

Yardley Gobion Pre-School Prospectus



www.yardleygobionpreschool.co.uk

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Welcome to Yardley Gobion Pre-School

We try to ensure a friendly happy atmosphere, whilst at the same time encouraging learning for our children through the interesting, fun and enjoyable activities we offer.

We are a committee-run Pre-School and a Registered Charity; we are also members of the Pre-School Learning Alliance. We are inspected regularly by Ofsted to ensure the children's educational standards are met. We have a qualified staff ratio of 1:6 children, which is higher than the recommendations for most of our children as they are 2+ years of age, but we feel it is important for them to have someone easily available. Children can attend Pre-School between the ages of 2 years and reception age.

Our Aim

The aim of Pre-School is to work in partnership with parents to ensure equal opportunities for all children and the enhancement of their development and education through play within a safe, caring and stimulating environment. They will be encouraged to mix with other children and learn techniques and the basic social skills, which will enable them to adapt to school life with ease.

We offer your child...

- A specially tailored curriculum leading to approved learning outcomes.
- Individual care and attention made possible by a high ratio of staff to children.
- Fun and friendship with other children and adults.
- The support of a personal Key Person.
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress.
- An introduction to community life.

Parents are always welcome to stay to help settle their child if necessary or just because they want to! Please feel free to discuss any problems or questions you have regarding your child, as we want to ensure that you and your child's time here with us will be happy and fun.

New Entrants

The Pre-school Supervisor will contact the parents of children due to start to offer a home visit (if required) and arrange two free 'Stay & Play' visits to Pre-School. A parent or carer must accompany the child on each of the visits. A registration form must be completed. Please supply your child's Birth Certificate to be photocopied and filed for grant funding.

Session Times

We currently run five morning sessions a week Monday - Friday starting at 9.00am, with an optional early drop off at 8:30am and finishing at 12.00. We also run extended sessions daily until 1.00pm for lunch, an additional fee of £3 is charged per lunch session.

Children 2 yrs to 2 yrs 9 months usually attend a minimum of 2 sessions a week.
Children 2 yrs 9 months to 3 yrs usually attend a minimum of 3 sessions a week.
Children 3 yrs and above may attend as many sessions as the parents require, availability permitting.

The above is a guideline only and subject to places being available and the child's individual needs. We will do our best to provide the number of sessions that the parent requires, although this is at the discretion of the Pre-School Supervisor. Please refer to our Admissions Policy.

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 child-chosen and adult-led activities, as well as those provided in the indoor playroom(s).

During the summer term we offer additional educational input and support for the children who will be starting school in the September, through a 'Rising 5s' session. Further information is available at the relevant time.

Fees

Fees per session are £11.55 per session. An additional fee of £3 is charged per lunch session. Fees are payable in advance (weekly, monthly or half-termly). All sessions must be paid for and refunds cannot be given for those missed due to sickness or holidays. This is because our running costs (rent, wages, etc) remain the same whether or not the children attend. The Committee sets fees in line with current essential running costs. We do not make a profit and always aim to keep fees as low as possible. However, if you are having difficulty paying fees, please talk in confidence to the Supervisor, Administrator, Treasurer or Chair of the committee. If the Pre-School closes due to circumstances beyond our control i.e. bad weather then you will be entitled to a 50% refund of the fees for the sessions affected.

Funding is now available for some 2-year olds, but the parent/carer must meet certain criteria. Parents need to check on-line to see if they qualify using this link www.northamptonshire.gov.uk/2yearfunding. There is a notice on the notice board or parents can speak to Val Lyden (Supervisor) for more information.

All children are eligible for Educational Grants the term after which they turn 3 years old as directed by the Government. This grant can be used as payment for up to 5 sessions per week (15 hours) that your child attends (but not lunch sessions). 30-hour funding is also available to eligible parents/carers. Please ask any staff or Committee member for any additional information if required.

Assisted Places

Assisted places are available for children when the need arises. This is dependent on the availability of funds and at the discretion of the Supervisor, the Chair and the Treasurer. Further information can be obtained from the Treasurer or Supervisor.

Staff

Our caring staff have many years' experience in the Pre-School environment and are well loved by the children. They carefully plan the sessions so that through play, they can stimulate and encourage the children by listening and talking to them within a caring sharing environment. They also have a sympathetic ear for any problems and will give or find the help that is required. The staff are encouraged to develop and update their knowledge and skills by attending Ofsted and PLSA approved training courses.

Our team...

Name	Title	Qualifications/ Experience	Designated Person Responsibilities
Val Lyden	Supervisor	Early Years Level 3, First Aid	Safeguarding Children
Cathy Brown	Deputy / Key Person	Early Years Level 3, Senco, First Aid	Special Educational Needs
Nic Underdown	Key Person	Early Years Level 3	Health & Safety
Charlotte Burrows	Administrator		
Carol Nicholls	Emergency Cover	PSLA Getting Started, First Aid	
Gail Hobot	Volunteer	Studying	

We have additional emergency cover staff for staff sickness or training. These are parents of current or past Pre-School children. All Committee members and staff have police clearance for working with young children.

Training

We are members of, and are accredited by, the Pre-School Learning Alliance, who provides ongoing training, which is available to staff, committee and parents. The Pre-School Learning Alliance ensures that we are kept informed of any changes in the field of child education and care.

Key Person

Our Key Person system gives each member of staff particular responsibility for a small number of children. This ensures that each child has one special adult to relate to, which can make settling into the group very much easier. In addition, the Key Person is in a position to tailor the Pre-School's curriculum to the unique needs of each individual child. The Key Person maintains links with the child's home setting, working with parents through shared record-keeping and good communication to ensure that all children are supported in reaching their full potential.

The Key Person assesses how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

Records of Achievement

Your child's Key Person will also keep a record of achievement for each child. Staff and parents working together on their children's records of achievement is one of the ways in which the Key Person and parents work in partnership. Your child's record of achievement 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.

Children's Learning and Development

The provision for children's learning and development is guided by: The Early Years Foundation Stage (DCFS 2007). Since September 2008 the Early Years Foundation Stage became law. Revised Statutory Framework for the Early Years Foundation Stage September 2012



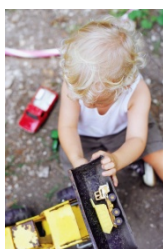
A Unique Child

Child Development: Skilful communicator, competent learner.
Inclusive Practice: Equality and diversity, children's entitlements, early support.
Keeping Safe: Being safe and protected, discovering boundaries, making choices.
Health and Well-being: Growth and developing, physical and emotional wellbeing.



Positive Relationships

Respecting Each Other: Understanding feelings, friendship, professional relationships.
Parents as Partners: Respecting diversity, communication, learning together.
Supporting Learning: Positive interaction, listening to children, effective teaching.
Key Person: Secure attachment, shared care, independence.



Enabling Environments

Observation, Assessment and Planning: Starting with the child, planning, assessment.
Supporting Every Child: Children's needs, the learning journey, working together.
The Learning Environment: The emotional environment, the outdoor environment, the indoor environment.
The Wider Context: Transitions and continuity, multi-agency working, the community.

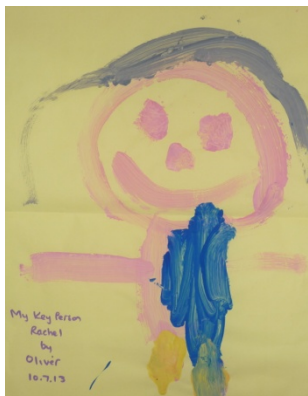


Learning and Development

Play and Exploration: Learning through experience, adult involvement, contexts for learning.
Active Learning: Mental and physical involvement, decision making, personalized learning.
Creativity and Physical Thinking: Making connections, transforming and understanding, sustained shared thinking.
Areas of Development and Learning.

Children's Learning and Development

Children develop quickly in their early years and we aim to do all we can to help children have the best possible start in life. At Yardley Gobion Pre-School we ask parents to complete our 'All about me' booklet when their child starts Pre-School. The child's Key Person then uses this information as a starting point in the child's development.



Each child has an 'Online Learning Journal' Tapestry, which is a wonderful record of the child's development whilst at Pre-School and will go with them to Reception class. These 'Online Learning Journals' are completed by your child's Key Person and show photographs, videos and detailed notes, which form a comprehensive record of your child's development.

Parents are encouraged to add their own observations online and comment on preschools. Your child's Key Person will explain how you can do this in more detail during your Pre-School induction visit.

Observations and Assessments

Observations

Pre-School staff will observe children as they act and interact in their play, everyday activities and planned activities. Parents will also be encouraged to tell their child's Key Person about what the child does at home. A Family observation can be uploaded directly to Tapestry.

Assessments

Your child's Key Person will make regular assessments, which they then share with parents. These are at 2 years, 2-3 years, 3-4 years and 4+ years.

Planning

Our staff plan activities and experiences to support individual children's learning and we aim to make Pre-School fun and enjoyable for each child, and a positive experience for their family. We follow the Early Years Foundation Stage (EYFS) guidelines and work towards recognised Early Learning Goals in each area of learning.

There are 7 recognised areas of learning in the EYFS.

Prime Areas These areas are fundamental and support development in all other areas.	Personal, Social and Emotional Development Communication and Language Physical Development
Specific Areas These areas include essential skills and knowledge for children to participate successfully in society.	Literacy Mathematics Understanding the World Expressive Arts and Design.

More detailed information regarding Children's Learning and Development can be found in our Policies and Procedures file or please speak to your child's Key Person or Val Lyden (Supervisor)

The Committee

The Committee is vital to the smooth running of our Pre-School. It makes sure that the Pre-School works in partnership with the children's parents and is responsible for managing finances including raising funds and organising social events, without which the Pre-School could not function. It must ensure that any problems are fully discussed and the best solution reached and agreed by all. They ensure the most ideal staff are employed to give Pre-School its continuing happy and relaxed atmosphere and ultimately happy well-educated children, who are well prepared then for their transition to school.

Any parent of a Pre-School child can stand for the Committee, so please don't be afraid to have a go - enthusiasm is all that is needed. A new Committee is elected at the Annual General Meeting each Autumn Term (see the notice board for current Committee Members list).

Policies

Copies of the Pre-School's policies and procedures are available on request and all policies are included in our Operational Plan.

Our policies help us to make sure that the service provided to you is of high quality and that being a member is an enjoyable and beneficial experience for you and your child.

The staff and parents 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 Pre-School to provide a quality service for its members and the local community.

Safeguarding Children

Yardley Gobion Pre-School has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices protect children against the likelihood of abuse in the Pre-School and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Our designated person for coordinating safeguarding issues is Val Lyden (Supervisor).

Special Needs

As part of our policy to make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and the Special Educational Needs Code of Practice (2001). Our Special Needs Co-ordinator is Jackie Hayward.

Collecting Children from Pre-School

Our aim is to identify in writing on the child's admission form those persons authorised to collect the children along with a telephone number. It is essential that we be notified of any alterations.

Administration of Medicines

Please refer to Pre-School policy.

Helping with Pre-School Sessions

We would like parents/carers to assist staff at each session. Pre-School is fun and we are sure you will enjoy the experience. This is particularly important when we are at full capacity and run the risk of having to increase our staffing levels (and therefore our costs). However at other times it enables you to see how we work on a day-to-day basis and how the children learn through play, something that is carried through when they begin primary school.

Snack Time

Pre-school makes snacks and lunch a social time at which children and adults sit together. Our snack menu is displayed on our notice board. Milk and a healthy nutritious snack will be provided for your child at each session. If your child does not drink milk, an alternative of juice or water is available. We are a nut free pre-school. The children and staff love to celebrate birthdays, so if you would like to bring in a cake or biscuits for your child's birthday then please do so. We will celebrate birthdays with a card and a present from Pre-School.

Holidays

We will notify you of term dates - these are very similar to those of the local school.

Special Events/Community Links

We try to give your child as many experiences as possible. To achieve this, we hope to provide most of the following, but some are subject to successful fund-raising:

- Seasonal Festivities
- Visit to the Woods
- Library Visit
- Visiting pets
- Christmas concert
- Mothers' Day concert
- Flo's birthday party - Fundraising event
- Summer Outing /Pantomime trip
- Sports Day
- School visit
- Leavers Party
- Garden Party - Fundraising event

We also try to arrange visits from various appropriate adults/professionals, some of whom include:

- Nurse
- School Teacher
- Musician
- Police
- Post person
- Hairdresser

If you have a skill, for example playing a musical instrument then please offer your services. Variety is the spice of life!

How you can help

- Take an interest in your child's Pre-School, the things they do there and the friends they make.
- Volunteer to help out at a session once a month.
- Collect the things your child has made with praise.
- We encourage children to gain skills that help them to be independent and look after themselves. These include taking off and putting on outdoor clothes. Please make sure that clothing is easy for them to manage and not 'Sunday Best'. We provide protective clothing for the children when they play with messy activities.
- For safety reasons children are required to wear plimsolls or slippers. Outdoor coats and shoes should be named.
- Read the Notice Board and Newsletters regularly.
- Please attend and support fundraising events. All 'extras' such as outings, parties and new equipment can only be afforded if our efforts are well supported.
- Any materials that could be used during the sessions, e.g. sand, flour (for making play dough), food coloring, paper, empty boxes etc are gratefully received and all help to keep down fees.
- Children are not encouraged to bring their own toys (especially any form of toy weapon as we encourage positive play) in case of loss or damage, but they are encouraged to bring in items for the interest table.
- Please do not bring sweets.
- It's really important that your child's achievements are recorded so please remember to upload on Tapestry.
- Keep your child at home for at least 48 hours following any sickness or diarrhoea. Tummy bugs spread very quickly through young children.
- If your child has an infectious disease, please inform us.

The staff are always ready and willing to talk with you about your ideas, views and questions. Do enjoy your and your child's time with us - it passes all too quickly!