

**CHURCHILL PRE-SCHOOL PROSPECTUS  
(UPDATED JANUARY 2008)**



**THE CHILD IS ALWAYS AT THE CENTRE OF  
EVERYTHING WE DO**

## Welcome!

We believe that all children deserve the best in pre-school education and at Churchill Pre-School we aim to deliver this goal.

We want your child to enjoy their time with us and leave pre-school with happy memories.

## About Us

Churchill Pre-School is a community group that provides pre-school education for children prior to them starting at primary school. We take up to 26 children per session, aged 2.5 to 5 years with up to 8 under 3s at any one session. We operate during school term times.

We are a registered charity (Charity No 1044073) and charity trustees are the current Pre School Committee. The Committee serves on a voluntary basis and are all parents and carers of the children currently attending the pre-school. They are elected at the Annual General Meeting in September. We are a member of the Pre-School Learning Alliance (The Fitzpatrick Building, 188 York Way, London, N7 9AD; tel 020 7833 0911; e-Mail [info@pre-school.org.uk](mailto:info@pre-school.org.uk); web [www.pre-school.org.uk](http://www.pre-school.org.uk) ).

## Location



Churchill Pre-School  
Churchill Memorial Hall  
Ladymead Lane  
Churchill  
North Somerset  
BS25 5NH

We are located in the Churchill Memorial Hall on Ladymead Lane, sharing ample parking with Churchill Doctors Surgery

## Contact Details

We are always happy to talk to you:  
Telephone: 07977 878512 during session times

Telephone: 01934 852945 to speak to the leader at other times

## **Our Aims**

At this important initial stage we endeavour to give the pre-school children a firm foundation for their lifetime of learning by.

- Providing a high quality caring environment which allows the pre-school child to develop physically, intellectually and socially.
- Engaging the child in learning through play by providing well planned and child-initiated activities with appropriate support, following the relevant national guidelines.
- Working in mutual respect with parents ensuring that all children feel included, secure and valued, leaving no child excluded or disadvantaged.

## **Inspections and Quality Control**

We are regularly inspected by Ofsted (Office for Standards in Education), a department of central government, as part of their national programme of inspection of the education provision for 3 to 4 year olds. A copy of the most recent inspection is available on request. Alternatively, visit the Ofsted web site [www.ofsted.gov.uk](http://www.ofsted.gov.uk) for more information.

We participate in a quality assurance scheme 'The Bristol Standard' which is an evaluation framework for Early Years education providers, ensuring we are constantly maintaining and improving our high standards

## **The Staff**

We employ qualified, experienced staff, who are chosen because of their rapport with the children. There is close liaison between the staff and the Committee. We always have more staff on duty than the minimum required by our registration which enables us to provide all children with extra support

## **Key Worker**

Each child is allocated a key worker who will oversee the well being and development of your child. Your child's key worker will be happy to discuss any matter with you.

## **Development Record**

We keep an individual record for each child, which is always available for the parent/carer to read or add to. If you wish to see your child's record, please ask one of the staff as they are stored securely for reasons of confidentiality.

## Sessions

	Morning session	Lunch Club	Afternoon Session
Monday to Friday	9:00 to 11:45	11:45 to 12:45	12 : 45 to 15:15

Monday sessions are for those children starting school at the next intake. If we have a large intake and are unable to offer Monday places to all, the same activities will be covered in smaller groups on the days when those children concerned do attend.

Lunch Club is optional and the children attending can enjoy the social aspect of eating together. You provide a packed lunch.

All sessions follow a similar format:

- Parent drop off – child hangs up their name tag on the Pooh & Tigger entrance board
- Welcome followed by news time, a group story and then activities based upon the current theme including planned and child-initiated play.
- ‘Tidy-up time’, followed by Key Worker time when the children sit in small groups with their key worker
- Break time – The children always have fresh fruit or vegetables, milk juice or water, and a biscuit or small slice of cake on a child’s birthday.
- After break we enjoy whole group singing and story time before enjoying physical play. Those children not staying for lunch or all day are then collected and those attending for lunch and the afternoon session arrive
- We come together for a story and then wash our hands before enjoying lunch.
- After lunch the children enjoy free choice activity time while other children are collected or arrive for the afternoon. Some activities will continue into the afternoon, but there is always a new activity to add a further challenge
- We then have tidy-up time, another story time and a further break of fresh fruit, milk, juice or water and a biscuit.
- The last few minutes of the day are spent in a whole group conversation time

We include five story times a day following recent research which has found it is of great benefit in the child’s developing communication, language and literacy.

In addition, we welcome visitors to the group and enjoy regular outings

## Outside

We have a garden which gives the children a wonderful outdoor learning environment, and our registration allows us to use the adjoining recreation fields and park.

## Collection of Children

Please let us know who will be collecting your child. If we have not been informed, we will not let your child go: This is for your child’s safety. In emergencies our password scheme will be operated.

## **Starting Your Child at Pre-School**

We would encourage you to initially come and visit for a session or part of a session and stay with your child throughout (even if you do not get involved yourself and just stay in the corner!). Each child is different and some may require more and some less parental input when it comes to starting pre-school. Please be assured that we have a very sympathetic approach to settling your child into pre-school.

## **Transition to School**

We contact all the receiving schools and invite the reception class teachers to come and visit the relevant children at pre-school. A transitional report is prepared and sent to the school and a copy of the child's profile. All schools are invited to contact us for further information if they require it. If a child has a special educational need, formal handover meetings are attended by the pre-school leader, pre-school inclusion officer and the school staff.

## **Helpful Guidelines**

- Each of the six terms has a topic and activities are planned to enable each area of learning to be covered.
- Activities are planned to cover each child's own individual needs.
- Please dress your child in play clothes because some activities are messy and (even with aprons) accidents happen during enthusiastic play!
- You can purchase Churchill Pre-School T-Shirts and Sweatshirts at reasonable prices. They are not compulsory and contribute towards our fundraising.

## **Illness**

Please do not send your child to pre-school if they are unwell. Firstly an ill child cannot cope with a busy pre-school session. Secondly, bugs spread quickly at this age and although most children recover quickly, some may have other health problems which could mean they become very ill.

Children must be clear of all symptoms of vomiting or diarrhea for 48 hours before returning to the group. Please discuss any specific illnesses with the pre-school staff or your doctor if you are unsure about any quarantine periods.

## **DVD Library**

We have a DVD Library offering suitable children's DVDs for hire for a modest fee. All monies collected contribute towards our fundraising

## **Fees**

We aim to provide top class pre-school education at a modest price. The Pre-School Committee Treasurer invoices parents each half term and prompt payment is appreciated. Parents will be notified of any increases in fees by letter. If you have difficulty meeting the fees, please talk to the pre-school leader. Our latest fees for sessions and lunch club are available on request.

## **Funded Places**

North Somerset Council currently provides funding for pre-school education for all 3-4 year olds. Funding begins from the term following the child's 3<sup>rd</sup> birthday. The level of funding is subject to change. The parents and carers of any child who is eligible for funding will be provided with all the relevant literature and forms by Churchill Pre-School.

## **Policies**

All the required policies are displayed on the pre-school notice board situated at the far end of the hall by the kitchen, or on the notice board in the lobby. If you require a personal copy of any of these documents, please ask the leader.

## **Parental Involvement**

We welcome parental help during sessions, although we do not have a rota of regular parent helpers. If you would like to help, please contact the leader. We cannot let younger siblings attend with you (registration directive). You may wish and would be very welcome to become more closely involved in the management of the pre-school through membership of the committee. All parents who help during sessions or become involved in the management of Pre-School will need to consent to background checks which are conducted through Ofsted.

Parents are kept informed of day to day aims and objectives through regular letters and we aim to foster positive relationships between home and pre-school through close partnerships and shared understanding. As a community group, we place the child and family needs first.

## **Fundraising**

We are a charity and fundraising is an important part of the parental involvement with the pre-school. The funds raised go towards new toys and equipment for the children. A number of fundraising events occur over the school year, which are advertised in the newsletters, on posters and promoted by members of the committee. If you would like to get involved in these activities the committee would be delighted to welcome your help. You can support us simply by attending our fundraising events, which are fun and a great way of meeting other parents.

## **Equal Opportunities Policy**

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The Pre-School Learning Alliance is committed to helping pre-schools provide equality of opportunity for all children and families. As a member of the Alliance, Churchill Pre-School works in accordance with the existing legislation, including:

- Disabled Persons Act 1958, 1986
- Race Relations Act 1976
- Sex Discrimination Act 1986
- Children's Act 1989

We believe that the group's activities should be open to all children and families, and to all adults committed to their welfare. We aim to ensure that all who wish to work in, or volunteer to work with our pre-school have an equal opportunity to do so.

### **Admissions**

The pre-school is open to every family in the community. The waiting list is not operated on a first come first served basis, but on a fairer system, (see the Admissions Policy). Families joining the pre-school are made aware of its Equal Opportunities Policy.

### **Employment**

The pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed. Commitment to implementing the groups Equal Opportunities policy will form part of the job description for all workers.

### **Families**

The pre-school recognises that many different types of family successfully love and care for children. The pre-school offers flexible payment systems for families of differing means.

### **Festivals**

Our aim is to show respectful awareness of all the major events in the lives of children and families in the pre-school and in our society as a whole, and to welcome the diversity of backgrounds from which they come. In order to achieve this, we aim to acknowledge all the festivals which are celebrated in our area and /or by the families involved in the pre-school:

- Without indoctrination in any specific faith, children will be made aware of the festivals which are being celebrated by their own family and those of others, and will be introduced where appropriate to the stories behind the festivals.
- Before introducing a festival with which the adults of the pre-school are not themselves familiar, appropriate advice will be sought from people to whom that festival is familiar.
- Children and families who celebrate at home festivals with which the rest of the pre-school is not familiar, will be invited to share their festivals with the rest of the group, if they themselves wish to.
- Children will be encouraged to welcome a range of different festivals, together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life.

### **Hardship Fund**

A fund exists to help provide some financial assistance for those families experiencing difficulties in meeting the cost of fees. See Harship Policy for details.

### **The Curriculum**

All children will be respected and their individuality and potential recognized, valued and nurtured. Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Appropriate opportunities will be given to children to explore, acknowledge and value similarities and difference between yourself and others.

### **Resources**

Theses will be chosen to give the children a balanced view of the world and an appreciation of the rich diversity of a multi-racial society. Material will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

### **Special Needs**

The pre-school recognizes the wide range of special needs of children and families in the community, and will consider what part it can play in the meeting of these needs.

Planning for pre-school meeting and events will take into account the needs of people with disabilities.

### **Discriminatory Behaviour/Remarks**

These are unacceptable in pre-school. The response will aim to be sensitive to the feeling of a victim(s) and to help those responsible to overcome their prejudices.

### **Language**

Information written and spoken will be clearly communicated in as many languages as necessary.

Bilingual/multilingual children and adults are an asset. They will be valued and their languages recognized and respected in the pre-school.

### **Food**

Medical, cultural and dietary need will be met.

### **Meetings**

The time and place and conduct of meetings will ensure that all families have an equal opportunity to be involved in the running of the pre-school.

## **Complaints Procedures**

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As a member of the Pre-School Learning Alliance we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each individual child and family and to provide a warm and caring environment within which all children can learn and develop as they play.

We believe children and parents are entitled to expect our courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with parents and the community generally and we welcome suggestions on how to improve our group at any time.

### **Making concerns known**

- A parent who is uneasy about any aspect of the group's provision should talk over any worries and anxieties with the pre-school Leader
- If this does not have a satisfactory outcome within a couple of weeks, or if the problem recurs, the parent should put the concerns or complaint in writing and request a meeting with the pre-school Leader and the owner of the group or the Chair of the Management Committee. Both parents and the Leader should have a friend or partner present if required and an agreed written record of the discussion should be made.

### **Most complaints should be resolved informally or at this initial stage**

- If the matter is still not sorted out to the parent's satisfaction, the parent should again contact the owner/chair.
- If parent and group cannot reach agreement, it might be helpful to invite an external mediator, one who is acceptable to both parties, to listen to both sides and offer advice. A mediator has no legal powers but can help clarify the situation. Staff or volunteers within the Pre-School Learning Alliance will be available to act as mediator if both parties wish it.
- The mediator will help define the problem, review the action so far and suggest further ways in which it might be resolved.

The mediator will keep all discussion confidential. She/he will meet with the group if requested and will keep an agreed written record of any meetings that are held and of any advice she/he has given.

### **The role of the registering authority.**

In some circumstances it will be necessary to bring in the Ofsted registration and inspection unit, who have a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. Parents can take their complaint or concern directly to Ofsted if they wish.

**We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of the pre-school and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality.**