

Prospectus 2019-2020



Founded 1975
Registered Charity Number 1036131

Clyst St Mary
Exeter, EX5 1BG
www.clystvalleypreschool.org



WELCOME...

Welcome to Clyst Valley Preschool.

The following information is your guide to our Preschool and attempts to answer the questions all new parents ask.

The preschool was founded in 1975 and is now located in a purpose-built building opened in April 2011, in the grounds of Clyst St Mary Primary School.

For further information, or to arrange a visit, please contact the administrator, Helen Muscutt or the preschool leader and manager, Barbara Taylor on 01392 876615 during normal preschool hours and term time.

Alternatively e-mail: admin@clystvalleypreschool.org

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- OUR AIMS & WHAT WE OFFER**

Our aim is

- To enhance the development and education of children under statutory school age in a community-based group that involves and supports parents and families.
- To support every child in fulfilling their potential and to provide the foundation for future learning.
- To provide a safe, secure, inclusive, welcoming and stimulating environment.
- To work within a framework that ensures equality of opportunity for all children and families.

We offer your Child

- A specially tailored curriculum that is based on your child's interests, needs and abilities and that follows the framework of the Early Years Foundation Stage (EYFS).
- Individual care and attention of experienced and qualified Early Years staff with the additional support of designated Key workers.
- Opportunities to build relationships and friendships with children and adults.
- Opportunities for you to be directly involved in the activities of the group and in your own child's learning and development.

SESSION TIMES

Clyst Valley Preschool is registered with Ofsted to provide care and Early Years education for 24 children at each session, age 2 years 8 months - 5 years.

The Preschool holds sessions every day during term-time both morning and afternoon.

Morning sessions run from 9.15am to 12.15pm, and afternoon sessions from 12.15pm to 3.15pm to include lunch-time. Please see our healthy eating policy for packed-lunch ideas.

Our session timetables are shown on the next page, these are a general guide only; our session timings and plans are flexible according to children's interests, curiosity and spontaneity.

A GUIDE TO THE PRESCHOOL ROUTINES

FROM	TO	ACTIVITY
Morning routine.		
9:10am		Preschool Opens – greet parents & children. (Registration)
9:15am	9:30 am	Free play -choice of table-top activities
9:30am	9:50am	' Welcome '.... introduction to the morning. Carpet time activity.
9:50am	11:15am	Free play, inside & out. Tabletop activities, craft & messy play.
<i>10:10am</i>	<i>10:45am</i>	<i>Rolling cafe snack-time. Children to select & prepare own snack, wash-up own cups.</i>
11:15am	11:35 am	Planned group/individual learning activities
11:35am	11:40am	TIDY UP TIME – <u>everyone!</u>
11:40am 11:55am	11:55am 12:10pm	Songs/rhymes & review of morning. Storytime.
12:15pm		Departure.

FROM	TO	ACTIVITY
Afternoon routine.		
12:15pm		AFTERNOON ARRIVAL – greet parents & children. (Registration)
12:20pm	12:50pm	Wash hands and LUNCH TIME.
12:50pm	13:00pm	Lunch time tidy-up & 'quiet reading'/Storytime.
13:00pm	13:15pm	Carpet time activity/ planned group activities.
13:15pm	14:35pm	Free play, inside & out. Tabletop activities, craft & messy play.
14:00pm	14:20pm	Snack time. (2 sittings)
14:35pm	14:45pm	TIDY UP TIME – <u>everyone!</u>
14:45pm 14:55pm	14:55pm 15:10pm	Songs/rhymes & review of afternoon. Storytime.
15:15pm		Departure.

FUNDING, FEES & ATTENDANCE.

All children are eligible for 15 hours Early Years Universal funding the **term following** their third birthday. Children whose parents both work at least 16 hours per week may be entitled to 30 hours funding. Go to <https://www.childcarechoices.gov.uk> to see if you are eligible. We ask to see a copy of your child's birth certificate or passport on entry to Preschool, which then permits for us to apply for funding. The Early Years funding is then paid directly to the Pre-school from Devon County Council.

At the start of each term you will be asked to sign a pre-printed 'headcount' list from the EYF Team to verify your child's attendance and number of hours claimed here and at any other provision, (ensuring children have access to up to 30 hours if applicable).

See below to see when your child is entitled to funding;

Child turns 3 between:	Funding Starts:
1 st January - 31 st March	Summer Term – after Easter holidays
1 st April - 31 st August	Autumn Term – after Summer holidays
1 st September - 31 st December	Spring Term – after Christmas holidays

If your child starts with us before they qualify for funding, the cost per hour is **£5.60** for two-year olds and **£4.60** for 3 year olds.

Children can start Clyst Valley Preschool from 2 years 8 months, this allows children to access early years education during the term in which they turn 3.

Once your child is eligible for Universal Funding or 30 Hour Funding you may choose how many funded hours they attend (up to 30 per week) and, where you use that funding, it may be split between providers, for example 18 hours may be claimed at Pre-school while 12 hours are claimed at another nursery.

	Morning Session (9.15-12.15)	Afternoon Session (12.15-3.15)	Full Day
Cost for 2 Year olds	£16.80	£16.80	£33.60
Cost for 3-5 Year olds	£13.80	£13.80	£27.60

If however, you choose to use all of your child's funding entitlement elsewhere; **our cost per hour is currently fixed at £4.60**. If your child just receives the 15 hours Universal Funding, you may of course pay for additional sessions.

Due to the Government requirement that the Extended Entitlement is used solely for childcare and education, we ask for a voluntary contribution from parents of £1 per day, to be used towards snacks and the many resources that are available to the children e.g. paper, paint, glue, sand etc. Please note this voluntary charge is only asked for fully funded places.

All fees, are payable, termly, in advance, (prompt payment is always appreciated, a bill will be prepared for you by the group's administrator at the beginning of each term.) Fees **continue** to be payable if a child is absent, whether for holiday or sickness. In cases of long-term absence, parents should consult the preschool administrator for support and assistance.

If your child is unable to attend their session, please let us know, either by telephone or email manager@clystvalleypreschool.org. If you plan to take a holiday in term time, we are required to have written notification of the dates, please ask for a form, (this form **must** be completed for **all** periods of absence, including sickness.)

Please be aware that there is a minimum required attendance to qualify for the funding. The preschool has to conduct a self-audit each term and repay any child's funding where attendance does not meet the required number of sessions, the preschool can then invoice the parents for this money.

All fees are reviewed and set at the Annual General Meeting, usually held in October.

***Please note if a space is no longer required, we require a half-term's notice, in writing, likewise any changes of days/sessions that you require must be put in writing, thank you.**

INTAKE, ADMISSIONS & SETTLING IN

Children may start preschool at either the beginning of a new term or half-term, as and when they are 2 years 8 months.

Applications are invited from all, however, if the number of applications exceeds the available spaces, places will be allocated by following our **Admissions Policy**.

This is an exciting time for your child and settling into preschool can sometimes take time. Preschool staff are committed to being flexible and supportive, especially during these initial few weeks, and we are very aware that this may be the first time your child has been left with someone other than family. We feel it is important not to rush this transitional period and parents/carers are welcome to stay until your child is happy and relaxed, please do not worry if your child appears to be taking longer to settle than others. We understand if you feel your child needs a more gradual start, so we are happy for you to stay with them, for reassurance & encouragement, joining in with activities and then maybe leaving for a short period of time before returning and collecting them. Some parents gradually increase the amount of time they leave their child for, building up to a full day etc. Of course, you can ring the preschool to check all is O.K. at any time. Please remember, we want you to feel comfortable and confident that your child is settled and happy.

Every child at preschool has an allocated **key person** who you will be introduced to when your child starts. We operate a system where each key person works under the lead of, and in partnership with, one of our Early Years Teachers. This ensures that one of your child's key workers is always present at his/her sessions and that staff work together assessing and planning for your child's learning. When your child first starts at preschool, your key person will help your child settle in and get to know their interests and needs. Throughout your child's time at preschool, they will support your child's learning by observing, planning and offering appropriate activities to benefit his/her development, they are also your point of contact for information, support and advice.

Parents /carers are welcome to participate in preschool sessions, this can be an ideal opportunity to see your child interacting, working and learning with other children and adults, it also gives your child the opportunity to meet other unfamiliar adults in a safe and friendly environment. Children like to show their parents all the activities and toys and they enjoy feeling special when it is **their** parent who is helping. Dads find that they are especially popular when they visit! Sometimes parents are willing to share a musical talent or talk about their job with the children, this is always very much appreciated, don't be shy about letting staff know of your talents.

The staff truly respect and view parents as partners, the group really values all parental involvement. We acknowledge and understand that you are your child's first and most important educator, and as such, have the most knowledge about your child, their likes, dislikes, and personality. By chatting together and

sharing information regularly we can really enhance their learning experiences and development, and by finding out all we can about their family, home-life and even birth, with our '**This Is Me**' booklets, we can really understand and plan for their needs and interests.

THE PRESCHOOL COMMITTEE

OFFICERS:

CHAIRPERSON - Vicky Tonkin
TREASURER - Rachael Kightley
SECRETARY - Francesca Williams

Committee Members-

Helen Muscutt
Emma Webber
Rachel Heywood
Abi Campbell
Becky Sluman

**All committee officers have undergone full DBS disclosure.*

THE COMMITTEE'S ROLE

Parents and families are fundamental to the existence of our preschool and Clyst Valley Preschool values everyone; on entry each family becomes a member of the group and has a voice in the running of the preschool. Parents elect committee members at the AGM who in turn employ the staff and manage the legal running of the group.

We currently have a very active volunteer Management Committee (consisting of elected parents & carers.) The committee comprises of officers, the chairman, secretary and treasurer as well as ordinary members, and is always open to new members. Committee meetings are generally held each term and an AGM is held in October/November, this is an excellent forum for all the users of the group to discuss and plan for the future.

There are many opportunities to meet other parents and families throughout the preschool year, we hold regular events such as Sports Day, Easter Egg Hunts, Garden Makeover Day, the children perform in both Christmas and Graduation shows and are included in a summer trip.

The Pre-school is a member of the Early Years Alliance, and as a result benefits from many services including expert guidance and legal help for the committee,

comprehensive insurance cover, parent and staff training opportunities and professional publications.

The group is a registered charity, and like most we often have to boost the bank account by fundraising, for example we have recently held a Fun Day in order to purchase a new mud kitchen for the garden. So, your ideas, talents, contacts, help and support will always be very much appreciated!

SESSIONS AND CURRICULUM

A variety of equipment and activities are presented at each session to enable your child to develop physical, social and cognitive skills. We operate a “learning through play” philosophy, but this also includes structured, planned activities designed to extend your child, staff are always on hand to support and encourage the children in their learning.

The Preschool ‘curriculum’ is based on the Early Years Foundation Stage (**EYFS**) and its set ‘Early Learning Goals’, children progress and develop towards achieving these goals by the end of the Foundation Stage; (the end of the Reception year of compulsory schooling).

Of course, children progress and learn individually, at their own pace and led by their own interests and experiences.

The **EYFS** links learning with the five ‘Every Child Matters’ outcomes, these are;

1. Staying Safe
2. Being Healthy
3. Enjoying & Achieving
4. Making a Positive Contribution
5. Achieving Economic Well-Being.

The **EYFS** features these four main principles and guiding themes;

1. A Unique Child
2. Positive Relationships
3. Enabling Environments
4. Learning and Development.

And recognises the different ways children learn; through,

- Playing and exploring

- Active learning
- Creating and thinking critically.

There are 7 areas of learning and development in the EYFS, this shapes our preschool Curriculum, with each area delivered and guided by the principles above.

Although it must be understood that all 7 areas are important and interconnected, there are 3 PRIME AREAS that are particularly crucial for igniting children's curiosity and for building their capacity to learn, form relationships and thrive, these are;

1. Communication and Language
2. Physical development.
3. Personal, Social and Emotional development.

A further 4 SPECIFIC AREAS detail areas through which the 3 Prime areas are strengthened and applied, these are;

1. Literacy
2. Mathematics
3. Understanding the world
4. Expressive arts and design.

A brief description of each area follows, although it must be acknowledged that each area should not be considered in isolation, as activities, skills and learning are interlinked.

The 3 prime areas...

Communication and language:

Listening and attention: children listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions or actions. They give their attention to what others say and respond appropriately, while engaged in another activity.

Understanding: children follow instructions involving several ideas or actions. They answer 'how' and 'why' questions about their experiences and in response to stories or events.

Speaking: children express themselves effectively, showing awareness of listeners' needs. They use past, present and future forms accurately when

talking about events that have happened or are to happen in the future. They develop their own narratives and explanations by connecting ideas or events.

Physical development:

Moving and handling: children show good control and co-ordination in large and small movements. They move confidently in a range of ways, safely negotiating space. They handle equipment and tools effectively, including pencils for writing.

Health and self-care: children know the importance for good health of physical exercise, and a healthy diet, and talk about ways to keep healthy and safe. They manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

Personal, social and emotional development:

Self-confidence and self-awareness: children are confident to try new activities and say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose the resources they need for their chosen activities. They say when they do or don't need help.

Managing feelings and behaviour: children talk about how they and others show feelings, talk about their own and others' behaviour, and its consequences, and know that some behaviour is unacceptable. They work as part of a group or class and understand and follow the rules. They adjust their behaviour to different situations and take changes of routine in their stride.

Making relationships: children play co-operatively, taking turns with others. They take account of one another's ideas about how to organise their activity. They show sensitivity to others' needs and feelings and form positive relationships with adults and other children.

The 4 specific areas...

Literacy:

Reading: children read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also read some common irregular words. They demonstrate understanding when talking with others about what they have read.

Writing: children use their phonic knowledge to write words in ways which match their spoken sounds. They also write some irregular common words. They write simple sentences which can be read by themselves and others. Some words are spelt correctly, and others are phonetically plausible.

Mathematics:

Numbers: children count reliably with numbers from 1 to 20, place them in order and say which number is one more or one less than a given number. Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find the answer. They solve problems, including doubling, halving and sharing.

Shape, space and measures: children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise, create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them.

Understanding the world:

People and communities: children talk about past and present events in their own lives and in the lives of family members. They know that other children don't always enjoy the same things and are sensitive to this. They know about similarities and differences between themselves and others, and among families, communities and traditions.

The world: children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one another. They make observations of animals and plants and explain why some things occur and talk about changes.

Technology: children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.

Expressive arts and design:

Exploring and using media and materials: children sing songs, make music and dance, and experiment with ways of changing them. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

Being imaginative: children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role-play and stories.

The full Statutory Framework for the Early Years Foundation Stage can be found at; <https://www.education.gov.uk/publications/standard/AllPublications/Page1/DFE-000337-2014>

More information can also be found at www.foundationyears.org.uk

Our preschool staff are experienced and skilled in supporting learning, they offer encouragement to develop independence & self-confidence while promoting cooperation, communication, problem solving and creativity. All our children are supported and encouraged to participate in small and large group activities. Games, resources, play opportunities and experiences are presented that facilitate and promote discovery, exploration, experimentation, imagination, decision making, and the practicing of new skills.

Outdoor activities contribute to children's health and well-being by aiding physical development and by giving them access to space and freedom. Exploring, investigating and experiencing nature enhances their knowledge of the world around them; in fact, every part of the curriculum can be delivered outdoors. Therefore, every preschool session offers free access to outdoors; providing your child with a waterproof coat and wellington boots is desirable.

****The standard of teaching and care at Preschool is assessed at regular intervals by the Office for Standards in Education (Ofsted). The most recent inspection report, November 2015, can be seen on the preschool notice board and on the official Ofsted website.***

Every child at preschool has their own personal tray, their achievement book containing samples of work, observations and photographs, are kept in here, together with their 'Learning Journey' file. The staff will carefully monitor your child's development throughout the 'Foundation Stage', and progress is recorded in these individual 'Learning Journeys' and we very much value contributions from home.

(Your consent will be sought for us to take photographs of your child and these together with observations are key to planning future activities, ensuring all children's interests and developmental needs are recorded and met). *Please

note that these records are kept strictly confidential but are available to you at any time.

Shortly after starting preschool, all children are given a book-bag and are invited to choose books to take home and share, we find that this encourages early reading skills and provides a strong link between preschool and home. These books are changed weekly on a day specific to your child, or more often on request by putting the book-bag in the red book box next to the children's trays.

Once your child turns 4 and if the staff feel they will benefit, they will move on to our shared Preschool/School reading scheme that gradually introduces key words.

POLICIES

Copies of our policies are available on our website www.clystvalleypreschool.org and on the 'Parents Information Board' in the hallway.

Policies help us to make sure that the service provided at our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The Committee, staff and parents work together to adopt the policies, and all have the opportunity to take part in the annual review of the policies and the adoption of new policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.

5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We understand that every child is unique with individual needs; therefore, every child in the preschool can progress at their own rate in all areas of development. The preschool staff are experienced in working closely with professionals from outside agencies, such as Speech and Language therapists, Portage workers, Sensory Advisory Teachers and Educational Psychologists supporting a range of special needs. If you would like to discuss the group's ability to meet your child's needs, please talk to the group Leader and Special Educational Needs and Disabilities Co-ordinator (SENDSCO); a copy of our full **Inclusion Policy** is available on request.

KEEPING HEALTHY & SAFE

Children at the group are encouraged to be active, to understand the benefits of exercise and to develop an awareness of health, safety and taking risks. The importance of hygiene is also introduced and reinforced by activities, posters and stories.

FOOD AND DRINK

Each preschool session offers a break for food and drink. We provide children with a variety of healthy, nutritious snacks, for example, one day we may offer grapes and cheese, another banana and breadsticks. To drink, children are offered milk, which is delivered fresh daily and water. (Fresh drinking water is available to the children throughout the session; we have a small water chiller/dispenser for the children to use.)

Please let us know of any dietary need and we will ensure that these are met.

Packed Lunches should also adhere to our **Healthy Eating Policy** (a copy is enclosed) and we ask parents not to include sweets or fizzy drinks in lunch boxes.

SICKNESS, MEDICATION AND ACCIDENTS

In order to maintain the health and well-being of the children and staff, please do not send your child to preschool when they are suffering from any **contagious disease or condition**, this includes **Impetigo, Head lice, Threadworms, Conjunctivitis or sickness and diarrhoea, thank you.**

The Pre-School is willing to administer any medication/inhaler etc. that your child requires, however authorisation and instructions must be put in writing and a medication record form completed stating medicine, dose, time required and staff member responsible. We will administer the medicine and verify the form each time. On collection of your child you will be asked to counter sign the record. Please speak to the preschool leader if you have any questions.

All accidents and incidents will be recorded on individual pages in the accident book; each child has their own confidential page. Staff will note the nature of the accident, location, time, injury and treatment, the staff concerned will sign the form and will ensure the child's parent/carer is informed and signs the form to acknowledge the information.

On application, you will be required to notify the group of any allergies/medical needs/ regular medication etc. that your child has or needs. When your child is due to start preschool, you will be asked to supply this information again, on a 'This is Me' form. This ensures staff have relevant, up-to-date information.

KEEPING SAFE

To ensure your child's safety, we will,

- Vet all staff applications and conduct full DBS checks.
- Undertake daily risk assessments, premises and equipment checks
- Ensure internet access is filtered, monitored and supervised.
- Purchase comprehensive insurance
- Ensure premises and garden is secure
- Ensure all visitors produce identification and sign in
- Keep full records of any accidents/incidents
- Keep a fully stocked First Aid box
- Ensure at least one staff member on duty is First Aid trained
- Restrict access to kitchen area
- Undergo regular Fire Drills
- Access regular Child Protection training

In addition, children will only be released into the care of a parent/carer or an authorised adult. A copy of the child collection policy is enclosed.

Please note: all applications must have emergency contacts that we can contact at any time.

Copies of our **Emergency Fire Drill Procedure, Health & Safety and Safeguarding Policies** are available on request.

BEHAVIOUR

We believe that adults can be extremely powerful role models for children, the adults in the group will model considerate, consistent, caring and respectful behaviour at all times.

Children will be fully supported when settling in and will be helped to become familiar with the groups rules and routines, using symbols, pictures and a visual timetable will assist this.

Any strategies employed to handle conflicts will be discussed with parents/carers, physical punishment will never be used or threatened.

Praise will be used to endorse desirable behaviour. A copy of the group's **Behaviour Management Policy** is available on request.

CLYST ST MARY PRIMARY SCHOOL

Many of our children go onto Clyst St Mary Primary School; the preschool has developed excellent links and has a close working relationship with the school; the Preschool Leader regularly meets with the Reception teachers to discuss individual children's needs to ensure a smooth transition into formal schooling. A transition document is completed by your child's keyworkers, this includes your child's own thoughts and opinions. Parents are also invited to contribute to this document which is then passed on to reception teachers in order to share crucial developmental information.

****Please note, joining the Preschool does not guarantee a place at Clyst St Mary Primary***