

# Zion Community Pre-school

Frampton Cotterell



*A place to learn, a place to play, listening to what children say.*

## Prospectus

September 2016 - July 2017

# Welcome to Zion Community Pre-school

Zion Community Pre-school has a long history of providing excellent pre-school education to the children of Frampton Cotterell and the surrounding area. We are based at Zion United Church Hall on Woodend Road. We are a non domicile setting and we value and welcome everyone regardless of age, sex, race or cultural background.

The Pre-school provides a safe, secure and stimulating environment for all children and their parents/carers. We provide a high standard of care and treat all of our children as individuals, encouraging and developing children's learning through independent play and group activities. We provide a wide range of stimulating play equipment and activities appropriate to the age of the children and stage of learning and structure all of our activities around the Early Years Foundation stage (EYFS) framework. For young children it is important that they are made to feel safe and secure in their surroundings, this is aided by having a 'Key Worker' within the setting who will get to know you and your child well and build a positive relationship with you both.

We are a non-profit making organisation and registered charity 1112170. All funds are raised through fees. Grants and other fundraising activities and are put back into Pre-school. We are run by a parent committee elected each year at the Annual General Meeting. The members of the committee are all volunteers and are parents of children who attend Pre-school.

Sessions for children aged 2-5 years run Monday, Thursday and Friday 9am-12 noon and 9am-3pm on a Tuesday and Wednesday.

Parents are regarded as members of our setting who have full participatory rights. These include a right to be valued and respected, informed, consulted, involved and included at all levels.

As a community based, voluntary managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on parents and their support and commitment.

We welcome parents/carers to help during our sessions, special occasions and outings. This is a very enjoyable experience and the children really love having a parent/carer help out.

We hope your child's time with us will be a happy and rewarding one. If you have any questions/queries please contact the Pre-school Leader Carole Baldwin on 07715 467764 (term time only) or Pre-school Chairperson Lauren Poulter on 07940266391



# Pre-school Sessions and Fees

## Pre-school sessions

All Pre-school sessions are held at:

Zion United Church Hall, Woodend Road, Frampton Cotterell, Bristol, BS36 2HX.

Sessions for 2-5 year olds; 9am to 12 noon Monday, Thursday and Friday and 9am-3pm Tuesday and Wednesday.

Pre-school is open throughout the academic year with the exception of up to five 'inset days'. We are shut for all bank holidays and polling days.

Term dates for year 2016-17 are as follows;

Term 1	Thursday 1 <sup>st</sup> September 2016	-	Friday 21 <sup>st</sup> October 2016
Term 2	Monday 31 <sup>st</sup> October 2016	-	Friday 16 <sup>th</sup> December 2016
Term 3	Tuesday 3 <sup>rd</sup> January 2017	-	Friday 10 <sup>th</sup> February 2017
Term 4	Monday 20 <sup>th</sup> February 2017	-	Friday 7 <sup>th</sup> April 2017
Term 5	Monday 24 <sup>th</sup> April 2017	-	Friday 26 <sup>th</sup> May 2017
Term 6	Monday 5 <sup>th</sup> June 2017	-	Friday 21 <sup>st</sup> July 2017

## Pre-school Fees

Fees for 2-5 year olds; £13.00 per session (3 hours)

Fees are invoiced termly, in advance and payable within the first two weeks of the start of term. Prompt payment of fees is **essential** for the smooth running and operation of Pre-school. In the event of non-payment of fees your child's place for the following term may be jeopardised.

You may pay by cash, cheque (made payable to Zion Community Pre-school), through your employer's Childcare Voucher Scheme or by bank transfer. If you would like to pay with Childcare Vouchers or by bank transfer, please contact the Pre-school Clerk to make the necessary arrangements.

In case of difficulty with fees please talk to the Pre-school leader as soon as you receive your bill.

Fees are not refundable in cases of illness, holidays, absence or unforeseen closures, for example snow.

There is a charge of £15 if any cheques have to be returned to us by the bank.

If you wish to withdraw your child from Pre-school or reduce the number of sessions you are attending, 4 weeks notice is required in writing. As soon as Pre-school receives this letter we will write back and confirm your child's final day and any outstanding fees.

## Early Years Education Funding

The Government provides free part time early education for every eligible two, three and four year old through the Nursery Education Grant programme. All children are entitled to the equivalent of five sessions per week from the term following their third birthday. For example a child born in August 2013 can claim grant from September 2016 a child born in September 2013 can claim grant funding from January 2017.

At the start of each term we will ask you to sign a grant form for the forth-coming term confirming the number of grant funded sessions you require for your child. We then complete the rest of the process directly with South Gloucestershire Council.

If your child attends another pre-school setting you can split your five sessions between the two providers. If you use your entire grant funding at another setting then you will be invoiced at the start of term for your sessions with us.

If you wish to change your grant funding allocation from one setting to another then you need to give us one terms notice in writing.



# **Pre-school Logistics**

## **Staffing Ratios**

At Zion Community Pre-school we operate above the legal requirement for staffing ratios. The main pre-school sessions operate on at least a 1:6 ratio, therefore on a full session of 24 children there will be four members of staff (the legal requirement is 1:8). The maximum number of children we are able to take in one session is 24. Our minimum staffing level is 3 per session regardless of the number of children therefore on a quiet day with only 12 children we may have a ratio of 1:4.

We also have volunteer parent helpers where possible to complement these ratios. This helps us to give time and attention to each child and allow them to explore and be adventurous in safety. It also enables us to talk with the children about their interests and activities and to help children to experience and benefit from the activities we provide.

## **Key Workers**

All the children at Zion Community Pre-school are supported in developing their potential at their own pace. Our Key Worker system enables us to meet the needs of each individual child.

When starting at Pre-school, your child will be allocated a specific member of staff as their Key worker who will ensure that his/her needs are recognised within Pre-school. The Key worker will also continue to monitor his/her development and progress towards the Early Learning Goals, through observations and a Learning Diary (a collection of written and photographic evidence relating to your child). The use of photography helps capture key activities during Pre-school sessions, for example if your child builds a tower. If you object to your child being photographed please let the Pre-school Leader know.

The Learning Diary and all observations are confidential and held securely. No-one else will view your child's file without your consent.

During the pre-school year we hold three parent consultation sessions (November, February and June). This provides you with a formal opportunity to meet with your child's Key Worker to discuss your child and view your child's Learning Diary. You are, however, welcome to view your child's Learning Diary at any time, please agree a convenient time with your child's Key Worker.

Any concerns or queries you may have regarding your child's stay at Zion Community Pre-school can be discussed at any time with his/her Key Worker, the Pre-school Leader or the Chairperson.

## **Settling in at Pre-school**

A happy introduction to Pre-school is very important. The Pre-school Leader will arrange a visit prior to your child starting so that you can both meet the staff and see the Pre-school in action. We will then work with you to make sure your child feels confident and secure in the group, during a settling in period. This can take longer for some children than others and you should not worry if your child takes a while to settle. Parents are welcome to stay for as long as their child needs them. Having you there will give your child confidence in their surroundings.

At the start of each term (especially in September) we can have a number of new children starting Pre-school. We therefore limit the number of new children starting in a single session to two. This allows us to give the new children more time and attention whilst also caring for the other children. This might mean a very small delay to your child's start date – if this is likely to cause a problem, please talk to the Pre-school Leader, who will try to accommodate your needs.

## **What to Wear**

For your child to feel free to explore and experiment with all the materials and equipment we suggest he/she wears clothes that are easy to wash and not too new – paint and glue have a tendency to get everywhere on occasions! We also recommend dressing your child in clothes that they can manage themselves when going to the toilet.

Children do sometimes have accidents with water, paint etc. and although we do hold some spare clothes, you are encouraged to bring a spare set of clothes to leave with your child, 'just in case'. It would be very helpful if all clothes are named to prevent any losses. Pre-school accepts no responsibility for loss or damage to clothing.

We do also have a Pre-school uniform that consists of a blue or pink polo shirt and a blue sweatshirt or fleece. Each item is embroidered with our name and logo. Items are available to purchase at a cost of £7.65 for a polo shirt and £7.90 for a sweatshirt. A number of sizes are available- please ask a member of staff for an order form. At the start of the Pre-school term we normally have some second hand items for sale.

In accordance with the EYFS, the children are given the opportunity to use the outdoor area every day. Your child will therefore need a hat, gloves, wellington boots and a warm coat during the winter months. During the summer a sun hat is required.

## **Dropping Off and Collecting Your Child**

The doors to the foyer will be open five minutes before the start of each session, 8.55am, for drop off. When you arrive, a member of staff will ask you to sign the register. Coats and bags can be hung on the pegs in the main hall. The front door will be locked at 9.05am. If you arrive late please press the bell on the side of the door and a member of staff will come and unlock it. Please note that children who arrive after registration has started will be asked to remain in the foyer until registration is completed in order to minimise disruption.

If someone else is collecting your child at the end of the session, please tell a member of staff when dropping your child off so the details can be put in the collection book. When collecting your child at the end of the session you will be asked to sign the register once again.

If you are delayed in collecting your child please let the staff know immediately. If we have not heard from you, your child will be looked after while the person you nominated as having permission to collect your child in an emergency, is contacted. If after 20 minutes we are unable to contact you or any emergency contacts we will contact South Gloucestershire Social Services to arrange temporary care.

## **In case of an emergency**

**Please call Pre-school on 07715 467764**

# Snacks and Drinks

During Pre-school sessions all children have access to fresh drinking water.

In addition the 'snack bar' is open from 10.15am – 11am. The snack bar idea encourages children to make decisions and encourages independence by allowing children to choose when they want to have a snack. The snacks are all healthy options and the children decide what they would like from a selection table before sitting down and enjoying their snack, we ask each child to provide one healthy snack item a week and we pool all these items together and share amongst the children for the week. Examples of healthy snacks include: bread sticks, malt loaf, fruit, vegetables, yoghurts etc. At the same time all children are offered a carton of milk or drink of water.

We do not allow children to bring their own drinks unless for medical reasons. In our experience children who would not normally drink water or milk are happy to do so when those are the only options on offer.

We are able to accommodate children with special dietary requirements and the member of staff or adult helper supervising the snack bar can ensure children with allergies do not pick an unsuitable item. Special dietary needs and allergies should be clearly stated on the child's registration.

# Typical Pre-school Day

Pre-school provides a safe, happy and stimulating environment where children have the opportunity to learn through play, enjoying the company of other children and meeting adults from outside their family. They may choose from a wide range of activities to enable them to develop at their own pace, grow in self confidence and gain independence in readiness for the time ahead at Primary School.

At the start of each session children meet together on the rug for register and to hear about the activities planned for the day. The morning then starts with a period of free play where a number of different activities will be available for the children. The snack bar is open from 10.15am -11am. The second half of the session will normally include some structured group activities such as singing, dancing, group games and reading. These activities may involve the whole group or smaller groups. During the session children also have the opportunity to play outdoors in the garden. At the end of the session the children gather together as a group to put their coats on and wait to be collected.

# Pre-school Activities

## Painting and drawing

Children paint freely and are not limited in the number of paintings they do. There are paints, large sheets of paper and an easel. Children are not shown how to paint and at first, may simply want to cover the paper with colour. When they have more experience they may begin to paint and draw houses and people. They should not be urged to reach this stage too quickly.



## **Water**

Children find water fascinating and they need to get soaked in the process. Plastic aprons are provided. Play can be experimental – studying what the water does when it is poured, splashed or dripped. Water is also soothing to the excited child and is a safe outlet for any aggression. In using sand and water, children gain ideas about weight and volume.

## **Sand**

Dry sand, like water, is soothing. Wet sand can be moulded and controlled. Very wet sand, like mud, can be squeezed and squashed.....most children welcome and need the opportunity to be messy in some way.

## **Books**

Children love books. At Pre-school we have a range of age relevant books with stories and pictures. Books are available for them to look at and handle, and for adults to read and talk about. Enjoying books in this way will foster the growth of their imagination and develop in them a love of language that will encourage them to want to read for themselves later. Every year we celebrate National Book Day and we also invite a number of visitors from the local community to come in and read stories.

## **Jigsaws**

We have a range of jigsaws at varying levels and we let children take the lead using them to help stretch and challenge children. Jigsaws are a very important part of a child's reading development.

## **Music**

We offer opportunities for children to share in the enjoyment of singing, movement, reciting rhymes and finger plays. Every-day sounds are a vital part of the young child's world and he/she is encouraged to explore sounds, to listen and to experiment.

## **Climbing Frames**

Children need the challenges, daring and joy of running, jumping, climbing, balancing, throwing and perhaps catching. Pre-school tries to provide an environment in which children's physical needs can be fully extended rather than suppressed. By using these and other physical play equipment children not only strengthen their muscles and learn control over their bodies, but they also develop the skills of judgement and decision making. At Pre-school we have a range of both indoor and outdoor equipment and always provide some physical activity within our pre-school day regardless of weather.

## **Dough**

Depending on the recipe used dough can take many forms. It can be stretchy or firm, pliable or crumbly, but the different properties it demonstrates encourage the children to experiment and use their sense of touch. Playing with dough can be a group activity or one child on his/her own can enjoy it. All that is necessary for good dough play is plentiful supply of dough and the freedom and time to explore its possibilities. We also ask the children to help us make the dough.

## **Junk and Collage**

These cutting and gluing activities may be messy but they give children the opportunities to experiment. They help children to learn about shapes, textures and colours and at the end the result may not look much to the adult but it is the fun and experience that the child has had in creating his /her "masterpiece" that is really important.

## **Role Play Area**

This is an area set aside in Pre-school for children to act out imaginary situations based on real life so they can explore and begin to understand new emotions and have some insight into other peoples' feelings and behaviour. Various props and items of furniture, together with dressing-up clothes of the right size, are arranged here.

## Information Technology

Information Technology is becoming a bigger part of everyday life. We use Information Technology in a variety of ways i.e.; washing machine, microwave, kettle and toaster. We already have an extensive range of equipment in our role play area. We also have laptop computers for use during the session.

## Other Activities

Your child may also have a chance to experiment with clay, construction toys, woodwork, gardening and cookery. We also use Nature and Interest Tables that will help them form ideas about the world around them. Children gain in skills and understanding through their play sessions especially when they are able to share their enjoyment with adults and to talk about their discoveries. At Pre-school, children are not taught but learn at their own pace, in their own time.

## Outings and Visits

When registering your child at Pre-school you will be asked to sign an outing form. This will give us permission to take your child off site during a session. We plan a number of visits and trips during the year. Advanced notices given on the notice board in the foyer and parents are usually asked to come along and help. These trips do not involve any transport and are all within the very local area. Children are always back at Pre-school ready to go home at 12 noon. Examples of these trips include a visit to Watermore Primary School to see their Christmas production or to play on their timber trail, or perhaps a trip to the shops to buy ingredients for cooking. Parents have the option to not give permission for these trips and in this case the child would remain behind with a member of staff.

Once a year, normally in July, the Pre-school Committee organises an outing. This event runs in place of a Pre-school session and parents/carer are required to attend to take responsibility for their child during the trip. In previous years we have visited Noahs Ark and Puxton Park.

## How Parents Take Part in The Setting

Our setting recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents. By exchanging knowledge about their childrens needs, activities, interests and progress with the staff, helping at sessions of the setting, by sharing their own special interests with the children and helping to provide, make and look after the equipment and materials used in the childrens play activities. Parents can also take part by being part of the management of the setting and by taking part in events and informal discussions about the activities and curriculum provided by the setting. By joining in community activities in which the setting takes part and building friendships with other parents in the setting.

## The Family Rota

A partnership between home and Pre-school is very important and supports your child's learning. We welcome family members (Parents, Grandparents, Aunts & Uncles etc.) to this great opportunity to see your child learning through play. This can be a very enjoyable experience for both adults and children. A 'family rota' is displayed on the notice board. Please fill in your name if you are able to help. Ideally, we would like a family member to help out at least once a term. If you cannot support a whole session please don't be put off from helping. In addition, when we plan outings, we always require additional helpers so perhaps you could support us in this way. Please note: for insurance reasons you are not able to bring other children or babies with you.

# Communication

Good communication between Pre-school staff and parents is very important. All members of staff are always available after the Pre-school session to talk when required. In addition, each child has a communication folder used to store newsletters and other information. The folders are put out in the foyer when they have something in them. Please check your folder and remove items to take home and read. In the foyer we also have a notice board, it is important to check this regularly for updates and reminders.

## The Pre-school Curriculum

### Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make the progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. We use observations that have been carried out on the children to plan experiences that they are interested in.

## The Early Years Foundation Stage – Children’s Development and Learning

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe.

### There are four themes in the EYFS

<b><u>Unique child</u></b>	Every child is a unique child who is constantly learning and can be resilient, capable Confident and self assured.
<b><u>Positive Relationships</u></b>	Children learn to be strong and independent through positive relationships.
<b><u>Enabling Environments</u></b>	Children learn and develop well enabling environments in which their experiences Respond to their individual needs and there is a strong partnership between Practitioners and parents and carers.
<b><u>Learning and Development</u></b>	Children learn and develop in different ways. The EYFS framework covers the Education and care of all children in early years provision, including children with Special education needs and disabilities.

Practitioners foster the characteristics of effective early learning which move through all areas of learning, playing and exploring, active learning, creating and thinking critically.

The areas of learning and development are divided into prime areas and specific areas.

### **The prime areas comprise of;**

#### **Personal social and emotional development**

Making relationships, self confidence and self awareness, managing feelings and behaviour.

#### **Physical development**

Moving and handling  
Health and safe care

#### **Communication and Language**

Listening and attention  
Understanding  
Speaking

### **The specific areas comprise of:**

#### **Literacy**

Reading  
Writing

#### **Mathematics**

Numbers  
Shape, space, measures

#### **Understanding the world**

People and communities  
The world  
Technology

#### **Expressive arts and design**

Exploring and using media and materials  
Being imaginative

## Meet the Pre-school Staff

### **Carole Baldwin – Pre-school Leader**

Mrs Baldwin attends all Pre-school sessions. She has been working with children for 25 years and has been at Zion Community Pre-school for 11 years. Mrs Baldwin meets the statutory requirements with a level 3 NVQ in Child Care Education. She is also trained in Safeguarding children and First Aid.

### **Natalie Halsall – Deputy Leader**

Mrs Halsall has been with the Pre-school for 18 years. She meets the statutory requirements with an NNEB. In addition, Mrs Halsall is our Special Educational Needs Co-ordinator and is responsible for Behaviour Management. She is also trained in Safeguarding children and First Aid.

### **Caroline Hendy - Pre-school assistant**

Miss Hendy has been working at Zion Community Pre-school for over 13 years. She is a Level 3 qualified assistant and has worked in other settings, therefore, offering a great deal of experience.

### **Charlotte Baldwin – Pre-school assistant**

Miss Baldwin has been working at Zion Pre-school for several years, starting as a volunteer, leading dance sessions with the children. During her studies to become a dance teacher, Charlotte has learnt about physical development of young children. She is currently working on her apprenticeship for a level 3 childcare qualification.

### **Ellen Halsall – Pre-school assistant (Bank Staff)**

Miss Halsall has been with us since 2013; firstly as a college student then continuing as a volunteer until beginning work as bank staff in 2015.

### **Rebecca Meacham – Pre-school Clerk**

Mrs Meacham is the Pre-school Clerk and joined us in February 2011. Mrs Meacham helps with the administration and financial side of Pre-school supporting the Pre-school leader, Treasurer and Chairperson. She has three young daughters.



## **Pre-school Policies**

The Pre-school operates according to our policies and procedure. A copy of our policies and procedures can be found in the foyer or if you would prefer your own copy one is available on request. These policies cover all areas of Pre-school from health and safety to child protection and what to do in an emergency.

## **Equal Opportunities and Inclusion**

We believe that no child, individual or family should be excluded from Pre-school activities on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We also aim to ensure that all who wish to work in, or volunteer to help with our pre-school have an equal chance to do so.

Our policies and procedures help is to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and his/her parents.

The staff and parents of the setting 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 setting to provide a quality service for its members and the local community.

## **Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## **Special needs**

As part of the setting's policy to make sure that its provision meets the need of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Co-ordinator is Natalie Halsall.

## **Sun Cream**

Staff are not allowed to apply sun cream. Please ensure you apply sun cream to your child before they come to Pre-school during the summer months.

## **Sickness**

Please do not bring your child to Pre-school until 48hrs after the last event of sickness or diarrhoea. Please also make Pre-school aware if your child catches an infectious disease such as chicken-pox, mumps or slapped cheek, we can then make other parents aware.

## Pre-school Committee

Zion Community Pre-school belongs to the families that use it. A parent management committee – whose members are elected by the parents of the children who attend the setting – manages the setting. The elections take place at our Annual General Meeting (usually in September).

The committee is responsible for managing the settings finances, employing and managing the staff, making sure that the setting has and works to the policies that help it to provide a high quality service and to make sure that the setting works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming years plans.

The committee consists of Chairperson, Treasurer, Secretary and up to nine other committee members elected each year at the Annual General Meeting. We can also co-opt up to three additional committee members following the AGM.

A list of the current Committee Officers and general members is displayed on the Pre-school notice board in the foyer.

If you are interested or thinking about becoming a Committee Member and would like more information, please call Lauren Poulter on 07940266391. It's a great opportunity to get to know other parents and meet staff in a different setting.



## **Complaints Procedure**

If you have any concerns or worries please, in the first instance, approach the Pre-school Leader Carole Baldwin.

If Carole is unable to help, you should refer the matter to the Committee Chairperson, Lauren Poulter.

As a last resort you should contact Ofsted. The Ofsted telephone number for parents if they have a complaint about a setting is: 0300 1234666.

Any complaint should be put in writing to:

**Ofsted**  
**Royal Exchange Building**  
**St Anne's Square**  
**Manchester**  
**M2 7LA**

## **And Finally**

We hope you have found our prospectus useful and informative. Please feel free to contact us if you require additional information or if you would like to arrange a visit.



Pre-school – 07715 467764 (term time only)

Lauren Poulter – 07940 266391