

Kidmore End Pre-School



Prospectus for Parents

www.KidmoreEndPreschool.co.uk
Registered Charity Number 104-6030

The Parish Room
Wood Lane
Kidmore End
South Oxfordshire
RG4 9BB

Mobile Phone 07796 666713

INTRODUCTION

Kidmore End Pre-School has been thriving in the village of Kidmore End since 1983. Our sessions are held at the Parish Room, which is owned by the Diocese of Oxford. It is a small pre-school with a friendly and relaxed atmosphere. Our prime objectives are to provide a smooth transition between the home and school environment, with the safety and self-development of each individual child being paramount.

Kidmore End Pre-School aims to:

- provide high quality care and education for children primarily below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community; and
- To offer children and their parents a service which promotes equality and values diversity.

As a member of Kidmore End Pre-School, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, enhanced by our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is encouraged to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- is in a pre-school in which parents help to shape the service it offers.

THE SERVICE OFFERED BY KIDMORE END PRE-SCHOOL

The pre-school provides care and education for young children from approximately 2 years and 9 months until they start school full-time.

The pre-school is open for 38 weeks each year and we follow Oxfordshire County Council school term dates as closely as possible. Term dates and opening times are on our website.

Current opening times:

Monday to Friday: 9.00 am to 12.00 pm, to include morning snack.

Tuesday to Thursday: 12.15 pm to 3.00 pm, to include packed lunch.

This is subject to change, depending on the demand for places.

Children may attend for a combination of morning and afternoon sessions, including full days, for 2 to 5 sessions per week. All sessions are subject to availability, and sometimes it is possible to attend for more than 5 sessions per week. A full day counts as 2 sessions.

The maximum number of children at each session is fourteen.

The pre-school is regularly inspected by Ofsted, and our latest Good report is available on our website.

We are members of the Pre-School Learning Alliance (PLA).

In the event of no qualified staff being available e.g. due to sickness, it would be necessary to close the pre-school in accordance with Ofsted and PLA guidelines. Every endeavour will be made to find suitable cover, but if this is not possible then parents will be given as much notice as possible about the closure.

THE CURRICULUM PROVIDED BY KIDMORE END PRE-SCHOOL

We follow the Revised (2014) Early Years Foundation Stage (EYFS) curriculum, giving children stimulating activities that are suitable for their age and stage of development. More information can be found at www.ofsted.gov.uk

The guidance divides children's learning and development into seven areas:

The Prime Areas

- communication and language (CLL);
- physical development (PD);
- personal, social and emotional development (PSED);

The Specific Areas

- Literacy;
- Mathematics;
- Understanding the world;
- Expressive arts and design.

The individual needs and interests of each child are paramount. Progress is tracked and recorded, and their next steps are planned for using a range of play activities and opportunities to help all children to move towards achievement of their early learning goals. Parents have the chance to discuss their child's progress with staff informally at the end of every session (time-permitting), and formally at 'Parent's Consultations' which are held once a year.

Planned play activities are child-led, where the children decide how they will use the activity, or adult-led, where an adult takes the lead in helping the children to take part in the activity. In all activities, information from the EYFS and development matters are used to plan and implement activities. At the end of a session, every activity is assessed to determine what activities and equipment should be used to extend learning and development.

WORKING TOGETHER FOR YOUR CHILDREN

The pre-school has a high ratio of adults to children in the setting. This helps us to:

- give time and attention to each child;
- talk with the children about their individual interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

The staff who work at Kidmore End Pre-School are:

Nicky Liddon-Horncastle, our **Pre-School Manager**, has an NNEB (Level 3). Trained at Norland, she holds the Norland Diploma and the Royal Society of Health Diploma. She attained her NVQ Level 4 in November 2010, at which time she became the Pre-School Manager. She has been working at the pre-school since April 2002, having previously worked at St Andrews Pre-School in Caversham. She lives in Caversham and has twin daughters currently both at Exeter University.

Sue Gair is our **Supervisor** who joined in June 2013. Sue holds EYCE Levels 2, 3 & 4, Level 4 Further Ed Teaching Stages 1 & 2, A1 Assessor & V1 Verifier awards. She started her career in the WRAF, and then after thirteen years and the birth of her first son, she moved into childcare. She loves to make the children laugh and is not afraid to show her silly side.

Emma Hawker BA (Hons), **Business Manager and Registrar**. With a French and English Literature degree, Emma fell happily into publishing and worked as Editorial Manager for a Reading-based publishing company for 12 years. Pausing to raise her children, now that they are both happily ensconced at Kidmore End Primary, Emma is delighted to have joined the team at KEPS.

Sarah Cleall, Qualified Assistant, completed her QCF (formerly NVQ3) in July 2011. Sarah lives locally and has one child still at Kidmore End Primary School. She has been associated with the pre-school for many years as her 3 children all attended. During this time she was very active on the management committee, standing as Chair for 3½ years.

Jane Robinson, Pre-School Assistant, joined in September 2014, having previously volunteered with us. She obtained her QCF CYPW Level 2 in July 2015. She has 2 young children that take up lots of her time. Her favourite times at pre-school are watching the children join in with singing, dancing and playing musical instruments.

All our staff are DBS (formerly CRB) checked and have Paediatric First Aid Qualifications. All staff are encouraged to take part in further training to help them to keep up-to-date with thinking about early years care and education. The pre-school also keeps itself up-to-date with best practice in early years care and education through the PLA magazine 'Under Five' and other publications produced by the PLA, and networking with other childcare groups within Oxfordshire.

HOW PARENTS TAKE PART IN THE PRE-SCHOOL

As a member of the PLA, the pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at pre-school;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the pre-school;
- taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- joining in community activities in which the pre-school takes part; and
- building friendships with other parents in the pre-school.

The parents/carers rota

We run a helper's rota for certain sessions each week (currently all mornings). Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities. When your child starts pre-school you will be asked to help at a minimum of one session each half term. (Possibly two if your child attends three or more sessions, depending on the length of the term.) This promotes the smooth running of pre-school sessions, keeps our running costs down, and your child will love having you there. All parents/carers are required to help. If you are not able to, then perhaps Dad, a Grandparent or other relative can take your place, or if no one is available to help then you will be expected to pay a voluntary contribution of £25 per term for someone to take your place. You are welcome to bring your younger child with you when helping at pre-school. When you help at pre-school, there is a list of guidelines in the kitchen area, but please ask if you are not sure what to do. Please note that only staff may take children to the toilet, and only staff may administer first aid.

Please check the noticeboard for the Parent Help Rota and your allocated slot(s). If you are unable to make your allotted time, you are responsible for letting Emma Hawker know. **Helping at pre-school is fun and rewarding!**

Joining in

Joining the rota is not the only means of taking part in the life of the pre-school. You can offer to take part in a session by sharing your own interests and skills with the children, for example to play a musical instrument, or share a skill such as needlework, or show the children an interesting collection, or a uniform, for example if you are a police officer, fire-fighter or nurse.

THE MANAGEMENT OF PRE-SCHOOL

A parent management committee - whose members are elected by the parents of the children who attend the pre-school - manages the pre-school. We expect all parents and carers to get involved with the committee. The elections take place at the pre-school's Annual General Meeting, which is held in the Autumn each year, although from time to time members are also elected at other times of the year. The committee is responsible for:

- managing the pre-school's finances;
- employing and managing the staff;
- ensuring that the pre-school has - and works to - policies which help it to provide a high quality service; and
- ensuring that the pre-school works in partnership with the children's parents.
- ensuring compliance with OFSTED requirements and legislation relating to early years, safeguarding and childcare generally.

The Annual General Meeting is open to the parents of all of the children who attend the pre-school, and at least one parent or carer from each child's family is requested to attend. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

The committee of parents devote time and energy into making sure that the pre-school runs smoothly, to budget and to ensure that we have enough fundraising activities, to promote not only extra finance for the group, but to engender a positive contribution from all parents and children alike. There are advantages in having a parental committee, such as keeping the control of the pre-school with the parents of the children who attend, and keeping the costs down; we are a registered charity, and as such a non-profit making organisation. It is a condition of attending the pre-school that parents and/or carers make a positive contribution to fundraising events and activities. We are a small group, and as such we need support from *every* child's parents.

Members generally serve on the committee whilst they have a child or children at the pre-school, moving on when their children start school, so of course we constantly need new members. Getting involved when your child starts at the pre-school is a great way to get to know the other parents, and to have some control over what happens there.

There are a variety of positions on the committee – usually one to suit everyone! Please feel free to discuss the various roles with existing committee members, and to attend committee meetings, which are generally held two or three times a term, to get a 'feel' for how things are run before taking up a position.

Despite the fact that we now employ a Pre-School Business Manager, a parent management committee is still required, to focus on fundraising activities, and to direct the manager, who is responsible for many of the day-to-day administrative tasks.

Communication

The committee and staff communicate with parents by way of notices on the outside board, or the inside one (above the coat pegs), regular newsletters, email, text, the website and short notes if required. All notes and newsletters will be found in your child's 'pocket' inside the building; don't forget to check it every time you collect your child; he or she might also receive party invitations this way! It is important to read the communications received from pre-school, as they contain important information, such as term dates, or on a lighter note, details of outings for your child or a night out for parents.

THE PRE-SCHOOL'S TIMETABLE AND ROUTINES

Kidmore End Pre-School believes that care and education are equally important in the experience that we offer children. The routines and activities that make up the pre-school's session/day are provided in ways that:

- help each child to feel that she/he is a valued member of the pre-school;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The session

The pre-school organises its 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 indoors.

When the children arrive for a morning session, there are activities set out to keep them busy whilst everyone arrives. When all the children have arrived and the parents and carers have left, the children sit down for registration. At this time we also talk about the days of the week and the weather, count the number of children, and sing a few songs. We also give the children the chance to recognise their name in writing. After registration there is the chance for some free play and/or craft activities, and the older children often sit together to try a more demanding activity. Then the children go outside to play; unless it's raining hard we try to go outside for a few minutes at least. When the weather is fine many activities take place outside. After outside play the children come inside for a drink and a snack. Finally we all sit together for a story or two, and 'show box' time. The children may bring anything that they would like to show to the other children (although toy guns or other weapons are not encouraged). We encourage them to put it into the show box at the start of the session (to avoid mixing it up with the pre-school's toys) and then show everyone at the end of the session. If your child has a favourite book, they are welcome to bring it in for story time. We would love to read it for them, as long as it isn't too long!

An afternoon session runs along similar lines, although registration is slightly shorter, then we all have lunch together before starting the afternoon's activities. We like to take the children out for short walks when staff: child ratios permit.

Preparing for school

In the summer term before the children start at Kidmore End Primary School, they are invited to attend a session during which they do some sound recognition work (Jolly Phonics). We also make arrangements with the Primary School to take the children to the Early Years Unit for visits to familiarise themselves with the new environment and to meet the Early Years Unit staff. This has

proved to make for a smooth transition into school. (If the child already attends five sessions per week, you may be asked to ‘drop’ one of his/her other sessions, subject to demand for places.)

Snacks and meals

The pre-school makes snacks and meals a social time at which children and adults eat together. Milk or water is provided during the morning session and parents are requested to provide a piece of fruit or equivalent (i.e. raisins, carrots) for a snack (the fruit is cut up and shared). Note NO NUTS or KIWI FRUITS. Afternoon sessions begin with a packed lunch brought from home. (Please label the lunch box on the outside with your child’s name.) We aim to promote Healthy Eating and staff try to lead by example. Please do not include any sweets or fizzy drinks, and note that we operate a strict ‘no nuts’ (including pine nuts and coconut) and ‘no sharing’ policies. Do tell us about your child's dietary needs and any food allergies, *before* your child starts at pre-school. In some circumstances we may have to arrange relevant training for our staff to take place before a child with a serious allergy can start pre-school at all. Once lunch is finished, the children learn about composting and recycling, with left over items disposed of in the correct bins.

Outings

At least once a term we aim to take the children on an outing. Past outings have included visits to a farm, theatre visits, and Beale Park. Parents or carers are normally required to accompany their children on outings. Working parents should make arrangements for another adult to accompany their child; our staff do not transport the children. If you work somewhere the children would find interesting, and could arrange a visit, please let us know. We also attend Kidmore End Church for the “Little Lambs” group once or twice a term.

The pre-school maintains close links with Kidmore End Primary School and from time to time we visit the school, especially in the term before the children start school. Our sports day is sometimes held at the school, and we are usually invited to see the Infant Christmas Play.

General policies

If your child has been unwell during the night please do not send him/her to pre-school, as they will not enjoy it. With sickness or diarrhoea your child **cannot** attend the pre-school until **48 hours has passed** since the event. If they have an infectious disease such as chicken pox or rubella, you must inform us so that we can tell other parents, as live viruses can make some children very ill, and can have implications for expectant mothers. If your child is sick or has diarrhoea at pre-school we will contact you to request that you collect him or her as soon as possible.

If you are sending someone else to collect your child, you must complete the collector’s book to inform us, and the collector must sign the book when they collect your child. In an emergency situation, you must provide a description of the person collecting your child. If someone else will be collecting your children regularly, you may provide written consent (for example on your child’s admission form) then it will not be necessary to sign the book every time. We will not let any child leave the premises without an authorised adult.

Please do not bring your child into the building before the commencement of the session, as we are not insured for them until the session starts and the staff need to set up the day’s activities. We do realize that this is sometimes hard when it is raining, and we appreciate your understanding.

Please collect your child on time; children can become very distressed very quickly if their parent or carer is late. If you are unavoidably delayed please make every effort to let us know by ringing the pre-school mobile, so alternative arrangements can be made. Parents who collect their child more than 10 minutes late will be charged an additional £5 to cover the extra staff costs.

POLICIES

A copy of the pre-school's policies is provided when your child starts at the pre-school. If you would like to see a copy before this, it is available on the website to download or alternatively please contact the registrar.

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the pre-school 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.

SPECIAL NEEDS

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs that a child may have.

The pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000).

All the staff at pre-school are highly qualified and have the benefit of being parents themselves. Each staff member has a special role at pre-school, so all areas of need are covered:

Nicky Liddon-Horncastle is the Safeguarding Officer;
Sue Gair is the SEND (Special Educational Needs and Disabilities) Lead;
Sarah Cleall is the Communication, Language and Literacy (CCL) Lead;
Jane Robinson is the Mathematics Lead; and
Ruth Adams is the Equality and Diversity Officer.

FEES

Invoices are issued at half term; all fees are payable after half term. If you have any problems with this deadline please speak to the treasurer as soon as possible. For families on low incomes extra help with fees is sometimes available from the Department of Social Security, or through Child Tax Credit. Please be aware that you maybe entitled to childcare or working allowance, you may find further information with regard to this through HM Revenue and customs at www.hmrc.gov.uk/childcare or the Daycare Trust on www.daycaretrust.org.uk. Alternatively, you may contact Early Learning and Childcare for the Oxfordshire County on 01865 815630 or on the website at www.oxfordshire.gov.uk.

Your child's session fees may be funded by the Local Authority's Early Years Grant when he or she becomes eligible; at present this takes effect from the term after your child is three.

The basic entitlement per week for all 3 and 4 year olds is currently 15 hours, equivalent to 5 sessions. This does not mean that you will automatically be awarded 5 sessions at Kidmore End Pre-School. The registrar will try to ensure that children entitled to EYF receive their entitlement. Funding from Oxfordshire County Council has proved insufficient to meet the high costs of our high staff: child ratios and the costs of our Business Manager. In order to ensure that the pre-school runs smoothly, and to help meet our running costs, we are requesting a voluntary contribution of £25.00 per child per term (£75 per academic year). This will be added to your invoice each term.

Our fees for sessions not covered by the Early Years Funding from September 2016 are £15.00 per session. Additional sessions for funded children will also be charged at £15.00. We also have a lunchtime fee of £6 for those who wish to extend their morning session (this is subject to availability and is not available when the pre-school is full).

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to the manager or committee chair. For your child to keep her/his place at the pre-school you must pay the fees or we must receive nursery education funding for your child.

A big term's notice is required if you are removing your child or reducing the number of sessions attended, otherwise the relevant fees will be payable.

We ask that all parents volunteer to be the Parent Help at least 2 times a term.

STARTING AT KIDMORE END PRE-SCHOOL

Admissions policies

The pre-school is open to every family in the community: it is non-denominational. The waiting list is operated on an age and availability system with the priorities being catchment followed by siblings. Children should be registered by the half term of the term before they wish to start, otherwise they will only be accepted if there are spaces. Children generally start at the beginning of the term in which they celebrate their third birthday. It helps if children are toilet trained when they start pre-school, although of course staff are willing to remind them, and assist where necessary.

Children may start mid-term if they are old enough and spaces are available. A fee of £25 is payable on registering a child. It is not refundable if you subsequently decide not to accept a place. Unfunded children should attend a minimum of two sessions per week. Funded children are obliged to attend a minimum of three sessions per week with scope to increase to five sessions places permitting. In line with government funding, the maximum number of sessions that can be allocated to your child is five per week. Exceptionally, where there is availability, it may be possible to increase this on a term-by-term basis. Priority will be given to residents of the parishes of Kidmore End and Mapledurham; children with a brother or sister already at pre-school; age of child, date name entered on waiting list and children who hope to attend Kidmore End C.E. (Aided) Primary School. Please note that completing a registration form does not guarantee that your child will be offered a place; all places are subject to availability. Please also be aware that attending the pre-school does not guarantee your child a place at Kidmore End Primary School. All parents/carers must also complete an admission form before their child starts at pre-school. Please provide as much information as possible about your child, so that we can prepare for him or her.

Each term we run an 'Open Afternoon' for prospective children and their parents and carers to visit the pre-school and meet the staff. This will be at a time when there is no session in progress to enable the staff to give you and your children their full attention. The registrar will be able to tell you when the next 'Open Afternoon' will be held.

The first days

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 into the pre-school. The pre-school has a policy about helping children to settle into the pre-school; you will receive a copy before your child starts at pre-school.

Clothing

The pre-school provides protective clothing for the children when they play with messy activities. However, we do recommend that the children do not wear their best clothes to pre-school! The pre-school has sweatshirts and T-shirts with its logo on for sale; they are not compulsory, although the children love having their own 'uniform'. You will receive an order form when your child starts at pre-school. We do keep a supply of spare clothes in case of accidents; please feel free to send spare clothes with your child if you think it might be necessary.

The pre-school encourages children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this.

In winter, please ensure your child has a warm, waterproof coat, hat, gloves and wellies for outside play. Please do not send wellies in a plastic bag for health and safety reasons. In summer, please provide a sun hat and ensure that you have applied sunscreen to your child before the start of the session. Please label all coats, hats and boots (and any other clothing they might remove) to avoid confusion or loss.

dWe hope that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. The staff and committee are always ready and willing to talk with you about your ideas, views or questions.

A Life in Your Hands
(Dorothy Law Nolte)

If a child lives with criticism, he learns to condemn;
 If a child lives with hostility, he learns to fight;
 If a child lives with ridicule, he learns to be shy;
 If a child lives with shame, he learns to be guilty;
 If a child lives with tolerance, he learns patience;
If a child lives with encouragement, he learns confidence;
 If a child lives with praise; he learns to appreciate;
 If a child lives with fairness, he learns justice;
 If a child lives with security, he learns to have faith;
 If a child lives with approval, he learns to like himself;
If a child lives with acceptance and friendship, he learns to find love in the world.