



Langtoft Pre-School



Prospectus



2020/2021



Welcome to Langtoft Pre-School

Langtoft Pre-School is an early years educational establishment founded in 1975 and is a registered charity, Charity No: 1076471. It offers a safe and happy environment in which children receive an excellent quality of education and care. Langtoft Pre-School is registered with OFSTED (Office for Standards in Education) and from our most recent inspection in July 2019 we received a good report.

Langtoft Pre-School aims to:

- *provide high quality care and education for children primarily below statutory school age;*
- *work in partnership with parents to help children learn and develop;*
- *add to the life and well-being of its local community;*
- *offer children and their parents a service that promotes equality and values diversity.*

We aim to ensure that each child:

- *is in a safe and stimulating environment;*
- *is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers and students;*
- *has the chance to join with other children and adults to play and explore together;*
- *is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;*
- *has a personal key person who makes sure each child makes satisfying progress;*
- *is in a setting that sees parents as partners in helping each child to learn and develop; and*
- *is in a setting in which parents help to shape the service it offers through a volunteer management committee.*

Children's Development and Learning

- *At Langtoft Pre-School we follow the Early Years Foundation Stage curriculum which came into force in September 2012. The EYFS sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept safe and healthy. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.*

The EYFS seeks to provide:

- *quality and consistency – so every child makes good progress*
- *a secure foundation – through opportunities planned around the needs and interests of each child*
- *partnership working – between practitioners and parents and/or carers*
- *equality of opportunity – ensuring every child is included*

Four guiding principles shape our work at Pre-School:

- *A Unique Child –*
 - *This recognises that every child is a competent learner from birth who can be resilient, capable, confident and self-assured.*
- *Positive Relationships –*
 - *This describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key worker.*
- *Enabling Environments –*
 - *This explains that the environment plays a key role in supporting and extending children's development and learning.*
- *Learning and Development –*
 - *This recognises that children develop and learn in different ways and at different rates and that all areas of learning and development are equally important and inter-related.*

The Areas of Learning and Development:

There are three prime areas and four specific areas of learning and development which are equally important and depend on each other to support a rounded approach to child development. Each area is delivered through planned, purposeful play, with a balance of adult-led and child-initiated activities and consideration is given to the three different ways in which children learn –

- *Playing and exploring*
- *Active learning*
- *Creating and thinking critically*

*The **prime** areas are crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. These are:*

- *Personal, Social and Emotional Development*
 - ✓ *We provide children with experiences and support which will help them to develop a positive sense of themselves and of others, form positive relationships and develop respect for others, develop social skills, learn how to manage their feelings and to understand appropriate behaviour.*
- *Communication and Language*
 - ✓ *We provide opportunities for children to experience a rich language environment in which to develop their skills in expressing themselves, speaking and listening in a range of situations and support them in developing confidence to do so.*
- *Physical Development*
 - ✓ *We provide opportunities for children to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. We also support them in developing an understanding of the importance of physical activity and making healthy choices in relation to food.*

The **specific** areas are ones through which the prime areas are strengthened and applied. These are:

- *Literacy*
 - ✓ *Children are given access to a wide range of reading materials (books, poems) to encourage their interest in reading and writing and opportunities are provided for them to enjoy, learn, practise and talk about their developing understanding.*
- *Mathematics*
 - ✓ *We provide opportunities for children to practise and extend their skills in counting, understanding and using numbers, describing shapes, spaces and measures and to gain confidence in their use.*
- *Understanding the World*
 - ✓ *We support children in developing the skills and understanding that help them make sense of the world and community. We provide opportunities for them to explore, observe and find out about people, places, technology and the environment.*
- *Expressive Arts and Design*
 - ✓ *We allow children to explore and play with a wide range of media and materials and provide them with the opportunity to explore and share their thoughts, ideas and feelings through a variety of art, music, movement, dance and role-play activities.*

Working together for your children

At Langtoft Pre-School we maintain the ratio of adults to children that is set though the Statutory Framework for the Early Years Foundation Stage. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- *give time and attention to each child;*
- *talk with the children about their interests and activities;*
- *help children to experience and benefit from the activities we provide; and*
- *allow the children to explore and be adventurous in safety.*

Staff members:

<i>Nicola Ferdinand</i>	<i>Manager, Level 3, Key person</i>
<i>Lucie Cunnington</i>	<i>Deputy Supervisor & SEND Co-ordinator, (DPP), key person</i>
<i>Rebecca Twelvetree</i>	<i>Pre-School Practitioner, Level 3, Key Person</i>
<i>Suzanne Chappell</i>	<i>Pre-School Practitioner, Level 3, Key Person</i>
<i>Tracey Smith</i>	<i>Pre-School Practitioner, Level 3, Key Person</i>

Opening Times:			
	<i>Session Times</i>	<i>Breakfast Club</i>	<i>Extended Play</i>
<i>Monday</i>	8.45am-2.45pm	7.45am-8.45am	2.45pm-3.15pm
<i>Tuesday</i>	8.45am-2.45pm	7.45am-8.45am	2.45pm-3.15pm
<i>Wednesday</i>	8.45am-2.45pm	7.45am-8.45am	2.45pm-3.15pm
<i>Thursday</i>	8.45am- 11.45am	7.45am-8.45am	2.45pm-3.15pm
<i>Friday</i>	8.45am-2.45pm	7.45am-8.45am	2.45pm-3.15pm

Sessions Available	
<i>Monday morning:</i>	3 hours
<i>Monday morning plus lunch:</i>	4 hours
<i>Monday all day:</i>	6 hours
<i>Tuesday morning:</i>	3 hours
<i>Tuesday morning plus lunch:</i>	4 hours
<i>Tuesday all day:</i>	6 hours
<i>Wednesday morning:</i>	3 hours
<i>Wednesday morning plus lunch:</i>	4 hours
<i>Wednesday all day:</i>	6 hours
<i>Thursday morning:</i>	3 hours
<i>Friday morning:</i>	3 hours
<i>Friday all day:</i>	6 hours

Monday, Tuesday and Wednesday all day sessions: Pre-School offers all day opening to meet the needs of working parents. Children may attend the morning session only, the morning session and stay for lunch, or stay all day. Children must be 3 years old to stay all day, however children who are younger than this may still attend the morning session and stay with us for lunch, finishing their session at 12.45pm.

Friday all day session: this is only available to “Rising Fives”, i.e. those children due to start school the following September. This session includes taking part in events such as a physical fun afternoon, a presentation to parents at the end of term and it allows the opportunity to plan activities that are suitable for slightly older children. We also work closely with your child and the local primary schools to prepare for their transition to school and will accompany them to Langtoft Primary School to attend the taster sessions during the summer term.

Breakfast Club/Extended Play

Pre-School offers the above to all parents and it is run according to demand. Breakfast Club starts at either 7.45am or 8.15am and includes your child’s breakfast. It is charged at our current hourly rate and we offer a selection of healthy breakfast options, including fruit, yogurt, muffins and cereal bars. The extended play sessions are for 30 minutes and start at 2.45pm and finish at 3.15pm. We also ask for a £1 per day contribution on top of the usual fees for breakfast club.

Timetable and Routines

We believe that care and education are equally important in the experience, which we offer children. The routines and activities that make up the session/day in the setting are provided in ways that:

- *help each child to feel that she/he is a valued member;*
- *ensure the safety of each child;*
- *help children to gain from the social experience of being part of a group; and*
- *provide children with opportunities to learn and help them to value learning.*

We organise our sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

The all day sessions take account of children's changing energy levels throughout the day and we cater for children's individual needs for rest and quiet activities.

We have a rolling snack system which runs from 10a.m – 10.45a.m and allows children to choose when to have their snack between these times. Pre-School will provide your child's snack and the cost of this is built into the fees charged. We offer a choice of fruit including apples, grapes, bananas, oranges and pineapples. Children also have a breadstick and a cup of milk, which they can pour themselves. Pre-School receives 1/3 pint of milk for each child from the government.

Key Persons and your child

Our setting has a key person system. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's needs and interests. When your child first starts at the setting, she will help your child to settle and throughout your child's time at the setting, will help your child to benefit from Pre-School's activities.

Records of Learning and Development

Pre-School will keep a record of learning and development for your child using the Tapestry system. You will be given login details to be able to access this online. Your child's key person will work with you to keep this record, collecting information about your child's needs, activities and interests. When a child aged between two and three starts with us, the key person will review their progress and provide parents with a short written summary of their child's development in the prime areas. This forms one of the two parts of the two-year-old progress check, the second part of which is completed by your child's health visitor. It will identify your child's strengths and any areas where their progress is less than expected. If there are significant concerns, the key person will, together with the Special Educational Needs Co-ordinator, develop a targeted plan to support your child's further learning and development. Further assessments are carried out three times a year, in February, June and October and your child's key person will discuss these with you.

How parents take part in the Pre-School

At Langtoft Pre-School we recognise parents as the first and most important educators of their children. The staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the Pre-School;
- taking part in events and informal discussions about the activities and curriculum provided by Pre-School;
- joining in community activities in which the Pre-School takes part; and
- building friendships with other parents.

The parents' rota

Research shows that children learn better when their parents are involved. Pre-School has a dated rota which parents can sign if they would like to help at a particular session or sessions. Helping at the session enables parents to see what the day-to-day life of the Pre-School is like and to join in helping the children to get the best out of their activities. Our rota is displayed on the Parents Interest board outside the Pavilion.

Good Hygiene Practices

We recognise the need for good hygiene in all areas of the setting. Children are encouraged to put tissues in the bin after wiping their nose and wash their hands after going to the toilet or touching animals. They are also reminded to wash their hands ready for snack time and before eating their lunch. Children are taught about the importance of good hygiene through activities and by receiving praise for their efforts.

Policies

Pre-School's policies can be found in our policies folder which is available upon request. Policies include Special Educational Needs, Confidentiality, Complaints, Health and Safety, Selecting Equipment/Toys, Student Placement, Safeguarding, Equal Opportunities, Risk Assessment, Staffing and Employment, Visitors, Lost Child, Non-Collection of Child, Outings, Illness, Fees and Adverse Weather. The policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents. The staff and parents of the Pre-School work together to adopt the policies and all have the opportunity to take part in the annual review of the policies.

Special Educational Needs

As part of the setting's policy to ensure that its provision meets the needs of each individual child and that they can fully access the services we offer, we take account of any needs a child, their parent or family may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs & Disability (SEND) Code of Practice 2014. Our Special Educational Needs & Disability Co-ordinator is Lucie Cunnington.

The management of Langtoft Pre-School

A parent management committee - whose members are elected by the parents of the children who attend the Pre-School - manages Pre-School. The elections take place at our Annual General Meeting which is held in September. The committee is responsible for:

- managing the Pre-School's finances;*
- employing and managing the staff;*
- making sure that the Pre-School has - and works to - policies that help it to provide a high quality service*
- ensuring that the Pre-School works in partnership with the children's parents.*

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

Fundraising

The committee organise the fundraising events and the money raised is used to ensure the upkeep and maintenance of the premises and to purchase new equipment. Previous events include Joules Seconds sale, Jam Jar Tombola at the Primary School Fete, selling refreshments at the Langtoft Fun Run. Forthcoming events are advertised at Pre-School and in the newsletter.

Lottery

We have also joined and set up with “Your School Lottery”. The lottery pays a percentage of the money back in to the pre-school along with a guaranteed winner every week!

Fees

Fees are payable monthly in advance and from January 2020 will be £5.75 per hour. There is usually an increase in fees in January each year. Fees continue to be payable even if a child is absent. In cases of prolonged absence, parents should consult the Co-ordinator about payment. Each child’s attendance at the group is conditional upon continued payment of any fees due. Our current fee structure is shown below:

Standard hourly rate	£5.75 per hour
Full day rate (6 hours)	£34.50
Morning session rate (3 hours)	£17.25
Early Years Entitlement (EYE) funded hours	FREE
For those children who are accessing the Early Years Entitlement, any additional hours will be charged at the standard hourly rate.	£5.75 per hour £34.50 per full day £17.25 per morning session
Hours of EYE delivery are: (breakfast club and extended play are also accessible)	8.45 – 11.45 am (3 hours) 8.45 – 12.45 pm (4 hours) 8.45 – 2.45 pm (6 hours)
Your chosen EYE hours must be agreed with the Co-ordinator and will be indicated on your Parent/Carer contract prior to starting at Pre-School.	Parents will not be required to purchase additional hours in order to secure free provision. Advance payments will not be requested from those parents accessing EYE hours only. Children attending a Monday session may not be able to access their full entitlement due to bank holidays.

Early Years Entitlement

At present the Early Years Entitlement is available for three and four year olds. Pre-School will apply and receive grant for each eligible child for up to **15 hours per week**, from the term following their 3rd birthday and we do our utmost to provide these hours wherever possible. Extra hours may also be available, space permitting, and these are charged at our hourly rate.

Entitlement for Two Year Olds

Langtoft Pre-School is able to take children who qualify for 2 year old funding. This provides up to 15 hours of free childcare for parents who are entitled to certain benefits and it can be accessed as soon as your child starts Pre-School. Please contact us if you would like further details regarding the criteria and the application process. Alternatively you can find out more by visiting www.lincolnshire.gov.uk/2yearolds

30 Hours Free Childcare

Langtoft Pre-School can offer 30 hours free childcare to those three and four year old children who are eligible. Parents can check their eligibility online at www.childcarechoices.gov.uk and, if eligible, submit an online application. Once approved, parents will receive an eligibility code that will need to be submitted to Pre-School for validation. Parents should be aware that the entitlement begins from the term after the code is received and should speak to the Co-ordinator regarding sessions if they intend to access these hours.

Admissions – Policy and Practice

It is our intention to make our Pre-school genuinely accessible to children and families from all sections of the local community. Children commence on a minimum of 2 sessions per week over a period of 2 days. Our waiting list is arranged in order of date of birth, with preference given to those children eligible for Early Years Funding, Two Year Old Funding or starting school the following September. We take children from the age of 2½ years. Parents may put their child's name down at birth, however we are unable to guarantee places as our intake is based on age and being on our admission list does not give priority over older children, only those of the same age. A registration fee of £30 is payable when an offer of a place has been made which will secure your child's place. If your child will only be accessing their Early Years Entitlement however, parents will be asked to make a voluntary payment of £30 towards the cost of registration.

Voluntary Contribution Scheme

Pre-School runs a voluntary contribution scheme for parents of children who are entitled to free nursery education. Letters are sent out each term asking parents if they are able to make a contribution towards Pre-School's funds of £20. In the past these have been used to pay for resources and equipment such as sports Day medals, and specialist visits and activities such as Zoolab, Musical Minis and Living Eggs. Furthermore, this income allows Pre-School to have extra staff in the setting over and above OFSTED requirements, meaning they can spend more 1:1 time with each of their key children.

Sickness

Parents should inform the Pre-School as soon as possible if their child is ill on a morning they are due to attend. Children who have been sick or have had diarrhoea should not return to Pre-School until 48 hours have passed since the last episode. Pre-School can offer guidance for other illnesses regarding how long children should be kept at home for.

Accidents and Existing Injuries

Parents bringing their child into Pre-School after having had an accident or with an existing injury will be required to fill in and sign an Existing Injuries Form.

Safeguarding

Langtoft Pre-School fully recognises that it has a responsibility for safeguarding children. In order to ensure the safety and wellbeing of children attending the setting we implement a Safeguarding policy which applies to all staff, management and volunteers working in the setting, and the families accessing the setting. We work within the guidelines set out by the Lincolnshire Safeguarding Children Board which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' March 2013. The policy includes, amongst others, issues such as recruitment, use of mobile phones and staff training.

Starting Pre-School

Shortly before your child is due to start Pre-School you will receive a Welcome pack containing all the information you will need for their first day. This will include details on what to wear, illness, photograph authorisation, term dates and session activity timetables.

Thank you for choosing Langtoft Pre-School for your child's care and education and we look forward very much to working with you, your child and your family.