

Sturminster Marshall Pre-School



Prospectus and information booklet for parents

STURMINSTER MARSHALL PRE-SCHOOL

Address:

Rear of Sturminster Marshall First School
78a High Street
Sturminster Marshall
Wimborne
Dorset
BH21 4AY

Phone:

01258 858395

Email:

sturminstermarshallpreschool@btinternet.com

Website:

www.pre-school.sturminstermarshall.co.uk

Opening Hours:

Sturminster Marshall Pre -School is open Monday to Friday 9am until 3pm. Available sessions reflect the needs of the current cohort.

Sturminster Marshall Pre-School is Ofsted registered and affiliated to the Pre-School Learning Alliance.

We are a registered Charity run by a voluntary management board of trustees, made up mainly of parents of children attending the setting together with members of the local community.

Registered Charity:

No.1026037

URN 144138

Facebook

The Pre-School operates a private Facebook group for current parents and practitioners. This gives an additional way of sharing information and updates, as well as providing a place for communication between parents. All members have to be invited in and approved by either the Manager, Deputy Manager or Finance and Administration Assistant.

Welcome to Sturminster Marshall Pre-School

Dear Parents/Carers

We warmly welcome you and your child to Sturminster Marshall Pre-School. As you both take your first steps on the Pre-School ladder we hope you will find us friendly and approachable. As parents ourselves we know how difficult it can be to let your little ones go. However, Pre-School is a true community and parent involvement is actively encouraged.

The Pre-School is run as a registered charity and is governed by a board of trustees, many of which have children attending the setting. The board of trustees is responsible for all the Pre-School's policies, procedures, staffing, finances and fund raising. We hold an Annual General meeting at the start of September and then meet a couple of times a term, sometimes in the evenings at Pre-School or in the daytime at each other's houses.

If meetings are not for you, there are plenty of other ways you can become involved. Perhaps you would like to help out with Pre-School sessions or assist with our fund raising events? Parents regularly help with walks to the local farm or church and there are often odd jobs that we need assistance with ranging from gardening to sewing!

Helping out is a good way to let staff, other parents and children and although research has shown that parental involvement really benefits children, we also believe that parent involvement makes our Pre-School a very special place for our children.

Should you require any more information or would like to know more about helping at Pre-School we are always happy to chat you informally about what is involved.

Yours sincerely

Damien Watt

Chairperson
Sturminster Marshall Board of Trustees

Our day:

The structure of our day is flexible to reflect the spontaneity of the children as it is recognised that children develop further when given the opportunity to become deeply engaged in an activity or area of play. This is given careful consideration by practitioners and therefore this timetable is provided as a guideline only.

9.00am	Children self- register. Parents sign in children followed by free choice play
10.15am	Group time for register, children's risk assessment and group activity
10.30am	Snack time - a social occasion where children sit and eat together followed by further free choice play .
11.30am	Small group activities considering individual needs/next steps
11.50am	Story Time
12.00pm	Home time/lunch club
1.00pm	Lunch club ends. Parents to sign children in and out at this time
1.20pm	Group time for register, children's risk assessment and group activity
1.30pm	Free play using both the indoor and outdoor environment
2.30pm	Snack time
2.40pm	Small group time followed by a story
3.00pm	Home time

Introduction to staff

Patsy Barnes - Manager

Holly Keets - Deputy Manager

Louise Stubbs - Senior Childcare Worker

Sophie Clark - Childcare Worker

Fran Beveridge - Apprentice

Jan Ladbrook - Finance and Admin Officer and Childcare Worker (Bank Staff)

Introduction to the board of trustees

Damien Watt - Chairperson

Vicky Cannon - Vice Chairperson

Jan Ladbrook - Secretary

Lorraine Warrener - Treasurer

Dolly Purtill

Rachel Hergest

Andy Joyce

Lisa Pugh

Karina Shepherd

Simon Murphy

Claire Forsey

Holly Keets

Charlotte Wells

Advisors to the Committee/Building Trustees

Badg Champion

Steve Brown

Settling your child on their first day

Beforehand

Please arrange a visit before your child is due to start so that your child can become familiar with the new surroundings with the security of knowing you are there.

On the first day

You know what will be best for your child and we are happy to follow whatever you choose to do.

You are more than welcome to stay for an hour or the morning or not at all if you wish. Every child is different and we will work with you to make it a positive first day. It may take your child longer to settle than the first day so please speak to the Manager or your child's key-person so we can support you.

Fees

Fees are charged at

£4.50 per hour for over 3 year olds £5.50 per hour for 2 year olds.

This will be charged for children who are not yet funded (This starts the term after a child's 3rd birthday), for hours above 15 hours funding and for ad hoc sessions. 30 hours funding is available for some families. Please speak to us about this. Bills are distributed monthly in advance and payment is due within the following two weeks. A late payment fee of £10 is applicable thereafter.

4 weeks' notice

You are required to provide us with at least 4 weeks' notice of changing sessions or withdrawing your child. If insufficient notice is given you will be responsible for the full fee for your child for one month from the date of notice. This applies whether the child receives Government funding or not.

Lunch club

Lunch club is available daily between 12 and 1pm. It can be booked as part of your child's funded time or can be booked as an ad hoc lunch club.

- * Children wash their hands before eating
- * Practitioners sit with the children while they eat
- * Children are expected to eat their sandwiches first and have a drink
- * No glass bottles or fizzy drinks are allowed
- * Please include an ice pack as we cannot refrigerate lunch boxes
- * Children are expected to sit at the table until they have finished eating. They then have quiet time with games and activities until it is time to tidy.

We feel parents know their children best so apart from the above items do not stipulate what should be provided but we do provide the attached guidelines for a healthy lunch.

Guidelines for a healthy lunch box

Please consider the following guidelines when packing your child's lunchbox.

A lunch box provides a valuable contribution towards a child's nutritional requirements for a day; therefore they need to be both healthy and appetising.

Variety is the key to a healthier lunch box.



A healthy lunch box should contain:

- A Good portion of starchy food, for example wholemeal roll or bread, pitta, pasta or rice salad
- Plenty of fruit and vegetables, for example an apple, satsuma, cherry tomatoes, cucumber or carrot sticks, raisins
- A portion of dairy food, for example cheese or yoghurt
- A drink, for example unsweetened fruit juice diluted 50/50 with water or water

Food that should be limited:

- Restrict foods high in fat, salt and sugar
- Do NOT include sweets or fizzy drinks

For further information visit

www.enjoyhealthyeating.info/sites/default/files/documents/Healthier_Lunchbox_Leaflet_05_14.pdf Are you packing a healthy lunchbox?

Snack time

Halfway through the morning and afternoon session children wash their hands and come together for a snack.

We provide milk (semi-skimmed) and water in jugs so the children can gain independence by pouring their own drinks. Adults will support the children with this.

The children use tongs to take food to their own plate.

Allergies and food intolerances are clearly displayed and new staff made aware. All dietary needs are catered for whether medical, cultural or personal choice.

Typical, 3 or 4 items will be offered from the following list. The daily snack is displayed in the foyer,

Fruit/ Vegetable

Apple	Satsuma	Banana	Tomato
Grapes	Strawberries	Melon	Pepper
Raisins	Dried Apricots	Carrot	Cucumber

Bread/Biscuits

Toast	Sandwich	Bread Roll	Tortilla
Cracker	Bread Stick	Rice Cake	Crumpets
Pitta	Naan	Croissant	Plain biscuit

Other

Cheeses	Cheese spread	Marmite
Jam	Dip	Houmous

When the children have a cooking activity, where possible they will have this for snack. Example may be fairy cakes, pizza rolls, marmite swirls, and cheese straws. The children often make their own snack such as sandwiches and rolls.

We encourage the children

- * to eat healthily
- * to have good manners
- * to share this social event with friends

Clothing

We go outside for part of each session, in all but the worst weather, so please make sure your child comes to Pre-School with appropriate outdoor clothing.

Summer - Please provide a named sun hat and apply a high factor sun cream before your child comes to Pre-School. If your child is at Pre-School all day, please provide a named bottle of sun cream so a practitioner can re-apply the cream for the afternoon session.

Winter - Please provide a hat, gloves and coat appropriate for the weather. Please leave wellington boots for your child as we go out when it has been raining and also have a digging area.

We ask that you dress your child in comfortable clothes that do not matter as we provide many messy activities. We do have water, painting and cooking aprons for the children but we cannot guarantee your child will stay clean!

Please ensure that they have clothing which helps develop independence with toileting. i.e. elasticated waist or buttons your child can undo. We will of course assist as necessary.

Indoor shoes/slippers are preferred for inside the setting.

Please provide a change of clothes at all times.

Uniform

Pre-School uniform available from stock. These are practical and comfortable and also foster a sense of identity and pride among the children in belonging to the Pre-School community. This is optional. An order form is included in the pack.



Illness

Infection in a Pre-School can spread rapidly, not only amongst children, but also staff. Parents are required to keep their children at home if they are unwell and to inform the Pre-School office to enable us to alert other parents if necessary,

Please keep your children at home at least 48 hours from the last bout of sickness or diarrhoea.

Any child who is obviously unwell on arrival at Pre-School cannot be accepted.

If your child becomes unwell during the session you will be contacted and asked to collect your child. If we are unable to contact you personally we will telephone the other numbers on your contact list. Therefore please ensure your contact list is up to date,

Collection

Children can only be released to adults (16 and over) nominated on their registration form.

If you tell us a person who is not known to us is collecting your child, please ensure they know the password that was given on your registration form. This is to safeguard your child.

When coming through the school to Pre-School, please walk along the left hand side of the playground, as this has been requested by the school. Also if collecting at 1pm, please wait outside the gate until the school children have lined up.

Curriculum

We follow the Early Years Foundation Stage curriculum which was implemented in September 2017.

The learning and development areas are divided into prime and specific areas.

The three prime areas, noted as 'crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive' (EYFS, 2017) are:

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Within each of these areas are early learning goals. It is these goals that we use to attain children's level of progress through the EYFS.

Assessment

Assessment is achieved through observation of the children during their play. This produces evidence to support what each child's key person knows about them and has observed during their play. This is regularly updated by the child's key person. The children's files can be reviewed on request.

Each child has an online learning journal though 'Tapestry' to record the children's learning and development. This software enables parents/carers to access their child's file and make additions and comments to these files. You will receive an email when work is added to your child's journal.

Policies

Our policies have been adopted by staff and committee to ensure their relevance. They are adopted at a Committee meeting and signed by the current Chair person. They are reviewed annually. The Pre-School runs following the information in the policies and the procedures. The policies are kept in the Pre-School Office and are available for parents to view at any time. They are also available on our website.

easyfundraising

.org.uk

RAISE FUNDS WHEN YOU SHOP ONLINE

Easy fundraising is a fantastic website where you can raise funds for Sturminster Marshall Pre-School - just by shopping online!

There are many sites you can find which participate...take a look online.

easysearch

.org.uk

By using easysearch as your search engine, you can fundraise for us too!



Please support our Preschool by using the above method for fundraising. It costs you nothing to use but we gain valuable funds for the Preschool.

Our Uniform

Our uniform of embroidered sweatshirt and polo shirt promotes Sturminster Marshall Pre-School spirit and equality and we have a supply available for purchase.

Please feel free to try on the samples to check for sizing before you order. Don't forget to mark each item clearly with your child's name so we can match it up with the rightful owner should it get mislaid.

STYLE	COLOUR(S)	SIZES	PRICE
SWEATSHIRT/SWEATCARDI	Bordeaux	22"	£10.00 and £12.00
		24 "	
		26"	
POLO SHIRT	Gold	22"/ 24" one size only	£8.00

Order Form

Name of child.....

Quantity	Style	Size	Price	Total
	Sweatshirt	22", 24" or 26"	£10.00	£
	Sweatcardi	22", 24" or 26"	£12.00	£
	Polo Shirt	22/24 "	£8.00	£
	<u>TOTAL</u>	<u>ORDER</u>	<u>VALUE</u>	<u>£</u> _____

Payment with order please

I enclose a cash/cheque for the amount of £

Made payable to: **Sturminster Marshall Pre-School**

Signed

Date

Sturminster Marshall Pre-School



Parental Agreement

This agreement acknowledges the partnership between the Pre-School and staff working with parents and carers to meet the needs of the children, both individually and as a group.

-  Sturminster Marshall Pre-School is open Monday and Friday 9.00am to 3.00pm and to children aged 2 years up to school age. This may change to reflect the needs of our families.
-  We have operational policies readily available for inspection by the parents.
-  The Pre-school will pass information to parents directly or via a notice board, Facebook page and letters home on a regular basis and prompt action will be taken if any concerns are raised.
-  Staff details, weekly planning and snack details are continuously displayed to inform parents.
-  The pre-school will undertake to consult with the parents/carers on a regular basis to ensure they are meeting the children's needs.
-  All fees are due within 2 weeks from receipt of the bill. Alternative arrangements can be made eg weekly payments by discussion with the Manager or Admin Officer. In cases of hardship parents are advised to discuss the situation in confidence with the Admin Officer, Manager or chair of the committee. Please see our fees and funding policy for more details.
-  You are required to provide us with at least 4 weeks' notice of changing sessions or withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. This applies whether the child receives Government funding or not.
-  Parents are requested to participate on the management committee or as a volunteer.
-  All parents/guardians of children using the pre-school are requested to be supportive to the Manager and the management group.
-  Children should be collected promptly at the end of a session.
-  Children are not allowed to leave the pre-school, unless accompanied by their parents/guardian or nominated other adult aged over 16. A password system is in place to safeguard the children.

-  If a parent/guardian is unable to collect his/her child/children, they must inform the Manager of the nominated other responsible adult.
-  No child will be allowed to leave the premises with person or persons unknown.
-  Parents are required to send their child in with wipes, pull-ups/nappies and nappy sacks (if required), and a change of clothes in case they are needed. Soiled items will be returned to the parent/carer at the end of the session (if appropriate.)
-  Parents are requested to behave in a polite and appropriate manner when dropping off or collecting their children. Failure to do so could lead to the parent being excluded from the premises.
-  Persistent disruptive behaviour by a child would result in the incident(s) being reviewed and an action plan developed. In extreme circumstances the child may be excluded from the group.
-  Any problems which cannot be satisfactorily resolved between parents and staff may be referred to the management committee, in line with the pre-school's complaints procedure.
-  All staff are aware of the need to maintain confidentiality about matters concerning families and children.
-  Records will be kept containing details about the child, including relevant health, religion and diet information, parents and/or emergency contact details, child protection records if applicable and any appropriate signed consent forms. Some information, eg any allergies or food intolerances, may be displayed prominently so that all staff are aware of them.
-  It is the Parent's responsibility to update the relevant information as and when necessary i.e. contact details, medication needs (and to particularly inform the Pre-school if the child has been given new medication at any point before coming into Pre-school.) Parents have access to all written records about their child/children.
-  We will pass any records drawn up by us in respect of a child to any Pre-school/school that a child moves on to. Providing that the child's parents have not withdrawn their consent prior to the records being passed on.
-  We will contact any other setting a child is attending to support continuity of care and education.
-  I give my permission for the staff to deal with any intimate care issues arising concerning my child

I have read the parental partnership agreement and acknowledge the information.

Signed

Parent/guardian of Dated

Sturminster Marshall Pre-School



Registered Charity No: 1026037

Ofsted URN; 144318

Affiliated to the Pre-School Learning Alliance

I give permission for my child, to be observed in Sturminster Marshall Pre-School.

These observations may be used -

Please tick

- By practitioners for planning and assessment.
- To share with health care professionals e.g Health Visitor
- By healthcare professionals visiting the setting
- By Ofsted as part of their inspection procedure
- By students training in the setting for either a work placement or for a recognised qualification

Signed.....

Relationship to child.....

Tapestry software - Image Consent Form

We may take photographs for a number of reasons whilst your child is with us:

- to document what they enjoy doing;
- to record their learning and development progress;
- to include in newsletters, learning journals and displays;
- to record special events and achievements;

A learning journal is used to reflect your child's time at Preschool. It will include photographs of your child at play with other children, for example in a group of children wearing costumes pretending to be *Goldilocks and the Three Bears* in the home corner.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

I consent to photographs of my child being taken by authorised personnel representing the Preschool.

Yes No
(tick as appropriate)

I consent to photographs containing my child's image being included in other children's learning journals

Yes No
(tick as appropriate)

(Please note that you have the option to view any photographs before they are included in any learning journal, should you request this in writing.)

I consent to treat photographs containing images of other children as **for my own personal use only**

Yes No
(tick as appropriate)

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

Signed by parent/carer:

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Name of child:

Date:

--	--

Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time at Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Sturminster Marshall Pre-School



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Dear Parents and Carers

As part of our continuous improvement as a setting we now use an online system called Tapestry to record your child's progress, learning and development. The system has been developed by the Foundation Stage Forum and has many users throughout Preschool, Nursery and School settings across the country, complying with the Early Years Foundation Stage Curriculum. Please ask if you require more information on the security of the company and system.

Practitioners have a personal login by email, password and PIN code for the site and to access the children's accounts. One advantage is that we can also set up parent access and you can contribute to your child's learning journey, progress, activities and fun! This can be accessed from a home computer, laptop, tablet and some phones. If you do not have access to email, access can be arranged from Preschool equipment. We will continue to keep a file of your child's work during their time at the setting which you will receive when your child leaves.

In order for your child's learning journey to be made 'live', please give us permission by completing the attached slip. Also if you provide your email address we will set up an account enabling you to access your child's learning journey via the secure Tapestry website. (Please note each parent only has access to their own child's Learning Journey.)

Many thanks
Patsy Barnes

Manager

I give permission for Sturminster Marshall Preschool to create an online learning Journey for
..... (Name of child)

The email address I would like to link to the account so I have access to my child's learning journey is
.....
(Provide an email address)

OR

If you do not have access to email please tick this box and you will be able to view your child's learning journey using school equipment.

Sturminster Marshall Pre-School, Rear of First School,
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