

# PROSPECTUS



Chelford C E primary School, Oak Road, Chelford. SK11 9AY.  
Pre-School 07511415319 Supervisor 01625 860902  
[www.chelfordpreschool.org.uk](http://www.chelfordpreschool.org.uk)

An introduction...

Chelford Village Pre-School was established in 1978 and serves the village of Chelford and surrounding areas. It is committee run by the families who attend and is a member of the Pre-School Learning Alliance (P.L.A).

The sessions are ...

Monday to Friday, term time only, 9.15am to 12.15am

Afternoon sessions are available three days a week 12-15pm to 15.15pm (Mon Tues Thurs)

All day sessions 9.15am to 15.15pm (Mon Tues Thurs)

WEF January School Leaver Sessions available Wed 12-15pm to 15.15pm

Chelford Village Pre-School aims to...

- Provide quality care and education within a safe and stimulating environment.
- Meet the individual needs of children to promote their development with the support of a personal key worker and through the high ratio of adults to children.
- Provide a full, varied and balanced curriculum through careful planning by experienced and qualified staff, in consultation with parents and leading to nationally approved learning goals.
- Promote a working partnership between parents/carers and the Pre-School.
- Provide equality of opportunity for all children and their families within the Pre-School environment.

## ADMINISTRATION

The Pre-School is run by an elected committee who are responsible for reviewing policy and practice and for employing staff. The present officers of the committee are...

Chair	Mark Nightingale	Web site co-ordinator	Annette Smith
Treasurer	Jo Whitby		
Secretary	Vikki Malcolm		
Admissions	Jane Eastaugh		
Fundraising	vacancy		

**PARENTS** - are the first and most enduring educators of their children. The aim of the Pre-School is to support and work together with parents.

Parents are encouraged to take an active role in the management of the pre-school and are encouraged to join the committee.

All parents are encouraged to contribute their own skills, knowledge and interests to the activities of the group.

Parents are informed about meetings, conferences, workshops and training courses.

## FEES

The treasurer issues your bill at the start of each half term. Fees are payable in advance. The current fee for all children is £10-35 per every three hour session. (am and/or pm)

A picnic lunch is required for children who attending an all day session

To help meet initial administration costs, a voluntary contribution of £12-00 is welcomed

When your child starts pre-school he/she will receive a pre-school sweatshirt.

- There will be **no** reduction in fees for illness or holidays taken during term time.
- Notice of **half a term** must be given or you will be billed for the sessions that can't be filled by any child waiting. If you have been asked to delay starting or asked to return at a later date following the advice of staff you will not be charged.

## Non payment of fees

To ensure the stability of the pre-school all fees must be paid promptly within **2 weeks** of the bill being issued If you are experiencing genuine hardship and are unable to pay promptly please inform the supervisor or the treasurer who will be able to help you.

Failure to do so will result in a handling charge and your child may lose his/her their place until the fees are paid.

## POLICIES

When your child starts Pre-School you will receive a full copy of our Policy document. It is advised that you keep this for reference and return the slip provided as proof of receipt. This is an important document with policies designed to offer the best possible provision for the children and their families. Policies are regularly reviewed by the committee. A copy is always available in the setting.

## KEY WORKERS

Each member of staff is given particular responsibility for a few children. This key worker will be introduced to you and your child on your first day and will need to go through all the relevant paperwork with you. Your key worker will usually be your first port of call if you wish to discuss any aspect of your child's time at pre-School. Your key worker will complete with you an initial profile of your child to help staff establish if there are any immediate needs or concerns. Following a settling in period your child will then be observed in activities and notes will be kept to aid future planning to ensure the curriculum meets their needs. Observations in the form of "post its," photographs and examples of the children's work will be filed in your child's individual "personal profile."

The "personal profiles" remain your property throughout and will be handed to you, when your child leaves. However, you may wish to let your next provider see the records. Sometimes work will be dated and given a red tick. This is an indication to you that your key worker would like the work returned once it has been admired at home.

## TRAINING

Staff always consider any available training and the committee support them in this. Our membership of the P.L.A ensures we are kept up to date with information, changes in guidelines and courses. Staff re-new first aid training at least every 3 years. Occasional training days require the Pre-School to close and notice will always be given for this.

## INFORMATION

Children attend different days. Staff rotate activity days every half term and there are always other items we need to tell you. This is why the supervisor produces a newsletter every half term, which you receive with your bill. All relevant information will be on here along with the theme and important dates. There is also a Pre-school notice board and information book by the entrance door. Please take the time to read these so you child doesn't miss out on something.

Please visit our web site

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

## CURRICULUM PLANNING

All children are supported in developing their potential at their own pace. There are four members of staff who meet regularly to plan developmentally appropriate activities within the 6 curriculum areas.

SUPERVISOR : Jane Eastaugh DPP Level 3 DEPUTY : Rebecca Bradley NVQ Level 3

SENIOR ASSISTANT : Janet Stott NVQ Level 3 and ASSISTANTS Rachel Egerton and Sam Nightingale

Staff plan for long and short term outcomes, in half-termly themes covering the six areas of learning – Personal, social and emotional, Communication, language and literacy, Problem Solving, Reasoning and Numeracy, Knowledge and understanding of the world, Physical development and Creative development. During any one/two period all children will have the opportunity to progress through the “stepping stones” to achieve the early learning goals which are outlined in the long term plan, and are in line with the current “Practice Guidance for the EYFS” The foundation stage looks at every child as an individual with his/her own needs and welcomes the involvement of parents in their child’s learning and development journey from birth to five. The activities are planned after careful observation and assessment of the **children’s interests, progress and needs.**

## COMMUNICATION, LANGUAGE AND LITERACY

In small and large groups, children are encouraged to extend their vocabulary and fluency. Children are helped to understand that print carries meaning and when ready are actively encouraged to participate in mark-making activities to their own level. A well stocked selection of books and a library system gives every child the opportunity to become familiar with books. Staff always ensure time is given to discuss and reflect on stories read and events in the children’s lives. Regular visits from the mobile library give the children the opportunity to choose a variety of different books.

## PERSONAL, EMOTIONAL AND SOCIAL DEVELOPMENT

Children are individually supported in developing confidence, independence and self-respect. Emphasis is placed on co-operation and sharing and learning how to express feelings in an acceptable way. Staff and children thrive on a system of mutual trust and respect. Children are encouraged to make informed choices and decisions. Appropriate behaviour is always valued and encouraged. Children are encouraged to value each other’s feelings, cultures, customs and life-styles.

## PROBLEM SOLVING, REASONING AND NUMERACY

Children become familiar with basic mathematical concepts through a hands-on practical approach. Using a variety of practical maths resources and every day objects children learn to problem solve, sort, match, classify and record their findings. Mathematical vocabulary increases as children learn to identify objects by size, shape, position, volume and quantity. Familiar songs and games etc aid recognition of numbers and the chance to explore simple number operations.

## KNOWLEDGE AND UNDERSTANDING OF THE WORLD

Children are assisted in exploring their immediate environment and the wider world. Children use a range of natural and manufactured materials to observe their features and compare properties. Children gain understanding of the need to care for their environment and to appreciate the awe and wonder of the natural world. Children also explore simple scientific concepts through hands-on, practical activities.

## PHYSICAL DEVELOPMENT

A range of equipment both indoors and out, allow children to develop confident use of their bodies, co-ordination, body strength and management, agility and balance. Regular PE sessions allow children to work together and gain independence in changing ready for school. Children are also supported in the development of fine motor skills through activities such as threading and sewing to help gain the control needed to use tools and mark-making equipment with precision.

## CREATIVE DEVELOPMENT

A wide range of resources are available so children can express themselves freely. Children join in and respond to music and stories and are encouraged to perform and use their body imaginatively. A range of equipment allows for exploring the world through role-play.

After the January half term the Pre-School will provide one session per week, purely for the school leavers and this will be a little more structured.

## Starting Pre- school

You will usually have already visited Pre-School with your child for a trial morning and will be familiar with the room. Parents and carers who arrive before 9.15am wait together under the covered area by the entrance door, until a staff member opens the door. Children come into the room and find their named apple to put on the tree. A staff member records their arrival time in the register as they do this and then accept responsibility for the child.

On your first day you will have to complete a registration form and other paperwork with your child's key worker. This has all the important relevant information about your child including who can collect your child. This needs to be anyone who may collect your child on a regular basis. There may be occasions when someone is to collect your child who isn't on the list and for this there is a book by the entrance door for you to note the details. It is important to up-date this information as circumstances change as we **cannot** allow anyone to collect a child who isn't on the form or in the book.

After this, you are encouraged to stay until your child settles to play. Obviously this takes longer for some than others and you are welcome to stay for as long as necessary. When you wish to leave, please say goodbye to your child even if this may upset them initially and tell staff you are going. They will then help your child to settle. Please make a note of the telephone number of Pre-School for future reference (found on the front cover). This is for informing staff at 9am if your child will be absent or for any emergencies during Pre-School hours.

We do have a stock of spare clothing but at first you may prefer to leave a change of clothing on their peg.

Activity days such as PE, library and music will be on the newsletter and may apply to your child. All children take part in PE but **only** the "School leavers" require PE kits to change in to. Shorts, T-Shirt and pumps are usually kept in a named bag and remain at pre-school.

Your child may also like to bring in a small item from home which is placed in the 'treasure box' when they come in the room. We encourage this treasure to be relevant to our weekly display so it can be taken out and valued at the group circle time. The newsletter informs you of what the display table is each week.

Children need to feel free to explore all our activities, some of which are messy. Please dress them in suitable clothing. We encourage independence in toileting and clothing must be simple for the children to handle themselves. After entry to the session your child finds and places his/her named apple on the tree before going directly to the green mat to sit with a member of staff and the other children. The door is then locked and entry to the building can only be gained then by knocking at the entrance door.

The staff and children then sit together for registration and discuss the weather board, count the children and celebrate birthdays. Children are free to choose their activity and swap when they are ready. All the children have the opportunity and are encouraged to participate in the adult-led and evaluated activity. The activity is planned so that all the children are included at a level that they feel comfortable with. Access to the enclosed outside area is always available.

Halfway through the session the "Pre-school Café" opens for approx 15mins and the children are invited to come in for a healthy snack. Prior to snacking the children go to the toilet and wash their hands. The Café system encourages independence is therefore self service, the children choose their own fruit, butter their own bread and pour their own drinks. Help is always available. Snack time is followed by "Quiet time" when the children spend a few minutes in the book corner, looking at a book of their choice. A member of staff joins them and when all the children are ready reads a short story and/or looks at the treasures.

After "Tidy up" time and "Small group" time the session ends with singing and the handing out of treasures. A staff member will open the door at 11.45am and you must come into the room to collect your child from the mat. Please go to the activity table to see if your child has any work to take home before leaving the room. For security reasons if you wish to chat to other parents or friends please do so outside.

Staff responsibilities are constantly rotated so your child will experience different styles of presentation and skills. Throughout the year trips and events are organized and notices for these will either be in the newsletter or on the notice board.

If at any time you wish to discuss your child at length with your key worker please arrange a suitable time.

Otherwise, one member of staff will be available at the end of the session at the door for any quick comments or messages.

**We hope you and your child enjoy your time with us at Chelford Village Pre-School.**