

CODICOTE



PRE-SCHOOL



Codicote Pre-School

St Giles Parish Centre, Bury Lane, Codicote
Hitchin, Hertfordshire, SG4 8XX

Telephone: 07542 285412 www.codicotepreschool.co.uk

Pre-School Leader ~ Claire Bailey

(BA Hons Early Years Education – Level 6)

Pre-School Deputy Leader ~ Martine Driver

(NVQ Level 3 in Children's Care, Learning and Development)

Full-time Pre-School Practitioners

Jan Clark

(NVQ Level 3 in Children's Care, Learning and Development)

Sharon Smith

(NVQ Level 3 in Children's Care, Learning and Development)

Becky Bick

(NVQ Level 3 in Children's Care, Learning and Development)

Annabel Breadin

(NVQ Level 3 in Children's Care, Learning and Development)

Part-time Pre-School Practitioner

Chris Whitbread

(NVQ Level 3 in Children's Care, Learning and Development)

Pre-School Chairperson

Jo Eames

PRE-SCHOOL HOURS (Term time only)

Monday – Friday mornings 9.25am - 12.25pm

Tuesdays and Thursdays- Lunch Club 12.30-1.15pm

Tuesdays and Thursdays afternoons – 1.15-3.45pm



WELCOME TO CODICOTE PRE-SCHOOL

INTRODUCTION

In this booklet we wish to explain the aims of our Pre-School, to tell you how it is organised and run and to outline what we feel we can offer your child. Should you have any queries that are not answered here, please do not hesitate to contact the Pre-School Leader who will be happy to help.

You are very welcome to come and visit the Pre-School at any time during our opening hours. Please call us to arrange a time.

CODICOTE PRE-SCHOOL AIMS TO:

- provide high quality care and education for children between the ages of 2 and rising 4;
- work in partnership with parents to help children learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service which promotes equality and values diversity.

AS A MEMBER OF CODICOTE PRE-SCHOOL, YOUR CHILD:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- 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 worker who makes sure your child makes satisfying progress;
- is in a Pre-School which sees you as a partner in helping your child to learn and develop; and
- is in a Pre-School in which parents help to shape the service it offers.

OFSTED

Codicote Pre-School was inspected by Ofsted in April 2015 under the new inspection framework and received an overall grading of Good. Please view the report using the following link
[http://www.ofsted.gov.uk/oxcare_providers/full/\(urn\)/EY411303](http://www.ofsted.gov.uk/oxcare_providers/full/(urn)/EY411303)



THE CURRICULUM PROVIDED BY CODICOTE PRE-SCHOOL

Children start to learn about the world around them from the moment they are born. The care and education offered by Codicote Pre-School helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

Codicote Pre-School provides a detailed, planned curriculum based around The Early Years Foundation Stage (EYFS) 2012. For further information follow the link below where there is a section on EYFS for parents with a parent's guide which can be downloaded.

<http://www.foundationyears.org.uk/early-years-foundation-stage-2012/>

2 YEAR PROGRESS CHECK

Once your child has settled with us you will have a meeting with your child's key worker and receive a written summary of how your child is progressing. This will highlight where your child is progressing well and if there are any areas where they might need some extra help from you working with the key worker. It will be useful for you to share the information with other professionals such as health visitors (who can use it as part of the health & development review).

WORKING TOGETHER FOR YOUR CHILDREN

The Pre-School staff aims are;

- 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.



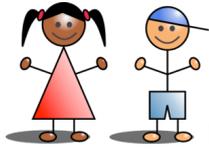
HOW PARENTS TAKE PART IN CODICOTE PRE-SCHOOL

As a member of the Pre-school Learning Alliance, Codicote Pre-School recognises 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 the staff;
- coming in and sharing their own special interests or talents with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the Pre-School by joining the committee.
- joining in community activities in which the Pre-School participates and organises; and
- building friendships with other parents in the Pre-School.

INDUCTION MORNING

On the first day of term the staff usually hold an induction morning for new children and their parents. This gives an opportunity for the staff to explain how the Pre-School is run and for you to ask any questions you may have. The staff will also start to get to know your child by filling in a Settling In Form with you and making sure we have all the necessary paperwork completed. We also expect that the parent(s) and child will have visited the setting before this to help the child prepare for coming to our setting.



KEY PERSON SYSTEM

Codicote Pre-School has a key person system. 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 the setting provides what is right for your child's particular needs and interests. The key person will help your child to settle when your child first starts at the Pre-School and throughout your child's time at the setting, she/he will help your child to benefit from activities at the Pre-School.



LEARNING JOURNALS

Codicote Pre-School keeps a learning journal for each child. Staff and parents working together on the children's records of achievement is one of the ways in which Pre-School and parents work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. Your child's key person will work with you to keep this record. To do this you and she/he 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 will then decide on how to help your child to move on to the next stage. (This is in addition to the 2 year progress check).

If at any time you would like to speak to a member of staff, they are always available at the start and end of sessions, and, if you wish, an appointment can be made to speak to the Pre-School Leader privately after the session.

CHILDREN'S CENTRE

Codicote Pre-School is affiliated to Tenterfield Children's Centre. Children's Centres provide a range of services for children and their families. The multi agency services are based around a 'core offer' of integrated early learning, childcare, family support, health services, outreach services and access to training and employment advice. To find out more about events or services offered contact them on 01438 714564 or check on the web site below.

<http://www.hertschildrenscentres.org.uk/tenterfield/>

THE SESSION

Codicote Pre-School organises its 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. These 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.



SNACKS

Codicote Pre-School makes snack time a social time. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

POLICIES

Copies of the pre-school's policies are available in the setting. Please ask a member of staff if you wish to see them.

ADDITIONAL NEEDS

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any additional needs which a child may have.



HOW CODICOTE PRE-SCHOOL IS MANAGED

A parent management committee - whose members are elected by the parents of the children who attend the Pre-School - manages the Pre-School alongside the Pre-School Leader. The committee is responsible for:

- managing the Pre-School's finances;
- employing and over-seeing the staff;
- making sure that the Pre-School has - and works to - policies which help it to provide a high quality service and
- making sure that the Pre-School works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend Pre-School. It is their forum for looking back over the previous year's activities and shaping the coming year's activities.

CHARITY STATUS

Codicote Pre-School is run as a non profit making charity. A vital part of the role of the committee of parents is to organise fund raisers. Please consider joining the committee, we value any help, skills, ideas and enthusiasm we can get. Many past members have made good friends, had great fun and gained valuable experience from joining.



FEEES

Fees are charged at £14.50 per 3 hour morning session, £3.70 per 45 minute lunch club and £12 per 2 hours & 30 minutes afternoon session. The fees are billed for each half term and are payable 4 weeks in advance or by the date specified on the bill. There is a £20 booking fee to register that you want your child to attend Codicote Pre-School. The booking fee is not applicable to children who join the Pre-School the term that they are entitled to the 3 year grant or for children receiving the 2 year grant.

Fees must still be paid if children are absent for a short period of time or if the setting has to close for any emergency such as exceptionally bad weather. Should your child have to be absent over a long period of time, please talk to Claire Bailey. For your child to keep her/his place at Codicote Pre-School, you must pay the fees or we must receive nursery education funding for your child. Please give 6 weeks notice if your child will no longer be attending Pre-School other than when they would be due to leave.

Each term you will receive a form asking if you would like additional days for the following term. This is used to help assess the staffing required for Pre-School. Days requested cannot be changed after this as it

would impact on the costs of running the Pre-School. If you have a family emergency that requires a change please speak to Claire Bailey.

15 hours Nursery Education funding is available usually in the term following your child's third birthday, but depends on your child's date of birth. This entitles a child to up to 15 government funded hours a week. Details are on the notice board and further information can be obtained from the Pre-School Leader. From January 2011 there is also a grant scheme for 2 year olds if you are in receipt of certain benefits and meet other criteria.

You can save money if your employer offers you the benefit of Childcare Vouchers to pay for childcare. The childcare voucher allowance is £55 per week (£243 per month) for 20% tax payers. This amount is Tax And NI free and allows substantial savings of up to £933.12 per annum for a 20% tax payer and £623.28 for a 40% tax payer. Please let Claire Bailey know the details of which scheme your &/your partner's employer offer to redeem these from.

Working Tax Credit is an in work benefit which includes an element to help meet the costs of registered childcare for parents working 16 hours or more each week.

For more information please see www.hmrc.gov.uk/taxcredits or call the Tax Credit Helpline on 0845 300900.



STARTING AT CODICOTE PRE-SCHOOL

THE FIRST DAYS

We want your child to feel happy and safe in our Pre-School. 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 Pre-School.

SIGNING IN BOOK

Please can you make sure that you always sign your child in & out of the setting in the diary and leave an up to date contact number in case we need to contact you for any reason, e.g. if they became ill during a session. If you organise somebody else to collect your child staff **MUST** be told who it is and if they do not know the person may ask you to supply a password for them to use before we will release your child to them. The details of the person collecting your child must also be written in the child collection book.

CLOTHING

Codicote Pre-School does provide aprons for the children when they are involved in messy activities; however they can still get messy, so please do not send your child in their best clothes! Please provide appropriate clothing for the weather, e.g. warm coat, wellies, hat and gloves as the children do play outside. In the summer when there is hot & sunny weather please ensure you have applied sun block to your child and that they bring a sun hat to Pre-School. All items must be named.

BOOK BAGS

Books can be taken home if a book bag is brought in. Book bags can be bought from the setting.



MOBILE PHONES

We request that parents/carers do not use mobile phones in the setting.

FINALLY....Codicote Pre-School hopes that you and your child enjoy being members of Codicote Pre-School and that you both find taking part in our activities interesting and stimulating. Staff members are always ready and willing to talk with you about your ideas, views or questions.