

The Institute, Main Road, Brailsford, Ashbourne.  
07779 954920

Welcome to Brailsford Pre-School. The information in this pack will give you details about how we hope to provide an enjoyable and educational experience for both you and your child/children. We recognise that parents are the first and most important educators of their young children. Therefore we aim to work in partnership with parents to ensure that each child reaches their full potential whilst having a fun time and becoming sociable and confident in their surroundings.

Our aims are:

- To enhance the development and education of children under statutory school age in a parent-involving, community-based group
- To provide a safe, secure, stimulating and friendly environment in which each child is able to develop physically, intellectually, emotionally, socially and spiritually at their own pace
- To work within a framework which ensures equality of opportunity for all children and families

We offer your child:

- A specially tailored curriculum leading to approved learning outcomes
- Individual care and attention made possible by a high ratio of adults to children
- Fun and friendship with other children and adults
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress

Our Pre-School offers 30 places for children below school age and over the age of 2 years. We meet at the following times during term time:

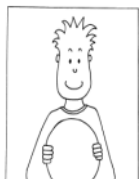
Monday	9.15am - 11.45am
Tuesday	9.15am - 12.15pm
Wednesday	9.15am - 12.15pm
Thursday	9.15am - 12.15pm
Friday	9.15am - 11.45am





### Knowledge and Understanding of the World

We allow children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities. Children are helped to explore and understand their environment both within the group and also in the wider community by being encouraged to talk about their family, visits and special events. They are helped and encouraged to use various techniques, tools and construction materials to build representational models.



### Physical Development

A range of equipment and opportunities allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to develop their skill and control in moving, climbing and balancing. Music and movement sessions help them to become aware of the space around them. When the weather permits, the children have access to a fenced outdoor area.

The children are also supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.



### Creative Development

Children are encouraged to use a wide range of resources in order to express their own ideas and to construct their own models in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded materials allows the children to explore colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with stories and there are many opportunities for imaginative role-play, both individually and as part of a group.

### ADMISSIONS

We have 30 places available for each session. The following criteria for admission will apply in order of preference:

- Children over the age of four years who are entitled to an Early Years Grant will receive first priority
- Children over the age of three years who are entitled to an Early Years Grant will receive second priority
- We shall then try and accommodate the requirements of children between the ages of 2 and 3 depending on the number of places available.

You should see the Supervisor as soon as possible if you wish to increase the number of sessions your child attends, so that we can continue to prioritise fairly.

## STARTING PRE-SCHOOL

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre-school staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others, and parents should not feel worried if their child takes a while to settle.

In order to feel free to become fully involved in the groups activities it is best to send children dressed in clothes which are easily washable or not too new. Simple clothing will enable them to go to the toilet when they want to and encourage independence.

## ARRIVAL/COLLECTION PROCEDURES

On arrival please make sure the member of staff on the registration desk knows your child is there before leaving him/her. Please arrive in good time to collect your child and always let a member of staff know if someone else is to collect your child.

Please remember to use caution when arriving and leaving the car-park as young children are around. Remember to hold your child's hand and not let them run free.

## INJURIES

All previous injuries to your child must be reported to a member of staff when dropping off your child in the mornings. This information will be entered into a book. Likewise, we will inform you of any injuries your child has at Pre-School.

## THE PRE-SCHOOL ROTA

Research shows that children learn better when their parents are involved. Our rota system involves parents in helping in the pre-school on a regular basis. This helps to maintain the high ratio of adults to children and it also gives parents the opportunity to take an active part in the group, to see what happens there and to talk about it afterwards with their child. We ask all parents/carers, where possible, to help at two sessions every half term. Each half term's rota is placed on the notice board in the foyer for you to fill in. Also on the notice board, is a list of duties for parent helpers - please ask a member of staff if you have any queries.

For insurance purposes we cannot allow children under the age of 2 years to accompany parent helpers at the group. Therefore, if you have younger children you may find it difficult to help out at Pre-School but Grandparents, Aunts, Uncles and childminders are also welcome.

## MANAGEMENT AND ADMINISTRATION

### DECISION MAKING

Pre-school is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group. The committee is responsible for reviewing both policy and practice, for the employment of staff, and for setting fees. Our Annual General Meeting is held at the beginning of the autumn term, and parents are welcome and encouraged to join the committee at any time.

### POLICIES

All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome. On the notice board is a copy of our policies and procedures covering the following areas: Settling In, Special Needs, Health and Hygiene, Equal Opportunities, Child Protection, Behaviour Management, Safety, Parental Involvement, Confidentiality and Complaints Procedure.

### FEES

Fees are £6 - £6.50 per session, payable half-termly in advance. Fees continue to be payable if a child is absent without notice or for a short time. In cases of prolonged absence, parents should consult the committee about fee payment. Each child's attendance is conditional upon continued payment of any necessary fees and/or presentation of grant funding. From the term after your child is three years old, he or she will be entitled to a "funded" place at pre-school. You will be asked by a member of staff to fill in a form so we can claim the funding of your child's place from the local educational authority.

Pre-School also requires a small amount of money to cover your child's morning snack. You will be invoiced this at the beginning of each half-term.

### SPECIAL EDUCATIONAL NEEDS

Each child is encouraged to progress at his/her own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We work in close liaison with professionals across the range of special needs. If you would like to discuss Pre-School's ability to meet your own child's special needs, please talk to our Special Educational Needs Co-ordinator.

## STAFFING

### ADULT RESOURCES

Our high ratio of adults to children allows us to devote individual attention to the needs and development of each child.

The regular staff in the group are:

Jane Smith	Supervisor	NVQ III Childcare & Education Early Years & Childcare Partnership Courses
Denise Morley	Assistant Supervisor	NVQ III Childcare & Education Early Years & Childcare Partnership Courses
Kirsty Horton	Assistant	NVQ III Childcare & Education Early Years & Childcare Partnership Courses
Carole Gillard	Assistant	NVQ III Childcare & Education Early Years & Childcare Partnership Courses
Sally Smith	Assistant	BTEC Early Years & Childcare Partnership Courses

### TRAINING

Our membership of the Pre-School Learning Alliance (PLA) ensures that we are constantly in touch with new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up-to-date information, and have access to a range of professionally produced publications. Parents may ask to see any of these. In addition, on-going training is available through the Early Years and Childcare Partnership

### RECORD KEEPING

We use a "keyworker" system where each child is assigned to a particular member of staff for assessment. These assessments are completely informal and you will be given more information about your child's keyworker and the assessments when you register with us. All assessments and records are, of course, confidential but parents are welcome to ask to see them at any time. We hold Parents Evenings throughout the year, but you are always welcome to come to the staff at any time to discuss any matters concerning your child.

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We hope your child's time at pre-school will be a very happy and productive one. If you have any queries or if we can be of any help, please contact the staff/committee at any time.