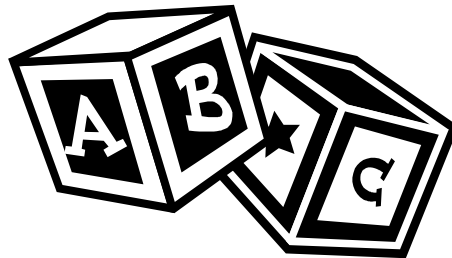


# Winster Pre-school



*Playing to Learn*

The Burton Institute

West Bank

Winster



Winster Pre-school operates in a warm and caring atmosphere where children learn through play. It provides care for children from two and a half years old to school age in sessions which run during school term time on Monday, Tuesday, Wednesday and Thursday mornings from 9:30 am to 12:00 noon. Pre-school aims to provide a stimulating learning environment in which your child will feel happy and secure. We hope that your child will feel valued and confident and develop a sense of achievement by learning key skills through play and activities. We aim to provide equal opportunities for all our children.

Winster Pre-School is OFSTED registered, and is a member of the Pre-school Learning Alliance. We are regularly inspected by OFSTED in order to confirm that we meet its requirements.

### **The Staff**

The children are cared for by a team of six experienced staff, four of whom have achieved the NVQ level 3 qualification in childcare and education or equivalent. The staff to children ratio is 1:6. All staff members operate according to OFSTED requirements and all have certificates in first aid. Staff who supervise cooking activities or serve snacks have basic food hygiene qualifications.

Each child is allocated to a member of staff, their key worker. Progress is monitored so that achievements can be celebrated and any areas of concern can be identified. Records will be kept of your child's progress and are available to view and discuss with the Supervisor or key worker.

### **A Typical Session**

All sessions are planned in advance to meet OFSTED's Early Learning Goals and are adapted as necessary to meet the specific needs of individual children. Each session starts with free play across a range of activities such as arts and crafts, musical instruments, home corner, sandpit, water play, playdough, puzzles, games, computer, cooking and lots of other stimulating toys. This is followed by a group session exploring topics such as the seasons, the weather, festivals, events, etc., and physical play with a range of equipment. The session ends with group singing of the Pre-school song. When the weather allows, we take the children outside to play in the gated yard. Please remember to bring in your child's coat or a hat and sun block when appropriate.

A snack is offered halfway through the session and usually comprises a drink of milk or water with some fresh fruit or a biscuit or snacks prepared by the children during the session. If your child has any food allergies, please inform the Supervisor or alternatively provide your child's refreshments in a marked container.



## **The Pre-school Curriculum**

Pre-school follows the Curriculum Guidance for the Foundation Stage to ensure that as early learning practitioners, we help the children progress through the stepping stones. The curriculum is achieved by supporting, fostering, promoting and developing children's learning in six specific areas. Within each of these areas, children will be encouraged to:

- *Personal, social and emotional development:*  
be motivated and interested to learn; maintain attention and concentration; show a range of feelings and be aware of others feelings and needs; respect other cultures and beliefs; form positive relationships with both peers and adults; understand right from wrong and why; become independent.
- *Communication, language and literacy:*  
take turns and interact with others; listen attentively to stories, songs, rhymes and poems; extend their vocabulary; hear and say initial and final sounds and link sounds to letters; know that print carries meaning; ask questions, where, why, who, how; use a pencil to form letters and write their own name.
- *Mathematical development:*  
say and use number names in order to count to 10 and recognise numbers 1-9; recognise simple repeated patterns; use language related to addition and subtraction; use mathematical ideas in problems; recognise 2D and 3D shapes and use appropriate mathematical language to describe them.
- *Knowledge and understanding of the world:*  
investigate objects and materials by using all the senses; find out about and explore living creatures; look at similarities, differences, patterns and change; build and construct with a wide range of resources; select appropriate tools to join and construct; use technology to support the children's learning; find out about the past and the present; explore the immediate environment and the wider world; gain knowledge of cultures and beliefs.
- *Physical development:*  
move with confidence, imagination and in safety; show an awareness of space; move with control and coordination; recognise the importance of hygiene and keeping healthy; use a range of small and large handled tools, objects and materials safely and with increasing control.
- *Creative development:*  
explore colour, texture, shape, form and space in 2 and 3 dimensions; recognise changing sounds, sing songs, repeat sound patterns and match music to movement; develop imagination in art and craft activities, music, dance, small world, role play and stories.



### **Starting Pre-school**

Your child may attend Pre-school from the age of 2 years 6 months. It is preferred that your child is fully toilet trained, although this is not essential, and appropriately clothed (eg no dungarees).

At this young age we would appreciate your co-operation in settling your child into their new learning environment. As your child will be using paints, glue, playdough etc, please ensure that he/she is dressed accordingly (ie not in best clothes).

We are covered by insurance during the hours of the Pre-school sessions only (9.30 am - 12.00 noon), therefore please do not deliver your child early or be late collecting him/her.

It is a parent's responsibility to notify Pre-school of any changes to their child's health or social circumstances. Parents also have a duty to inform staff who will be collecting their child from Pre-School.

### **The Fees**

A non-refundable £5 registration fee is required for each child when you request a Pre-school place. Your child will be entitled to a free taster session at Pre-school to help him or her settle in.

Winstar Pre-school participates in the Early Years Development Partnership (previously known as the voucher scheme). This entitles your child to free Pre-school sessions the term following his/her third birthday (unless you use your free sessions elsewhere).

Fees are payable each half-term in advance by cheque/cash and are as follows:

- £4.50 for two and a half year olds
- £8.00 for three and four year olds (if not funded)

A discount is available for more than one child per family. Normal sickness or holiday absences are not refundable. If your child has a prolonged illness, special arrangements will be made at the discretion of the Supervisor. A half-term's written notice is required to terminate your child's place.

Fees can be subject to change. A minimum of one month's notice of any change will be given in the Pre-school newsletter.



## **Complaints**

If for any reason you are dissatisfied with Pre-school's service, please discuss the matter in the strictest confidence with the Supervisor. If you are not satisfied with the outcome, please put your concerns in writing to the Supervisor and the committee chairperson. Written complaints will be responded to within four weeks. You can then request a meeting with the Supervisor and the chairperson. If this still does not result in a satisfactory outcome, an external mediator can be brought in. When an external mediator has concluded his/her investigation a final meeting between all parties would be held.

Parents may approach OFSTED directly at any stage at the following address:

OFSTED Early Years  
Building C  
Cumberland Place  
Park Row  
Nottingham  
NG1 6HJ

Tel: 0115 944 9000

## **Pre-school Policy**

Winstar Pre-school is a community-led organisation, relying on local help and enthusiasm. All Pre-school policy details can be found on the notice board in the Burton Institute.

## **Parents as Partners**

Parental involvement is essential to the successful operation of Pre-school. Winstar Pre-School is a registered charity and requires a voluntary committee of parents who decide on all aspects of policy, manage Pre-school, its finances, recruit staff and ensure policies are known to staff. No committee means no Pre-school. All parents are welcome to attend the AGM and the meetings held each term to discuss Pre-school progress and fundraising events.

All parents are expected to help with fundraising events wherever possible. Tasks may include selling raffle tickets, donating prizes for various events and giving some of your time to man stalls, etc. Fundraising is vital in order to maintain a high quality of childcare. Any ideas for new fundraising events are also welcome.

## **Contacts**

For further information, please contact the Supervisor Cathy Banks on 01629 650593 on Tuesday evenings 6:00-8:30 pm.

In an emergency during Pre-school sessions, please phone 07854 276434.



## Place Request Form

If you wish to register your child/children for a place at Winster Pre-School, please complete the following details:

### First child

Child's name -----

Date of birth -----

Preferred start month -----

Number of sessions per week    1             2             3             4

Preferred session days            Mon             Tue             Wed             Thu

### Second child

Child's name -----

Date of birth -----

Preferred start month -----

Number of sessions per week    1             2             3             4

Preferred session days            Mon             Tue             Wed             Thu

Please note that although we will do our best to accommodate your request, we cannot guarantee that all your preferences will be met.

A £5 registration fee is required for each child. Cheques should be made payable to 'Winster Playgroup' and be returned with this form to:

Cathy Banks (Supervisor), Winster Pre-School, Burton Institute, West Bank, Winster, DE4 2DQ.

### Behaviour management policy

Pre-school believes that children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else. We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. (Extract taken from Pre-school policies.)

**Equality and diversity policy**

Pre-school is committed to providing equality of opportunity and anti-discriminatory practice for all children and families. (Extract taken from Pre-school policies.)

I understand and accept the above Pre-school policies:

Parent's signature .....

Date .....

Address .....  
.....  
.....

Telephone .....

Where did you hear about Winster Pre-school? .....  
.....

A parent must sign this sheet before their child/children can start Pre-school.

