



Registered Charity No. 1031843

All Saints Church Hall, Chapel Lane, Farnborough, Hampshire

Mobile Telephone No. 07940 149747

www.allsaintspre-school.org

Prospectus

Our Aim is:

- To enhance the development and education of children under statutory school age in a parent-involving, community based-group.
- To provide a safe, secure and stimulating environment.
- 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 children and other adults.
- The support of a personal keyworker.
- 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 meets at the following times:

Monday	9.30am to 2.30pm
Tuesday	9.30am to 2.30pm
Wednesday	9.30am to 2.30pm
Thursday	9.30am to 12.30pm
Friday	9.30am to 12.30pm

Our pre-school offers education and care for children below school age and over the age of 2 years.

Fees are currently £11.25 per 2 ½ hour session, £13.50 per 3-hour session, £22.50 per 5-hour session, payable on receipt of invoice.

Curriculum

Within the group, all children are supported in developing their potential at their own pace. Our keyworker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of adult input, we offer a curriculum, which leads to nationally approved learning outcomes and prepares children to progress with confidence through the Early Years Foundation Stage. We work to both the EYFS and child development.

Our areas of learning are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Play helps children to learn and develop through doing and talking. All Saints Pre-school uses the Early Years Foundation Stage to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. A high percentage of these activities are child led, whereby the child decides how to progress and develop the activity. Other activities are adult led and they will assist the child in the chosen activity.

In all activities, information from the Early Years Foundation Stage has been used to decide what equipment to provide and how to use it.

Staff

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child. All staff are qualified to a high standard and continuously attend courses to enhance their understanding and knowledge of child development.

Keyworkers

Our keyworker system gives members of staff particular responsibility for a group of children. The keyworker is in a position to tailor the group's curriculum to the unique needs of each individual child. The keyworker maintains links with parents through shared record keeping to ensure that all children are supported in reaching their full potential.

Training

We are constantly in touch with new thinking in the field of child education and care. All staff attend courses to update their knowledge and keep ahead of any changes within the childcare sector. Our routine and policies reflect this and are displayed within the setting.

Record-keeping

Due to the high ratio of adults in the group, we are able to implement an excellent record-keeping system in which observations of the children are used to monitor child development. Each keyworker will have records on their keywork children and this information is available to the child's parent/carer.

In line with our policies regarding Data Protection and Information Sharing, we will not disclose any personal details or records to a third party unless we are required to do so by law. All information will be kept securely and will be kept only for as long as the law says. After this, we will dispose of it securely.

The role of parents

The pre-school recognises parents as the first and most important educators of their young children. We aim to support parents. Parents are encouraged

- to assist with fund raising.
- to join the committee and take an active part in the management of the pre-school.

- to participate in activities at home to enhance your child's learning
- to attend the pre-school, if they wish, to help with activities such as story time, music time or any other activity which they believe would educate the children.

Policies

A copy of our policy statements are displayed daily in a folder in the foyer, as well as selected ones on our website.

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.

Special Educational Needs

The number of adults present in pre-school enable us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development, and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special educational needs, please talk to the pre-school manager or your child's keyworker.

Management and Administration

The 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 are responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is held in **September/October** and parents will be informed in good time so that they are able to attend.

Fees

Fees are currently as shown above. Fees continue to be payable if a child is absent without notice for a short time or if the child is away on holiday, even if we were informed in advance. 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 Government Grant. Please see our Payment Policy for further information.

Prior to starting pre-school

Before your child starts with us, we encourage you to bring your child into the setting on several occasions in order that they can familiarise themselves with the staff and environment. **You will be required to stay with your child during these visits.** We will also arrange a home visit with our manager and your child's keyworker in attendance. This will allow you to meet the keyworker, complete any necessary paperwork and discuss any issues you have prior to your child starting with us. This visit is not mandatory, but we do encourage you to participate in order for your child to familiarise themselves with their keyworker.

You will be sent a letter outlining the session days that we are able to offer you. You must inform us of your agreement to those sessions or of any changes. We will do our best to accommodate you with your preferential days, however, this is not always possible. If we do not hear from you prior to your child starting with us, we will be unable to change any sessions. Session days and times cannot be changed during the term.

Pre-school

The first days

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 feel confident and secure within 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 explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable or not too new. For safety reasons please send your child to pre-school in soft-soled shoes and the wearing of any kind of jewellery is prohibited.

It is good for children to practice the skills which will make them independent. Simple clothing which your child can handle for themselves will enable them to go to the toilet when they want to and to put on and take off outdoor clothes without being too dependent on other peoples help. We request that girls should not wear tights and boys should not wear belts as these can cause problems for the child when independently going to the toilet. If your child is still in nappies, we request that you supply nappies for any changes. If your child is toilet training, please supply spare clothing as accidents will happen.

If you have paid the registration fee of £10.00 when handing in your application form, you will be given a **free sweatshirt** on starting pre-school. However, if the registration fee has **not** been received pre-school t-shirts and sweatshirts are available at a cost.

Snack/Lunch

We operate a snack time in which your child will be given a drink of either milk or water with a healthy snack. We will ask you to provide a drinks bottle **filled only with water** in order that your child has access to water at all times. This water bottle should be placed on your child's coaster and not left in their lunchbox. If your child is staying for lunch, you should supply them with a packed lunch in a named lunch box. There will be two members of staff at the lunch tables at all time, who are able to assist the children and socialise with them. Please be aware that we are a **nut free pre-school** and we will request that certain items are not included in your child's lunch box due to allergies. Please refer to our Healthy Eating policy for further information.

For any further information please telephone us on the number below or come in to see a member of staff during opening hours. No appointment is necessary.

Telephone Number: 07940 149747