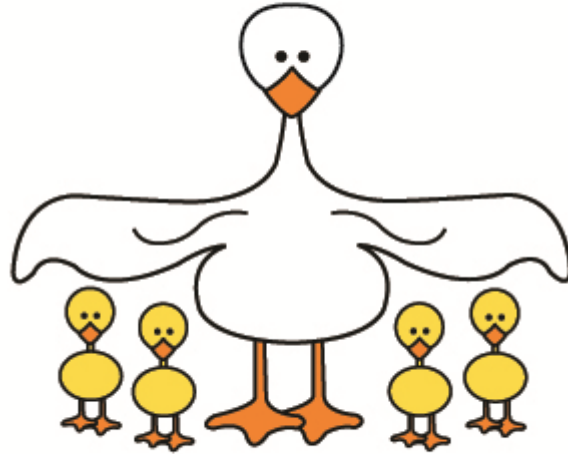


Mother Goose



Pre-School

2017-2018
PROSPECTUS

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Introduction

At Mother Goose Pre-School, we strive to create a warm and stimulating environment, where learning is fun and 2-5-year olds are provided with the opportunity to learn through play in a creative and nurturing environment. Established in 1970, Pre-school has over 40 years' experience of providing excellent childcare in a safe and stimulating setting. We have a well-qualified, enthusiastic team of childcare professionals and are run by a dedicated parent management committee who all believe there is huge benefit to children attending a small, welcoming pre-school which is a real part of the local village and the surrounding communities.

Mother Goose Pre-School aims to:

- provide high quality care and education for children from the age of two until they are ready to start school;
- add to the life and well-being of the local community;
- work in partnership with parents to help children to learn and develop;
- offer children and their parents a service that promotes equality and values diversity.

We ensure that each child:

- is in a safe and stimulating environment;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being encouraged to build on what she/he already knows and is able to do;
- has a key person who ensures each child makes satisfactory progress;
- is in a setting in which parents help to shape the services offered;
- is in a setting that sees parents as partners in helping each child to learn and develop;
- has the right to develop at his or her own pace and feels comfortable to do so.

The Pre-School is open Monday to Friday during term time, between the core hours of 9:15 – 12:15. We offer an 'Early Start Club' from 9:00 each day as an optional extra, as well as a 'Lunch Club' which runs from 12:15 – 13:15. Our home in Wimpole Village Hall is spacious, light, and well equipped with our own fenced garden for outdoor play.

We realise that it is a very important time in your lives as your child starts their education, and that it is important to choose the right pre-school for you and your child. This prospectus gives you an introduction to our pre-school and the way we operate, but to help you to make your decision, we invite you and your child to visit us, to see the school in action, and to join in the fun! You are welcome to visit on any number of occasions; all we ask is a few days' notice.

Our Approach

At Mother Goose Pre-school, we provide a happy, safe and caring environment in which we can offer a variety of stimulating and meaningful activities to support and encourage the children in all areas of their development. We believe that play is the most effective way to engage the children's interest and imagination and to help them to learn.

Our children have free choice of both indoor and outdoor activities throughout the session, but we also believe that routine and structure are reassuring and confidence building, and provide them with valuable social skills for their futures.

We organise our sessions so that the children can choose from 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 they may not otherwise have chosen. This supports them in gaining new skills, as well as helping them to learn to work with others.

The children have the opportunity (and are encouraged) to take part in outdoor child-chosen and adult-led activities, as well as those provided indoors. We have an outdoor area with large play equipment, sandpit, mud kitchen, bikes and climbing equipment. These outdoor activities contribute to children's health, their physical development and their knowledge of the world around them.

The setting caters for children's individual needs for rest and quiet activities during the day, with an extensive book corner and quiet area. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

Your child will be assigned a key-worker who will help them settle in and make the most of their time at Mother Goose. They will oversee your child's educational records and will be your first point of contact to share progress, successes and concerns.

In these ways, we aim to help the children to achieve the confidence and social skills they will need to settle in full time education. We want to ensure that the transition from pre-school to school is as smooth as possible. We maintain close links with our local primary school and reception class teacher.

The Sessions

Our core opening hours are between 9:15 and 12:15, which can be extended to 13:15 by attending our 'Lunch Club'. We also offer 'Early Starts' from 9:00 for a small fee which goes directly towards our fundraising efforts.

Mother Goose Pre-School believes that care and education are equally important factors in the experience that we offer children. The routines and activities that make up the sessions are provided in ways that:

- help each child to feel a valued member of the setting;
- provide children with opportunities to learn and help them to value learning;
- ensure the safety of each child whilst allowing them to take risks;
- help children to gain from the social experience of being part of a group setting.

We organise our sessions so that the children can choose from a range of activities. In addition, they can participate in adult-led small and larger group activities based around weekly topic and the interests of the children, which introduce them to new experiences and help them to gain new skills, as well as encouraging them to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. Every day the children have the opportunity to take part in outdoor child-initiated and adult-led activities, as well as those provided indoors.

Daily Routine

09:15 - 09:30	Registration and talking about 'Today'
09:30 - 10:30	Free play and planned activities
10:30 - 11:00	Tidy up, circle time, news, nursery rhymes and songs
11:00 - 11:15	Snack with milk or water
11:15 - 12:00	Outdoor play including group activities as well as free play
12:00 - 12:15	Quiet time, stories & poems
12:15 - 13:15	Optional Lunch Club

Children are also encouraged to tidy up their own activities as they go along and everyone participates in tidy up time before lunch and the end of the session.

We also offer a weekly Music and Movement class run by a trained Ballet Instructor, and an optional French Class run by La Jolie Ronde. If you would like further information on either of these sessions, then please do let us know.

Snacks & Meals

Mother Goose Pre-School makes snack time a social time at which children and adults eat together, supporting the child's Personal, Social and Emotional development skills. Prior to snack (and lunch) time, the children visit the toilet and they will wash their hands under the staff's supervision.

We aim to give the children healthy, nutritious, and varied snacks such as fresh and dried fruit, vegetables and salad, crackers, bread sticks, fruit toast, houmous etc. We offer the children a drink of

water or milk to have along with their snack. Independence is encouraged as we allow the children the opportunity to pour their own drinks and to clear away their own plates and cups.

Food from a range of cultures is offered so that children from all backgrounds encounter familiar tastes, and that all have the opportunity to try unfamiliar foods. The dietary rules of religious groups and vegetarians/vegans are always taken into consideration when planning activities involving food.

Please ensure we are notified of any special dietary requirements, preferences, allergies or intolerances that your child may have so that we can meet their individual needs. Please note that Mother Goose Pre-School has a nut free policy. If your child attends the setting for lunch, please ensure their lunch does not include any nuts or nut products including nut based chocolate spreads.

If your child attends the lunch session (12:15 - 13:15) they will need to be provided with a packed lunch. We make lunch time a social time during which children can talk to each other and eat together along with the staff.

The Staff

The most important people as far as your children are concerned are our staff. All our staff are all qualified, dedicated and caring, with a wealth of experience and parents themselves. Our staff team is made up of a Manager, Deputy Manager and Pre-School Assistants.

All staff have appropriate qualifications, skills and experience so that we can provide the best care for the children in our setting. Additional training is regularly available for all staff, to enable them to continue their professional development, keep up with new initiatives and to consolidate their areas of expertise. New members of staff receive induction training during their first week of employment, which includes our Health and Safety and Safeguarding Children policies and procedures.

Working Together for Your Children

At Mother Goose Pre-School, we maintain the ratio of adults to children as required in the EYFS statutory framework. Our ratio is a minimum of 1:4 for children under the age of three and a minimum of 1:8 for children age three and over. We also, where possible, have an extra member of staff to provide additional support. 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
- allow the children to explore and be adventurous in safety
- extend children's learning through positive role modelling and active engagement
- deal with any emergency situations effectively and safely without disrupting the care and education of others attending the setting.

We also work closely with St Petersfield Church of England Primary School, particularly during the summer term, when we are preparing children for their transition to school. We also have great working relationships with other settings in the area and both the local Children's Centre and many departments within the local authority.

The staff working at the setting are:

- Jacqui Ivory (Manager)
- Leanne Folsher (Deputy)
- Jackie Curtis (Pre-School assistant)
- Vicky Hurst (Pre-School assistant)
- Tina Hall (Pre-School assistant)

We also have an Administrator, Natalie Hanlon, who works in the setting, but not directly with the children.

Our Curriculum

Our Curriculum follows the Revised Early Years Foundation Stage developed by the Department for Children, Schools and Families.

The Foundation Stage continues through the early stages of Primary school education and is made up of 3 prime areas:

- Personal, Social and Emotional Development;
- Communication, Language and Literacy;
- Physical Development.

And four specific areas:

- Literacy;
- Mathematics;
- Understanding the World;
- Art and Design.

We plan our curriculum so that children have access to a broad and balanced programme of events. Individual sessions are planned around weekly topics which are chosen to spark their imagination. We use our play equipment to create little worlds for our children to explore. We use role play, dance, stories, craft, music, discussion and even snack time to provide a range of ways to extend the children's experiences.

Children have a lot of free choice throughout the session. Those who want to write, draw, paint, build, glue, climb etc. have the opportunity to do what interests them. We gently introduce the children to the alphabet, numbers and colours through songs, rhymes, games and play. We have a computer solely for the children's use and a variety of educational software to support all areas of learning. We have cooking, woodwork and junk modelling regularly and sand, water and outdoor play are available each day.

Our home in Wimpole Village Hall is light and spacious with our own fenced garden well equipped with trikes, climbing equipment and spaces for imagination and make believe.

Every day the children have the opportunity to sit around a table with their friends and share a snack and a drink.

Learning Through Play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which children learn to think. Our setting uses the practice guidance 'Early Years Foundation Stage' to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities, information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment & Record Keeping

Throughout their time at Mother Goose Pre-School, the staff will make records and observations of your child's progress. We assess how your child is learning and developing, by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

You are welcome to look at your child's records at any time – just ask your child's key-worker or the supervisor. Each child also receives a written report at the end of the year. You are welcome to talk to your child's key-worker at any time. Beginnings and ends of sessions are often busy, so please feel free to make an appointment for a longer or confidential discussion. Although they are confidential, in order to maintain continuity of care, we usually make them available to their primary school or new nursery.

Please inform us in writing if you don't want us to do this. All information within the setting about your child is subject to our Data Protection and Confidentiality policies

The Management of Mother Goose Pre-School

As a registered charity, the Pre-School is run and managed by a committee of trustees, generally made up of parent and carers of children who attend the setting. The trustees are elected on an annual basis at the Annual General Meeting, and consist of a Chairperson, Secretary, Treasurer and other general members. Together the committee work together with the Pre-School Manager who runs the setting on a day-to-day basis, and meet once a month to discuss progress. The committee is responsible for:

- managing the setting's finances;
- employing staff;
- making sure that the setting has, and works to, policies that help it to provide a high-quality service in line with statutory requirements;
- making sure that the setting works in partnership with the children's parents;
- organising social and fundraising events.

The Annual General Meeting, held in September, is open to all parents/carers of the children who attend Mother Goose Pre-School. It is a shared forum for looking back over the previous year's activities and shaping the plans for the forthcoming year.

Without the Committee, the pre-school could not run. Please give some thought to joining us – you are very welcome to come along to a meeting to see what goes on.

The Role of Parents

It is important to establish good communications between home and the pre-school so that children settle quickly and happily. The overwhelming evidence is that children do better throughout their education if parents are involved from the beginning. We aim to keep parents and carers well informed about activities in the pre-school, and we welcome their suggestions and involvement. The links between home and pre-school can take a number of forms:

- Informal discussions at the start and end of sessions
- Parents evenings
- Newsletters
- Display of current topics
- Activity summary displayed at the end of each session
- Children's 'news' items
- Annual general meeting
- Membership of the committee
- Acting as a parent helper
- Visiting the pre-school to share your job or interests
- Social and fundraising events

How you can take part in the setting

Mother Goose Pre-School recognises parents as the first, and most important educators of their children. Parents are as much a part of our pre-school as their children. All the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which you can take part in making the setting a welcoming and stimulating place for children and parents, such as:

- Helping at sessions of the setting;

- Visiting the pre-school to share your job or sharing their own special interests with the children e.g. A cooking activity or a craft activity please feel free to talk to a member of staff and make arrangements to come along.
- 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 setting;
- Taking part in social and fundraising events;
- Joining in community & fundraising activities in which the setting takes part.

Remember that grandparents and childminders are welcome to help too!

When you help, your child may want to stay close for much of the time, but this is quite natural behaviour for a child who feels s/he is has to share you with all the others.

Joining Mother Goose Pre-School

Mother Goose Pre-School can accommodate a maximum of 24 children per session, although at times this may be less dependent upon the ages of the children in attendance and the subsequent staffing ratios. Children can join the pre-school at any time following their 2nd Birthday, although if we have a lot of children starting at once, we may stagger the start date to ensure each child gets time to settle in.

Pre-School Visits

To help you decide which setting is best suited for your child, we invite you to come and visit the pre-school during a session, so that you can see the environment and the children at play. During your visit, the pre-school Manager will show you around and introduce you to the staff. They will be happy to answer any questions that you may have and your child will have the opportunity to join in with the other children.

Admission Process

If you would like your child to join Mother Goose Pre-School, we ask that you complete an initial application form as soon as possible. This does not commit you to accepting a place with us, but allows us to gauge our likely intake over the coming months. You will have an opportunity to specify what your preferred sessions are, which we will do our best to accommodate. If there are no available sessions, your child will be put on our waiting list and we will inform you at the earliest date when a session does become available.

We will then send you a Registration Form to complete approximately a half term prior to their proposed start date. (For September start dates, this will happen in June/July). This will allow us to finalise an accurate and confirmed intake of children, and upon receipt of this complete form, we will be able to formally offer your child a place. Your acceptance of this offer is required within 14 days, at which point our Fee Payment Policy becomes applicable.

Changes to Scheduled Sessions

Parents wishing to alter sessions once the term has started should contact the Pre-School Administrator by completing the Session Change Request Form. The Pre-school will make every effort to accommodate a request for a child to change sessions. Parents will be notified as to whether the change can be accommodated as soon as possible after the request has been received. Children must not turn up for alternative sessions without prior agreement.

Fees

Mother Goose Pre-School is a registered charity, and all income received from either fees or funding is retained by the setting to cover rent and staff wages, replace equipment and update resources. As such, we rely on fundraising to provide income for all our purchases of the large equipment and toys used to enhance the provision by the setting. This takes place throughout the year and we encourage our parents & carers to support us in these activities.

Our current fee rates (from September 2017) are as follows:

- £14.25 per 3-hour session (9.15 – 12.15)
- £4.75 per 1 hour lunch club (12.15 – 13.15)
- £2.50 per early morning drop off (9.00 – 9.15)

Session Booking

In order to arrange appropriate staffing levels, all parents and carers must request their preferred sessions for their child in advance of each school term, and we will send you a form to complete via email to make this request. We recognise that from time-to-time, your child may need to attend an additional session, or stay for lunch club, and we will do our best to accommodate these additional sessions if it is within the permitted staff to child ratios.

Invoicing

All parents/carers are invoiced in advance at the start of each term and we ask that the fees are paid within fourteen days of term commencing. If your child is attending an additional ad-hoc session or lunch club, then we request that payment is made on the same day of attendance.

We are unable to give refunds for days missed through sickness, holidays or leaving part way through a term. If at any time you wish to cancel your child's place at the preschool, a half-term's written notice is required. Changes made be made to your child's scheduled days providing we receive written notice within 7 days of you receiving the invoice.

Early Years Funding

From the term following your child's third birthday, they will be entitled to a grant from the Cambridge Early Years Partnership which funds up-to 15 hours of free nursery education per week (over 38 weeks per year). The Pre-School administrator will inform you when your child is eligible, and will give you the appropriate forms to complete. We are also able to accept children who are eligible for the 15 hours as a 'funded two'. Please see <http://www.cambridgeshire.gov.uk/free2s> for further information and eligibility criteria.

We aim to offer all eligible children their full entitlement to funded early years education. The 15 hours per week of funded education can make taken flexibly, and includes lunch club. Should your child attend for more than 15 hours a week, you will be required to pay the Pre-School for the additional childcare hours at the rates listed above.