



Starlings Pre-school

**Haydn Road, Brighton Hill,
Basingstoke RG22 4DH**

Telephone Number: 01256 478626

Mobile Number: 07740715078

Charity Number: 1039597

Ofsted Number: 110181

Vision Statement

Our aim is to enhance the development and education of children in a parent involving community based group. To provide a safe, caring and stimulating environment. To work within a framework which ensures equality and opportunity for all children and families. All members of staff are fully supported in gaining further qualifications and are encouraged to attend courses and training to take advantage of the latest ideas and techniques in child care and education. This provides a positive input in the sharing of information with parents and fellow professionals.

Opening Hours (term time only)

Monday – Friday 9.00am – 3.00pm

ADULT RESOURCES

We are proud of the high ratio of adults to children in our group, we aim to maintain at 1:8 over 3 years and 1:4 under three. This ensures individuals attention to the needs and development of each child. Staff are first aid trained, DBS checked and have or having training in child protection issues.

Starlings Pre-school have changed the layout of the rooms since September 2017 and the children are in different rooms to support their development, all children are unique and we are proud to say we are observing your child daily and will be supporting them in all their areas of development over the two rooms.

Starlings Pre-school have introduced a “Sparkle Den”. This is a sensory room which will be used to support all children in the pre-school.

The current staff at Starlings are:

| Name | Title | Qualifications |
|--------------------|--|--|
| Mrs Mandy Lawday | Manager Child Protection Officer | Certificate in Early years Diploma Level 4 SENco/SEND plus training of the U5's on the Autistic Spectrum |
| Mrs Carol-Ann Watt | Room Leader Deputy Manager Key person | DPP |
| Mrs Lesley Rust | Room Leader SEND coordinator Health & Safety Key person | NVQ3 |
| Miss Kate Chilcott | Key person | NVQ3 |
| Mrs Erica Flood | Key person | NVQ3 |
| Miss Sharon Gubby | Key person | National Diploma childhood studies |
| Mrs Lisa Jones | Key person | NVQ3 |
| Mrs Anna Jarc | Key person | NVQ3 |
| Mrs Jodie Williams | Key person | NVQ3 |
| Mrs Di Moore | SEND Coordinator Behaviour coordinator Key person | NVQ3 |

ABOUT OUR PRE-SCHOOL

We are a member of the Pre-school Learning Alliance and NDNA. We are a constitutional committee run group, registered with OFSTED, no. 110181, the Early Years Grant scheme no. 517761 and insured with Sun Alliance. We work in accordance with the children's act 1989 and the local child protection procedures, We are a registered charity no. 1039597.

The group is run by an elected committee which ensure that major decision making is in the hands of the parents who use the group. Our Annual general meeting, at which the committee for the following year is elected, is held in the Spring Term.

Starlings Pre-school offers education and care for children below school age and over the age of 2 years.

Children are eligible to claim 15 hours free pre-school under the EYE Grant scheme from the term after their 3rd birthday.

Some 3 and 4 year old will qualify for 30 hours free and/or tax free childcare from September 2017. More information can be found at <https://www.childcarechoices.gov.uk>
Telephone number 0300 123 4097

Some 2 year old children are eligible for 15 hours free pre-school under the EYE Grant Two year old offer. To find out if your child may be eligible, visit:
<http://www3.hants.gov.uk/childrens-services/childcare/parents/cis/eye/2-year-oldoffer-2.htm>

We accept children over 2 who have qualified for "EYE" 2 year Grant if spaces are available.

Starlings Pre-school hand out a monthly newsletter to all parents, this contains information on any additional activities, dates, topics and any new information for that month. Starlings also offer a text service to parents which we use for closure days due to unforeseen circumstances, and any sharing information.

WE OFFER YOUR CHILD

- A specially tailored curriculum leading to approved learning goals
- Every Child is a Unique child who is constantly learning
- Individual care and attention possible by a high ratio of adults to children
- Fund and friendship with children and other adults
- The support of a personal key person, with a second named key person for each child
- Opportunities for you and your family to be directly involved in the activities of the group and in your own child's progress journals
- The support of a healthy lifestyle
- A journal for your child which contains their personal information photo's, observations on their learning experiences, and most importantly this is for you to share any information on a daily basis your journal will be available at any time for you to add details of your child's experiences and progress from home /outside the pre-school.

Our pre-school offers education and care for children from the age of 2 until they go to school.

Starlings pre-school promotes healthy eating for their snacks and their lunch boxes should reflect this. There is a menu on the notice board which informs you daily what snack your child has had that day. Your child also has the choice of a hot meal which you can order on the day at a price of £2.70

CURRICULUM

Starlings Pre-school is based on free flow play, between the Caterpillar, Butterfly and Star rooms, so mostly children choose what to do. We also have adult-led learning opportunities in small groups or one-to-one. Your key person will be responsible for guiding your child through the “Early Years Foundation Stage” (EYFS) and the activities provided help support that.

Within the group, all children are supported in developing their potential at their own pace, as every child is unique. Children develop in the context of relations and the environment around them, this is unique to each family, and reflects individual communities and cultures. The unique child reaches out to relate to people and things through the Characteristics of Effective Learning, which move through all areas of learning.

Children are learning skills, acquiring new knowledge and demonstrating understanding through **7 areas of learning and development.**

Children should mostly develop the **3 prime areas** first:

1. Communication and language
2. Physical development
3. Personal, social and emotional development.

These prime areas are those most essential for healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas.** These being:

1. Literacy
2. Mathematics
3. Understanding the world
4. Expressive arts and design.

Examples of activities we do at Starlings Pre-school within the EYFS framework

| <u>Personal social & emotional</u> | <u>Communication & Language</u> | <u>Physical development</u> |
|--|--|--|
| ➤ Choices & promoting independence | ➤ Stories and books | ➤ Climbing frame |
| ➤ Role-play & home corner | ➤ Songs | ➤ Action songs |
| ➤ Festivals and celebrations | ➤ Talking one-to-one and in small groups | ➤ Sticking and colouring |
| ➤ Celebrating achievements | ➤ New words and vocabulary | ➤ Bikes, trikes, scooters |
| ➤ Games that require turn-taking & sharing | ➤ Listening & attention activities | ➤ V-tech computer |
| ➤ Sparkle Den sensory room | ➤ Sharing experiences | ➤ Cooking |
| | ➤ Puppets | ➤ Fine motor activities e.g. Playdough |
| | ➤ Sparkle Den sensory room | ➤ Health & hygiene |

Understanding the World

- Exploring activities
- V-tech computer
- Festivals
- Visitors
- Animal visits

- ### Mathematics
- Weighing & measuring
 - Numbers with context
 - Traditional songs & rhymes
 - Counting games
 - Matching & comparing
 - Jigsaws

Expressive Arts and Design

- Craft
- Music
- Role-play & drama
- Building
- Play-dough

- ### Literacy
- Creative activities
 - Listening games
 - Play
 - Nursery Rhymes
 - Lots of letters and sounds games
 - Name recognition and common words

WEEKLY ACTIVITY

Cooking activities and outside learning

AM

- 9.00 – 9.15 Registers/parents journal time
9.15 – 9.45 Circle time
9.45 – 11.30 Free play in rooms offered adult led zones for development

10.00 – 10.30 Open café each morning

Lunch Time

11.30 – 12.30

PM

- 12.30 – 12.45 Circle time
12.45 – 2.40 Free play in rooms offered adult led zones for development
2.40 – 3.00 Story time

1.30 – 2.00 Open café each afternoon

PARENTS

Children are encouraged to leave their parents at the door when arriving at pre-school. Parent's carers and grandparents are welcome to stay and play at any time and we have a rota on the notice board, please put your name on the rota if you can come to stay and play.

THE ROLE OF THE PARENT

We recognise parents are the first and most important educators of their your children. Our preschool aims to support parents.

Parents are welcomed

- To participate in their child's journals
- To assist in their child's progress
- To assist with fund raising
- To take part in the management of the preschool (through the committee)

PARENTS/CARERS/HELPERS AND VOLUNTEERS

There are many ways you can help be involved in our pre-school

- You may want to read a story to our children
- You may be able to help stay and play
- You may like to share your talents with the group i.e. play an instrument, share cultural experiences
- You may want to talk about your profession i.e. police man, fire-fighter, lollipop man/lady, dentist
- Help the children to explore their surroundings

On arrival please sign in and read the visitors book on safeguarding and report to the Manager.

Please remember not to:

- Take hot drinks out of the kitchen locked area
- Use the children's toilet area, adults toilets are available for you to use
- **DO NOT** enter the children's toilet area (see visitors book, safeguarding)
- Administer first aid
- Do not divulge any information you have heard while helping in the session from staff, children or parents, this must be confidential and not discussed outside the pre-school.

Thank you for volunteering to come and play, share your experiences with you. Starlings Preschool appreciate your time.

CHILDREN STARTING AT PRE-SCHOOL

A child who is unhappy will not be able to play and learn properly, so it is important for the parents, pre-school and key person to work together to ensure a smooth transition. Children need to feel secure and confident in the group before parents should leave them, you are welcome to stay until both you and your child are happy for you to leave, but this should not be indefinite. Please not if your child needs you during the session you will be contacted.

For your child to explore and experiment with all kinds of textures it is best they are dressed in old clothes, which are easily washable and they will feel comfortable to get messy. For outdoor play

your child will need a coat and wellies – **please make sure you name your child’s coat, wellies and bags.**

POLICIES

Our policy statements are available on request, and are kept in the managers office, these include policies on behaviour management, child protection, equal opportunities and complaints procedure. All Starlings policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis. Any complaints should be put in writing to the chair person.

STARLINGS IS A ZERO TOLERANCE PRESCHOOL

CHILD PROTECTION

We intend to create in our pre-school an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to. It's our duty of care to protect your child and we must record any injuries, incidents or concerns. We will discuss this with the parents/carers if appropriate to do so. When necessary children’s services/health visitors will be informed.

SEND – Special Educational Needs Disability

If you would like to discuss the groups ability to meet your child’s needs, please come and talk to Mandy Lawday the Manager or Lesley Rust, Di Moore – SENco.

Fees

Starlings Pre-school runs the following sessions and our charges are £5.00 per hour from September 2018, (reviewed every September). Charges remain at this level for academic year 2018-19.

| | Session Time | Cost 2018-2019 |
|-----------------|---------------------|-----------------------|
| | | (£5.00p/h) |
| Monday – Friday | 9.00 – 11.30 | £12.50 |
| | 9.00 – 12.00 | £15.00 |
| | *9.00 – 12.30 | £17.50 |
| | 12.00 – 3.00 | £15.00 |
| | 12.30 – 3.00 | £12.50 |
| | 9.00-3.00 | £30.00 |

*If your child is with us between 11.30 and 12.30, we ask you to provide a packed lunch, alternatively your child can have a hot meal at an additional charge of £2.70 payable on the day or in advance.

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Starlings Preschool accepts 30 hour grant children however we do not offer shared care with other professional establishments for example: 24 hours with us and 6 hours with another setting or child minder.

Clothing / Uniform

Starlings preschool have a uniform and the cost of this uniform is as follows:

| | | | |
|------------|--------|-----------------|--------|
| Polo-shirt | £7.00 | Jogging bottoms | £10.00 |
| Jumper | £10.00 | Fleece jacket | £15.00 |

We provide protective clothing for the children when they play messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manager will help them to do this.

STARLING PRE-SCHOOL RULES

- Mobile phones must be switched off while on the pre-school premises
- Visitors must read/understand and sign in the visitors book for safeguarding purposes. (There are additional translated versions in the front of the book)
- No visitor to enter the toilet area without a member of staff present
- We must adhere to the Starlings settling-in policy
- Parents/visitors must **not** open the door to leave the premises without a member of staff opening the door for them
- No child who has an infectious disease, e.g. chicken pox can be admitted to pre-school. A child may not attend pre-school until 48 hours after the last bout of sickness or upset stomach, bump to the head, raised temperature or first 48 hours of administering any antibiotics. If a child is obviously unwell she/he will not be admitted for that session, or until better. If a child becomes ill during a session the parent/carers will be informed.
- You are required to inform Starlings of any absences
- We not not allow children to share or swap food or snacks
- Due to allergies please **do not** give your child any peanut or nut products in their lunch boxes
- Your child must register with their key person on arrival/departure, please inform them if someone different will be collecting your child at the end of the session, this person must be 18 years or above
- No jewellery should be worn at pre-school
- Medical book – if your child has any medical requirements i.e. inhaler, antibiotics etc. please inform your key person who will record this

We have record keeping systems in place that meet legal requirements; this means that we use to store and share that information take place within the framework of the General Data Protection Regulations (2018) and the Human Rights Act (1998).

*Mandy Lawday
Manager, Starlings Preschool
September 2018*

