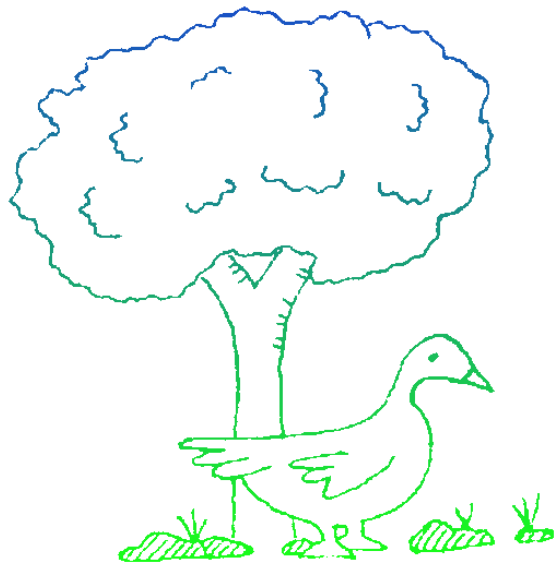


Goostrey Pre-school



**Prospectus 2008 - 2009**

# GOOSTREY PRE-SCHOOL

The committee and staff welcome you and your child to Goostrey Pre-School, a community-based group which has been running in the village since 1967 and has become a valued part of our local community. We operate with the full support of Goostrey Community Primary School, and offer education and care for children from 2.5 years to school age.

We aim to encourage the development and education of pre-school children in a parent-involving, community-based group, providing a safe, secure and stimulating environment and working with a framework which offers equal opportunities for all children and families.

All children are offered a specially tailored curriculum leading to the early learning goals. With a high adult to child ratio (1:4 for children under 3 and 1:8 for 3-5 year olds) we are able to provide individual care and attention, whilst encouraging fun and friendship with other children and adults.

Goostrey Pre-School is a non-profit making charity, run by an elected voluntary parent committee. This ensures that the major decision-making is in the hands of the parents. In addition to fundraising and organising events, the committee is responsible for reviewing both policy and practise and for the employment and appraisal of members of staff. The Annual General Meeting, at which the committee for the following year is elected, is held during the Autumn term, and parents will be informed in good time so that they may attend.

We hope that your child's time in our Pre-School will be very happy and productive one. Please use the telephone numbers attached to sort out any queries you may have and feel free to speak to the supervisors or committee members at any time.

## **STARTING PRE-SCHOOL**

Your child may feel some apprehension at starting Pre-School. Our staff will work with you to help him/her feel confident and secure in the group. This takes some children longer than others and parents should not feel worried if their child takes a while to settle. With our high adult/child ratio, and the experience of our staff, we will be able to assist your child in settling in as smoothly as possible.

We would prefer that children attending Pre-School be toilet trained, however we will accept children in pull-ups.

There is no uniform, but we do encourage parents to purchase our Pre-school sweatshirt, available from a committee member. This gives the children a sense of belonging in the group. It is also advisable that your child wear clothes that are easy to handle, when visiting the toilet for example, as this helps the child to develop confidence and independence. Non-designer, easily washable clothes are preferable, so that the child may experiment with all kinds of materials, including messy ones. Jewellery is strongly discouraged, as this may cause injury when using the climbing apparatus.

### **ARRIVING AND LEAVING PRE-SCHOOL**

Pre-School meets every weekday morning during term-time at the Goostrey Methodist Church Hall, Main Rd, Goostrey.

### **PRE-SCHOOL HOURS**

Morning sessions: Monday, Tuesday and Wednesday 9.15am-11.45am

Extended lunchtime sessions\*: Tuesday, Thursday and **Friday** 9.15am -1.00pm

Full day session: Thursday 9.00am - 3.00pm

\*A commitment to lunchtime sessions must be made at the start of each half term. **Friday** sessions are predominantly for the 'rising 5's' (those children starting school the following September and children are expected to stay for the lunchtime session.) If there is a low number of Rising 5's at this session it may be opened out to more children at the discretion of the staff and Committee.

Please note that Thursday is the only day we are able to offer a full day session, if you require a shorter session we would encourage you to choose a different morning.

Children may attend up to 6 sessions per week. Children attending extended lunchtime sessions will be required to bring a packed lunch suitably packed in a lunch box. We advise that an ice pack is used if any meat or dairy produce is included. A drink will also be needed for midday but drinks (milk or water) and a healthy snack (breadsticks or fruit) are provided by Pre-School for morning breaks.

On arrival, children and parents/guardians are greeted by the supervisor on duty immediately inside the hall entrance. The children pick up and 'post' their name card; this assists them with name recognition and is a double

check on who is in that session. They are then ticked off on a register. It is important that staff know who is present from the beginning of a session in case of fire/emergency.

Children are then encouraged to join the free play session. Staff are available to greet the children and play with them at this stage, leaving the supervisor free to talk with parents if they so wish.

Between 11.30 and 11.45 am the children leaving Pre-School at the end of a morning session are gathered together for either stories or rhymes. This ensures a quiet wind down time for the children and increases the supervision while the back exit is unlocked.

The children's project paintings, etc, are left in the foyer so that parents arriving to pick up their children can collect them before their children are called. A supervisor or assistant remains in the foyer during the collection period to ensure that any necessary information is passed on, and parents have an opportunity to discuss their child. The supervisor will also ensure that children depart safely and only with a parent or person who has been authorised in writing by the parent to collect that child.

Should you experience difficulty in collecting your child at the end of a session on any particular day, please contact the supervisor on the emergency mobile number.

Parents should also be aware of our one-way system for driving/parking. Drivers should enter the Methodist Church Hall car park via the gates from Main Road and exit onto Bank View. Please avoid blocking the drive, parking alongside the hedge and above all do not park outside the private garages at the far end of the car park.

## **CURRICULUM**

We aim to provide a high standard of pre-school education, which benefits each individual child personally and socially, and prepares him/her for school. Our educational programme has been devised to enable each child to progress at their own level towards the statutory early learning goals set by the Department for Education and Skills (DFES) to the best of his/her ability and at his/her own pace and so lay a good foundation for continuing the National Curriculum at Primary School.

Our Pre-School offers early learning opportunities in an environment which fosters confidence, independence and self-esteem. The curriculum builds on

children's play activities, self chosen by the children, and adult lead activities, to promoting learning in the following six key areas:

- Personal, Social and Emotional Development;
- Communication, Language and Literacy;
- Problem solving, reasoning and numeracy;
- Knowledge and Understanding of the World;
- Physical Development;
- Creative Development.

### **PARENTAL CONTRIBUTION**

Parents are important to Pre-School and are encouraged to become involved. Research shows that children learn better when their parents are involved. We operate a voluntary rota which gives parents the opportunity to take an active part in the group and see how the Pre-School operates, thus enabling them to talk about it afterwards with their child.

Parents are also encouraged to take an active part in the management of Pre-School by joining the committee and by assisting and supporting fundraising events.

### **RECORD-KEEPING**

Goostrey Pre-School recognises that an effective partnership between home and Pre-School is essential to support children's learning and maximise children's achievements.

Because of our high adult to child ratio, we are able to implement an excellent record keeping system, in which observations of the children in the group and at home are used on a regular basis for tailoring the curriculum to each child.

For the Pre-School partnership to be successful information needs to flow in both ways and parents are encouraged to contribute to and are kept informed of their child's progress and achievements. The Pre-School maintains a Tracker Book for each child to record achievements covering the six areas of learning. Any observations which staff members consider significant are recorded in the profile. Parents are free to consult the contents of the profile, discuss the profile with the supervisor or add to it if desired.

Pre-School also keeps on file basic information required on the registration form regarding the child's name, age, address, contact details, relevant medical information, a daily register of attendance, an accident and incident

book and records required by OFSTED. Parents are asked to inform Pre-School of any changes or additions to contact details. E.g. mobile phone numbers.

In addition to informal discussions with the supervisors, parents are invited to attend a more formal meeting to discuss their child's progress. This meeting usually takes place towards the end of the Spring term.

### **REGISTRATION**

On receipt of a completed registration form for a child, we guarantee a place at Pre-School for that child until he/she starts school. If space permits, the number of days that a child attends may be increased or the days changed, subject to prior arrangement with the registration secretary. However, a child must attend more than one session per week in order for them to settle in and feel part of Pre-School. Parents also have the possibility to pay for an occasional 'drop-in' session for their child (at a slightly higher rate than the fees - see separate sheet for the current rate), paid directly to the supervisor.

Four weeks written notice must be given to the registration secretary of cancellation of one or more of the reserved days. If less than 4 weeks notice is given, we reserve the right to charge for the cancelled days for a maximum of 4 weeks, subject to the amount of notice given.

Refunds are not normally given for absence due to holiday or sickness. In the case of a planned absence in excess of 4 weeks, refunds will be given, provided 4 weeks written notice of absence has been given. If less than 4 weeks notice is given, the refund may be reduced accordingly. A place will be guaranteed for the returning child provided a retention fee equivalent to one week's fee is paid. If no retention fee is paid, a place will be offered to the returning child, subject to availability.

### **FEES**

Pre-School is a non-profit making organisation and the fees charged are to cover the cost of staff wages and the rent for the Pre-School hall. For current rates, see separate sheet.

Invoices for fees will be sent out on a half-termly basis, prior to the beginning of each half term. Payment is required, by cheque or in cash, at the first session which the child attends of that half-term. In exceptional circumstances (such as at times of financial difficulty) arrangements can be made, after consultation with the administration assistant, for fees to be

paid on a weekly basis. If fees are not paid then the child's place cannot be maintained.

### **Contributions towards Pre-School fees**

There are three schemes in operation at present.

The schemes are as follows: -

#### **1. Cheshire County Council Pre-School Places Subsidy Scheme**

The subsidy scheme is to assist with the payment of places for children who are defined as "in need". The fund is available to children aged over 2.5 years.

If anyone wishes to find out more about the scheme please either contact the Pre-School Learning Alliance on 01606 592954 or Jane Atkinson, Administration Assistant for Pre-School.

#### **2. 3 year old funding**

From April 2004, 3 year old funding has been made universal. A child is eligible for 3 year old funding from the first full term following his/her third birthday.

The 3 year old funding is only available to children who live in Cheshire.

A child is entitled to five 2.5 hour sessions per week and these can be taken with one or more providers, but it must not exceed the limit of 5 places per child. A parental declaration form must be completed every half term to monitor this and these are issued by Pre-School.

The funding is paid directly to Pre-School for an 11 week period. If a term exceeds 11 weeks then fees are charged for the additional weeks and bills will be issued when this occurs.

3 year old funding can be claimed until the first full term after a child is 4 years of age.

#### **3. 4 year old funding**

This is similar to the 3 year old funding. It is paid directly to Pre-School for an 11 week term and bills will be issued when terms run longer than this. Again you can claim five 2.5 hour sessions per week and parental

declaration forms must be completed every half term. 4 year old funding commences the first full term following the child's fourth birthday.

### **LATE PAYMENT OF FEES**

A written reminder of non-payment will be issued one week after the payment due date has passed. If the fees remain unpaid for a further week (and no arrangement has been agreed and accepted by both parties), we reserve the right to make a weekly penalty charge, commencing 2 weeks into the half term.

If payment becomes more than four weeks overdue (and no arrangement for payment has been agreed and accepted by both parties) we reserve the right to withdraw the child's place from Pre-School. Such action would only be taken after full discussion with the parent/guardian and after one week's written notice has been given.

### **FURTHER INFORMATION**

Several copies of our Policies and Procedures document are available for consultation on the Pre-school notice board in the hall. Please ensure that you sign a copy out, read it and return it to Pre-School as soon as possible. A tear off slip is enclosed below for you to sign and return to confirm that you are familiar with the above document.

Any queries regarding our Policies and Procedures document should be addressed to the supervisors or committee members.

I confirm that I have read the Goostrey Pre-School Policies and Procedures document and agree to abide by the Policies and Procedures set out in it.

Signed..... Date.....

Name of child attending Pre-School.....

Please return this tear-off slip to Pre-School as soon as possible. Thank you.

## USEFUL NUMBERS AND INFORMATION

Please keep the following numbers handy for reference:

- Emergency mobile phone number for Pre-School: 07970 889562
- Registration Secretary, Sarah Main: 549997 (For increasing number of sessions or queries regarding registration)
- Administration assistant, Jane Atkinson: 535396 (For queries regarding fees or nursery vouchers)
- Committee Chairperson, Tracey Ayre: 532903 (For general queries or those regarding the committee)

**Pre-School uniform:** available from the committee or staff.

### **Fees from September 2008:**

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Under 3	Over 3*	Under 3	Over 3*	Under 3	Over 3*	Under 3	Over 3*	Under 3	Over 3*
Morning 2 ½ hr session	£6.25	£8.41	£6.25	£8.41	£6.25	£8.41	£6.25	£8.41	£6.25	£8.41
Lunch Session			£3.10	£3.10	£3.10	£3.10	£2.50	£2.50	£3.10	£3.10
Afternoon 2 ½ hr session							£6.25	£8.41		
Total	£6.25	£8.41	£9.35	£11.51	£9.35	£11.51	£15.00	£19.32	£9.35	£11.51
Drop in fees**	£6.75	£8.91	£9.85	£12.01	£9.85	£12.01	£16.00 (all day) £9.25   £11.41 (lunch/pm)	£20.32	£9.85	£12.01

\* These rates will apply in the term following a child's 3<sup>rd</sup> birthday.

\*\* When available: please ring the Supervisor to check spaces.

**Deposit:** £50 - charged on acceptance of place at Pre-School and redeemable against future fees payable.

**Registration fee:** a one off payment when a child starts attending Pre-School:

- £10 - if registration documents are downloaded from Pre-School website ([www.goostreypreschool.org.uk](http://www.goostreypreschool.org.uk)).
- £15 - if you have the registration documents sent by post.

**Insurance charge:** £5.00 - charged at the start of every full term.

**Late payment of fees:** £2.50 - commencing 2 weeks into the half term.

Please contact Jane Atkinson to discuss payment options in confidence if you think you may have problems paying your fees at any time.