learn about a variety of different cultures, festivals and customs, through planned activities and celebrations. These provide a stimulus for language, story telling, and imaginative and creative play and encourage children to explore themselves, their families and the world around them.
- The pre-school provides opportunities for children come together and enjoy singing and stories. Staff choose books, songs and rhymes relating to a theme, which add to children's vocabulary. Children are actively involved in these fun activities as they use puppets, masks, dressing up clothes and other accessories and props to retell stories and songs. Children learn to join in with the group, listen to other people and start and stop when everyone else does.
- The group provides a bright and attractive, child centred environment. Children have opportunities to experiment and be creative using their own ideas and they use various natural and recycled materials for art & craft activities. Children's work is valued and displayed throughout the provision, together with posters, displays and photographs. Consistent daily routines help children feel confident and secure. Space and resources are used imaginatively to create a stimulating, orderly and supportive environment for children.
- Good strategies are in place for behaviour management, appropriate to the ages and level of understanding of the children. Good behaviour is valued and encouraged. Staff are consistent in their approach to behaviour management and use praise and encouragement to promote positive

behaviour. Children are given a clear explanation and reason why their behaviour is unacceptable, which help them learn right from wrong.

**An aspect of outstanding practice:**

The staff establish good relationship with parents, they are given a prospectus, which contains policies, procedures and relevant information about the pre-school. Parents are kept well informed about the provision via parents notice board and regular newsletters and information is shared daily regarding the children. Parents are encouraged to take an active role in the group by joining the parents rota or attending special events and are welcomed into the group to share their knowledge, skills and interests with the children. The pre-school has good procedures for the settling in of new children. Staff work in partnership with parents with regards to introductory visits, to ensure children are happy and confident, before they are left on their own. Staff liaise closely with parents and have on going discussion and give daily feedback to ensure individual children's needs are met. Staff record detailed information about activities and children's progress and development in home contact books and these are illustrated with many photographs. New information is displayed within the group on weekly activities and planned topics and themes for each half term.

**What needs to be improved?**

- written procedure to be followed if a child is lost and if a parent fails to collect a child
- the detail in the behaviour management policy and child protection statement

**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   |
|-----|--|
| 14  | Ensure that all records relating to day care activities are in place and documentation contains the necessary detail |

## **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.*