

Pre-school Information Pack



"Welcome to Eckington Under Fives"

Where your child can ...



.. experience holistic learning through play and exploration..

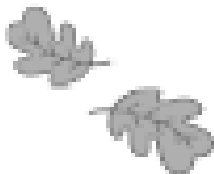


... build upon self-esteem, confidence and skills...

... learn to grow to their full potential...



.. in a safe, caring and stimulating environment..





Our Vision

"To be recognised as an excellent provider for 2 - 4 year olds, providing learning and development to both our children and our staff, and creating opportunities for them for the future."

Our Mission

We are committed to providing a safe, caring and stimulating environment to enable all children to learn and grow to their full potential; to encourage children's self-esteem and confidence to achieve the very best foundations and skills to take with them to the next stage in their learning journey.

Our Ethos

We aim to create a happy, warm and friendly environment, where all children are loved, valued and respected equally by...

- Recruiting the highest quality staff and offering opportunities for continuing professional development
- Ensuring a shared vision is shared, where children come first and where child development is central to our practice
- Encouraging a play-centred and active approach to learning and development
- Encouraging mutual respect and understanding of others through a consistent approach to social development
- Understanding that we are all equal - no member of our pre-school community is discriminated against, for any reason.
- Viewing each child as a unique individual and acknowledging that while all children are special, some may need extra support.

Let's have fun and enjoy our time together!

Our beginnings

Eckington Under Fives was founded in May 1978 by two local mums and it has gone from strength to strength since then. It continues to provide good quality pre-school education available to all children in the local area from the age of 2 years until they start school. Eckington Under Fives is a 'not for profit' making organisation and a registered charity. It is run by an enthusiastic and voluntary committee, mostly made up of parents/carers who are elected annually. All funding comes from fees, Government funding and fund-raising events.

We are a pack away setting, sharing the facility with local clubs. There is one large room which is set up daily and a large outside play area including our on-site 'Forest School'. We are a member of the Pre-School Learning Alliance and operate to the guidelines that they and OFSTED provide.



The pre-school committee is elected each October at the AGM and are responsible for the overall management and leadership of the setting.

The committee will set the policies, employ staff and ensure that the pre-school operates in accordance with all the appropriate regulations. They also organise fund raising events. The Manager and staff have sole responsibility for planning the children's learning and development.

If you would like to become involved with the running of Eckington Under Fives, then please contact us to find out more. New faces are always welcome.

Opening times

Eckington Under Fives is open 5 days a week offering the following sessions -

Monday	9.00am - 12pm	or	9am - 3pm
Tuesday - Forest School	9.00am - 12.00pm		
Wednesday	9.00am - 12pm	or	9am - 3pm
Thursday	9.00am - 12.00pm	or	9am - 3pm
Friday	9.00am - 12.00pm	or	9am - 3pm

We also offer 9am - 1pm for all children on all days. Children are welcome to bring a packed lunch and stay until 1pm.

Our Team

Eckington Under Fives is jointly led by a Manager and a Deputy. Both are qualified Early Years teachers with lots of experience of teaching. The Manager is our Forest School Leader and all of our staff are Level 3 qualified.



We understand the importance of having a strong and knowledgeable team and believe that continuous professional development is important to ensure that all staff are up to date with current legislations. Opportunities to further train and develop professional skills is achieved through staff meetings, in-house training and when possible, by attending courses offered through Worcestershire County Council.

How much will it cost?

Government Funding is available for some 2-year olds* and for all 3 & 4 year olds (up to a maximum of 15 hours per week).

To be able to claim for funding you will need to complete a parent's declaration form which you will be issued with shortly before your child is eligible. This funding is paid directly to pre-school.

Please note that if your child attends another setting at the same time then their funding will be split between the two settings and you will be invoiced for any shortfall.

If you have any queries about funding or would like to find out about our current fees, please speak to the Manager who will be happy to help.

*Please refer to separate sheet.



Starting at Eckington Under Fives

We understand that joining a preschool is a big step for you and your child. We recognise that all children are unique and therefore we have a flexible settling-in procedure. Parent/carers are always welcome to stay until their child is settled and happy about the new experience.

Your child will be allocated a 'key person' who will help them and you become familiar with the setting. Their role is to ensure that your child's care is tailored to meet their individual needs and build a relationship with you as parents/carers.

The key person will take time to discuss your child with you and gather information that will help this process. This discussion will normally take place at preschool but in some circumstances this may be more beneficial to take place in the home and will be within the first two or three weeks of starting.

We understand that you are your child's first and most important educator - you know your child better than anyone else and we can build upon this knowledge to help them move forward in their learning and development.



Polo shirts and sweatshirts are available for you to purchase if required but these are not compulsory. All clothing that might be removed should be named as well as snack pots and lunch boxes.

On arrival, you will both be shown the routine, where things are and where things go. Over a period of time this will develop into your child doing this independently.

What you will need to provide:

- A healthy snack - water is always available and milk is provided at snack time
- A change of clothes - they can get wet through water play and messy play
- Nappies, wipes and bags if they are not potty trained
- Waterproof trousers and coat
- Welly boots
- Suncream (named, to be left at preschool)
- Sun hat
- A healthy lunch if they are staying all day - We request that you save sweets and chocolate bars for treats at home please.

NB: due to allergies no products containing nuts can be brought in to the setting.



Additional Information:

Please do not bring your child in to pre-school if they are unwell.



- If your child is ill please contact us to let us know.
- If your child has sickness and/or diarrhoea they must be clear of this for 48 hours before returning.
- If your child has been prescribed antibiotics they must be well enough to attend pre-school and parent/carer permission must be given for each and every medication.
- If your child has head lice they will not be excluded from pre-school providing they have been treated.
- If your child is ill or has an accident at pre-school you or your nominated person will be contacted.

Further information can be found in our Health, Hygiene and Safety Policy.

Each session is attended by at least one qualified First Aider.

A day in our life...

Our sessions are centred on child initiated learning experiences, free flow & small and whole group adult-initiated teaching, using both the indoor and outdoor environments. (Timings are flexible - staff will respond to children's levels of engagement and learning needs).

am session 9.00 - 12.00

Welcome & self-registration

10.00-10.30 Snack/rolling snack

11.45 Together Time - Reflections on learning & achievements/story/songs

12.00 morning only children leave

Lunch 12.00 - 1.00

pm session 1.00 - 3.00

2.45 Together Time - Reflections on learning & achievements/story/songs

3.00 Home Time for all children



Your Child's Learning and Development

As children do not make a distinction between play and learning we offer both planned and spontaneous opportunities that allow them to develop and learn in different ways.

Carefully planned opportunities will encourage your child to learn valuable concepts and skills to enable them to develop individually and to reach their full potential. To encourage this we follow the Early Years Foundation Stage (EYFS) framework. This framework covers 7 areas of learning and development consisting of 3 prime areas and 4 specific areas.

The 3 prime areas are -

- Personal, Social and Emotional Development
- Communication and Language and
- Physical Development

These are the most essential for your child's healthy development and future learning and as they grow, the prime areas will help them to develop skills in the 4 specific areas, which are -

- Literacy
- Mathematics
- Understanding the World and
- Expressive Art and Design

These 7 areas are used to plan your child's individual learning needs. We welcome you to provide us with ideas about what your child enjoys so that we can continue this in pre-school.

Assessments play an important part in helping you, carers and staff to recognise your child's progress, understand their needs and to plan experiences to support them. Your child's progress is recorded in a "learning journey" which is available for you to view at any time - please just ask your child's key person.

All children have different needs and sometimes it may be felt that a child needs some specific learning experiences to help them.

We work closely with other agencies to ensure that we are supporting all children no matter what their needs may be.

A booklet has been developed to help parents/carers find out more about how their child is learning and developing during their first five years, in relation to the Early Years Foundation Stage.

To download your free booklet please visit -
<http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide/>

Parent/Carer Partnership

You are our customers and therefore have a strong input into every aspect of the pre-school. We welcome your comments and consult on a regular basis through newsletters, meetings (social) and fund raising events. Our Parent/Carers Notice board is used for other general information.

The partnership is a two-way process and we welcome you to view our planning, which can be found on the planning board just inside the main room, and comment and add to this, as necessary.

Your child's Key Person and the Manager are always willing to meet with you and discuss your child's progress or answer any concerns you may have. More formal meetings will be offered over the year.

Policies

All pre-school policies are available for you to view at any time. Please ask a member of staff.



Behaviour

We aim to support your child in understanding what is and what is not acceptable behaviour. We deal with all children in a positive way by being consistent and offering reasons as to why their actions are unacceptable. Should a matter arise you will be informed and if necessary, we will work with you to discuss this and agree on strategies for both home and pre-school. For further details please refer to our Behaviour Management Policy.

Safeguarding

Your child's welfare, as with all our children, is paramount. We aim to proactively safeguard and promote their welfare in order to limit the need to take action to protect them from harm. Please read the full policy to understand our responsibilities as well as your role in safeguarding your child.



Transition between preschool and school



Preschool will help your child develop valuable social skills and opportunities to bond with their peer group whom they will start school with.



Your child will begin school in the September after they are 4. Induction sessions are organised in the summer term for the children to visit their school and for the Reception teacher to visit preschool.

This is a time for your child to get to know their new environment as well as the Reception teacher liaising with their key person and getting to know your child. By working together we all endeavour to make your child's transition to school as smooth as possible.



If you would like your child to attend Eckington Under Fives Pre-school, then please complete the enclosed admission form. A fee is charged to cover administration costs.



Eckington Under Fives Babies & Toddlers

Under Fives also runs a Baby and Toddler session. This is aimed at children aged 0 - 4 years with their parents or carers. The group is held on a Tuesday morning, term time only, from 10am - 11.30am at the Recreation Centre. There are always lots of lovely experiences for the children to play and explore as well as a snack for the children and tea and coffee for the adults. The sessions cost £3 per family.

Eckington Under Fives Forest Tots

These sessions run every Friday and are designed for the children to have fun, explore and enquire about the woodland environment and for adults to share in this special outdoor time. Parents, carers and children will be able to enjoy den building, creative activities using natural materials, storytelling around the camp fire, mud and water play, and lots, lots more. Everyone can appreciate the joys of nature. Come along and join in the fun. Sessions cost £4 per family and run from 10am - 11.30am every Friday. Snack is provided plus tea and coffee for adults.





Eckington Under Fives, The Recreation Centre, Pershore Road, Eckington, WR10 3AP
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