

NEW MILLSIDE PRE-SCHOOL

Prospectus



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Ofsted Registration: EY380796 / Charity Number: 1031538

Thank you for considering our Pre-school for your child. New Millside is a well established pre-school and opened in September 1998. We are a charity committee run pre-school.

We are confident that your child will feel secure and content in the family environment that we foster, our staff are dedicated and passionate about their roles within the setting. Although we are independent to the Broughton Infant School, we work closely with them, as our main feeder school. We promote transition visits to all schools our children move on to, sharing all achievements and celebrating their time with us.

The welfare of all the children is of the utmost importance to us. Our provision has been developed to ensure that support is given in every area of each child's learning and development within the Early Years Foundation Stage. The children's learning is supported by our staff through purposeful play opportunities.

Our Aim



Our Mission Statement

“To provide a high quality learning environment which is affordable and accessible to children aged 2 to 5 years and to work in partnership with parents and the local community in the provision of this childcare”.

Our Aims & Objectives Are:

- ◇ To create a stimulating, fun and safe environment for the children in our care.
- ◇ To extend children's knowledge through play and explore all seven areas of learning, developing each child's ability to work within a small or large group and encourage them to express thoughts, feelings and ideas to others within the group.
- ◇ To work as partners with parents in their children's learning and development and in safeguarding their wellbeing emotionally and physically.
- ◇ To encourage children to treat and respect other race, culture, language and religion equally and develop understanding and empathy, promoting positive behaviour.
- ◇ To identify staff training needs and support such training as far as possible.

We Offer Your Child:

- ◇ A specially tailored curriculum taking each child's needs to account through regular recorded observations, leading to the early learning goals.
- ◇ A high level of care and attention made possible by a high ratio of adults to children.
- ◇ Fun and friendship with children and other adults.
- ◇ The support of a personal keyperson.
- ◇ Opportunities for you and your family to be directly involved, in the activities of the group and in your own child's progress.

If you would like to apply for a place at New Millside

- ◇ Complete and return the waiting list application form to add your child's name to the waiting list, admission criteria will be applied to the waiting list when allocating places. *Available from our website www.newmillsidepre-school.co.uk. Please remember to update any changes on your waiting list throughout the year, such as email/contact numbers etc.*
- ◇ Arrange a visit when your child is 2 years or older, bringing your child with you if possible.
- ◇ New Millside fills spaces for September in the preceding Spring Term, you will be contacted advising you of which sessions are available.

Admissions Policy & Admissions Criteria

We allocate places in the Spring Term of each year.

For new children, the order of priority will be

2-year-old funded children – see education funding policy. The number of two-year olds will be limited

Siblings

Over 3yrs in catchment

Over 3yrs non-catchment

Between 2-3yrs in catchment

Any child seeking a placement at New Millside and is in the catchment area is eligible to start when they are 2 years old.

Each child is valued as an individual without racial or gender stereotyping and is encouraged to develop positive attitudes to differences of race, culture, language and gender. The same applies to children with disabilities or special educational needs.

Uniform of sweatshirts, t shirts, hats and bags are available and are optional.

Fees & Funding & Allocation of Sessions

Children awarded either 2 and 3 year old funding are eligible to start the term after their second or third birthday. Fees are applicable for children aged 2, unless your child has been awarded 2-year funding then we will require the 2 year code. If you are eligible for the 30 hour code, we will need the code and your NI number. Please make sure you apply for the 30 hour code before the cut off dates for the valid term. We will also require the 30 hour code and NI number before we confirm the sessions. If your child does not qualify for funding or they exceed the number of sessions funded by the Government, our current fees are listed on our website. We issue invoices the half term before they are due. Preferred payment is by bank transfer. Vouchers are accepted.

Parental Involvement

We work very closely in partnership with all our parents to ensure the well-being of the children. We recognise that you know your child best and regard you as equal partners in the education of your child.

We currently use Tapestry for your child's learning journal, which you will have access to view. You are invited to contribute to your child's Learning Journey by uploading photos and achievements from home. We recognise that you are your child's first educator.

Once your child starts at the setting we would encourage you to support your child in the settling in process '5 steps to leaving without tears' as part of our procedure, a copy of this is on our website. We invite all parents to 'stay and play' whenever is convenient to you.

Should you wish to join the committee at any point during the year, speak to the Administration Manager or Pre-school Manager for further information.

New Millside operates within the statutory requirement for staff to children ratio. Our Manager/ SENDCO is in at every session and we have a keyperson system for the all the children, these are allocated before the child starts. We ensure that all staff are up-to-date with safeguarding training and all staff are required to attend the 12-hour pediatric first aid course. We take on apprentices from Aylesbury College and welcome work experience students from all local schools. They are buddied up with a member of staff who closely oversees their work.

Activities

The curriculum is met through a variety of activities which enable children to become active learners through plan and exploration. We consider how children learn as we support their critical thinking. Materials, such as water messy play and paint are made available at every session. Knowledge and understanding of children's interests enables us to effectively plan for their journey.



The home corner provides opportunities for imaginative role play, supports social interaction and communication skills and development of understanding the world. Table-top and floor toys also support these skills and help to develop develop children's fine motor skills and hand/eye co-ordination. The children also learn the concepts of colour, shape, size and weight using the practical resources.



Construction toys encourage group play and problem solving and develop imagination and a love of books is fostered through our library and story time. Parents are encouraged to read to their children from an early age, and we welcome parents to come in 15 minutes before the session finishes to read to the children. The benefits from this cannot be overvalued.

We have a large, soft surface, outdoor area, which allows the children to flow in and out of the session with mirrored indoor activities outside, but with the addition of bikes, scooters, mud kitchen, planting etc outside, for gross motor play. We have the use of part of Broughton Infant Schools outside area for our 'Woodland Learning' which we use for Foundation-Stage objectives, the freedom to explore using multiple senses. (Research has shown that some children display positive changes in behaviour that could be attributed to their involvement in Woodland Learning).

Woodland Learning can contribute to four of the five outcomes that are part of the government framework, Every Child Matters (Chief Secretary to the Treasury, 2003),

1. be healthy
2. stay safe
3. enjoy and achieve
4. make a positive contribution

In addition, the Woodland Learning itself can be seen as a useful formative evaluation tool for practitioners in understanding and assessing a child's skills and abilities, and in identifying how these change over time – some children access areas of learning outdoors more readily than they would indoors.

Early Years Foundation Stage – EYFS

The EYFS curriculum is planned around 4 main themes;

- Unique Child
- Positive Relationships
- Enabling Environments
- Learning & Development

We acknowledge the characteristics of effective learning;

- Playing and exploring
- Active learning
- Creating and thinking critically

We focus on the 3 prime areas of learning and development

- Personal, social and emotional - PSED
- Physical Development – PD
- Communication & Language - CL

These 3 Prime areas are strengthened and applied by 4 specific areas;

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



The foundation stage journey develops key learning skills through children's play, such as speaking and listening, concentration, learning to work together and co-operating with other children. Skills to develop early communication, literacy and numeracy prepare young children for the next stage of their education.

Every child's achievements are unique and significant, no matter where they are on their learning journey. Each child is assigned to a keyperson, this staff member is responsible for completing paperwork on your child, they may not be your child's chosen 'go to' person. They will be responsible for keeping their Learning Journey up-to-date. Careful planning and on-going record keeping ensures that the EYFS is tailored to the needs of the individual child and that children are supported in developing their potential at a suitable pace.

Complaints

All complaints should be made to the Pre-school Manager. If you still have concerns, please contact the Committee Chairperson who will investigate the complaint further. For further details please refer to the Complaints Policy which is available from the office or online, for your reference.

OFSTED Complaints Line – 0300 123 1231

Snack Time

During the session, the children will be provided with a healthy snack and choice of milk or water. Various fruits, toast, cheese, crackers are available. We have a strict **NO NUT** policy which we ask all parents to adhere to. Water is available to the children throughout the session, or they can bring a labelled water bottle. We do not allow the children to have juice.

Clothing

We ask that all clothing, bags etc are clearly labelled with your child's name. The children are encouraged to be as independent as possible, we ask that you facilitate this by dressing them in manageable clothing and footwear. Please ensure they are sent in with suitable clothing for the seasons, i.e. hats, gloves, coats for the winter and cap sleeved t shirts for the summer, no strappy vests. Footwear must also be suitable, enclosed toes. If wellington boots are worn on the way to pre-school a change of footwear must be provided.

We do our best to protect clothing, however the children are involved in a lot of messy play, paint, gluing, mud kitchen etc, clothing will become marked.

Toileting

If you feel that your child may need a change of clothing, please send in a clearly marked bag. If your child is not toilet trained, please send them in with pullups as this eases changing.

Personal belongings

To assist us in reuniting children with anything they bring from home, please ensure they are clearly labelled. We do ask children to bring items for 'show and tell'. We do our best with safekeeping but we cannot be responsible for lost toys.

Medication / Illness

Only prescribed, clearly labelled medication can be given by the staff. Medication will only be accepted if it is in its original container displaying the label printed by the dispensing GP or Chemist. It must show the child's name, dosage and instruction. A medication form must be completed.

Please inform us of any infections illnesses that your child has and pay regard to the recommended time of absence from the pre-school. Sickness and diarrhea is 48 hours from the last bout of sickness/diarrhea.

In the event of your child being taken ill whilst at the pre-school you will be contacted to collect them immediately.

If your child has an accident whilst at pre-school, first aid will be administered and forms will be completed that will need to be signed on collecting, you will also be notified by text. You must give written permission for anyone else who is on the collection form to be able to sign paperwork.

If the injury requires hospital treatment, you will be called immediately. An information held is strictly confidential.

Health & Safety

The premises both indoors and outdoors are checked at each session, together with the equipment. Risk assessments are regularly carried out and reviewed.

Medical Notes and Emergency Numbers

Before starting at New Millside, you will be asked to complete a Day Care Record, this form includes medical details and emergency contact numbers. It is your responsibility to keep contact numbers up to date.

Warm Weather Policy

Please ensure that your child is adequately prepared for the warmer months. Sun hats must be provided and shoulder covering tops are preferable. High factor sun cream must be applied before the sessions starts, and will be reapplied at lunch time if your child stays all day. A clearly labelled high factor sun cream must be supplied and put in your child's drawer. Products containing nut oils must be avoided.

Fire Drills/Lock Downs

These are both held regularly. We have our own assembly point on the school grounds. Our procedures are reviewed regularly and discussed with the children.

Equality of Opportunity

We are an inclusive setting and take children of differing needs.

If you would like to discuss our ability to meet your child's needs, please speak to the Manager/ SENDCO. We aim to meet all children's needs and take every step to promote the welfare and development of our children.

We work in accordance with all relevant legislation and encourage children to respect each other as individuals. All families are welcomed and valued equally and all have access to the same information and opportunities. Topics and themes covered in the setting include cultural activities.

Behaviour Management

The code of behaviour has been drawn up with the children and are discussed regularly. The children work with the staff to ensure rules are followed, feelings are acknowledged and children are involved in finding solutions. We operate a positive behaviour policy and any concerns that we have will be discussed with parents. The behaviour policy is available on line or from the office, for your reference.

Safeguarding Children

New Millside considers the welfare of your child to be paramount (Children Act 1989). We have comprehensive safeguarding policies and procedures for staff, which are available on line or from the office, for your reference. ALL staff will complete child protection training as soon as possible after they start, as part of their core training. We have a Designated Safeguarding Office and Deputy. A member of the committee has also undertaken the necessary training to support staff.

Thank you for considering New Millside Pre-school. We hope to hear from you shortly with your Waiting List Application, these can be emailed to office@newmillsidepre-school.co.uk, posted or handed to a member of staff/committee member.

If you have any queries, please do not hesitate to get in touch using the contact details on the front of our prospectus.

