



Openwoodgate PRESCHOOL

PROSPECTUS

GROWING AND LEARNING TOGETHER THROUGH PLAY



LOTTERY FUNDED




Ofsted
Registered

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OUR PRESCHOOL aims to:

- provide high quality care and education for children below statutory school age;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

PARENTS

Parents are regarded as members of our preschool who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

As a community based, voluntary managed preschool, we also depend on the good will of parents and their involvement to keep going. Membership of the preschool carries expectations on parents for their support and commitment.

WE aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a preschool that sees parents as partners in helping each child to learn and develop; and
- is in a preschool in which parents help to shape the service it offers.

WORKING TOGETHER FOR YOUR CHILDREN

In our preschool we maintain the ratio of adults to children that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.

We are open for 39 weeks' term time per year.

We are closed for Local Education Authority School Holidays.

We are open for 5 days a week, Monday to Friday, with a lunch club being offered.

The Wednesday afternoon session is exclusively for age 4+ children to ensure they are 'school ready'. Our Morning Sessions run from 9:15am – 12:15pm

Our Afternoon Sessions run from 12:15pm – 3:00pm

We provide care and education for young children between the ages of 2 years and school age.



KEY PERSONS AND YOUR CHILD

Our preschool uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the preschool, she/he will help your child to settle and throughout your child's time at the preschool, she/he will help your child to benefit from the preschool's activities.

LEARNING OPPORTUNITIES FOR ADULTS

As well as gaining qualifications in early years care and education, the preschool staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

THE PRESCHOOL'S TIMETABLE AND ROUTINES

Our preschool believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the preschool are provided in ways that:

- help each child to feel that she/he is a valued member of the preschool;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

THE SESSION

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child- chosen and adult-led activities, as well as those provided in the indoor playroom.

We have equipped the outdoor area with a mud kitchen, a wooden playhouse, kitchen equipment, sand/water boxes, bikes, sensory items, hopscotch and balance line. We also have a small garden area for the children to grow their own vegetables and flowers.

SNACKS AND DRINKS

The preschool makes snacks a social time at which children and adults gather together. The children have a drink and a snack. All children will be given milk or water. If you would like your child to have juice or cordial, please provide it in a clearly labelled beaker. In line with our healthy snack policy we ask that fizzy drinks are not sent in.

We plan the menus for snacks so that they provide the children with healthy, nutritious and varied food. Do tell us about your child's dietary needs and we will make sure that these are met. Snacks change day to day. Details are shared on social media.

If your child has an allergy or other dietary need please discuss this with the Manager and make sure it is recorded on your child's registration form.

POLICIES

Copies of the preschool's policies and procedures are available for you to borrow from preschool. You will be asked to sign to confirm that you have read and accept these.

The preschool's policies help us to make sure that the service provided by the preschool is a high quality one and that being a member of the preschool is an enjoyable and beneficial experience for each child and her/his parents.

Safeguarding children

Our preschool has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our preschool and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Our safeguarding officer is:

Gemma Wardman

SPECIAL NEEDS

As part of the preschool's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The preschool works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2001).

Our Special Educational Needs Officers are:

Natalie Stone and Leanne Wardle

The management of our preschool

A parent management committee - whose members are elected by the parents of the children who attend the preschool - manages the preschool. The elections take place at our Annual General Meeting. The committee is responsible for:

- employing and managing the staff;
- making sure that the preschool has, and works to, policies that help it to provide a high quality service;
and
- making sure that the preschool works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the preschool. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

A committee is vital to the running of our Preschool.

FEES

A one off registration fee of £25 for all unfunded children, payable by parents/carers for new starters.

We are in receipt of nursery education funding for three and four year olds, up to 28.5 hours per week; where children are not yet eligible for funding (i.e. under the age of 3), then sessions fees will be charged at £16.50 for a morning session, and £16.00 for an afternoon session.

Fees are payable half-termly in advance. Fees must still be paid if children are absent. If your child has to be absent over a long period of time, please talk to our Early Years Manager.

Funding is claimed termly and your child must be registered for sessions on headcount day.

In addition to the Government funding which is available for 3 and 4-year-old children (and also in some circumstances 2 year olds), the Government have introduced an extra Pupil Premium payment which parents may be able to claim on behalf of Preschool, depending on whether they meet certain criteria. We have enclosed an information letter and a claim form in our registration pack for you to read, fill in and return to preschool.

The Early Years Manager will then submit the completed form to Derbyshire County Council and if approved, Openwoodgate Preschool will receive the extra funding to use during session time.

For your child to keep his/her place at the preschool, you must pay the fees.
If preschool has to close for extreme weather conditions fees will not be refundable.

LUNCH CLUB

As part of our afternoon sessions, we invite children to bring a healthy packed lunch with them including a drink. This is applicable to the session on a Monday, Thursday and Friday.

We also offer a lunch club session on a Wednesday afternoon for children who are classed as rising 4's (i.e. due to attend school the following academic year). This session is specifically aimed at equipping the children with the independence skills they may need for school. They are invited to bring along a packed lunch, which they are encouraged to eat independently, and a PE Kit, which after lunch they will get changed into.

CHILDCARE VOUCHERS:

We are members of various different childcare voucher schemes, whereby parents/carers that have access to a schemes can claim tax back on the fees they pay for their child to attend sessions. Please make enquiries if your employer runs one a childcare voucher scheme.

STARTING AT OUR PRESCHOOL THE FIRST DAYS

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the preschool. The preschool has a policy about helping children to settle into the preschool.

REGISTRATION FORM

A registration form must be completed for each child attending preschool it may seem a bit long winded but we need all of this information for a reason. If you have any queries regarding completion, please speak to the Early Years Manager. We ask that should any contact details change, you inform us at your earliest convenience. We will also ask you to check and sign your child's registration form on a termly basis.

CLOTHING

We provide protective clothing for the children when they play with messy activities. Please bear in mind that we cannot cover them from head to toe so easily washed clothes that are not 'too new' are best.

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 manage will help them to do this.

The children will go outside every day. Please bear this in mind when your child dresses for preschool. In the Summer we ask that you:

SLIP on a t-shirt

SLAP on a hat and SLOP on the sun cream

At other times of the year please ensure that you leave coats, hats and gloves, as necessary. No scarves please.!

Please name all clothing. You'd be amazed at how many children do not claim their own coats!

CHILDREN NEEDING NAPPIES

Please bring a named bag with your child's nappies/pull ups and wipes in. Staff will change the child whenever necessary. When your child is ready for toilet training, staff will be happy to follow and mirror what you are doing at home.

CHURCH HALL

Parents are responsible for their children outside the Church Hall before and after sessions. On arrival please wait with your child outside until the Early Years Manager opens the door. When coming to collect your child please wait in the foyer until the Manager opens the door and supervises the children leaving. In line with Ofsted rules children will only be allowed to leave with adults who are listed on the registration form or the alternative collection form.

The children are asked to wait for their parents on the mat at the end of the hall. Please collect your child from the mat thereby ensuring that staff can effectively supervise the children leaving with permitted adults.

Please note that Openwoodgate Preschool operates a strict 'No Smoking/vaping' policy. We ask that you do not smoke either inside the Church Hall or in the grounds/car park. .

Outings

Occasional trips are held for children and parents. These will be publicised well in advance and your consent will be sought. New ideas are always welcome, if you have any ideas of places to go please tell a member of staff.

We also have occasional nights out for parents and staff. Details will be on the noticeboard/door.

Finally

We hope that you and your child enjoy being members of our preschool and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions