



An example of the hall set up, ready for play.

## Parent Prospectus

Beauchief Pre-School  
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Registered Charity No 1024412



Our garden which we play in.

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## Introduction

Welcome to Beauchief Pre-school and what will hopefully be a fulfilling experience for both your child and yourselves. Beauchief Pre-school is a well-established provider of quality childcare where children can widen their experiences, learn, play and thrive.

In September 2010 we celebrated our 40<sup>th</sup> Anniversary. In 1994 we became a registered charity, meaning any profits from fees and fund raising are invested back into the Pre-school buying resources such as toys and equipment.

We have excellent facilities in our bright, well-equipped hall and our large, attractive, secure garden which we use year round. Our staff are all qualified Early Years Practitioners and we have a high staff to child ratio, to ensure that each child receives the individual attention that they deserve. We welcome children from all backgrounds to our Pre-school.

This prospectus gives an overview of what you can expect from Beauchief Pre-school as a parent, detailing our sessions, policies and procedures.

If you are interested in a place, please contact Sarah on **0114 2746930** to arrange a visit and a free taster session.

## Opening times

Our pre-school offers care and education for children from **two** years old to school age. We open Monday to Friday during **term time only**.

**Monday to Friday 9.00am – 12.00pm**

**Wednesday and Thursday 9.00am – 3.00pm**

**In addition we offer an early drop off at 8.30am, Monday to Friday**

## Funding & fees

Until your child is eligible for free entitlement funding, the fee from April 2018 is **£14.00 per 3 hour session**. Fees are reviewed annually by the Parent Forum committee. Bills are distributed towards the end of each half term and should be paid by the end of term. Cheques should be made payable to **Beauchief Pre-school**.

Children are eligible for free entitlement funding the term after their third birthday. This covers up to 15 hours with us or other Pre-schools or nurseries. If your funding is split between us and another setting please ensure you do not use more than 15 hours. Funding may be split to a maximum of two settings. We will claim the free entitlement funding for Beauchief Pre-school on your behalf. Parents are required to sign a parent declaration detailing the funding each term. The free entitlement funding covers the 38 weeks which we are open. If your child uses all their free entitlement funding elsewhere, the fee is £14.00 per 3 hour session. We also accept workplace childcare vouchers.

From September 2017 some children may be entitled to 30 hours free entitlement dependent on their parents working hours, see Gov.uk for more information.

There are no concessions for illness or holidays. If you have any problems meeting payments please speak to the treasurer.

We offer **flexible childcare**, if you would like to book any additional sessions and hours over your child's regular attendance, we are happy to accommodate this when we have space available.

## Admissions and settling in

Children are accepted into Pre-school when they are **two years old** until they are ready to start school. Your child will initially be offered two sessions a week. This can later be increased providing spaces are available.

For the first couple of sessions, children may only stay for two hours whilst they are settling in, but this is largely dependent on the age and experience of the child. Parents are welcome to stay as long as necessary to make their child feel comfortable. All children react differently to new environments and we tailor each 'settling in' session to the individual.

If there is a waiting list special needs and age are taken into consideration in line with Sheffield City Council's admissions policy.

Please feel free to discuss these arrangements with our staff who have a wealth of experience to draw upon. To help them feel happy and secure, children can bring in a comfort toy (please write your child's name on it). We also request children bring in a pair of named wellies for **outdoor play**. We wear indoor shoes in the hall. Children who are toilet training should also bring in spare clothes, including socks and nappies/pull-ups and wipes.

## Arrival and Departure Procedure

Pre-school officially starts at 8.30am for the early drop off, at 9.00am for the morning session and at 12.00 noon for the afternoon. Should you arrive early with your child, toys are available in a separate room. Children are then welcomed into the hall.

Pre-school officially finishes at 12.00 noon and 3.00pm. Parents and carers are welcomed into the hall to collect their children. For safety

reasons if your child is being collected by a different adult please inform the staff beforehand and record this in writing in the appropriate folder.

## The Pre-school daily routine

Once all the children are settled in the hall, they are able to enjoy **free flowing play** accessing all the activities independently. We encourage messy play using all sorts of materials to allow children to explore and play creatively. Half way through the session we have snack time. The children are offered a choice of milk or water to drink. We offer a range of **healthy snacks** including cereal, cheese and crackers, fruit, toast and pitta bread, carrot sticks and hummus . We also have a **fruit day** each week where parents donate a piece of fruit , these are then shared out a snack time.

After this the children are encouraged to help tidy the hall. We then have **outdoor play** (weather permitting) with a range of toys, equipment and games, before returning to the hall for a story, singing, ring games and handing out children's work. We end the day by singing the Pre-school song.

## Pre-school Notice Board

This is displayed in the foyer area and contains:

- Staff photos
- Term dates
- Information of forthcoming events and themes
- Dates of forthcoming parent forum meetings.
- Copies of newsletters / parent forum meeting minutes
- Information about infectious childhood diseases

Please make full use of the notice boards to help communication between Pre-school and parents and keep yourself informed.

## The Organisation

The Pre-school is run by a Parent Forum who take part in the management of the group, employment of staff, control of the finances and fundraising activities. The Pre-school Manager and Assistants are responsible for planning the sessions and activities. They are all professionally trained in childcare and are principally responsible for the implementation of our policies.

All our Staff and Parent Forum are fully DBS checked and OFSTED approved to comply with our Safeguarding Policy. In addition to this our membership of the Pre-school Learning Alliance allows us to keep up to date with new ideas and practices. We can also receive ongoing advice and training through their courses, literature and support workers.

## Our Team

Mrs Helen Wasnidge: Pre-school Manager and a Level 5 qualified Early Years Practitioner, our Special Educational Needs Co-ordinator (SENCo) and Deputy Designated Safeguarding Officer.

Mrs Sarah Cousins: Pre-school Deputy Manager, Level 3 Early Years Practitioner, Administrator and First Aider.

Miss Lyndsey Hill: Miss Lyndsey Hill is a Level 3 Early Years Practitioner, First Aider and is our Designated Safeguarding Lead.

Mrs Mary Hirst: Level 3 Early Years Practitioner and First Aider

## Safeguarding children

At Beauchief Pre-school we provide a safe and protected environment that promotes the welfare of every child. We will work in partnership with parents to ensure the child's needs are met. This could be supporting a family or making a referral to appropriate agencies. We have a duty by law to follow Safeguarding procedures and to inform the local authority safeguarding team if there is a suspicion of or actual significant harm to a child. This will be done promptly and accurately if there is a safeguarding concern. We have procedures for managing complaints and allegations against a member of staff. Our Safeguarding Policy is available at Pre-school should you wish to view it.

## Keyworkers

When your child begins Pre-school they will be allocated a keyworker who has responsibility for a small group of children enabling them to build warm, caring relationships and ensure your child feels safe and secure in the setting. Each keyworker will get to know your child, focus on their needs, interests and personality and be responsible for their key children's records, planning and developing next steps, working fully in partnership and sharing information with the parents.

## Parental Involvement

Pre-school is managed by the parents on the Parent Forum for the benefit of all the children who attend. Without the invaluable help of parents the Pre-school could not exist.

Parents can get involved in a number of ways including:

- Become a member of the Parent Forum
- Help with fundraising
- Help on trips/outings
- Attend the Annual General Meeting
- Help out during session time
- Provide expertise –baking, joinery, computer skills, etc

Please feel free to attend Parent Forum meetings even if you do not want to be a member. This will give you the chance to see how things are done and to have a say in the running of Pre-school. Everyone is welcome. Dates and times are displayed on the notice board.

## Helping during Pre-school sessions

Research shows that children learn better when their parents are involved. Whilst we recognise that some parents work or simply may not wish to help out in session time we welcome any parent who would like to. This gives parents a chance to see what happens during a session and talk to the child about Pre-school afterwards. It also gives the children a chance to see their parent in a new role. If you would like to help out please speak to the Pre-school Manager or a member of the Forum about how you can get involved.

## Management of Behaviour

It is our aim to provide a friendly and safe environment for the children to play and learn in. We promote good behaviour through praise. Children who display unwanted behaviour will be given positive support and a clear explanation of expectations. Very occasionally, there may be an

instance of challenging behaviour. Should the need arise confidential discussions will take place between parents and the Pre-school staff to agree and work to a consistent strategy.

## Special Needs

Beauchief Pre-school has a Special Educational Needs Co-ordinator (SENCO), Mrs Helen Wasnidge, who will liaise with parents of children with special needs to discuss ways of meeting their needs, this may include small group work, working with outside agencies such as speech and language and working with the child's keyworker. All our staff are made aware of special needs issues.

## Equal Opportunities

We believe that all our activities at Beauchief Pre-school should be open to all children and families. Our aim is to show respectful awareness of the major events in the lives of the children and families at our Pre-school and in society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this we acknowledge and celebrate different festivals. As a member of the Pre-school Learning Alliance we work in accordance with all relevant Equal Opportunities legislation.

## Policies

All our policies are designed to offer the best and safest experience for the children and families at Pre-school. They are reviewed on a regular basis and a file containing them is available at Pre-school. Comments and suggestions are welcomed.

## Accident/illness Procedure

Should your child have an accident whilst at Pre-school an accident book is used to record a description of what happened, where, the date and time. Parents are asked to sign this at the end of the session. Please inform a first aider if your child has a bump (especially a head bump), fall, bruises, or a hospital visit that occurred outside of pre-school. This information is then recorded in case of any further symptoms.

**If your child is ill please inform us prior to the start of session by calling us on 07974 473027.** If your child has chicken pox or another infectious illness please let us know as soon as possible. Should your child have a vomiting or upset stomach bug we require 48 hours absence from Pre-school from the last bout of illness.

## Medication

If your child requires medication to be administered during Preschool times it needs to be clearly labelled and then discussed with Sarah who is the duty first aider. If your child has an asthma inhaler or epi pen or similar preventative medicine that needs to be administered in cases of emergency, please make sure they always have them when they come to play.

If your child is on regular medication that is administered outside of pre-school times, please let Sarah know as this may be relevant in case of emergency.

## Evacuation Procedure

In the event of an emergency, Pre-school staff will contact parents. In the case of an evacuation due to fire, our meeting point will be the pre-school

hut at the bottom of the garden. The nearest exit is the double gates in the garden and this will be the parent pick up point. In the interests of safety we hold a 'fire practice' once a term.

## Birthdays

If your child's birthday falls on a session day, the children and staff will sing happy birthday, open a birthday card and talk about your child's birthday. If your child wishes to bring in a treat to give to their friends at the end of session we suggest a healthy snack such as boxes of raisins or small bags of chocolate buttons etc. Please do not send any items which contain nuts. Please check with your child's keyworker for numbers of children or any children with allergies.

## Ofsted Early Years

Ofsted Early Years have overall responsibility for the registration and annual inspection of the Pre-school. Should you wish to contact them their Helpline number is **0300 123 2131**.

## Data protection (GDPR)

Please note that we share information with Ofsted and the Early Years Education and Childcare Service in compliance with General Data Protection Regulations implemented in 2018.

## Curriculum

We believe in 'learning through play' and we provide a stimulating environment both indoors and out that supports all children's learning and interests. We encourage outdoor activity and nature play. Beauchief Pre-school is Ofsted approved. In our last **Ofsted inspection** we were

rated as '**Good**' with a positive report and all areas of the Early Years Foundation Stage were seen to be promoted. To view our latest Ofsted report please ask at Pre-school or visit [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

We follow the Early Years Foundation Stage (EYFS). This is a play based flexible curriculum to meet the needs and interests of the children and continues through to the end of the Reception year in school. The Early Years Foundation stage has three prime areas and four specific areas.

### Prime areas

#### **Personal, Social and Emotional Development**

Helping children to develop a positive sense of themselves and others, to form positive relationships and develop respect for others. To develop social skills and learn how to manage their feelings. To start to understand appropriate behaviour in groups and have confidence in their own abilities.

#### **Communication and Language**

This involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves and to speak and listen in a range of ways.

#### **Physical Development**

Providing opportunities for children to be active and inactive and to develop their coordination, control, balance and movement using large equipment both inside and out such as the climbing frame, bikes, bats, balls and hoops. Inside developing small motor skills with paintbrushes, pencils, scissors and threading. This also includes children's self care development such as toileting.

## **Specific Areas**

### **Literacy**

Children have opportunities to use a wide range of mark making resources both inside and outdoors. They can enjoy books and stories, retelling them using resources, props and puppets. We follow the sounds and letters phase 1 providing fun activities, developing listening to sounds and syllable clapping.

### **Mathematics**

As a group or using activities children gain experience of counting, sorting, sequencing, matching and simple addition. Games are also available to develop problem solving skills. Language associated with size, shape, number, etc. is explored through play and activities.

### **Understanding of the world**

Children are assisted in exploring and understanding their environment. Through the use of themes and role play children explore their experience of home, shops, holidays, doctors, etc. The use of the garden, baking and trips allows children to experience different opportunities and observe objects, patterns, and materials. They also extend their understanding of technology through use of the computer, mechanical toys and construction.

### **Expressive Arts and Design**

Children have the opportunity to use a wide range of equipment including paint, glue, scissors, chalk, 'junk' and material to explore the use of colour, shape and textures. This encourages the development drawing, painting and collage skills. The children can also join in stories and action

songs and have opportunities for imaginative role play through dressing up and the 'home' corner.

If you would like more information on how you can support your child at home there is lots of information online at [www.foundationyears.org.uk](http://www.foundationyears.org.uk) or alternatively please speak to your child's keyworker.

## **Comments and complaints**

If you have any comments (positive as well as negative) please address them in the first instance to the Pre-school Manager. If this matter cannot be resolved between yourself and the Manager then please address the issue in writing to the Parent Forum Chair. Our complaints policy is available at Pre-school. The procedure has four different levels depending on the severity of the complaint (Informal, Formal, Ofsted Investigation and Social Services Investigation). The structure of each level is set out in the policy and confidentiality will be observed in each case.

## **Conclusion**

The Pre-school years are an exciting and important stage of a child's life. We look forward to welcoming you and your child and sharing in, for a time, the life and development of your child.