



Registered Charity Number 1022817

Prospectus

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Introduction

Welcome to Christleton Pre-School.

The Pre-School was set up in 1983 and is a member of the Pre-School Learning Alliance (PLA)

The Pre-School is OFSTED registered and is regularly inspected, the last one being **May 2017**. A paper copy of the report is available to view at the Pre-School or online at www.reports.ofsted.gov.uk using URN 305024

Aims

We aim to meet the requirements of the revised (2017) **Early Years Foundation Stage (EYFS)** framework that ensures "all under 5's in childcare, benefit from a safe, secure and happy environment where they can play and develop at their own pace, and can mix with other children and adults".

What do our children do at Pre-School

For many children, it is their first experience of play away from their parent/carer and is a useful introduction to pre-school learning. They have the opportunity to take part in a wide range of individual and group activities through play. The pre-school offers opportunities for arts and crafts, role play, physical exercise, enjoyment both inside and out and as a consequence, learning!

This booklet also sets out details of how the Pre-School operates and is managed including details of admissions, opening times, fees, policies, staff qualifications and parental involvement. If you would like more information or have any queries, speak to a member of staff or a committee member.

We hope your child's time with us is a highly enjoyable one.



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Admissions

Children are admitted when they are 2.5 years, but can visit, accompanied prior to starting properly. We do recommend this.

Opening Hours

We are open every weekday as follows:

Morning Session	9:15 am - 12:15 pm
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Afternoon Session	12:15 pm - 3:15 pm
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We follow the term times of Christleton Primary School. However if there are any changes, you will be notified.

Fees

Our fees are £12:50 per session, per child. £4:25 for Lunch Club

Children accessing the universal 15hrs or the extended 30hrs will incur a charge of £1 per session to cover messy play, craft, snacks, etc.

Fees must be paid in full, half-termly, the details of which are provided with your bill. Failure to pay by the given deadline will result in your child's place being forfeited. If there are any difficulties paying, please speak in confidence to the manager or treasurer.

Fees are still payable, even if your child does not attend their allocated session. This excludes long-term hospitalisation but includes sickness and family holidays taken during term time. If a child leaves part way through a term, or drops a session, **fees must pay up to the end of the half-term.**



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Funding

We are registered to receive funding for children from the term **after** they turn 3. Please notify us if you think your child is entitled to universal 15hrs funding or the extended 30hrs funding. You can find out yourself online and you will be provided with a validation code. (funding can only be claimed at the start of each term)

Insurance

A copy of our insurance certificate is on display on our notice board.

Snacks

The children have a drink of milk or water and a small healthy snack mid-morning and mid-afternoon. Any donations of which are greatly appreciated.

Pre-School Committee

We are a committee run pre-school, run by a committee of parents/carers who work closely with the manager and staff.

The committee deals with the business and financial aspects as well as fund-raising. All parents/carers are invited to join and take an interest in their child's welfare. Everyone is invited to attend committee meetings which are held once each half-term. An AGM (Annual General Meeting) is held during the summer term. A list of committee members is displayed on our notice board. If you interested in becoming a committee member please talk to the manager or committee member.



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Fundraising

Apart from funding, we are self-supporting and our general income comes from fees which has to cover wages, rent, and materials. We therefore have to organise events, usually one per term, to buy new equipment etc. We are very dependent upon support from parent/carers and requests will be made for help and support as they are essential to our survival. Your help and support will directly benefit your child and ensure the future success of Christleton Pre-School.

Staff

Every member of staff has been Enhanced police checked, accepted by OFSTED and hold a current Paediatric First Aid Certificate.

Dawn Sturgess Manager and Nominated SEND officer

2010 NVQ Level 2 Child Care, Learning and Development.

2011 NVQ Level 3 Child Care, Learning and Development.

Employed since June 2009

Dawn has also completed safe-guarding level 3, SEND level 3, Observations and Recording learning, Introduction to EYFS, Special Educational needs and Disabilities, Food Hygiene and Safety, Nursery Financials, Effective Safeguarding and Business Modelling.

Kerry McLeod Assistant Manager and Nominated Safeguarding Officer

2017 NVQ level 2 and 3 Early Years Educator

Employed since May 2015

Kerry has also completed Effective Safeguarding, Managing OFSTED Inspection, Prevent Duty, Sustained Shared Thinking and Food Hygiene.



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Bev Harper Pre-School Assistant, Next Steps Lead.

2015 Degree in Health & Social Care.

Employed since May 2016

Bev has also completed Child Abuse and Neglect Awareness, Introduction to EYFS, Health And Safety at work, Food Safety level 2, Infection Prevention and Control, Nutrition and Health Level 2.

Imi Anderson

2003 NVQ Level 2 & 3 in Childcare, Learning and
Development

Employed since September 2003

Imi has also completed Safe-Guarding, Health and Safety at Work, Basic Fire Prevention, Promoting Positive Behaviour, and Managing Your OFSTED Inspection.

Lucy Davis Administrator and Pre-School Assistant.

Employed since September 2015

Lucy comes from a marketing background and has been involved with us since 2014 firstly as Treasurer and then as Admin Assistant. As her role developed she began to work as a Pre-School assistant. She is also a parent governor at the Christleton Primary School and her role is Support and SEND



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Julie Parker

Pre-School Assistant

Employed since September 2016

Julie also comes from a marketing background, she has been heavily involved in Christleton Primary School, as Chairperson.

All staff regularly attend workshops and continually update training such as planning, observations and record keeping in line with OFSTED requirements.

We also regularly hold peer to peer observations and evaluations, appraisals and staff meetings to insure our standards remain high.

Staff Ratios

Adult to Child ratio (mininums)

2 year olds 1 adult to 4 children

3/4 year olds 1 adult to 8 children

Our, higher than minimum, adult to child ratio helps us to keep our care and education up to our high standards.

Curriculum

All activities at Pre-School vary from day to day and themes are introduced into the play experience based on the child's interests to encourage learning.

We offer a curriculum for all Pre-School children which works towards the 'Every Child Matters Outcomes' and the 'EYFS Framework', e.g. Personal, social and emotional development, Physical development, Communication and language, Literacy, Mathematics, Understanding the world and Expressive art and design.

Your child will be given opportunities to play with sand, paint, water and glue.

We have a book corner, home corner, dressing up and outdoor area. Your child



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will have the chance to experiment and learn through all these play opportunities.

Wide ranges of craft materials are offered and we allow the child to produce their own artwork with minimal adult direction. Our hidden curriculum helps the children with social and emotional skills, e.g. sharing, taking turns and common courtesy.

We believe that children learn when they are enjoying themselves; it is natural for children to play, play is children's work. Most of our activities are planned with fun in mind. If a child has a right to choose an activity, he/she will grow up an assured and important member of society, able to make decisions with confidence.

Key Worker System

We operate a key-worker system and hope to encourage close liaisons between parents and key-workers. The Key-worker will be your child's 'special' Auntie and will be the first port of call for any concerns.

Records of development and Learning Journeys are kept for all children. All information collected about your child will be kept confidential, but available to parents at all times. At the end of December and July, you will receive an informal report of your child's progress.

Pre-School Policies

A copy of all our policies are on display. These cover admissions, discipline, equal opportunities, missing child, drink and drugs, illness, accidents and complaints etc. **It is very important that you read these.** If you wish to have a copy of these policies, please see the manager, who will ensure that you receive one.



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Parking

We acknowledge that parking whilst dropping off and picking up children can be difficult due to lack of space. It is requested however that the lane running alongside the Scout Hut be kept clear at all times. The lane provides access to private houses, businesses and a farm.

Collection of Your Child

You should always inform the manager or member of staff if a different person will be collecting your child. (Grandparents, neighbour, child minder etc)

Any rights of access to a child (separated/divorced parents) should always be known to the Manager.

If, for some reason, you are unavoidably detained picking up your child, please use our mobile phone number to contact pre-school. If you have been unable to make contact, the staff will:-

- 1, Try to contact you.
- 2, Try to contact their emergency contact.
- 3, If all else fails, 2 members of staff will undertake responsibility of your child till contact is made.

Uncollected Child

If your child has not been collected after 15 minutes we would:-

- 1, Try to contact the carer by phone.
- 2, Try to contact their nominated emergency contact.
- 3, Two members of staff would stay with the child for up to a period of one hour, whilst still trying to make contact.



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- 4, After one hour has elapsed, we are obliged to ring Social Services for further instruction.

Clothing

Your child will be able to experience a wide range of activities on pre-school, some of which can be messy. Aprons are provided for the children to wear, but it is advisable not to send your children to pre-school in 'good' clothes.

Please try to avoid clothes with difficult fastenings, belts etc which make it harder for children when using the toilet.

Please insure that you send you child to pre-school suitably dressed according to the weather, please apply sunscreen to exposed skin in the summer and a coat in winter etc.

Please ensure that your child's clothing is clearly labelled with his/hers name.

Illness

Please do not send your child to pre-school if he/she is ill.

Children with infectious illnesses will not be allowed in pre-school and we cannot give medication unless prescribed by the doctor, when a consent form must be signed.



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Settling Your Child into Pre-School

A happy introduction to pre-school is most important. On the first morning you will probably wish to stay with your child. Let your child take their time to establish contact with the other children and staff then he/she will be happier to let you go. A joint decision will be made on the period required to settle your child into pre-school.

Outings

We have an annual summer outing and encourage parents to join in the fun. If you are unable to attend and you would still like your child to take part, a member of staff will be willing to take your child with your signed and agreed consent. When we take children on other outings, Christmas concerts etc, we try to ensure that, when walking a ratio of 1 adult to 2 children is maintained.

Additional Points

- 1, There will be no admission until 9:15, for insurance reasons.
- 2, Everyone is requested to ensure that the **door is closed** upon entering and leaving the scout hut.
- 3, Parents/carers are asked to wait quietly at the door and not to enter the room until the end of the session.
- 4, The First Aid box is on the resources drawers.
- 5, Helpers/parents/carers
- 6, Children are discouraged from bringing their own toys to pre-school because of the risk of loss or damage. A toy that offers a child comfort of needed can be brought with the agreement of their key-worker.



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We at Christleton Pre-School are very much a 'community' pre-school in every sense of the word. We take part in the annual Village Fete and have close links with Christleton Primary School. Our aim is to have a happy, thriving community pre-school run by dedicated, enthusiastic and willing staff, committee and parents.

If you do have problems, not necessarily pre-school related, please don't hesitate to approach a member of staff or committee. We will try to help wherever possible or refer you to someone that can.

**We that you and your child's time with us is a happy
and rewarding one.**