

Stoughton Pre-School September 2012 Prospectus



Welcome to the Stoughton Pre-School Prospectus

We realise that choosing a pre-school for your child is a very important decision. Our aim at Stoughton Pre-School is to create a safe, fun and stimulating environment where we can support every child to learn and develop. At Stoughton Pre-School we promise to give your child the attention he or she needs every day to help them thrive.

We hope that this prospectus will give you an outline of what we offer. We would be very happy for you to arrange a visit to our pre-school, so you and your child can meet the staff, have a look around and ask any questions you might have.

Overview

Stoughton Pre-School is an independent sessional pre-school. The Pre-School opened in January 2012 and is registered with Ofsted and the Surrey Early Years Child Care Service. The Pre-School was awarded the rating of 'Good' by Ofsted in April 2012. The key aims and objectives for Stoughton Pre-School are to:

- provide a happy, safe and caring environment;
- work in partnership with parents;
- to give each child the opportunity to develop their social skills;
- to encourage educational development;
- to encourage respect and honesty;
- to develop good behaviour; and
- to prepare each child for school.

Outline of provision

- We welcome children between the ages of 2 and 5.
- Free provision for up to 15 hours per week for 3 and 4 year olds.
- Open Monday to Friday for 38 weeks a year during term time.
- Children can attend morning session, afternoon sessions or all day.
- Each session is 3 hours long plus an optional 30 minute lunch club.
- Registered to care for up to 33 children per session.
- Minimum staff to child ratio of 1:4 for 2 year olds.
- Minimum staff to child ratio of 1:8 for 3 and 4 year olds.

Early Years Foundation Stage

The activities at Stoughton Pre-School are planned to give attention to the six areas of learning outlined in 'The Early Years Foundation Stage' (EYFS). The EYFS is a mandatory framework for all Ofsted registered childcare providers. It was developed to ensure that all childcare services provide a safe and secure environment for children and support children's learning through carefully planned play activities that are fun and appropriate to their needs. The six key areas of learning are:

- Personal, Social and Emotional Development;
- Communication, Language and Literacy;
- Problem Solving, Reasoning and Numeracy;
- Knowledge and Understanding of the World;
- Physical Development; and
- Creative Development.

Admissions

It is the intention of Stoughton Pre-School to make our provision accessible to children and families from all sections of the community. Our admissions policy operates in conjunction with our Valuing Diversity and Promoting Equalities Policy to ensure that it is applied in a fair and unbiased manner.

- Children may attend Stoughton Pre-School when they reach 2 years of age. A child can remain with us until the term before his or her 5th birthday.
- We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also take into account siblings already attending the Pre-School and the length of time a child has been on the waiting list.
- We aim to accommodate each child from the date specified on their application form in accordance with spaces available at the time.

Registration process

- Once parents have decided to send their child to Stoughton Pre-School, they will be required to complete and sign a Registration Form, a Consent Form and the Pre-School Terms and Conditions. Applications must be accompanied by a £30 registration fee, which will be used to provide uniform items.
- A letter will then be sent confirming that your child has been registered with us.
- Parents/carers will be informed of availability during the term before their child is due to start, at which time familiarisation visits to the Pre-School will be arranged.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, but ask that children attend for a minimum of two sessions per week to ensure that children benefit from continuity and stability in their learning environment.

Settling In and the role of the key person

We want children to feel safe and happy in the absence of their parents. We believe that children cannot play or learn if they are anxious or unhappy. Our settling in procedure aims to support parents in helping their children to feel comfortable in our pre-school, to benefit from the opportunities it has to offer and to feel confident that their parents will return to collect them at the end of the session.

- During the term before a child is enrolled, we provide opportunities for the child and their parents to visit the Pre-School and we will have individual meetings with parents if

required to make sure that the transition into the pre-school is as smooth as possible for the child.

- We allocate a key person to each child and their family before a child starts. The key person will welcome and look after the child and parents at the child's first session and throughout the settling-in process.
- The key person acts as the key contact for the parents and will have links with other carers involved with the child, such as a childminder, and co-ordinates the sharing of appropriate information about the child's development.
- The key person is responsible for developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.

Typical day at Stoughton Pre-School

Whilst we have a daily routine, we like to remain flexible and regularly adapt a session to suit the needs of the children and to make the most of unplanned opportunities. A typical day, however, will be based on the time-table below:

09:00 – 09:15	Parents and children arrive and are welcomed. Parents leave the children to engage in free play. Any special notes about children are written down and staff will be available to talk briefly with parents.
09:15 – 09:30	Children and staff gather for registration.
09:30 – 11:40	Free play. The children are encouraged to explore the facilities available to them and are able to select their own toys to play with. A different adult led activity will be planned and made available each day. The outdoor play area is accessible every day, except when the weather is bad. During this time the snack bar will be open.
11:40 – 11:50	Tidy up time. We encourage everybody to help tidy toys away.
11:50 – 12:00	Circle time. Staff and children come together in each room at the end of the session to share an activity. This might be singing, story time, playing with instruments, learning the days of the week or discussion about the day. We also celebrate birthdays.
12:00	Home time. Parents come to collect the children.
12:00 – 12:30	Lunch Club children wash their hands and sit down together at the table to eat the packed lunch they have brought in. This is a social occasion and an opportunity for communication development.
12:30	Lunch Club children are collected.
12:30 – 15:30	The schedule is repeated for the afternoon session.

Opening times and fees

- Stoughton Pre-School fees are set at a competitive level in order to maintain a sustainable and well equipped pre-school setting. A standard rate of £14.50 per 3 hour morning or afternoon session will be charged for children who are not old enough to claim the Early Years Free Entitlement.
- A 30 minute daily Lunch Club is also available for children to attend which will be charged at £3 per session. Any child attending a full day must also attend Lunch Club.

- Any combination of attendance can be requested i.e. morning or afternoon only (£14.50), morning or afternoon with Lunch Club (£17.50) or a full day with morning, Lunch Club and afternoon (£32).
- Further fees and payment details can be found on the Pre-School Terms and Conditions.

Session Times	Price
Morning: 9.00am - 12.00pm	£14.50
Lunch Club: 12.00pm - 12.30pm	£3.00
Afternoon: 12.30pm - 3.30pm (Monday & Wednesday only)	£14.50
Full Day: 9.00am - 3.30pm (Monday and Wednesday only)	£32.00

Local Authority funding

- Stoughton Pre-School is approved to accept government Early Years Free Entitlement Funding for children aged three and four. This funding entitles a child to have up to 15 hours of free early years provision a week, for 38 weeks a year.
- As a general rule, children can get the free entitlement from the term after their third birthday until they either start in a reception class at a local authority maintained school or reach compulsory school age, which is the school term after their fifth birthday.
- All you have to do to claim the Free Entitlement is to complete a registration form, which we will provide, and show us your child's birth certificate or passport as proof of identity. We will then take care of the rest to make sure that everything is in place.

Any questions?

We hope that this prospectus has been useful. If you have any questions or would like further information about the Pre-School, please contact Dawn, the Pre-School Manager, on 07941 427101 or email her at dawn@stoughtonpreschool.co.uk

If you would like to register your child for Stoughton Pre-School please contact us or request an application pack via our website www.stoughtonpreschool.co.uk and we will send you the forms you need to complete. A full list of policies and procedures will be made available to all parents as part of the registration process.