

10.1 Early years prospectus

Yateley Community Pre-School



PROSPECTUS

Registered Charity Number 298231

Early years setting prospectus

Table of Contents:

CONTACT INFORMATION OF SETTING:	3
OUR SETTING AIMS TO:	4
THE PRE-SCHOOL.....	5
CRANFORD PARK C OF E PRIMARY SCHOOL.....	5
CHILDREN'S DEVELOPMENT AND LEARNING	5
WORKING TOGETHER FOR YOUR CHILDREN	6
PRE-SCHOOL STAFF.....	6
<i>Manager</i>	6
PRE-SCHOOL ASSISTANTS	7
SUPPLY COVER.....	6
OPENING TIMES	7
HOW PARENTS TAKE PART IN THE SETTING	8
THE PARENTS' ROTA (STAY AND PLAY)	8
JOINING IN.....	8
KEY PERSONS AND YOUR CHILD	8
LEARNING AND DEVELOPMENT JOURNEYS.....	9
LEARNING OPPORTUNITIES FOR ADULTS.....	9
THE SETTINGS TIMETABLE AND ROUTINES	9
THE SESSION.....	9
SNACK TIME	9
POLICIES	10
SPECIAL NEEDS	10
THE MANAGEMENT OF OUR SETTING	10
FEES.....	10
THE FIRST DAYS	11
CLOTHING	11
NAPPIES	11
SICKNESS.....	11
BROADMOOR WARNING	12
FIRE.....	12
NEWSLETTERS.....	12
COMPLAINTS	12
THE NEXT STEPS	12
BOOKING FORM	14

Contact information of setting

Yateley Community Pre-school Prospectus

Setting name	Yateley Community Pre-School		
Address	Cranford Park Drive, Yateley. Hampshire GU46 6LB		
Tel No.	01252 861565	Email	manager@yateleycpreschool.co.uk
Website	http://www.yateleycpreschool.co.uk		

Our setting aims to:

- provide high quality care and education for children primarily below statutory school age
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of its local community
- offer children and their parents a service that promotes equality and values diversity

Parents

We are a community based setting that is a member of the Pre-school Learning Alliance, all parents are regarded as members who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels.

As a community based, voluntary managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting also carries expectations on parents for their support and commitment. This is the basis of the 'mutuality' that characterises a Pre-school Learning Alliance member setting.

We expect parents' expectations as above are met in all aspects, as far as possible, through us being members of the Pre-school Learning Alliance.

We aim to ensure that each child:

- is in a safe, happy and stimulating environment
- is given generous care and attention, because of our high ratio of qualified staff to children usually (1:6), as well as volunteer parent helpers / students
- has the chance to join with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes progress
- is in a setting that sees parents as partners in helping each child to learn and develop
- is in a setting in which parents help to shape the service it offers

The Pre-School

Yateley Community Pre-School has been established for over 35 years. Over these years we have had a variety of homes. In May 1997 we moved to our own building - achieved through intensive fund raising by parents, staff and committee - sited at Yateley Infants School, Cranford Park Drive, Yateley, now known as Cranford Park Primary C of E School. After 10 years of use the refurbished porta cabin was demolished in July 2007 to make way for a brand new purpose built nursery building owned by Hampshire County Council, to whom we pay rent, consisting of a light and comfortable play area incorporating a messy activity section, permanent role play scenes, a quiet area for our book corner and computer and various activity tables including a daily adult led activity. Children are able to access toys and equipment throughout the sessions inside and out offering free flow, child initiated learning with some adult direction. The walls of the room are always bright and colourful and they are used to display the children's work based on specific themes, as well as a picture wall for children to put up their own pictures. Various events are arranged throughout the year. A Summer Fete is organised for parents to take their children to, a Christmas Party and Leavers Concert are very popular with the children, as are the visits to pre-school by the Police, Fire Brigade, local pet shop, Librarian and Reception teachers from local schools.

The building has its own toilets (including an accessible toilet) and is accessed by a ramp. We are also fortunate enough to be able to use some of the Primary School facilities notably the playground and field for physical activities and the school hall for music and movement. We have a zoned fenced garden area for the children to play in all year round with an area of tarmac, grass, bark and gardening area, we have a canopy which offers some protection in the rain and sunshine. We have tractor tyres of mud which the children enjoy, but they may get messy!! Except in extreme weather conditions the door is left open for children to free flow in and out into the garden.

The pre-school is open to children from the age of 2 years up to the age of school entry. Children enter the pre-school from all over the community of Yateley and the surrounding areas and go on to join the local school of their parent's choice.

As previously said the pre-school is a member of the Pre-School Learning Alliance. Our membership of the Alliance ensures that we are up to date in the field of child education and care. We receive a monthly publication containing up to date articles and practical advice. Also through the Alliance we have access to a range of professionally produced publications. We are gradually collecting - as funds permit - a 'library' of these books which parents are welcome to borrow. The Alliance also runs training courses, meetings and conferences for both staff and parents, which we will keep you informed about.

Cranford Park C of E Primary School

Although we are housed on the grounds of the above named school, children do not automatically have to attend this school. Parents are encouraged to visit all local Infant Schools to make the best choice for their child/children.

Children's development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

Children need a combination of a well planned and resourced curriculum as well as opportunities for child initiated learning and continuous provision to take their learning forward and to provide opportunities for all children to succeed in an atmosphere of care and feeling valued. Staff will use observations of the children to devise individual learning plans for each child, these will be used to inform planning.

Yateley Community Pre-school Prospectus

From September 2012 Pre-school will follow the new Early Years Foundation Stage (EYFS), the framework explains how and what your child will be learning to support their healthy development. Website link www.education.gov.uk

Your child will be learning and developing skills and acquiring new knowledge and demonstrating their understanding through three Prime areas - Personal, Social and Emotional, Communication and Language, Physical development and four Specific areas – Literacy, Mathematics, Understanding the world and Expressive Arts and Design

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Our setting uses observations and 'what next steps' to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. The observations and planning builds up into a child's 'Learning Journey' showing their development during their time at pre-school.

Working together for your children

In our setting we maintain the ratio of adults to children in the setting above that is set in the statutory welfare requirements. We also have volunteer parent helpers and or students where possible to complement these ratios. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

Pre-school staff

The staff who work at our setting are:

Manager

Jennie Mallin joined pre-school in November 2004, she has completed a Getting Started course, NVQ3, Health and Safety, she is our Health and safety Officer and Jennie is first aid trained. Jennie has attended a variety of courses including training days on the new Early Years Foundation Stage. Jennie was appointed deputy in October 2006, from September 2012 Jennie became Supervisor and is developing her role to help the Manager and Committee in decision making. In August 2017 Jennie became manager.

Deputy/SENCO

Jackie Keynes joined pre-school as a member of staff in November 1998 having spent many years working on the committee. She is keen to undergo training and completed an NVQ3 in 2002. Jackie is First Aid trained, holds Food Hygiene and has attended an Advanced child protection course. Jackie is the groups SENCO (special educational needs co-ordinator) and attends regular Special Needs courses and meetings. Jackie is a named person with Ofsted to be in charge in the absence of Janet or Jennie. Jackie from September 2012 with Janet and Jennie will make up the staff management team.

Deputy

Debbie Still

Still joined us in 2006 as supply cover for illness and holidays / inset days and as a one to one helper. Debbie passed a level 1 course. She took up a permanent position in October 2006. Debbie is First Aid trained. She has completed training in the new EYFS. Debbie has an NVQ level 3 in childcare. In 2017 Debbie became our Deputy working alongside The manager and Senco.

Pre-school Assistants

Jo Baldwin joined us in September 2002. She holds a DPP qualification and is First Aid trained. She has worked on the committee as bookings officer. Jo has completed training in the new EYFS.

Liz Morgan joined us in January 2008, she has been on the Pre-school committee. Liz has been a nanny and worked in a local day nursery as supply cover, she holds an NNEB qualification. Liz is first aid trained and will undertake various Early Years training courses. Liz has completed training in the new EYFS, including music, she is also a qualified Gym instructor.

Joanne Coggin joined us in September 2009. Joanne has been on the Pre-school committee. Joanne will study for EYFS training as available, she is First Aid trained and holds an NVQ level 3 in childcare. **Currently on Maternity leave.**

Michele Blignaut joined us in February 2011 as a volunteer and supply staff, Michele now holds a level 3 childcare qualification and is a paid member of staff.

Rosemary Joyner joined us as Finance officer in September 2014. From September 2015 she will be training to do an Early Years level 3 in Childcare course.

Tracy Young Joined us in January 2018. She in level 3 and will be covering Maternity leave.

Jane Shaw joined pre-school in November 2004, she has passed a Getting Started course. She has completed training in the new EYFS.

Karen Haden-Homer was our treasurer but has now joined the staff as our Finance Officer and supply cover.

Opening times

We are open for:	38	weeks each year.
The times we are open are Sessions will be confirmed by our bookings officer	8.45am– 3.30pm with various drop off and pick up times Drop off times – 8.45am, 9.15am, 11.45am, 12.30pm Collection times – 11.45am, 12.30pm, 3pm and 3.30pm	
We ask that you collect your child promptly at the end of a session as staff need to collect their own children from school.		
We provide care and education for young children between the ages of 2 years 6 months and 5 years.		

How parents take part in the setting

As a member of the Pre-school Learning Alliance, our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff, via the 'All About Me' booklet and regular informal chats
- helping at sessions of the setting
- sharing their own special interests with the children ie helping the children to use the computer, using their expertise
- helping to provide, make and look after the equipment and materials used in the children's play activities
- being part of the management of the setting
- taking part in events and informal discussions about the activities and curriculum provided by the setting
- joining in community activities in which the setting takes part
- building friendships with other parents in the setting

The parents' rota (Stay and Play)

The setting has a dated rota which parents can sign if they would like to help at a particular session or sessions of the setting. Helping at the session enables parents to see what the day-to-day life of the setting is like and to join in helping the children to get the best out of their activities. This rota is now called 'Stay and Play'.

Joining in

Joining the rota is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children, such as helping with the computer. Parents have visited the setting to play an instrument for the children, as well as coming in to talk about their job during 'People Who Help Us' or reading a story. Parents are invited to join our Committee and be involved in how the setting is run.

We welcome parents to drop into the setting to see us at work or to speak with the staff.

Key persons and your child

Our setting has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the settings activities. Sometimes you will be allocated two key people to share the care of your child.

Learning and Development Journeys

The setting keeps a Learning and Development Journey for each child. Staff and parents working together on their children's Journey is one of the ways in which the key person and parents work in partnership. Your child's Learning and Development Journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the setting staff take part in further training to help them to keep up to date with thinking about early years care and education.

The setting also keeps itself up to date with best practice in early years care and education through the Pre-school Learning Alliance's magazine Under Five and publications produced by the Pre-school Learning Alliance. The current copy of Under Five is available for you to read. Should you wish to train in the Early Years displayed on the parent noticeboard in the lobby is a web link to courses.

The settings timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning.

The session

We organise our sessions so that the children can choose from and work at a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity and are encouraged to take part in outdoor self chosen and adult-led activities, as well as those provided in the indoor playroom/s. Your child will have access to mud, water etc... so may get dirty!

Snack time

The setting makes snack time a social time at which children eat together with an adult on hand. Parents are asked to provide a piece of fruit in a named bag or box each session that the child attends eg apple, banana, kiwi, carrot etc..... Milk is provided, however, if your child does not drink milk, water is the alternative. During some of our themes we offer the children different snacks, such as noodles and prawn crackers when talking about Chinese New Year, parents will be informed via our newsletter of what food will be given and when. **Do tell us about your child's dietary needs and any allergies and we will make sure that these are met.**

Policies

Copies of the settings policies are available for you to see today and a copy is either given to each family when your child starts or can be read on our website.

The settings policies help us to make sure that the service provided by the setting is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Special needs

As part of the settings policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

Our Special Educational Needs Co-ordinator is

Jackie Keynes

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at their own pace in all areas of development. All staff work closely together with the Special Education Needs Co-ordinator (SENCO) - who liaises with professionals across the range of special needs. If you wish to discuss the group's ability to meet your own child's special needs please talk to the pre-school SENCO, supervisor or deputy, before your child starts so that we have the necessary requirements and provisions in place eg epipen training, insurance, one to one help or any extra equipment needed etc...

The management of our setting

A parent management committee - whose members are elected by the parents of the children who attend the setting - manages the setting. The elections take place at our Annual General Meeting. The committee is responsible for:

- managing the settings finances
- employing and managing the staff
- making sure that the setting has - and works to - policies that help it to provide a high quality service
- making sure that the setting works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Fees

From September 2016 fees will be paid at a rate of £5 an hour payable daily / weekly / monthly / half-termly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the Manager or Supervisor who will liaise with the Chairperson on your behalf.

We are in receipt of nursery education funding for three and four year olds and some 2 year olds, where funding is not received, then fees apply. Funding starts the term after a child is three, they are entitled to 15 hours free education a week (570 hours in a birthday year), however, we are very popular and this can only be provided if we have spaces. Any hours over the 15 or if you take more than the 570 hours you will be charged at the rate of £4.60 an hour. If we are unable to offer the full 15 hours this can be shared with another group or child minder authorized to claim funding.

Yateley Community Pre-school Prospectus

Each child's attendance at the pre-school is conditional upon continued payment of any necessary fees or receipt of the Government grant money. We hold the right to withdraw your child's place at pre-school if fees are more than two weeks overdue.

Fees may be placed in an envelope provided by the front door and put in the white tin on the wall, at the beginning or end of any session, a member of staff will be pleased to assist you.

Please note that 4 weeks notice is required if you withdraw your child from pre-school.

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a policy about helping children to settle into the setting.

If any adult, **other than the normal carer**, is to collect your child would you please inform a staff member at the beginning of the session, or give a letter of consent to the adult concerned and they must be prepared to provide some form of identification.

Clothing

We provide protective clothing for the children and encourage them to wear aprons when they play with messy activities.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off and putting on outdoor clothes.

With regard to dress we recommend that children are sent to pre-school in comfortable and easily washable clothes as some activities can be messy. Pre-school has T-Shirts for sale at £5 and sweatshirts at £10, with our elephant logo printed on the front. If clothing does get covered in glue or paint it is suggested that you soak the area in cold water before washing. Additionally clothing should be simple which the children can handle themselves to enable them to go to the toilet when they want to (no dungarees please!) and put on and take off their outdoor clothes without being too dependent on adult help. Children will have access to MUD so please put them in old clothes and shoes that will not matter if they get ruined. Lastly, please ensure that the coats etc. are marked with your child's name. **We are not responsible for any loss or damage of / to property.**

Nappies

It is hoped that children attending pre-school are out of nappies but if not we have changing facilities and spare clothes in case of accidents. We are unable to dispose of dirty nappies so if we do change your child you will be expected to take dirty nappies home to dispose of them. Some children prefer to wear their own clothes, if this is the case please send in an outfit in a named bag which can be put on the child's peg.

Sickness

If your child is unwell, please **do not** bring them to pre-school. We do not have facilities for caring for sick children. Also if your child was unwell during the night and appears to have recovered by breakfast time please think carefully before sending them into Pre-school that day. If a child has been sick then we insist that they are kept off for at least 48 hours after the last time they were sick. We have had incidents in the past of children coming to pre-school apparently recovered and want to come, but find themselves unable to cope with the session. It would be appreciated if you could let pre-school know if your child will not be attending. Pre-School phone no. **01252 861565**.

Broadmoor Warning

As parents are aware Broadmoor is a high security hospital for psychiatric patients located at Crowthorne. In the event of an inmate escaping from Broadmoor during a pre-school session the children will remain locked inside the building until collected by the known parent / carer. Every Monday morning at 10 o'clock there is a siren practice.

Fire

In the event of a fire at pre-school, children may be collected from Cranford Park C of E Primary School. Regular fire drills are rehearsed with the children so they should not be concerned.

Newsletters

Parents will receive a newsletter from the committee from time to time informing them of dates, forthcoming events etc... A staff newsletter is also sent to parents with information of curriculum plans, themes, items we may need and evaluation of some of the projects we undertake. Occasionally these two newsletters will be combined. The fund raising committee from time to time will send out details of events that need parental support, they will also publish amounts raised at the various events. We are always looking for new and easy ideas, please let us know of yours. The staff newsletter is available on our web site. Please let us know if you require a copy of the newsletter, we are trying to keep our costs down by not printing 80! We have started sending out a weekly email to families to update you on the next weeks topics and events coming up.

<http://www.yateleycpreschool.co.uk>

Complaints

In the event of any complaints about Yateley Community Pre-School or a member of staff, we will follow our Complaints Policy and our Registering Body – OFSTED will be informed. They can be contacted at:

National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester. M2 7LA
0300 123 1231

THE NEXT STEPS

After you have read this prospectus please do come and visit the pre-school and see what we have to offer your child. You will be made most welcome any day between 09.45 and 11.30 am or 12.45 and 3.30pm.

A booking form is enclosed with this prospectus. If you would like your child to join us, please complete the form and return it to the pre-school together with a non-returnable booking fee of **£5.00**, this will be used to cover administration costs. If unfortunately we cannot offer you a place immediately you will be put on a waiting list. You will be contacted at least the term before your child is due to start.

Every parent whose child is offered a place at pre-school will be invited to an informal welcome afternoon where they can meet some of the staff and other parents and children who will be joining the pre-school.

We hope that you have found this information useful. The happiness of the children is the main concern of our pre-school. If you have any queries or would like to know more, either have a word with the pre-school staff or leave a message for our Chairperson to ring you. Please leave messages for our Bookings Officer with the staff or on our message service on the pre-schools phone **01252 861565**, alternatively **email bookings@yateleycpreschool.co.uk**

Yateley Community Pre-school Prospectus

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions, your child's happiness is paramount.

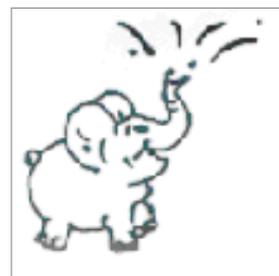
Yateley Community Pre-School

Cranford Park Drive, Yateley, Hampshire.GU46 6LB

Telephone: 01252 861565

Website: www.yateleycpreschool.co.uk

Registered Charity No.: 298231



BOOKING FORM

Child's Name **Boy/Girl?**

Address

..... **Postcode**

Email address

Telephone **Date of Birth**

Brothers and sisters and their dates of birth

Preferred start date after their 2nd birthday

Preferred days (if any)

How did you here about us? (Please circle)

Previous child Google Recommendation Our web site Other

Fees are payable in advance for half a term at a time. Please note that you are required to pay for all sessions reserved and not just those that are attended. If there are any reasons for a long absence, we would be willing to discuss holding the place open. If you have any trouble paying the fees for whatever reason, please see the manager, Supervisor or the Chairperson before the situation becomes out of hand. The Pre-School reserves the right to offer your place to another child if fees become more than two weeks outstanding.

You are required to give four weeks' notice if you wish to withdraw your child from Pre-School.

A Non Returnable booking fee of **£5.00** is payable at the time of booking, unfortunately this does not guarantee a place.

Parent's Name (please print)

Signed **Date**