



2017
Prospectus

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| Manager | : Mrs Gillian Cadman |
| Location | : C/o Bunbury Aldersey CE Primary School, School Lane, Bunbury, Cheshire. CW6 9NR |
| Days | : Monday, Tuesday, Wednesday, Thursday and Friday : 8.45 am - 12 noon Morning Session : 8.45 am - 1 pm Morning session plus lunch club : 8.45 am - 3 pm All day session Packed Lunch to be provided by parents Breakfast and after pre-school clubs on Tuesday, Wednesday and Thursday : 7.45 am - 8.45 am Breakfast Club : 3 pm - 4.15 pm Early collection after pre-school club : 3 pm - 5.30 pm After pre-school club including high tea |
| Telephone | : 01829 261264 (answerphone available) |
| Registration | : 01829 260410 or info@earlybirdsbunbury.co.uk |
| Website | : earlybirdsbunbury.co.uk |

1 INTRODUCTION

1.1 Introducing Early Birds Pre-School

Early Birds Pre-School was founded as Bunbury Playgroup in 1969. Since this time the Pre-School has established a reputation as an excellent provider of Early Years education, providing opportunities for children in the important pre-school years within a supportive, happy and stimulating environment.

Early Birds is managed by a voluntary committee comprising of parents, which is elected annually. The committee is responsible for the management of the Pre-School, including the appointment of staff. The Manager is responsible for day-to-day running of the group, curriculum planning, etc.

We operate an open door policy and welcome visitors at anytime, so please come along and see us at work and play, the best way to get to know us. We look forward to meeting and welcoming you to the Early Birds family.

Our mission is to provide a nurturing, safe and creative environment for the children within the Early Years Foundation Stage (EYFS). We aim to develop, whilst learning through play, the skills and behaviours necessary to succeed both personally and in society, by offering a program that meets the social, moral, emotional and physical needs of each child.

As OFSTED summarises:

"The quality of teaching is very good. Staff achieve high standards across every aspect of their work."

1.2 Our Aims for Your Child

The Early Years Foundation Stage (EYFS) brings together Curriculum Guidance for the Foundation Stage (2000) Birth to Three Matters (2002) framework, the National Standards for Under 8s Daycare and Childminding (2003), building a coherent and flexible approach to care and learning.

Our Aims for your child are to offer them an enriching learning environment. We promote that this is best achieved by learning through play and offer a wide range of activities to support their individual needs. Early Birds are focused on the delivery of the new EYFS framework and practice guidance four main themes -

A UNIQUE CHILD

Every child is a competent learner from birth, who can be resilient, capable, confident and self-assured.

ENABLING ENVIRONMENTS

The environment plays a key role in supporting and extending children's development and learning.

POSITIVE RELATIONSHIPS

Children learn to be strong and independent, from a base of loving and caring relationships with parents and / or key worker.

LEARNING AND DEVELOPMENT

Children develop and learn in different ways and at different rates. All areas of Learning and Development are equally important and inter-connected.

As OFSTED summarises:

"Children are eager to discover new things, learn to carefully listen and capably follow instructions. Consequently, children are acquiring the skills, attitudes and dispositions they need in readiness for school."

1.3 The Early Years Foundation Stage (EYFS)

Early Birds promotes the 7 areas of Learning and Development under the new framework prescribed by the EYFS.

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| Prime Areas | : | Personal, Social & Emotional Communication and Language Physical Development |
| Specific Areas | : | Literacy Mathematics Understanding the World Expressive Arts and Design |

All staff have knowledge and understanding of the new EYFS Developmental Matters stepping stones plus the children's "All about Me" Profile books and how the setting incorporates them into the daily routine of the setting.

As OFSTED summarises:

"Staff maintain caring and respectful relationships and as a result children feel emotionally secure and settle in easily and form close bonds."

2 ACHIEVING THESE GOALS

Observation forms part of the normal cycle of events at pre-school, we use observations to inform what we provide for children and the activities that are adult directed. It helps us to present a picture of each child that is personal, interactive and based on evidence. Through observing children we are able to ascertain the progress they are making and identify any concerns in a clear and objective way.

Observations are done by all staff and on all children. Your child will be allocated a key person who will encourage and support your child to reach their full potential and are responsible for keeping an up to date, balanced and relevant account of each child in their key person group's progress, in their individual profile book.

We plan for children in a range of ways at pre-school:

- We evaluate daily provision and learning at the end of every day.
- We evaluate the previous term's learning at the start of every new term, identify what we are going to build on and look at the threads running through children's learning.
- We plan for individual children as part of our "focus children" approach – we review their learning intentions and set new ones – sharing this with parents
- We plan for common and shared themes and directions, deciding which experiences will be deepened, how they will be supported and how this will be approached.
- We plan in the "long term" using the EYFS as a basis for the experiences we will offer children that include the seven areas of learning
- We plan projects and themes for children based on particular areas of children's interest and project areas (in creativity, Festivals, Seasons etc).
- We plan particular activities for particular children or groups of children.

We look for ways for children to become involved in the planning of activities using children's' profiles and displays, to help them reflect on what they have done and think about their next steps in their learning. We talk about what we are doing at pre-school with parents and encourage them to become involved in their children's interests. Parents and carers are encouraged to look at their child's profile book and to use them to get involved in their child's interests and what they are enjoying at pre-school.

All our plans are on view in the classroom.

Photographs are taken (with the permission of parents/carers) and displayed for children and parents / carers to see. We need permission under the Data Protection Act 1998 for parental consent to take photos (including the use of video cameras).

| | | |
|----------------------|---|---|
| Name of Setting | : | Early Birds pre-school |
| Name of Photographer | : | Pre-school staff |
| Images stored for | : | 12 months - unused photos are shredded |
| What images used for | : | Photo wall, All About Me, prospectus, articles in newspapers, website |

Photographs will be taken at Early Birds and on outings / special events. Please make sure you tick the appropriate box on the enrolment form.



3 MEET THE TEAM

Manager : Gillian Cadman - Early Years Care and Education NVQ3
 Deputy : Anna Sumner - PGCE Early Childhood Studies with Early Years Teacher Status (Outstanding) - BA Combined Honours in Advanced Study of Early Years and Special Needs

Pre School Assistants : Bernadine Anderson, Denise Burleigh, Carolyn Formstone, Donna Greenwood, Clarissa Prescott and Penny Weston
 All have relevant EYFS qualifications, level 2 and above including additional qualifications, which can be viewed in the setting.

Student Placement : Natasha Lester, working towards Early Years Educator Level 3

We always retain a ratio of one adult to every eight children, if they are over three: and a ratio of one adult to every four children if they are under three.
 Training is ongoing and constantly updated in all areas of learning.

4 DAILY ROUTINE

4.1 Timetable of Daily Events.

7.45 am - 8.45 am: Breakfast Club (Tuesday Wednesday and Thursday only)

8.45 am: Doors Open. Children are welcomed individually and encouraged to find their name card, hang up their coats and lunch box before enjoying free play.

9.10 am: Registration and shared discussion time about our day at pre-school
Circle time / small group time where we promote all seven areas of learning.

9.20 am: Structured small group, one-to-one activities and free play.
Indoor and outdoor.

Although staff lead a variety of learning situations, which link into the 7 area of the EYFS learning, emphasis is placed on self reliance and individual choice - A range of activities across the curriculum, ranging from structured to free flow play are offered, including 1:1 focussed activities and children access the learning opportunities of their choice. Staff are involved to support and encourage these choices.

9.30 am - 9.45 am rolling snack time: A small snack will be available for the children to share. Water is available throughout the day, children can either bring their own named water bottle or help themselves from a water station. Members of staff have an awareness of good practice with regards to hygiene and food handling

11.20 - 11.30 am all the children are encouraged to help tidy up the indoor and outdoor area.

11.30 - 11.50 am Circle time in split groups: story time, singing, show-tell, special news, weather map, musical instruments, are just a few of the activities at this time.

11.50 - 12 pm - Hand washing and prepare to either go home or find your lunch box.

12 noon End of morning session

12 noon Lunch-Time

Parents to provide a packed lunch. The children are encouraged to wash their own hands, find their packed lunch from the trolley before finding a seat around the table.



Lunch time is an important time of the session as it develops self help skills, food awareness and social skills, catching up with friends and making new ones. The emphasis is always on healthy eating. Children are encouraged to develop their self help skills by collecting their own lunch box, opening drinks and containers within their lunch box and using cutlery provided if required for their packed lunch.

"Lunchtime provides a positive social opportunity where children sit with friends and staff to eat. The outdoors provides opportunities for children to move in the fresh air freely. As a result children's emotional health and well-being are supported well." OFSTED

12.30 pm Lunch time break inside and outside

13.00 pm. Morning session plus lunch club ends

Children who are staying for afternoon session will continue to have fun learning through play which will again include all 7 area of the EYFS both indoors and out. Early Birds also enjoy walks around the village, visiting places of interest and the local play area.

13.30 - 13.45pm Swallows and Robins split circle time, music and movement

14.20 pm: Children are encouraged to help tidy up activities

14.40 pm: Story Time

15.00 pm: Going Home - Children are to be collected from outside the front of the school.

15.00 - 17.30 pm After pre-school club with the option of early collection at 16.15 pm

We hold weekly music session with Alison our Music teacher who explores instruments, singing, and rhythm with the children. Alyson our RADA teacher holds a weekly dance and movement class that improves the children balance, co-ordination and imagination.



Stay and Play

The best way to see our busy session is for parents/grandparents/carers to join us, perhaps for 10 minutes, maybe an hour or the whole session, what ever suits you. We promote this involvement between children, parents and Early Bird's as it creates good communications and a positive link between us all, but if you are unable to stay and play, then please support and help at the many social fundraising events held throughout the year which enables us to update equipment and resources that will enrich your child's development while at Early Bird's.

"Learning zones are changed throughout the day to continually provide interest for the children. As a result, children make good progress in their learning and development." OFSTED

4.2 Arrival and Departure

Before and after our opening and closing times we are unable to accommodate children on our premises as we do not have insurance cover. We adhere to a rigid arrival / departure policy which can be viewed on our website. Written consent must be given if there is any alteration to the normal procedure of parental pick up. The child becomes the responsibility of its parent / carer when handed over by a member of staff, even if they subsequently remain on Pre-school premises.

Parents co-operation in relation to this policy is appreciated and staff are not authorised to make any exceptions to these guidelines. This is in the interest of the safety of our children. You will be informed in advance of any changes to arrival and departure times i.e. if on an outing or a special event is taking place.

4.3 Code of Behaviour

Appropriate behaviour by the children is valued and acknowledged through praise by all staff, because we see this as the most effective and productive way of encouraging social behaviour.

However, children exhibiting inappropriate behaviour are distracted and if necessary moved to an alternative activity. Positive re-inforcement of appropriate behaviour reduces the occurrence of inappropriate behaviour.

Our Code of Behaviour is used by everybody at Early Birds
 Be Kind and Friendly
 Be Helpful and Friendly
 Be mindful and respectful of everybodies toys and resources
 Keep yourself and others safe.

"Staff understand the importance of working in close partnership with parents which ensures the children make good progress in their learning and development." OFSTED

5 ADMINISTRATION

5.1 Records

Your child will be assigned a key person who will monitor and record your child's progress as they develop towards entering Reception class. Observations of your child are recorded in our new EYFS Framework **ALL ABOUT ME**. During their first terms attendance Early Birds will complete a "Settling in Report" and then we will continue to complete summary Development updates throughout your child's time with us. We operate an open door policy where you are able to discuss your child's development at any stage while at Early Birds. We also hold a yearly Parents and Carers week.

Your child's portfolio is an important document and will need to be forwarded onto your child's Reception Teacher when they start school. This will provide your child's Reception Teacher with information that will support your child in the coming weeks as they settle into mainstream education, and embarking on their new learning journey.

6 ADMISSIONS POLICY

As far as possible we try to work with parents to arrange the most suitable days for each child to attend. However, we give priority to children in the final pre-school year and then by age.

Early Birds accepts children from the age of 2 years and are open term time only (38 weeks per year). Minimum attendance is 2 sessions per week and can be either two morning sessions or one full day, attendance is subject to availability.

We accept Cheshire East and Cheshire West Free Early Education Entitlement (FEEE) which allows all children up to 15 hours free Early Years Education and an additional 15 hours for working families (at present these are available for all children who have turned 3 years of age before the start of term, by 31st August for the Autumn term, 31st December for the Spring and 31st March for the Summer term). More information on funding can be found at www.childcarechoices.gov.uk

Early Birds also accepts payment of fees via many work schemes such as Fair Care, Kidsunlimited, Care-4, Work For You. Please ask if you would like to use your work schemes. All enquiries about admission are welcome either in session times to Gillian, but the Registration Secretary must confirm final details, as she holds all the admission documentation.

Early Birds Pre-School is open to all children resident in Bunbury and the surrounding villages.

Priority will be given to any child whose needs have been brought to the attention of Early Birds Pre-School by either a Doctor or Health Visitor/Social Services.

7 FEES

From September 2017 fees will be £4.00 per hour for pre-school hours which equates to:-

8.45 am - 12 noon = £13.00

8.45 am - 1pm = £17.00

8.45 - 3pm = £25.00

Breakfast club 7.45 am - 8.45 am including breakfast will be £6.00

After pre school early collection club 3 pm - 4.15 pm is £6.00

After pre school club 3pm - 5.30pm including high tea is £12.00

Bills will be issued at the beginning of each term and payment must be received within the first two weeks of the term restarting. Special arrangements can be made to pay half termly or weekly if necessary – please speak to Gillian or Hilary in confidence.

In some circumstances assistance with payment of fees and / or the sponsoring of weekly sessions can be available from the Pre-School Learning Alliance and Cheshire East Council. Please contact Gillian or Hilary in confidence if you would like more details.

Failure to comply with these terms will result in a reminder being sent and if no satisfactory arrangement can be reached, we reserve the right to withdraw a child's place at Pre-School until outstanding fees have been received. Any difficulty with making payment should be discussed in confidence with Gillian or Hilary.

In the term after a child's third birthday they become eligible to receive up to 15 hours free pre-school per week which must be taken over 2 days. Parents can opt to use these "Free Hours" at Early Birds. Any additional hours attended at Early Birds above the free hours entitlement allocated to Early Birds will be charged at the appropriate Early Birds rate deepening on which sessions and clubs are attended. Some children will be eligible for 2 year Free Early Years Education Entitlement, please speak to your local Childrens and Family Centre if you wish to apply.

Information on this system and how to nominate your chosen pre-school provider, will be sent direct to you by Cheshire East Council as your child's third birthday approaches.

Notice of four weeks is required if your child will not be returning to Pre-School, otherwise the relevant fees will be charged.

Unfortunately, in cases of absence, it is not possible to refund fees.



8 Enrolment Form

| | |
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| Please complete and return to the Registration Secretary: Hilary Armstrong, Bunbury Lock Farm, Bunbury, Nr Tarporley, Cheshire CW6 9QB TEL: 01829 260410 | |
| Child's Full Name: | |
| Date of Birth: | |
| Home Address: | |
| Telephone Number: Email address: | |
| Mother's Name: Contact Telephone Number: | |
| Father's Name: Contact Telephone Number: | |
| Guardians Names: Legal Responsibilities: <i>If applicable please complete or move to the next section</i> Who has parental responsibility for your child? Name(s) Who has Legal Contact with your child? Name(s) | |
| Grandparents/Childminder's Name: Contact Telephone Number: | |
| I give permission for my grandparents/childminders to take my child to the doctors if necessary | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Name and Contact details of your child's Health Visitor: | |
| I give permission for Early Birds to see and share with other organisations my child's Personal Child Health Record book from the NHS, if required. | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Name and Telephone of person to contact in an emergency: (Parents / Carers / Childminder) | |
| Name: | Telephone No. |
| Child's Doctor: Doctor's Address: | |
| Telephone Number: | |
| I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including an anaesthetic or blood transfusion as considered necessary by medical authorities present. | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I agree that the setting could seek advice from the medical authorities and implement any medical attention required. | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Does your child have any special dietary requirements or health problems including allergies?
Symptoms - signs - treatment required, as per Doctors recommendation:

If your child will be attending another pre school or nursery whilst also at Early Birds please state below the place, name and contact details as this will enable us to forward on your child's development summary.

Please state if any outside agencies or other professionals will be assigned to your child and family at the same time as they are attending Early Birds. i.e. health visitor, physio, speech and language etc

Favourite toys/activities your child enjoys or any fears/concerns relating to Pre-School?

Please indicate if your child has had the following:
Triple vaccination Yes No MMR Yes No Hib. Vaccination Yes No

I agree that plasters / antiseptic wipes can be administered? Yes No

Anticipated date that your child will be starting Primary School?
Name of school: _____ (Month / Year)

My child will attend Early Birds on (please tick as appropriate):
 Monday Morning Morning plus lunch All day
 Tuesday Breakfast Morning Morning plus lunch All day After Club
 Wednesday Breakfast Morning Morning plus lunch All day After Club
 Thursday Breakfast Morning Morning plus lunch All day After Club
 Friday Morning Morning plus lunch All day
 as agreed with the Registration Secretary.

I am able to view the policies on the Early Birds Website and have read them. Yes No

I agree to pay all fees termly in advance. Yes No

I have read, understood and accept the information contained in the Early Birds Pre-School Prospectus Document, policies and procedures.
Signature of Parent/Guardian
Date

9 POLICIES

These policies and procedures, which are an Ofsted requirement, are on the Early Birds website for you to READ and then please SIGN the enrolment form in the relevant section. Any queries or concerns please contact Gillian or Hilary.

01. Admissions
02. Settling In Pre-School Policy
03. Parental Involvement Policy
04. Equality and Diversity Policy
05. Behaviour Management Policy
06. Special Educational Needs / Disability Policy
07. Food & Drink Policy
08. Safe Guarding Children
09. Confidentiality Policy
10. Non Collection of Children
11. Complaints Procedure
12. Staffing and Employment Policy
13. Student Placement Policy
14. Health & Safety Policy
15. Sickness Policy
16. Administration of Medication
17. Nappy Changing Policy/Nappy Changing Routine
18. Equipment and Resources Policy
19. Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy
20. Recruitment of Ex-Offenders Policy
21. Fire Safety Policy and Procedure
22. Privacy Notice