

# ALBURY ACORNS PRE-SCHOOL

## From tiny acorns mighty oak trees grow!

Welcome to Albury Acorns Pre-school. We meet at the Village Hall 5 mornings a week. Sessions are from 9.00 am until 1.00 pm on Monday – Friday including a Lunch Club (lunch and a drink provided by you in a named lunch box).

### **Aims of our pre-school**

Firstly, we want our children to be happy and feel secure in a structured play environment. We encourage the children to learn through play, to experience and explore the world around them by using the equipment we have to offer. We aim to aid the children to become independent, self confident, to care for others and to prepare them for primary school. Being a small group, no more than 16 children, we cater for each child's individual needs.

### **Education through play**

Each session is planned in advance to offer a wide range of activities to cover all areas of the curriculum. The children work towards the Early Learning Goals which are built into the terms topics.

The Early Learning Goals are:

1. Personal, social and emotional development
2. Knowledge and understanding of the world
3. Communication, language and literacy
4. Problem solving, reasoning and numeracy
5. Creative development
6. Physical development

### **Staffing**

We have a trained and experienced pre-school leader, deputy and assistant. All our staff are qualified, ranging from NNEB to NVQ status. All staff are encouraged to regularly attend a variety of training courses to keep updated and refreshed with ideas.

We have a qualified first aider in the pre-school at all times.

### **Input**

We receive input and advice from other professionals throughout the year. We are part of the "Pre-school Learning Alliance" and are registered with Social Services Under Eight's Early Years Unit and the DFEE Department for Education and Employment. We have also been inspected by OFSTED. If you would like to see the report please ask. Children and parents are invited to visit our pre-school during the half term before they start. This helps the child settle in and both child and parents can sample the facilities available and meet the staff. This also allows any questions you may have to be answered and discussed.

## **Provisions for children with special needs**

We welcome children with special needs to the pre-school. We have adequate facilities to provide access to and from the building. We also have a disabled toilet and a hall with plenty of space for wheelchair access. All staff have knowledge of special needs and have received relevant external training. We follow the code of practice as set out by DEFEE. We are happy and willing to work with other professionals, ie health visitors/speech therapists to follow and create a plan of action for your child.

## **Equal opportunities**

The pre-school recognises and respects the values of all backgrounds by they racial, religious, cultural or linguistic and our work with parents reflects our commitment to make opportunities available for ALL to enjoy the time we share together. All children are treated and respected as individuals, without racial or gener stereotyping.

## **Clothing**

We provide aprons for messy play but we cannot guarantee a clean child at the end of the session. We therefore ask you to dress your child in old comfortable clothes. The best are those with elasticated waists so the children can cope with going to the toilet unaided and loose sleeves that can be pushed up for water and messy activities. We ask that every child has a bag of spare clothes available in case they are needed. Also that in bad weather the child has a coat, hat and gloves and when the sun shines they have a sun hat and sun cream with a clear named label.

## **Admission policy**

We accept children from the age of 2 years to school age.  
We accept children that are not toilet trained but they must come with a complete changing bag including mat, wipes and pull ups or nappies.  
Children living in Albury and surrounding areas.  
Parent/children with a special need.  
Children who have been attending toddlers.

## **Fees**

Charge to registration £20.00.  
Our fees are £12,00 per morning session (including a Lunch Club) payable at the beginning of the week or if you prefer at the beginning of half-term. The space is reserved for a child and therefore we charge for any missed sessions. You are required to give a full half-term's notice if you wish to withdraw your child from the pre-school. Fees will be charged if adequate notice is not given.

## **Hygiene and safety**

Our main rule inside pre-school is if we consider it safe for your child and other children you may do it.

Equipment is checked daily and is for children of this age group (we also assess suitable for each group of children). The children are encouraged to use all the equipment safely and an explanation is given if they are seen to misuse it.

Exit and fire doors are locked from the outside to prevent access to others unless let in by us. Unknown persons are required to show identification.

In case of fire a notice is displayed in the Village Hall on the notice board and a fire drill takes place each half term. We refer to this as the "Exit Game" so the children are not alarmed.

Basic hygiene rules are followed, such as hand washing after visiting the toilet and before handling food.

We ask you not to send your children to pre-school with contagious ailments and to acknowledge recommended isolation periods. If you are unsure please ask. We observe recommendations of our health visitor but do not wish to exclude children unnecessarily.

### **Discipline**

With the support of the pre-school the child learns self-control, good manners, how to share with others and respect for both teachers and the other children. We believe in praising a child when they say or do something helpful, share, are courteous or achieve. This helps build their self-confidence and respect for others.

Should a situation arise where a child is seen to be behaving badly or being disruptive, the following action will be taken; firstly a member of staff will explain to the individual why his/her behaviour was not acceptable, taking into account the age of the child. In extreme cases the parents will be contacted concerning the incident. If an incident involves another child we will discuss the incident with the child and encourage an apology.

### **Records, attainment and progress**

The children's progress is recorded by observations and varying skills. Their progress is recorded on a progress book that is related to the Early Learning Goals. If at any point you would like to see your child's status please ask.

Inspection reports from the Under Eight's Unit, DEFEE and action plans are available for everyone to read. You may also wish to look at termly and daily plans to see the activities we are providing.

### **Complaints procedure**

If you have any grievances whilst your child is at pre-school please do not harbour them. Please talk to a member of staff or the Committee immediately. If it can still not be resolved please contact:

Ofsted Early Years  
The Frontage  
Queen Street  
Nottingham  
NG1 2AR  
Telephone 0845 6014772

### **Long term plans**

- To provide a safe, secure and happy environment for children, parents, carers and staff.
- To learn through constructive play in a fun way.
- To explore and experience the world around them provoking curiosity.
- To aid personal, social and emotional development, gaining in confidence and in independence.
- To become self confident, to care and respect and value themselves and others.
- To enjoy and value the time we share together, giving all children equal opportunities.
- To welcome children with special needs and do all we can to aid their play and development.
- To provide activities to cover all areas of development, with a variety of equipment and projects to extend these as the child progresses.
- To share with parents achievements and attainments.
- To respect confidentiality.

During the time shared with us we aim for the children to become proficient in a variety of skills,. Our curriculum is planned to give opportunities and experiences to meet these goals.

- To be able to converse, question and give explanation.
- To share, enjoy companionship, to initiate and join in games.
- To understand right from wrong.
- To respect value and care for self and others.
- To become independent.
- To listen, tell and join in stories and discussions.
- To recall incidents and activities in sequence.
- To enjoy books and read for pleasure and information.
- To be aware text carries meaning.
- To recognise own name and be able to write it and other letter names and sounds.
- To hold a pencil correctly.
- To draw a man including the body and features.
- To copy and devise patterns.
- To learn the various sizes eg big, medium and small.
- To recognise shapes and their names.
- To count by rota 1-5 and then backwards.
- To count by rota 1-10 and then backwards.
- To recognise numbers and their meanings.
- To count out and have understandings 0-5, 0-10
- To construct models using different materials and by different ways.
- To do simple insert puzzles and to extend further.
- To problem solve.
- To be able to do simple repetitive patterns.
- To observe the world around them.
- To be aware of other people's cultures and beliefs.
- To observe and record in drawings.
- To explore and experiment with medium textures, sand, water etc.
- To be aware of a variety of materials ie metal, wood, plastic, china and glass.
- To recognise past, present and future experiences.
- To use scissors and a variety of tools correctly.
- To recognise and name colours ie primary and then to extend on further.
- To be able to mix colours using a variety of colours.
- To enjoy and show a sense of rhythm with body and musical instruments.
- To be able to discuss and explore their senses.
- To show and use their imagination in role play etc.
- To join in play action games ie What's the time Mr Wolf.
- To be able to sing nursery rhymes and re-tell a simple poem.
- To be able to use large physical equipment with awareness of safety.
- To be able to run, skip, hop etc.
- To be able to use fine motor equipment to promote hand and eye co-ordination.
- The children should be able to follow simple instructions and observe rules.

**For registration or further information please contact:**

**07826303560  
alburyacorns@?????.couk**