

Whittington Pre-school

This prospectus is designed to give you information about our pre-school and should answer many of your questions. This should be read in conjunction with our policies, which give more detailed information of what we do.

Whittington Pre-school is a registered charity as well as a Ltd company, run by Trustee's, who are normally parents of children attending the group. All the income from fees is used to fund the groups running costs, and where possible to buy new toys and equipment. We also hold fundraising events to enable us to make major purchases of toys and equipment.

We are members of the Pre-school Learning Alliance, and as such have adopted the pre-school learning alliance constitution.

The committee endeavours to ensure that we abide by current legislation, whilst ensuring that the pre-school remains a happy, safe and beneficial place for young children to meet and play.

Whittington Pre-school has been established for over fifty years in the village and in 2007 merged with Munchkins Pre-school at Whittington Barracks, who have been established since 1997.

This enables us to remain a village pre-school and to continue to serve the community in a purposely converted building, offering facilities for children aged 2-5 years.

We hope that you and your family will feel happy at Whittington Pre-school, and that your child will soon settle into the group.

We pride ourselves in offering a safe, happy and homely environment where children can explore, create, imagine and above all learn.

If you have any worries or concerns at anytime please speak the supervisor, Jennifer Turner or a member of the committee.

Pre-school landline 01543 434371

mobile number 07952789401

email; jenniferturner@fsmail.net

Staff at pre-school

All of our staff are CRB checked and are suitable persons to be working within our setting.

Whittington Pre-school has a high ratio of adults to children in order to allow more time and attention to each child.

Many members of our staff have a number of years experience, and we aim for all staff to undertake courses run by Staffordshire Early Years Development & Childcare Partnership, Pre-school Learning Alliance training and other bodies and hold up to date first-aid qualifications. Staff training is continuous to keep up to date with current best practice. All staff have either a CACHE or NVQ qualification.

The supervisor has a level 3 qualification in children's care learning and development, level 3 teaching assistant and is currently studying for a foundation degree in early year's education.

Whittington Pre-school aims to:

- Provide high quality care and education for all our children.
- Work in partnership with parents to help children learn and develop.
- Add to the life and well-being of its local community, and offer children and their parents a service, which promotes and values diversity.
- Follow the Early Years Foundation Stage (EYFS), curriculum which covers personal, social and emotional development, communication, language and literacy, mathematical development, knowledge and understanding of the world, creative development and physical development.
- We aim to meet the needs of all of our children in our care, working with other professionals where ever necessary.

As member of Whittington Pre-school, your child:

- Is in a safe and stimulating environment.
- Is given generous care and attention, because of our high ratio of adults to children.
- Has the chance to join with other children and adults to play, work and learn together.
- Is helped to take forward her/his learning and development by being helped to build on what he/she already knows and can do.
- Has the chance to establish the basis of reading and writing through well-chosen stories, songs, rhymes and games.

- Is helped to create habits of listening, sharing and concentration and pride in their achievements.
- Has a personal keyworker who makes sure your child makes satisfying progress.

The service offered by Whittington Pre-school,

- The pre-school is open 38 weeks each year.
- We are closed during school holidays.
- We are open 5 days a week, Monday to Friday.
- We offer sessional day care between 9am – 12 noon.
- We offer a lunch club between 12 – 1pm.
- We offer afternoon sessions which can be 12 or 1pm – 3pm
- We provide care and education for children aged 2 – 5 years

Fees and Government Funding.

The fees are payable monthly in advance by cheque or cash. We would appreciate it if all fees were paid on the appropriate date for each month. Please note that full fees are payable when a child is absent due to holiday or sickness as the cost of staff still has to be met.

Parents are required to give at least one months notice for surrender of their child's place at pre-school.

Please speak to the supervisor regarding fee's and availability.

Lunch Club

We offer 'lunch club' for children, please contact the supervisor for more details. This is intended to get the children used to socialising with their peers and preparing them for school.

The club is supervised by a minimum of two staff. The daily charge is £2 per child and children must bring a packed lunch.

Healthy Snacks

Healthy snacks are provided each day for the children and are chosen from a range of fresh fruit, yoghurts, cheese, toast, raisons, bread sticks etc, milk and juice are also provided and fresh drinking water is always available.

To enable us to provide a healthy snack for your child there is a charge of 25p per day.

Please tell us about your child's dietary needs and we will make sure these are met.

Key Workers

The pre-school has a key worker system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key worker will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests.

The key worker is also responsible for working together with staff and parents to maintain records of your child's achievements and to regularly monitor and record information to support your child's development.

You are free to see these records, and are encouraged to share any information with us, which may help us to support your child's learning.

Special needs

As part of the preschool's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which your child may have.

The preschool works to the requirements of the 1993 Education Act and The special educational Needs Code Of Practice (2000).

We have two 'Sencos' at our setting, Jennifer Turner and Donna Webb, please feel free to speak to them should you require their assistance.

The Session

The pre-school organises its session so that the children can choose from a wide range of activities

A typical session will generally follow the pattern of:

- Registration
- Freeplay
- Key worker time (small groups)
- Carpet time (whole group)
- Snack time
- Free play (outdoor play weather permitting)

- Story time
- Home time

Clothing

Although the pre-school provides aprons for the children when they use ‘messy’ activities, please send your child in clothes which you don’t mind if they get messy. We do have sweatshirts and polo shirts available, (with the pre-school logo) for you to buy. Please speak to a member of staff.

All outdoor clothing and shoes must be labelled with your child’s name.

If your child is in nappies parents should supply clean nappies and wipes in a bag with your child’s name on.

We are also happy to help and support you with potty training!

For safety reasons, children are not permitted to wear jewellery in pre-school, with the exception of stud earrings. Cultural/religious requirements will be respected, but please discuss these with the supervisor. In this case the parent/carer must provide a signed waiver of liability to the pre-school.

The management of pre-school

The committee manages the pre-school. Election for the committee takes place each year at our Annual General Meeting.

The committee are responsible for:

- Managing the pre-school’s finances and arranging fundraising events.
- Employing and managing staff.
- Making sure the pre-school has, and follows policies and procedures
- Making sure the pre-school works in partnership with the children’s parents

The pre-school encourages parents to join the committee and help the pre-school in whatever way they can.

Newsletters are produced to let parents know of meetings and events, planned themes for the next half term, fundraising activities, committee activities and other information which parents should be aware of.

We also have a notice board, which is updated regularly.

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle in to the pre-school.

We have good links with our local primary school, we can arrange visits (with your permission) for the older children before they start school.

The pre-school cannot register children for infant school, this has to be done by the parents.

It is our intention to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

We respect confidentiality in the following ways:

- Parents have ready access to the files and records of their own child only.
- Staff will not discuss personal information given by parents with other members of staff except where it effects planning for the child's needs.
- Any concerns/evidence relating to the child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
- Personal information about children, families and staff is kept securely in a lockable file, whilst remaining as accessible as possible.
- Issues to do with the employment of staff (paid or unpaid) remain confidential to the people directly involved with making personnel decisions.
- Written parental permission will be sought before photographs are taken of children, either as individuals or in a group. This is normally given with the registration form, along with the emergency first aid consent form.

Complaints procedure.

We will give prompt and serious attention to any concerns about the running of pre-school. However if this does not achieve the desired result, we have set procedures for dealing with concerns.

1. Any parent who is uneasy about an aspect of the pre-schools supervision talks over their worries and anxieties with the supervisor.
2. If this does not have a satisfactory result or the problem reoccurs, the parent should then put their concerns in writing to the supervisor. Most complaint should be resolved at this stage.
3. The parent requests a meeting with the supervisor and chairperson. Both should have a friend or partner with them. An agreed record of the discussion is made.

All of the parties present sign the record and receive a copy of it. This signifies that the procedure has concluded.

4. Any complaint regarding the way in which the pre-school operates, policies or procedures should be brought to the attention of the supervisor.

5. If you are not satisfied in the handling of your complaint you can contact OFSTED at the following address:

OFSTED
Midlands Regional Centre
Building C
Cumberland Place
Nottingham
NG1 6HJ

Telephone number: **0300 123 4666**

Or alternatively you can e-mail direct to OFSTED the address is:
enquires@ofsted.gov.uk

ALL COMPLAINTS ARE DEALT WITH IN CONFIDENCE AND SYMPATHETICALLY AND ACTION TAKEN ACCORDINGLY.

PLEASE NOTE; ALL COMPLAINTS WILL BE BROUGHT TO THE ATTENTION OF THE SUPERVISOR.

A copy of all pre-school's policies and procedures are available for you to read, upon your request.

Should you require any further help or information, then please call

01543 434371 / 07952789401

Email; jenniferturner@fsmail.net

