



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 Preschool 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 and Sarisbury, Whiteley and Hook with Warsash.

OUR GROUP AIMS

- To provide a smooth link between home, pre-school and main school, while having a 'funtime'
- 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 and 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 seven members of staff employed by the committee, consisting of Supervisor, Deputy 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 - Foundation Degree Early Years, Care and Education.
Administrator	Marisa Reynolds
Senior Early Years Practitioners	Frances Magnus - NVQ level 3 Karen Halbauer - NVQ level 3 INCO
Early Years Practitioners	Chloe Channon - BTEC National Diploma in Early Years Level 3 Rebecca Bate - Final Year Foundation Degree in Early Years, Care and Education Caroline Moseley - NVQ level 2 Katherine Hanson - NVQ 2 (training)

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	12.30 - 3.30 pm*
Wednesday	no session	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

We run extra afternoon sessions* from January up to the end of the summer term. These are used to give extra sessions to the children who are leaving for main school the following September. The sessions give the children some experience of going to "Big School" and further develop their basic skills. We liaise with the local primary school teachers with regards to these sessions.

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

FEES

The fees per session at present are £3 per hour. 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 Nursery Education Grant (NEG). 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 first

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

Runs between 8.30 - 9.00 on Monday, Tuesday, Thursday and Friday mornings. 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 by the vice-treasurer separately.

LUNCH CLUB

Lunch Club operates daily from 12pm - 12.30pm. It is currently open to all children who are eligible to free funding and can be included in your free entitlement (which must not exceed 15 hours). If your child exceeds fifteen hours, you will be charged to use lunch club which costs £2.00. Parents are responsible for providing a healthy packed lunch (please no nut products) for their child.

If your child is attending in the morning and you would like them to stay for lunch, they can stay on until 12.30 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. Places are limited so please speak to the Supervisor or Administrator if you would like your child to attend lunch club.

NURSERY EDUCATION GRANT (NEG)

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). Entitlement may be spread across more than one setting (pre-school).

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 appeals 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.

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.

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 mm_preschool@hotmail.com. If you haven’t yet seen us in action but would like to visit, please contact the Pre-school on the number above or via e-mail to make an appointment. Please return the attached **application form with a photocopy of your child’s birth certificate, the registration fee and a stamped addressed envelope**

Administrator

Date.....