

Brailsford Pre-School



A nurturing environment to play, explore and learn

PROSPECTUS

2016/2017

www.brailsfordpreschool.co.uk



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Dear Family

Welcome to our Prospectus

Thank you for your interest in Brailsford Pre-School. This information has been put together for prospective families to find out more about our setting.

Brailsford Pre-School has been at the heart of the community for over thirty years welcoming children from Brailsford and the wider area and providing a caring, nurturing environment for under 5's. As a charity we aim to be inclusive and to keep our fees at a minimum to allow as many children as possible to participate.

We welcome families to visit us during session and find out more about what we have to offer. Please just ring or email to make a visit appointment.

If you have further questions not answered by our prospectus, or you want to have a general chat about our Pre-School, please don't hesitate to get in touch.

We look forward to welcoming your child and making their time with us special, full of learning, and above all fun.

Kind regards

The Team at Brailsford Pre-School

Our Objectives

At Brailsford Pre-school we strive to create a warm and stimulating environment where learning is fun. We engage in activities that promote and extend children's curiosity and awareness of their world. We know that children learn through play so we give them lots of opportunity to do just that using all of their senses to fully experience everything around them. We encourage children to grow in confidence, self-esteem and independence. We treat each child as an individual who has needs that should be met in an atmosphere that celebrates diversity. We will nurture your child's social and emotional skills. We want children, parents and staff to learn together and for all to develop to their maximum potential.

Aims:

To provide a fun learning environment where every person matters. To ensure children feel safe and secure in our care. To enable children to form positive and trusting relationships with their peers and with adults. To provide experiences for children to explore and learn from. To provide a range of learning opportunities which support the development of each individual child. To ensure children, staff and parents have a good understanding of healthy lifestyles. To work with parents and carers and value their contribution. To promote a brighter future for us all by developing the potential of the children, parents, staff and community.

What parents liked best about Brailsford Pre-School:

"The settling in process was brilliant and we both felt at ease quickly, we had never left her before with anyone so it was a huge relief to see such welcoming staff and she now skips to and from pre-school. My daughter has come on in leaps and bounds since attending and it's lovely to see her coming home so happy. Highly recommend this setting"

Claire, Mum to Katie

"My 5 year old attended this lovely pre-school for 2 years prior to starting school. Our experience of the SEN care given to our child has been excellent. I cannot recommend this setting highly enough; they did so much to help him in every way, making the transition to school much easier."

Jane, Mum to Jonathan and Sophie

"What I found exciting was the mornings when Oscar would just romp through the door and he was in his comfort zone, holding nothing back. Engaging with the other children in big imaginative games and showing enthusiasm for the morning ahead. It made me feel very proud of him to see him so happy and independent."

Jenny, Mum to Oscar

The Early Years Foundation Stage

The Early Years Foundation Stages is a framework for learning, development and care for children from birth to five.

Play is vital for children. It is through play that babies and young children learn, grow and have fun. It helps them to understand the world around them and to develop socially and emotionally. Singing songs, reading together, playing games with letters and numbers, and having fun with friends gives them a head start.

We aim to ensure each individual child is learning through high quality play, that's tailored to them, so they develop at their own pace, having fun, making friends and learning all the time. They become confident, secure children who, when the time comes, are better prepared for school. Not pushed, not pressured, but ready to reach their potential.

How does the Early Years Foundation Stage work?

The EYFS has been developed with parents, carers, early years and childcare providers and academics. It brings together their experience in a clear, straightforward way.

The child is at the centre of the Early Years Foundation Stage. The people who work with your child will pick up on their interests and abilities, and build on them through play.

They will think for instance, about fun ways to help them develop their language skills, their creativity and about what will encourage them to take on small challenges.

All the while, they'll make sure that each child in their care is getting the support they need, and above all is enjoying learning through play.

How do you know how your child is doing?

First and foremost we will tell you! We will give you informal feedback on what has happened in session whenever we can, for example what your child has enjoyed and anything they may have achieved. This is also your opportunity to ask any questions about their day. We also hold regular parents consultations, giving you the opportunity for a more in-depth discussion.

Secondly, we make many observations on your child throughout their time with us. We take photographs, make notes, keep special pieces of work and collate all of this information into a learning journey. This very special document is the story of your child's development and will be yours to keep when your child leaves. Not only is it a super record for parents but it helps us show that your child is on track in terms of their personal development and shows us how the activities we plan for your child continue to contribute to their progress.

Educational Programme Policy

Areas of Learning and Development

At Brailsford Pre-school we take into account that all children are individuals with their own characteristics and temperament. All children develop and mature at different rates making their progress unique to them. We concentrate on providing learning opportunities on the three prime areas as laid out in the Early Years Foundation Stage (EYFS)

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

In addition to this we plan more specific areas of learning opportunities in

- Literacy
- Mathematics
- Understanding the world
- Creative and Expressive Arts

In reality, we plan and provide so that children will usually experience learning across many strands during a session with us, and different children may take away completely different experiences from the same activity.

We provide a wide range of resources and activities for children to choose from.

Parents can find more in depth information about the EYFS areas of learning and the broader framework by asking the Manager for a copy of the parent's guide to the EYFS. A link to this document can be found on our website and a copy is always available on the parent notice board.

Unique Child

We understand the processes involved in children's growth, development and learning, acknowledging that this is a process which cannot be rushed. Children are supported by practitioners to develop a positive sense of their own identity and culture; this enables them to develop a positive self- image entitling them to enjoy a full life which helps them to take part in society. Practitioners recognise and praise effort as well as achievement so that all children develop positive attitudes to themselves as learners. When children receive warm, responsive care they are more likely to feel secure and valued and to want to contribute to making the rules which make things 'fair' for everybody.

Positive Relationships

Parents are children's first and most enduring educators. When parents and practitioners work together at Brailsford Pre-School, the results have a positive impact on children's

development and learning. Parents are invited to add to planning by informing practitioners of their child's current interests, visits or events verbally or by returning our regular written requests for updates. Children feel a sense of belonging when their parents are also involved within the Pre- School.

Effective Teaching

Teaching means systematically helping children to learn so that they make connections in their learning, are actively led forward, and can reflect on their learning. The more practitioners know about each child, the better they are able to support and extend each child's learning. Children need and will respond positively to challenges if they have a good relationship with the practitioner and feel confident to try things out. They shouldn't fear failure or ridicule. Practitioners who really know the children are able to judge when they are ready to be taught new skills.

Practitioners make time to really listen to children's views and act on them even when they do not match their own, identifying the right moment to intervene and move children's learning on, by perhaps joining in or asking a question.

Observation, Assessment and Planning

Children are individuals first, each with a unique profile of abilities. Schedules and routines flow with the child's needs. All planning starts with observing children in order to understand and consider their current interest, development and learning. At Brailsford Pre-school we always follow the same pattern of planning- observe, analyse, and use what we have found out about the children so that we plan for the next steps in their learning. Each child's learning and development is recorded in a 'Learning Journey' file which parents and children are welcome to contribute to as well as other practitioners from other settings. Every child's learning takes a personal path based on their own individual interests, experiences and the educational programme on offer.

Enabling Environments

The environment supports every child's learning style through experiences and activities that are challenging but achievable. Children benefit from direct personal participation of activities including those which are predictable, comforting and challenging. Brailsford Pre-school offers a rich and varied environment which supports children's learning and development. We organise our room to provide distinct areas, areas that enable children to explore what they can do physically and cosy areas where children can be quieter or just relax.

Learning and Development

Children's play reflects their wide ranging and varied interests and preoccupations. Play with peers is important for children's development for both their social and emotional well-being.

Children need time to process their thinking, reflect and modify their learning whether indoors or outdoors to enable them to begin problem solving and making their experiences meaningful. When children have opportunities to play with ideas in different situations and with a variety of resources, they discover connections and come to new and better understandings and ways of doing things. Learning and development will be facilitated through the use of flexible resources, and sensitive intervention of a knowledgeable practitioner.

At Brailsford Pre-school play is valued and is seen as an opportunity for children to rehearse, reorder, and develop ideas and experiences, enabling them to gain the necessary skills required for their future economic well-being. We recognise that children learn through active participation by being engaged with other people, objects, ideas and events for sustained periods of time. As active learners children need to have some independence and control over their learning to keep their interest and to develop their creativity. As children become absorbed in finding out about the world around them through their explorations, investigation and questions they feel a sense of achievement and their self-esteem and confidence grows. As children grow in confidence they learn to make decisions.

Our Day and Our Environment

Our typical day follows a familiar outline that gives the children a sense of stability and enables us to provide a wide range of activities including lots of free choice in what they do, alongside adult led activities and plenty of time outdoors. Our day is fluid and we deliberately retain a degree of flexibility to allow us to be responsive to the needs and requests of our children.

Although no two days are the same a typical day might look like this. Children may be involved in some or all of the following activities depending on their preferences.

9:15 arrive, free play

9:30 get set go - wake up time, lots of crazy moves choreographed by our pre-schoolers!

9:40 free play, construction activities, imagination activities, messy play, creative play, physical play, mark making, numeracy and literacy activities, ICT activities, home corner - or whatever is requested! Adults join in the play helping the children realise new scenarios, tackle problems, and increase their vocabulary and other types of communication skills.

10:00 Wash hands, rolling snack time, children eat in small groups avoiding interrupting play

10:30 Adult led activities, sometimes by age group/free play also continues

11:00 Outdoor activities

11:40 Story Time

11:50 Tidy up Time

12:00 Group activity such as music

12:15 Time to go home

We regularly talk to the children and their families to understand their changing interests which are then reflected in the activities we offer each day. Children are encouraged to choose their own activities and to join in with group activities, but they are never rushed and they are always listened to.

We use loose themes that allow us to build activities that continue to meet the needs of individual children. Our activities such as crafts and role play develop organically over a period of time allowing children to consolidate their learning and grow in confidence as they alter, improve and find new ways of doing things.

We provide a quiet area for resting and relaxing that children may use if they wish.

We always welcome feedback from children and their families about activities they have liked or disliked and we plan our time to accommodate our children's preferences. We aim for a wide range of activities to suit all age groups and abilities.

One of the expectations of the Early Years Foundation Stage is to provide access to outside for all children at all times. At Brailsford Pre-School our rooms are positioned in such a way that this can be difficult depending on staffing and the weather so there becomes occasions when free flow access to outdoors is not possible. We do however aim for outdoor play every day in all but the most extreme weathers. All children need to bring suitable outdoor clothing each day. One of the advantages of our large indoor space is that we do have room for lots of physical activity inside. This academic year we have focused on our outdoor resources and how we make the most of outdoor play.

Your Child's Keyperson

A keyperson has special responsibility for a particular child. The keyperson will work with the child and his/her parents/carers to ensure the child's care and educational needs.

Ideally the keyperson should stay with the child throughout his/her time at Brailsford. However because of working patterns it is not always possible to retain the same keyperson. The child is allocated to a member of staff who attends most of the child's sessions.

Main duties of a keyperson

- To provide for the emotional needs of the child, to comfort and reassure
- To care for the child
- To contribute to and ensure that our provision takes into account each child's race, culture, religion, language and family values.
- To liaise with parents/carers
- To observe the child's progress and with parent's/carers permission, keep records of their child's interests and development
- To meet the parents/carers at the beginning and end of each academic year and at other times when required.
- To be available to speak to the parents/carers at the beginning and end of sessions.
- To liaise with the other settings on the progress and the welfare of the child.
- If necessary to liaise with the allocated member of staff who is responsible for Child Protection.
- To liaise with the parents/carers and Special Education Needs Co-ordinators if there is any concern such as language, hearing or other areas.
- The keyperson will ensure parents/carers are always contacted about any concerns involving their child.
- The keyperson will respect confidentiality

The key worker is always aware of being a member of the Brailsford Pre-School team of staff and will work with, care for, look after and be responsible for other children attending sessions in addition to his/her key children.

If you have any queries or concerns about our keyperson scheme please speak to the Manager or Deputy Manager.

Hours and Sessions

Brailsford Pre-School follows the Local Authority School term and is open five days a week from 9:15am to 12:15 pm, and to 4pm on Tuesdays and Wednesdays.

Changing hours policy

Each term your child attends Brailsford Pre-School you will be asked your preferred sessions, and we will then do everything we can to provide these. Occasionally we may be unable to meet your chosen days; in this case you may be offered alternative days or asked if you would like to be put on a waiting list.

Extra sessions: If you need to book occasional extra sessions for additional childcare needs such as appointments or emergencies, this may be possible according to our availability and at the discretion of the manager.

Fees Policy

Standard Fees

Each three hour session at Brailsford Pre-school is charged at the following rates:

- £12 per three hour session

Government Funding

The term after their third birthday, children become entitled to 570 hours over a period of 39 weeks a year (which is 15 hours per week, less a total of 5 inset days). Brailsford Pre-School will give you all the forms you need and the funding will come straight to us.

Some two year olds may be entitled to 15 hours funding per week if their household income is less than £16,900 or they are in receipt of certain benefits.

Vouchers

We accept all types of childcare vouchers. If we are not registered with your employers scheme you will need to provide us with the name of the scheme so we can do the necessary enrolment.

Contract

Once you have agreed hours for the term you will be expected to pay for and attend those sessions you have requested. We will always do our best to accommodate any changes in circumstance but we can not issue refunds for any reason apart from extended illness.

Invoicing and Payments

Invoices and statements of account will be distributed at the beginning of each half term.

Payments

Payments should be made within two weeks of the issue date on the invoice. Payment instructions can be found on the invoice. Our preferred method is by BACS . If you are experiencing difficulty with payments please speak to our Manager. We accept all types of childcare vouchers so do check whether your employer offers this benefit as you could be saving around 20% on your childcare bill.

Leaving

If your child is leaving Brailsford Pre-school four weeks written notice must be given to the Manager. For government funded children transferring to another setting please refer to the Local Authority guidance.

Food at Brailsford Pre-School

Snacks

Children are provided with a mid-morning snack. This is usually fruit or vegetable based sometimes with yogurt, breadsticks or another healthy choice. We want snack time to be a social occasion so staff sit with children at their tables to talk. A drink of either milk or water is offered. We encourage children to self-select their own food choices and pour their own drinks.

Water is available throughout the session and children are encouraged to bring in a clear water bottle with their name on to drink from whenever they wish.

Lunch Club

We run a lunch club on Tuesday and Wednesday from 12:15 – 1:00pm, for the cost of £3.00. Children bring a packed lunch from home and staff will supervise the lunch club by encouraging children to eat together in a social environment. Parents are encouraged to provide a healthy packed lunch – please see the relevant lunch policy.

Allergies

If your child has an allergy to any food, it is important that staff are made aware. We take every care not to bring in foods containing nuts and other common allergens and take additional precautions wherever possible.

Admission Policy

We offer a welcoming and inclusive environment that values diversity within the community, listening and responding to the needs of the families who attend.

At Brailsford Pre-school priority of admission will be given to:

- 1) Children aged 4 and in receipt of funding
- 2) children aged 3 and in receipt of funding
- 3) children aged 2 and in receipt of funding
- 4) children in order of their place on the waiting list

We have no minimum number of sessions that children must attend but in our experience children attending at least two sessions a week do settle more quickly.

Children are accepted from their second birthday. We do not require them to be toilet trained before starting with us.

Special Educational Needs

A child with special educational needs who wishes to attend Brailsford Pre-school will be able to have a flexible introduction period to ensure that we are able to meet their needs effectively and ensure progress is made in all areas of development. This allows time to make any reasonable adjustments to the building, obtain funding (if required) and to provide any additional resources including one to one support. The length of the introductory period will be assessed on an individual basis and the necessary changes that need to be made. If necessary, a risk assessment will take place to ensure the safety of the child and everyone who attends the setting. Parents are invited to visit Brailsford Pre-school and to discuss their child's needs with the Manager and Special Educational Needs Co-ordinator.

Parent/carers will be requested to fill in a waiting list form and state a starting date, they will then be contacted at least a month before that date to confirm a start date. A valid birth certificate must be shown at the time the child is registered and this will be noted on the admission form.

Brailsford Pre-school management committee reserves the right to make any decision on individual admissions.

Settling in

A flexible approach is taken to settling in (please see our Settling in Policy) whereby parents may stay for some or all of their child's initial sessions.

Other Policies

Brailsford Pre-School has policies covering every aspect of our care and education available from the Manager with key policies being available on our website.

- Behaviour Management policy [?](#)
- Child Protection policy [?](#)
- Complaints procedure policy [?](#)
- Confidentiality policy [?](#)
- Educational policy [?](#)
- Equality and Diversity policy [?](#)
- Health, Safety and Hygiene, policy and practice [?](#)
- Medication policy [?](#)
- Parental involvement [?](#)
- Security policy [?](#) Settling in policy [?](#)
- Sick children policy [?](#)
- Special Educational Needs policy [?](#)
- Sun protection policy [?](#)
- Toileting policy

Individual policies can be copied or e-mailed on request. In addition, if you would like to see copies of Ofsted inspection reports please just ask or use the link on our website to access the online report.

Our Team

Staff

Working together for your children at Brailsford Pre-school we maintain the ratio of adults to children that is set through the Welfare Requirements of the Early Years Foundation Stage (EYFS) as an absolute minimum. All our staff are qualified and background CRB checked according to the regulations.

Each member of staff brings their own talents, interests and enthusiasm to the group and as such has individual responsibilities attached to their roles.

| | |
|------------------------|--|
| Manager/Deputy Manager | Sally Smith and Vicky Sellers (this is a job share position) |
| Pre-School Assistant | Sue Birks |
| Regular Relief Cover | Jenny Patterson (volunteer) |
| Regular Relief Cover | Lizzie Robson |

Training

Our membership of the Pre-School Learning Alliance (PLA) ensures that we are constantly kept up to date 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 for all staff through the Early Years and Childcare Partnership and we identify training and development needs for all staff members as part of an annual appraisal. All staff are trained in paediatric first aid, health, safety and food hygiene, safeguarding, and phonics.

Trustees

Brailsford Pre-School is a registered charity. The Trustees are a group of registered individuals drawn from parents and the local community who make up the management committee that helps to oversee the Pre-school; in much the same way as a Board of Governors does for a school. Their activities include setting overall direction for the Pre-School, statutory compliance, finance and wages, HR and recruitment, marketing and fundraising.

Membership of the Trustees provides: Opportunities to help the Preschool ; Insight into the way that Early Years settings are run; Experience of managing a charity; The opportunity to use existing and gain new skills; Fun and friendship New trustees are always welcome.

Chair Jenny Patterson
Treasurer Michaela Crouch
Additional Trustees Jane Baker

In addition, there is a Fundraising Committee that organises year-round events to raise funds. If joining a Committee isn't for you, there are lots of ways to get involved. Families can help promote or help out at events; lend us your skills; donate items, make a donation, collect vouchers such as Sainsbury's Active Kids, participate in sponsored events all for example.

"I've really enjoyed my time as Secretary to the Pre-School Board of Trustees. It's given me a real sense of satisfaction doing something work related and being able to support Pre-School. As someone who works from home I have appreciated being able to deal with a wide range of people and I've met lots of other Mums"

Katherine Guest, Mum to Anthony and former Secretary

When your child enrolls at Brailsford Pre-School your family automatically becomes a "member" of the charity. This gives all families the opportunity to have a say on important matters such as any changes we make to the constitution, as well as affording members full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved and included at all times

As a community based, voluntary managed setting, we also depend on the good will of parents and their involvement. Membership of the setting carries expectations on parents for their support and commitment although this can be expressed in many different ways.

Joining in

Parents can offer to take part in a session by sharing their own interests and skills with the children, or by offering an extra pair of hands to a session. When volunteering to help in a session we will give you a short orientation and some additional information about what is required from volunteers.

We ask all parents/carers, where possible, to help at two sessions every half term, this can include popping along 15minutes early and helping with setting up or packing away. Each half term's rota is placed on the notice board in the foyer for you to fill in – please ask a member of staff if you have any queries.

BRAILSFORD PRE-SCHOOL WAITING LIST REGISTRATION

Child's Name

Date of Birth

Address.....
.....
.....

Post Code

Telephone.....Mobile Telephone

Main/Carer (Contact Name)

We take children from their second birthday. Please mention when you would like your child to start at Brailsford Pre-school and at which age.

Preferred start date:

Preferred days to attend:

Date form Returned

Signature

Anything else you feel we should know:
.....
.....

The registration on the waiting list is effective once this form is received

We will write to you nearer the time with more information and details of sessions. We look forward to your child starting with us. If in the meantime you wish to know more about us then do not hesitate to phone, visit or look at our website at www.brailsfordpreschool.co.uk

If you would like to be informed of all Brailsford events by email please fill in your email address here:.....

How did you find out about Brailsford Pre-School? (Please circle as appropriate)

- Word of mouth
- You had a previous child in the setting
- Website
- Advertising –

Other (please specify):.....