

# South Darley and Winster Pre-School



South Darley and Winster Pre-School is a voluntary pre-school based at The Burton Institute, West Bank, Winster. We care for children from the age of 2 until they start Reception class in Primary School.

We are a Registered Charity and members of the Pre-school Alliance, we also have support and advice available to us from the local authority's Early Years Team, and we are inspected by Ofsted.

Sessions are:

Monday 9.00am – 12.00pm, 12.00pm – 3.00pm

Tuesday 9.00am – 12.00pm, 12.00pm – 3.00pm

Wednesday 9.00am – 12.00pm, 12.00pm – 3.00pm

Thursday 9.00am – 12.00pm, 12.00pm – 3.00pm

Children can opt for a morning + lunch session (9.00am - 1.00pm).

All sessions are term-time only.

## OUR VISION



Our Vision at South Darley and Winster Pre-school is to provide a safe, warm, happy and stimulating environment for young children to learn and develop to their full potential, to value all children as individuals, and to work closely with parents to ensure each child gets the best start to their education.

We aim to provide children with rich, varied and imaginative experiences to enable them to become sociable, confident young people and eager to learn ready for their next stage of education.

## STAFFING

We have 3 qualified, experienced and enthusiastic permanent members of staff working at pre-school. And a bank of relief staff to cover staff for training, illness and sometimes just to boost the ratios. All staff are DBS cleared.

They are:

- Kirsty - Manager
- Alison – Early Years Assistant
- Emily - Early Years Assistant
- Sarah - Relief staff
- Lulu - Relief staff
- Sam - Relief staff



Kirsty has been at South Darley and Winster Pre-school since 2013, she gained an Early Years Foundation Degree and has over 20 years' experience working in Children's Centres, out-of-school clubs and Community Nurseries in Gloucestershire.

Alison has been at South Darley and Winster Pre-School for over 20 years, she previously ran an after school club, so has experience of working with a wide age range of children.

Emily has joined us in September 2017. She has experience working in schools, nurseries, after school clubs, as well as being a swimming instructor and volunteering at Rainbows. She currently holds a Cache level 3 in teaching and learning support and will be undertaking a level 3 Early Years qualification whilst with us.

Sarah was previously the Pre-school supervisor and is now a valued member of our relief team, covering sessions when staff are ill or on training etc.

Lulu and Sam have both joined us recently as members of our relief team. Both have Early Years qualifications and experience of working with young children.

## WHAT ARE THE FEES?



Session	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning 9.00-12.00</b>	£12.00	£12.00	£12.00	£12.00	£12.00
<b>Morning + lunch 9.00.1.00</b>	£16		£16.00	£16.00	
<b>Afternoon 12.00-3.00</b>	£12.00		£12.00	£12.00	
<b>Full day 9.00-3.00</b>	£24.00		£24.00	£24.00	

From the term following their 3<sup>rd</sup> birthday, all children receive 15 hours of funded childcare per week and some families are now eligible for 30 hours funded childcare per week. This can be used in up more than one childcare setting. Please speak to Kirsty for more information. Fees do not include day trips. The cost of these are charged separately. Invoiced fees are payable within 2 weeks. Some families are eligible for funding for 2 year olds. Anyone can ask about eligibility of any of the funded hours through the Derbyshire County Council website.

You will receive an invoice from us at the beginning of each ½ term to be paid within a 2-week period.

Cheques should be made payable to "South Darley Pre-School Playgroup". Normal holiday or sickness absences are not refundable, but if your child is hospitalised for more than a week a refund of invoiced sessions will be given. Payments can also be made by bank transfer, details will be on your invoice.

We require 4 weeks written notice of any change, cancellation or termination of your child's pre-school sessions.

## PRE-SCHOOL ROUTINE

**9.am** – Doors open – Children arrive - free play inside with a variety of activities including: books, writing/drawing, painting/messy play, sand/water, imaginative play, block play, small world play, physical play.

**10.15am** – Tidy up time (to music) – carpet time (hello song, counting and other circle time activities)

**10.30am** – Wash hands and snack time

**10.45am** – Outside play

**11.30am** – Inside for story/singing/other group activities

**12.00pm** – Children collected/get ready for lunch/children arrive for afternoon session

**12.30pm** – Lunch cleared away – free play inside as before

**1.45pm** – Tidy up time (to music) – carpet time (counting and other circle time activities)

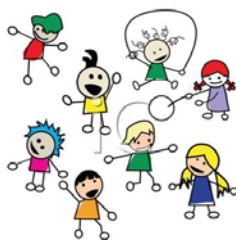
**2.00pm** – Wash hands and snack time

**2.15pm** – Outside play

**2.40pm** – Inside for story/singing/other group activities

**3pm** – Home time

This timetable is flexible and subject to change, our routine is adaptable to the children's needs and interests as well as other eventualities.



## OBJECTIVES OF THE CURRICULUM & FRAMEWORK

Throughout the week we aim to provide an extensive range of activities and play materials for the children to access.

We provide a balance of adult-led and child-initiated play. In both it is the sensitive nature of the interaction between the adult and the children which influences the quality of the learning. Children will have opportunities to work alone and in small and large groups.

We also try to make visits in the local community such as exploring the local area, visits to the church, shop, park or to post letters at the post box etc.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**. The **3 prime areas** of learning are:

- Communication and language
- Physical development
- Personal, social and emotional development

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

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

Please ask if you would like any more information.

## SETTLING AT PRE-SCHOOL

When your child first comes to pre-school you are welcome to stay until you are happy that your child has settled.

This may take a few minutes at the beginning of the first session, a whole session, a few minutes at the beginning of several sessions or several whole sessions! It is impossible to generalise or predict how your child will react. It isn't always the case that the confident outgoing children settle quickly and the quiet, shy children don't. But it is fair to say that if you are anxious then your child will pick up on this so try to be enthusiastic and confident and hopefully this will rub off!



## INFORMATION ABOUT YOUR CHILD

When your child first comes to pre-school you will be asked to fill in a registration form and an 'All about me' form. The information you provide will enable us to care for your child appropriately.

We use all the information given and do appreciate any other information that will help us keep your child happy, e.g. favourite toys, family information, pets etc.

We operate a key-person system. Your child's key-person will build a special relationship with your child and yourself. They will keep records on your child and be available to discuss any concerns with you. It is helpful let them know of anything has happened that may affect your child's behaviour during the session (i.e. family bereavement, sibling poorly, etc). Staff are available to talk to you briefly at the beginning and end of each session. If you need to talk at greater length, or in confidence, please ask for an appointment and this can be arranged.

We are required to keep records on all the children, monitoring their progress over time. These records highlight achievements and note concerns, if any arise. All records are available for you to take home and study and there is a page at the front for you to add your comments. If we have any concerns about your child's progress, we will consult with you at all times. Equally, we need you to share information with us and all information is stored confidentially.

## CLOTHING



We enjoy messy play activities so please make sure your child wears clothing you are happy for them to get dirty in. We encourage the children to become independent so please ensure they wear clothing that enables them to use the toilet independently etc. Footwear needs to be suitable for climbing, balancing, dancing as well as outdoor play.

## WHAT DO I NEED TO BRING?



Comfort toys /blankets which help your child to settle are a good idea when your child first starts pre-school.

If your child is still toilet training you will need to bring a named changing bag containing spare clothes, wipes, nappy sacks and pull-up nappies. Pull-up nappies are a good idea because children in nappies will often decide to go to the toilet when they see other children going. If they are in pull-ups they can easily mimic their peers whereas nappies have to be replaced by an adult.

If your child brings their lunch please provide an ice pack in their boxes if they have food that needs to remain chilled. Please name all boxes. We aim to promote healthy eating practices so please try to provide your child with healthy options in their lunch boxes, we ask that you do not put chocolate bars and sweets in lunch boxes.

## REFRESHMENTS



Mid-way through each session we have a snack. Children are able to practise their social skills and independence during snack time. We also aim to encourage healthy eating, so offer a variety of foods, such as crackers, bread, cheese, vegetables and other savoury snacks. We provide milk and water to drink. If your child has any special dietary requirements, please let us know.

## PARKING



During the day, there is usually lots of parking available in Main Street, Winsters. Please park here and then walk around the corner to West Bank. We recommend that it is usually easiest to go around the block to change direction i.e. up West Bank, and keep turning right until you come back into Main Street via Elton Road. If you can't find a space in Main Street, there are more parking spaces behind St John the Baptist Church on Elton Road and you can then cut through the churchyard to come out opposite the Burton Institute. **PLEASE DO NOT PARK DIRECTLY OUTSIDE THE BURTON INSTITUTE.**

## COLLECTING MY CHILD

The session ends at 12.00pm on morning sessions and 3.00pm for afternoon sessions. During the session, the door is secured for safety so you need to wait outside until the staff open the door to welcome you in. No child is allowed out unaccompanied and a staff member will remain at the door whilst the children depart. Please come right into the hall to collect your child so that:

- You can collect art work and see any display work.
- We can pass on any information about your child.
- We can inform you about future events/needs/arrangements

**IF SOMEONE OTHER THAN THOSE YOU HAVE NOMINATED ON YOUR REGISTRATION FORM IS COLLECTING YOUR CHILD, YOU MUST ADVISE US OF THIS AT THE BEGINNING OF THE SESSION.**

This information will be recorded and we **will not** allow children to leave the pre-school with anyone else. In an emergency please phone during session with the alternative arrangements.

## WHAT IF MY CHILD IS ILL?



If you have any doubts about your child's fitness, please keep them at home. Often a child who has been unwell will want to return to pre-school before they have fully recovered. When they arrive however they just can't cope. In addition to this, you will be putting the other children and the staff at risk.

If your child becomes unwell at pre-school, we will comfort them and contact you to collect them.

If your child has been unwell, please make sure they are fully recovered before they return (please ask if you are unsure how long your child should be off with certain illnesses e.g. a minimum of 48 hours after sickness and diarrhoea has stopped).

## **POLICIES**

Pre-school has a comprehensive range of policies covering many areas. A copy of the policies can be found in the Parent's File. This is available at every pre-school session. Policies can also be found on the Pre-school website: [www.southdarleypreschool.co.uk](http://www.southdarleypreschool.co.uk). We ask you to look particularly to the policies on Health and Safety, Equality, Behaviour, Safeguarding and the Complaints Procedure.

## **CAN I BE INVOLVED?**

If you feel you would like to offer us some 'hands on' support, please mention this to a member of staff. This could be an occasional or regular commitment e.g. to come out on a walk or trip with us, or to come and share any special skills you have with the children, or simply to come and play and help out.

## **COMMITTEE**

It is important that parents contribute and have a say in their child's learning which is why we encourage parents to join our Committee. It is a simple fact that without our Committee, we would not have a pre-school.

We are a registered charity. All the income pre-school receives is ploughed back to pay rent, wages to ensure a high adult/child ratio, purchase equipment and resources and keep staff training up to date.

The Committee is open to all carers of children who attend pre-school. There are approximately 6 meetings a year which are very informal and can be a good way of getting to know other people and finding out more about how pre-school runs. No special skills are needed, though you may learn new ones. Training courses and support are available if wanted. Most children attend pre-school for 2 years (approx), so you won't be making a huge commitment but you will get a few nights out! So please come and join us.

## **LINKS WITH HOME**



Each term we provide a newsletter, explaining any themes we may be covering, reminding you of any events coming up etc.

We have regular 'stay and play' sessions throughout the year, an opportunity for parents, grandparents and other members of the family to stay and play during a session. You can observe what goes on in a typical session at pre-school, and discuss any learning needs, concerns and achievements with your child's key person.

## EXTERNAL LINKS

Our children move on to a variety of local schools. Many organise induction visits for the children who will be attending them (some have an open day for all ages so as to give parents / carers the early opportunity of seeing the school setting). We have an arrangement with South Darley School that enables the children who will attend there to visit the reception class weekly during their last ½ term at playgroup.

We are also able to liaise closely with local childminders and other external organisations e.g. Special Needs Support Service and Health Visitors (with your consent).

## FURTHER INFORMATION

We hope this leaflet has answered all your questions, but if you require further information or would like to arrange a visit please phone Kirsty on **07863771636 anytime or 01629 650867**. Kirsty will reply to any messages left as soon as possible. Alternatively, you can email us at [info@southdarleypreschool.co.uk](mailto:info@southdarleypreschool.co.uk)

Our website is [www.southdarleypreschool.co.uk](http://www.southdarleypreschool.co.uk) and our facebook page is South Darley and Winster Pre-school.

It will be useful to keep this leaflet for future reference once your child has started playgroup.