



The Chesterfords Pre-school **PROSPECTUS 2010-11**

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 pave 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. Further information can be found on our website: www.chesterfordspreschool.org.uk

Debbie Allard

Pre-school Manager

Our Staff

Debbie Allard, *Manager, Level III*

Karen Benton, *Deputy Supervisor, NVQ2 Nursery Assistant, ENCO, (studying for NVQ3)*

Karan Downes, *Deputy Supervisor, NVQ2 Nursery Assistant (studying for NVQ3)*

Jackie Jones, *NVQ2 Nursery Nurse, SENCO*

Karen Barker *(studying for NVQ2)*

Emma Overton-Larty *(studying for NVQ2)*

Bank Staff: Gaele Curtin
Sarah Reid
Rebecca Allard

We have a high staff to child ratio with at least five members of staff on duty each day. Under 3's are looked after on a maximum 1:4 ratio and over 3's are looked after on a maximum 1:8 ratio. Staff attend training courses to continue their professional development. Courses include Early Years Foundation Stage (EYFS), Safeguarding Children, Inclusion and First Aid.

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 an enclosed play area attached to the main hall and also access to the well-equipped public play area in the Recreation Ground.



Admissions

Children are eligible to start attending Pre-school in Autumn or Spring terms 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.

There are options to defer commencement of the 3rd session for up to 6 weeks from the original start date, or until the start of the next academic year and still guarantee

the session. *(If your child is claiming funding and you wish to defer a 3rd session for 6 weeks, the additional sessions attended at Pre-school until the next full term will be charged at the unfunded rate).* If you decide that you do not want to take up these options but want a 3rd session at a later date this will be dependent upon whether the sessions are available at the time.

If you would like more than 3 sessions or do not have a guaranteed 3rd session, the Pre-school will consider any written applications if places are available and these will be allocated according to the criteria set out in the Admissions Policy.

If your child is not 2½ until the Summer term you may join a waiting list and places will be allocated if they are available at the time. Otherwise your child may apply to start Pre-school in the proceeding Autumn term.

Application forms may be downloaded from our website: www.chesterfordspreschool.org.uk If you do not have access to the internet please call and we will send you an application form.

We do ask for a **£50 registration fee**. This is used to cover administration costs and to provide a draw-string Chesterfords Pre-School kit bag. The registration fee is non-refundable once written offers of places have been given.

Full information regarding our admissions procedure and deadlines for applications can be found in The Chesterfords Pre-school Policies under Admissions.

Hours

Pre-school is open every weekday morning from 9.15am to 12.15pm during normal school term. *(Term dates coincide with those of Great Chesterford School including non-pupil days).*

- Lunch Club is held on Tuesdays and Wednesdays from 12.15pm to 1.15pm. Children bring in their own packed lunch and are supervised throughout the lunch period. Lunch clubs are a fun way to help children with their social skills by encouraging them to sit down and socialise with their peers over a meal. In addition it is a good way to help children prepare for lunch time at school. As well as meal time, each lunch club will encompass a planned daily activity such as mini aerobics, physical expression to music, bats, balls, hoops etc. These activities will be held outside as much as possible and all help towards a child's gross motor skills, physical development, social and emotional skills which are all part of the Early Years Foundation Stage (EYFS).

A Typical Pre-school Session

All activities are planned using child-led ideas, observations, photographs and samples of children's work. We link our planning to the **Early Years Foundation Stage (EYFS)** and the six areas of learning and development:

Knowledge and Understanding of the World
Creative Development
Communication, Language and Literacy
Problem solving, Reasoning and Numeracy
Physical Development
Personal, Social and Emotional Development

For more information on the EYFS visit <http://www.standards.dfes.gov.uk/eyfs/>

All daily and weekly plans are displayed in the hall on the wall and are e-mailed to parents weekly if an e-mail address has been given; however a typical Pre-school session will be as follows:

9.15 Welcome to Pre-school

Self registration: the children try to recognise their own name card and stick it to the themed board in the lobby.

The children are encouraged to move freely in the hall where they are able to engage in self-selected activities, games and role play.



9.45 The group divides into 2 separate rooms for **Circle-Time and Registration**. 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.

10.00 Main Activities Related to the Plan of the Week (displayed in the hall)

The children can move between 'messy areas' where activities such as painting, sand, water, play dough, cutting and sticking are offered, or self-selected activities based around construction, role play, mark making, cooking, board games and 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 hall.

11.00 Tidy up Time followed by Snack Time

The children help tidy the playroom and then divide into 2 smaller groups. They are encouraged to wash their hands, find a cup and bowl and help themselves to a drink and some fruit. The children sit in small groups and enjoy the social time with lots of interaction and chatting.

11.15 Story Time

The children choose a favourite story for the adult to read to the small group. They are encouraged to relax on cushions and blankets, help predict parts of the story, solve a problem or assist the story teller with props and puppets.

11.30 Outside Time

We try to go outside whatever the weather; we have our own stock of warm fleeces for cold weather outdoor play. 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 table top activities in the enclosed attached play area.

12.00 Songs, Rhymes and Round Up

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

Mobile Library

The Saffron Walden Mobile Library calls at the Pre-school every other Wednesday morning. Small groups of children and staff climb on the bus and choose favourite books for the group to use.

Key Person

When each child begins Pre-school they are allocated a 'Key Person'. Children and parents/carers are introduced to an experienced member of staff who will have special responsibility for a small group of 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. Each child has a 'Learning Journey Profile' where we record development matters using sample work, observations and photographs. The Learning Journey Profiles are available for children to use throughout the session and to share with parents. Input from home is welcomed; please speak to your key person if you wish to take your child's journal home to up-date.

Once a year, usually in the summer term, you will be given a more formal opportunity to speak to your child's key person about their progress and learning journey. If you would like to speak to your key person or any other member of staff at any other time please ask and we will arrange a suitable time.

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.

Arrival and Collection of Children

Pre-school opens the doors at 9.15am and until then parents and children are able to wait in the entrance porch. At 9.15am the doors are opened and parents/carers help their children hang their coats and bags on their designated peg in the lobby before helping them to find their name card to stick on the board and taking them into the hall. As the children get older we encourage them to hang up their own coats and say goodbye to their parents/carers in the lobby.

If you are late and the doors are locked prior to your arrival, please ring the door bell and a member of staff will come and collect your child from the main doors and settle them into Pre-school.

Children are collected at 12.15pm (1.15pm if they are staying for lunch on a Tuesday or Wednesday). If anyone other than parents or a 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.

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 provide a sunhat and apply sun cream whenever necessary.



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.

Absences

If your child is absent from Pre-school, please can you telephone us (01799 530665) or tell us if your child is going to be away, as we have to record the reasons for absence in the daily register. Some children may become tired at certain times of the year so it is fine to keep them at home for a session. We will telephone you after your child's second day of absence if you have not contacted us.

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.

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. The reception teachers visit occasionally so that they are familiar with the children.

Fees

From September 2010 the fees will be as follows:

Unfunded 3 hour session - £12

Unfunded lunch club (1 hour) - £4

Additional hours taken beyond the maximum 15 hour weekly entitlement by an eligible funded child - £2 per ½ hour



Government funding is available for all children from the start of term after their third birthday. The table below shows when your child will become eligible for free early years entitlement:

If your child is born between:	Your child is eligible for funding from:
1 st April and 31 st August	1 st September following their 3 rd birthday
1 st September and 31 st December	1 st January following their 3 rd birthday
1 st January and 31 st March	1 st April following their 3 rd birthday

Eligible children are entitled to 15 hours per week (maximum) of free early year's education and this may be taken flexibly over a minimum of 3 days. Funding may be obtained via more than one provider if necessary (up to a maximum of two providers and a maximum of 15 hours per week in total). The Chesterfords Pre-school allows the flexible funding entitlement to be used for all of the hours that it is open for, including lunch club. We may however ask for a voluntary additional service charge.

We offer a 10% discount to the second child of twins or for the second child of children from the same family providing that both children are paying unfunded fees.

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 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 unfunded rate (£12) until the next claim for funding is made if it is to be a permanent additional session.

Lunch club sessions which are paid for by government funding must be attended on a termly basis and parents should inform us of their intention to send their child to lunch club within the first week of term: this is so that we do not miss the deadline to claim funding. **Ad hoc lunch club** sessions are charged at **£4 per session** and this should be paid for in advance. Ad hoc lunch club sessions are subject to places being available so please check with Debbie before sending your child.

Parents will normally be billed half-termly in advance. If half-termly billing presents a problem do contact our treasurers to discuss alternative arrangements.

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

We require a full ½ terms written notification if you wish to withdraw a child from one or more sessions, otherwise you will remain liable to pay the fees. A full half term is defined as 7 Pre-school term weeks and does not include Christmas, Easter, Summer or half term holidays. (Please refer to the Admissions Policy for notice of withdrawal from a deferred 3rd session).

Unexpected Closure of Pre-school

In the event of unexpected breakdown of services (e.g. failure of heating services, loss of water), severe weather conditions or where the Pre-school has to close due to an illness epidemic, a final decision to close Pre-school will be made between the Pre-school Manager and Management Committee Chair.

If heavy snow falls overnight, please establish whether the Pre-school is open before bringing your child. A message will be recorded on our Pre-school mobile telephone (**07530 636405**) by 8am.

There will be no refund of fees for up to 5 days, however the Management Committee reserve the right to use their discretion and will assess each situation as it arises. ***Please refer to the 'Unexpected Closure of Pre-school' section of our Policies for more information.***

The Management

Pre-school is a registered charity (registration number 1028568) and is 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 2010; the full report may be viewed on our website or from ofsted.gov.uk (search under 'Inspection Reports' using 'Chesterfords Pre-school' or URN no. 403973). A paper copy is available for viewing at Pre-school if required.

We are managed by a voluntary committee of parents who meet around twice a term in a member's home. The Management Committee sets Pre-school policies, manages the finances and engages staff. The Pre-school Manager, also represented on the committee, 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.

In addition to the Management Committee we also have a Fundraising Committee who are responsible for running fundraising events and coming up with ideas to raise money for the Pre-school.

Both committees rely on parents/carers to volunteer and both are essential for the continued running of Pre-school. We would therefore expect all parents/carers to participate in some way. It is an excellent and fun way to get involved in your child's Pre-school and meet loads of other parents!

Policies

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

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

*Illustrations were drawn specially for this prospectus by children's artist Elspeth Scott
(email: 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)

E-mail: preschool@chesterfordspreschool.org.uk

Website: www.chesterfordspreschool.org.uk