

Pulborough Village Pre-School

Thank you for your enquiry concerning Pre-School for your child.

You are very welcome to visit the Pre-School at any time, although a telephone call first would be appreciated. Please also feel free to contact us should you have any queries.



Contact details Pulborough Village Pre-School
Brooks Room,
Pulborough Village Hall
Swan View
Pulborough
RH20 2BF

Telephone:- 07952 982089 (Pre-School hours only)
Diane Streeter 01798 875635

Email:- d.r.streeter@btinternet.com

Website:-

www.pulboroughvillagepreschool.weebly.com

www.facebook.com/Pulborough-Village-Pre-School

Session Times:

Monday - Thursday 8.45am - 12.00pm
12.00pm - 1.00pm lunch club

Friday 8.45am - 2.00pm (includes lunch club)

The group is registered for children 2-5 years.

Priority is given by age.

Fees are currently £4.50 per hour

We are registered for 2 year old Funding, 3-4 year old Free Entitlement, Extended Free Entitlement.



About The Pre-School

Pulborough Village Pre-School was established over 35 years ago. We moved to our present location in 1996, when the building was first opened.

These premises were designed with us in mind and we have access to children's toilets, two good storage areas, a kitchenette, secure play areas upstairs and downstairs, as well as the playroom itself.

Our area is kept secure and alarmed during all sessions.

Pulborough Village Pre-School is located in Pulborough, south of the village car park and close to the library.



The Pre-School is OFSTED registered and is regularly inspected, ***all of our reports have been very good***, and are available on request or the internet.

We update procedures and policies in line with current guidelines and legislation. The group is aware of the differing needs of children and we adjust play and procedures according to the age and stage of each individual child, and in line with the Early Years Foundation Stage (EYFS).

We are registered for 17 children (18 on Fridays) and have a minimum of three staff per session. When numbers exceed 12 children this is increased to four staff to ensure a high ratio of staff to children.

The group encourages all staff to undertake suitable training and all staff have a Level 3 qualification or above.

The Pre-School is also registered with West Sussex County Council Early Years Development, and we are a member of the Pre-School Learning Alliance. We maintain close links within the local community.



Our Aims

Pulborough Village Pre-School aims to provide a *happy, relaxed atmosphere* to encourage the growth of confidence, co-operation, communication and development.

Children will be positively encouraged through play and fun in a calm, friendly environment to develop at their own pace, reach their full potential and build their own self esteem. Children are encouraged to have an awareness of self, of others and their environment.

We are a fully inclusive setting, offering equal opportunities to all children and their families.

Comparisons will not be made between children and their individuality will be respected.

Staff help and stimulate the children but anything they bring home will be the result of their own creativity.



The Pre-School Curriculum includes all areas of development.

The prime areas are	Personal, Social and Emotional
	Physical
	Communication and Language
The specific areas are	Literacy
	Mathematics
	Understanding the World
	Expressive Arts and Design

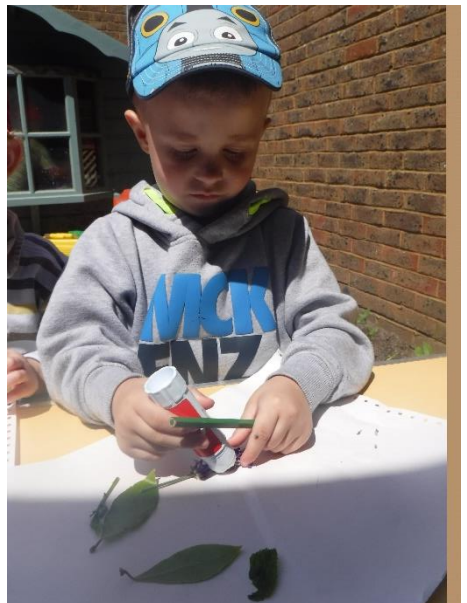
We also promote Fundamental British Values.

The curriculum is available on request, and there is a Foundation Information pack for parents.



Information on areas and topics covered is made available to parents, and parental involvement is welcomed and encouraged. Regular feedback on your child's progress is given, and parents are listened to and respected as the primary educators of their children. Staff are always available to talk to.







Children are encouraged to make independent decisions, be adventurous and explore safely in the setting. Children are encouraged to learn through play and have fun. Staff will encourage and support as needed.

"Each child is respected and valued by the caring staff team, which helps children to learn to respect themselves and others around them." OFSTED 2014

Children will be observed and monitored regularly, enabling us to help your child develop in every way and to reach their full potential.

Parents are always welcome to see all the information about their child and their input is valued.

All information is kept confidential.

All sessions include snack time, which is provided by the group. This includes milk or water as well as fruit or vegetables. Snacks may also include biscuits, crackers, cereals, salad or even noodles! The Pre-School will discuss with you any special dietary needs.

Children will be allocated a Keyperson when they start. The Keyperson will initially settle your child and then ensure that they are regularly monitored. They will keep you informed of your child's progress. Any staff member is happy to talk to you about your child before or after any session.

The Pre-School maintains close links with St Mary's Primary School Pulborough, which ensures a continuity of care when your child goes on to primary school.



Under 3's - The Pre-School works to ensure the specific needs of younger children are met in activities, procedures, toileting etc. and we operate within government recommendations.

Policies - Our setting has comprehensive policies covering Health and Safety, Special Educational Needs and Disabilities (SEND), Staffing, Inclusion, Equal Opportunities, Behaviour Management, Medication, Safeguarding, Confidentiality, Settling In, Outings etc. All policies are available in the Parents Policy Folder at the start and end of each session. Copies are available on request and some are available on our website.

We have a full Complaints Policy and Procedure, and all complaints are listened to and treated seriously.

Staff

At Pulborough Village Pre-School we are proud of our low staff turnover, this helps ensure a continuity and consistency of care. Our dedicated staff team have many years experience in caring for children.

All staff undertake training each term and have a First Aid qualification.

Manager/Playleader

Diane Streeter

Diane has worked at Pre-School for over 20 years and has completed her CPP and NVQ Level 3. Diane is the Special Educational Needs and Inclusion Co-ordinator.



Supervisors

Carol Harvey

Carol has worked at the Pre-School for more than ten years and is a qualified teacher.

Natalie Callagan

Natalie has NVQ Level 2 and NVQ Level 3 qualifications, and has worked in childcare for several years.

Assistants

Jean Farnes

Jean has children of her own and has been involved in many children's groups and activities.

Billie Ayling

Billie completed her work experience with us whilst attending school, and enjoyed it so much she has returned!

All our staff work very closely as a team and have regular staff meetings for planning, development, discussions etc. With an experienced, well qualified and stable group of staff, we feel we are able to offer a happy, friendly, secure and fun environment for you and your child.

Admissions Policy and Procedures

Pulborough Village Pre-School is open to all children and families. We aim to ensure that all have access to the Pre-School through open, fair and clearly communicated procedures.

- We ensure that the Pre-School is widely advertised in places accessible to all,
- We arrange our waiting list in birth order. In addition our policy may take into account the following - siblings who already attend the setting, length of time on the waiting list, whether a child is attending any other setting.
- Children are admitted from the age of 2 years, dependent upon availability of spaces and the readiness of the individual child to stay happily within the setting.
- Children are normally offered two sessions per week to begin with (older children may be offered more sessions depending on availability),
- We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English. We will fully liaise with parents and professionals to ensure that it would be in the child's best interest to attend the setting,
- Parents must complete a Booking Form in order to place their child on the waiting list,
- We will contact parents the term before their child is due to start. Parents are encouraged to attend a familiarisation visit with their child shortly before starting,

- We operate a flexible admissions procedure and will discuss with parents a 'Settling In' plan that is suitable for their child; parents will be encouraged to stay with their child for the first few sessions if staff/parents feel this will help,
- Free Entitlement is available for eligible 2 year olds, and 3-4 year olds, Extended Free Entitlement.
- If your child leaves our setting (other than moving on to school) or wishes to reduce the number of sessions attending, parents must give 1 month written notice and fees will be payable until that date,
- Our Equal Opportunities Policy is included in the Welcome Pack and is available on request,
- Parents are required to read our **Fees Policy** and to comply with it,
- We are flexible about attendance patterns and wherever possible accommodate the needs of the individual children and their families. The Free Entitlement funding rules state that *"I understand my child could lose their funded place if they do not attend regularly without a reason being provided for their absence."* Therefore, if your child has not attended regularly they may lose their Free Entitlement Funding.

If you would like to reserve a place for your child please complete the enclosed booking form and return it to:-

**Diane Streeter
18 Sopers Cottages
Pulborough
West Sussex
RH20 1BB**

Email: d.r.streeter@btinternet.com

Alternatively hand it in to Pre-School during session times.

Diane will contact you the term before your child is due to start to arrange a visit and give further information. The group normally offers two sessions to younger children, increasing with age and availability. However we will try and accommodate any preferences you may have regarding sessions.

A deposit of £50.00 will be payable at the visit, This will be refunded when your child leaves Pre-School subject to all fees being paid and correct notice being given. (N.B. Deposit is not required if your child qualifies for 2 year old funding)

Should you have any queries or questions, or would like to visit, please ring Diane on the number above.

**We look forward to welcoming you and your child to
Pulborough Village Pre-School.**

Booking Form

Child's Name	
Date of Birth	
Parents/Guardian	
Address	
Postcode	
Telephone	
Email	
Subject to availability, when would you like your child to start? Do you have any preferences for sessions?	

Signed _____ Date _____

If you no longer require a space, please let us know as promptly as possible. Thank you

Send to: Diane Streeter.

18 Sopers Cottages, Pulborough, RH20 1BB

Or email to d.r.streeter@btinternet.com