

PRE SCHOOL PROSPECTUS

Brookhurst



Stepping Stones

2020 – 2021(2)

BROOKHURST PRE SCHOOL

'Stepping stones'

AIMS

Brookhurst Pre-school is based at Brookhurst Primary School in Bromborough; we aim to offer a high quality play and pre-school experience to children between the ages of 2 and 5 years old. The Pre-school is bright, welcoming and stocked with a wide variety of appropriate equipment. This ensures that the children become involved in a wide range of enjoyable, carefully structured play activities, both inside and outside, in a happy and relaxed atmosphere, enabling them to socialise and develop at their own pace. The staff work with parents and carers to fulfil the needs of each individual child, to identify any special needs and to help all the children develop and make a smooth transfer to their next stage.

STAFF

There is always a high staffing ratio, which varies according to the age of the children. We cater for up to thirty children at any one session. All the staff have or are working towards qualifications in childcare and education, and have considerable experience in caring for young children, and in addition, all hold a current First Aid Certificate, Safe guarding children and Food safety.

Mrs. Kerry Green	N.A.M.C.A.; P.L.A. D.P.P.(Level 3); N.V.Q. Level 3
Mrs. Carol Cottrell	P.L.A. Getting Started-Foundation Course; P.L.A. D.P.P. (Level 3)
Mrs Helen Williams	BEd Hons in Nursery/Lower Primary. QTS
Mrs Maz Hill	NVQ Level 3
Mrs Sandra Wellings	NVQ Level 3 Senco Award Level 3
Miss Claire Byron	NVQ Level 2
Mrs Kara Caddy	NVQ Level 2

Staff continue to update their qualifications – CPD by attending a variety of courses provided by the Wirral Sure Start Support Team

GENERAL INFORMATION

Brookhurst Pre-school Group opened in September 1990 in a room in Acre Lane Education Centre, sharing the room with another Group. When we were offered a room in Brookhurst Primary School we were delighted to accept. This room was acceptable to Social Services as long as suitable toilet facilities were installed. Within two years we had the required facilities and a garden for outside play, and had extended the provision by opening in the afternoons.

In January 2010 we moved to occupy a new building, provided by Wirral Authority. This is situated to the side of the school, which has given us wonderful space both inside and out. We now are able to take a maximum of 30 children at each session.

Brookhurst Pre-school Group is a non-profit-making organisation run by a community committee.

We are members of, and insured with, the Pre-school Learning Alliance.

We are also a Registered Charity, number 1085865.

The Wirral Local Authority supports the Group and we are inspected by OFSTED for the quality of educational and care provision. The latest Ofsted report is displayed in our cloakroom for all to read, we were judged 'Outstanding' in all areas.

We follow the Statutory Framework for the Early Years Foundation Stages, setting the standards for learning, development and care for children from birth to five.

THE CURRICULUM

The curriculum has been approved by the Ofsted Inspector as likely to lead to the Early Learning Goals within the Early Years Foundation Stage 2012 as identified by the School Curriculum and Assessment Agency.

The activities and resources within the Pre-school are provided to offer children enjoyable experiences within the Three Prime Developmental Areas; Personal, Social and Emotional development, Communication and Language and Physical development and 4 specific developmental areas Literacy, Mathematics, Understanding the World and Expressive arts and design and the Early Years Foundation Stage Principals; Learning and developing; Unique child, Positive relationships, and Enabling environment.

The children learn through play, finding out for themselves by exploring the carefully constructed environment guided by sympathetic, well-trained adults.

THE COMMITTEE

Although the Group occupies a building on LEA premises, it is a self-supporting unit and thus the fees and early years funding for eligible children finance all its activities. The Group has a license agreement with Wirral Borough Council.

The provision of Pre-school facilities is conditional upon the continuation of the licence.

Any alterations that would affect the running of the group would be notified to parents/carers as soon as is reasonably possible.

The Committee is made up of parents, managers and representatives from Brookhurst School and is responsible for managing all aspects of the Group.

ADMISSIONS

We keep a waiting list and places are offered as the children reach 2 years.

Parents and children can visit during a session to enable them to decide whether to take up the place.

To secure a place we ask for a registration fee of **£50.00** (£25 non-refundable, £25 to be deducted from the first half terms fees) payable at our open/registration evening.

We ask for some important information including children's details, health information and contact details.

In order to comply with General Data Protection Details we are required to obtain parental permission to hold information.

We are also required to give you the option to withdraw this permission should you wish to do so.

We need sight of your child's birth certificate and will take a copy of it as it is necessary for us to submit it when applying for early years funding.

During the summer term we hope to invite all new parents and children to an open session.

FEES

The fees are set by the Committee, and with the Early Years Funding (see below), must cover all expenses incurred:; the administration; the insurance; the heating, lighting and water; the remuneration of staff; renewal of equipment, the furnishings and decoration; and general maintenance etc.

Universal & Extended Hours Funding – You must comply with the government rules and sign once per term to confirm your claim.

The fees will be: - **£16 per session**

Payment Methods

Fees are paid half-termly in advance, weekly or monthly by cash, electronic bank transfer, standing order. We also receive payments from many work voucher schemes (this is now closed to new members), tax free childcare account.

Notification of a child being absent is required e.g. illness or holiday; payment for these sessions will be charged.

In the case of difficulties please put this in writing to our committee - help with funding may be available for parents with financial needs and children with special needs.

All children receive early year's education funding from the term after their third birthday, and from that time their place is free to parents. The Group will apply for early years funding for three- year-olds as soon as they become eligible. If, however, the funding is claimed elsewhere we shall be obliged to charge the fee.

In some cases children are eligible for funding from the age of 2. Please ask for details or refer to the Wirral Borough Council website.

In addition, some parents are entitled to claim a further 15 hours Extended Funding (30 hours per week of funding in total) for use at childcare settings. For those children staying all day there is a small additional charge of £3 per day for the extra 40 minutes per day that is not funded. This may/may not be used from the extended funding depending on whether the full entitlement is being claimed. For more information visit www.wirral.gov.uk/early-years-and-childcare. The number of children attending more than 15 hours will be limited.

A half terms notice is necessary if your child leaves Brookhurst Pre-school or reduces the number of sessions attended, or payment of those sessions will be required.

Any monies paid by cheque to the Group, should be made payable to '**Brookhurst Pre-school Group**' and have the cheque card number on the back.

PARENTAL INTEREST

Parents are respected as the prime educators of their children and as such are always welcomed into the setting.

Your active involvement is vital to the longevity of the Group. If you wish you can help in the following ways by:-

- 1) Putting your name on the list to help in a session. Dads, Grandparents, Mums and other caring adults connected to the child are all welcome.
- 2) Becoming a parent representative at Committee meetings - names are put forward at the Autumn A.G.M. and there are usually six meetings per year in the second week of each half term.
- 3) Joining a working party to help maintain the environment.

CHILDREN'S RECORDS

To enable the staff to help each individual child according to his/her particular needs, activities will be observed, and written and photographic records will be kept of those observations in a Learning Journal. These records will be shared with parents regularly. Any time you wish to discuss your child's well being or progress please feel free to ask to see a member of staff. We do operate a Key person

system and there will be a staff member allocated to take a special interest in your child. The Key person is responsible for completing the children's Learning Journal.

SPECIAL EDUCATIONAL NEEDS

A member of staff is nominated to be responsible for the co-ordination of special needs (SENCO). Please feel free to discuss any concerns you may have regarding your child.

GUIDELINES

Session times and Access

Brookhurst Pre-school term times follow closely the term times of Brookhurst Primary School.

The morning sessions start at 9.00 a.m. and finish 12.00 p.m. (Between three and five sessions per week age 3-4 years, the year before they go to school) (Universal funding)

The afternoon sessions run between 12.40 p.m. and 15.40 p.m. (Between two and five sessions for mainly younger children from 2 years of age) (Universal funding applies the term after they are 3)

In addition we offer a number of all-day places from 9.00 am until 15.40 pm (Universal and Extended funding)

Access is through our own gate to the right of the school entrance

Please also ensure the gate is closed after you.

Snacks

The children are offered a snack during the session.

This normally includes a drink of milk, and a healthy food option, other foods connected to a focus could be included.

Children should **NOT** bring sweets or other food at any time, unless a medical condition or allergy requires this and this will be arranged between parents and staff.

Lunch

You will need to provide for your child a healthy lunch (Sugar free drink, non-carbonated) in a suitable container, clearly labelled with your child's name)

Security

We are required to keep a record of the adult(s) who will normally collect each child.

ANY alteration **MUST** be notified in advance.

Parental Responsibility

Parental responsibility is normally whoever is printed on your child's birth certificate. When registering your child with Brookhurst Pre-School we will request both signatures on our contact form.

General

Please put your child's name on all clothing and footwear.

The children will be loaned a bag to keep black pumps and a change of clothes.

If you require your child before our finish time please telephone or email in advance.

Brookhurst Pre-school uniform (sweatshirts, cardigans and T-shirts) can be purchased at local Wirral Uniform Shops.

We do have some second hand items that can be purchased. Please ask.

Please note that wearing our uniform is **not** compulsory.

Attendance

It is important that your child attends regularly to maintain continuity and to receive the greatest benefit from the activities on offer.

If your child is absent for any reason, please send a note or telephone.

However if your child is feeling unwell, has an infectious illness or is on medication please discuss the suitability of their attending that session with a member of staff. Your child should not attend the group for 48 hours following sickness or diarrhoea.

Accidents at home

Please can you email inform us of accidents that have occurred while not at the group that have affected your child i.e. burses, cuts etc. Accidents that happen within the group will be recorded and fed back at the end of a session.

In Conclusion

We hope you find your family's association with Brookhurst Pre-school Group is happy and rewarding. Should any problems arise in connection with your membership, you are welcome to contact the managers or committee members at any time. Contact information is posted up in the cloakroom.

Children are allocated a Key person; you are welcome to come in to talk to them by arranging a meeting at a mutually convenient time.

This information booklet is to enable you to prepare yourselves and your child to make the most of all our Group has to offer. **Please keep it for future reference.**

Information is shared with the Wirral Local Authority regarding funding and children's development as part of our agreement with them.

The Registration documents, Insurance Certificates, Policy and Procedures, Ofsted Inspection Report and Prospectus are all displayed in the cloakroom with other information of interest. These can also be viewed on our website.

IMPORTANT CONTACT INFORMATION

Mrs. Kerry Green – Co-manager

☎ 334 7224

Mrs. Carol Cottrell – Co-manager

☎ 334 6916

If you wish to contact us you can ring us directly on

☎ 0151 343 0451

Or on the classroom mobile.

☎ 0779 0761 564

E-Mail :- carol-kerry@brookstep.co.uk

www.brookhurstpreschool.co.uk

Co - Managers

Mrs. Kerry Green

N.A.M.C.A.; P.L.A. D.P.P. (Level 3); N.V.Q. Level 3

Mrs. Carol Cottrell P.L.A. D.P.P. (Level 3)
Supervisors

Mrs Helen Williams BEd Hons in Nursery/Lower Primary.

Mrs Maz Hill NVQ Level 3

Assistants

Mrs Sandra Wellings NVQ Level 3 Senco Award Level 3

Miss Claire Bryon NVQ Level 2

Mrs Kara Caddy NVQ Level 2

All staff keep their Safeguarding children, First Aid and Food safety qualifications up to date.