



Whiteley Pre-school Prospectus 2017 - 2018



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA



Welcome to Whiteley Pre-School, I hope you find the following information useful. You can also visit our website for further information www.whiteley-preschool.co.uk. The Pre-School aims to help children become school ready via our philosophy of encouraging

imaginative play and independence.

We are a committee lead Pre-school and a registered charity, open term-time only between the hours of 8.15am-3.00pm. We have a small team of dedicated, qualified Early Years Educators led by an experienced Early Years Manager. We foster a friendly, and where possible, flexible approach to meet the needs of our parents.

In December 2013, Ofsted inspected the setting and found it to be outstanding in all areas. The effectiveness of the settings engagement with parents and carers was graded as outstanding. Please find below an extract from the report, see our website for a link to Ofsted for further details.

"The pre-school is exceptionally well managed. Expectations for children's care and learning are high. There is a very strong commitment to provide the highest quality of teaching and play experiences to benefit the children".

Whiteley Pre-School Motto

Engage me,
Inspire me,
Teach me what to do.
Imagine with me,
Have fun with me,
Teach me something new.
Challenge me,
Trust me,
Give me time to play.
Empower me,
Cuddle me,
Make me smile all day.



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA



Management & Administration

Whiteley Pre-School is a community pre-school and is run by an elected committee, which ensures that the major decision-making is in the hands of the parents who use the pre-school. The committee is responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff. Our Annual General Meeting, at which the committee for the following year is elected, is usually held in October. Our membership with the Pre-School Learning Alliance ensures that we are constantly in touch with new practices in the field of child education and care. In addition, our staff are encouraged to attend training courses to ensure their on-going professional development.

Policies

The committee is responsible for ensuring that the pre-school has all of its policies and procedures in place. All of our policies are reviewed regularly at committee meetings and staff meetings. The policy folder is located in the coffee lounge of the community centre.

Included at the end of this prospectus are the following policies:-

Admissions Policy

Role of the Key Person & Settling In Policy

Non-Collection of Children Policy

Payment & Collection of Fees Policy



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA



Special Educational Needs

We aim to provide equal opportunities for all members of our group, and this includes children with special/additional educational needs. Children, regardless of ability, will be encouraged to progress at their own level of development. Our staff are experienced in working in close liaison with professionals across a range of special/additional needs and we operate in accordance with the government's Code of Practice on special educational needs. If you would like to discuss your child's needs please speak with our Special Needs Co-ordinator, Andrea Hill.

The Curriculum

At Whiteley Pre-school we follow the Early Years Foundation Stage curriculum. The EYFS sets the standards that all Early Years providers must meet to ensure children make good progress in their learning and development and are kept healthy and safe.

"Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances." (EYFS)



There are seven areas of learning and development which are all important and inter-connected. There are three prime areas which are particularly crucial for "igniting children's curiosity and enthusiasm



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA



for learning, and for building their capacity to learn, form relationships and thrive." (EYFS). The remaining four specific areas help strengthen the three prime areas.

Three Prime areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Four specific areas:

Literacy

Mathematics

Understanding the world

Expressive arts and design

Key Person

Your child will be allocated a member of the team who will act as a Key Person and will cover the majority of the sessions that your child attends. Our key person system is in place to ensure that each child and family has a specific member of staff to liaise with each day. The

key person will complete a Learning Journal for each child and parents will have the opportunity to view these at any time. If you wish to view the journal at another time, please speak to your child's key person. Your child's Key Person will play closely with your child, building a close bond and getting to know your child's interests and the way they learn. The Key Person will use this information, along with information shared by parents, to help them to plan interesting activities and experiences for your child to enjoy and learn from.



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA



Food & Drink

The snack bar opens each day at 9.15am. This is provided by the pre-school and is free of charge to you. The children have the opportunity to accept/decline snack and to help prepare and discuss the nutritional value of their snack. They will then be able to socialise with their friends whilst engaging in a healthy snack.

If your child attends an all-day (9am to 3pm) or an afternoon session (12noon to 3pm) they will need to bring a packed lunch. As we promote healthy eating within our setting we would recommend that your child's pack lunch contains:-

A sandwich, roll, wrap, rice salad and pasta salad etc
Raw vegetables / fruit
Yoghurt / healthy snack

Please ensure you advise us of any dietary requirements your child may have. As children of a pre-school age may not have been introduced to nuts we operate a **NO NUTS** policy to limit the risks of a possible allergic reaction. In-keeping with our healthy eating policy, we also discourage fizzy drinks, fruit shoots and sweets being brought in to pre-school (including birthday celebrations).



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk



Illness

Parents are asked to keep children at home and to inform the pre-school if they have an infectious disease. This will allow the pre-school to alert other parents as and when necessary and to make careful observations of any child who appears unwell. Parents are asked not to bring into pre-school any child who has been vomiting or had diarrhoea until at least 48 hours after the last attack. All of our Early Years Educators are qualified first aiders and able to administer care and attention where necessary.

Fees

Our fees are £4.20 an hour (£12.60 per 3 hour session). You will receive your invoice within the first 2 weeks of each term. The invoice can be paid in full or by 3 instalments, preferably you can pay by BACS to the Whiteley Pre-school account. Each invoice will detail a date by which the account needs to be settled. If it is not settled within 7 days of this date, you will be liable for a £5 late payment penalty per month of fees still owing. The Pre-School reserves the right to refuse continued attendance if fees are not paid; however we also endeavour to create individual payment plans when necessary.

Fees continue to be payable if a child is absent due to sickness or for holidays taken in term time. In case of prolonged absence, parents should consult the management/committee about fee payment. Should you wish to remove your child from the pre-school, we will require 1 months' notice in writing. Fees will be payable during this notice period.



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk



Nursery Education Grant

Every child resident in Hampshire is eligible for a nursery education grant. This will be paid from the term **after** which your child becomes 3 years of age. There are three terms:

- 1 January - 31 March
- 1 April - 31 August
- 1 September - 31 December

Children who are eligible to claim for the grant will be entitled to funding of up to 15 hours a week. From September 2017 those parents who both work over 16 hours per week and earn under £100,000 per annum each, will be entitled to claim 30 hours per week funding. You are not obliged to claim the full 30 hours but can claim up to that amount. If your child attends another setting or you may need to pay top up fees. You can split your funding between multiple settings and pay for the hours not covered by your funding. Certain families are eligible to claim 2 year old funding. If you think you may be eligible see the following website for more information.

www.3.hants.gov.uk/childrens-services/childcare/parents/cis/eye/2-year-old-offer-2.htm

Whiteley Preschool: where friendships are made which
can last forever



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk

Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA

Rhythm of the day

Time Lines are used to help all children visualise the rhythm of the day. These are located on the boards by your child's tent. Below is an example of a standard day.

| | | |
|----------|---------|--|
| 8.15am | 9am | Breakfast Club children arrive |
| 9am | | Morning & all day children arrive & engage in child initiated play |
| 9.15am | 10 am | Snack is available |
| 11.40am | 12 noon | Target Time |
| 11.45 am | 12 noon | Clap hands, tidy up time and group time |
| 12 noon | | Home time for AM children & drop off for PM children |
| 12.05pm | | Wash hands & lunch |
| 12.30pm | 2.45pm | Child initiated play |
| 2.45pm | 2.50pm | Clap hands, tidy & collect things for home time |
| 2.50pm | 3.00pm | Group time |
| 3.00 pm | | Home time |

During the day there is a balance of child initiated and adult directed play. An example of the adult directed times is our tent times; where children come together in their key groups and chat about how they are feeling and play some letters & sounds games. For most of the day, the children choose what they want to do; this is the child initiated time. Children become more engaged in learning if they are learning about something they are interested in. Therefore, it is important the children can choose the activity they want to engage in. Within this, the Educators role is to ensure suitably stimulating experiences are provided.





Whiteley Pre-School

Whiteley Community Centre

Gull Coppice, Yew Tree Drive

Whiteley

PO15 7LA

Telephone: 01489 565717

Website: www.whiteley-preschool.co.uk

Email: admin@whiteley-preschool.co.uk



☎ 01489 565717

✉ admin@whiteley-preschool.co.uk

🌐 www.whiteley-preschool.co.uk



Whiteley Pre-School, Whiteley Community Centre, Gull Coppice, Whiteley, Hampshire, PO15 7LA