



**Birstall Methodist Church
Wanlip Lane,
Birstall
Leicester
LE4 4JS**

tel:

Session time: 0116 2675690

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Website:

www.birstallmethodistpreschool.co.uk

Parents Information Booklet

Welcome to our Pre-school, we look forward to meeting you and your child.

We know that starting Pre-School is a very important milestone in your child's (and your) life. To ensure a positive start, you and your child will need the support and encouragement that a good pre-school can provide. You will need to be reassured that your child is in the care of appropriately qualified and experienced staff. For your child, this could be the first time they have been in a large group, or the first time they have been apart from you on a regular basis. Some children adapt to this very quickly, others take a little longer. Either situation is perfectly normal.

We realise that you are entrusting us with the care of your child, and we place your child's safety, welfare and development at the top of our priorities.

We offer a secure, happy and stimulating environment where independence, self-confidence, consideration for others and good manners are encouraged.

Birstall Methodist Pre-school was formed over 30 years ago to meet the ever increasing demand for quality Pre-school education, working closely and along side the local authority schools. We offer Early Years Foundation Stage curriculum/education, while helping you and your child to make the transition from home to full time education as easy as possible. Our staff are all experienced in the care of pre-school children. In each session we have a maximum of 26 children The appropriate staffing ratios as laid down by Ofsted will be adhered to at all times. Each session will always have a qualified first aider in attendance.

Sessions/Contacts & Aims

Session times

Pre-school 3 hourly sessions five days a week are as follows:-

Monday & Friday... 12.15 pm - 3.15 pm

Tuesday till Thursday 9.00 am - 12.00 pm

Contacts

Contact telephone numbers:-

session time 0116 2675690

out of session on 07717132564

Joint Leaders

Mrs. Laura Freer, Mrs. Kay Hilton

Deputy Leaders,

Mrs. Debra Gale

Special Needs Co-ordinator

Mrs. Deborah Hanson

S.E.N.C.O. Support

AIMS OF THE PRE-SCHOOL

- to provide a stimulating environment for the children, which encourages their all round development through the provision of appropriate learning opportunities.
- to ensure the safety of the children in our care
- to achieve the desirable outcomes of the Foundation Stage curriculum applicable to three and four year old children
- to provide equality of opportunity for all children and families
- to make pre-school accessible to children and families from all sessions of the local community
- to identify and assess special educational needs, and to make appropriate provision
- Our aim is to ensure, that your child is content and happy with us and has a high quality learning experience in a secure and friendly environment .

Further Information

THE FIRST DAYS

Most children settle happily into Pre-School within a week or two. However, if the staff or you feel that your child needs you with them for a little longer please do not worry about this . it is quite normal. Parents are welcome to stay during the session for this settling in period. Your child will feel confident if you do. Please talk to the staff if you have any concerns.

CLOTHING

Simple clothing which your child can fasten and unfasten themselves is the best idea. This will enable them to go to the toilet when they need to, to put their coat on for outdoor play when necessary, and not be too dependent on other people to help them. Easily washable clothing which you don't mind getting messy is most suitable, as some of the activities your child will be involved in will include paint, glue and other potentially messy materials.

SNACK TIME

The setting makes snacks a social time at which children can eat together, we ask parents to provide snacks for the children which are nutritious and healthy e.g. fresh /dried fruit, a savoury snack, sandwich, cheese or yogurt etc. (No biscuits, crisps, cakes or chocolate please) as recommended in our healthy eating policy. We ask parents/carers not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts. The pre-school will supply milk (Full fat) and water is always available, If your child has any special dietary requirements/ allergies please put this in writing and speak to the pre-school leaders or your child's key person. We recommend your child bring a small lunch box for snack time, with easy to access containers and juice bottles. We use snack times to help children to develop independence through making choices, serving food and drink and feeding themselves, it would be helpful if this and all contents be clearly labelled with their name.

FAITHS AND CULTURE

The Pre-school is a church run group, which believes in encompassing many faiths and cultures. Please let us know, if you

would like us to celebrate your festivals, or have any cultural requirements.

STUDENTS, PARENT HELPERS & RELIEF STAFF

We have a number of students, parent helpers & relief staff, working in the group and encourage them to participate in all activities, concerning your child's welfare. They are under the supervision of a member of staff at all times and must conform to our child protection & confidentiality policies.

POLICIES

The group operates under set policies to help us in our day to day dealings with the children, these are always available on our parent information table.

ADMISSION AGE

Admission age to the group is from 2 years up to school age. We understand that not all children will be fully toilet trained but we encourage you to send your child in pull-ups instead of nappies. Due to the ever increasing demand for this type of education, we would advise you to register your child on our waiting list as early as possible.

PAYMENT & FUNDING

Payment is due in the first week of each term or half term, by cash or cheque. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to one of the Joint Leaders.

Please give a minimum of 4 weeks notice if you wish to cancel any sessions.

For your child to keep their place at the setting, you must pay the fees.

We are in receipt of Nursery Education Funding for 3 and 4 year olds. Where funding is not received, fundable rateable fees apply.

FUND RAISING

Our group is a charitable organisation, as part of our funding for equipment & resources, we actively fund raise. Your support is greatly appreciated, for further details please contact the group leaders.

JEWELLERY

Staff can not accept any responsibility of any kind for jewellery or for accidents involving jewellery. It should not be worn to the group.

Session Routine

Example of a typical session

9.00 - 9.15 12.15 - 12.30	Children arrive – parents/carers bring their children into Pre-School and are welcomed. Parents can speak to staff informally.
9.15 - 9.30 12.30 - 12.45	Register – News time, talk about the weather, day of the week, “show and tell” children bring in their own item.
9.30 - 10.30 12.45 - 1.45	Children have free flow play – children make choices on which activity they would like to do. The staff will give support and encouragement to the children so that they can extend their ideas.
Through out the session	Snack time – children are encouraged to pour their own drinks, select food and talk quietly to other children and their key worker. Key groups – small group activities such as tabletop and games, to encourage children in turn taking and sharing. Tidy up time – children are encouraged to help tidy away by placing toys in boxes. Circle time – either a story or circle time activity (children in age appropriate groups, for songs, nursery rhymes and short stories.) Physical activity – music and movement, obstacle course, bikes, skittles and balls, parachute, etc.
11.50 - 12.00 3.05 - 3.15	Goodbyes – Collect their makes of the day, say goodbye to their friends with our goodbye song.

Please note session activities may be changed or developed to meet requirements or circumstances

SIX AREAS OF LEARNING

Our planning programme supports children to develop in all areas:

Personal, Social and Emotional Development (P.S.E.)

- positive approaches to learning and finding out about the world around them;
- confidence in themselves and their ability to do things and valuing their own achievements;
- their ability to get on, work and make friendships with other people, both children and adults;
- their awareness of and being able to keep to the rules which we all need to help us to look after ourselves, other people and our environment;
- their ability to dress and undress themselves and look after their personal hygiene needs;
- their ability to expect to have their ways of doing things respected and to respect other peoples ways of doing things.

Communication, Language and Literacy (C.L.L.)

- conversational skills with one other person, in small groups to talk with and listen to others;
- their vocabulary by learning the meaning of – and being able to use – new words;
- their ability to use words to describe their experiences;
- their knowledge of the sounds and letters that make up the words we use;
- their ability to listen to and talk about stories;
- knowledge of how to handle books and that they can be a source of stories and information;
- knowledge of the purposes for which we use writing; and making their own attempts at writing.

Problem Solving, Reasoning and Numeracy

- understanding and ideas about how many, how much, how far and how big;
- understanding and ideas about patterns, the shape of objects and parts of objects and the amount of space taken up by objects;
- understanding that numbers help us to answer questions about how many, how much, how far and how big;
- understanding and ideas about how to use counting to find out how many; and
- early ideas about the result of adding more or taking away from the amount we already have.

Knowledge and Understanding of the World (K.U.W.)

- knowledge about the natural world and how it works;
- knowledge about the made world and how it works;
- their learning about how to choose and use the right tool for a task;
- their learning about computers, how to use them and what they can help us to do;
- their skills on how to put together ideas about past and present and the links between them;
- their learning about their locality and its special features; and
- their learning about their own and other cultures.

Physical Development

- increasing control over the large movements that they can make with their arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift; this also assists hand eye co-

ordination and pencil control are helped through small arm movements

- increasing control over the small movements they can make with their arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- their understanding about the importance of and how to look after their bodies.

Creative Development

- the use of paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and
- to forward their interest in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

How we observe your child's progress and development:

Learning Through Play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance 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. In some of these activities, children decide how they will use the activity and in others, and adult takes the lead in helping the children to take part in the activity.

Children's interests, how they play and where they play are also noticed, and children's ideas are used in developing our planning activities.

The activities are regularly evaluated as to how children engaged in play, and used by staff to support children's learning progression.

Regular observations are made by the child's Key Person and steps in their development recorded in their Learning Journey.

Learning Journey

Each child has their own Learning Journey. This is produced by the child's Key person, recording their significant developments and learning through out their time with the pre-school. It is also a shared document, meaning that parents are encouraged to contribute to it by adding their own pictures and comments on their child's learning at home, photographs of their family, special events, etc. to build a fuller picture of all their learning and interests. (The Learning Journey is given to the child/family on completion of their time with the pre-school to share with their next school/setting.)

Communication with Parents

Please feel free to speak to staff informally - during settling in time - (first 15 minutes of each session.)

Reports

As we produce a detailed Learning Journey document, we feel this should be the basis of showing a child's development and communication with parents. We do however produce a short settling in questionnaire and may put a summary report within you child's Learning Journey (if appropriate.)

Funding

Do I get any help in paying for childcare?

There are a number of schemes in place to help parents access good quality childcare and to make it affordable, as well as giving parents the opportunity to return to work. You may be entitled to be part of a Childcare Voucher Scheme if you are already in work, for more information contact the FIS.

Every 3 and 4 year old is also entitled to 15 hours free early education; this is known as Nursery Education Funding (NEF).

Where can I access this funding from?

Any validated childcare provider will offer NEF. A validated childcare provider has met national and local requirements to deliver NEF. For details of providers offering NEF in your area contact the FIS.

When can I access this funding?

The table below explains when your child becomes eligible for the 15 hours free entitlement:

A child born between:	Will be eligible for a free place from:
1st April and 31st August	The start of the Autumn Term following their 3rd birthday until statutory school age.
1st September and 31st December	The start of the Spring Term following their 3rd birthday until statutory school age.
1st January and 31st March	The start of the Summer Term following their 3rd birthday until statutory school age.

When I can take these free hours?

How you use these 15 hours of free entitlement is a decision you will need to make with your validated childcare provider. Your take up is likely to depend on the availability of space in the setting as well as their opening times.

You can take a minimum of 2 hours in 1 day, but no more than 10. However the most your child can claim over 2 days is 13 hours. For example you may wish to take 3 hours every day for 5 days, or 5 hours everyday for 3 days.

Do I have to take all of the 15 hours?

No – your child does not have to access the full 15 hours if you do not feel this is appropriate.

Can I access any more than 15 hours funding if I need it?

No unfortunately not, any time outside of the free 15 hours attended by your child will be charged for by the provision.

The information above is taken from the Leicestershire Education web site at http://www.leics.gov.uk/index/education/going_to_school/ and is believed to be correct at October 4th 2009.

Birstall Methodist Pre-school accepts no responsibility for any information which proves to be incorrect.