

Funtime Pre-School Ltd

PROSPECTUS

BACKGROUND

Funtime Pre-school was founded in September 1986 as a small church affiliated play group and since then has established itself as a community group, growing and changing to meet the demands that are required of a quality pre-school today. We are members of the Pre-school Learning Alliance, who are a leading national educational charity, specialising in early years. We are registered with Ofsted who approve our group. We have links with all the local schools including Park Gate, St Anthony's, Sarisbury, Whiteley, Locks Heath, St John's and Hook with Warsash.

OUR GROUP AIMS

- To provide a smooth link between home, pre-school and main school, while having a 'fun time'
- To provide a safe and friendly environment for the children, where they will be able to "learn through play"
- To promote learning in six key areas
 - Problem solving, reasoning and numeracy
 - Knowledge and understanding of the world
 - Language and literacy
 - Physical development
 - Creative development
 - Personal, social and emotional development
- To include parents/carers in all aspects of their child's development, by working in partnership.

COMMITTEE

The pre-school is non-profit making and is managed by a Parent Management Committee. The Committee is composed entirely of volunteer parents/carers who are elected at an Annual General Meeting. They are responsible for employing staff, fund raising and other administrative duties. All parents/carers are very welcome to join the committee either in the capacity of treasurer/chair/secretary or volunteering at events and fundraising.

STAFF

There are six members of staff employed by the committee, consisting of the Supervisor and Early Years Practitioners, giving us a minimum constant staff/child ratio of 1:6. Pre-school also employs an Administrator.

| | |
|----------------------------------|---|
| Supervisor | Angie O'Driscoll - EYP, BA Education & Training |
| Deputy Supervisor | Rebecca Bate - BA (Hons) Education & Training (ongoing) |
| Senior Early Years Practitioners | Frances Magnus - NVQ level 3 Karen Halbauer - NVQ level 3, SENCO |
| Early Years Practitioners | Caroline Moseley - NVQ level 3 Sarah Wright - NVQ level 3 (training) |
| Administrator | Marisa Reynolds |

All the staff are trained and have various qualifications, which include: Degree in Early Years, Care and Education; Diploma in Preschool Practice (D.P.P), BTEC National Diploma in Early Years and First Aid. All staff keep updated on Early Education issues and development by attending courses provided by Hampshire County Council and the Pre-school Learning Alliance along with other relevant professional literature.

Informal training is available through local support group meeting and workshops. Parents are welcome to attend any of these and will be informed about them via the notice board in the lobby or from newsletters.

SESSIONS

At present our sessions run at the following times:

| | | |
|-----------|---------------|------------------|
| Monday | 09:00 - 12:00 | 12:30 - 3:30 pm* |
| Tuesday | 09:00 - 12:00 | No session |
| Wednesday | 09:00 - 12:00 | 12:30 - 3:30 pm |
| Thursday | 09:00 - 12:00 | 12:30 - 3:30 pm |
| Friday | 09:00 - 12:00 | 12:30 - 3:30 pm |

*This session does not run on the first Monday of each month as the hall is hired out by another party.

Children may also be dropped at 9:30am in the morning and collected at 3:00pm in the afternoon.

All children are welcome to attend pre-school for the whole day on Monday, Wednesday, Thursday and Friday. Please note that there are no facilities for children to have a nap, so please only request a full day for them if you think they are able to cope with this.

FEES

The fees are currently £4.00 per hour or £12.00 per session. These are payable at the beginning of each half term. Fees continue to be payable even if a child is absent. Each child's attendance at the group is conditional upon continued payment of any necessary fees and/or by use of the free sessions provided by the Early Years Education (EYE) Scheme. New parents will be requested to pay a half term's fees, 6 weeks prior to the start date. For children starting in September, payment will be required by the Monday of the last week of the preceding summer term. Should any problems arise, please do not hesitate to speak to the Administrator or the Committee Treasurer. All matters will be treated in the strictest confidence.

BREAKFAST CLUB

Breakfast Club runs daily from 8:30 - 9:00am. You can arrive at any time, and the charge is £2.00. However, please note, that if you wish your child to eat breakfast, please ensure they arrive by 08:45am as the staff will need to be ready to supervise the children who will be arriving at 9am.

A drink, cereal, fruit and toast will be available. Breakfast Club can be used as part of the entitlement of 15 hours if your child is eligible. Non-eligible children will have to pay to use the club. You will be invoiced separately at the end of each half term for any breakfast clubs used.

LUNCH CLUB

Lunch Club operates daily from 12pm - 12:30pm. It is open to all children and can be included in your free entitlement (which must not exceed 15 hours) if your child is eligible. Non-eligible children will have to pay to use lunch club which costs £2.00. Parents are responsible for providing a healthy packed lunch (please no nut products) for their child. These are refrigerated during the morning sessions. If your child is attending all day they will need a packed lunch.

If your child is attending in the morning and you would like them to stay for lunch, they can stay on until 12:30pm and likewise, if they are attending in the afternoon and you would like them to have lunch, they may arrive at the earlier time of 12pm. You will be invoiced at the end of each half term for any lunch clubs used.

EARLY YEARS EDUCATION (EYE) SCHEME

All children, following the term after their third birthday, are entitled to free funding under the Early Years Education Scheme. Each parent will be given a Parent Declaration Form to complete and must be returned to pre-school by the date given. Each child is entitled to a maximum 15 hours per week over 38 weeks (3 terms). If you plan to use the full 15 hours per week these must be spread over at least 3 days. Entitlement may be spread across more than one setting (pre-school/ nursery).

CURRICULUM

We offer our children a curriculum based on their welfare and education. Following the practice guidance for the early year's foundation stage our pre-school believes that children learn best through play and quality interaction with both adults and peers. Our aim is to develop our children's learning and development to age appropriate levels to allow them to progress with confidence to the national curriculum at the age of five years.

Registration/free play

The children are welcomed into the session and encouraged to find their own picture name cards for self registration. The pre-school offers continuous provision to the children both inside and outdoors. These include the following activities:

Large construction; games and puzzles; mark making; role play; book area; sand; water; painting; small world; creative workshop; malleable materials; investigation and discover.

The children are encouraged to choose an activity that appeal to them and practitioners are on hand to promote learning opportunities. We believe in child initiated play and promote experimentation, investigation and repetition to build children's confidence and self esteem.

Tidying up time

To promote the children's independence they are actively involved in packing away the activity they were playing with. This is accompanied by music. We encourage the children to join in some physical exercise. For example, circle games, movement to music and push/pedal toys.

Refreshments

On a rota basis, children help practitioners to prepare the snack and help get the tables ready for the other children. Children will be offered the opportunity to be

table monitors, passing around the snack and helping to clear away at the end. This is to promote their confidence and independence.

Group time

At the end of the session the children will be called together to experience a short reflection time (no more than a minute silence) we will then share a story and an opportunity to sing rhymes and songs. This encourages the children to extend their listening skills and promotes group participation.

KEY PERSONS

Our key person system gives each member of staff particular responsibility for a small group of children. Each child in the group has one special adult to relate to, which can make settling into the group very much easier. In addition, the key person is in a position to tailor the group's curriculum to the unique needs of each individual child. The key person maintains links with the child's home setting, working with parents/carers through shared record keeping to ensure that all children are supported in reaching their full potential.

CLOTHING

We provide a number of activities in pre-school which come under the heading of 'messy play'. In order for your child to feel free to explore and experiment with all kinds of materials during these activities it is best to send children dressed in clothes which are easily washable or not too new. The children will have the opportunity to play in the fresh air throughout the year, as we have a secure garden area at the rear of the church building. The children have a variety of play equipment to use and will be supervised at all times. Children should arrive at pre-school with clothes suitable for indoor and outdoor play. Although uniform is not compulsory, there are pre-school sweaters and/or polo shirts available to purchase.

PRE-SCHOOL OUTINGS

On occasion we have taken children out on visits in the local community and to visit local primary schools. You will be notified of any forthcoming visits and written permission will be sought from parents/carers. Our annual pre-school outing is organised by the committee and staff and all pre-school children and their families/carers are invited.

ADMISSIONS

At Funtime, it is our intention to make pre-school accessible to all children and families in the community. We have a waiting list and children are placed on this as soon as they are registered with us. The children are then accepted into pre-school in order of date of birth and can attend pre-school as soon as they reach the age of 2 years 6 months, and also providing that we do not exceed the ratio that not more than 4 children attending each session are under 3 years. We have places for 26 children in each session. These are utilised by children staying on from the previous year, children reaching the minimum required age and by children from families who have moved into the local area. We operate as fair a system as we can, with regard to equal opportunities.

BEHAVIOUR MANAGEMENT

There are clear rules regarding behaviour, which are explained to the children and applied consistently by all the adults. Positive methods of guidance are used i.e. redirection, anticipation and removal of potential problems, positive reinforcement

and encouragement. No form of physical punishment, such as smacking or shaking will be used or threatened. The children are never subjected to humiliating or frightening treatment. The rules are aimed to help the children develop self-discipline and respect for the needs of others. A full copy of our behaviour management policy will be available with our guidelines separately on request.

CONFIDENTIALITY

Pre-school's work with children and families brings us into contact with confidential information. We aim to ensure that all those working and using the pre-school will respect this confidentiality. Staff will not discuss information relating to children or their families outside of the group management. Students using the group for observations will be advised of our confidentiality policy and required to respect it. Parents/carers will have access to their own child's records, but not to information regarding any other child. All the above are subject to the utmost commitment by the pre-school to ensure the well being of the children and their families.

EQUAL OPPORTUNITIES

Funtime Pre-school works in accordance with all relevant legislation, including:

Disabled Persons Act 1958, 1986

Sex Discrimination Act 1986

Race Relations Act 1976

Children's Act 1989

We believe that the group's activities should be open to all children and families and to all adults committed to their welfare. We aim to ensure that all those who wish to work in or volunteer to help with our pre-school, have an equal chance to do so. Equal opportunities at the pre-school are met with regard to all aspects listed below:

Admissions

The curriculum

Language

Employment

Resources

Diet

Families

Special needs

Meetings

Festivals

Discriminatory behaviour/remarks

SAFETY

With regard to the safety of the children on the premises, the door to the hall is kept locked during the session and admittance can only be obtained by ringing the doorbell. A Yale lock is used which can be opened immediately from inside, in the event of fire or other emergency. One member of staff supervises the main entrance at the start and end of sessions, and one member of staff supervises the internal main hall doors at the same time. Adults supervise the children at all times and a daily register of children and adults is kept, so that a complete record of all present at each session is available. Visitors are required to sign in and out. All incidents and accidents are recorded and parents/carers are informed and asked to countersign at the end of the session.

Equipment is checked regularly; any dangerous items are repaired or discarded. Fire drills are held on a regular basis and an annual fire risk assessment is carried out as required by law. The rear fire exit doors are fitted with a sensor. Fire doors are never obstructed, fire extinguishers are checked annually and fires, heaters, electric points, wires and leads are adequately guarded and internal safety gates are used as necessary. The safety of young children is of paramount importance and in order to ensure the safety of both children and adults, the Pre-school will ensure that all aspects of safety are met and adhered to.

SPECIAL NEEDS

The number of adults present in the pre-school enables us to provide individual attention for each child. Each child is able to progress at his/her own rate in all areas of development and this is true for children with and without disabilities or learning difficulties. We have experience in working with children with special needs. If you would like to discuss the group’s ability to meet your child’s special needs, please talk to the pre-school supervisor.

PARENTS VIEWS

The best endorsement we can have as a pre-school is from the parents and carers of our children. Below are just a few of the comments made in the latest Parent Survey carried out in June 2011.

“When my child comes here I know she is in safe, capable hands, learning all she needs to learn at the same time as having fun.”

“Such caring staff who are always smiling, friendly and always ready to help. It is really important to know you are leaving your child where they are cared for so well, and in a safe environment.”

“My child has made bonds with several members of staff. It is very reassuring as a parent to feel that the staff genuinely care about her well-being rather than just doing their job.”

“My child is always excited to come to pre-school and often cheers pulling in to the car park.”

“We cancelled the other 2 pre-schools that my child was attending as she only wanted to attend Funtime.”

“The environment is always a fun and happy place.”

APPLICATION AND REGISTRATION

We hope that you have found this information useful. It may be that you have already visited and seen us having a “Funtime”. If you have and were unable to speak to the staff at length or have any further questions, please do not hesitate to telephone the supervisor Angie O’Driscoll on: 07751 578252, or leave a message via e-mail to administrator@funtimepreschool.org. If you haven’t yet seen us in action but would like to visit, please contact the Pre-school on the number above or drop in at any time when you are passing - there is no need to make an appointment.

To apply for a place for your child please return the attached **application form with a photocopy of your child’s birth certificate, the registration fee (if your child is not eligible for free funding) and a stamped addressed envelope.**

**Marisa Reynolds
Administrator**

Date: