

Danbury



Pre-School

Prospectus 2014

Registered Charity no: 1111808 Little Baddow Road, Danbury, Chelmsford, CM3 4NS
DfES/Ofsted number: Ey418953, Accredited PSLA membership no: 10584
Tel: 01245 690678/ 0845 643 0076 (available office hours only)

Welcome to Danbury Pre-School

Danbury Pre-School has been established in the village of Danbury for over 40 years. In 2010, with the support of a grant from Sure Start, we have been able to build a purpose built pre-school within the grounds of St John's primary school. Our fabulous new building is light, airy and spacious with book and home corners, large play areas, a dedicated computer corner for the children, purpose built toilets and washbasins, our own kitchen which also contains a "mini" area for the children where they can do their own washing up and wet play and access to hard play areas.

Danbury Pre-School provides a safe, secure and happy environment with access to an excellent selection of resources including dedicated laptop computers and a secure outside play area freely available to children throughout sessions.

We offer care and education to children from 2-5 years as a 9am – 3pm pre-school day or am and pm sessions.

The Danbury Pre-School mission is to give young children a creative and playful learning experience that enables them to

- grow in confidence socially and emotionally**
- be comfortable and happy with themselves**
- enjoy and thrive in future learning situations**

In this prospectus we hope to give you as much information as possible to help you and your child feel happy with this new experience.

If you would like further information after reading this prospectus or would like to make an appointment to visit us, please contact Charlotte Jones (Danbury Pre-School Manager) on 01245 690678 or 0845 643 0076 or e-mail us at info@danburypreschool.org.uk. Alternatively if you wish to apply for a place at our pre-school then please fill in the application form at the end of this prospectus.

Recent Comments about our Pre-School

“Danbury preschool children are enthusiastic and ready to learn, they have good social, emotional and personal skills nurtured by the pre-schools.” “They can take instruction from the teachers and follow through tasks and are confident to ask questions. “ Foundation Teacher

“..the work I have observed going on in them has been so beneficial to the children’s transition into school. The structured activities, pencil and paper tasks, alongside the child led play make such a difference to how the children cope in class. The vast majority of Danbury Pre-School children settle very quickly into school life and I am sure this has a lot to do with the experiences you offer them.” Foundation Teacher

“Strong links have been built with the primary schools in Danbury. As a result there is a smooth transition for children when they enter the reception year.” OFSTED 2007

“Parents ...are very complimentary of the setting. They find staff approachable and helpful... Parents feel their children are making good progress and developing skills across all six areas of learning...Children are confident and express themselves well. Their self-esteem is actively promoted... the well-planned and freely-chosen activities...enable them to develop good skills for the future.” OFSTED 2011

Recent comments from parents

“My children have both enjoyed coming to Pre-School and have developed socially, emotionally and learnt through wonderful play opportunities.”

“ ...a very positive first experience of school.”

“... a friendly inclusive atmosphere and sense of community.”

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About Us

Our Aims

- To provide a safe, secure and stimulating environment
- To provide high quality care and education for pre-school children
- To work within a framework which ensures equality of opportunity and values diversity for all children and their families
- To provide a structured curriculum for each child through the play based education incorporating the Early Years Foundation Stage
- To work in partnership with parents to help children learn and develop and add to the well-being of our community.

Who are we?

We are a registered charity run by an elected Committee of volunteers, mostly made up of parents of children attending the pre-school, **not a private business**. The Committee work in tandem with the pre-school staff to ensure the smooth running of the pre-school.

The Committee is responsible for:

- Supporting the senior staff in managing the pre-school finances and personnel;
- Making sure that the pre-school has - and works to - policies which help it to provide a high quality service;
- Making sure that the pre-school works in partnership with the children's parents; and
- Fundraising.

We depend very much on the goodwill of parents and their involvement with the pre-school. Without the Committee the pre-school would not be able to operate and would have to close.

The Committee is elected at the Annual General Meeting held in March or April each year and generally meets twice a term.

The Annual General Meeting is open to the parents of all of the children who attend the pre-school. It is our forum for looking back over the previous year's activities and shaping the coming year's activities.

In addition there is a fundraising sub-committee, numbers permitting, one member of which sits on the management Committee. As we are a charity fundraising is an

essential part of the fabric of the pre-school and funds raised are very valuable to us. The running costs of the pre-school are met in part by the fees but we also rely heavily on the money raised by fundraising events to pay for new toys and equipment and events like the school leavers trip. Please support our pre-school by attending events, using our Co-Op community card or using our internet shopping link www.buy.at/danburypreschools .

If you have any skills (e.g. finance, building, marketing, architecture, gardening, DIY, baking, etc.) that you think may be of use to the pre-school or if you could spare some time to support us and would like to join the Committee, please let the Committee know as everyone is welcome and additional resources are always gratefully received.

A list of Committee members (as of April 2014) is included with this prospectus but please see the notice board in setting for any changes to the list of current members.

Our staff

We are proud of our friendly, highly qualified and experienced team of staff. The Supervisory team who run the daily sessions are dedicated professionals qualified to a minimum NVQ level 3 (or equivalent) and have many years of experience. There are a minimum of two level 3 qualified staff at each session and eight staff members are qualified to level 3, four at level 2 and one is currently training to level 3 and one training towards an Early Years Foundation Degree. There are approved First Aiders at each session.

We aim for all staff to undertake courses run by the Essex Early Years Development & Childcare Partnership, Pre-School Learning Alliance and other bodies. Staff training is continuous to keep up with current best practice. Each member of staff and main Committee has or will receive Criminal Records Bureau clearance. Continuous professional development for all our staff is a priority.

Our team is made up of:

Kay Tipper	Level 3	Tracy Allen	Level 3
Anna Acres	Level 2	Cristina Negrila	Level 2
Caroline Weetch	Level 2		
Catherine Thornley	Level 3		
Charlotte Jones	Level 3		
Cheryl Smith	Level 3	Jodie Smith	Level 3
Jennette Williams	Level 3	Liz Wood	Level 2
Jackie O'Dell	Level 3		

OFSTED and Policies

Danbury Pre-School is regularly inspected by OFSTED with our most recent inspection having taken place in September 2011 where OFSTED judgement was *good with outstanding features*. A copy of our OFSTED report is available via our website www.danburypreschool.org.uk.

We are also a PSLA accredited pre-school (recognised as achieving the highest standards of care and education).

Our policy statements are available on our website and in the policy binder in setting. We can also provide hard copies of any of our policies on request.

	Danbury Pre-School has policies that cover the following topics
1.	Achieving Positive Behaviour
2.	Admissions, Fees & Non Payment
3.	Complaint (Making A)
4.	Confidentiality And Client Access To Records
5.	Emergency Closure
6.	Employment and Staffing
7.	First Aid And Recording And Reporting Of Accidents And Incidents
8.	Food & Drink
9.	Health and Safety inc Risk Assessment
10.	Information sharing
11.	Looked After Children
12.	Managing Children with allergies, or who are sick or infectious and Administering medicine
13.	Managing Children's Safety and Security on Premises and Supervision of Children on Outings.
14.	Parental Involvement
15.	Reserves
16.	Role of the Key Person and Settling-in
17.	Safeguarding Children & Child Protection
18.	Supporting Children with SEN
19.	Uncollected Children
20.	Valuing Diversity And Promoting Equality
21.	Working in Partnership with other agencies
22.	Health and Safety2007 (Revised 2013)

23. Mobile phone and camera usage

The following Official Officers have additional responsible for the policies detailed below:

Danbury Pre-School Officers

Achieving Positive Behaviour Officer	Cheryl Smith
Complaints Officer	Charlotte Jones
Equality Named Officer	Tracy Allen & Cheryl Smith
Health & Safety Officers	Kay Tipper & Jennette Williams
Safeguarding Children co-ordinators	Kay Tipper & Charlotte Jones
Special Educational Needs Co-Ordinators	Kay Tipper & Tracy Allen

We work in partnership with staff and parents to update and review these policies on a regular basis.

Please contact a member of the Committee or speak to the pre-school Supervisor should you wish to discuss any of these policies. Your comments are most welcome.



Curriculum and Keyworkers

Parents and carers in partnership with us - How parents and carers can take part in the setting

The learning experience for children from 2 to 5 years is considered one of the most vital. Children absorb an enormous amount of information and many professional writers on the subject are of the view that a child's character is fully formed by the age of 7 years.

Parents are the first and most important educators of their children. The pre-school aims to work in partnership with you in caring for and educating your child. We consider it important for each parent and carer to be involved in the daily sessions at the pre-school.

This can be achieved in a number of ways:

- Exchanging knowledge about their children's needs, activities, interests and progress with staff
- Helping at sessions in pre-school - sharing their own special interests with the children
- Helping to make, provide or look after equipment/materials used in the children's play activities
- Being part of the management of the pre-school
- Taking part in events, discussions and activities and curriculum in pre-school
- Building friendships with other parents
- The parents' rota - The pre-school sends out a letter with dates if you would like to help at a particular session. We always welcome visitors if these dates are not convenient – just book a visit in with the daily supervisor. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities. Joining in is not the only means of taking part in the life of the pre-school. You can offer to take part in a session by sharing your own interests and skills with the children eg, play the clarinet for the children; cook with the children.

We like to encourage parents/guardians to help within pre-school. This helps to bond the pre-school with home, is great fun and provides an important insight as to how the school is run. If you would be interested in spending a session with us, just come in and talk to the staff. We would be very pleased to have you join us!

Keyworkers

When your child starts at Danbury Pre-School a staff member is allocated who will take a special interest in your child's development and who will work with you to keep their Learning Journey, a record of their time at pre-school. This is your Keyworker and is your child's champion in pre-school. You and your keyworker will collect information about your child's needs, activities and interests and achievements. This information will enable the key person to identify your child's

stage of progress. You and your keyworker will then decide on how to help your child to move on to the next stage. The Keyworker system was initiated to support your children through the Early Years Foundation Stage, in developing their potential at their own pace. Your Keyworker will track your child's progress and will monitor milestones as they are reached.

Your child's file is available for you to view at any time and we encourage you to arrange a personal Keyworker appointment to see how your child is doing at least once a term.

On "graduation" from Danbury Pre-School your child's file can be passed to the reception teacher of your chosen primary school before being kept by you as a lifelong reminder of what they were like when they were little.

Early Years Foundation Stage

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 of the children with interesting activities that are appropriate for their age and stage of development.

Danbury Pre-School follows the Early Years Foundation Stage Curriculum which is the first stage of the National Curriculum focusing on the distinct needs of children from birth to the end of the reception year at primary school.

The Early Years Foundation Stage framework is divided into four areas called 'Themes': These areas are then divided in the 16 commitments:

Early Years Foundation Stage				
Themes	Commitments			
<i>A Unique Child</i>	Child Development	Inclusive Practise	Keeping Safe	Health and Well-being
<i>Positive Relationships</i>	Respecting Each Other	Parents as Partners	Supporting Learning	Key Person
<i>Enabling Environments</i>	Observation, Assessment and Planning	Supporting Every Child	The Learning Environment	The Wider Context
<i>Learning and Development</i>	Play and Exploration	Active Learning	Creativity and Critical Thinking	Areas of Learning and Development

The areas of learning and development are divided into three Prime areas and four Specific areas:-

Prime areas: Personal, Social and Emotional Development, Communication and Language and Physical Development.

Specific areas: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Each learning area has Early Learning Goals which the children are supported in reaching by appropriate learning through play activities.

Learning through play

We believe pre-school provides the correct balance of play and learning for children in their most formative early years as all too soon a structured formal education process is upon them when they start primary school.

We have a full range of play equipment to stimulate and educate children through play allowing the children the opportunity to play both indoors and out.

Children are learning all the time and for them 'playing' is learning. It could be sharing with others, deciding how to play in the home corner or being creative on the sticking table. Before learning to read and write it is important to love stories and books, to recognise shapes and to hold pencils, brushes and other tools. Learning songs and rhymes and listening to music all add to their learning. We have lots of board games where we match colours and shapes, take turns and talk non-stop!

They explore, investigate, discover, create, practise, rehearse, repeat and consolidate their developing knowledge, skills, understanding and attitudes. Many of these aspects of learning are brought together effectively through playing and talking.

By the time your child goes to school he/she should be speaking well, know colours and shapes, numbers up to ten, be able to sit quietly and listen to stories, recognise his/her name, be able to go to the toilet and dress him/herself without help and be confident about playing with other children.

Look around and see whether you can see what the children are learning and please ask questions of the staff. Above all we have a lot of fun together in a group so that your child will not be afraid to take the next step to school. We are confident that the children who leave us have had as good a start as we can give them.



Settling your child into Pre-School

Pre-school will be a new experience for your child. We want your child to feel happy and safe at pre-school and for the transition from home to pre-school to be an easy one. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school.

We encourage you to make visits to the setting with your child before he/she starts so that they can become familiar with the surroundings.

When your child starts pre-school, it may seem strange to begin with, and they may feel upset or anxious. Once you have settled them at an activity or with a member or staff, explain that you will leave them and that you will come back later. Your child should soon settle into the routine, but we will always telephone you if there are any problems. You are also very welcome to ring us if you feel concerned once you return home.

What your child will need at Pre-School

Please make sure that your child is dressed in clothing suitable for the various activities at pre-school. They will go outside in all weathers to play and explore. In the summer, please include a sun hat and apply sun-cream to your child before pre-school.

Most children wear the pre-school uniform but they do not have to wear the uniform, but it does save their good clothes and having to decide what to wear each day. T-shirts and sweatshirts with the Pre-school logo are available to buy.

If there is not a uniform order form included in this pack please ring and request one on 01245 690678.

Footwear, in particular, must be safe, as your child might be playing on a climbing frame and slide, sit and ride toys or use our colourful parachute. Closed in shoes are a must to save them getting scrapped when playing racing games or caught when using climbing equipment. We request that all children bring black **plimsolls** in a bag, both **clearly named**, in which to change into at pre-school. We require children to always change from their outside footwear.

It would be helpful if cardigans, coats, hats and shoes were all clearly labelled as children do not always recognise their own things!

If your child has pierced ears, please ensure that they only wear stud style earrings to pre-school. No other jewellery is permitted.

Nappies

If your child is not yet potty or toilet trained, please bring nappies and baby wipes for your child and let staff know when you are toilet training so they can support you. A spare change of clothes is advisable. If a child has an 'accident', the child will be treated with sympathy and understanding. If you have any concerns, please speak to the session supervisor. We prefer that children attending all day or PM sessions are toilet trained.

Drinks and Snacks

Milk or water is provided to drink at the Snack Bar mid-morning. If your child cannot have either of these then we ask that they bring their own drink in a named container. Snacks provided include: fruit, carrots, cheese, tomatoes, biscuits – sweet and savoury, marmite, honey, jam, toast etc. Please advise us if your child has any special dietary requirements or allergies.

A Typical Session At Pre-School

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion.

The children are also helped and encouraged to take part in adult-led small and large group activities that introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom/s.

When your child enters pre-school, they will be allocated a named tray which will be used for their artwork, folders and any other communication. Please check at the end of every session.

Registration

Supervised free play e.g.

Home Corner
Collage
Puzzles
Physical play

Book Corner
Drawing
Sand
ICT

Painting
Play dough
Construction Toys
Dens

Mid-morning: the Snack Bar is open for drinks and snacks, which is included in the price of each session.

Group time e.g.

Musical instruments
Obstacle Course
Songs and Rhymes

Dance/movements to music
Parachute play

'Exercises'
Circle Time

Story time is for all the children where they are encouraged to learn to sit still and in a group in order to listen.

Afternoon sessions have more structured activities for the older children. These activities encourage letter and number recognition and opportunities to practise name writing and book work. Those children 2 terms from starting school will be on the 'preparation for school program'. Small group work, listening groups and lots of community visits as well as library books and are all organised for the older children as part of a more structured learning environment that is specifically targeted at those children who will soon be starting school. Those who are not developmentally ready for these activities are encouraged to remain in the morning sessions so they can have activities planned to support their development in other ways. Home work sheets and tasks will be supported although this will always be voluntary.

Fundraising money is often used to pay for special activities. This year we are having outside professional come into our afternoon sessions on a regular basis to teach French, gymnastics and we have Kate Milner on our team who is an amazing professional storyteller. We are also have our 'living eggs' around Easter hatching our own new born chicks over 2 weeks. Examples of visits already scheduled are the vet's, the deli, the library and both local schools. We also heavily subsidise an annual school leavers trip which is always fun; this year Tropical Wings will be welcoming us.

Show and Tell – children are invited to bring an item in which relates to the weekly topic which parents are informed about on the newsletter or an item of interest which they may have found on their walk to pre-school or a momentum from a family day out. This helps children to think about the weekly topic but also to develop their language skills.

Supervised free play - ICT is available often with a five minute sand timer to aid sharing. Various games and puzzles are available for the children to self select.

During each session your child will be asked to have a go at 2 or 3 activities. We always use the outside area (welly boots and warm coats in the winter, while sun hats and sun screen in the summer are required) for riding bikes, looking for insects and seasonal changes.

We spend time talking about going to school looking at our transition books, giving each child time to talk about their worries and hear what solutions we can offer each other.



Sessions and Fees

Opening Times

Pre-school is currently open from 9.00am to 3pm every day during term time. We offer a full pre-school day for those aged 3 yrs and over as well as am and pm sessional care. We also run a Breakfast and After School Club during normal school term times but at this present time cannot offer transport. Please refer to the attached sheet for full details on session times and prices.

Our pre-school day and PM sessions are for children after their 3rd birthday only. We encourage the children to start with 2 sessions aged 2 years and once developmentally ready to try extending into a pre-school day and including pm sessions in their weekly routine. Please be aware that whilst we try to be flexible allocating and changing sessions throughout the year the schools in the local area have a single intake in September. This means we can't always offer a change of sessions at the start of each term. Sessions are designed to encourage them to socialise with their peers, partake in team games, taking turns, develop more independence, and to extend their listening, literacy and concentration skills.

Once your child is established at pre-school, if a session is not full, a "pay and play" place can be offered on a first come first served basis. If you are interested on any day in utilising this service then please call the setting directly and speak with a Supervisor for availability.

Our Breakfast Club runs from 7.30am for the children at pre-school age 3 and older and the children of St John's school.

If the pre-school has to close for any reason due to severe weather or other unavoidable circumstances we, as soon as practicable, put details on our website and inform local radio stations.

Fees

Fees are payable half-termly, or termly for funded children, in advance. 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 the supervisor, Pre-School Administrator or a member of the Committee. For your child to keep her/his place at the pre-school, you must pay the fees. If you have any difficulties with payment, please let us know and we will do our best to help. Non-funded children are charged a non-refundable registration fee of £25 which includes a pre-school bag and T shirt.

We are in receipt of government education funding for three and four year olds, where funding is not received, then fees apply. We are also registered for 2 year old funding. As certain conditions apply for this funding please contact the office for more details. At present all children are eligible for **government funding** from the term after their 3rd birthday. This funding covers up to 15 hours per week for 38 weeks per year. If there are more than 38 weeks in an academic year, then additional fees are payable. To receive government funding, a parent/carer declaration form must be completed every term (provided by pre-school). If a parent

uses part or all of their funding at another nursery, we will charge £4.50 per hour for any hours taken above the 15 hours a child is entitled to. If you need further information, please see the covering letter and/or speak to our Manager.



Health and Safety

Fire Register

We have a fire register in setting to be signed by the parent/carer on arrival. This is part of our fire precautions; we would use the list if necessary in the event of a fire. We have regular (very simple) fire drills for the staff and children. Parents and carers are asked to sign their child in on arrival and out on departure from every session.

Illness

If your child is suffering from any of the illnesses listed below, please do not bring them to pre-school.

- Conjunctivitis – child can return 48 hours after starting antibiotic treatment
- Diarrhoea – child should stay at home until 48 hours after their last bout
- Sickness – child should stay at home until 48 hours after their last bout
- Impetigo – until 48 hours after the start of treatment
- Chicken Pox – until scabs are dry

For any other specific illness, please contact the supervisor of the pre-school before bringing your child.



USEFUL ADDRESSES & TELEPHONE NUMBERS

OFSTED, Office for Standards in Education (OFSTED), National Business Unit,
Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA
08456 404040 www.ofsted.gov.uk

HEALTH & SAFETY EXECUTIVE Area Office (East Anglia), Wren House, Hedgerow
Business Park, Colchester Road, Springfield, Essex CM2 5PF

Tel: 01245 706200 www.hse.gov.uk

DEPARTMENT for EDUCATION and SKILLS, Department for Education and Skills
Caxton House, Tothill Street, London, SW1H 9FN

Tel: 0870 000 2288 www.dfes.gov.uk

PRE-SCHOOL LEARNING ALLIANCE, (Area Office)

E2, Market Road, Chelmsford, CM1 1LX

Tel: 01245 438563 www.pre-school.org.uk

THE SCHOOLS CHILDREN AND FAMILIES DIRECTORATE. EARLY YEARS AND
CHILDCATE, PO Box 47, County Hall, Market Road, CM1 1QH

Tel: 01245 438500 www.earlyyears.essexcc.gov.uk

OUT OF SCHOOL INFORMATION AND DEVELOPMENT - 4 children

01245 438572 www.4children.org.uk



Main Committee 2014

Chair- Stacey Withey

Vice Chair- Wendy Beer

Secretary- Nicola Ware

Treasurer- Ron Matthews

Fundraising- Kirsty Woods

Publicity- Vacancy

Parent Liaison- Lynn Mealand

Grants – Sally Pain



Fees and Session Times (September 2014)

Danbury Pre-School

Pre-School Day

Day	Time	Price
Monday	9.00am – 3.00pm	£27.00
Tuesday	9.00am – 3.00pm	£27.00
Wednesday	9.00am – 3.00pm	£27.00
Thursday	9.00am – 3.00pm	£27.00
Friday	9.00am – 3.00pm	£27.00

AM and PM sessions

Day	AM Session	PM Session	Price AM	Price PM
Monday	9.00 – 12.00 pm	12.30pm – 3.00pm	£13.50	£11.25
Tuesday	9.00am – 12.00 pm	12.30pm – 3.00pm	£13.50	£11.25
Wednesday	9.00am – 12.00 pm	12.30pm – 3.00pm	£13.50	£11.25
Thursday	9.00am – 12.00 pm	12.30pm – 3.00pm	£13.50	£11.25
Friday	9.00am – 12.00 pm	12.30pm – 3.00pm	£13.50	£11.25

Lunch Club

For children three years of age (or during the term that they reach three years) there is a lunch club which starts at 12 noon. On Monday, Wednesday and Friday children attending afternoon sessions are able to arrive at 12 if they wish to join lunch club. On Tuesday and Thursday children attending the morning sessions can stay until 12:30 for lunch club. For those wishing to order a hot meal these can be purchased via the office priced £2.00 and are prepared by St John's School. Orders need to be placed by Friday for the following week.

Please note that children need to bring a packed lunch, or order a hot meal if they stay for a pre-school day. The 9.00am start to our sessions at St John's is a flexible start to accommodate parents dropping off older children at a variety of local school. Please note the gates will be locked at 9.25am and registration will begin at 9.30am. After this time your place will be deemed to be a potential pay and play stay unless you inform us of your late arrival.