



# Etwall Pre-School CIC

Frank Wickham Hall, Portland Street, Etwall, Derbyshire. DE65 6JF

## INFORMATION FOR PARENTS



Supervisor: Mrs Jo Russell

**Pre-School Tel: 07895 398263**

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

*Member of the Early Years Alliance*

Company No. 05953751, Registered in England and Wales

### 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 offer children and their parents a service, which promotes equality and values diversity.

### WE OFFER YOUR CHILD:-

- A specially tailored curriculum leading to approved early learning goals.
- Individual care and attention made possible by a high ratio of adults to children.
- Fun and fellowship with other children and adults.
- 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 AM	9.00am	-	12:00pm
Monday PM	12.00pm	-	3.00pm
Tuesday	9.00am	-	12.00pm
Wednesday	9.00am	-	12:00pm
Thursday AM	9.00am	-	12:00pm
Thursday PM	12.00pm	-	3.00pm
Friday AM	9.00am	-	12:00pm
Friday PM	12.00pm	-	3.00pm

Pre-School offers education and care for children below school age and over the age of 2.

We aim to provide the children with opportunities to form friendships with those children that they will start school with, helping them to gain independence and provide them with the skills which will make the transition into school easier.

We are OFSTED inspected and can provide free sessions for all 3 and 4 year olds and some 2 year olds under the Government Nursery Education Scheme.

The Pre-School operates a No Smoking Policy.

### CURRICULUM

Within the group, all children are supported in developing their potential at their own pace. We provide a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we can offer a curriculum which leads to approved early learning goals in the Early Years Foundation Stage.

**Prime** areas are fundamental throughout the Early Years Foundation Stage. They are:

**Personal, Social and Emotional Development**

**Communication and language**

## **Physical Development**

**Specific** areas include essential skills and knowledge for children to participate successfully in society. They are:

**Literacy**

**Mathematics**

**Understanding the World**

**Expressive Arts and Design**

## **SNACK TIME**

During each session a healthy snack will be offered to each child. The children are offered either water or milk to drink and something to eat. They are also offered a fruit or vegetable option. We offer a wide range of food often in line with the themed activity to encourage the children to try a new and varied range of foods. Drinking water is available to the children throughout the session.

## **ASSESSMENTS**

We keep development files for each child. Monitoring progress enables us to provide for each child's individual needs, as they develop at their own rate. The files help us to provide information to parents, which are always readily available, and can be passed on to school if required. We give parents the opportunity to contribute to their children's records.

## **TRAINING**

Our staff are well qualified and regularly attend on-going training through the Early Years Partnership with Derbyshire County Council. Staff regularly update their training files after attending a course and their training needs are discussed at their annual appraisal.

## **THE ROLE OF PARENTS**

The Pre-School recognises parents as the first and most important educators of their young children. Parents are welcome:

- to work in the group with the children, should they wish to volunteer.
- to assist with fund-raising.
- to offer their thoughts and views on ways that we can improve our setting for the children.

## **POLICIES**

A copy of our policy statements are available at any time, and can be found on the notice board as you enter Pre-School. 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.

## **ADDITIONAL NEEDS**

The number of adults present in the Pre-School enables us to provide individual attention for each child. Each child is able to progress at their own rate in all areas of development, and this is true for children with and without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across a range of additional needs. If you would like to discuss your own child's additional needs, please talk to the Pre-School Supervisor. We have an appointed co-ordinator, Zoe Brookes, who keeps up to date on this subject and cascades this information onto others. Our full additional needs policy is available from any member of staff.

## **MANAGEMENT AND ADMINISTRATION DECISION MAKING**

Etwall Pre-School is a Community Interest Company (CIC) which is a limited company, registered with Companies House. However, the company is run for the benefit of the community rather than an individual(s). The assets and any profit made have to be retained within the company and so benefit the community we serve. The directors of the company are responsible for reviewing both policy and practice, and the employment of members of staff.

## **FEES**

Fees are **£19.50** per session for 3-year-olds and **£21.00** per session for 2-year-olds, payable half-termly in advance. Fees continue to be payable if a child is absent without notice or for a short time. We also charge **£1/child/morning session for snack and extra activities**. Fees are increased annually in April. In cases of prolonged absence, parents should consult the Pre-School supervisor. Each child's attendance at the group is conditional upon the continued payment of any necessary fees. The Payment Policy is available for parents to view at any time, this also gives information about Government funded places. **Please note that your child must attend for a minimum of 2 sessions per week.**

We are registered to accept payments through Tax Free Childcare.

## **SNOW CLOSURE**

In the case of Etwall Pre-School being closed due to bad weather we will post an announcement on the Pre-School website at 8.30am on the day. The address of the Pre-School website is [www.etwallpreschool.org.uk](http://www.etwallpreschool.org.uk). If you do not have access to the internet and are concerned that we may be closed then please contact Pre-School on 07895 398263 after 8.45 a.m. and if we are open a member of staff will be able to answer your call.

## **STARTING PRE-SCHOOL - THE FIRST DAYS**

A child who is tense or unhappy will not be able to play properly, so it is important for parents and Pre-School staff to work together to help the child feel confident and secure in the group, this takes longer for some children than others and parents should not feel worried if their child takes a while to settle. The Pre-School policy on settling is available for you to read at any time.

## WHAT TO WEAR

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 which are easily washable or are not new. It is good for children to practice the skills which will make them independent. Simple clothing that they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependent on other peoples help.

Please send your child with outdoor clothing appropriate to the weather conditions. We would ask that outdoor clothes be named.

**We hope that your child's time in Pre-School will be a very happy and productive one. If you have any queries or if we can be of any help, please speak to a member of staff or the directors at any time.**

Our regional Ofsted office's address is: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD. Telephone: 0300 123 1231.

## STAFF

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and developments of each child.

The regular staff in the group are:-

Joanne Russell	-	Supervisor
Sue Morris	-	Deputy Supervisor
Zoe Brookes	-	Additional Needs Co-Ordinator
Hafeeza Shoaib		
Becky Stone		
Sophie Baker		

## DIRECTORS

The current directors are:-

Natalie Daniels  
Sue Morris  
Joanne Russell

The staff and directors are all required to undergo Disclosure and Barring Service (DBS) checks, previously called Criminal Records Bureau (CRB) checks.