

## **STOPSLEY VILLAGE PRE-SCHOOL PROSPECTUS**

Stopsley Village Pre-School has been established in this area since 1974, offering care and education for pre school children and a warm welcome for parents, In April 2003 we gained our Accreditation award for our high care and educational practices from the Pre-School Learning Alliance (PSLA) and in April 2006 were praised by Ofsted for our high level of care and education.

### **Our aim is to:**

- Create a developmentally appropriate curriculum to meet the needs of each individual child.
- To provide quality care and education for pre school children and support for their families.
- To share information, resources and offer practical advice.
- To offer the personal development of adults involved in providing for children, enabling them to offer support to one another and the highest possible quality care and education for the children.
- To offer equal opportunities for both children and adults.

### **We offer your child:**

- An adult child ratio of no more than 6 children to 1 adult.
- Fun and friendship with children and other adults.

We can offer you excellent facilities for your child to mature and develop in a child oriented environment. We have a wide range of equipment with which to extend your child's knowledge, experience and cultural awareness. The staff has a wealth and breadth of experience, which is backed by a variety of qualifications in the childcare field, which include NNEB, DPP and NVQ 3 qualifications. Some staff have over 20 years experience of working with young

children and all staff work as a team under the guidance of the Supervisor. Staff hold First Aid Certificates and Food Hygiene Certificates The staff regularly review and assess the need to update their skills and attend training sessions as appropriate.

Stopsley Village Pre School is situated in Room W11 of Stopsley High School, St. Thomas' Road, Luton. We are open for 5 morning and 5 afternoon sessions during term time only. Times are:

**Morning – 9.15 to 11.45 am.**  
**Afternoon – 12.30 to 3.00 pm.**  
**Lunch Club – 11.45 to 12.30pm**

We are able to cater for children aged between 2 years 6 months and 5 years.

We are part of the Luton Early Years Partnership and are inspected yearly by Ofsted Early Years. A copy of our last educational Ofsted report is available on request.

Research shows that children learn better when their parents are involved. We therefore, encourage participation in our active committee and welcome help during sessions. It is also a useful opportunity for you to help in developing conversation and language skills with your child.

Our membership of the Pre School Learning Alliance ensures that we are constantly in touch with new thinking in the field of child care and education. We receive monthly updates in the form of a magazine, which offers practical advice and up to date information. We also have the support and guidance of the Pre School Learning Alliance Development Worker.

The Pre School Learning Alliance recognises parents are the first and most important educators of their young children.

### **Our pre school aims to support parents who are welcome to:**

- Take part in the management of the group by joining our active committee.
- Organise and assist with fund raising activities
- Work in the group with the children
- Represent the Pre School at Branch and County activities of the Pre School Learning Alliance
- Attend open meetings of the Pre School Learning Alliance
- Take advantage of the training courses, workshops and conferences run by the Pre School Learning Alliance.

### **CURRICULUM**

Within the group, all children are supported in developing their potential at their own pace. Our regular planning sessions enable us to provide a wealth of experience from which your child can build and expand their knowledge and skills. By means of developmentally appropriate play activities, which leads to nationally approved learning outcomes, which prepares children to progress with confidence to the National Curriculum at the end of the Foundation Stage, i.e. year one.

Records of Achievement will be maintained for each child attending pre- school. The key areas in which progress is expected to be made are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Mathematics Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

We follow the 'Early Learning Goals' as developed by the Qualifications and Curriculum Authority (QCA), as set out below:

### **PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

### **COMMUNICATION, LANGUAGE AND LITERACY**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purpose of writing and, when they are ready, to use drawn and written symbols for themselves. A well stocked book corner gives the child the opportunity and encouragement to become familiar with books, able to handle them and be aware of their uses, both for reference and as a source of stories and pictures.

### **MATHEMATICAL DEVELOPMENT**

By means of adult supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size volume and number. Songs, games and picture books help children to become aware of number sequences and when they are ready, to use simple mathematical operations, such as adding.

## **KNOWLEDGE AND UNDERSTANDING OF THE WORLD**

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognise differences, patterns and similarities and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques as appropriate to achieve their intentions and solve problems.

## **PHYSICAL DEVELOPMENT**

A range of equipment and opportunities, both indoors and out of doors, allows the children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children to safely create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are supported in development of the fine motor skills required to use tools, including pens, and pencils and to handle small objects with increasing control and precision.

## **CREATIVE DEVELOPMENT**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings to construct their individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils, as well as natural and discarded resources, provides for open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage. Children join in with, and respond, to music and stories and there are many opportunities for imaginative role play, both individually and as part of a group.

## **SPECIAL NEEDS**

We have an experienced Special Educational Needs Coordinator (SENCO) who works on an individual basis with children who have special needs. However, all children are considered special in our group and we aim to help each and every child to achieve their full potential.

## **MANAGEMENT AND ADMINISTRATION**

Stopsley Village Pre School is run by an elected committee, which ensures that major decision making is in the hands of the parents who use the group. The committee is responsible for reviewing both policy and practice and for the employment and appraisal of members of staff. The staff under the leadership of their Supervisor is responsible for the planning and implementation of the day to day activities. The Annual General Meeting, at which the committee for the following year is elected, is held during December of each year and parents will be informed in good time so they are able to attend. Without a committee, pre-school cannot exist.

All staff have a statutory duty to record and report any incidents of an untoward nature to the appropriate authority, but will undertake to discuss any matter for concern with the parent first.

## **FEES**

Fees are payable every half term in advance, No reductions are made for absence through sickness or holidays, Fees are notified by a payment slip from the Treasurer and should be paid within the first two weeks of that half term. With the introduction of Government funding, 3 year olds are funded the term after their 3rd birthday, if they live within the Luton postcode area. All 4 year olds are funded regardless of where they live. The funding entitles each child up to 5 sessions a week. Please ask the Supervisor for more details. If you wish to terminate your child's place at pre-school, two weeks written notification is required in order calculate fees payable.

## **STARTING PRE SCHOOL**

First complete and return the waiting list registration form that is at the back of this booklet, together with the fee payable.

We will contact you as your child approaches the age of 2 years and 6 months to arrange a mutually convenient start date.

We would advise you to visit the pre-school prior to the start date. A visit will enable you to meet the staff and ask any questions. You will also be able to experience the daily routine, which is registration time, free play/curriculum activities, packing up time, snack time and story time at the end of the session. A mutually convenient time for a visit can be arranged with the Supervisor

The pre-school is in Room W11 on the west side of Stopsley High School, St. Thomas' Road, Luton. If arriving by car, please use car park no. 3, situated at the top of Bradgers Hill and enter the school between the science block and adult education. We are along the main corridor, just past the art block. We have a security system on the door, so please ring the bell.

If you wish to contact us by telephone, the pre-school has a mobile phone during pre school hours. The number is 07990 785381.

If you feel you cannot find us, please go to the High School Main Reception at the front of the building and they will contact us.

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and pre school staff to work together to help the child to feel confident and secure in the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle. We do ask that a parent or carer stay with the child on their first session as this helps the child to integrate more quickly and gives you the opportunity to ask any questions and become familiar with the routine.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children in clothes which are easy to wash and not too new. We have sweatshirts and T-shirts with the pre-school logo, which can be purchased. These help the child to feel they are 'going to school' which can help if they have older brothers and sisters who wear a 'uniform' to school.

Simple clothing which they can handle themselves will enable them to go to the toilet easily and to put on and take off their outdoor clothes without being too dependent on other people's help.

Free milk is provided, but for medical reasons, you can supply an alternative.

On starting pre-school, you will be given an introduction to pre school life parent handbook which gives more details about pre-school accompanied with a request to complete a registration and medical form. All information on these forms is kept strictly confidential.

## **FUNDRAISING**

Stopsley Village Pre School is a registered charity. We are constantly seeking to raise funds to provide equipment and materials for the pre-school. We always welcome any help and new ideas from you and would like you to feel that all members of the committee and staff are approachable.

We hope you have learnt a little about pre-school and look forward to seeing you in the future.