

Charnock Richard Pre-School



**Quality Childcare and Learning
at the Heart of the Community
Tel: 07944 217 699**

Parent Information Booklet

Charnock Richard Pre-School provides a fun, happy and safe learning experience for all, where everyone's individuality is respected and valued

Charnock Richard Pre-School

Charter Lane, Charnock Richard, Chorley, PR7 5NA

Tel: 07944 217699 Website: www.CharnockRichardPreschool.co.uk

Thank you for choosing Charnock Richard Pre-School as an Early Years setting for your child. We hope your family and child will enjoy being with us.

We are located in a listed building which is managed by trustees on a long term lease from the diocese.

The building has always been a place where education takes place, having been the main school for the village until the neighbouring primary school was built. We enjoy a rural location, surrounded by fields and farms and we sometimes arrange visits to these as they provide such valuable learning opportunities.

The setting has been managed by Gillian Leadbetter since April 2014, and has been awarded with the first stage of the Lancashire Quality Award Scheme, 'Step into Quality'. The setting is committed to improving and providing a quality environment for you and your child.

The setting has a 'Good' rating by Ofsted and our most recent full report (June 2017) can be viewed anytime.

This parent information booklet serves to inform you about how we work and what we can offer you and your family. Please complete and sign the Admissions form at the back of the booklet and return it to us as soon as possible.

If you have any queries, please do not hesitate to contact us.

Many thanks and best regards,

Gillian Leadbetter,
Charnock Richard Pre-School

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OUR PRE-SCHOOL

Charnock Richard Pre-School was established in the Old School Rooms in 1986 in order to provide much required childcare in the area and operates as a registered charity. The original building was built in 1858 and was the village school and Headmasters house. The building was gifted to the village community by the Darlington Family for Educational and Social purposes. Pre-School has use of the building during the day, and it is used by other community groups in the evenings.

The majority of children who attend the Pre-School transfer to Christ Church Charnock Richard Church of England Primary School, there is, therefore, a good link between the two, however attending Pre-School is not associated with the school admissions policy. Not all our children transfer to Charnock Richard Primary School, so we link with other schools too.

We are situated in a rural location in the centre of Charnock Richard. We have good links with the community and use our locality to our advantage. We take the children on area walks to the Orchard and Woodland Garden and visit local places of interest such as the Church and the Garden Centre.



THE TEAM

We have a team of nine professionally qualified staff at Pre-School, providing a highly experienced team:

Gillian Leadbetter, Manager, Designated Lead Practitioner for Safeguarding

CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services, BTEC National Diploma in Business and Finance, NVQ Level 3 Childcare, NVQ Level 2 Childcare, Introduction to Safeguarding, Safeguarding for the Designated Lead Practitioner, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Level 2 Allergy Awareness, Level 2 Health and Safety

Gillian joined Pre-School in 2008. She has a daughter who attends the local high school and a son who attends the local school. Gillian likes listening to music, going to the cinema, theatre and animals (lots of them!).

Kelly Wilson, Deputy Manager, Special Educational Needs and Disability Co-ordinator, Two Year Old Co-ordinator, Parent Involvement Co-ordinator

Level 3 National Diploma in Childcare, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Introduction to Safeguarding, Safeguarding for the Designated Lead Practitioner

Kelly joined the team in September 2007. Kelly went to college to get her level 3 Diploma and then worked in a couple of different settings. Kelly used to volunteer at Barnardo's before joining Pre-school. She enjoys travelling, walking and socialising.

Sue Morris, Welfare Co-ordinator

NVQ Level 2 Childcare, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Level 2 Allergy Awareness, Introduction to Safeguarding, Level 2 Health and Safety

Sue has been working at Pre-School since 1996. Sue has got two grown up children. Sue likes gardening, walking and socialising with her friends.

Elaine Eaves, Practitioner, Birthdays Co-ordinator

NVQ Level 2 Childcare, Level 3 Early Years Paediatric First Aid Level 2 Food Safety, Introduction to Safeguarding

Elaine has been part of the staff team since 2005. Elaine has previously worked at an after-school club and as a welfare assistant at a local Primary School. She has a grown up daughter. Elaine likes travelling and walking.

Emily Millington, Senior Practitioner, Equality Named Co-ordinator, Mathematics Co-ordinator

NNEB Nursery Nursing, BTEC Higher National Certificate in Early Childhood Studies, Level 3 Specialist Teaching and Learning, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Introduction to Safeguarding, Safeguarding for the Designated Lead Practitioner

Emily joined us in October 2012. Emily has been working with Pre-School and reception aged children since 1998. Emily worked for Lancashire under-fives autism programme for a year. Emily has three children of her own; she has two girls, and a son that attends the local school.

Mel Worswick, Practitioner, Outdoor Co-ordinator

NVQ Level 2 Childcare, BA Hons Psychology, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Introduction to Safeguarding

Mel joined us in October 2012. Mel has four boys, two of them attend the local primary school and two attend the local high school. Mel enjoys creative work and socialising with her friends.

Bev Hughes, Finance Manager, Senior Practitioner, Health and Safety Co-ordinator

Level 3 Early Years Educator Diploma, GNVQ (Advanced) Health & Social Care, NVQ Level 2 Care, Level 1 Counselling, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Introduction to Safeguarding

Bev joined us in 2017, Bev has also been the Pre-School's Treasurer since 2013. Bev has two girls, both of them attend the local primary school. Bev enjoys spending time with her husband and children, she loves baking and doing crafts with her children, cycling, walking her dog and going on family holidays.

Alison Jones, Senior Practitioner, Phonics and Reading Co-ordinator

BA Hons with QTS in Primary Education with Early Years Specialism, Level 2 Food Safety, Introduction to Safeguarding

Alison joined us in 2018. Alison is a qualified teacher and has 13 years primary teaching experience, with 10 of these years being in Early Years. Alison has two children who attend the local school. Alison enjoys spending time with family and friends, going to the Lake District, holidays and reading (when she gets time!)

Jo Smithers, Practitioner

RGN, Level 3 Diploma in Children and Young People's Workforce, Level 3 Early Years Paediatric First Aid, Level 2 Food Safety, Introduction to Safeguarding,

Jo joined us in 2019. Jo is a registered general nurse and has also been working with school children for 10 years. Jo loves theatre, animals and socialising.

SESSIONS AND PRICES (from September 2018)

We are open daily from 7:45am to 3:30pm.

The session times and prices are:

- Morning
 - 7:30 - 9:00 Breakfast session is £6 per child. Breakfast is provided from 8:00am.
 - 9:00 - 12:00 Morning session is £18 per child. Snack is provided at 9.30am.
- Afternoon
 - 12:00 -12:30 Lunch time. This is included in the afternoon session or can be added to the morning session for £3.00. Please note, you need to bring your child a packed lunch.
 - 12:00 - 3:00 Afternoon session is £18 per child. Snack is provided at 1.30pm.
 - 3:00 - 3:30 Post-session is £3 per child.

The term after your child has their 3rd birthday you can receive 15 hours a week free childcare. Some working families will be eligible to 30 hours a week free childcare. Some 2 year olds also receive 15 hours a week free childcare. Funded hours can be used for any of the hours e.g. from 7.30 to 3.30pm. We accept payment via childcare vouchers and tax-free childcare.

PLEASE NOTE:

ALL BOOKED SESSIONS MUST BE PAID FOR, INCLUDING ANY THAT YOU MISS.

This includes being absent because of illness or holiday. Please understand that provisions are put in place for each child who is booked to attend. This includes staff, snack, resources and activities. Charnock Richard Pre-school requests **at least 4 weeks' notice** be given if sessions are to change or be cancelled. Accounts are required to be settled each half-term.

Lancashire County Council funding term times are:

Autumn 1st September - 31st December

Spring 1st January - 31st March

Summer 1st April - 31st August



Staff: Child Ratios and Staffing Arrangements

The Pre-School always uses the minimum legal ratio requirement, which is:

- 1 member of staff for every four children aged two
- 1 member of staff for every eight children for children aged three and four

The Pre-School normally has a higher staff: child ratio than the above to ensure the safety and welfare of the children.

The Pre-School normally has:

- 1 member of staff for every four children aged two and over

For example, there are normally 4 members of staff looking after 16 children or 5 members of staff looking after 20 children or 6 members of staff looking after 25 children.

When children are playing outside there are always two members of staff inside and two members of staff outside.

Occasionally one member of staff might be left on their own with a small group of children ensuring the above minimum ratio requirement is adhered to e.g. a member of staff has to go and get something from another room/inside.

The Pre-School Manager or Deputy Manager is always present during session times.

There is also always a Senior Practitioner present during session times.

The third member of staff present during session times is a Practitioner.

The fourth member of staff present is a Practitioner or a Senior Practitioner.

The fifth member of staff is either a Practitioner or a Senior Practitioner.



LEARNING THROUGH PLAY

Charnock Richard Pre-School is a place where children learn through play. Play is central to children's learning and is the key way in which they learn.

At Charnock Richard Pre-School we provide a rich and stimulating indoor and outdoor play environment in a safe and secure setting which enables the children to learn through meaningful play experiences. We plan play activities dependent on the interests and schemas of the individual, and support and develop spontaneous play. All the resources, activities and experiences we provide promote the Early Years Foundation Stage (EYFS) curriculum.

OUTDOOR PLAY

Outdoor Play is vital for children. Please ensure children come to Pre-School dressed in appropriate clothing for them to explore the great outdoors.

EARLY YEARS FOUNDATION STAGE

Charnock Richard Pre-School follows the EYFS. The EYFS is divided into seven areas of learning, of these there are three primary areas and four specific areas.

The three primary areas of learning are:

- Personal, Social and Emotional
- Physical
- Communication

The four specific areas of learning are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Our Teaching and Learning Manager in conjunction with keyworkers plan around the EYFS seven areas of learning, providing stimulating activities and experiences to allow each child to learn and develop.



ASSESSMENTS

Formative Assessments are carried out via observations and are evident in your child's learning journey, group learning book and enhancement plans.

Summative Assessments are carried out every term (three times a year).

We will provide parents with a written progress check for all children aged between 2 to 3 years to show the progress they are making against the three primary areas of learning.

We will provide parents and teachers with a written transition document for all children just before they start primary school. This document provides a summary of children's knowledge, understanding and abilities.

If you would like any further information about the EYFS curriculum, please see your child's learning journey, ask a member of staff or visit the following website www.gov.uk/dfe.

CONTINUOUS PROVISION

We have lots of areas of continuous provision that are permanently available to enhance children's learning opportunities. These are:

- Sand area
- Water area
- Painting area
- Malleable area
- Mark-making and writing area
- Book area (with puppets and treasure baskets for children to explore)
- Creative workshop area
- Computer area
- Home corner
- Music area
- Construction area
- Small world area

All the above areas are provided outdoors alongside other developmentally appropriate resources.

LEARNING JOURNEYS

Your child's Learning Journey shows how your child has developed and learned new skills in during their time at Pre-School. Learning Journeys are kept in the Pre-School room and you can look at your child's Learning Journey at any time.



DAILY ROUTINE

7:30-9:00am

Children arrive for Breakfast Club. On arrival at Pre-School, children can choose to play with a variety of resources in the hall.

9:00-9:15am

Children that are not booked into Breakfast Club are invited into Pre-School at 9:00. On arrival an adult leads this time which usually includes encouraging children to choose a book to look at, number, phonics, talking and listening activities, craft, malleable or mark-making activities, singing songs and rhymes or sharing a story.

9:15-11:30am

Children choose to play in any of the areas of continuous provision indoor and outdoor. Children are supported by adults during this time. Alongside this there will be Group Learning activities planned for children that are led by an adult. Group Learning activities are recorded in the Group Learning Book located next to the planning board.

Snack is available between 9:30am -10:30am.

11:30am

Tidy up time - children are encouraged to help tidy up the resources they have played with.

11:40am

Circle Time - An adult leads this time which usually includes encouraging children to choose a book to look at, number, phonics, talking and listening activities, singing songs and rhymes or sharing a story.

12:00-12:30pm

Lunchtime - children can bring a packed lunch and stay for lunch or stay for the afternoon session.

12:30-3:30pm

Afternoon session follows the same routine as the morning session. Snack is available between 1:30pm -2:30pm. Children go home at 3:00pm or 3.30pm.

SNACK

Snack is provided for the children between 9:30 and 10:30am and between 1:30 and 2:30pm.

The children's names are ticked off on the register when they have had snack. A member of staff leads snack time, whilst supporting the children's independent skills.

We have a weekly menu of daily snacks.

These include:

- Crackers, cheese, tomatoes, cucumber or carrot
- Wrap or pitta bread, tomatoes, cucumber or carrot
- Toast and fruit
- Crumpets and fruit
- Cereal and fruit

We offer a drink of milk or water at both snack times. Drinking water is always available.

We continually evaluate our provision to ensure variety to the snack food on offer. We actively operate a Healthy Eating Policy.

When a child refuses to have snack, their decision will be respected.

The snack provision works very well with the flow of children's play and routines.

All members of staff have completed Food Safety Level 2 training. The setting has been awarded a Food Hygiene Rating of 5 (January 2017).



KEY PERSONS

Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. (EYFS, Positive Relationships)

At Charnock Richard Pre-School, whilst all the children are cared for by all members of staff, one practitioner (a Key Person) will be responsible for a number of children in their key worker group.

The key person's role is to:

- Develop a good, positive relationship with the child and the parents, enabling quality "two way" communication. This will be achieved by making time and space for exchanging information. Key persons will always try to be available to talk.
- Help to settle in the child on entry to Pre-School during the induction period. Welcome the child positively with lots of attention and smiles, making the child feel special and valued.
- Carry out observations and monitor progress.
- Maintain each child's personal Learning Journey book.
- Provide emotional support for the child.
- Provide support for the child to develop independence.
- Provide learning support for the child when appropriate.

Each Key Person is available at any time, mostly on the days on which the children in their group are in attendance.

A 2nd Key Person is allocated in case of absence of Key Person, who will provide support for the child and family alongside the Key Person. The 2nd Key Person will collaborate with the Key Person in planning for the child's learning and development.

During the induction period for your child, your Key Person will introduce them self to help to settle in the family and child, this person will be your key point of reference. It is anticipated that your Key Person will not change during your child's time at Pre-School. If, for example, your child shows that they prefer another member of staff, or there is a change to timetabled attendance, then the Key Person may be changed. A smooth transition to another Key Person will be achieved through good communication with you and your child.

It is through the Key Person that you will be informed of your child's Learning Journey book.

Through the Key Person, you can share your child's progress, express concerns, hear news and celebrate achievements. Parents can also speak to any other members of the staff team and messages will be conveyed to the Key Person.

TOILETING

At Charnock Richard Pre-School, children are free to access the toilet when they need to.

The EYFS states:

'Support parents' routines with young children's toileting by having flexible routines and by encouraging children's efforts at independence.

Discuss cultural expectations for toileting, since in some cultures young boys may be used to sitting rather than standing at the toilet'

(Physical Development, Effective Practice)

At Charnock Richard Pre-School, when children are in transition from nappies to underpants / knickers, adults will:

- Verbally remind the child to go to the toilet
- Respect the child's decision whether to go or not
- Ensure that other adults in the room are aware if the child requires adult support in the toilet room, ensuring the child's and adults safety
- Listen to parents with regard to ensuring a consistent approach between home and Pre-School
- Support parents to understand the process of toilet training
- Provide information and help in this process
- Inform parents of the toileting progress of the day, either verbally or in written form
- Celebrate and offer praise to the child for their achievements, whether that be getting to the toilet or just asking to go
- Talk through the process sensitively with the child at each step, ensuring that the child is in control of this process. Encourage dialogue
- Support the child to use the potty if necessary
- Place the potty in a place where the child can use it
- Make the toilet area as inviting and clean as possible



PARENTAL RESPONSIBILITY

We are required to establish who has Parental Responsibility.

Parental responsibility was established in the Children's Act 1989 and updated in 2003. Not all parents have parental responsibility.

These people have parental responsibility:

- The natural mother of the child.
- The natural father of the child **provided he was married to the mother when the child was born, or registers the birth of the child alongside the mother, or subsequently marries her.**
- Anyone who has a residence order which is currently in force in respect of the child.

The people who do not automatically have parental responsibility:

- The father of the child if he and the mother have not been married and he has not registered the birth alongside the mother.
- Grandparents or relatives
- Step- Fathers
- Guardians of the child appointed by will

What does this mean for my child in Pre-School?

- This means that at Pre-School, consent forms can only be signed by parents with parental responsibility.
- Children can be collected by people who do not have parental responsibility, **but staff must have written consent** from the parent who has parental responsibility.



POLICIES AND PROCEDURES

You are welcome to view any of the Pre-School's Policies and Procedures. A copy of all the Policies and Procedures are available to read on the shelf near the entrance.



Charnock Richard Pre-School Committee

As a parent / carer of a child attending Charnock Richard Pre-School, you should be aware that Charnock Richard Pre-School is a charity (Registered in England and Wales Ref. 1105516), run by a committee comprised of parents, carers and members from the wider community.

Being a charity, the Pre-School operates on a not-for-profit basis.

All parents and carers of children attending Charnock Richard Pre-School are invited to take a part in the activities of the committee.

Without a Committee, Charnock Richard Pre-School cannot legally operate. We need people to step forward and join the committee each year. All it takes is a few hours each term and it offers you the opportunity to directly influence the management of the body, and the people, to whom you entrust the development of your child and with it their first adventures in learning.

If you feel you have a couple of hours to spare each term then please discuss this with a member of staff or with the Chair or Secretary.

| | | |
|-----------|------------------|-------------------------|
| Chair | Paul Leadbetter | Telephone: 07926 089450 |
| Secretary | Suzanne Williams | |
| Treasurer | Bev Hughes | |

Thank you

Paul Leadbetter
Chairman – Charnock Richard Pre-School

Other Useful Information:-

Keep up-to-date and see what the children have been doing at Pre-School by following us on Twitter @ ChaRicPreSchool

For more information about 30 hours childcare, childcare vouchers or applying for a primary school place www.lancashire.gov.uk/school or www.lancashire.gov.uk/childcare or www.childcarechoices.gov.uk

The children at Pre-School receive a free football lesson on Friday afternoon!

The children at Pre-School receive a Dance and Movement lesson every Thursday morning, a contribution of £2 a week is appreciated.

Pre-School has Stay and Play sessions once every month, this is an opportunity for parents to stay with your child at Pre-School and see what they like doing at Pre-School, and this is also an opportunity for parents to chat to staff and other parents.

Pre-School offers 3 free morning taster sessions in the half term before starting at Pre-School.

Mobile Phones, in order to ensure the safeguarding of children at Pre-School, parents, carers and visitors are kindly asked to refrain from using mobile phones whilst at Pre-School.

If your child is staying for lunch he/she will need to bring a packed lunch. Pre-School do not charge anything extra for the Breakfast and Snacks that are provided at Pre-School.

Pre-school requests at least 4 weeks' notice be given if sessions are to change or be cancelled.

If your child is sick he/she must remain off pre-school for 48 hours after last symptoms of sickness/diarrhoea, this will help prevent the bug spreading further.

If your child is going to be absent from Pre-School please let Pre-School know by 9am.

Lots of useful information is on the Pre-School website and recent Newsletters.