

INTRODUCTION



Greenacre Pre-School Prospectus

Greenacre Pre-School
Rawdon Littlemoor Primary School
New Road Side
Rawdon
Leeds
LS19 6DD

0113 887 9695
www.greenacrepreschool.org
greenacrepreschool@hotmail.com

Registered Charity: 1075211

We are open Term time only

Morning

9.00am to 12noon

Afternoon

12.30 to 3.30pm

Full day

9.00am to 3.30pm

Greenacre Pre-School is a non-profit making charitable organisation run by a committee with a Chairperson, Treasurer and Secretary and other committee members recruited from Pre-School parents. We are a well-established group with more than 20 years' experience in providing pre-school care and education in the local community. Our inclusive setting is situated within Rawdon Littlemoor Primary School, based in Rawdon, a suburb of Leeds. We are committed to providing equality of opportunity and anti-discriminatory practice for all children and families.

We believe that every child deserves the best possible start in life and we support them to fulfil their potential. Our aim is to create a safe, caring environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background. We nurture children to develop their skills, knowledge and attitudes from first hand experiences. Using the Early Years Foundation Stage (EYFS) as a framework, activities are child centred with their abilities and interests being fully addressed.

Our experienced caring staff are dedicated to making children, happy, safe and ready for school. Staff are fully qualified to level 3 or above in childcare, with enhanced DBS checks and Paediatrics First Aid. We endeavour to have a ratio of 1 staff member to 5 children, which exceeds the Ofsted recommendation of 1 to 8. This allows our staff to spend more time with your children.

Ofsted stated in our recent report.....

"Children benefit from an inclusive environment, where they learn to respect and value each other's differences.....their emotional well-being is exceptionally well supported by the kind caring and nurturing approach of all staff."

ADMISSIONS

- Our waiting list is arranged in date of birth order. We offer flexible sessions and try to accommodate the needs of individual children and families. Priority for full days will be given to working or training parents/carers.
- Children must attend for a **minimum of 3 sessions** this will help them settle and give their Key Person the opportunity to gather observations.
- Submission of an application form does not guarantee your child a place or the sessions you have requested.
- Your child may attend the Pre-School from the age of $2\frac{1}{2}$, however, fees will apply unless you meet the government's eligibility criteria for 2 year old funding, see attached leaflet.
- The Government funding will apply the term **after** your child's 3rd Birthday.
- **15 hours funding** is claimed within the setting after completion of a parent/carer contract.
- **30 hours funding** for working parents, which you need to claim online at www.childcarechoices.gov.uk The 11 digit code must be given to the Pre-School along with parents NI number and child's date of birth. Once this number has been verified we will confirm your child's funded sessions.
- Hours not covered by the funding will be charged at our current hourly rate and an invoice will be issued at the beginning of each term.
- Once you have received a letter offering your child a place at Pre-School you will need to return a confirmation slip and a retainer fee. This fee will not be refunded if you cancel your child's place or leave Pre-School before the Summer Term.

****Please note that attending Greenacre Pre-School does not automatically guarantee a place at Rawdon Littlemoor School.**

SPECIAL EDUCATIONAL NEEDS (SEN)

The Pre-School believes that all children are regarded with equal value and children with special needs are supported and cared for depending on their requirements. We have a responsibility to ensure positive attitudes towards diversity and difference, so that every child is included and not disadvantaged. Children learn from an early age to value diversity in others and grow up making a positive contribution to society.

The term "Special Needs" is used at Greenacre Pre-School to cover any specific difficulties a child is experiencing. This can vary from slight developmental delays to a child who requires full time extra support.

- The reporting and monitoring procedures adopted by the Pre-School are in line with the Government Code of Practice for Special Educational Needs.
- We gain advice and support from the Pre-School Learning Alliance Team and any other outside agencies which we feel would benefit the child.
- If a child requires additional support, an individual Education Plan (IEP) will be prepared by their Key Person, SEN co-ordinator and Parents. These plans will be regularly reviewed and any activities will be adapted. If required, a care plan would also be completed.
- Further information regarding our provision for SEND can be found on our website.

PARENTS AS PARTNERS

At Greenacre Pre-School we acknowledge that parents are children's first and most enduring educators. When parents and Early Years settings work together the results have a positive impact on children's development and learning.

- Before your child starts at Pre-School you will receive information about your child's designated Key person. This person will be responsible for compiling a profile containing samples of work and observations to show their level of development.
- A two way flow of communication is important and we will keep you informed of topics, activities and events by newsletters/ emails and our website (www.greenacrepreschool.org)
- If your child attends another Early Years Provider we will aim to work together to share information, achievements and activities to support your child's learning and development.
- We have a lot to learn from each other and therefore, we value and encourage parents to contribute to their child's progress. We can share your child's progress and Pre-School experience by.....
 - All about me and my Family sheet
 - 6 weeks report
 - Parents evening
 - Progress reports
 - Parents/carers sheet
 - Achievement stars
- A Parent's guide to the EYFS can be found on the website www.foundationyears.org.uk Together we can make this a wonderful reflection of your child's achievements and experiences in their Early Years.

SETTLING INTO PRE-SCHOOL

The rich and varied environment at Greenacre Pre-school supports children's learning and development and gives them the confidence to explore and learn in secure and safe, yet challenging, indoor and outdoor spaces. We want children to feel happy and secure in the absence of their carers. To achieve this we are happy for you to come and view the setting with your child.

We understand that all children's needs are different and we are happy to be flexible with the following suggested settling in procedure. Our main aim during the settling in time is to help you and your children feel comfortable and for us all to get to know each other.

- **First session** - we recommend that you remain with your child for up to half an hour. After this time you may wish to remain longer or leave them on their own for a little while. You will be asked to provide a password, which may be used when you or another person is collecting your child.
- **Second session and beyond** - we are happy to accommodate whatever you feel is best for your child.
- Once your child has settled we encourage you to remain in the reception area and let members of our staff support your child into the classroom.
- When collecting your child we ask that you remain in the reception area where your child will be brought to you. If your child is to be collected by anyone other than an authorised adult you must inform the staff and ensure they have the password.
- Parents/carers are welcome to look around the setting to see their children's work and discuss their progress, please ask a member of staff to arrange a suitable time.

Helpful Advice and information for you and your child

- ☺ If your child is staying for a packed lunch please try and make it as healthy and nutritious as possible, do not include nuts, foods containing nuts, sweets or fizzy drinks. At lunch times staff will encourage your children to eat their sandwiches, pasta etc. before they have their desserts. If you have any concerns about your child's eating please speak with a member of staff.
- ☺ Lunch boxes should be as **small** as possible with your child's name clearly visible on the **outside**.
- ☺ Dress your children in comfortable and easy to manage clothes to help them when they go to the toilet e.g. jogging bottoms, leggings. Try to avoid belts and dungarees.
- ☺ A Pre-School uniform is available to purchase, but it is not mandatory. We expect children attending the Pre-School to wear non offensive clothing, and keep jewellery to a minimum. Hairstyles should be of a reasonable nature. All items of clothing should be clearly labelled with your child's name.
- ☺ We are able to accommodate children who are being toilet trained. Parents will be informed if it has been necessary to change their child; soiled nappies/clothing must be taken home. Please use your Pre-School pump bag for any spare clothes should your child need changing.
- ☺ We provide a healthy nutritious snack during the morning and afternoon sessions, so there is no need to bring any additional food or drink. We will accommodate any special dietary needs, as indicated on the Medical Application Form. Fresh water is made available to children throughout the day; please encourage your child to ask for a drink when they are thirsty.
- ☹ All children, at times, suffer from mild coughs and colds but unwell children do not benefit from being at Pre-School. Any child suffering from vomiting and diarrhoea must be kept at home for at least **48 hours** after symptoms cease. You should notify the Pre-School if your child has an infectious disease, in order for us to contact the relevant authorities.
- ☹ If your child requires medication to be administered you will be asked to complete and sign a medical consent form. **Do Not** leave any medication in your child's bag, hand to a member of staff. If your child requires an inhaler, there must be one left at school on the days they attend.
- ☹ All minor injuries will be treated appropriately and an entry will be made in the accident book which will require a parent/carer's signature. If your child bumps their head, you will receive a 'bumped head' letter. However, if the injury is of a serious nature we will contact parents immediately and ask them to seek appropriate medical advice.
- ☹ If your child becomes ill at Pre-School we will contact you to discuss their symptoms and decide the best course of action.
- ☹ If there are any reported cases of head lice in Pre-School a notice will be displayed in reception informing parents to be vigilant. If you suspect your child has head lice please treat them accordingly.
- ⚙ During hot weather sun cream should be applied to your child **before** they attend the setting. If they are staying all day sun cream should be provided for us to **reapply**.
- 📄 It is important to keep the Pre-School informed of any changes to your personal circumstances.

SETTING THE STANDARDS

Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. However, development is not an automatic process. It depends on each unique child having opportunities to interact in positive relationships and enabling environments. Through; playing and exploring, active learning, creating and thinking critically.

At Greenacre Pre-School we believe that every child deserves the best possible start in life and support to fulfil their potential. Working together with parents using the Early Years Foundation Stage (EYFS) as a framework we aim to achieve this.

The EYFS is based around these four themes.

- ☺ **A Unique Child** - Every Child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- ☺ **Positive Relationships** - Children learn to be strong and independent through positive relationships.
- ☺ **Enabling Environments** - Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents/carers.
- ☺ **Learning and Development** - Children develop and learn in different ways the framework covers the education and care of all children in Early Years provision including children with special educational needs and disabilities.

By allowing children to learn through their play, listening and acting on children's needs and interests we are able to incorporate the EYFS curriculum into our daily routine.

THE ASPECTS OF LEARNING AND DEVELOPMENT

The characteristics of effective learning, the prime and specific areas of learning and development are all interconnected. The aspects of these are covered in your child's profile.

Prime Areas

Personal, Social and Emotional Development - Making relationships; self-confidence and self-awareness; Managing feelings and behaviour

Physical Development - Moving and handling; Health and self-care

Communication and Language - Listening and attention; Understanding; Speaking



Specific Areas

Literacy - Reading; Writing

Mathematics - Calculating; Shape, Space and Measures

Understanding the World - People and communities; The world; Technology

Expressive Arts and Design - Exploring and using media and materials; Being imaginative

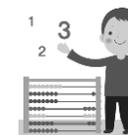


Characteristics of Learning

Playing and exploring (engagement) - Finding out and exploring, playing with what they know, being willing to have a go.

Active Learning (motivation) - Being involved and concentrating, keeping trying, enjoying achieving what they set out to do.

Creating and thinking critically (thinking) - Having their own ideas, making links, choosing way to do things.



SAFEGUARDING CHILDREN

We are required to follow the Leeds Safeguarding Children Board guidelines. Our first concern will always be the welfare of your child and we will try to share with you any concerns we may have. However, there may be times we have to talk to Social Care before we talk to you.

- Where abuse at home is suspected the Pre-School will continue to welcome the child and family whilst investigations proceed.
- We are required to record any concerns, incidents and referrals.
- If your child arrives at Pre-School with a noticeable mark/injury you will be required to complete an 'Existing Injury Form'.
- If your child is not collected by the end of a session, all reasonable attempts will be made to contact parents/carers. After this point the Local Authority Social Services Department will be contacted.
- If a member of staff/volunteer is accused of any form of child abuse they will be suspended immediately whilst investigations are made, in line with our Policy and Procedure Document.
- Risk Assessments are completed daily and annually.
- No Smoking is permitted on or around the Pre-School premises.
- We will seek parental consent before taking children on any outings.

Fire and Evacuation

- Regular Fire Drills are carried out.
- The importance of a fire drill is discussed at register time, giving children a good understanding of what will happen if they hear the fire bell.
- If you hear the fire alarm sound please make your way to the teardrop car park.
- In the event of the need to evacuate the building, children will be taken to Benton Park School; you will be contacted and asked to collect your children from these premises.

BEHAVIOUR AND DISCIPLINE

We aim to work towards a situation in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. We acknowledge good behaviour and emphasis is placed on praising good manners, kindness and consideration towards others.

- The Pre-School has a book of basic rules, which have been agreed by both the children and staff. These rules are explained to children during their time with us.
- When a child behaves in an unacceptable manner they will be given support and guidance and together we will find an appropriate solution.
- It is always made clear to the child/children that their *behaviour* is unacceptable - not them.
- Recurring problems will be dealt with by the Pre-School in partnership with the child's parents/carers. Records of significant incidents will be kept and will require a parent's signature.
- If the unacceptable behaviour continues and cannot be resolved after all avenues have been exhausted, exclusion may be necessary. At this point any fees will be refunded.

Policies and Procedures

The Pre-School's policies and procedures are continuously being reviewed and amended. Copies of these are available for your information in the reception area.

COMPLAINTS PROCEDURE

We hope you will never have cause to complain about the service we provide. However, if you need to make a complaint then the following procedure will apply.

1. Contact your child's Key Person.
2. If the problem is of a more personal nature, contact the Pre-School Manager.
3. If the Manager is not able to resolve your complaint, contact the Chairperson of the Pre-School's committee, either in writing or by email greenacrecommittee@hotmail.co.uk
4. Should the outcome from the committee not be to your satisfaction, then you should contact OFSTED at the address below:-

Office for Standards in Education
North Region
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

WHAT OUR PARENTS SAY ABOUT US...

"My child loves it at school and we are very happy with how he has settled in. Everyone is so friendly and approachable. My child is very active so we like that the children can always play out if they choose to."

"I recommend Greenacre to everybody. They tick all of the boxes for what I expect in a Pre-School setting. I am 110% sure that I have made the right decision in choosing Greenacre for my children."

"We are really happy with the progress our child is making and the fact that he feels safe, happy and confident at Greenacre. The resources, staff and quality of the setting is very high."

"My child settled well due to the friendly approach adopted by all staff. We are very impressed with the level of communication between the Pre-School and home. The Home Links are great and it is really nice to see what children are learning and find out how to help at home on a weekly basis."

"Greenacre Pre-School is an excellent environment for my daughter, professional, friendly, caring and supportive of both child and parent. It continues to exceed all expectations I may have."