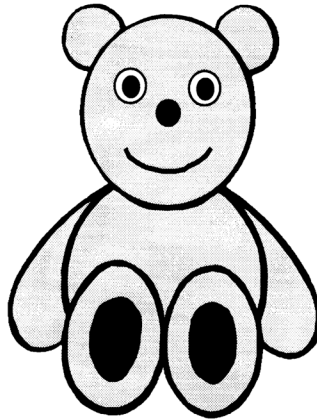


Oundle Community Pre-School



Formed in 1963

**Fletton House
Glaphorn Road
OUNDLE
Peterborough
PE8 4JQ
01832 273647**

Aims

Formed in 1963, Oundle Community Pre-School aims to provide high-quality play-based activities in a friendly and stimulating environment, working in partnership with parents and the wider community. Activities, based upon the interests of the children, are designed to help each individual child to develop its potential, academically emotionally and socially at its own pace within a caring, friendly and fun environment. In addition to a wide selection of toys materials and activities including a well equipped outdoor area which are always available, we also deliver focused adult led activities which are designed to give children access to the government's Early Years Foundation Stage Curriculum Early Learning Goal stepping stones.

General Activities

Our Pre- School offers a wide selection of toys, materials and activities, including an enclosed outdoor playground with many wheeled toys, climbing frame art and craft activities, construction sets, sand and water play, woodwork, cookery. , Dressing -up clothes and a shop and home corner promote role play, which are extended via a good variety of books and multicultural toys and activities.

In addition to the in- house play we arrange short visits within the community, i.e., to the fire station, police station, farm visits and summer -Teddy Bears Picnicø We also enjoy individuals visiting us to give short talks and demonstrations of activities on subjects of interest to the children, i.e. police, country park rangers, face painting, besides teachers from local schools when children are ready to make transition to school.

Curriculum

Our planning system enables us to provide a curriculum tailored to the needs of each individual. Via developmentally appropriate play activities and with a high adult: child ratio we work towards helping children attain within the government's Foundation Stage Early Years curriculum in the following six areas:

Language and Literacy, Personal and Social Development; Mathematics; Knowledge and Understanding of the World; Physical Development and Creative Development.

Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary 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, to be able to handle them, and to be aware of their uses, both for reference and as a source of stories and pictures. Each morning the staff read stories to the children, thus encouraging their listening, and memory skills.

Personal and Social 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 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 are encouraged to do so in addition to having respect for the feelings of others.

All children are given the opportunity, as appropriate, to take responsibility for themselves and for the group, its members and its property.

Mathematics

By means of adult supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities that form the basis for early mathematics. As they use and develop 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, particularly finger rhymes, games and picture books help children become aware of number sequences and, when they are ready, to use simple mathematical operations such as adding two numbers or more.

Knowledge and Understanding of the World

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They also learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community, as well as learning of different places and cultures. A range of safe and well-maintained equipment enables children to extend their technological understanding. We have a range of simple tools, techniques and use of ICT equipment as appropriate to achieve their intentions and solve problems.

Physical Development

A range of equipment and opportunity, both indoors and outside, allows children to develop confidence and enjoyment in the use and development of their own physical skills. We encourage children to meet physical challenges safely, developing skill and control in moving, climbing and balancing. Simultaneously, children are supported in the development of finer skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision. We also encourage children to partake in movement and dance.

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 own individual response to experience in two and three dimensions. Art equipment, including glue, crayons, pencils, as well as natural and discarded resources, provide for open ended exploration of colour, shape and texture and the development of confidence in expressing themselves creatively. In addition, children engage creatively in music, stories, and imaginative role-play and in their exploration of the whole environment.

Starting Pre-School

Registration: To register your child for Oundle Community Pre-School you should:

- Detach and complete the application form from the centre of this prospectus.
- Return it to the pre-school (FAO The Administrator). For postal address see Pg. 8
- Our administrator will then contact you to let you know of available placements for your child and a subsequent start date.

If you would like to talk any queries through please either telephone 01832 273647 Mon- Friday 09.30- 13.00hrs or pop in and see us. If you are able to come in between 12.00hrs and 13.00hrs (i.e. at the end of a session), we are more able to talk at greater length.

Regarding Particular Needs:

All children are encouraged and helped to develop at their own individual rate of learning and development and we warmly welcome *everyone* to Oundle Community Pre- School. However, should you like to discuss the group's ability to meet any particular or special needs your child may have, including diet, additional learning, speech or health needs, please do not hesitate to contact your key worker or the pre-school Leader or her Deputy.

Parental Involvement.

We and the Pre School Learning Alliance recognise parents as the first and most important educators of young children.

Children learn particularly well when relaxed, happy and interested in whatever they are doing and much learning occurs both at home and at pre-school during these occasions. It would therefore help us to help your child in our planning if you could observe your child at home and, in liaison with your key worker and by filling in the -Teddy Observation Sheets- every half term , let us know of any particular interests your child has , or developmental milestones achieved.

Your observations, together with those taken by staff enable us to adapt the planning and delivery of the National Curriculum. Records, are kept for the purpose of future planning and as a means of informing parents of the progress of their children. in the form of -Special Books-. These can be seen at any time and at designated parent's evenings.

The First Days:

A child who is tense or unhappy will not be able to learn or play to the best of their ability. It is therefore important for parents and pre-school staff to work together to help the child to feel safe, secure and confident within the group. There is no set time scale that this should be attained by and it takes some children longer than others. Parents should not feel worried if their child takes a while to settle and we would encourage parents to come and join us and stay for as long as they and their child would like to in order to facilitate the settling in process. (please see our settling in policy).

What your child should wear to Pre-School.

Exploration and experimentation are powerful methods of learning. We go to great lengths to provide your children with as wide a range of materials, including messy ones, with which to stimulate your child's learning by encouraging exploration and experimentation. A fear of getting dirty can hinder a child's ability to fully engage in the learning process and we would therefore ask that children wear hardwearing clothes that are easily washable. Moderately priced T-shirts and sweatshirts bearing our Teddy bear logo are available. Please ask staff if you wish to purchase these.

Simple clothing with fastenings such pull on trousers, Velcro shoe tabs and large zips enable us to help children to develop the independence they need before they go to school. This skill acquisition in turn, boosts their self esteem and fosters a positive learning disposition.

We encourage outside play throughout the year and also occasionally go for walks in the nearby fields. In winter months, therefore it is helpful if parents ensure children have (labelled) coats, gloves and hats as appropriate and bring in wellington boots/ a change of shoes to prevent the floor that children spend much of their time playing on, becoming muddy.

A named bag containing a change of clothes and, should your child wear nappies, nappy changing equipment is also desirable, though we are able to provide changes of clothing in emergencies!

PreSchool Staff

Leader : Heather de Gaunza. Cert. Early Years (Open)(Level 4.)
S.R.N.
Assistant: Lesley Tyrrell (NVQ3)
Assistant: Cheryl Scott (NVQ3)
Assistant: Alison Flint (NVQ2) working towards NVQ3)
Assistant: Michelle McKenzie (CPP L. 2 W/T NVQ3)
Assistant: Christine Killner (working towards NVQ2)
Assistant: Tracy Upex

All Staff members are involved in on going training and are registered with the local authority in accordance with the Children's Act. All staff have been checked and cleared with The Criminal Records Bureau and with OFSTED.

We aim to keep a high ratio of adults to children at each session to ensure individual attention to the needs and development of child.

You and your child will be allocated a member of staff who will act as your 'Key Worker' someone who will be specifically responsible for your child and with whom you and your child can liaise with.

Policies

Our policy statements are displayed on the notice board in the corridor area. All of our policies are designed to offer the best possible experience for the children and families. The pre- school is regularly inspected by OFSTED and is a member of the Pre- School Learning Alliance. We also work closely with Northamptonshire Early Years Training advisors.

Safety and Security

To ensure the security of your child please inform us verbally and in writing, by completing the blue contact book in the corridor if any one other than yourself or the regular carer is to collect your child. Children will **not be released to any unknown persons.**

Please do not bring your child to pre-school if they are ill or require medication such as Calpol. Please inform Staff of any infectious conditions or diseases your child may have been in contact with (especially German Measles, Chicken Pox, etc. or of allergies which may affect them.

Fees

£12.00	-	morning session
£ 9.50	-	afternoon session

We aim to keep these as low as possible.

Whilst these charges cover our basic running costs, in order to replace broken toys and equipment we rely on fundraising events throughout the year. As such we value highly your support, either as an organiser or by contributing your help, time or donations.

Our Invoice Policy:

- At the beginning of each term you will receive your invoice for the up-coming term. All bills are placed in the blue box file on your right in the pre-school corridor.
- All invoices are to be paid within two weeks of the start of term. There is a payment due date specified on each invoice.
- We would respectfully ask that all invoices be settled by cheque for ease of banking.
- It is the Pre- School policy to charge an additional 5% to your invoice if your payment is late.

Please note:

Oundle Community Pre-School accepts children for no fewer than two sessions per week.

You will be invoiced for *all* sessions booked, not just those attended.

If you wish your child to leave pre-school OCPS requires at least four weeks written notice.

Nursery Voucher Scheme:

The Government's education voucher system entitles all children in the term after their third birthday to attend a maximum of 5 x 2 ½ hour sessions per week free. This voucher is currently £8.75 per session. Our sessions run from 9.10am to 12pm at a cost of £12.00 for the full session. Should you wish your child to attend for 2 ½ hours only (free entitlement) please inform the pre school.

Committee Management

The Committee are parent- elected from current parents and friends of the pre-school. The committee is renewed annually at the Annual General meeting, usually held in October.

One member of the committee remains to ensure smooth transition between Committees and to lend support. If you wish to be part of the next Committee, please make this known to the current members of the Committee and to staff members.

For the Academic Year of 2007-2008 our Committee are:

Chair - Sophie Raudnitz
Treasurer - Alison Rye
Secretary - Nicola Gough
Fundraisers -

Find us at: Oundle Community Pre-School,
Fletton House,
Glaphorn Road,
OUNBLE
Nr Peterborough
PE8 4JQ

Tel: 01832 273647

Our pre-school is located in the eastern wing of Fletton House, next door to the library. We have a wide range of indoor and outdoor equipment for children to explore.

Please note:

The library requests that we do not use their car park. Thank you.

Correspondence:

Letters from Pre-School will be either given to you directly by the staff or placed in the blue filing box situated on the table in the entrance corridor. Please check this once a week for newsletters and notes.

Term dates, projects and other significant information will be posted on the notice boards and/or conveyed through our half term news letters.

Please let staff know if you have a change of address or contact telephone no, so that we can update our information enabling us to be able to contact you -in the event of your child becoming ill at pre-school, for instance.