

Sturminster Marshall Pre-School



Information booklet for parents

STURMINSTER MARSHALL PRE-SCHOOL

Address:

Rear of Sturminster Marshall First School
78a High Street
Sturminster Marshall
Wimborne
Dorset
BH21 4AY

Phone:

01258 858395

Email:

sturminstermarshallpreschool@btinternet.com

Website:

pre-school.sturminstermarshall.co.uk

Opening Hours:

Sturminster Marshall Pre -School is open from 9am until 3pm Tuesday and Thursday and from 9am until 1pm Monday, Wednesday and Friday.

Sturminster Marshall Pre-School is Ofsted registered and affiliated to the Pre-School Learning Alliance.

It is a registered Charity run by a voluntary management board of trustees, made up mainly of parents of children attending the setting together with members of the local community.

Registered Charity:

No.1026037

URN 144138

Dear Parents/Carers

We warmly welcome you and your child to Sturminster Marshall Pre-School. As you both take your first steps on the Pre-School ladder we hope you will find us friendly and approachable. As parents ourselves we know how difficult it can be to let your little ones go. However, Pre-School is a true community and parent involvement is actively encouraged.

The Pre-School is run as a registered charity and is governed by a board of trustees, many of which have children attending the setting. The board of trustees is responsible for all the Pre-School's policies, procedures, staffing, finances and fund raising. We hold an Annual General meeting at the start of September and then meet a couple of times a term, sometimes in the evenings at Pre-School or in the daytime at each other's houses.

If meetings are not for you, there are plenty of other ways you can become involved. Perhaps you would like to help out with Pre-School sessions or assist with our fund raising events? Parents regularly help with walks to the local farm or church and there are often odd jobs that we need assistance with ranging from gardening to sewing!

Helping out is a good way to let staff, other parents and children and although research has shown that parental involvement really benefits children, we also believe that parent involvement makes our Pre-School a very special place for our children.

Should you require any more information or would like to know more about helping at Pre-School we are always happy to chat you informally about what is involved.

Yours sincerely

Julee Pitchers

**Acting Chairperson
Sturminster Marshall Board of Trustees**

Our day:

The structure of our day is flexible to reflect the spontaneity of the children as it is recognised that children develop further when given the opportunity to become deeply engaged in an activity or area of play. This is given careful consideration by practitioners and therefore this timetable is provided as a guideline only.

- 9.00am Children self register and parents sign in the children.
- All areas of continuous provision are set up to reflect the interests and needs of the children present.
- 9.30am The children now have free play through a free flow system between the indoor and outdoor environment. Many activities are on offer which covers all areas of learning and development in the Early Years Foundation Stage (2012) curriculum which we follow.
- 10.15 to 10.45am A snack is available through a snack café system. When the child wishes they can visit the snack café for a drink and snack provided.
- Time for further free play. Some of the activities have changed or we may be playing in a different area.
- 11.50am Story time
- 12.00pm Home time or lunch club.
Parents sign children in and out at this time.
Time for a story, quiet game or puzzle
- 1.00pm Lunch club ends. Parents sign children in and out at this time.
- All areas of continuous provision are set up to reflect the interests and needs of the children present.
- The children now have free play through a free flow system between the indoor and outdoor environment. Many activities are on offer which covers all areas of learning and development in the Early Years Foundation Stage (2012) curriculum which we follow.
- 2.00 to 2.30 pm Snack café is open
- 2.50pm Time to relax with a story.
- 3.00 Home time!

Introduction to staff

Patsy Barnes - Manager

Sophie Clark - Acting Deputy Manager

Debbie Best - Senior Childcare Practitioner

Sarah Biles - Childcare Assistant (Bank Staff)

Linda White - Childcare Assistant (Bank Staff)

Mandy Woon - Childcare Assistant (Bank Staff)

Amy Gatrill - Childcare Assistant (Bank Staff)

Jan Ladbrook - Finance and Admin Officer

Jan Marsh - Volunteer

Beryl Smith - Volunteer

Maureen Rhodes - Volunteer

Introduction to the board of trustees

Julee Pitchers - Acting Chairperson

Lisa Mouny - Secretary

Sam and Matt Wilson - Treasurers

Melissa Clapham

Stephen May

Vicki Home

Pete Home

Karen West (Affiliate)

Sandy Darragh (Affiliate Co-opted)

Jan Marsh (Affiliate Co-opted)

Patsy Barnes (Affiliate)

Rhian Tomkins (Affiliate)

Sandra Foster (Affiliate)

Joe Edwards (Affiliate Co-opted)

Advisors to the Committee/Building Trustees

Badg Champion

Steve Brown

Settling your child on their first day

Beforehand

Please arrange a visit before your child is due to start or attend our stay and play session.

On the first day

You know what will be best for your child and we are happy to follow whatever you choose to do.

You are more than welcome to stay for an hour or the morning or not at all if you wish. Every child is different and we will work with you to make it a positive first day. It may take your child longer to settle than the first day so please speak to the Manager or your child's key-person so we can support you.

Fees

Fees are charged at £4.00 per hour. This will be charged for children who are not yet funded (This starts the term after a child's 3rd birthday), for hours above 15 hours funding and for ad hoc sessions. Bills are distributed monthly in advance.

Snack time

We are trialling a 'snack café' system where the snack café will be open from 10.15 am until 10.45 am and 2pm until 2.30pm. Items for snack will be available so each child can visit for snack at a time of their choice thus not disturbing their play. Each child will bring their name card to show staff that they have visited and had a drink and snack.

We provide milk (semi-skimmed) and water in jugs so the children can gain independence by pouring their own drinks. Adults will support the children with this.

The children use tongs to take food to their own plate.

Allergies and food intolerances are clearly displayed and new staff made aware. All dietary needs are catered for whether medical, cultural or personal choice.

Typical, 2 or 3 items will be offered from the following list. The daily snack is displayed in the foyer,

Fruit/ vegetable

Apple	Satsuma	Banana
Grapes	Strawberries	Melon
Raisins	Dried Apricots	Carrot
Cucumber	Celery	Pepper
Tomato		

Bread/Biscuits

Toast	Sandwich	Bread Roll
Cracker	Bread Stick	Rice Cake
Pitta	Naan	Croissant
Tortilla	Crumpets	Plain Biscuit

Other

Cheeses
Jam

Cheese spread
Dip

Marmite
Hummus

When the children have a cooking activity, where possible they will have this for snack. Example may be fairy cakes, pizza rolls, marmite swirls, and cheese straws. The children often make their own snack such as sandwiches and rolls.

We encourage the children

- * to eat healthily
- * to have good manners
- * to share this social event with friends

Lunch club

Lunch club is available daily between 12 and 1pm. It can be booked as part of your child's funded time or can be booked as an ad hoc lunch club.

- * Children wash their hands before eating
- * Staff sit with the children while they eat
- * Children are expected to eat their sandwiches first and have a drink
- * No glass bottle or fizzy drinks are allowed
- * Please include an ice pack as we cannot refrigerate lunch boxes
- * Children are expected to sit at the table until they have finished eating. They then have quiet time with games and activities until it is time to tidy.

We feel parents know their children best so we do not stipulate what should /should not be provided.

Clothing

We go outside for part of each session, in all but the worst weather, so please make sure your child comes to Pre-School with appropriate outdoor clothing. We operate using a free flow system between the indoor and outdoor environment, giving children choices that meet their learning style.

Summer - Please provide a named sun hat and apply a high factor sun cream comes to Pre-School. If your child is at Pre-School all day, please provide a named bottle of sun cream so practitioner can re-apply the cream for the afternoon session.

Winter - Please provide hat, gloves and coat appropriate for the weather. Please leave wellington boots for your child as we go out when it has been raining and also have a digging area.

We ask that you dress your child in comfortable clothes that do not matter we provide many messy activities. We do have water, painting and cooking aprons for the children but we cannot guarantee your child will stay clean!

Uniform

Pre-School uniform is available from stock. These are practical and comfortable and also foster a sense of identity and pride among the children in belonging to the Pre-School community. This is optional. An order form is included in the pack.

Illness

Infection in a Pre-School can spread rapidly, not only amongst children, but also staff. Parents are required to keep their children at home if they are unwell and to inform the Pre-School office to enable us to alert other parents if necessary,

Please keep your children at home at least 48 hours from the last bout of sickness or diarrhoea.

Any child who is obviously unwell on arrival at Pre-School cannot be accepted.

If your child becomes unwell during the session you will be contacted and asked to collect your child. If we are unable to contact you personally we will telephone the other numbers on your contact list. Therefore please ensure your contact list is up to date,

Collection

Children can only be released to adults (16 and over) nominated on their registration form.

If you tell us a person who is not known to us is collecting your child, please ensure they know the password that was given on your registration form. This is to safeguard your child.

When coming through the school to Pre-School, please walk along the right hand side (not the field side) of the playground, as this has been requested by the school. Also if collecting at 1pm, please wait outside the gate until the school children have lined up.

Curriculum

We follow the Early Years Foundation Stage curriculum which was revised for implementation in September 2012.

The learning and development areas are divided into prime and specific areas.

The three prime areas, noted as 'crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive' (EYFS, 2012) are:

Communication and language

Physical development

Personal, social and emotional development

The specific areas are:

Literacy

Mathematics

Understanding the World

Within each of these areas are early learning goals. It is these goals that we use to attain children's level of progress through the EYFS.

Assessment

Assessment is achieved through observation of the children during their play. This produces evidence to support what each child's key person knows about them and has observed during their play. This is regularly updated by the child's key person.

Policies

Our policies have been adapted by staff and committee to ensure their relevance. They are adopted at a Committee meeting and signed by the current Chair person. They are reviewed annually. The Pre-School runs following the information in the policies, the procedures. The policies are kept in the Pre-School Office and are available for parents to view at any time.

Legislation

The legislation represents the laws passed that we have to follow. These are indicated on each policy and if the information is available in print, it is kept in the office otherwise a link to a website is included in the Operational Plan.

easyfundraising .org.uk

RAISE FUNDS WHEN YOU SHOP ONLINE

Easy fundraising is a fantastic website where you can raise funds for Sturminster Marshall Pre-School - just by shopping online!

There are many sites you can find which participate...take a look online.

easysearch .org.uk

By using easysearch as your search engine, you can fundraise for us too!



Our Uniform

Our uniform of embroidered sweatshirt and polo shirt promotes Sturminster Marshall Pre-School spirit and equality and we have a supply available for purchase.

Please feel free to try on the samples to check for sizing before you order. Don't forget to mark each item clearly with your child's name so we can match it up with the rightful owner should it get mislaid.

STYLE	COLOUR(S)	SIZES	PRICE
SWEATSHIRT	Bordeaux	22" or	£7.50
		24 "	
POLO SHIRT	Gold	22"/ 24" one size only	£6.00

Order Form

Name of child.....

Quantity	Style	Size	Price	Total
	Sweatshirt	22 "	£7.50	£
	Sweatshirt	24 "	£7.50	£
	Polo Shirt	22/24 "	£6.00	£
	<u>TOTAL</u>	<u>ORDER</u>	<u>VALUE</u>	£ _____

Payment with order please

I enclose a cash/cheque for the amount of £
 Made payable to: **Sturminster Marshall Pre-School**

Signed

Date

Sturminster Marshall Pre-School



Parental Agreement

This agreement acknowledges the partnership between the Pre-School and staff working with parents and carers to meet the needs of the children, both individually and as a group.

-  Sturminster Marshall Pre-School is open Monday, Wednesday and Friday 9.00 am to 1.00 pm and Tuesday and Thursday 9.00 am to 3.00 pm to children aged 2 years up to school age.
-  We have operational policies readily available for inspection by the parents.
-  The Pre-school will pass information to parents directly or via a notice board and letters home on a regular basis and prompt action will be taken if any concerns are raised.
-  Staff details, weekly planning and snack details are continuously displayed to inform parents.
-  The pre-school will undertake to consult with the parents/carers on a regular basis to ensure they are meeting the children's needs.
-  All fees will be paid within 2 weeks from receipt of the bill. Alternative arrangements can be made eg weekly payments by discussion with the Manager or Admin Officer. In cases of hardship parents are advised to discuss the situation in confidence with the Admin Officer, Manager or chair of the committee.
-  Parents are requested to participate on the management committee or as a volunteer.
-  All parents/guardians of children using the pre-school are requested to be supportive to the Manager and the management group.
-  Children should be collected promptly at the end of a session.
-  Children are not allowed to leave the pre-school, unless accompanied by their parents/guardian or nominated other adult aged over 16. A password system is in place to safeguard the children.
-  If a parent/guardian is unable to collect his/her child/children, they must inform the Manager of the nominated other responsible adult.
-  No child will be allowed to leave the premises with person or persons unknown.

-  Parents are required to send their child in with wipes, pull-ups/nappies and nappy sacks (if required), and a change of clothes in case they are needed. Soiled items will be returned to the parent/carer at the end of the session (if appropriate.)
-  Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to the parent being excluded from the premises.
-  Persistent disruptive behaviour by a child would result in the incident(s) being reviewed and an action plan developed. In extreme circumstances the child may be excluded from the group.
-  Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management committee, in line with the pre-school's complaints procedure.
-  All staff are aware of the need to maintain confidentiality about matters concerning families and children.
-  Records will be kept containing details about the child, including relevant health, religion and diet information, parents and/or emergency contact details, child protection records if applicable and any appropriate signed consent forms. Some information, eg any allergies or food intolerances, may be displayed prominently so that all staff are aware of them.
-  It is the Parent's responsibility to update the relevant information as and when necessary i.e. contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.) Parents have access to all written records about their child/children.
-  We will pass any records drawn up by us in respect of a child to any Pre-school/school that a child moves on to. Providing that the child's parents have not withdrawn their consent prior to the records being passed on.
-  We will contact any other setting a child is attending to support continuity of care and education.
-  I give my permission for the staff to deal with any intimate care issues arising concerning my child

I have read the parental partnership agreement and acknowledge the information.

Signed

Parent/guardian of

Dated