

LITTLE SAPLINGS PRE-SCHOOL PROSPECTUS



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A little about the history of our Pre-school

Sandy Pre-school was created by the merger of Sandy Sunshine and Sandpiper Pre-schools in 2002.

Sandy Sunshine was a well established Pre-school serving the local community in Sandy for 30+ years. It was first held at the Baptist Church before moving to what used to be St. Swithun's Primary School by the town roundabout. Then it moved premises to Dapifer Block at Sandye Place Middle Academy. Sandpiper Pre-school had been running in Sandy since 1977 where it held sessions at the Community hall behind the library until the merger in 2002.

In September 2016 Sandy Pre-School relocated onto the Maple Tree Lower School grounds. With strong links having been built between our pre-school and Maple Tree, we are now especially proud to be situated in the grounds of the school.

In January 2017 we became Little Saplings and have become a new class at Maple Tree lower school.

Our Staff

Play Leaders

Vicky Taylor - Level 3

Maria Phillips - Level 3

Assistants

Kate Whiting - NVQ Level 3

All staff have Enhanced DRB checks

All staff hold current First Aid Certificates

NEW CHILDREN

We are continually adding to our waiting list and parents of new children are contacted as soon as a place becomes available. Please make sure you register with us as those on the waiting list always get priority.

All childcare settings are different and so are your children and their needs. If you would like to see the pre-school before making your mind up about where to send your child, please contact the school office and we can arrange for you to come along for a visit.

REGISTERING

Children can start with us from two years old. If you are interested in a place for your child, first of all you will need to register to go onto our Waiting list. We strongly recommend registering well before your child turns two as we need to allocate sessions a term ahead and sessions are filled quickly. We also operate on a 'first come first served' basis.

We are happy to accept children who are in nappies/pullups, actively training, or those with special needs. If you have any concerns, this can be discussed with a member of staff when you come for your pre-starting visit. We have a small toilet for the children to use and good changing facilities.

Registration forms are available from the pre-school directly or contact us by phone or e-mail and we will be happy to post one to you. Alternatively, you are welcome to call in during opening hours to collect one. As soon as your form is returned you are placed on our Waiting list.

VISITS

If we have space for your child, we will contact you towards the end of the term before your child is due to start. This is so that we can arrange a visit for you and your child during a session. We will send you a welcome pack full of useful information and forms which you can return on your visit. The visit is very useful as we can run through paperwork with you and it is a chance for your child to familiarise themselves with the pre-school and meet us before they start. This usually goes some way towards helping new children as everything is more familiar to them on their first day and they settle without their parents more quickly. We will also run through our daily routine and answer any questions you may have.

SETTLING

We always discuss the best way to settle a child with his/her parents as they are the main carers and their input is always valued. Parents would be welcome to stay for a short while if it helps settling but we usually find children settle better if parents

leave straight away. Sometimes children settle with a special toy or comforter and we don't mind this at all. We want all children to feel comfortable, safe and happy in the absence of their parents and be confident that their parents will return at the end of their session.

OUR ROOM

We currently share our room with Maple Tree Kid's Club but we do have sole use of the room during session times. The room is fully equipped with various areas for the children to enjoy i.e. home corner, dressing up area, book corner, sand pit, water play, collage area, doll's house, ICT and tables with a learning activity and a craft activity.

Children are also free to choose toys from low drawers and cupboards.

We have access to our own outdoor play garden. The whole area is completely enclosed with a fence for safety. We always have enough staff to monitor children both indoors and outdoors at all times.

We try to get outside to play as much as possible but if the weather is particularly bad, then we play a variety of physical games or music & movement indoors.

FEES & SESSION TIMES FROM JANUARY 2017

Mornings - 9.15am - 12.15pm

Fees are currently £4.50 per hour

3 hour session is £13.50

KEY PERSON

Our pre-school has a 'key person' system in place. This means that each member of staff will have particular responsibility for just a few children. Each child will have one special adult to relate to which can make settling into the group much easier. The key person maintains links with the child's home, working with parents through shared record keeping and observations and will ensure that their key child is supported in reaching their full potential. Each key person will bring the needs of each individual child into their planning so that every child's needs are met. We operate an 'open door' policy which allows parents the opportunity to talk to their key person or the play leader at any time if they have any concerns or just want to ask how their child is settling etc.

SNACKS

We promote healthy eating and ask parents to bring a piece of fruit/veg or healthy snack such as cheese/breadsticks to each session. At snack time the children can help themselves to a snack and have a choice of milk or water. This has proved very

successful and the children have so far enjoyed a huge variety of healthy foods. Water is available to the children throughout the session. We also provide a variety of snacks for occasions such as Chinese New Year, Pancake Day, etc. If your child has special dietary requirements or allergies, staff will be aware as notes to this effect are made in the register. The register is always checked as snack is being prepared.

CURRICULUM and EYFS

In recent years more importance has been placed on the quality and content of provision for pre-school children. To qualify for funding for children, pre-schools must pass OFSTED inspections. OFSTED has provided guidelines which divide the curriculum into the following seven areas of learning and development.

Physical Development

Communication, Language

Personal, Social and Emotional Development

Literacy

Maths

Understanding of the World

Expressive art and design

Since September 2008 all children from birth to five years follow the early Years Foundation Stage (EYFS) framework

Areas of Learning & Development are underpinned by the four Principles of the EYFS.

These principles are

A Unique Child - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or key person.

Enabling Environments - the environment plays a key role in supporting and extending children's development and learning.

Learning and Development - children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

Staff meet regularly to discuss the development of their key children. We observe, analyse and use what we have found out about the children so that we can plan the next steps in their learning. Planning sheets for the week are displayed on the inside notice board.

However, it must be stressed that an important element to any child's learning is **PLAY** and we ensure that we have the correct balance between adult initiated and child initiated activities.

AIMS OF THE PRE-SCHOOL

To provide a stimulating and safe environment for the children attending the setting which will develop their self-confidence and self-esteem.

To encourage their social skills and give assurance, encouragement and appropriate praise.

To introduce children to new experiences and concepts which can be built on throughout their lives.

To work in partnership with parents.

To ensure staff are suitably qualified to provide learning experiences for all the children. Learning which is structured, balanced, relevant to the child and related to the real world.

To provide a curriculum which takes account of, and responds to the children's developmental needs and allows them to make good progress related to their differing abilities.

To provide a curriculum which promotes the Early Learning Goals.

To follow a curriculum which provides equal learning and development opportunities for all the children in the setting

To assist children's transition to nursery.

To safeguard and promote the welfare of the children.

LITTLE SAPLINGS POLICIES

Policies are updated regularly

Our Pre-school operates under the same current policies and procedures as the rest of the school. Full versions of these are available from the school office on request.

CONTACT DETAILS:

**Little Saplings Pre-school,
Maple Tree Lower School,
Hawk Drive,
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SG19 2WA**

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