



# The Chesterfords Pre-school **PROSPECTUS 2007-8**

## **Our Philosophy**

Welcoming children from the age of 2½ The Chesterfords Pre-school aims to provide a caring environment where children can learn to interact with other children and adults on what might be their first venture away from home. Stimulating play activities help them learn to make friends, take turns, share and negotiate, enabling them to develop their full potential. We feel that when children are relaxed, safe, valued and having fun it builds their confidence and develops independence making them happier to learn and of course paving the way for their move to school.

I hope this guide provides all the information you need, but if you have any general queries please ask any member of staff or contact me on 01799 530665 during Pre-school hours. For queries about admissions to Pre-school please call 07530 636405. We welcome visits, please do call to arrange a time.

Janet Speed

*Pre-school Manager*

## **Our Staff**

Janet Speed, *Manager*, BTEC in Early Childhood Studies (Nursery Nursing)

Debbie Allard, *Deputy Supervisor*, Level III, SENCO

Wendy Short, *NNEB Nursery Nurse*

Karen Benton, *NVQ2 Nursery Assistant*, SENCO

Helen Benson-Bradshaw, *NVQ2 Nursery Assistant*

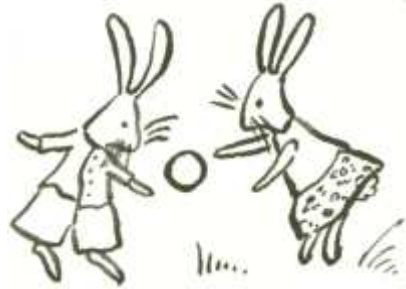
Karan Downes, *NVQ2 Nursery Assistant*

Joanne Joyce, *NVQ2 Nursery Assistant*

We have a high staff to child ratio with usually five members of staff on duty. Staff attend training courses to continue their professional development for example in Child Protection, Planning (Birth to 3 Matters and the Foundation Stage), First Aid, Autism, Health & Safety, Road Safety.

## Premises

We meet at the Chesterfords Community Centre, Newmarket Road, Great Chesterford. This spaciouly designed facility, opened in 2001, offers an array of naturally-lit internal spaces where different activities are set up daily. Externally we have a small enclosed space connected to the main hall and also access to the well-equipped play area in the Recreation Ground.



## Admissions

Children are eligible to attend Pre-school once they are two and a half years old. We are currently operating to a minimum of 2 sessions and a maximum of 3 per week. However, if extra sessions are available any written applications will be allocated according to the criteria set out in the Admissions Policy. Full information regarding our admissions procedure can be found in The Chesterfords Pre-school Policies under Admissions.

## Hours

Pre-school is open every morning from 9.15am to 12.15pm during normal school terms. Our term dates and inset days coincide with those of Great Chesterford School. Lunch Club runs on Tuesdays and Fridays from 12.15pm to 1.00pm. Children bring in their own packed lunch and are supervised throughout the lunch period. **From January 2008, we will be introducing 2 afternoon sessions, Monday and a Thursday 12.30 - 3.00pm. (Please note it is not possible to do both a morning and an afternoon session on the same day).**

## A Typical Pre-school Day

**9.15 Welcome.**

**Registration. 'Show and Tell'.**

Everyone sings our 'Good Morning Song'. The register is taken and we use the opportunity to practice counting and number recognition. The children bring in familiar items from home relating to the letter or theme of the week and are encouraged to talk about them and show them to the other children. Themes provide the opportunity to extend the children's knowledge and understanding of the world and might include religious festivals, mini beasts, dinosaurs, traditional fairy tales and nursery rhymes. Each week we also focus on a new colour or letter.



### **9.30 Main Activities related to the plan of the week (displayed in the lobby).**

The children divide into two small groups, one group moves into the messy room where activities such as painting, sand, water, playdough, cutting and sticking are offered, whilst the other group remains in the lounge. Activities in the lounge are based around construction and maths games, role play, emergent writing, cooking, together with a cosy book corner.

‘Learning through play’ is stimulated through activities such as counting and sorting, floating and sinking, matching and making patterns.

Equipment is available for child-led activities and this is used on a rota basis and might include a water/sand tray, easels for painting/chalking, climbing frame, play house and small world toys. A list of the equipment used each week is displayed on the weekly plan in the lobby.

**10.00** The children move freely between the two rooms where they are able to engage in different activities, child/adult led.

### **10.45 Tidy up Time followed by Snack Time**

Children find their own named place mat and sit down in a group for snack time. A member of staff sits at each table and encourages the children to share a snack of fruit, vegetables with milk or water. This is an enjoyable, social time with lots of interaction and chatting.

### **11.15 Story Time**

The children are encouraged to sit and listen to an adult-led story. Props may be used to support the story teller and the children might be asked to predict the ending, solve a problem or just sit and relax.

### **11.30 Outside Time**

We try to go outside whatever the weather; we have our own stock of wet weather clothing including welly boots. Outdoor activities might involve a visit to the park, a treasure trail using arrows and clues in the field (adult led), bikes and buggies in the tennis courts or an obstacle course in the small yard.

### **12.00 Round Up and Story Time**

We review our morning and talk about the things we have enjoyed. Musical instruments are used to finish the session with songs and traditional nursery rhymes.

### **12.15 Home Time**

All activities are planned through careful observation of the children’s needs and evolve as the children get closer to starting school. They are linked to the Foundation Stage of the National Curriculum (children aged 3-5 years). Children aged 2½-3 years are offered a supported curriculum under the guidelines of ‘Bridging the Gap’.

## Clangers

Clangers music group will be visiting the Pre-school every Friday. Claire Witney will introduce the children to new songs and rhymes with the aid of instruments and props.

## Early Years French

The children enjoy an early years French Club once a week. Small groups of 6 children learn French in a fun way, playing games, singing songs and rhymes, colouring and using puppets.

## Key Person

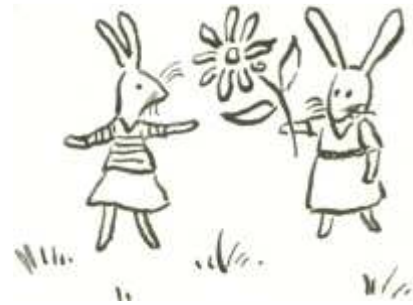
When each child begins Pre-school they will be allocated a key person. This means that each member of staff has special responsibility for five or six children. This helps to ensure that in a large group each individual child's needs are met and also provides a useful point of contact for parents. Individual records of each child's progress will be kept by their key person. These are confidential and parents' input is welcomed, records are passed to parents at least once a term for them to read and update.

## Settling In

Starting at Pre-school is obviously a big step in a child's life and the way in which a child responds will vary. Some will feel at home immediately, whereas for others it may take some time until they feel comfortable. We therefore encourage parents and carers to stay with their child, if necessary, until they feel confident in their new environment.

## Parent Helpers

We acknowledge the invaluable contribution parents can make. There is a parent helper rota, so please sign up to lend a hand if you have a morning free. Not only does this help the staff in a practical way, it allows a familiarity with Pre-school, with the other children, and with the facilities, so that Pre-school becomes a shared experience, encouraging a sense of belonging and a community atmosphere.



## Arrival and Collection of Children

Doors open at 9.15am and until then parents and children are able to wait in the entrance porch. Children are collected at 12.15pm. If anyone other than parents or carer is picking your child up from Pre-school please inform us in writing. There is an authorisation form to complete on which you can list any adults that might regularly collect your child. Then there is a 'Home Collection Details' book to write and sign your instructions. If there is not written permission at Pre-school the staff cannot legally release the child to anyone.

## Fees

The fees are £10.50 per morning session and £8.75 per afternoon session. Parents will normally be billed half-termly. If half-termly billing presents a problem do contact our treasurers to discuss alternative arrangements. There can be no reductions or refunds if your child is sick or on holiday; this is to keep your child's place at Pre-school secure. We do offer a discount of 10% to the second child for twins or for the second child of children from the same family.

There is Government funding available for all four year olds, and for children resident within Essex funding is available from the start of term after their third birthday. The funding covers 2½ hours of the Pre-school care. For morning sessions the contribution from the parent is £3.50 per session, this covers the extra ½ hour, the high 1:4 staff ratio for the children, we are open 39 weeks not the usual 38 weeks and the hiring of the modern community centre.

Lunch Club is £2.00 per session.

We are unable to 'swap' sessions on a random basis although we will try and accommodate any extra sessions required. They will be charged at the full amount.

We do ask for a £10 registration fee to cover administration costs.

**Non payment of fees after four weeks may result in the child's place being suspended.**

**We require one month's written notification if you wish to withdraw a child from one or more sessions, otherwise you will remain liable to pay the fees.**



## Health

In cases of sickness, diarrhoea or infection please do not return the child to Pre-school until 48 hours after the end of the illness.

## Clothing

Children wear aprons for messy activities but accidents do occur, so it's better not to send children in their best clothes. Please could you also provide a coat in cold weather, and whenever necessary provide a sunhat and apply sun cream.

## Links with School

As the year progresses we prepare the children to go on to primary school. Strong links have been forged with Great Chesterford Church of England Primary School as this is the school serving the villages of Littlebury, Littlebury Green and the Chesterfords. We also have strong links with the Duxford Church of England Primary School which serves the children in the Ickleton area. The reception teachers visit occasionally so that they are familiar with the children

# The Management

Pre-school is a registered charity and a member of the Pre-school Learning Alliance and the Essex Early Years Development and Childcare Partnership. We had our last Ofsted Inspection in June 2007, the full report is available for inspection if required. We are managed by a voluntary committee of parents who meet around twice a term in a member's home. The Manager is also represented on the committee, which sets Pre-school policies, manages the finances and engages staff. The Manager is responsible for the smooth running of the Pre-school on a day-to-day basis and reports to the committee. All minutes from committee meetings are available for parents to view if they wish. We are always keen for new parents to join us.

# Policies

*The following policies can be viewed in detail, copies are available for inspection:*

Admissions	Diet
Parental Involvement	Equal Opportunities
Settling in Pre-school	Health and Hygiene
Selecting Play Equipment and Toys	Student Placements
Safety	No Smoking
Lost Child	Outings
Intruder Policy	Uncollected Child
Behaviour Management	Fire
Child Protection	Complaints Procedure
Confidentiality	Special Needs

*Illustrations were drawn specially for this prospectus by children's artist Elspeth Scott (email: [scottelspeth@hotmail.com](mailto:scottelspeth@hotmail.com))*



## The Chesterfords Pre-school

The Community Centre, Newmarket Road

Great Chesterford, Saffron Walden, CB10 1NS

Tel: **01799 530 665** (general enquiries only during Pre-school hours)

**07530 636405** (enquiries about admissions)

Email: [preschool@chesterfordspreschool.org.uk](mailto:preschool@chesterfordspreschool.org.uk)

[www.chesterfordspreschool.org.uk](http://www.chesterfordspreschool.org.uk)