



# Holmes Chapel community pre-school



## Prospectus

### **Introduction**

Welcome to Holmes Chapel Community Pre-school. This prospectus is intended to give you information about our pre-school to help you decide if it is the best place for your child. You are also welcome to come and visit us, when any further questions can be answered.

### **Our Aims**

At Holmes Chapel Community Pre-school we have two main aims, which underpin our teaching and the children's learning:

- ❖ To provide a safe, secure and stimulating environment in order to ease the transition from home to school.
- ❖ To value the importance of learning through play and make your child's time at pre-school happy and fun-filled.

With parents support we can make a winning combination.

### **About our Pre-school**

The Pre-school was established in 1970 and became a community run group with charitable status. We were formerly based in St. Luke's Church Hall in Holmes Chapel and known as 'The Village Community Playgroup'. In May 1998 we moved into our own purpose-built premises at Holmes Chapel Primary School, Middlewich Road and changed our name to Holmes Chapel Community Pre-school. Our Pre-school is contained within the school grounds however we are an independent Pre-School and are in no way connected or affiliated to the Primary school.

We are registered by Ofsted as a day care provider on the Early Years Register, and with Cheshire East Council to provide childcare utilising the Free Early Education Entitlement for 3 and 4 year olds. We accept children from 2 until school age and families who meet a strict criteria will be able to apply for two year old funding. Please ask any member of our staff or our Administrator for information on any of the above. We are members of the Early Years Alliance and a registered charity (no. 1017112). We comply fully with all aspects of Health and Safety, Fire Regulations and The Children Act 1989.

The pre-school is regularly inspected by Ofsted. Our last inspection was in October 2017 when Ofsted judged the overall quality of our day care to be good and were happy that the children were making very good progress towards the early learning goals. Our inspection reports can be found at [www.ofsted.gov.uk](http://www.ofsted.gov.uk), or we are happy to provide you with a copy on request.

### **Admissions Policy**

We are flexible and children can start at any time after their 2nd birthday, however, we generally like children to start at the beginning of a term or half term as this means that a group of children will start together, which helps with the process of settling in. We have an open door policy and all children and families are welcome.

Our pre-school aims to have regard for the Special Educational and Disability DofE Code of Practice on special educational needs and also to the guidelines supplied to private and voluntary providers of pre-school education.

We aim to provide a welcome environment and appropriate learning opportunities for all children. We have facilities for children with disabilities and, where possible, we will make any necessary arrangements to enable a child with special needs to attend our pre-school. Our Special Educational Needs Coordinator is Carla Mitchell and our named Designated Safeguarding Lead is Emma Swindells.

If you are interested in a place for your child you are welcome to come and visit us. Please contact our Administrator, Dawn Caine-Bryant on 07808 723811, and she will arrange a mutually convenient date and time for you. We also offer home visits where necessary prior to your child starting at our setting.

If you wish your child to attend our pre-school, you should complete the enclosed enrolment form and return it to Dawn Caine-Bryant. You will be contacted as soon as a place becomes available for your child. If all our sessions are full, your name will be added to the waiting list. Places are offered in order of date of enrolment; the only priority given is for older children moving into the area.

### **Opening hours**

We are open during term time and cover the hours from 9 am to 3 pm Monday to Friday. Within these times we offer a number of different sessions.

- 9 am - 3 pm - including lunch
- 9 am - 12 noon - does not include lunch
- 9 am - 1 pm - including lunch
- 12 noon - 3 pm - including lunch.

Children are able to attend a number of different sessions to meet your needs. Additional sessions can be booked on an ad-hoc basis. These can be booked at the Manager's discretion. Additional invoices will be sent for these ad-hoc sessions (7 day payment and late collection rules still apply (see below).

At all times the pre-school will observe a staffing ratio of one member of staff for a maximum of eight children where all the children are above three years of age, and a staffing ratio of one member of staff for a maximum of four children when children are between two and three years of age. However, it is our policy to frequently have more staff than these minimum ratios require, for the benefit of the children.

Pre-school insurance only covers children on the premises during session times.

A daily timetable ensures children are not expected to sit for more than 10 minutes. All sessions are very flexible and follow the needs of the children.

### **Free Pre-school Education and our Fees**

From the term after their third birthday, your child can receive up to 15 free hours per week for 38 weeks per year. We claim the money directly from the Local Education Authority so you will not need a voucher or a certificate. Before the beginning of each term you will be asked to confirm the number of sessions you wish Holmes Chapel Community Pre-school to claim on behalf of your child.

If your child is not yet 3 years old or attends more than the free 15 hours our fees are £5.50 per hour. Fees for the half term should be paid within the first week in order to secure your child's place. If you are unable to pay the fees within this first week of the half term, please advise the Administrator and an alternative date or payment plan can be agreed. Financial assistance may be available in exceptional circumstances, please see the Administrator for more information. Our fees are reviewed annually.

We are also a registered provider for funded 2 year old children. If you meet the criteria for this funding, or would like further information, please speak to our Administrator or the Family Information Service at Cheshire East Council.

The pre-school accepts tax free child care vouchers. Please consult the childcare choices website (<https://www.childcarechoices.gov.uk/>) or speak to the Administrator for more information.

Fees can be paid either via cash, cheque or bank transfer.

## **Our Staff**

Our staff is a highly qualified, committed and dedicated team who possess a diverse range of qualifications. The staff training meets regulatory requirements, which state that at least half of all pre-school assistants must hold a level two qualification or above. The Manager will always hold a level three qualification or above. The staff regularly update their knowledge and learning through approved and recognised training courses. Recent courses include First Aid, safeguarding, communication workshops, behaviour training and Ofsted workshops. Regular staff meetings are held to discuss the curriculum and to conduct staff training and we maintain very close links with the Reception classes at both of the Primary Schools in Holmes Chapel.

Upon starting at pre-school your child will be allocated a staff member as their 'key person'. This staff member will work more closely with your child, getting to know them more quickly and ensuring their needs are recognised and met. The staff will keep in contact with parents to reassure you that your child is settling in well and to discuss any difficulties that may arise. We always have a Manager at each session and if you have any worries about your child in pre-school you can speak to the Manager, or to your child's key person, in confidence. Details of the staff are displayed in the reception area of the pre-school.

A DBS disclosure is obtained for all members of staff and the committee, to ensure that no-one working with the children, or for the pre-school, is unsuitable to work with children.

## **Snacks and meals**

The pre-school is a healthy eating pre-school. The menus for snacks are planned so that they provide the children with healthy and nutritious food. Please inform the pre-school of any specific dietary needs, including any allergies or requirements for vegetarians/vegans or members of religious groups, so that the staff can make appropriate arrangements.

Children are taught about healthy eating and take part in preparing snacks at times. Children who attend lunch club must be provided with a lunch box. Example lunch box menus can be found in the reception area. Lunches must reflect the healthy eating ethos of the pre-school.

## **Role of Parents/Guardians**

We believe the aim of our pre-school is to support the education and learning carried out by you. To meet this aim we actively encourage your involvement through regular communication regarding your child's progress and the teachers are always willing to discuss the ways that you can support and reinforce this learning at home. We also welcome your contribution to the pre-school: perhaps you have skills or interests to share with us or have links with an organisation that could benefit pre-school.

Parents' evenings are organised twice within the academic year and you are invited to come and discuss your child's progress. If, however, you need to speak to the staff in the meantime, you are very welcome to approach the Manager, or your child's key person, or to make an appointment to see them.

To ensure the safety and wellbeing of all our children and the smooth running of pre-school, we ask parents to observe the following:

- If someone other than parents will be collecting your child, please notify the Manager in writing at the beginning of the session. If you are unable to collect your child due to unforeseen circumstances, please telephone the pre-school as soon as possible and inform the Manager of the alternative arrangements you have made. Your child must be collected by someone over the age of 18.
- Please keep your child at home if they are unwell, or refer to the Manager if you are unsure.
- Please keep us informed if you change your address or telephone number or if circumstances change.
- In case of emergency, please ensure we have an up to date telephone number to contact you and emergency contact details.
- Most correspondence is sent via email, but please check your post wallet in reception in case some items have been left there for you.

- When parking your car please be considerate to local residents and, where possible, park in the local public car parks. There is no parking at the school.

### **Trips and Visits**

In addition to our day-to-day activities we organise outings. We use our immediate locality to enhance the children's learning e.g. the local shops, library, Post Office and the fire station. Visitors are regularly invited into pre-school to chat about their jobs e.g. the community police or school crossing patrol. We believe such experiences enrich the children's learning. A traditional visit from Father Christmas is always arranged and thoroughly enjoyed by the children.

### **Fundraising**

As a charity we are non-profit making, so all money raised goes back to the pre-school. Our income comes not only from the fees and grants but also from fundraising events. Examples of some of our recent events are family disco evenings, Christmas fairs and sponsored walks involving all the family. Parents/Guardians play an important role in fundraising and we welcome your suggestions and involvement.

### **The Committee**

The Committee is responsible for the running of the pre-school and it consists entirely of volunteers, two thirds of whom must be parents or guardians of children attending the pre-school. It organises all aspects of the pre-school, apart from the content of the sessions, which is organised by our qualified staff.

The Committee consists of Chairperson, Secretary and Treasurer with not less than 1 or more than 8 other elected members. Officers and Committee members are elected at the Annual General Meeting. They may remain on the Committee for up to ten years.

The main responsibilities of the Committee are as follows:

- Control and run the pre-school finances.
- Raise money in order to support the work of the pre-school.
- Keep parents informed of fundraising events.
- Appoint staff and agree wages.
- Liaise with and support the staff.
- Maintain required insurance cover.
- Ensure that pre-school continues to operate within the bounds of legislation.
- Maintain the building, furniture and fixings.
- Communicate with Ofsted, Cheshire East Council, Early Years Alliance and Charity Commission as necessary.

Our Administrator, Dawn Caine-Bryant, is responsible for all of our admissions and DBS checks, together with other administrative duties to support both the staff and committee.

### **The Curriculum: The Early Years Foundation Stage 2017 (EYFS)**

The pre-school is committed to providing the best possible care for the children who attend. During your child's time at pre-school they will be supported by our qualified and experienced team. The staff will implement and fulfil their role within the EYFS through fun, play based activities and opportunities during the sessions your child attends with a balance of child-led and adult-led activities to support their learning and development.

The EYFS specifies requirements for learning and development and for safeguarding children and promoting their welfare. The learning and development requirements cover:

- the areas of learning and development which must shape activities and experiences (educational programmes) for children in all early years settings
- the early learning goals that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five)
- assessment arrangements for measuring progress (and requirements for reporting to parents and/or carers) 5.

The safeguarding and welfare requirements cover the steps that providers must take to keep children safe and promote their welfare.

*Statutory framework for the early years foundation stage (2017) p 5*

### **Learning and development**

The EYFS sets out 7 areas of learning and development which practitioners must use to shape activities within the pre-school and these will reflect a range of topics and opportunities which allow for a range of skills, knowledge and attitudes to be gained and learnt during their time at pre-school, ultimately getting children ready for school.

The 7 areas of learning and development are split into prime and specific areas.

Prime areas;

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

Specific areas;

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

All the areas of learning and development interlink and not one can be seen without another.

### **Key person**

Each child will be allocated a key person during their time at pre-school; they will be responsible for completing your child's learning journey and supporting them with their learning and development. They will share all this with you at parent's evenings and at any times you have any questions or concerns.

### **Assessment**

Practitioners record the progress of all children at the pre-school in the form of a learning journey. The learning journey shows your child's involvement with activities at pre-school, using photographs, examples of their work and observations. Your child's learning journey is sent home at the end of each term for you to view and add your own contributions, however this is your child's and you may ask to view this at any time. When your child leaves pre-school they will be presented with their learning journey to keep as a record of their time and progress at pre-school.

When your child starts at pre-school their key person will spend the first couple of weeks completing a base line assessment, summarising your child's learning and development in the seven areas of learning and development. This will give us an overview of how we can continue to support your child's learning and development during their time in the pre-school. At your child's settling in review your child's key person will ask you to read this and add any information which you feel is vital or missing from this summary.

As part of our on-going assessments, in the form of observations, your child's key person will complete summary reports at the end of each half term. This will summarise what skills and knowledge your child has gained during the half term at pre-school.

We will also complete a 2 year check on all children between the ages of 24 and 36 months who attends the pre-school to meet the requirements set out in the EYFS. We will try and do this in line with your appointment given by your health visitor where possible unless your child has had this prior to starting at pre-school.

Finally when your child leaves the pre-school to move onto primary school, your child's key person will complete a transition report. With your permission this will be shared with the primary school your child is attending in the September after leaving pre-school.

The EYFS is a play based curriculum and this is at the heart of all our teaching.

### **Recording children's progress**

In accordance with Government guidelines, the teaching staff record the progress of all children at the pre-school in the form of a learning journey. The learning journey shows your child's involvement with the

activities at pre-school, both using photographs and examples of their artwork and observations. Your child's diary is sent home at the end of each term for parents and carers to browse through and contribute. When your child leaves pre-school they will be presented with their learning journey to keep as a record of their time and progress at pre-school.

### **Further Information**

Full details about the operation of our pre-school are held in our *Essential Information for Parents and Carers* document on the notice board in reception, which every parent should read before their child joins our pre-school. Our additional policies are held in a file in the reception area of pre-school and parents are welcome to read these policies at any time at the pre-school.

### **Frequently Asked Questions**

#### **Q – Do I lose my pre-school place if my child is not toilet trained by the start of term?**

A – No. Each child is different and we would endeavour to help your child settle in as quickly and smoothly as possible. We will follow your lead and introduce toilet training when you feel that your child is ready. We also have full nappy changing facilities for those children who are still in nappies.

#### **Q – Can I stay with my child on their first day?**

A – Of course. We have no strict policy. All children are different, as are their needs. We aim for happy children AND parents.

#### **Q – Will I automatically be offered a place at Holmes Chapel Primary School because my child attends the pre-school?**

A – No. Although there are many advantages to our very close links to the Holmes Chapel Primary School, this is not one of them. You will be asked for your school choices, by Cheshire East Council, from the September before your child is due to start primary education.

#### **Q – Is there a minimum number of sessions that we have to take?**

A – No. This is your decision depending on your child and circumstances. We do not require you to attend our pre-school exclusively but you may only have a maximum of 15 hours grant funded with us a week. We would recommend taking at least two sessions with us, especially if this is your child's first experience of care outside the home, as it will help them settle in faster.

#### **Q – Can we come and visit without making a commitment to attend your pre-school?**

A – Yes! All are welcome to come and play and meet the staff. Just phone our Administrator to book an appointment; it would be lovely to meet you.

#### **Q – Do we have to wear school uniform?**

A – No. The pre-school does have T-shirts and jumpers with our logo, which are available for you to buy, both new and second-hand. However, if you choose not to do this, we do recommend that you send your child in old clothes, as paint, glue etc do tend to get everywhere, despite aprons and the best endeavours of the staff! And remember to label everything!

### **Further Information:**

**Admissions.** Please call our Administrator, Dawn Caine-Bryant, if you require any additional information or would like to arrange a visit. Tel: 07808 723811

For further information on our Pre-school, please view the following website:

**[www.hccp.org.uk](http://www.hccp.org.uk)**

