



HORNS DROVE COMMUNITY PRE-SCHOOL

BAKERS DROVE

ROWNHAMS

SOUTHAMPTON

HAMPSHIRE

SO16 8AD

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Horns Drove Pre-school is situated in a purpose-built lodge in the grounds of Rownhams St Johns Primary School. We are entirely independent from the school and we are a registered charity. This prospectus is designed to give you information about the pre-school and should answer many of your questions. This should be read in conjunction with our policies, which give more detailed information of what we do.

HORNS DROVE PRE-SCHOOL AIMS TO:

- Provide high quality care and education for preschool children;
- Work in partnership with parents to help children learn and develop;
- Add to the life and well being of it's local community; and
- Offer children and their parents a service, which promotes equality and values diversity.
- Follow the Early Years Foundation Stage curriculum

AS A MEMBER OF HORNS DROVE PRE-SCHOOL, YOUR CHILD:

- Is in a safe and stimulating environment;
- Is given generous care and attention, due to our high ratio of adults to children;
- Has the chance to join with other children and adults to play, work and learn together;
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do;
- Is helped to create habits of listening, sharing and concentrating;
- Is in a pre-school which sees you as a partner in helping your child to learn and develop; and in which parents help to shape the service it offers.



FEES

When your child starts pre-school the fees will be £13 per 3 hour session or £26 for a full day. These fees should be paid in advance. An invoice will be given to you each month. Fees must still be paid if children are absent for a short period of time, if your child has to be absent over a long period of time, talk to the Supervisor or the Business Manager. For your child to keep his/her place at the pre-school, you must pay the fees. If you have any difficulties with payment, please let us know and we will do our best to help.

FUNDING

Your child will qualify for Government funding the term after their 3rd birthday or if eligible 2 year funding is available. When your child starts receiving funding, we will require a photocopy of their birth certificate and each term you will receive a simple form to fill in.

The Government currently provides funding for a maximum of 15 hours per week for 570 hours per year. An extended 15 hours is also available should you qualify. more information can be found at www.childcarechoices.gov.uk

SESSIONS OFFERED

For children aged 2 years and 9 months to school age we currently offer the following sessions. You may choose one session a day or your child may stay for two consecutive sessions.

MONDAY	0900 to 1200	1200 to 1500	1500 to1800
TUESDAY	0900 to 1200	1200 to 1500	1500 to1800
WEDNESDAY	0900 to 1200	1200 to 1500	1500 to1800
THURDAY	0900 to 1200	1200 to 1500	1500 to1800
FRIDAY	0900 to 1200	1200 to 1500	1500 to1800

THE STAFF

POSITION	NAME	QUALIFICATION
Manager	Rosemary Procter	FDA,NVQ3 SENCO
Deputy Supervisor	Julia Turner	DPP Level 3
Practitioner	Donna Smith	NVQ3
Practitioner	David Bryan	NVQ3, SENCO
Practitioner	Geraldine Hewitt	NVQ 2
Practitioner	Sarah Celik	NVQ2
Practitioner	Lisa Cobb	NVQ2
Practitioner	Penny Smallman	NVQ2
Practitioner	Amelia Payne	NVQ2
Business Manager	Karen Mott	
Director	Kirsty Cook	
Director	Lisa Mallen	
Director	Karen Terzer	
Director	Louise Hill	

The pre-school is a member of the Pre-school Learning Alliance and as such, we are constantly in touch with new thinking in the field of child education and care and we are currently working towards gaining accreditation. All staff have an up-to-date First Aid Certificate and staff training is continuous to keep up to date with the current best practice.

MANAGEMENT AND ADMINISTRATION

Horns Drove Pre-School is a registered charity and as such we rely on your support as parents and carers. There are many ways in which parents can help and be involved. This could be helping within the session, accompanying children on nature walks, outings, washing aprons or resources, making playdough or with fund raising.

FRIENDS OF HORNS DROVE PRE-SCHOOL

Parents of children who use the group are encouraged to join the Friends of the group.

When we moved from the Horns Drove Community Centre to our own building we took out a loan to fund the new building. We are now continuing with our fund-raising efforts to replace fencing and resources, we also ask for donations of certain items to keep our running costs down.

We have a lovely outdoor play area and a lovely new bespoke climbing frame with safety matting around. Which has been possible with help from our own fund-raising. We will have working days occasionally when we will ask for your help with projects.

THE SESSION

At the beginning of the session, you and your child will go through to the lobby where you will find individually named caterpillars. This helps the children recognise their names and also allows them to know where they can store their personal belongings and artwork etc.

You can then take your child through to the main classroom where they can choose from a range of activities. The children have the opportunity – and are encouraged – to take part in child-chosen and adult-led activities.

The typical session will generally follow the pattern of:

Hang up coats/put snack box and belongings into basket

Free play – free-flow to outside play area to provide choice

Snack time – we have a running snack bar so that children may decide during free play when they would like to have their snack at the snack table

Circle time (smaller groups doing story time/games/music/discussions)

Home time

THE CURRICULUM – THE EARLY YEARS FOUNDATION STAGE

We offer 'Learning Through Play' with a wide range of activities which support the Early Years Foundation Stage Curriculum;

The Early Years Foundation Stage came into force in September 2008. It is designed to provide a framework for providing learning, development and care for children from birth to five which is normally the end of the reception year of primary school. It will ensure that children receive a high quality experience regardless of the type of setting they attend.



WHO IS INVOLVED?

All childcare providers for children from birth to five across maintained, private, voluntary and independent sectors will have to provide the EYFS. This includes day nurseries, childminders, playgroups, children's centres, pre-schools and maintained and independent schools.

INCLUDING ALL CHILDREN

The EYFS is for all children in settings outside their home. It emphasises the right of children and their families to be included and welcomed in all settings and requires practitioners to promote positive attitudes to diversity and difference and to meet the individual needs of all children whatever their background, needs or abilities. This is reflected in the four principles that sit at the heart of the EYFS:

- **A unique child** – every child is a competent learner from birth, who can be resilient, capable, confident and self-assured
- **Positive relations** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environment** – 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.

All early years workers will put this into practice whether they work from their homes as a childminder or in a nursery, playgroup, school or pre-school. The way they do this will vary according to the age of the child and their stage of development.

The EYFS provides guidance on different ages and stage, on what practitioners might observe children doing and gives examples of effective practice and appropriate planning and resourcing at each stage.



KEY PERSON

We offer a Key Worker system whereby your child is allocated a key person*

The system aims to provide:

- A point of contact between home and pre-school
- Individual knowledge of each child
- Input into curriculum planning to meet the needs of individual children
- Monitoring of each child's progress

*Key person groups are subject to change if either staff or children change sessions

OBSERVATIONS – RECORD OF DEVELOPMENT

The pre-school keeps a record of development for each child. This document is now held electronically and helps us to celebrate together his/her achievements and to work together to provide what your child needs for his/her well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and he/she will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person, through informal meetings, will then decide how to help your child to move on to the next stage.

SNACKS

We run a snack bar which has a staff member on at all times to help children with opening packets etc. The snack bar is open throughout free play.

GUIDELINES FOR SNACK BOXES

Food and eating can be wonderful sources of learning for children. At pre-school we try to make our snack time a positive experience. By following our guidelines you will be providing your child with a healthy snack that is enjoyable for your child to eat. We provide milk or water for your child so you do not need to provide a drink unless they prefer an alternative.

Please provide your child with a named snack box for every session that they attend. This will allow your child the independence to select his/her own box and reinforce his/her name recognition.

ARE THE PORTIONS THE CORRECT SIZE?

Remember your children only have small hands, mouths and tummies. Please put in the amount of food that you would normally expect your child to eat for a snack. Cutting up food into small manageable child-size pieces is a good idea because they can be put off if they have to tackle a large portion.

ARE THE FOODS FAMILIAR?

Please put in familiar foods prepared in their usual way. For example, if you normally peel the skin off fruit or cut the crusts off the bread, please do so. Snack boxes are not an ideal time to introduce new foods for the first time. It may be upsetting for the child if they are hungry and do not like the snack they have been given.

SNACK IDEAS

Fruit – except Kiwi as some children are allergic to this fruit

Vegetables such as cucumber, carrots

Fromage frais or yoghurt

Crackers, crispbreads, rice cakes

Small sandwich with e.g. cheese, ham or marmite filling - no peanut butter

Bread sticks

Cereal bars (containing NO NUTS)

As we actively promote healthy eating we request that you do not put in sweets, crisps, chocolate bars, biscuits, fizzy drinks or any product containing nuts.

BIRTHDAYS

We will celebrate your child's birthday. We provide a card and we all sing "Happy Birthday". If, for any reason, you do not want your child's birthday celebrated, please tell the session supervisor.

PERSONAL POSSESSIONS

Children are welcome to bring in a special toy as this is often a good way of comforting new starters. However, we do not allow toy guns, light sabres, toy swords, Nintendo's etc as they tend to distract the children from joining in any other activities.

NB Unfortunately we cannot be responsible for the damage or loss of toys

CLOTHING

The pre-school provides aprons for the children when they play with messy activities, although we would still advise you to send your children in clothes which you do not mind getting messy. We do have a limited supply of clothing should your child need changing. Children often prefer to have their own clothes if they need changing, so it would be helpful if you would put a change of underwear in your child's school bag.

We encourage children to gain the skills which help them to be independent and look after themselves. These include taking themselves to the toilet and washing hands. Clothing which is easy for them to manage will help them to do this. We are of course on hand to offer assistance when needed.

All outdoor clothing must be labelled with your child's name.

We have a supply of Horns Drove sweatshirts, t shirts and polo shirts for sale at £9, £5 and £7.50 respectively.

HOLIDAYS

If you are going on holiday during term time we ask that you fill in a holiday slip which is located on the Parents Notice Board. This is to keep us informed of absences.

We have two Holiday Teddies – Pippa and Tom who like to go on special days out/holidays with the children. They come with a diary for you to write a little about what you have been doing. If you would like to take a bear, please speak to a member of staff.

NEWSLETTERS

Newsletters are produced each half term to let parents/carers know of our plans/themes for the next half term, of social or fundraising events, outings, meetings etc. If you have access to e-mail and are happy for us to use it, we will send communications on-line.

POLICIES

Our Policy Statements are available at pre-school to read or you can download them from our website. All our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from the parents/carers are always welcome.

PROCEDURES

A procedure is the mode of performing a task. A series of actions conducted in a certain order or manner i.e. how you would do a task if you had to.

Our procedures are set up to enable the pre-school to be efficient and:

- To give greater consistency for parents, children and staff

- To help avoid misunderstandings with parents, children and staff
- They provide one set of ideas which everyone can work with

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

PARENTAL INVOLVEMENT

Horns Drove Community Pre-School recognizes parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents can take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with staff
- Helping at 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 pre-school
- Joining in community activities in which the pre-school take part and
- Building friendships with other parents in the pre-school

At Horns Drove Pre-School we enjoy a high staff to child ratio. However we warmly welcome you as a parent/carer to spend time with your child during the session. We do have a Parent Help Rota in operation and you are invited to put your name down at a time convenient to you.