

# Benson Community Pre-School

## Prospectus 2008/2009

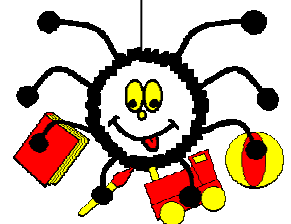
The Youth Hall, Oxford Road, Benson. OX10 6LX.

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[www.bensonpreschool.org.uk](http://www.bensonpreschool.org.uk)

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Registered Charity Number 1045209



## Introduction

Welcome to the 2008/2009 Prospectus for Benson Community Pre-School. Benson Community Pre-School is a thriving pre-school with more than 40 children regularly attending sessions.

Our aim is :	We offer your child :
<ul style="list-style-type: none"><li>• To enhance the development and education of children under statutory school age in a parent-involving, community based group</li><li>• To provide a safe, secure and stimulating environment</li><li>• To work within a framework which ensures equality of opportunity for all children and families</li></ul>	<ul style="list-style-type: none"><li>• Opportunities for you and your family to be directly involved in the activities of the group and in you own child's progress</li><li>• Individual care and attention made possible by a high ratio of adults to children</li><li>• A specially tailored curriculum leading to the six early learning goals</li><li>• The support of a personal key worker</li><li>• Fun and friendship with children and adults</li></ul>

Our pre-school is open Monday to Friday from 9 - 11:30am and from 12:30 – 3pm on Tuesday and Wednesday. Please see Appendix 1 for descriptions of sessions and prices.

Optional lunch club sessions are available every day except Thursdays from 11:30am - 12:30pm. If you are interested in lunch club sessions, please contact a member of staff or committee for current availability.

During both morning and afternoon sessions we offer a 'Snack Bar' facility. During the morning session this consists of a drink - water, squash or milk, a selection of fresh fruit, and butter, marmite or honey toast. In the afternoon session we offer breadsticks and fruit (fresh or dried), as well as a drink.

We offer education and care for children over the age of 2 years and under statutory school age.

Benson Community Pre-school is registered with the Pre-School Learning Alliance and the local Early Years Development and Childcare Partnership and contributes to the Partnership's overall planning to provide education and care throughout the foundation stage.

# **The Curriculum**

Within the group all children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum that enables children to progress towards the early learning goals throughout the Foundation Stage of the National Curriculum and prepare them for entry into Reception class at Infant School.

The early learning goals are outlined below.

- **Communication, language and literacy**

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and be aware of their uses, both for reference and as a source of stories and pictures.

Throughout the year, all children at pre-school will have “Phonics” sessions in order to prepare them for starting at infant school. This may be in the form of small group work, large group work or singing, and is linked to the theme of the term.

- **Problem Solving**

By means of adult supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities, which form the basis of early mathematics. As they use their developing mathematical understanding to solve practical problems children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding.

- **Personal, social and emotional development**

Within a nurturing environment, children are individually supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.

- **Knowledge and understanding of the world**

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise differences, patterns and similarities and to share their findings. Children are assisted in exploring and understanding their environment, both within the group and also the wider community. They learn to respect other people and expect to be respected for themselves. A range of safe and well maintained equipment enables children to extend their technological

understanding, using simple tools and techniques as appropriate to achieve their intentions and to solve problems.

- **Creative Development**

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individual response to experience in two and three dimensions. Art equipment including paint, glue, crayons and pencils as well as natural and discarded resources provide for an open-ended exploration of colour, shape and texture and the development of skills in painting, drawing and collage.

Children join in with and respond to music and stories and there are many opportunities for imaginative role-play, both individually and as part of a group.

We also have the 'Rainbow Room'. This room is specifically for small group activities targeted at the needs and abilities and for the enjoyment of small groups of children of similar ability and developmental need. Activities that take place in this room range from computer skills, to drawing, tracing & name writing to develop fine motor skills and manual dexterity, to a game of lotto, a story to be enjoyed by all age groups, or even getting changed into PE kit for children due to start at school.

- **Physical Development**

A range of equipment and opportunities both indoors and outdoors allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children safely to create and meet physical challenges thus developing increasing skill and control in moving, climbing and balancing. At the same time children are helped to develop the fine motor skills they will need to use tools, including pens and pencils and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

## **Adult Resources**

We are very proud of the high ratio of adults to children in the group. This ensures individual attention to the needs and development of each child.

Our regular staff are:

### **Manager: Lisa Wells**

- DPP (Dipl in Pre-School Practice)
- First Aid
- Special Educational Needs Coordinator (SENCo)

### **Supervisor: Vanessa Woods**

- NNEB Diploma in Nursery Nursing
- First Aid

### **Assistants**

Val Parry	Level 3; First Aid
Jan Rees	Level 3; First Aid
Sandra King	Level 2; Language and literacy Coordinator; First Aid
Paula Roberts	Level 2
Mirjana Anic-Hitchcox	CPP (Cert. in Pre-School Practice); Studying for DPP
Sally Harris	Studying for NVQ Level 3; First Aid
Sarah Ali	Getting Started

### **Key workers**

Our key worker system gives each member of staff particular responsibility for just a few children. Each child in the group has one special adult to relate to, which can make settling in to the group much easier. In addition, the key worker is in a position to tailor the group's curriculum to the unique needs of each individual child. The key worker maintains links with the child's home setting, working with parents through shared record keeping to ensure that all children are supported in reaching their full potential. If at any time you wish to talk to your child's key worker this can be arranged at a time that is convenient for both of you and appropriate with respect to managing safety within the Pre-School. Pre-school keeps a profile of every child that attends and this can be viewed and discussed with you also if you wish.

### **Training**

Our membership of the Pre-School Learning Alliance ensures that we are constantly in touch with new thinking in the field of child education and care. Our Manager is currently studying for a Degree in Early Years Education and all staff take part in training sessions to keep their existing training up to date. Many of our staff have also completed Paediatric First Aid training.

### **The Role of the Parent**

Parents are recognised as the first and most important educators of young children. Benson Pre-School is a "Community Pre-School" which means it is run by parents for parents and their children. We aim to support parents and parents are in turn welcomed to support us by:

- Working in the group with the children (particularly if you have any special talents!)
- Assisting with fund raising

- Taking part in the management of Pre-School by joining the Management Committee
- Taking part in the Parent Rota to run the Snack Bar facility once per term (You will be charged £10 per term if you are unable to do this).

## **Policies**

Our policy statements are available for inspection at Pre-School. 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 parents are always welcome.

### **Admissions**

If we have places available your child will be eligible to start Pre-School when he/she is two years of age. To ensure your child settles in well he/she must attend at least 2 sessions per week. Prior to starting Pre-School we ask that you spend at least two sessions with us by way of an introduction.

Once your child has been allocated a place at Pre-School you will be asked to pay a £15.00 registration fee. This fee is a one off payment and helps to cover the costs associated with registration and set up of your child's records. The fee should be enclosed at the time of registration and is non refundable.

A full copy of our admissions policy is available on request.

### **Special Educational Needs**

We aim to provide equal opportunity for all members of our group and this includes children with special education needs. We are experienced in working in close liaison with professionals across the range of special needs and we operate in accordance with the government's code of practice on special educational needs. If you would like to discuss pre-school's ability to meet your own child's needs, please talk to the Pre-School manager, supervisor, or your child's key worker. Our full special educational needs policy is available at Pre-School.

Where it is felt that a child already attending the Pre-school may have a previously unstated special need, the staff will determine, in collaboration with the parents, what action is necessary to meet those needs including, where appropriate, the involvement of other agencies.

## **Management and Administration**

### **Decision Making**

The Pre-School is run by an elected committee which ensures that major decision making is in the hands of the parents who use the pre-school. The committee is responsible for reviewing both policy and practice and for the employment and appraisal of staff members. If you are interested in joining the Committee please speak to the Chair of the Committee or the Pre-School Manager.

## Fees

### For children eligible for nursery education funding

All 3 and 4 year olds now have the right to an early years education paid for by the government, and these children qualify for free sessions in the term following their third birthday (assuming a 3 term year)

Date of third birthday	Government funded preschool sessions start from:
1 April – 31 August	Term 1 - September
1 September – 31 December	Term 3 - January
1 January – 31 March	Term 5 - April

These children have a right to 5 free 2½ hour sessions of preschool education a week for 38 weeks a year. Any sessions additional to the 5 government funded ones (whether the sessions are at Benson Community Pre-School or another setting) cost £8.50. You can claim 2 funded sessions in one day if you wish.

Each term, you will be asked to sign a parental declaration stating how many government funded sessions you are claiming for your child at Benson Community Pre-School. We will then claim the grant for you after checking that your child is not receiving free sessions elsewhere.

You will be asked to pay for any extras, such as lunch club, and an administration fee payable with each invoice.

### For children not yet eligible for nursery education funding

Fees are currently £7.00 per session payable per term in advance (where a term refers to the current Oxfordshire system of terms 1-6). You will also be asked to pay for any extras, such as lunch club, and an administration fee payable with each invoice.

Fees continue to be payable if a child is absent without notice, or for a short time. In cases of prolonged absence, parents should consult the Chair of the Management Committee. Each child's attendance at Pre-School is conditional upon continued payment of any necessary fees. Fees will be due within 14 days of invoice. If there is a problem with payment of any invoice please notify the Treasurer or the Chair.

**We need a Terms notice in writing if your child is due to leave Pre-School. Failure to notify us of your intent to leave will result in you being charged one Terms fees per child.** This is assuming a 6 term year (as is the case in Oxfordshire.)

### Lunch Club

We offer a lunch club every day apart from Thursdays and this is supervised by Pre-school staff. All children staying for lunch club must be provided with a packed lunch.

Lunch Club Fees are £2.50 per day.

If your child has attended the morning session and then attends lunch club, then they need to be picked up from pre-school at 12.30pm. If your child is attending lunch club before their afternoon session, then they need to be dropped off at pre-school at 11.30am.

# **Starting Pre-School**

## **The first days**

A child who is tense or unhappy will not be able to play or learn properly, so it is important for parents and staff to work together to help the child feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle.

## **What to wear**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washable or not too new. Pre-School T-shirts and sweatshirts are available to purchase. Please see Appendix 3 for Order Form. We also sell 2<sup>nd</sup> hand t-shirts and sweatshirts at Pre-school, subject to availability.

It is good for children to practise the skills that will make them independent. Simple clothing which they can handle themselves will enable them to go to the toilet when they want to and to put on and take off their outdoor clothes without being too dependant on other peoples help.

All clothing should be clearly labelled. Protective aprons are provided for water play, painting, etc.

**We hope that your child's time at Pre-School will be a very happy and productive one. If you have any queries or if we can be of any help please contact the staff or Committee at any time . . . . . Just give us a call !**

## Appendix 1

### Prices and Session Descriptions (All sessions are subject to availability)

Morning session	9:00 – 11:30am	£7.00 (If not funded)
Afternoon session	12:30 – 3:00pm	£7.00 (If not funded)
Sessions in addition to the 5 government funded sessions per week		£8.50 each
Lunch club	11:30 – 12:45	£2.50 (All Children)

Once your child has started school they will initially attend for the morning sessions only and leave school prior to lunchtime. We are able to collect your child from **Benson Primary School** at 12:00, bring them to Pre-School for lunch after which they are able to join in with the PM session until 3pm. Parents are requested to provide a packed lunch for their child.

## Appendix 2

# Acknowledgement of Receipt and Acceptance of Terms and Conditions

*Please remove, complete and return this page prior to your child starting with us at Benson Community Pre-School.*

I hereby acknowledge receipt of the Benson Community Pre-School Prospectus for entry in 2008/2009.

I confirm I have read and accept all the Terms and Conditions of Registration contained therein.

Childs Name .....

Signed ..... (Parent / Guardian)

Print name .....

Date .....

Please enclose £15.00 Registration Fee.

Please return to Benson Community Pre-School, for the attention of 'Chair of Pre-School Committee' (Registration)

**For Admin Use:**

Registration Fee Received:      Signed.....      Date.....

## Appendix 3

# Benson Community Pre-School Order Form

*Please remove, complete and return this page to order Benson Pre-School T-shirts and sweatshirts. Additional copies are available on request.*



<b>Childs Name</b>				<b>Date</b>	
<b>Address</b>					
Item	Size			Price (each)	Total
	Age 1-2	Age 3-4	Age 5-6		
<b>T-Shirt (Insert number required)</b>				<b>£7</b>	
<b>Sweatshirt (Insert number required)</b>				<b>£10.50</b>	
<b>Webster Mug</b>				<b>£3.50</b>	
<b>Total Order Value</b>					

Please return this order form together with exact payment to Benson Community Pre-School, The Youth Hall, Oxford Road, Benson, OX10 6LX for the attention of 'Chair of Committee'.

Please make cheques payable to Benson Community Pre-School.

## Appendix 4

# Acknowledgements

Benson Community Pre-School would like to thank local businesses listed below for all their generosity and support:

	<p>Gurneys of Benson: New &amp; Used Vauxhall dealership 01491 838308 www.gurneys.co.uk</p>
	<p>Griffith and Partners Estate Agents, Valuers and Residential Lettings (Benson Office) 27 High Street, Benson, Wallingford OX10 6RP 01491 839939 ~ www.griffithandpartners.co.uk</p>
	<p>Roy Passey Interior and Exterior Builders and Decorators Ashcroft, High Street, Benson, Wallingford OX10 6RP 01491 838797</p>
	<p>BPW Print 0844 745 1795 ~ sales@bpwprint.co.uk</p>
	<p>Pinigaga www.pinigaga.co.uk Carefully chosen, wonderful, fun, exciting and contemporary personalised products for you, your home, your family and friends.</p>
	<p>Higgs Printing and Office Supplies 3 Castle Street, Wallingford OX10 8DL 01491 837205</p>
	<p>Suzi Clayton at Mud Island Design suzi@mudislanddesign.co.uk ~ 01491 838275 / 07921821662</p>
	<p>Mary Evans Picture Library www.prints-online.com</p>
	<p>Anne-Marie Burt 15 Newton Way, Benson, Wallingford OX10 6NS 01491 832966 / 07989 899 194 Freelance illustrator &amp; founder of The Recycling Fairy.</p>

We would also like to thank the following companies for donating prizes for our Easter Raffle 2008:

RAF Benson	Mary Evans Picture Library	Equestrian World
Oxford Playhouse	Hair and Body Workshop	Grundon
Oxford United	Farmer Gows Activity Farm	Natural Therapies
Keg and Cooler	Snakes and Ladders	Jamboray
Beale Park	The Living Rainforest	Didcot Wave
Pottering About	Cotswold Wildlife Park	Rowse Honey
The Swan at Streatley	The Cricketers, Warborough	Tesco
Gary Smith Butcher, Benson	Memories of Bengal, Cholsey	M&S
The Body Shop Foundation	Chiltern Florists and Greengrocers, Benson	Sainsbury's