

FENISCOWLES PRE-SCHOOL

Information Pack

For Parents



*Elaine Entwistle
2015/2016*



Feniscowles Pre-School

All about Feniscowles Pre-School

Welcome to Feniscowles Pre-school. We aim to make your child's time here an enjoyable, happy and educational one.

We were first established as a pre-school in 1967 and are happy to still be here so many years on.

We are a local pre-school run by staff that are all fully qualified from a level 3 to level 6 standard and understand the importance of providing a welcoming and relaxed atmosphere for your child to grow and learn through play.

Our sessions at Feniscowles pre-school are held on a Monday through to Friday mornings 9:00am – 12:00pm. We run term time only. Please see attached sheet for the pre-school term and holiday pattern 2015/2016. A copy will be on the parent's board for your information.

At Feniscowles Pre-School we operate a Key Worker System. One member of staff will be allocated to a group of key children. They will be responsible for forming the first relationship with you and with your child. They will also be responsible for observing and tracking your child's learning and development.

The staff to child ratio within Pre-School for 2 year olds is 1 member of staff to 4 children and for 3-4 year olds 1 member of staff to 8 children. These are the requirements set out by Ofsted guidelines.

During your child's time with us we will be working towards the 'Early Years Foundation Stage' framework. This framework will help us prepare your child to be ready to progress through to school with the essential skills needed.

There are seven areas of learning. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These are the prime areas:

- ▶ *Communication and language*
- ▶ *Physical development*
- ▶ *Personal, social and emotional development.*

We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- ▶ Literacy
- ▶ Mathematics
- ▶ Understanding the world
- ▶ Expressive arts and design.

Through the above we will observe and plan for your individual child.

Things your child should bring daily

- ▶ Bag
- ▶ Comforter (If needed)
- ▶ Change of clothes (Plenty if toilet training)
- ▶ Appropriate Outdoor Coat
- ▶ Wellies(if required)
- ▶ Sun Hat in summer, Winter Hat, Gloves and Scarf in Winter.
- ▶ Nappies (If needed) Min.3
- ▶ Wipes

Please ensure that all your child's belongings are clearly labelled with their name.

Toys

Please could you make sure that your child doesn't bring in toys from home unless it is a comforter as we would hate for their toys to be lost or broken.

Library

We hold a Library at pre-school during the session and is open to all children. After choosing their book the children can take them home and then return and change their book as often as they wish.

Policies

A copy of Feniscowles Pre-School's Policies and Procedures are available daily and can be found on our signing in table.

Observations

Observations will be carried out daily on your child for the sole purpose of tracking your child's Learning and Development. These observations can include the taking of photographs. These photographs will be stored in your child's learning journey to which you can have access to at any time. Should you wish to see your child's

learning journey please do not hesitate to ask your child's key worker. There is also a photo album on the signing in desk where all the photos taken can be seen.

Communication Book

Pre-School Communication books will be sent out weekly to show what your child has been up to and it also gives you a chance to voice any achievements they have made at home or concerns you may have.

School Uniform

Here at pre-school it is not essential that everyone wears our uniform, however, it is highly recommended. Polo shirts are available to buy to protect other clothing from the messy activities carried out. We also have hooded, zip up jackets which are recommended especially for the winter months.

The prices are as follows:

1 polo shirt - £7

2 polo shirts £13

Hooded tops £13

Security and Opening Times

At Feniscowles Pre-school we would like to ask that you try not to be late picking up your child at the end of sessions. We do however understand that occasionally it can happen. Could you please let us know by giving us a quick call or text. Please note that every 15 minutes of lateness incurs a £5 charge.

We would like to ask that you make sure we have the most up-to-date information at all times in case of an emergencies. If any information should change we would ask you to inform us immediately.

It is important that if someone different, other than the persons named on the information form are coming to collect your child at the end of the session, that you could inform us that morning or earlier as we will not be able to let your child leave without confirmation from you. Also, please note that we will be unable to allow your child to leave pre-school with anybody under the age of 14 years old.

At Feniscowles Pre-School we operate a password system. When your child first attends the pre-school you will be asked to provide a password which we will use if someone other than your named persons' is to pick your child up. Please make sure that all people who come for your child knows this password as we are unable to let child leave without it.

If your child is unable to attend any of their pre-school sessions due to any reason please could you inform us as soon as possible.

Key Workers

Each child is given a key worker when they start at pre-school. They will be your initial contact within the room. Your child's keyworker will be able to update you on their progress and development, they will also be able to talk to you about any concerns you may have.

Committee

We are a committee run pre-school and our committee consists mainly of parents. We are also a registered charity and rely on the committee members to support our pre-school to keep us open. Support from new parents would be greatly appreciated and if you are interested in joining our committee please feel free to contact any member of staff for further information. A letter will be sent out every term requesting new members.

The committee itself is responsible for fund raising ideas and activities that are carried out each year. These fund raising events are vital for our pre-school as we are a non-profit pre-school and need extra funds for the upkeep of our equipment and resource's and of course buying new, and also little extras for your child such as reduced prices for pre-school and trips etc..

These committee meetings are 6 times a year. Although attendance to all meetings would be helpful we understand that we all have busy lives and ask that if you join our committee you are able to attend at least 3 of them. Parental involvement is essential for the committee and the community as we rely heavily on word of mouth to promote our events and activities, and the more people who are able to attend our meetings means more advertising for our pre-school. Also, by attending these meetings means you will have a huge input into your child's care and learning by helping to decide which activities we can provide.



Feniscowles Pre-School

Term and Holiday Pattern 2015 / 2016

Autumn Term 2015

Open Monday 7th September 2015

Closed Friday 23rd October 2015

Open Monday 2nd November 2015

Closed Friday 18th December 2015

CHRISTMAS HOLIDAYS

Spring Term 2016

Open Monday 4th January 2016

Closed Friday 12th February 2016

Open Monday 22nd February 2016

Closed Friday 25th and 28th March 2016 (Bank Holidays)

Open Tuesday 29th March 2016

Closed Friday 8th April 2016

EASTER HOLIDAYS

Summer Term 2016

Open Monday 25th April 2016

Closed Monday 2nd May 2016 (Bank Holiday)

Open Tuesday 3rd May 2016

Closed Friday 27th May 2016

Open Monday 6th June 2016

Closed Friday 15th July 2016



SUMMER HOLIDAYS

Feniscowles Pre-school Fees

Every 3 & 4 year old is entitled to 15 hours free education a week with us at Feniscowles Pre-school. Some 2 year olds are also entitled. Feniscowles Pre-school can offer this as 15 hours over the five mornings. These free hours can be spread over various child care establishments.

Here at pre-school we also accept children the term following their second birthday. Some 2 year olds are also entitled to 15 hours per week free education. Forms are available to obtain from Blackburn with Darwen Council to apply for this.

For more information please speak to Elaine or Lauren.

If you are claiming for your child's free grant at any other settings please make us aware and the fees are as follows. These fees also apply to those children who do not qualify for the 2 year old grant.

1 session (9am-12noon) = £10

As we are a charity our sole income is from fees and fundraising. Therefore we charge a minimal amount per term to cover snack.

Snack fee is £1 per session, per week that your child attends. For example if your child attends 5 sessions a week the snack cost will be £5 per term and if your child attends 3 sessions a week the cost will £3 per term and so on.

Snack fees are due the first day of each term.

We require a £10 registration fee at the beginning of every year. This is similar to a non-refundable deposit and secures your child's place. Please see attached form.

Fees are payable on the first day of each month or on the first day of your child's attendance in each calendar month. If your child's fees go into arrears by one month, their place at pre-school will not be guaranteed.

Fees are payable during sickness and holidays taken in term time.



Please see attached slip, complete and return with full payment.