

# Ewelme Village Preschool

## Prospectus



**Registered Charity No1067529**

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### **WELCOME:**

Welcome to our beautiful and unique setting! Steeped in history, and nestled amongst the beautiful Chiltern Hills, Ewelme Village Preschool is perfectly situated in this idyllic village. Our ethos is very much '*we are all friends together*', which is further reflected in our links with the local village community and RAF Benson.

We understand that one of the biggest steps for both a parent and child is their first day at preschool. Our aim, therefore, is to make that transition as happy and seamless as possible by providing a warm, inclusive and nurturing, home-like environment. All of our staff are highly qualified and experienced in Early Years Education and will provide your child with a stimulating curriculum that enables every individual to explore, play and learn in a secure and happy setting. We believe that a working partnership between home and preschool is essential and will help to support your child's development. With that in mind, staff encourage parents to share their unique understanding of their child and to become actively involved in the preschool.

Upon starting at Ewelme Preschool, your child will be allocated a Key Person, whose role will be to get to know you and your child. They will be responsible for understanding your child's interests, needs and abilities and will carefully plan for their individual learning journey. Your child's Key Person will work closely with you throughout your time at the preschool and will ensure that you are kept informed of your child's 'next steps'.

When your child takes their next big step and prepares to move onto primary school, an Early Years Foundation Stage Profile will be completed and sent to their new Key Stage 1 teacher. This information is then used to learn more about your child and to help plan lessons to suit their needs and abilities. We are fortunate to have strong links with many local primary schools within the area, in particular Ewelme Primary School.

## OUR CURRICULUM

Our Curriculum is designed to give children the knowledge and cultural capital they require to help them succeed in life. It is embedded in everything we do within the preschool environment.

When planning, we ensure that we consider our INTENT, how to IMPLEMENT our plans and most importantly, the IMPACT it is having on the children attending. We always consider what we want them to achieve before they make their transition to school. We use the Early Years Foundation Stage Practice Guidance to provide a range of activities that enable children to progress in each of the key areas of learning and development, and we strive to continually raise the quality of education. Our exciting, inclusive programme includes a large range of pursuits and experiences, both indoors and outdoors. Children enjoy participating in varied age-appropriate activities, to promote and improve their knowledge and life skills.

If children are made to feel safe and secure within their environment, then they are able to form positive relationships with their peers and adults within the setting. We promote the need for healthy life choices and healthy lunch boxes, which in turn promotes good oral hygiene. All children are encouraged to be as independent as they can be, but are supported where and when needed. British Values are at the core of our setting, and we encourage children to have respect and tolerance for everyone. Our aim as a team, is to ensure that we provide **high quality** and **inclusive care for all**. All children are provided with the support necessary to enable them to develop at their own pace and the Key Person system ensures tailored planning which meets the specific needs of every individual child.

## AREAS OF LEARNING

Early Years Foundation Stage (EYFS) explained:

The prime areas of learning are:

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

The specific areas of learning are:

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

## TWO-YEAR-OLD PROGRESS CHECKS

Your child's Key Person is also responsible for conducting a two-year old progress check between the ages of 30 – 36 months. This is primarily focussed on the three prime areas of learning and development. Parents are invited to discuss the report and contribute to 'next steps'.

## DAILY ROUTINE

From September 2023, there will be the opportunity to drop-off your child at preschool between 9.00-9.15 a.m. Parents/carers are invited to bring their child in and to help settle them at one of the table-top activities.

Session 1 (morning session): 09.00am -12.15pm

Lunch & Session 2 (afternoon session): 12.15pm – 3.00pm

For mid-morning snack, we ask parents to contribute a piece of fruit or vegetables which the children share together at snack time, they are also offered a drink of milk or water. If a child has any special dietary requirements or allergies, alternative arrangements can be made.

Those who do not stay for the afternoon should be collected promptly at 12.15pm. For those children who do stay for both the morning and afternoon sessions (09:00am – 3.00pm) they can bring their packed lunches and store them in the kitchen. As previously mentioned, we encourage healthy lunches and non-sugary drinks. The children really enjoy sharing lunch with their friends and it is good practice for those children who are only a few terms away from starting primary school.

For children who are staying for the full day, parents/carers can collect their child between 2.45-3.00pm in the afternoon.

**\*Please drop-off and collect your child promptly within these times to minimise disruption to the daily routine\***

## FOREST SCHOOL

From September 2023, we are excited to offer an all new Forest School afternoon, led by our very own Forest School Leader, Rachel Mannal. We will be trialling this on a Thursday afternoon at the secure field next to Church Barn in Ewelme. More information about this will be sent out to parents directly before the start of term.

## WHAT TO BRING

Parents should provide their children with a small bag containing a full change of clothes and a pair of soft indoor shoes. All belongings should be **CLEARLY LABELLED** please. For cleanliness reasons, the children must change out of their outdoor shoes, if muddy when they arrive – their outdoor shoes should stay in the foyer. Their bag and outdoor coat can be hung on their own peg in the foyer. As the children are taken outside daily, parents must ensure that their children have appropriate clothing (hats, mittens, sunhats etc.) and, in the hot weather, apply sunscreen before coming to preschool. Each child is asked to bring a piece of fruit and place it in the fruit basket in the kitchen daily.

## REGISTRATION

If you decide that you would like to register your child with the preschool, please complete the registration form provided. Once you deliver this document to the preschool, our manager will be in touch with you to confirm your child has been placed on the waiting list or to give start dates. There is a non-refundable administration charge of £25 to keep a record of your child's work, resources, and assessment records, once your place has been confirmed. This should be paid on or before your child's first day at preschool.

## ADMISSIONS POLICY

Children can start at the preschool once they are 2.5 years old and remain up until the September following their 4<sup>th</sup> birthday. We ask that children attend a **minimum** of 2 sessions per week.

While we prefer children to be toilet trained before starting preschool, if your child is not quite there, we would ideally ask that you send him or her in a pull-up rather than a nappy. The staff will discuss your child's toilet training regime with you so that we can ensure consistency with what you do at home.

In the event of over-subscription (or receiving registration forms in advance of required start date) at any time during the academic year, priority for places at the preschool will be allocated in accordance with the following criteria:

- First, to a child who lives within the boundaries of Ewelme.
- Second, to a child in order of age.
- Finally, to any other child

The Preschool Committee reserves the right, in exceptional circumstances, to admit children based on considerations outside of these criteria.

## FEES

The preschool accepts the Government's Nursery Education Grant which funds 15 hours per week for children from the September, January, or April (whichever occurs first) after their third birthday. Children entitled to this funding who choose not to bring their funding to the preschool will be charged at the equivalent monetary value of the funding. Families claiming certain types of benefits may also be entitled to funding.

Our hourly rates from September 2023 are: £6.50/hr for under 3's and £6.20/hr for 3+years.

## PRESCHOOL COMMITTEE

As a charity, Ewelme Preschool is managed by a voluntary Committee, who are also the charity trustees of the preschool. The Committee oversee the smooth and effective running of the preschool and organise fundraising for the setting. Our current Chairperson is Lyndsey Knight. The Committee needs a minimum of 5 and maximum of 12 members to adhere to our constitution. To satisfy the criteria for being a Committee, 60% of our Committee members must be a current parent/carer. We always welcome new Committee members to help support the running and continuation of the preschool, so if you are interested in getting involved, please contact the Committee chair by using our 'Contact Us' form on our website. All members need to complete a DBS and an EY2 form, to be registered with Ofsted.

## EARLY YEARS ALLIANCE (EYA)

The preschool is a member of the Early Years Alliance. The EYA is a national organisation that helps support Early Years providers to deliver high quality, affordable and sustainable care and learning to families, and to ensure that all children, regardless of background, are given the best possible start in life. They share our vision where every child enjoys the opportunity to learn through play.

## **WITHDRAWAL**

The preschool requires a half term's notice (6 weeks), in writing, should you decide to withdraw your child from preschool, other than when your child moves on to primary school. Failure to provide this notice will result in you being billed fees for the six weeks. The preschool Committee reserves the right, in exceptional circumstances, to reduce or dispense with this notice requirement.

## **PRESCHOOL T-SHIRTS**

T-shirts printed with the Ewelme Village Preschool logo are available for purchase from the preschool. They come in sizes 3-4 years and 5-6 years at a cost of £7.00 per t-shirt. Children are not required to wear the preschool t-shirt, but a designated preschool "messy" shirt is an easy way to keep good clothes clean! Please do not wear nice clothing that you do not want to get stained.

## **COLLECTING CHILDREN**

If anyone other than a parent or authorised carer is collecting your child (a friend, grandparent, etc.), you must ensure that this is noted in the Child Collection Record by a member of staff before you leave in the morning. The collecting adult will then be asked to sign the Record when collecting your child and, if they are unknown to the staff, they will be asked to produce appropriate identification, or be asked to provide a personal password. If, during the morning, the collection arrangements change for your child, please contact the preschool to inform them of this.

## **POLICIES AND PROCEDURES**

Ewelme Village Preschool has a set of policies and procedures that are reviewed annually by the preschool Committee and manager. If you would like to see them, please just ask.

## **ILLNESSES**

Parents must notify the preschool if their child has an infectious illness. Children with infectious illnesses should not be in preschool. If a child has had a sickness or diarrhoea, they must be clear of the symptoms for at least 48 hours before returning to preschool to avoid cross-contamination.

## **MEDICATION**

Children should not normally be given medicine in preschool. If a child needs medicine, then it is likely that he/she should be at home. If you bring medicine for your child to take during the day, you will be asked to complete a medical form. If your child uses an inhaler to relieve asthma, please complete a medical form and supply us with a spare inhaler, clearly labelled with your child's name. This will be kept in preschool for your child to use, when necessary, under the supervision of a member of staff. Epi-pens are kept in school for those pupils with severe allergic reaction. Staff are trained to administer these.

## **SAFEGUARDING**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting, and we have a procedure for managing complaints or allegations against a member of staff. From September 2023, the Designated Safeguarding Leads will be Jayde Gray and Natalie Conway. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.

We have our own preschool website which is regularly updated which may include images of your child; these will only be used if we have parental consent and only whilst your child attends the setting.

## **SPECIAL EDUCATIONAL NEEDS**

As part of the setting's policy to ensure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting works to the requirements of the 2011 Education Act and SEND Code of Practice: 0 to 25 years (2015). When a child is identified as having Special Educational Needs, parents are informed immediately, and we work together to create a plan of action and support.

From September 2023, our person responsible for overseeing all Special Educational Needs will be Jayde Gray.

We hope that this information has been helpful. Please do not hesitate to contact us for a visit.

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