

# PROSPECTUS



## INTRODUCTION

Crowcombe Pre-School originally ran as a playgroup which had developed out of a mother and toddler group. It became a charity in 1995 and was run by an elected committee until August 2016.

Since September 2016, Crowcombe Pre-School is managed by the School Governing Body and Executive Headteacher Mrs Julie Norman. In May 2017, we were renamed and became *Railway Children Pre-School*.

Railway Children Pre-school is based in the main hall of Crowcombe Primary school.

There is ample parking in the village car park, easy access for wheelchairs, toilet facilities for the disabled, a large outdoor area, and access to the school facilities, including the school grounds.

Our setting aims to:

- Work with the school to provide outstanding care and education for children primarily below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of its local community;
- offer children and parents a service that promotes equality and values diversity.

## PRE-SCHOOL STAFF

We have a committed team of qualified and experienced staff. We have very strong links with the school's foundation stage class, including leadership from our outstanding EYFS leader Mrs Caroline Chrystal. We consider it important that all staff are up-date with their training and keep informed of the changes in policy and practice in childcare.

In our setting, we usually exceed the ratio of adults to children in the setting that is set through the Safeguarding and Welfare Requirements. This enables us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous safely.

All staff have Enhanced DBS checks and all Pre-School staff hold current Paediatric First Aid Certificates.

## INSPECTIONS

We were inspected by Ofsted in February 2016 (Crowcombe Pre-School) and rated “GOOD” in all areas. Copies of the Inspection Report are available for parents to read on the Crowcombe and Stogumber Primary Schools website. We are now working toward ‘OUTSTANDING’ along with the schools.

## CHILDREN’S DEVELOPMENT AND LEARNING

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and their stage of development.



The Early Years Foundation Stage (EYFS) sets the standards that all early year’s providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Railway Children Pre-School reflects the four key themes of the Early Years Foundation Stage:

- (1) A Unique Child
- (2) Positive Relationships
- (3) Enabling environments
- (4) Learning and Development

The EYFS divides children’s learning and development into seven areas (three prime areas & four specific areas). Children should mostly develop the three prime areas first:

- personal, social and emotional development
- physical development
- communication and language

As children grow, the prime areas will help them to develop skills in four specific areas:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Each of these areas is broken down into stages. Each stage is typically associated with a particular age range; birth – 11 months, 8-20 months, 16-26 months, 22-36 months, 30-50 months and 40-60+ months. There are clear overlaps in these stages recognising the wide variations in children’s development. It is important to recognise that all children will progress at a different rate and at different times.



We use these guidelines to provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some of these activities the children decide how they will use the activity, in others an adult takes the lead in helping the children to take part in the activity.

All the staff work closely together, however, each child has a ‘key person’. Your child’s key person will work with you to ensure what we provide is right for your child’s needs and interests.

When your child first starts at the Pre-School, the key person will help to settle your child in. They will continually assess how your child is learning and developing by observing them frequently. They will document their progress and create a record book with observation details and photographs from Pre-School and any additional information a parent wishes to give (we greatly value our parents input). This not only provides a way of seeing how a child is learning and developing, but this also gives the parents a wonderful insight into how their child is enjoying Pre-School. It is a lovely memento of their time here with us, which the parents are given when their child moves on up to Primary School.

## **SPECIAL NEEDS**

The number of adults present in the Pre-School is one adult to four children aged 2 years and one adult to eight children aged 3-5 years; this enables us to provide individual attention for each child. Each child can progress at their own pace in all areas of

development. If you would like to discuss the ability of the Pre-School to meet your own child's special needs, please talk to the Pre-School Supervisor and our SEND. Our full special needs policy is laid out in our policy document.

## PRE-SCHOOL SESSIONS

Railway Children Pre-School is open Monday to Friday during Term Time, except for Bank Holidays.

Early drop off session is from 8.30am to 9.00 am (½ hour)

Our morning session runs from 9.00 am to midday (3 hours)

Our lunchtime session is from midday to 1 pm. (1 hour)

Our afternoon session is from 1 pm to 3.30pm (2½ hours)

In addition, the Primary School runs a 'Breakfast Club' from 8 am to 8:30 am and an 'After School Club' from 3.30 to 5.30pm (for 3 year olds and over).

## DROP IN SESSIONS

Once registered with us, we are also able to offer the flexibility of additional 'drop in' sessions, to help our parents out with any unforeseen circumstances, providing we have enough staff available for that day (we kindly ask for 24 hours' notice).

## TYPICAL DAY AT PRE-SCHOOL

Although each day varies with different activities from play dough, to cutting and sticking, painting, cooking, exploring outside, using the computers etc, we do like to have a basic routine, as we find our children respond well to this, and it can be a comfort to them in knowing what to expect.

9 am – Children arrive

9.15am – Circle time and singing

9.45 am – P.E. and play outside

10.30 am – Snack and drink

11.00 – 11.45 am – Outside activities

11.45 –Midday – Story

Midday – 1 pm – Lunchtime

1 pm – 2.15 pm – Free-flow

2.15 pm – Snack and drink

2.45 pm – Playtime

3.00 pm – Story

3.30pm – Children leave



Please note these times are approximate and activities can change to take advantage of good weather, visitors, outings, or a child's interests etc.

We provide a healthy snack mid-morning and afternoon (e.g. fruit / cheese / toast etc) with a glass of milk or water. At lunchtime, the children and adults will all sit together at tables to eat their cooked lunch (provided by Edwards and Ward £2.20per day) or packed lunches.



## COLLECTION OF CHILDREN

We must be informed, in advance, if anyone other than the known persons, is to collect your child from the group. The contact number during the session is to be used if you are delayed and/or someone else is collecting your child.

## STARTING PRE-SCHOOL

Our settling-in procedures aim to assist parents in helping their children to feel comfortable and confident in the Pre-School. We recognise that the settling in period takes longer for some children than others and parents should not feel worried if their child takes a while to settle. We are happy for your child to bring in anything you feel would comfort them in the first few weeks.



## ACTIVITIES

The staff will plan for each week to include various activities, usually based around a theme they have created for that week. The Pre-School greatly values the input of parents and welcomes suggestions and ideas. There is also the opportunity for parents to get involved, with the 'parent helper volunteer' scheme, where parents sign up for a session to help out in the Pre-School.

Whenever possible we like to take advantage of our beautiful surroundings and take the children out to the village to explore the wildlife or run around in the Primary Schools playground and woodland area.



## WOODLAND FUN!

Railway Children Pre-School are lucky to have access to a fantastic woodland area. This session is currently held on Thursday afternoons and in all weathers, we spend two hours enjoying and exploring this environment.

During the Woodland Fun session, there is a greater emphasis on child led learning; through self-motivated play and exploration children can access wonderful learning opportunities.



It allows children to assess and take small risks. Children will be given the freedom to make choices about their actions and develop life skills around understanding risks. These risks for some children will be very small - Can I get muddy? Can I pick up an insect? The Pre-School staff will plan many activities each week for the children to enjoy, these will include opportunities to explore their surroundings which often leads to new child initiated activities which will replace the ones planned.



## CLOTHING

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.

We also have a Pre-School polo-shirt and jumper which are available to buy.

## FEES



We aim to be as flexible as possible. The fees of £4.00 per hour are non-refundable for holidays and illness. The fees are invoiced termly and payable upon receipt of invoice. Fees may be paid in 2 equal parts at the beginning of the term and immediately after Half Term. Payments can be made by cash, cheque or child care voucher. Please liaise with Crowcombe School office to organise accounts with childcare voucher providers.

At the start of each term (Autumn/Spring/Summer) the Pre-School invite you to make a contribution of 30 pence per session (60p per full day), to help cover daily snack costs and other activities which are not normally covered by the requirements for the Free Funding Entitlement.

Extra sessions may be available if requested, subject to availability. Railway Children Pre-School takes children from the age of 2 1/2 years until the term before they begin reception class. We are an Early Years Entitlement Provider which means that you can claim up to 15 hours per week towards Pre-School fees. We complete the paperwork for this and claim on your behalf.

From September 2017, 3 and 4-year-olds may be entitled to 30 hours free childcare. An extra 570 hours of free childcare a year. To find out your entitlement please visit the website: <https://www.childcarechoices.gov.uk/>

Although we are based in the hall at Crowcombe School please note that we cannot guarantee a place at Crowcombe & Stogumber primary schools when registering at our Pre-School. The school are currently planning a new build to house the Pre-school next year.

## POLICIES

All our policies are designed to offer the best possible experience for children and families in the Pre-School. Our policies are reviewed by school Governors and Staff on a regular basis and are incorporated under the school's policies. Suggestions are always welcomed from parents. Policies are available on the school's website :- [www.crowcombeandstogumberprimaryschools.co.uk](http://www.crowcombeandstogumberprimaryschools.co.uk).

## SAFEGUARDING

Railway Children Pre-School has a duty, under the law, to help safeguard children against suspected or actual 'significant harm'. Our employment practices protect children against the likelihood of abuse in our setting. We also have a procedure for managing complaints or allegations against members of staff. Our way of working with children and their parents ensure we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Our designated safeguarding leader for the school is Mrs Julie Norman and Deputy Mrs Kate Savage. However, we also have Pre-School safeguarding lead – Katy Davis.



## ILLNESS

Parents are asked to keep their children at home if they have an infection and to inform the Pre-School as to the nature of the infection so that we can alert other parents if necessary and observe any child who seems unwell. Parents are asked not to bring any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the

last episode, as per school policy. If children use inhalers or require antibiotics, and these need to be administered whilst the child is at Pre-School, a consent form must be signed (available from school office) and full instructions given to staff. These medicines will be kept in a locked cabinet. All Pre-School staff hold current Paediatric First Aid Certificates.



## CONTACT US

We are happy to answer any questions you may have, or if you wish to arrange a time to come and visit us, we would be delighted. We look forward to hearing from you.

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