

## Useful Contacts

Sweetpea Smart - Manager  
Alan Balding - Administrator

Elim Church Pre-school comes under the jurisdiction of Elim in Yeovil, and the church feels that it is a tremendous privilege to be involved with the Pre-school.

Elim Church Pre-school is registered with OFSTED - Registration No. 143105



# PROSPECTUS

**ELIM CHURCH PRE-SCHOOL**

**01935 424816**

**[www.elim4yeovil.com](http://www.elim4yeovil.com)**

## Welcome to Elim Church Pre-school

### (Larkhill)

Our Pre-school has been running since September 1996. It was established to provide Pre-school activities in a friendly, warm and safe environment for children aged 2 years to School age.

### Opening Times

#### Mornings

**Monday - Friday 9.00am to 11.45am**

#### Lunch Club

**Monday - Friday 11.45am to 1.00pm**

#### Afternoons

**Monday - Thursday 1.00pm to 3.30pm**

### Security

Please note that for the security of your children, the main entrance door is locked during Pre-school hours. To gain entry please follow the guidelines posted by the main door. Parents **must not** open the door for others to gain entry even if known to them.

## Staff Structure

### Manager

Sweetpea Smart

### Administrator

Alan Balding

### Smartinies Supervisor

Louise Dowell

### Jellytots Supervisor

Sue Jenkins

### Playroom Assistants

Kerry Snowden

Melissa Pickup

Sam Sharp

Anne Davison

Lauren Jones

Our staff are all qualified and trained to high standards. We regularly provide our staff with opportunities to train and refresh their qualifications to ensure a high level of care. Each staff member that comes into contact with children is CRB checked.

We sometimes have students from local schools/ colleges whom we support and encourage during their training. We do not leave them on their own with children at any time.

- 13) Settling in
- 14) Special Educational Needs
- 15) Arrival, Departure and Collection
- 16) Fees

The following policies relate more specifically to staff but parents are nevertheless welcome to read them.

- 17) Alcohol, Smoking and Drugs
- 18) Recruitment
- 19) Handling and Safekeeping of Disclosure
- 20) Suitable Person
- 21) Suitability of toys, equipment, indoor & outdoor spaces
- 22) Staffing and Employment
- 23) Students
- 24) Missing Child
- 25) Mobile Phones
- 26) Nappy Changing
- 27) Outings and Visits

## Pre-school Philosophy

### **Our aim is:**

to enhance the development and education of children under statutory school age in a Christian based group and promote Christian values;

to create a happy, stable, safe and stimulating environment with equal opportunities for all children and families;

to provide a specially tailored curriculum following the Framework for the Early Years Foundation Stage;

to give individual care and attention by means of a high ratio of staff to children;

to foster an ethos of fun and friendship where parents/carers are encouraged to participate in Pre-school activities and maintain involvement in their child's progress.

The curriculum we offer in the Pre-school is the essential basis for studies in school and beyond, and is firmly based on the principle of learning through play.

## Accommodation

The Pre-school has two playrooms. The Jellytots playroom is for the younger children (2 to 3 years) and the Smartinies playroom is for the older Pre-school children (3 to 4 years). There is an outdoor area allowing the children to play with bikes and larger equipment and an indoor "physical" room where wheeled toys, climbing frame and other toys for developing gross motor skills are housed. Each playroom has its own toilet and hand washing facilities.

## A Typical Session

- 9.00am** Place lunch box on shelf, enter playroom, post name label into box, hang coat on named peg and free play until registration time.
- 9.20am** Gather for registration then free play
- 9.45am** Snack
- 10.50am** Tidy time, singing, signing, show and tell
- 11.10am** Physical play
- 11.30am** Story time, prayer
- 11.45am** Home/Lunch Club.

## Policies

At Pre-school we have a set of policy documents to guide our practice. They have been drawn up for the benefit of everyone associated with the setting, parents and children as well as staff and volunteers. You are welcome to consult these documents at any time, but should you wish to take a copy home with you, just ask the Manager.

## Policy Documents

- 1) Admissions
- 2) Behaviour Management
- 3) Anti-bullying
- 4) Safeguarding Children
- 5) Complaints
- 6) Confidentiality
- 7) Diet
- 8) Equal Opportunities
- 9) Health and Hygiene
- 10) Emergency illness and Fatality
- 11) Partnership with Parents
- 12) Safety

## Creative Development

Children's creativity must be extended by the provision of support for their curiosity, exploration and play. They must be provided with opportunities to explore and share their thoughts, ideas and feelings through a variety of art, music, movement, dance, imaginative and role-play activities, mathematics and design and technology.



Creativity emerges as children become absorbed in action and explorations of their own ideas, expressing them through movement, making and transforming things using media and materials such as crayons, paints, scissors, words, sounds, movement, props and make-believe.

We ensure children feel secure enough to "have a go", learn new things and be adventurous.

We provide a stimulating environment in which creativity, originality and expressiveness are valued.

## Arrivals and Departures

The Pre-school opens at 9.00am and closes at 3.30pm. You will be greeted by a member of staff at the front door, but please bring your child into the appropriate play room and settle them. Do not leave them in the foyer. Make sure your child is signed into the log book on the table in the foyer and sign them out again on collection. Please collect children promptly at the end of a session. We reserve the right to contact Social Services if children are left after closing time and we have not been contacted with an explanation and/or new arrangements. Please also ensure that anyone collecting your child other than yourself knows their personal password.

## What to Wear

Dress your child in loose, practical clothes they can manage themselves, and don't put them in lace up shoes or flip-flops! Old clothes are best! If children are worried about getting paint, glue or mud on themselves, or struggle when going to the toilet, anxiety can soon develop. Aprons are provided for "messy" play and spare clothes are available for "accidents", but to develop confidence and independence children need simple manageable clothing. A sunhat for sunny days is recommended.

## Helping your child settle

Children need a little time to settle into unfamiliar environments. Before committing to regular sessions we invite each child to a "taster" session. This is typically for an hour where the parent/carer stays with the child to play. It is often best to begin with one or two sessions per week, extending the hours as confidence grows. If your child seems anxious it is not wise to prolong the departure. Children recover amazingly quickly once parents have gone.

### Settling Tips

Any link from home is comforting so bring a favourite toy or book.

Tell your child where you are going, when you will be back - then return promptly at the agreed time.

Once you have decided to leave, go quickly. Children pick up on hesitation and may feel you are unhappy to leave them.

Your child will settle and benefit greatly from the experience and from interacting with others.

Ring Pre-school to find out if they have settled. Usually it is within minutes of your leaving.

## Physical Development

The physical development of young children must be encouraged through the provision of opportunities for them to be active and interactive and to improve their skills of co-ordination, control, manipulation and movement. They must be supported in using all of their senses to learn about the world around them and to make connections between new information and what they already know. They must be supported in developing an understanding of the importance of physical activity and making healthy choices in relation to food.



Good health in the early years helps to safeguard health and well-being throughout life. It is important that children develop healthy habits when they first learn about food and activity. Growing with appropriate weight gain in the first years of life helps to guard against obesity in later life.

We motivate children to be active and help them develop movement skills through praise, encouragement, games and appropriate guidance.

## Knowledge and Understanding of the World

Children must be supported in developing the knowledge, skills and understanding that help them to make sense of the world. Their learning must be supported through offering opportunities for them to use a range of tools safely; encounter creatures, people, plants and objects in their natural environments and in real-life situations; undertake practical experiments; and work with a range of materials.

Children find out about the world through exploration and from a variety of sources including their families and friends, the media, and through what they see and hear.



We aspire to using parents' knowledge to extend children's experiences of the world. We create a stimulating environment to encourage interest and curiosity, both indoors and outside, including the local neighbourhood.

## Key Persons

We operate a key person system. Each member of staff is allocated up to eight children for whom they have key responsibility which includes making observations and keeping learning progress records via the "Personal Pathway" booklets. Should you have any concerns, or information from home which may affect your child, please speak initially to their key person. The room supervisor or Pre-school manager is however always also available for consultation.

## Fees

Fees are charged at £3.30 per hour.

Children over 3 years are eligible for funding up to certain maximums. If you would like more information, please speak to the Pre-school manager.

Fees will be calculated on a monthly basis and are payable in advance.

Please make all cheques payable to "Elim Church Pre-school".

Places are dependent on prompt payment of invoiced amounts so if there are any difficulties with paying please speak to the Manager at the earliest opportunity.

## Developmental Records

We will be keeping individual files about your child. This will consist of some pictures or artwork that they have produced with us, and their "Personal Pathway", which records their achievements, interests and needs. This "Personal Pathway" enables staff to plan appropriate next steps in your child's learning and development. Records held at the Pre-school can be seen at any time by you the parent, but not anyone else without your permission. Please ask your child's Key Person if you wish to see their records.

When your child leaves Pre-school for Reception Class a dedicated "Transition Form" will be sent to their new school which you will be asked to sign. This form records the child's attainment in the 6 areas of learning outlined in the Early Years Foundation Stage documents.

## Illness

If your child seems unwell, please **do not** bring them into Pre-school, especially with **vomiting or diarrhoea**. 48 hours is the recommended period of absence from the time of the last episode.

If your child becomes unwell during a session, you will

## Problem Solving, Reasoning and Numeracy

It is in a broad range of contexts in which children can explore, enjoy, learn practice and talk that their understanding develops in this area of learning.

Children's development occurs as they seek patterns, make connections and relationships about and working through finding out with numbers and counting, with sorting and matching and with shape, space and measures.



Children use their skills and knowledge in these areas to solve problems, generate new questions and make connections across other areas of Learning and Development.

We encourage the children to explore real-life problems such as "How many plates will we need for snack time?"

We ensure that mathematical resources are readily available both indoors and outside, and use mathematical terms during play and daily routines.

## Communication, Language and Literacy

Children's learning and competence in communicating, speaking and listening are supported and extended here at Pre-school. So is their ability to begin reading and writing. Being read to is an important ingredient of the Pre-school day and our Children's Worker Claire is a regular visitor with stories from the Bible.

Communicating and being with others helps children to build social relationships which provide opportunities for friendship, empathy and sharing emotions. The ability to communicate helps children to participate more fully in society.

We provide daily opportunities to share and enjoy a wide range of fiction and non-fiction books, rhymes, music, songs, poetry and stories.

The Pre-school environment is rich in signs, symbols, notices, numbers, words and pictures that take into account different home backgrounds, interests and cultures.



be contacted immediately to come and collect them. For this reason it is imperative to leave three emergency contact numbers with their registration documents and update them immediately if necessary.

## First Aid/Medication

A trained staff member will administer First Aid if the need arises. Any accidents/incidents will be recorded, parents notified and asked to sign the Accident Book. If the case is urgent you will be contacted by phone.

If your child is on medication for asthma or severe allergy you will be asked to sign a medication form agreeing to a trained staff member administering the required medication. **We will not administer everyday medicine such as Calpol.**

## Fire Safety

We practice regular fire drills so that all children are familiar with the routine and will not be worried about going down the fire escape.

## Early Years Foundation Stage

We plan a wide range of activities and opportunities for all children, enabling them to build on their experiences, grow in confidence and develop their skills. During these activities we support the children as they deepen their understanding by:

playing,  
talking,  
observing,  
planning,  
questioning,  
experimenting,  
testing,  
repeating,  
reflecting and  
responding

to adults and to each other.

There are 6 areas of Learning and Development which your child will encounter during their time at Pre-school. Each is designed to cater for individual development and needs.

## Personal, Social and Emotional Development



At Elim Church Pre-school children are provided with experiences and support which help them develop a positive sense of themselves and others. They learn to respect others, develop social skills and have a positive disposition to learn. We ensure support for children's emotional well being to help them to know themselves and what they can do.

To facilitate this aspect of learning, all adults in the setting will form warm and caring attachments with the children and establish constructive relationships with parents, colleagues and workers from other agencies. We provide positive images that challenge children's thinking and help them embrace differences in gender, ethnicity, language, religion, culture, special educational needs and varying physical abilities.