



PROSPECTUS



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Welcome to

Stockland & Yarcombe Preschool

Rated 'Good' in the latest OFSTED inspection. (Jan 2010)

Introduction

Our Pre-school runs five mornings a week from 9.15am till 12.00noon, three lunch clubs a week from 12-1pm (Mondays, Wednesdays and Thursdays) and two afternoons a week from 1-3.15pm. (Mondays and Wednesdays) throughout the school term. We cater for children over 2yrs 9months of age who can be left unaccompanied. Our lunch clubs run on from the morning session. The children bring in their lunches and learn to eat within a busy, social environment,. When we are limited on spaces the older children will have priority as we have found that this helps prepare them for school. In addition on Tuesdays and Fridays between 10:00am and 12:00 noon we run a Baby and Toddler session in conjunction with the Preschool, where parents/carers are welcomed to come and join in.

We are located in The Victory Hall, Stockland. We are close to the village centre and to Stockland Primary School, with whom we have strong links. Children intending to go to the village school have regular visits in the term before they are due to start, making the transition from Preschool to school an easy step. Many children from surrounding areas who are not planning to go to Stockland Primary School also attend our sessions.

Fees

Preschool fees are often subject to change due to various Government voucher schemes. Payment schemes can be worked out for individuals who's child(ren) are not yet eligible for funding.

If you want to know more about funding then please feel free to call us or pop in to visit us on any morning to talk to the play leader and enjoy our facilities. Call Sarah on: 07890 347613 between 9.00am - 12.00 noon.



[Our Aims as a Preschool](#)

We aim to provide a safe, secure and stimulating environment for your children, where they can play, learn and above all, have fun. Children can share new experiences, while developing many skills like communication and concentration. Children will grow in confidence as they build up different skills and start to perform tasks on their own.

Our aim is to provide your child(ren) and you with:

- Individual care and attention to personal needs
- Fun and friendship with others
- Opportunities to be directly involved in the activities of the group and in your child(rens) progress
- A tailored curriculum which covers the children's individual interests enabling your child to work towards learning goals approved by the Government

[Management and Administration](#)

Stockland & Yarcombe Preschool is a registered charity and is overseen by an elected Committee made up of parents of children at the Preschool. The Committee is responsible for reviewing both policy and practice, for the employment and appraisal of the staff and for organising fundraising. We are registered with Devon Social Services and are a member of the Preschool Learning Alliance; a national organisation which ensures that we receive current information regarding training courses, changing Government policies and funding availability. Parents work within the Committee on a voluntary basis and meet regularly. The group's existence is totally dependent on the money raised by fees, fundraising and the occasional Government funding scheme. If you would like to become familiar with our working practices then please ask staff for a copy of the Operational Plan.

[Codes of Practice](#)

Please take some time to read our Policies and Procedures Document (Operational Plan) that relates to our group. These guidelines have been decided at Committee level and are based on guidance from the Preschool Learning Alliance.

Location

As a rural preschool, we have a strong community connection, involving parents/carers and other villagers in various events and projects.

We have full use of the village hall; a large, airy room where we supply an extensive range of play equipment and educational resources. Children can climb, ride bikes and run. There's a smaller classroom with areas for reading, painting, play dough modelling, imaginary play and computer work. There is a secure outdoor play area which has access from either the hall or the classroom and a fenced-in playground at the front of the hall. There are also the playing fields, a great outdoor area where the children can play freely.

Starting Preschool

Parents shouldn't worry if their child takes a while to settle. This is a very normal process that many of us have gone through. We would like children to feel secure and happy when their parents leave them, so it is important for parents and staff to find a system that works for all parties by working together to help the child feel confident and safe within the group. You can purchase preschool t-shirts and sweatshirts (these are optional) but if you choose not to, then we recommend sending children dressed in clothes which are easily washable or not too new, so that your child feels free to explore and experiment with all kinds of materials, including the messy ones. Also simple clothing which they can handle themselves will enable them to become more independent when taking off their outdoor clothes and going to the toilet. We do not expect all children at 2 years and 9 months to be perfectly 'toilet trained' and we do have a limited supply of spare clothes for the occasional 'accident'. You're welcome to send in a labelled bag with spares if you are worried.

Keeping Parents Informed

We recognise parents/carers are the most important people in children's lives and in their education and we will support you whenever we can, in whichever way we can. We try to keep parents informed with a verbal handover when parents drop and pick up their children, letters in the children's draws, our notice board, regular newsletters and there's a parent rota (see page 9). We have a planning board to keep parents informed of topics and weekly planned activities. We hold regular committee meetings and organise fundraising events which we ask parents to become involved in if they can - every little helps and new ideas are always welcome. If you like to read we also have a number of publications on different aspects of child-raising and play and learning, which parents/carers are welcome to borrow.

If there is any part of Preschool life that you are unhappy about but do not wish to voice, then please make use of our suggestions, comments, concerns and complaints box which is situated on top of the children's drawers and on the preschool door where you can remain anonymous.

The Preschool Session (over 2yrs 9months)

Play equipment is set out in the main hall before the children arrive so they can start playing immediately. Parents have the opportunity to talk to the play workers as their child(ren) is checked in on the register. Please feel free to stay for as long as you wish. It is good to feel that parents enjoy staying and joining in with activities alongside the children as well as becoming actively involved in their learning.

Each child has a draw with their name on, where they can leave small personal items and where any activity items are left for the parents to pick up at the end of the session.

Children can play and socialise freely for the majority of the morning, choosing what they would like to do, from playing with large equipment in the main hall or outside, to quieter activities like puzzles, reading or dressing up in the classroom - the list is endless! All children remain in view of one of the play workers at all times.

Preschool believes that it is important to give children a little structure, so that they understand what is expected of them during the session. We have up to four short group sessions within the morning involving whole group or smaller group activities, which help the children to get to know each other as part of the group, or to get to know children of the same age and take part in age appropriate learning activities (Please speak to the Play Leader if you would like to know more about these work groups).

Drinks and healthy snacks are available mid-morning, accompanied by a story. This is one of the times where the group comes together as a whole, along with the end of the session, after the children have helped to clear up the toys and whilst waiting for the parents to arrive.



The Baby and Toddler Session (0-3 years)

We have a 'baby zone' which is a cordoned off area specifically designed to keep the babies safe during the toddler session. This ensures that the older children are able to continue their games without the worry of baby safety. We have a carpeted area which provides toys, games and books suitable for younger children. We also have a large playpen, bouncy chairs and activity gyms available for babies. Please ask if you wish to use them and they are not out. Toddlers can also use any of the other play equipment, provided they are supervised by their parent or carer at all times. Healthy snacks and a story are provided around 10:30am and at the end of the morning there is a group session with the older children, with parachute play or dancing and singing. All attending parents and carers are encouraged to join in! Many people feel that these sessions enable them to get to know other local parents and carers - especially if they are new to the area.



Staffing

We have qualified and experienced staff consisting of:

- Sarah Bilson - Fully qualified Play Leader
- Jane Stapleforth - Fully qualified Deputy Play Leader
- Lucy Bartlett - Fully qualified Play Assistant as well as Administration and Support Manager

Staff receive regular and on-going training, as well as annual appraisals.

With the experience of the play workers and the help of parent helpers, we aim to involve your child(ren) in a fun and stimulating learning environment where they can develop and grow.

Behaviour Problems

Each case is treated individually and situations are dealt with as they arise. Talking things through and explaining to the child why their behaviour may not be acceptable is our first step. If discussion does not remedy the situation or the behaviour is repeated, then the child is given a 'warning' and after three warnings the child will go to 'time out'. The child is never left alone and will be closely observed. This means that the child is removed from the situation, so they can have time to think and talk to an adult until the problem is resolved. When they feel ready to say sorry and correct their behaviour they may return to the group.

The Early Years Foundation Stage. Setting the standards for learning, Development and Care for children from birth to five (September 2008)

We are committed to offering high-quality educational provision, and our play workers spend a great deal of time planning a curriculum around The Early Years Foundation Stage's requirements. Please feel free to discuss the curriculum at any time. The following will give you an understanding, but for more details please ask Sarah or Claire.

The EYFS is in a new stage in education and for child development, set in place by the Government in September 2008. Children are encouraged to become independent learners and staff will be working along side parents/carers, other practitioners, through observations, to plan a curriculum that is relevant and based on children's preferences.

There are four overall Themes, each with a Principle. Each Principle has four Commitments that support effective practice and that help to guide workers in the areas that are important for the healthy development of children:

1. A Unique Child	2. Positive Relationships	3. Enabling Environments	4. Learning and Development
Every child is a competent learner from birth who can be resilient, capable, confident and self-assured	Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.	The environment plays a key role in supporting and extending children's development and learning	Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.
1.1 Child development	2.1 Respecting each other	3.1 Observation, Assessment and Planning	4.1 Play and Exploration
1.2 Inclusive Practice	2.2 Parents as Partners	3.2 Supporting Every Child	4.2 Active Learning
1.3 Keeping Safe	2.3 Supporting Learning	3.3 The learning Environment	4.3 Creativity and Critical Thinking
1.4 Health and Well-being	2.4 Key Person	3.4 The Wider Context	4.4 Areas of Learning and Development

Development Matters and Early Learning Goals

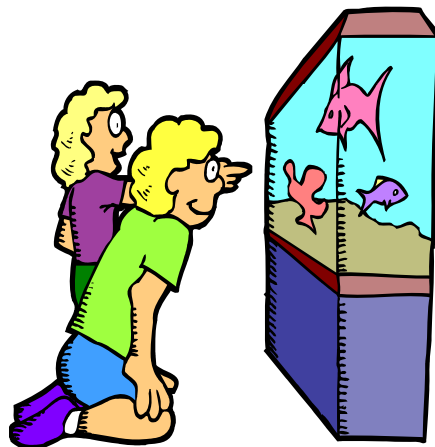
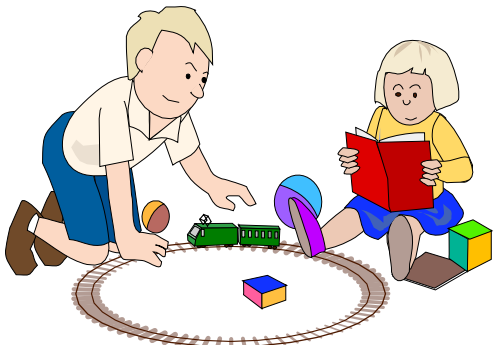
The Development Matters provide the basis for curriculum planning, and lie within the six areas of Learning and Development. They are skills, knowledge, understanding and attitudes that need to be acquired and developed from birth.

As children move through the stages within the Development Matters, observations will bring to light their individual needs and show their accomplishments. As they develop and master skills, they will move through the stages and towards the Early Learning Goals, which are established expectations for most children to reach by the end of the reception year at school, when they move on from the foundation stage to the National Curriculum.

Areas of Learning and Development

There are six areas of Learning and Development, all which inter-link and that are overall supported by the Principles of the EYFS:

Personal, Emotional and Social Development
Communication, Language and Literacy
Problem Solving, Reasoning and Numeracy
Knowledge and Understanding of the World
Physical Development
Creative Development



Your Child's Requirements

The registration form will contain any individual requirements that your child(ren) may have. Along with permission forms for things like observations and photographs, it will include any contact numbers that we may need to get in touch with you, medical requirements, dietary requirements, and any educational needs that your child may have. If your child(ren) has any special needs, please could you take time to read our Special Needs Policy, contained in our Operational Plan and talk with staff so we can endeavour to work with you to ensure that we can give your child the best possible care in your absence.

Parent Helper

We ask parents to help us in our sessions and have a parent rota in operation. This normally means that each parent attends a Preschool session once every term, and will involve interacting with the children, getting hands on with projects, making drinks and helping to clear up at the end of the session. It also helps to keep our ratio of adults to children high and gives you an opportunity to chat to the play workers about your child(ren)s development giving you an excellent insight into how your child(ren) is learning and socialising. You will also be encouraged to look through your child's folder of observations, achievements and samples of activities.

Your child will chose a library book to take home and share each week. Please do be aware that there will be a charge of £10 for a lost book as the library do fine the Preschool.

Health and Safety

Please make sure you have filled out and returned a registration form. The information is vital for us to meet your child(ren)s individual needs, and so we have contact details in an emergency. All staff are regularly trained in Early Years First Aid and for the inevitable everyday 'battle scars' - the odd bump, bruise or scratch - your child will be comforted and cared for, with first-aid given if necessary. You will be informed and asked to sign the Accident and Emergency Book when you collect them. In the rare case that your child needs hospital treatment, every effort will be made to contact you and an ambulance will be called to take your child to the nearest hospital.

The following are all for the safety and protection of yourselves and the working staff. Any information recorded will be kept confidential:

- We have a bumps, lumps and bruises book that we ask you to fill out if you know of any marks on your child(ren).
- If you are not going to be the person collecting your child(ren) from Preschool then please fill in the 'who's collecting me' booklet.
- If you are on duty or visiting for the morning and a child other than your own asks you to help them go to the toilet then please DO NOT take them. Ask a member of staff to assist them.

Absence/Sickness

It is important that we are notified if your child(ren) is going to be absent. This can be done by calling the Preschool on 07890 347613. Unfortunately there can not be a reduction in fees if your child is absent. Any child suffering from a doubtful rash, sore throat, vomiting, fever or diarrhoea should not attend until the symptoms have disappeared for more than 24 hours. Should your child become sick during preschool hours, every effort will be made to contact you.

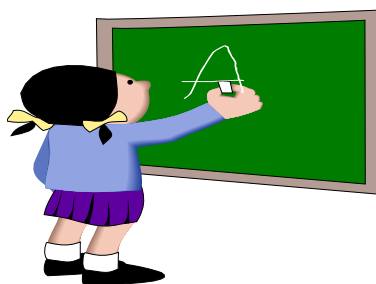
Outings

Outings are organised on a regular basis, often linking with a theme that the children are learning. You will always be informed of any outing and given the opportunity to accompany them. We do have some outings where all members of the family are invited and we go further a field. Every other Friday we take a group of children to the Donkey Sanctuary. This is a fantastic opportunity for all the children and a lovely treat!



Primary School

Remember to register your child at the primary school of your choice and it is now compulsory to register on line with the Devon County Council to secure a place. To speak to the Head Master Mr Clark of Stockland Primary School the telephone number is 01404 881456. As all primary schools have to project pupil numbers up to three years ahead, it is helpful to let schools know as early as possible if you plan to send your child there.



We do hope that you and your child(ren) will enjoy the time spent with our Preschool. If you have any concerns or queries, or you would like to become more involved, please talk to the Play Leader or a member of the Committee. The names and addresses of the Committee members are available from the play leader.



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