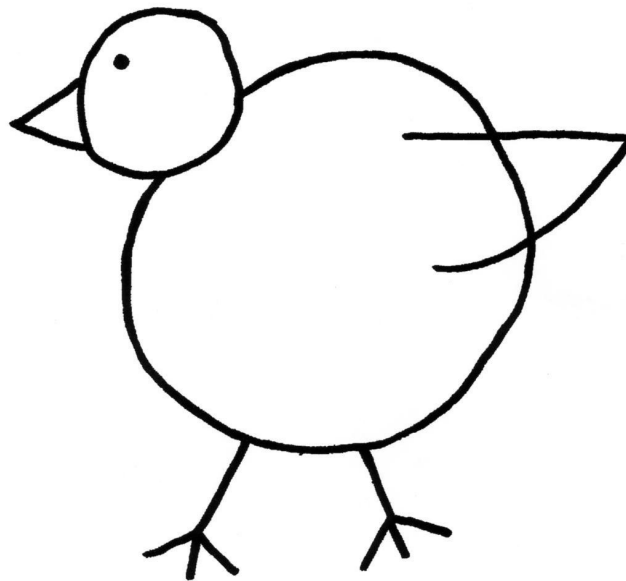


THE EARLY BIRD



PRE - SCHOOL

Prospectus

The Early Bird Pre-School (Norton)
Norton Parish Centre
Common View
Letchworth Garden City
SG6 1DA

The Early Bird Pre-School (Westbury)
Lime Tree Children's Centre
West View
Letchworth Garden City
SG6 3QN
(opening Sept 2009)

Owner: Denisse Skewis
Telephone: 01462 892529 or 07917 606828
Email: denisseskewis@hotmail.com



Members of P.S.L.A.

Approved and Registered with



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Introduction

The Early Bird Pre-School offers education and care for children aged 2 to under 5 years old. It opened under the current ownership in September 2007 and has been providing much needed Pre-School childcare for Letchworth and surrounding areas since 2003. We are pleased to be extending our services to the Westbury area of Letchworth from September 2009.

We would like to welcome all parents and children to our Pre-Schools.

Aims and Objectives

We are proud of The Early Bird Pre-School and its safe, caring and welcoming environment. Our aim is to provide outstanding care and education for the children and ensure everyone is included, treated and respected as individuals by offering the following:-

- Establish an atmosphere of friendly co-operation where each child can feel secure, safe, with a sense of belonging and develop self-confidence to work individually or in a group.
- Work in partnership with parents to help children to learn and develop.
- Provide a stimulating and well resourced setting that encourages and promotes child initiated exploration and play opportunities;
- Provide each child with a qualified key person who will work with the parents and any other relevant agencies to meet the children's individual needs;
- A carefully planned curriculum that follows the children's interests;
- A high ratio of staff to children, therefore ensuring generous care and attention.
- Enjoyment and opportunities of friendship with children and other adults.
- To celebrate individuality and develop each child's potential to the full, whilst ensuring that equality of opportunity is always provided.
- To offer children and their parents a service that promotes equality and values diversity.
- Have an open door policy

Opening hours:-

The Early Bird Pre-School (Norton) is open at the following times:-

	Morning sessions	Lunch Club	Afternoon
Monday	09.30am - 12.00pm	12.00 - 1.30pm	12.30pm - 3.00pm
Tuesday	09.30am - 12.00pm	12.00 - 1.00pm	
Wednesday	09.30am - 12.00pm	12.00 - 1.30pm	12.30pm - 3.00pm
Thursday	09.30am - 12.00pm	12.00 - 1.00pm	
Friday	09.30am - 12.00pm	12.00 - 1.30pm	

We are open term time only. This accounts to approximately 38 weeks a year.

The Early Bird Pre-School (Westbury) will be open 5 days a week and subject to demand will be open 9.00 to 3.30 every week day with sessions running 9.00 - 12.00 and 12.30 - 3.30 with a lunch club running from 12.00 - 12.30. We also hope to run holiday clubs and our long term aim is to run a breakfast club from 8.30 - 9.00am and to liaise with parents and the children's centre to meet the needs of local parents. As a minimum the new pre-school will be open from 9.00 am until 1.00pm Monday to Friday.

Funding/Fees

We are registered for the nursery education grant for children aged 3 & 4. All children are entitled to **15 hours a week free** from the term **after** their third birthday (1st September, 1st January or 1st April).

In addition, children whose families receive certain benefits can get funding for **three 3 hour sessions free** the term after their 2nd birthday (1st September, 1st January or 1st April). The benefits and tax credits that count are: Income support, housing benefit, council tax benefit, IJSA, working families' tax credit or Child tax credit (must be more than the family element). If you wish to find out more information about this or think you may be entitled to claim then please speak to a member of staff. (This is subject to government funding and notice of any changes will be provided).

If your child is not entitled to the above the following charges will apply (next review date Easter 2010):-

The Early Bird Pre-School (Norton)	
Morning/Afternoon session (2 ½ hours)	£8.13 each (minimum of 2)
Lunch Club	£3.25 an hour

The Early Bird Pre-School (Westbury)	
Morning/Afternoon session (3 hours)	£9.75 each (minimum of 2)
Lunch Club (12 - 12.30)	£1.63

Wherever possible we aim to be flexible with session times and will consider family needs on an individual basis.

Fees must be paid in advance and within the first week of attendance. Six weeks notice in writing must be given before withdrawing a child from Pre-School, or the appropriate fees in lieu of notice must be paid.

Fees will be invoiced half termly for your child's place. Full fees are to be paid for settling in, non-attendance due to holidays, sickness or any other reason. No fees are charged for the school holidays. If you would like to discuss alternative arrangements then please contact Denisse Skewis as soon as possible.

Additional Costs

On acceptance of a place a £10 (non-refundable) administration charge is payable to secure your child's place.

We charge a £10 fee at the beginning of term for a book bag and drawstring bag. This is refundable at the end of your child's stay with us if both are returned in a reuseable condition.

Each half term every child will be charged £5 that covers snacks.

Every year we organise a trip that is available for all children for a small fee.

Session Routine.

Arrival & Greeting.

Free Play

Small Group Time- this particularly concentrates on games, music, turn taking and show and tell in a small group depending on ability.

Free play- playdough, easel painting, water & sand play, mark making, home corner and role play, cooking, jigsaws, construction toys, small world including cars, trains, houses & people etc, and craft table- a craft activity is provided daily where the children are encouraged to participate if they wish. Quite often this activity will link in with the current theme. Library corner is also a quieter area that is available daily. The children are encouraged to choose a book to take and share with you at home at least once a week. You are also free to help choose your child's book with them at any time during the week.

Outside - during this time access is available to our outside area.

The Early Bird Café is open - The children are free to attend the café at any time for milk or water or juice and a healthy snack consisting mainly of fruit. Encouragement is given to all children to join in the fun of preparing their own fruit and drink.

Tidy Up Time -children are encouraged to help tidy up.

Large Group time - The children take part in a group activity involving action songs, games parachute and/or music & movement.

Physical play i.e. bikes, slide, climbing frame, balls, hoops, music & movement etc. Free play is also available during this time.

Story time- children are encouraged to come together on the mat to listen to a story.

Singing time- children are encouraged to join in the songs and action rhymes.

Home time. Session ends.

Lunch club - this is a social occasion with staff and children all sitting at a large table eating their lunch together. This is followed by some free play and physical play activities or a repeat of the morning session if afternoon sessions are available.

We are a flexible and adaptable pre-school. This is a guide only and some items may over run or change on a day to day basis according to the individual needs of the children.

Staff

Manager

Denisse Skewis - Early Years Professional Status (level 6); BA (Hons) Health Studies; CACHE (level 3) Diploma in Pre-School Practice; (CACHE level 1) Introduction to Home Based Child Care. Received training in Special Needs, Child Protection, Quality Improvement, Observation, Assessment and Planning, Children's Wellbeing and Social & Emotional Development, Creativity and Critical Thinking, Positive Relationships, Baby Signing, EYFS, Enabling Environment, and First Aid. Denisse has overall responsible for Safeguarding Children and Health and Safety.

Deputy Manager

Ebony Hope - Foundation Degree in Early Years (level 5); NVQ (level 3) Early Years and Education; NVQ (level 2) Early Years and Education. Trained in First Aid, Behaviour Management, Out of the Box, Positive Relationships, Creativity and Critical Thinking, EYFS, Enabling Environments, Mark Making, Positive Relationships, Out of the Box, Advanced Child Protection and Food Hygiene. Ebony is responsible for Safeguarding Children and Health and Safety.

Senior Early Years Practitioners

Tracie Newton - Foundation Degree in Early Years (level 5)*; NVQ (level 3) in Child Care and Education ; NVQ (level 2) in Early Years and Education. Received training in Special Needs, Behaviour Management, Child Protection, Communication Matters, EYFS, Creativity and Critical Thinking, Health and Safety and First Aid. Tracie is responsible for Fire Safety, is a named person for behaviour management and is a Special Educational Needs Co-ordinator.

Rosemary Williams - Foundation Degree in Early Years (level 5)*; NVQ (level 3) in Child Care and Education ; NVQ (level 2) in Early Years and Education. Received training in Child Protection and First Aid. Rosemary is responsible for Health and Safety.

Early Years Practitioners

Syreta Scott - CACHE (level 3) Diploma in Pre-School Practice*; CACHE (level 2) Certificate in Pre-School Practice*. Trained in Special Needs, Safeguarding Children, Mark Making, Creativity and Critical Thinking and First Aid. Syreta is joint Special Educational Needs Co-ordinator.

Vincenza Walls - CACHE (level 3) Diploma in Pre-School Practice*; CACHE (level 2) Certificate in Pre-school Practice; CACHE(level 1) Introduction to Pre-School Practice. Trained in Behaviour Management, First Aid, Out of the Box, Creativity and Critical Thinking and Child Protection.

Cheryl Careford - CACHE (level 3) Diploma in Pre-School Practice*; CACHE (level 2) Certificate in Pre-school Practice; CACHE(level 1) Introduction to Pre-School Practice. Received training in Child Protection and First Aid.

Sarah Dunk - NNEB (level 3). Received training in Child Protection.

Pre-School Helper

Lynda Evans - Experienced helper with the Early Bird Pre-school since it started in 2003. Trained in Child Protection and Food Hygiene. * working towards

If you would like to volunteer with us then please let us know. We also have a parent rota on the notice board. Please feel free to put your name down as often as you feel you would like to come in and help.

Curriculum

At the Early Bird Pre-School every child is supported in developing to their full potential at their own pace. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum which enables the children to progress towards the early learning goals by the end of the foundation stage.

The Early Year's Foundation Stage is divided into four principles, A Unique Child, Positive Relationships, Enabling Environment and Learning and Development. The learning and development principle is divided into six areas of learning as provide a framework for looking at your child's development that will be logged in their learning journey. It is important to remember that parents are their child's prime educator and children are only in the care of the setting for a small part of their day.

Personal, Social and Emotional Development

- Begin to be more confident, try new activities, be able to initiate ideas and speak in a familiar group.
- Become attentive and concentrate for longer periods of time and be able to sit quietly for shorter periods of time.
- Continue to be interested, excited and motivated to learn.
- Begin to share and take turns.
- Demonstrate a sense of pride in own achievement.
- Show care and concern for self i.e. personal hygiene/safety.
- Begin to accept the needs of others with support.

Communication, Language and Literacy

- Use words and/or gestures including body language, such as eye contact and facial expressions to communicate.
- Interact with others, taking turns in conversation.
- Talk about experiences/feelings/events which are important to them and their families.
- Enjoy listening and speaking, using these skills in their play.
- Listen to stories and rhymes with increasing attention and recall.
- Start to use the past and present tense correctly.
- Hold books correctly and understand that print carries meaning.

Problem Solving, Reasoning and Numeracy

- Show an interest in numbers and counting.
- Count, reliably, up to ten everyday objects and be aware of numbers beyond that.
- Say and use numbers in play.
- Use language such as 'more' or 'less', 'heavier' or 'lighter' to compare quantities.
- Use everyday words to describe position.
- Talk about and create simple patterns.
- Begin to develop mathematical ideas to solve problems.
- Begin to use language such as 'circle' or 'bigger' to describe the shape and size of solid and flat shapes.

Knowledge and Understanding of the World

- Begin to recognise their own culture and beliefs, and gain an awareness of the cultures and beliefs of others.
- Use all their senses appropriately to explore objects and materials.
- To look at similarities, differences, patterns and changes.
- Ask questions about why things happen and how things work.
- Build and construct using a wide range of objects.
- Explore events both past and present in their own lives and in those of their families and other people they know.
- Explore their own environment and be able to discuss their likes and dislikes.

Physical Development

- Move with confidence, imagination and in safety.
- Move with control and co-ordination
- Show an awareness of space, of themselves and others.
- Begin to understand the importance of keeping healthy and those things which contribute to this.
- Recognises the changes that happen to their bodies when they are active.
- Use a range of small and larger equipment.
- Begin to handle tools objects, construction and malleable materials safely and with increasing control.

Creative Development

- Recognise and name most colours.
- Experience mixing colours and producing other colours.
- Explore texture, shape and form in two and three dimensions.
- Respond in different ways to what they see, hear, smell and touch.
- Enjoy joining in with dancing and singing games.
- Remember simple songs and rhymes from memory.
- Recognise repeated sounds and patterns and begin to match movement to music.
- Use their imagination in all forms of play and story telling.
- Be able to express themselves by using a wide range of activities.

Policies and procedures

A full copy of our policies is available in the setting.

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

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. Please speak to a member of staff if you would like to be involved in the review.

Discipline & behaviour

At The Early Bird Pre-School we believe that children and adults flourish best in an well-organized environment in which everyone knows what is expected of them and where children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Safeguarding Children

We comply with the procedures approved by the Hertfordshire Safeguarding Children Board. We intend to create an environment in which children are safe from abuse and any suspicion of abuse is promptly and appropriately responded to.

All staff are thoroughly checked before employment and are also checked by the Criminal Records Bureau (CRB). All staff will attend safeguarding children training when they join the organisation as and when courses become available.

Denisse Skewis and Ebony Hope are responsible for Safeguarding Children.

Special needs

As part of our setting'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 setting works to the requirements of the 1993 Education Act and the Special Educational Needs Code of Practice (2000).

Our Special Educational Needs Co-ordinators are Syreta Scott and Tracie Newton.

Confidentiality

Staff at The Early Birds can sometimes come into contact with confidential information. To ensure that all those coming to and working at The Early Birds can do so with confidence.

We respect confidentiality in the following ways:-

- Parents will have ready access to the files and records of their own child but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning or to discuss individual needs (e.g. toilet training issues etc).
- Information given by parents/carers will not be passed on to other adults without permission.

Collection of children

If any person other than the parent or carer known to staff is collecting a child, then it is important that we are informed who that person will be, what their name is and a description, so as to ensure the safety & security of the child.

If for any reason you are going to be late to collect your child then please inform us so that we can reassure your child that you are on your way and try to prevent them from becoming worried.

Admission

It is our intention to make our Pre-School as accessible as possible to children and families from all ethnic & cultural backgrounds. In order to accomplish this we will:

- Ensure that the existence of the Pre-School is widely known in all local communities.
- Have a waiting list for those who wish to register with us.

Priority is given in the following order:-

- Those whose siblings have attended the Pre- School
- Those who are entitled to funded places
- Those on the waiting list in order of registration (providing they have paid the £10 deposit fee).

Clothing

We do suggest that you do not put your child's 'best' clothes on to come to Pre-School, although every child is encouraged to wear an apron for painting etc, we would not insist on a child wearing one, if it meant that they would not take part in a 'messy' activity (unless instructed to do so by a parent).

Also even with an apron on 'accidents' may still happen.

We do have T-shirts and sweatshirts with our Logo on, both are a Navy colour and are available in various sizes for parents to purchase if they wish to do so.

Birthdays

We love to help the children in celebrating their birthdays. We welcome parents sending in some sweets, cakes or treats to share with their friends.

Sickness

If your child has suffered from sickness or diarrhoea then please keep them at home for at least 48 hours.

Should a child become sick at Pre-School, every effort will be made to contact the parents. Please ensure that you leave the relevant contact names and numbers including mobile numbers to ensure that contact can be made, and that you inform us of any changes. The Pre-School reserves the right to contact a doctor or take a child to hospital in the event of an emergency.

If your child is on prescribed medication and you would like the medication to be administered at Pre-School then you will be asked to complete an 'Administration of medicines' form providing us with clear written instructions of the dosage amount and time.

Please note under no circumstances will we administer medication that has not been prescribed by a doctor and that has not got the child's name clearly printed on it.

Settling in policy

At The Early Bird Pre-School we want children to feel safe secure and happy in the absence of their parents/guardians, to recognise other adults as a source of authority and help and to be able to share with their parents afterwards the new learning experiences enjoyed at Pre-School. We also want parents/carers to feel welcome and involved from the beginning.

In order to accomplish this we aim to create a partnership with parents in the following ways:-

- Encourage the parents to visit us with their children during the weeks before admission is planned.
- By creating opportunities for the exchanging of information, using amongst other resources, a copy of The Early Bird prospectus.
- Introducing flexible admission procedures if appropriate, to meet the needs of individual families and children.
- Make clear to families from the beginning that they will be supported at the Pre-School for as long as it takes to settle their child.
- Reassure parents whose children seem to be taking a long time settling in.
- Introduce new families into the group on a staggered basis, for example: Two new children to a session per week instead of all new children at once.

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and their children feel comfortable at our Pre-School, to benefit from what we have to offer and to be confident that their parents will return at the end of the session.

Parental involvement

The Early Bird Pre-School recognises parents as the first and most important educators of their children. The staff's role is to work in partnership with you to provide the appropriate care and education for your child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:-

- Exchanging information about their children's needs, activities, interests and progress with the staff through consultations or on an ad-hoc basis;
- Helping during sessions;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Taking part in events and informal discussions about the activities and curriculum provided by the setting;
- Joining in community activities in which the setting takes part; and
- Building friendships with other parents in the setting.

Parent Rota

The setting has a dated rota which parents can sign if they would like to help at a particular session or sessions. Helping at the session enables parents to see what the day-to-day life of the setting is like and to join in helping the children to get the best out of their activities.

Joining in

Joining the rota is not the only means of taking part in the life of the setting. Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to show what they do for a living and to show a collection of unusual pets.

We welcome parents to drop into the setting to see it at work or to speak with the staff but consideration needs to be made that staff need to put the children in the setting first and an appointment may need to be made so staff can give you their full attention.

Complaints & compliments procedure

At The Early Bird Pre-School we aim to provide high quality care and education for all the children. We welcome each individual child and their family and provide a warm and caring environment within which all the children can learn and develop through their play.

We recognise that occasionally there may be concerns by parents about the provision, about behaviour or some aspect of the Pre-School and we hope that through the good relationship that we have with the parents, any concerns will be expressed, discussed and a solution agreed.

If anyone wishes to complain or compliment our Pre-School they can do so by contacting in the first instance the Manager of the Pre-school. If you feel the outcome of this is unsatisfactory then you should call OFSTED.

OFSTED can be contacted on 08456 404040.

A complete set of our policies and procedures is available in the setting. We recommend that you take time to go through these and become familiar with them. If you would like a member of staff to go through them with you please let us know.

We hope that you and your child enjoy being members of our setting and that you find taking part in our activities interesting and stimulating.

Updated May 2009