

The Children’s Centre, Burrell Road,

Village Hall, Compton, Newbury

Berkshire, RG20 6NP

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Welcome to Compton Pre-school and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This prospectus aims to provide you with an introduction to Compton Pre-school, our routines, our approach to supporting your child’s learning and development and how we aim to work together with you to best meet your child’s individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our Pre-school was formed in 1968 to provide a place for young children and their families to play, learn and socialise together. Compton was a fast-growing community with many young families, so the playgroup was popular from the start. The main hall in the village was used until the Children’s Centre was added to the Village Hall.

We are insured with a scheme negotiated by the Pre-School Learning Alliance (PLA), and a copy of our insurance certificate is displayed on our notice board. Our membership number is: 26103/56778

We are a registered charity and our charity number is: 1031316.

We are now a well-presented Pre-school, which is managed by a parent elected committee. Our AGM is usually held during the Autumn Term. The committee employs staff members to take responsibility for the day to day running of the sessions.

We come under the jurisdiction of West Berkshire Council, who administer government funding, employ advisory staff and provide some training for personnel.

Ofsted inspect us on a regular basis, to ensure that we are reaching the Early Years Foundation Stage standards and we comply with the relevant legislation, such as The Children’s Act. A copy of our registration certificate is also displayed on our notice board.

**Our Values**

* To provide a safe, secure and stimulating environment where all children are encouraged to explore and investigate through play.
* To enhance the development and learning opportunities of each child.
* To work in a partnership with parents, respecting parents are the first and most important educators of their child, using the key person to foster trusting and caring relationships.
* To create an environment where children flourish within the principles of the Early Years Foundation Stage, which ensures an equal opportunity, for all children.

**Our Sessions run each weekday during school term-time only**.

**Sessions:** MorningsAfternoons

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Monday | 9.00 – 12.00 | 12.00 – 15.00 |
| Tuesday | 9.00 – 12.00 | 12.00 – 15.00 |
| Wednesday | 9.00 – 12.00 | 12.00 – 15.00 |
| Thursday | 9.00 – 12.00 | 12.00 – 15.00 |
| Friday | 9.00 – 12.00 | 12.00 – 15.00 |

**Food and Drink**

We regard snack-time and lunch time as important parts of the session. Eating represents a social time for children and for adults. We aim to provide the children with a nutritious snack each day, which meets the children’s individual dietary needs. Milk and water are provided at snack-time; however, fresh water is also available for the children anytime, during each session.

We offer your child a specially tailored curriculum, individual care and attention, fun and friendship with their peers and the support of a personal key-person.

We welcome all children between the ages of 2 years - 5 years.

We are able to offer the Free Entitlement Funding for 3 and 4 year olds and Free Learning and Childcare for 2 year olds, for those children and families who are eligible and meet the Government criteria. Please ask staff for details.

**Fees and Payment**:

Our fees are paid in advance at the beginning of each half-term. We prefer fee payments by bank transfer or you are welcome to pay with Childcare Vouchers. Alternatively, we can accept cheques made payable to 'Compton Playgroup'. It is very important that payment is received by the due date to maintain your child's place at pre-school. Failure to pay by the due date will incur a £10 late payment penalty (payable on next invoice); please ensure payment is made by the due date to retain your child’s pre-school place.  If you have any concerns regarding payment please speak to Louise Somerville (pre-school Supervisor).

Our fees are:

**£25 Admin fee at registration**

**£17.55 per 3-hour session** with the addition of **£5.85 for each lunch club** attended.

All booked days must be paid for, even if your child does not attend due to sickness or holiday.

**All 3 and 4 year olds are entitled to a free, part-time early education place of 15 hours per week for 38 weeks per year, from the term after their third birthday. We also have places available for 30 hours funded 3 and 4 year olds.**

**Date of your child’s 3rd birthday that Government funding starts. These dates are set by the Local Authority.**

|  |  |
| --- | --- |
| **Date of child’s birthday:** | **Date eligible for free funding entitlement**  |
| 1st January - 31 March | 1st April  |
| 1st April - 31st August | 1st September  |
| 1st September - 31st December | 1st January  |

**Parents are not required to contribute towards the free early education entitlement but will be charged £5.85 if they opt for extra Lunch Club sessions.**

Withdrawal of your child from Pre-school requires one month’s written notice. Any required changes to weekly sessions should be discussed with the Pre-school Supervisor.

**Compton Pre-school Staff**

We are staffed on a ratio of one adult to eight children aged 3 to 5 years and one adult to four children aged 2 to under 3 years. All staff members are continually updating their training.

**Pre-School Manager** **- Louise Somerville**

Louise has a Level 5 Diploma in Leadership for the Children and Young Person’s Workforce, NVQ Level 3 in Children’s Care Learning and Development and she is our Designated Safeguarding Lead and our Behaviour management officer.

**Pre-School Deputy Manager – Dominique Barton**

Dominique has an NVQ Level 3 in Childcare and Education and a Level 3 Award in Leadership and Management.

**Pre-School Assistant and Third in Charge – Sharon Brown**

Sharon has an NVQ Level 3 in Children’s Care Learning and Development.

**Pre-School Assistant – Rose Bradford**

Rose has a BA(Hons) English and American Studies, Post Graduate Certificate in Education and a Cache Level 3 Diploma in Pre-School Practices.

**Pre-school Assistant – Paula Judges**

Paula has a Level 3 Diploma for the Early Years Practitioner.

**Pre-School Administrator and Bank Staff – Claire Lawrence**

Claire has an ILM Level 5 Diploma in Management.

All staff have relevant, up-to-date first aid certificates and food safety awareness certificates.

Each child is designated a key-person who keeps records of all areas of development, achievements and progress. Further details of our record-keeping procedures, and how you can contribute to them, will be discussed when your child starts Pre-school.

We have an open-door policy, and parents/carers are always welcome at the beginning or end of each session for an informal chat. If you require a private appointment, please speak to a staff member, we will be only too happy to arrange this for you.

**The management of Compton Pre-school**

The Pre-school is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee is responsible for:

* managing our finances;
* employing and managing our staff;
* making sure that we have, and work to, policies that help us to provide a high-quality service; and
* making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

**Parental Involvement**

There are a number of areas where parents and guardians can make a valuable contribution to the successful and smooth running of the Pre-school:

1. Be part of the Committee (a chance to share your views and understand & contribute to the running of the Pre-school).
2. Share your skills and trades, e.g. marketing, financial skills, people management, training, cooking, sewing, crafts etc.
3. Help with fundraising.
4. Supply materials e.g. junk modelling items (No toilet rolls, thank you).
5. Help with the Pre-school and equipment maintenance.
6. Give us your ideas and comments.
7. Attend social events.
8. Be on the emergency cover list.

We encourage you all to play as much of a role in the ‘Pre-school’ as you can. We have an annual A.G.M, usually in October/November. This is a chance to get together with other parents/carers with a glass of wine and nibbles; it is the one time when we need everyone to make a BIG effort to attend. Obviously, the new committee are voted in and you have the opportunity to see the accounts and how well the fundraising has done.

With your input, we hope to continue to provide all the children with great play and learning experiences.

**Settling in and first visits**

Starting at Pre-school is a big step in a child’s life, and the way in which a child responds will vary. Some children will feel at home immediately, where others may take some time until they feel comfortable. We therefore encourage parents/carers to follow our policy for their child’s first three visits. During the first visit we expect that the parent stays with their child for the entire visit, on the second visit we encourage the parent to settle their child into the Pre-school before leaving the child for an hour and a half. And finally; the third visit is a full 3 hour session where parents can bring their child to Pre-school for the start of the session and pick them up when the session finishes. We are flexible should more settling in session be required.

We also welcome parents and carers as helpers. If you feel that you would like to help the Pre-school during a session, speak to a staff member. By encouraging helpers, our Pre-school becomes a shared experience between yourselves, your children and the staff.

**Arrivals and departures**

Our Pre-school entrance is situated around the back of the Village Hall. We ask Parents/carers to wait here until a staff member unlocks the gate.

At the end of each session, a member of staff will call your child to meet you at the back door. Please inform us if your child is to be collected by anyone else.

**Pre-School Uniform:** We do not have a uniform but it is sometimes seen that children settle into the Pre-school better if they wear similar clothing to their friends. We have some clothing items available with the Compton Pre-school logo on the front.

To order merchandise, simply use the Uniform Embroidery Service from My Clothing online. Please see the leaflet in the starter pack for information.

**Clothing requirements**: We suggest that your child should wear **named** easy to clean, sensible clothing, as some activities may make your child messy (we do also provide aprons.) Children are encouraged to manage their own clothing when using the toilet, so please provide easy to remove clothing too.

Please dress your child according to the weather; during the summer please apply sun cream to your child before the session and supply your child with a sunhat. **No open toe shoes or sandals are permitted as these often present trip hazards.**

During the winter months, please provide your child with a set of indoor shoes and wellies for the garden. Please change your child’s footwear under the covered concrete area at the beginning and end of each session.

**Non-collection of children**: In the event of a child not being collected by an authorised adult at the end of a session, we will put into practice agreed procedures, however, if we have had no contact from an authorised adult, and a child has been with us for more than 20 minutes, then we have no choice but to phone the Social Services Department.

Please remember that Pre-school closes at **3.00pm** and that all children should be collected at this time. Those parents who are 5 to 10 minutes late on a continual basis will be charged an extra £10.00 fee for each occasion, and a further £10 for every 10 minutes they are late.

**Policies and Procedures**

Our Pre-school has a wide range of policies and procedures; we have broken them down for you into sections. If you wish to see them in more detail please speak to a member of staff.

**Confidentiality**: It is our intention to respect the privacy of children and their families, while ensuring that they access high quality early years care and education in our Pre-School. We aim to ensure that all parents/carers can share information in the confidence that it will only be used to enhance the welfare of their children.

**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 is 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.

**Admissions**: It is our intention to make our Pre-school accessible to all children and their families, from all areas of the community, through open, fair and clearly communicated procedures.

**Complaints**: Our Pre-school believes that children and their families are entitled to receive courteous, prompt and careful attention to meet their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns regarding the running of our setting. We anticipate that most concerns will be quickly resolved by an informal discussion with a staff member; if this does not achieve the desired outcome, we have a set of procedures to follow, which include referring to the committee. We aim to bring all concerns regarding the running of our Pre-school, to a satisfactory conclusion for all parties involved.

**Parent/Carer Involvement**: We believe that children and their families benefit from Early Years Education, especially when parents and settings work together as a partnership. Our aim is to support parents/carers, as you are your children’s first and most important educators. We also aim to support parents in their own education and personal development.

**Child Protection**: Our Pre-school will work with children, parents/carers and the community to ensure the safety of the children in our care, and to give them the best start in life. Our aims are to carry out this policy by helping children to establish and sustain satisfying relationships with their families, peers and with other adults. We will work with families to help build an understanding of, and commitment to, the principles of safeguarding all

children in our care.

**Health Eating:** It is our intention to make the sharing of refreshments an important part of the social life of the Pre-school as well as reinforcing children’s understanding of the importance of healthy eating.  Milk and water are available to drink and the snack is a piece of fruit/veg.  The Pre-school will ensure that particular dietary requirements are respected and met in appropriate ways. We ask all parents and carers to keep the Pre-school **nut-free** and ask that they **do not** send children in with **peanut butter/chocolate spread** sandwiches or any other product containing nuts. Please ensure your child’s packed lunch container contains an ice pack to keep food cool.

**Health and Safety**: Our Pre-school believes that the welfare of children is of paramount importance. We ensure that our setting is a safe and healthy place for the children, their families and staff. We aim to make children, their families and staff aware of health and safety issues and to minimise hazards and risks.

**In the event of your child having sickness or diarrhoea, please do not return your child to Pre-school for 48 hours after the illness.**

This table shows the Pre-school’s minimum time periods of exclusion for different illnesses which may affect your child. If your child does become ill and you are unsure whether to send them to Pre-school that day, then please contact a member of staff and we will be able to advise you.

|  |  |
| --- | --- |
| Disease/Illness | Minimum Exclusion Period |
| Prescribed Antibiotics | First 2 days at home |
| Temperature | If sent home, the child must be off for 24 hours |
| Vomiting | 48 hours after the last episode, or 48 hours if sent home from Pre-school |
| Conjunctivitis | No exclusion |
| Diarrhoea | 48 hours after the last episode, or 48 hours if sent home from Pre-school |
| Gastroenteritis | Until authorised by G.P.  |
| Infective Hepatitis  | 7 days from the onset of Jaundice |
| Measles | 7 days from the appearance of rash |
| Meningococcal infection | Until recovered from illness |
| Mumps | Until swelling has subsided but not less than 7 days from onset of illness |
| Whooping Cough | 21 days from onset of paroxysmal cough or 5 days after antibiotics  |
| Poliomyelitis | Until declared free from infection by G.P. |
| Rubella (German Measles) | 4 days from the appearance of rash |
| Scarlet Fever and Streptococcal Throat Infection | 24 hours after appropriate medical procedure has been given |
| Tuberculosis | Until declared free from infection by G.P. |
| Typhoid | Until declared free from infection by G.P. |
| Impetigo | Until the skin has healed |
| Head lice | No exclusion, treatment recommended  |
| Planter Warts | No exclusion, should be treated and covered |
| Ringworm | Until cured |
| Scabies | No need to be excluded once treatment has been given |
| Chickenpox | Until all spots have dried |

**Equal Opportunities**: Our Pre-school is committed to achieving a service for children and their families that provides equality of opportunity. We are open to all families within the community and all needs will be met when possible. Resources are chosen to give children a balanced view of the world and to represent a multi-racial society. Opportunities will be provided for children to recognise, acknowledge and value differences between themselves and others in society.

**Links with the local Primary School and the Community**: As the year progresses, we endeavour to prepare the children to move on to Primary School. We have forged a strong link with Compton Primary School, and our Staff have regular meetings with the Foundation Stage Teachers and the Head Teacher.

Once a term, activities are planned to share with the Foundation Stage Class at Compton Primary School. This is an excellent opportunity for children to familiarise themselves with their future teachers and classmates. Some of these activities include services at the local Church, such as the Harvest Festival.

We also visit the Community Library Van every few weeks. This gives the children the opportunity to borrow books and also to enjoy story time.

**The Early Years Foundation Stage Curriculum**

Compton Pre-school follows the government’s mandatory **Early Years Foundation Stage (EYFS) framework**. These government standards help to ensure that in all early year’s settings, children learn and develop well, are supported and valued as individuals and are also kept healthy and safe.

The framework has **seven areas for learning and development**and these seven areas are broken down into **“Prime”** and **“Specific”** areas.

The four themes of the EYFS are:

A Unique Child: Every child is a competent learner who can be resilient, capable, confident and self-assured.

Positive Relationships: Children can learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments: The environment plays a key role in supporting and extending children’s development and learning.

Learning and Development: Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

**The Prime and Specific Areas of Learning and Development:**

All of these areas are interconnected.

**Prime Areas of Learning and Development (From Birth to 3 years old)**

**Personal, Social and Emotional Development**: We aim to provide children with experiences and support, which will help them to develop a positive sense of themselves and others; respect for others; social skills; and a positive disposition to learn. We endeavour to support children’s emotional well-being, to help them know themselves and what they can do.

**Communication and Language**: This area of learning focuses on children’s learning in communication, speaking and listening skills. We aim to provide opportunity and encouragement to use these developing skills in a range of situations and for a range of purposes, and we endeavour to support children in developing the confidence and disposition to do so.

**Physical Development**: We aim to encourage children in this area of development by providing opportunities for them to be active and interactive and to improve their skills of coordination, control, manipulation and movement. We endeavour to support children in learning about the world about them, by using all their senses, and to make connections between new information and what they already know. We also support children in developing an understanding of the importance of physical activity and making healthy choices in relation to food.

**Specific Areas of Learning and Development (From 3 to 5 years old)**

**Mathematics:** We aim to support children in developing their understanding of Mathematics in a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their developing understanding. We endeavour to provide children with the opportunities to practice and extend their skills in these areas and to gain competence in their use.

**Literacy:** The focus of this area of learning is to encourage exploration and investigation into the pre-reading and pre-writing skills that children show a curiosity in as they discover a print rich environment, through our book corner, the Library Van visits and mark making opportunities woven into valuable play experiences.

**Understanding of the World**: We aim to support children in developing the knowledge, skills and understanding that help them to make sense of the world. We endeavour to support children’s learning through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical ‘experiments;’ and work with a range of materials.

**Expressive Arts and Design:** We believe that children’s creativity must be extended by the provision of support for their curiosity, exploration and play. We aim to provide them with opportunities to explore and share their thoughts, ideas and feelings. For example, through art, music, movement, dance, imaginative and role-play activities, mathematics and design and technology.

**Special Needs:** We believe that all children are entitled to access our curriculum, which is differentiated to meet the individual needs of every child. Our Pre-school appreciates the wide range of individual and special needs of children and will endeavour to meet those needs at all times. All children are welcome in our Pre-school, and consultation with families will enable us to work fully providing for their child’s needs. We liaise with area SENCO’s, health visitors and therapists in order to meet children’s specific needs.

Compton Pre-school:

 Parent/carer agreement.

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have

received and read the Parent Handbook and will comply with all provisions contained

herein, and shall at this time enter into agreement with Compton Pre-school for the care of our child/children.

I/We the undersigned, agree to abide by the policies outlined in this prospectus document.

Parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_