

Lover & Redlynch Pre-School

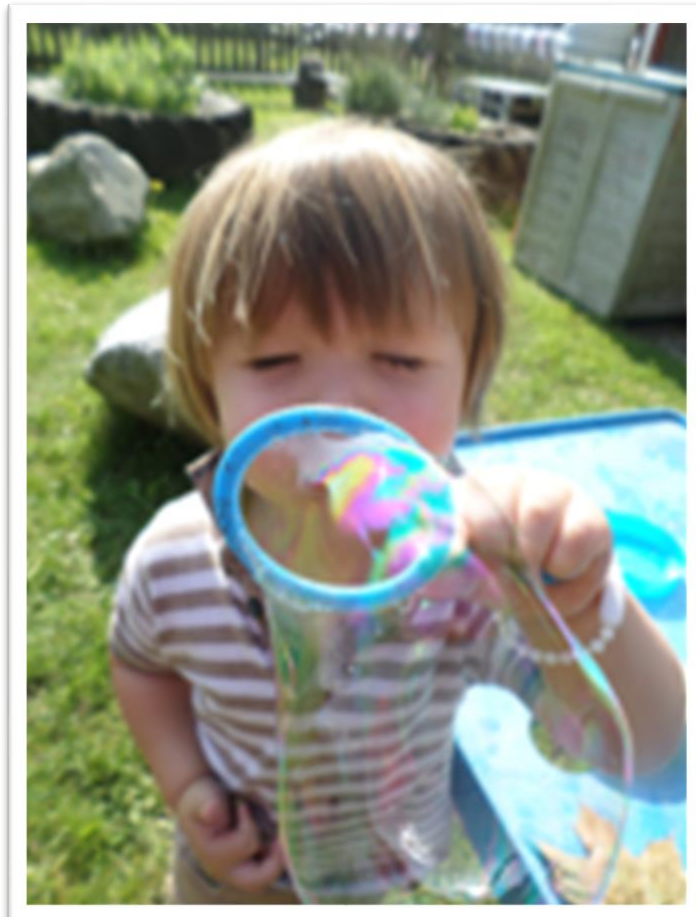
School Road, Lover, Salisbury, Wiltshire SP5 2PW
01725 510295

www.loverandredlynchpreschool.co.uk

lover.preschool@gmail.com



Prospectus



WELCOME TO LOVER & REDLYNCH PRE-SCHOOL

We are a happy and thriving Pre-school located in the tranquil village of Lover. We are a committee run Pre-school and a registered Charity.

We offer opportunities for hands-on outdoor play experiences. Our nurturing, child-centered approach creates a happy and stimulating learning environment for children aged 2-4.

We are well-known locally for our caring family feel and offer an indoor-outdoor learning ethos to make full use of our beautiful natural surroundings and large multi-sensory garden.

We are small enough to ensure each child is cared for as an individual, making secure attachments to the committed team of staff.



We aim to provide a safe and stimulating environment in which your child will develop social, physical and academic skills. By growing in self-confidence and gaining independence your child will be well prepared to continue their education in the primary school of your choosing.

We believe that children progress when they are happy. We give each child the opportunity to develop at their own pace with adult support. We foster consideration for others, and enjoyment of each other's company and the ability to learn through play.

As an independent Pre-school, we feed into many of the local primary schools, including Hale, Breamore, Morgan's Vale, Downton, New Forest School and Whiteparish.

Our aim is to:

Provide an inclusive, safe, caring and stimulating environment.

Provide a balance of child-initiated and well planned, carefully structured activities for your child, based on his/her individual development needs and to foster their well-being, self-esteem and personal development.

Provide a well-balanced curriculum that meets the requirements of the Early Years Foundation Stage (the EYFS), in a multi-sensory, varied approach to cater for all learning styles and preferences.

Provide regular opportunities for communication, where parents/carers and keyworkers can exchange and discuss information concerning the child's development, where parents are partners in decisions affecting their child.

Have fun!

Our Staff

Our staff are trained, experienced and committed to supporting, encouraging and inspiring all of the children in our care.

Zoe Batchelor is our Pre-school leader, she has a CYPW level 3. Our Pre-school assistants Lynsey Wilson and Hannah Griffiths also have CYPW level 3. Claire Smith is our apprentice and she is currently studying for a CYPW level 3. Jenni Phillips has a CYPW level 2, she is a bank pre-school assistant and our Business Manager.

In order to keep up to date they regularly attend relevant training courses, including Child Protection and Paediatric First aid, for example. All staff have an Enhanced DBS check.

Each child is assigned a staff member as a key worker who charts the child's progress during the course of the year.

Session Times

Our session times are:

Monday	9.00 -12.00
Tuesday	9.00-12.00 12.00-2.30
Wednesday	9.00-12.00 12.00-2.30
Thursday	9.00-12.00 12.00-2.30
Friday	9.00-12.00 12.00-2.30



A lunch club is offered daily straight after the morning session, from 12.00pm to 12.30pm, subject to a viable number of children being enrolled each day.

Admissions

Lover & Redlynch Pre-school is open to every family in our community. We offer education and care for children from 2 years until they begin primary school. We provide spaces for 16 children at each session.

Free Entitlement

From September 2017 funding for early education for 3 and 4 year old children has changed. All families with a 3 and 4 year old child will still be eligible for the universal offer of free early education of up to 15 hours a week term time or a total of 570 hours taken throughout the year. Some children will be eligible for extended childcare from this date, which is up to 30 hours a week term time or a total of 1140 hours taken throughout the year.

For further information about whether you qualify for extended childcare please visit the following link. www.childcarechoices.gov.uk.

Please note Lover & Redlynch Pre-school is only able to offer 25.5 hours childcare per week.

Parents have the flexibility to use funding within our setting and/or shared with other childcare providers.

We are registered with several voucher schemes.

Funding for two year olds is also currently available for those who meet the relevant criteria. To find out if you qualify please see the following link.

<http://www.wiltshire.gov.uk/schoolseducationandlearning/earlyyearsandchildcare/earlyyearschildcareprofessionals/freenurseryentitlement>.



If your child is funded and you wish to amend the number of sessions they attend then your changes must coincide with the Wiltshire council funding forms which are completed in September, January and April.

Fees

Session fees are currently £5.00 per hour, payable termly in advance. We offer a daily lunch club at £2.50 per session. Children bring their own packed lunch to these sessions. The Fee structure is reviewed annually. Any changes to fees will be notified at least one term in advance of the change taking place.

An example of a session

Children are welcomed into the
Pre-school

Freetime/Freeflow (including
craft/activity table)

Registration

Group activity

Snack

Outside time

Story time

Lunch

Free time/Freeflow

Group activity

Outside time

Snack

Storytime

Collection time



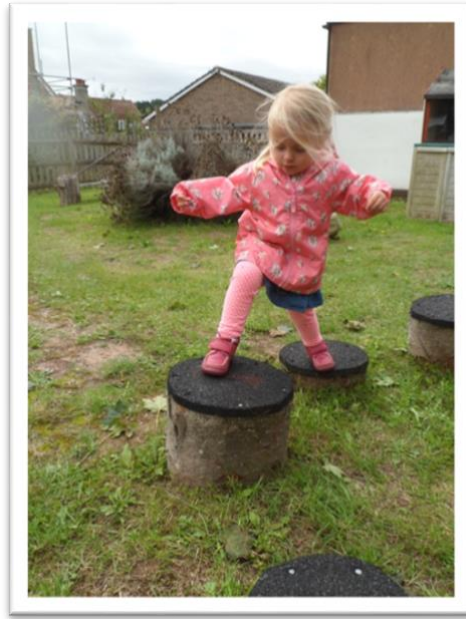
Each session is arranged in order to give children a broad range of opportunities and stimulating activities. There are times for them to make their own choices and times for them to follow an adult's lead; times to play together and times to play alone; times to be quiet and restful and times to be active. All of these sessions lead to the continuing development of your child's independence, social skills and will help them with their transition from Pre-School to School.

Learning Through Play

Children learn best when they are actively involved in something they enjoy. When you visit us, it will appear obvious that the children spend a great deal of time 'playing'. Play has a serious purpose for each child; it is their main learning tool. Play offers a child a means of exploring and understanding the world and their place in it. Our play activities are carefully structured and tailored to meet each child's individual needs.

Circle time

Circle time provides opportunities for listening, developing focus, promoting communication and learning new concepts and skills. It's a time for memory development, sensory experience, socialisation and a time for fun. This is an important start to our day where the children sit quietly and together we look at the days of the week, the weather, count the children, sing a song and if the children have brought something in from home they wish to share they can: often based around a theme e.g. the letter, shape or colour of the week.



Free Play – inside ...and outside

A wide range of activities are provided during free play, some very open-ended, some very imaginative and some more clearly defined. There is sand and water play, mud kitchen, construction, fine motor activities, maths activities, puzzles, games, role-play, dressing up, a home corner, small world play, free painting, free mark making activities, craft activities, play dough, bikes, balls and balancing activities, as well as many others.

There is also a quiet corner with a carpet and cushions where children can relax, enjoy a book, or spend some quiet time with their friends.

Free play also provides opportunities for adult-led structured activities and 1:1 support.

The activities are balanced to provide a range of learning and play opportunities which:

- Stimulate and encourage children to explore freely and safely
- Develop their self-confidence, self-esteem and skills for learning
- Cover all areas within the Early Years Foundation Stage
- Meet the developmental needs of the children attending that session

Tidy Up

All the children help to tidy up and are encouraged to take care of the resources and their environment. This is supervised and assisted by adults, encouraging participation and responsibility.

Snack Time

Snack time is a social occasion, children help themselves to a healthy snack and a choice of milk or water. The children sit as a group. Hygiene is emphasised and children are encouraged to be independent in clearing the tables and washing up their own bowl and cup.

Parents/carers are encouraged to bring in a healthy snack for their child to share with their friends.

Lunch Time

If your child is staying for lunch, please provide your child with a healthy packed lunch and drink. Lunch times are also very social as children and staff chat and enjoy their lunch together. We encourage good sitting and table manners. Please note we operate a no nut policy.

Early Years Foundation Stage (EYFS)

We offer provision in accordance with the EYFS Framework to ensure our setting provides for the needs of the individual child. There are four key themes in the EYFS; A Unique Child, Positive Relationships, Enabling Environments, Learning and Development.

The learning and development opportunities we offer are committed to the themes and principles within the reformed EYFS framework (effective from September 2021) and now consist of three prime areas and four specific areas.

The prime areas cover the knowledge and skills which are the foundation for children's school readiness (the EYFS continues during their first Reception year at primary school) and future progress, and which are applied and reinforced by the specific areas - particularly literacy and maths as they form an appropriate baseline for the National Curriculum which begins at year 1 in primary school.



The 3 Prime Areas of Learning and development are:

Communication and Language:

We like the children to talk about their own experiences and encourage them to listen to others. We develop language skills using a wide range of activities e.g. acting, role play, storytelling, poems, songs and most importantly talking and listening, all in all providing a rich language environment.



Physical Development:

We not only have a large, fenced garden area, but also secure access to an outdoor playing field where children are able to utilise fully the outdoor play items that the pre-school own. We provide opportunities for the children to be active and interactive; and to develop their co-ordination, control and movement thus developing gross and fine motor skills. We help the children understand the importance of health and self-care by encouraging them to make independent healthy choices in relation to eating, sleeping and hygiene therefore contributing to all round good health.



Personal, social and emotional development:

We encourage the children to develop high levels of personal independence, show initiative and become self-confident. They learn to care for one another and not only to respect each other's feelings but also to express their own. We encourage them to work happily as individuals and also in groups.



The 4 Specific Areas of Learning and Development are:

Literacy:

Through activities and daily routine staff encourage individual children and small groups to participate in all sorts of 'mark making' including writing patterns, names, letters and shapes. We provide daily opportunities for children to recognise their own names, letters and familiar words and to always have access to a wide range of reading material, thus developing basic reading skills. We encourage children to link sounds and letters.

Mathematics:

We provide children with opportunities to develop and improve their skills in counting using various methods e.g. songs and rhymes, creating and recognising patterns and sequences, recognising and naming shapes, understanding simple ideas of length, weight and volume, and finding out ways of dealing with problems and thus acquiring essential mathematical skills.

Understanding the World:

We encourage the children to explore and understand their environment, community, people, places and technology. We encourage exploration of other cultures/religions therefore learning tolerance as well as an understanding of their own culture. We use safe and well-maintained equipment for the children to experiment and observe within a stimulating environment. We encourage their natural curiosity and delight in the "but why?" questions.

Expressive Arts and Design:

We encourage children to play with a wide range of media and materials as well as providing opportunities and encouragement for sharing thoughts, ideas and feelings through a variety of activities such as music making, singing, movement and dance. We create opportunities for imaginative role play, both individually and in a group. We use dough, clay, paint and various other materials to encourage exploration of all of the children's senses e.g. mixing, mark making, cooking and gardening.





Special Educational Needs

Lover & Redlynch Pre-School aims to have regard to the DfES Code of Practice on special educational needs. We aim to provide a welcoming environment and appropriate learning opportunities for all children, valuing and supporting individual needs. If you would like to discuss the group's ability to meet your own child's needs, then please talk to the Pre-school leader/ SenCo.

Safeguarding

Safeguarding is our first priority. We support the children within our care and have robust safeguarding policies and procedures in place to prevent the impairment of children's health and development. We work with children, parents and external agencies to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

The above forms part of our safeguarding policy along with:

- All staff and volunteers are checked by the Disclosure and Barring Service (DBS) on joining the Pre-school. This is renewed every 3 years.
- All connected with the setting must complete a staff suitability declaration.
- Staff will be expected to attend training to keep up to date and informed on Safeguarding issues.

Operation Encompass

Lover & Redlynch Pre-school is in a project called Operation Encompass. This is a Police and Education early intervention safeguarding partnership which supports children and young people exposed to domestic abuse. Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. When a parent registers with our Pre-school, a letter further explaining operation encompass is included. The parent is asked to sign to acknowledge they have read the document.

Policies

Our policies are available in the Pre-school at all time for parents/carers to read. Our list of policies is as follows:

Abuse and Neglect Policy
Acceptable User Policy
Administering of Medicines Policy
Admissions Policy
Bad Weather Policy
Behaviour Management Policy
Changing Nappy / Clothes Policy
Cleaning Policy
Code of Conduct Policy
Complaints & Grievance Policy
Complaints Procedures
Confidentiality and access to records Policy
Covid Policy
Disciplinary Procedure
Domestic Abuse Policy
Early help Policy
Equipment & Resources Policy
E-Safety Policy
Escalation Policy
Female genital mutilation
Financial Policy
Financial Reserve Policy
Fire Safety Policy
Food & Drink Policy
Fostering Policy
GDPR Policy
Grievances Procedure
Health Policy & Procedures for Sick Children Policy
Health & Safety Policy
Infection control
Information Sharing Policy
Lockdown Policy
Looked After Children Policy
Lost Child Policy
Maintenance, storage and transfer of records Policy
Manual Handling Policy
Nappy Changing Policy
No Smoking Policy
Non-attendance
Non/Late Collection of Children Policy
Outdoor Area Policy
Outings & Events Policy
Parental Involvement Policy

Peer on peer observation Policy
 Photography Policy
 Preventing radicalisation and promoting fundamental British values
 Privacy Policy
 Private Fostering Policy
 Retention of Record Policy
 Risk Assessment Policy
 Safeguarding & Child Protection Policy
 Safeguarding & Child Protection Procedures
 Secure Storage, Handling, Use Retention & Disposal of Disclosures and Disclosure Information Policy
 Settling in Policy
 Sexual Exploitation Policy
 Social Networking Policy
 Special Educational Needs Policy
 Staff Code of Conduct Policy
 Staffing & Employment Policy
 Staffing & Employment Procedures
 Sun Smart Policy
 Toileting Policy
 Transition Policy
 Use of Mobile Phones and Cameras Policy
 Valuing Diversity and Promoting Equality Policy
 Visitor Policy
 Whistleblowing Policy
 Work Experience Policy

All of our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis.

Settling In

The Pre-school team very much welcome the opportunity to get to know the children before they start and also for the children to become familiar with the Pre-school surroundings.

We suggest children come for at least two 'stay and play' sessions before they start. While your child settles into their new environment, staff will inform you about how the Pre-school runs and gain useful information about your child.

Supplementary information is gathered, on an 'All about me' sheet, for example information about siblings, preferences, family, friends and experiences.

We will work with you to settle your child appropriately. It is our goal for your child to make new friends, have lots of fun and enjoy the time that they are with us.



Working with parents

Our aim is to build a positive relationship with parents and children alike in an atmosphere of respect, security and confidence. Working together and developing good partnerships with parents helps children feel positive and encourages their learning. Building good relationships means a positive, successful and happy atmosphere for all.

Newsletter

A newsletter is distributed to all parents each term. The newsletter aims to keep parents informed of themes and activities going on throughout the Pre-school, fundraising events, committee meeting dates, term dates and any other social events.

Learning Journeys

Pre-School will keep and maintain records that record your child's learning and development whilst they are at Pre-School, in the form of a Learning Journey. These are compiled by your child's key person, but will be contributed to by all the Pre-School staff. They help us not only to record your child's learning and development, but also aid us to plan your child's next steps. We welcome parental input to these records. These records are only shared with parents/carers. These Learning Journeys include many photos, quotes and observations, which provide detailed evidence of your child's continuing development. They are also a lovely memento of your child's time with us which parents and children thoroughly enjoy reading.

Welcome Board

In the cloakroom there are welcome boards displaying notices and posters to share information with parents/carers. They include staff and committee photos, relevant training certificates belonging to staff, complaints and fire procedures etc..



Feedback

Lover & Redlynch Pre-school welcomes feedback on all aspects of its provision from all parents/carers and other interested parties. Parents/carers are given a questionnaire annually. Parents/carers are encouraged to feedback their thoughts to staff. The staff and committee regularly communicate regarding the development of the Pre-school.

Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their personal, social and learning needs through play and learning without fear of being hurt or hindered by anyone else. Children need to learn to consider the views and feelings, needs and rights, of others and the impact that behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example.

Transition to School

We aim to prepare the children for transition to primary school and we work alongside all of the schools that we feed to. We encourage visits to new schools and, through discussion, role play and activities prepare the children for the next stage in their learning.

Health and Safety

The Pre-school promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. We aim to make our setting a safe and healthy place for children, parents, staff, volunteers and visitors by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Staff are given a clear explanation of health and safety issues so that they are able to adhere to the Pre-school's policies and procedures and understand their shared responsibility for health and safety.

Children are made aware of health and safety issues through discussions, planned activities and routines. Parents are informed of health and safety issues so that they understand the part played by these issues in the daily life of the Pre-school

Child Sickness

The Pre-school provides a healthy and safe environment for all children. We cannot accept a child who is who is unwell or who has had a serious infectious illness. Parents are asked to keep their children at home if they are ill and to inform the Pre-school as to the nature of the illness.

If a child arrives at the Pre-school and the leader does not consider them well enough to attend, the parent/carer will be advised accordingly.

Below is a list of the most common childhood ailments that are infectious and the recommended exclusion period:

- Coughs, colds and sore throats - we appreciate that children often pick up cold viruses without being ill and accept they do not need to be stay away from the setting, however, if they have raised temperature, continued cough, or are unable to eat, then exclusion may be necessary.
- Any child with sickness or diarrhoea must be kept away from pre-school for at least 48 hours after the last episode of sickness and/or diarrhoea.
- Temperatures - any child with a raised temperature, even if not accompanied by any other symptoms, should be kept away.

Covid

We follow Government and Public Health England guidelines in relation to Covid. We follow our infection control procedures and regularly access our risk assessments and outbreak management plan.

Pre-school Closure

In the event of adverse weather conditions or a severe infectious illness which prevents the correct number of staff from attending, we may be forced to close the pre-school.

Administration of medicines

The Pre-school recognises that children will require the administration of medication periodically and consistently. Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions of administration. Staff will not accept out of date medication or medication that has been taken out of the container or make changes to dosages or times on parental instruction.

Payment of fees

Invoices are calculated by the Treasurer and given to parents/carers at the beginning of each term (September, January and April) or when the child starts Pre-school.

All payments are due on receipt of the invoice.

Payments can be made by BACs, cash, cheque or childcare voucher.

Fees may be paid in instalments (please speak to the treasurer to arrange).

No refunds are given for non-attendance e.g. for holidays or sickness. In case of need, an application can be made in writing to the Chair of committee.

Complaints

In the unlikely event that you feel you need to make a complaint about the Pre-school, the details of the procedure can be found in the policy folder, in the cloakroom or by contacting a senior member of staff.

Pre-school registration

We are a member of the Pre-school Learning Alliance and we are OFSTED registered. After our most recent OFSTED in December 2015, we were graded as good, the report is available for anyone to read on www.ofsted.gov.uk. The quality of our provision is assessed by Wiltshire Early Years Department.

**IF YOU WOULD LIKE TO REGISTER YOUR CHILD PLEASE COMPLETE THE REGISTRATION
FORM AND RETURN IT TO THE PRE-SCHOOL**

