



Neston
Preschool Playgroup

Prospectus



Staff provide a stimulating environment where children choose resources independently to add to their play. Staff skillfully follow children's play and extend their learning. They promote children's language and communication skills very well.

Ofsted, March 2016

OUR SETTING

Neston Preschool Playgroup is a parent-led organisation that is registered with Ofsted (Office for Standards in Education). We are registered to care for up to 24 two- to five-year-olds, in two dedicated rooms. We are proud to say that we received a GOOD at our last inspection.



We provide high quality care and education in our warm, comfortable and safe village hall with outside play area. We encourage the children to gain independence thus improving their social, physical and intellectual skills. Generous care and attention is given, because of our good ratio of qualified staff to children, as well as the much-appreciated help of volunteer parent helpers. Parents and carers are considered members of our setting and are valued and respected as such. Parents and carers are kept informed and included at all levels.

We believe that care and education are equally important in the experience that we offer children. The routines and activities are provided in ways that:

- Help each child to feel that s/he is a valued member of the setting,
- Ensure the safety of each child,
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning.

OUR STAFF

Play Leader: Tina Munford

Acting Deputy Play Leader: Tori Worthing

Play Assistant: Sue Deane

1:1 Support Workers: Kathryn Ritchie and Christina Charleston

We also have regular bank staff that assist as needed and to cover training and sickness.

OUR COMMITTEE

The preschool is run by a committee of volunteer parents who are elected on an annual basis at our AGM. The main roles consist of Chair, Treasurer and Secretary as well as general members.

Currently these main roles are held by;

Joint Chairs: Jo Aldred and Laura Lloyd

Secretary: Martin Bull

Parent Treasurer: Elizabeth Shirley

We also employ a finance team consisting of;

Accountant: Christine Grant

Accounts and Administration Assistant: Kathryn Holmes

The committee always welcomes new members who are keen to get involved. The main responsibilities of the committee include:

- Employing and managing staff
- Supporting the play leaders with their decision making
- Managing the preschool finances
- Policies
- Fundraising

If you would like to join the committee, or find out more, please come along to one of our meetings. The date of the next meeting can be found on the preschool noticeboard.

TERM AND SESSION TIMES

Tuesday - Friday, term time*

9.00am - 12.00noon

OR

9.00am - 1.00pm, if you wish your child to stay for lunch

We also open on a Monday afternoon in the latter part of the year from 12.30pm – 3.30pm for our 'Shooting Stars' session for children that are due to start school in September. These sessions assist in preparing your child for school. We run part of our 'Shooting Stars' sessions each year in the grounds of Neston Primary School where the children take part in Forest Schools learning sessions. This encourages child-led activities in the outdoor environment promoting self-confidence and personal growth. Please contact us to find out when these sessions run each year.

** We follow the Wiltshire Local Authority term times, with the exception of one extra week closed, usually either at Easter or in July.*



FEES AND FUNDING

Current hourly rate:

Moons (2-3 years) £4.50/hr, Stars (3-5 years) £4.00/hr

Fees are paid termly. An invoice will be sent out by the administrative team. Fees must be paid for holidays taken in term time or any other absences. We do not send out reminders. A penalty of £5 per day will apply to fees not received by the due date. After 14 days past the due date your child/children could lose their placement and formal recovery procedures will begin. We will attempt to consult with the family prior to an exclusion to amicably resolve the situation. If paying by cheque and or bank transfer, please ensure you allow enough time for funds to clear, any charges we incur relating to your transaction will be chargeable. We require four weeks notice in writing if you wish to terminate your child's place or payment in lieu of notice.

Non-funded families are asked to pay a £50 deposit; these cheques will not be deposited until their child's first session begins and credited against their first invoice. We also accept workplace vouchers.

Children are eligible for funding the term after their 3rd birthday. This entitles them to 15 hours free a week for 38 weeks a year. Every term you will be asked to sign a form, which is then submitted to the Local Authority to claim the funding.

We also welcome children who are in receipt of 2-year old funding. If you wish to find if you qualify for this please speak to the play leaders or contact Wiltshire Council on 0300 0034561 or e-mail early.years@wiltshire.gov.uk.



Don't delay...
Book your place at our Breakfast Club
today!

Monday – Friday
From 7.30am
Ages 3 to 11 years
Neston Memorial Hall
(Limited Spaces Available)

To find out more information or to book your place, contact Tori
our Breakfast Club Leader:

Tel: 07538 355157
Email: breakfastclub@nestonpreschool.org.uk
www.nestonpreschool.org.uk



STAY AND PLAY

We offer stay and play sessions which give parents/carers and their children the opportunity to meet staff and experience all the activities that are available to our preschool children before they start. Sessions are one and a half hours long and are bookable via the play leaders. During stay and play sessions children remain the responsibility of their parents.

NESTON TODDLERS

Neston Toddlers runs every Monday at the hall from 10.00am until 11.30am. This group is administered by Neston Preschool but is run by parents that attend. Please feel free to drop in.

PARENT ROTA

Neston Preschool has a rota system where parents/carers volunteer the days they are able to help.

This is a great way of seeing your child having fun and interacting with other children. It also enables you to sample the day-to-day life of the setting and join in helping the children to get the best out of their activities.

TEACHING AND LEARNING

We organise our sessions so that the children can choose from a wide range of activities. All activities are planned according to the 7 areas of learning in the Early Years Foundation Stage. The children are helped and encouraged to take part in adult-led group activities which introduce them to a range of new experiences and help them to gain new skills as well as child-led activities where they can learn from their peer group.

We keep a Learning Journal for each child. Your child's Key Person will work with you to keep this record thus enabling you both to identify your child's stage of progress and to help him/her develop further. Your child has their own named drawer where their Learning Journal is kept. Learning Journals can be taken away from the setting at any time to share with the rest of the family. Please let a member of staff know so that it can be signed out. Please feel free to add to your child's Learning Journal any photos and details of any special moments, holidays, achievements, celebrations etc.

We also run a wide range of other enrichment activities such as sports days, end of term productions, Easter egg hunts, teddy bear picnics, welly walks, visits to the local church and fire station. We regularly enjoy visits from the police, dentists and health visitors, amongst others.



WHAT TO DO IF YOUR CHILD IS ILL

Please do not send your child to preschool if he or she is not well enough to participate in the sessions. Usual winter coughs and colds are not a problem. Please contact us by phone if your child is unable to attend a session. There is someone manning the preschool phone from 8.30am.



For contagious illnesses, such as chickenpox, please inform us as soon as possible so that we can let other parents/carers know.

If you have any further questions please don't hesitate to phone the preschool mobile, any of the staff will be happy to speak to you.

COMPLAINTS PROCEDURE

If you have any concern about any aspect of the setting provision, please express your concerns to the setting leader. If you feel you have not achieved a satisfactory outcome please refer to the policy section on our website, where you will find a complaints policy and procedures for further action.

MEALS AND SNACKS

We have a food and drink policy, which aims to encourage the children to eat healthy, balanced and nutritional meals. If children are staying for lunch they are expected to bring their own healthy packed lunch. We would prefer children not to bring sweets, crisps or fizzy, sweetened drinks. We do not have the facilities to refrigerate all lunchboxes so we would ask you to use icepacks. We will provide a healthy morning snack with the choice of either milk or water to drink and water is available to children throughout the session.



CLOTHING

We don't have a compulsory uniform but we do advise you to dress your child in old clothing, as there will be messy play available each session. Please make sure that your child is wearing weather- and activity-appropriate clothing each day. Please ensure all coats, shoes, bags, lunch bags and other belongings are clearly marked with your child's name.

HOW TO APPLY

We welcome visits to the preschool at any time during our opening hours. Please telephone to arrange an appointment or alternatively drop in at your convenience. Application forms are available at the setting and on our website. Please find all of our contact details on the back cover of this booklet.

ADMISSIONS POLICY

We provide care and education for young children between the ages of 2 and 5 years of age. Our policy is to admit children into the preschool when parents and staff feel that their child is ready, which could be any time from 2 years of age. We do accept children who are still in nappies, and our staff are happy to work with and support parents who are toilet training their children.



For further information about the preschool and to view all of our policies, please visit our website.

CONTACT US

Neston Preschool Playgroup

Neston Memorial Hall

Pool Green

Neston

SN13 9SN

Telephone:

07815 679984

Website:

www.nestonpreschool.org.uk

Email:

playgroup@nestonpreschool.org.uk

