

PROSPECTUS



HOLBROOK COMMUNITY PRE-SCHOOL

Reg. Charity No. 1014885.

**North Heath Hall
St Mark's Lane
Horsham
RH12 5PU
Tel. No. (01403) 265851**

1) Welcome

Thank you for considering Holbrook Community Pre-school as your Early Years childcare provider. We hope that you will find our prospectus informative and look forward to welcoming you to our pre-school family.

Please note that this prospectus contains simplified Policy Statements, full Policy Statements and Group Portfolio are available on request at our setting, or can be viewed on our website www.holbrookcommunitypreschool.co.uk.

1.1) Introduction

Holbrook Community Pre-school is a registered charity that was established in 1983 with the aim of enhancing the development and education of children under statutory school age in a parent-involving and community-based group in the Holbrook area of Horsham.

The Pre-school is run by a management committee, who are also the Pre-school's charity trustees. Committee members are predominantly current parents, this ensures that decisions affecting Pre-school are made by the parents who use the group.

Pre-school activities are run by highly qualified and experienced staff and a part time administrator, all employed by the pre-school. We are open Monday to Friday, 9.30am to 12.30pm term time only (38 weeks per year) for children between the ages of 2 and 5 years.

1.2) Our Aims

At Holbrook Community Pre-school we always aim to:

- Provide a caring, safe and stimulating environment in which children learn through play.
- Work in partnership with parents to develop a child's full potential.
- Encourage participation in a group which values everyone, whatever their sex, age, race, religion, culture, means, background or disabilities.
- Maintain an outstanding setting dedicated to fostering children's self-esteem, confidence, and independence in preparation for the transition to school.

1.3) Our Location and Setting

We are based in North Heath Hall and operate sessions out of 2 rooms within the Hall:

- **Triangles Room**
'Triangles' is our largest session and operates every day of term catering for children between 2 and 5 years. It is the larger of the two rooms and accommodates a maximum of 18 children per session. The room also has access to a secure garden with patio, an adjoining smaller 'quiet' room, a large self-contained fully equipped kitchen and a private bathroom facility.
- **Circles/Diamonds Room**
This smaller room has access to a secure patio area and can accommodate up to 9 children.

For each session, strict adult/child ratios are adhered to in accordance with latest statutory guidelines. All sessions will have one qualified supervisor supported by the appropriate number of qualified Assistants.

2) Our Sessions

Session Times: Monday to Friday, 9.30am to 12.30pm term time only (38 weeks per year).

All of our sessions are thoroughly planned to ensure that children enjoy challenging activities and progress well towards their learning and development goals as set out by the Early Years Foundation Stage (DfE 2012, for further information please refer to section 3 below). We work hard to ensure that all children are fully integrated into each session and benefit from fun and friendship with other children and adults.

Children are provided with and have access to a range of high quality equipment and resources. We operate 'free-flow' play and actively encourage children to choose from a range of activities on offer. Staff continuously interact with all children ensuring that they are guided, supported, encouraged and assisted in their learning as required. Children can decide what and how to play with an activity on offer and/or can choose to take part in activities which are led by an adult.

All children have continuous access to outdoor play and a 'quiet' area for reading or quieter activities. The patio in our Triangles garden has an awning which protects us from the sun and rain allowing children access to outdoor play whatever time of year. A gazebo provides additional protection in the Triangle and Diamond outdoor areas if required.

Fresh water is available to children at all times during the session. In addition, we operate a self-initiated snack time where all children are provided with a drink (either milk or water) together with a healthy snack. Snack time is a sociable occasion where children are encouraged to be independent. We also celebrate birthdays of both the children and staff which bring us together for another enjoyable social event.

We offer specific activities to ease the transition from home into pre-school, between pre-school sessions if applicable (eg, moving from Circles to Triangles), and then finally from pre-school on to Primary school (eg, eating a packed lunch which prepares them for eating with others away from home).

2.1) Triangle Sessions

Triangles is our largest session and runs on a daily basis, catering for children between the ages of 2 and 5 years. It operates with one qualified Supervisor, two Assistants and a maximum of 18 children.

2.2) Circle/Diamond Sessions

These are smaller sessions that operate in response to the demand for places and the children's individual needs. It operates with one qualified Supervisor, up to two Assistants and a maximum of 9 children.

2.3) Afternoon Club

As with Circles and Diamonds, the afternoon club is run in response to demand. It takes place in our smaller room between 12.30 and 2.30pm. Priority is given to children in their final year before Primary school. Children eat lunch (brought from home) with the support of the Afternoon Club staff, then join in with the self selected activities on offer.

3) Children's development and learning

The provision for children's development and learning is guided by The Early Years Foundation Stage (DfE;2012). Our provision reflects the four overarching principles, which are

3.1) A Unique Child

Each child is a unique child who is constantly learning and can be resilient, capable confident and self-assured.

Practitioners:

Understand and observe each child's development and learning, assess progress, plan for next steps
Support children to develop a positive sense of their own identity and culture
Identify any need for additional support
Keep children safe
Value and respect all children and families equally

3.2) Positive Relationships

Children learn to be strong and independent through positive relationships.

Positive relationships are:

Warm and loving, and foster a sense of belonging
Sensitive and responsive to the child's needs, feelings and interests.
Supportive of the child's own efforts and independence
Consistent in setting clear boundaries
Stimulating
Built on key person relationships in early years settings

3.3) Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers.

Enabling environments:

Value all people
Value learning

They offer:

Stimulating resources, relevant to all the children's cultures and communities
Rich learning environments through play and playful teaching
Support for children to take risks and explore

3.4) Learning and Development

Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities.

Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

They foster the characteristics of effective early learning:

Playing and exploring
Active learning
Creating and thinking critically

4) Areas of Development and Learning.

How we provide for development and learning:

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.

The Areas of Development and Learning comprise:

Prime Areas

- Personal, Social and Emotional Development;
- Communication and Language;
- Physical Development

Specific Areas

- Mathematics
- Understanding the World;
- Literacy
- Expressive Arts and Design.

For each area, the practice guidance sets out the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. The practice guidance also sets out in 'Development Matters' the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

4.1) Personal, social and emotional development

Our programme supports children to:

- Develop a positive sense of themselves and others
- Form positive relationships and develop respect for others
- Develop social skills and learn how to manage their feelings
- Understand appropriate behaviour in groups
- Have confidence in their own abilities

4.2) Communication and Language

Our programme supports children to:

- Have opportunities to experience a rich language,
- Develop their confidence and skills in expressing themselves
- Speak and listen in a range of situations

4.3) Physical development

Our programme supports children to:

- Be active and interactive
- Develop their co-ordination, control and movement

- Understand the importance of physical activity and to make healthy choices in relation to food

4.4) Mathematics

Our programme supports children to:

- Develop and improve their skills in counting, understanding and using numbers
- Calculating simple addition and subtraction problems
- Describe shapes, spaces and measures

4.5) Understanding the world

Our programme supports children to:

- Make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

4.6) Literacy

Our programme supports children to:

- Link sounds and letters
- Begin to read and write

Children are given access to a wide range of reading materials to ignite their interest.

4.7) Expressive arts and design

Our programme supports children to:

- Explore and play with a wide range of media and materials
- Have opportunities and be given encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology

5) Our Staff

All of our staff are highly motivated, committed and passionate about their work. Children benefit from their vast skills, experience and knowledge and strong team work ethic. All our staff members are fully qualified for the positions they hold and are continually updating their training. Our membership of the Pre-School Learning Alliance ensures we are constantly in touch with new ideas in the field of child education and care.

Our permanent members of staff are:

Name	Position	Qualifications
Mrs Nicola Moors	Leader, Child Protection Officer	NVQ Level 3 Early Years Childcare & Education Level 2 Award in Health & Safety Paediatric First Aid
Mrs Kerry Winton	Supervisor, SEN-Coordinator, Inclusion Coordinator	NVQ Level 3 Early Years Childcare & Education Paediatric First Aid
Mrs Jacky Tee	Supervisor	Cert Ed (PCET) NVQ Level 3 Early Years Childcare & Education Paediatric First Aid
Mrs Jodene Potter	Supervisor Registrar	CACHE Level 3 Diploma in Pre-school Practise Paediatric First Aid
Mrs Sarah Stanton	Supervisor	CACHE Level 3 Diploma in Pre-school Practise Paediatric First Aid
Mrs Gloria Cawley	Assistant	NVQ Level 2 Assistant Playworkers Paediatric First Aid
Mrs Ros Crabb	Assistant	CACHE Level 3 Diploma in Pre-school Practise
Mrs Katie Bradley	Assistant	CACHE Level 3 Diploma in Children's & Young People's Workforce
Mrs Carole Hewson	Assistant	CACHE Level 3 Diploma in Children's & Young People's Workforce
Mrs Tracy Howard	Administrator	

5.1) Key Person

Each child is allocated a personal Key Person who is responsible for keeping records of the child's progress and development within the curriculum, and liaising with parents.

5.2) Assessment

Our staff continuously observe and monitor children to ensure that Learning and Development Plans (LDP) are targeted to each individual child's needs and progression is made. The LDP is a record of your child's development over the period and details how together we aim to continue this progression. Each term you will be invited to contribute to the LDP for your child.

In addition, records of your child's achievements whilst with us are kept in their Learning Journal*, you are welcome to view this and add to it on request.

* This is a photographic and work based journal detailing your child's progress in play and learning, from those all important first day photos to their first attempts writing their name.

5.3) Student Placements

We actively encourage students on placements as part of a Childcare course and also support local secondary schools by offering work experience weeks. Any such attachments are strictly monitored to ensure that the experience is mutually beneficial.

6) Parental Involvement

As a community pre-school we encourage parents and carers to become involved in our group, research shows that children learn better if their parents are involved (Source: The Impact of Parental Involvement on Children's Education, https://www.education.gov.uk/.../DCSF-Parental_Involvement). We are partners in developing your child's full potential. A strong successful partnership between us provides your child with the best chance of success as they move through pre-school.

As such we encourage parents to:

- Be involved with their children's education
- Take part in the management of the group by joining the Committee
- Join the parent help rota
- Assist with fund raising

6.1) Our Committee

As a registered charity, we are legally required to have a management committee elected annually at our AGM. Committee members are predominantly current parents, this ensures that decisions affecting Preschool are made by the parents who use the group. Each year parents leave and new ones join, we ask all our new parents to consider joining the committee and becoming involved in our Pre-school. Without parent volunteers for the committee our Pre-school cannot operate.

6.2) Parent Help Rota

By assisting during a session or part thereof, parents can appreciate how their children are learning through play and just how much they enjoy their sessions with us. It also gives you an opportunity to meet their new friends, understand their new routine and get to know the staff who are caring for your child.

(Please note that, due to insurance restrictions, children under 2 are not allowed to be present during session time).

6.3) Fund Raising and Social Activities

Our Committee (supported by staff and parents) work hard to organise fund raising events throughout the year. As a registered charity we rely on income raised in this way to help us attain up-to-date equipment and resources for the benefit of the children. Fund raising events are enjoyable, productive and strengthen our sense of community but they cannot be run without the support of parent volunteers.

In addition to fundraising events, we also share a variety of fun activities each year such as:

- Summer outing, for parents & children
- Sponsored event
- Family picnic
- Christmas concert and party
- Leavers concert
- Photographer (individual and group photo's)

7) Inclusion

We aim to acknowledge and value each child's individual stage, ability, race, culture, language and family group. Where children are identified as having additional needs consultation will take place, between the group and the child's parents, as to the best way to meet the child's individual requirements within the setting.

The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001). Our Special Educational Needs Co-ordinator is Kerry Winton.

8) Fees

Holbrook Community Pre-school is a non-profit making charity which is run for the benefit of the community. Our Fees and Charges allow us to remain financially stable whilst continuing to provide outstanding childcare.

Holbrook Community Pre-school is Ofsted inspected and qualifies to receive the Free Entitlement for Early Years Provision for eligible children. Currently children are eligible to receive funding towards their fees from the term **after** their 3rd birthday; it is available for 15 hours per week up to a maximum of 38 weeks per year, subject to sessions being available. We are registered with West Sussex County Council as an authorised provider for funding for 2 year olds subject to West Sussex County Council criteria . To check if you are eligible please visit www.westsussex.gov.uk/freechildcare .If you believe you may be eligible for 2 year old funding please contact West Sussex County Council directly to make a claim.

For children who are not eligible to receive the Free Entitlement, our session Fees are currently:

- Circles: £15 per 3 hour session
- Triangles: £15 per 3 hour session

All fees are payable half-termly in advance, and you will be invoiced according to the number of sessions your child attends.

8.1) Additional Charges

- Registration Fee: £50 per child
This is a one off fee which you will be asked to pay once an offer of a place is made. Once received, it confirms your place with us and enables us to set up all the appropriate files and supporting documents for your child. It cannot be refunded if the place is subsequently not required.
- Membership Subscription: £28 per child per term
This fee is charged at the beginning of each term and is used to provide you with:
 - Regular newsletters about the Pre-school's activities and forthcoming events
 - A Learning Journal* at the end of your child's time with Pre-school
 - Annual Coffee Morning

* This is a photographic and work based journal detailing your child's progress in play and learning, from those all important first day photos to their first attempts writing their name.

We are able to Gift Aid the Membership subscription, subject to Government guidelines.

8.2) Notice of Withdrawal

Once your child has started at our Group we will require **half a terms' notice** if you wish to withdraw your child. If the correct notice period is not given you will be required to pay **half a terms' fees** in lieu of notice (calculated as for any non-funded child).

8.3) Notification of Fee Changes

Except in exceptional circumstances, half a terms' notice will be given, in writing, of any changes to our fee structure.

As a charity, the Committee believes that no child should be excluded from Pre-school on the grounds of cost. Any requests for financial assistance will be considered on an individual basis in the strictest of confidence.

9) Admissions

All enquiries for places should be directed to our Registrar, Jodene Potter, who can be contacted by email (hcp.registrar@gmail.com) or by phoning the pre-school on 01403 265851 (9.00am to 1am term time only) or on 07720 265317 outside of these hours.

If you would like to register your child with us, please complete the attached Registration form as soon as possible and return it to our Registrar at pre-school or to the email address given above.

9.1) Allocation of available places

A limited number of places are available to children who are 2 years old due to strict statutory guidelines. The majority of our places are available to children who are aged between 3 and 5 years. The minimum number of sessions you will normally be offered is 2, this can be increased according to demand and availability. Your child's requirements can be discussed with either the Registrar or your Key Person.

9.2) Starting at Holbrook

Once our offer of your child's place has been confirmed you will be informed on which days to attend. Please note that all children are different and some find it harder to settle than others, so we offer every family an opportunity to visit pre-school for a 'Stay and Play' session prior to starting and a home visit.

9.3) Stay and Play Sessions

Prior to your child's start date, we invite you to come and attend part or all of a session at pre-school. It is an opportunity for your child to familiarize themselves with our setting and join in with activities whilst still having parents close at hand. If you wish to attend a session with your child then please call the preschool directly to arrange a convenient date.

9.4) Home Visits

Prior to your child's agreed start date and in agreement with you we will arrange for a couple of members of staff to visit you and your child at home. This provides our staff with an opportunity to see your child in a familiar setting and get to know more about them. We will confirm registration details with you and discuss any concerns you might have, arrange a suitable start time and form a settling in plan that might include you staying for a while during your child's first few sessions.

10) Social Development & Behaviour Management

To encourage acceptable behaviour from children the Group follows the application of set guidelines for both staff and children. This creates a framework within which expectations are clearly defined and an environment where the children feel safe to play freely.

Under no circumstance will a child be physically punished in any way, or undermined by sarcasm or humiliation by word or action. All staff will be 'positive' to ensure a child's self-worth and self-image is maintained- it is the behaviour that is 'wrong' not the child.

Holbrook Community Pre-school reserves the right to remove a child from the register or limit the number of days a child may attend, in extreme circumstances. This would only take place after meeting with the parents/carers, a Supervisor and the Chairperson, and reasonable notice would be given.

11) Child Protection

We aim to provide an environment within our Group in which children are safe from abuse. Any suspicion of abuse will be responded to promptly and appropriately.

12) Communication

We will communicate directly with you regarding your child's learning and development within pre-school. For the majority of all other information regarding pre-school events and activities, our preferred method of communication is email. Please remember to check your email regularly, if you find you are not receiving them please let your Key Person know. If you are unable to receive information via email then we can arrange for hard copies to be issued to you.

Information about forthcoming events can also be found on our website and are displayed on our pre-school notice board in the foyer.

In the event of a closure enforced by unforeseen circumstances you will be contacted by phone by your Key Person, you will also receive a corresponding email and our website will be updated accordingly.

11) Health and Hygiene

The Group aims to provide a hygienic, healthy and safe environment for your child.

12) Medical Information

To comply with our Insurance cover staff are unable to administer any medicines during a session unless the parent/carer has completed a medicine form. This form, which will be included in your Home Visit pack, should be accompanied by a letter, from the child's GP, stating that he/she is fit enough to attend Pre-school on a regular basis.

Please speak to a staff member if your child has special requirements.

In the case of an emergency requiring hospital treatment you will be contacted immediately. A member of staff will accompany your child to hospital, but will be unable to make any decisions of a medical nature.

If your child is unwell, e.g. heavy cold, stomach upset, etc, it is essential they remain at home. Please note: **If the child has been vomiting or had diarrhoea parents are asked to keep them away for a least 48 hours after the last attack.** If your child has a contagious disease we can advise on exclusion times.

Please telephone to advise us that your child will be absent after 9am on the day, by telephoning 265851.

If staff feel your child is unwell during a session they will call you to ask that you come and collect them, poorly children are always much happier at home.

13) Safety

All children are supervised by suitably trained and responsible adults at all times. Equipment is regularly checked and the outdoor space used is securely fenced. During hot weather we would ask that sunscreen is applied before attending, a named sun hat should be brought in for use at the Group. During inclement weather please provide a suitable waterproof coat and Wellington boots.

All accidents requiring treatment are recorded in our accident book. When collecting your child at the end of the session you will be asked to sign this book to confirm that you have been informed of the accident. If in our opinion a child requires medical treatment, you will be contacted immediately. Please help us by keeping contact numbers up-to-date.

14) Confidentiality

All records relating to the children are confidential. Parents/carers may have access to their child's records only.

15) Complaints Procedure

Our intention is to work in partnership with parents and the community generally. We welcome suggestions on how to improve our Pre-school at any time.

A complaint should first be discussed with a Supervisor. If still unresolved the parent can either contact the Chairperson or one of the Trustees of the Committee so the committee can then deal with the complaint. If the committee is unable to resolve your complaint satisfactorily, they will seek advice from the Pre-school Learning Alliance and a record will be kept in our complaints register that Ofsted inspect.

16) Emergency Evacuation Procedure

In the event of a fire or other emergency that requires complete evacuation of the Hall, staff and children will assemble in St Marks Church Hall, North Heath Lane. If this is not possible, the next assembly point is the Holbrook Club.

Holbrook Community Pre-school
Reg. Charity: 1014885



APPLICATION FORM TO JOIN WAITING LIST

Name of child.....

Date of birth.....

Name(s) and address of parent(s).....

.....

.....

Post code.....

Telephone number.....

E-mail Address.....

If we no longer need the place we will inform the Holbrook Community Pre-school immediately.

When an offer of a place is made, a registration fee of £50.00 will be payable. This is a one off fee and once received, it confirms your place with us and enables us to set up all the appropriate files and supporting documents for your child. It cannot be refunded if the place is subsequently not required.

Your child will receive a free Pre-school t-shirt when they start with us.

Signature of parent.....Date.....

Please return this application by post to our Registrar: Jodene Potter
29 Broome Close
Horsham, RH12 5XC