



Dear Parents and Carers

Welcome.

Thank you for enquiring about Coton Pre-School. We hope that you will pay a visit to the school so that you can see for yourselves what we are all about. We are proud of the children and our pre-school and the achievements we have made together.

Our group ensures each child receives individual attention and works together with parents to ensure they develop skills necessary to socialise and make friends easily.

You may join in our classroom activities at any time. If you would like to share any specific skills or interests with the class, please speak to a member of staff. Your suggestions are also very welcome.

We hope that this Prospectus will give you some idea of life at Coton Pre-School and the way in which we work. We are always willing to talk to parents about our work and discuss any issues you may have.

Introduction

Coton Pre-School is a small rural setting located in the pleasant grounds of Coton School and has been running for more than twenty-five years. In this time, it has welcomed children from Coton, Cambridge and surrounding villages and helped to prepare them for their early years at school as part of the Foundation Stage within the National Curriculum.

Our aim is to provide a safe, caring and stimulating environment where children can develop new skills and the confidence to use them. Our group ensures that each child receives individual attention and is able to socialise and make friends easily.

Our current session times are Monday to Friday from 9.05 am to 12.05, with lunch clubs until 1.05 daily except Mondays. Tuesdays are reserved for older children who will be starting school the following Autumn. During the first half of the summer term, a teacher from Reception class visits the Pre-School one morning a week and in the second half, those children due to start school in the autumn of that year are taken into the Reception class for a part of the morning to give them a gentle introduction to school life.

Our management is run by a Parent Committee which welcomes the participation and contributions of all. We hope you will be involved during your child's time with us, please register your interest with the Chair.

We hope you and your child will have a happy and fulfilling time with us. To ensure your child's time at Pre-School is as rewarding as possible, we should be grateful if you would take notice of the following points:

Settling in

You are welcome to stay as long as you wish in order to help your child settle in. This will vary from child to child. We offer two free visits which we encourage to be taken in the half term preceding the proposed start date. In practice we usually find a gradual introduction over a few mornings works well. Our staff will work with you to make the settling in period as smooth as possible.

Things to bring to Pre-School

To develop your child's independence at Pre-School please dress them in clothes that they can manage themselves as far as possible. Dungarees and laced shoes, for example, should be avoided whilst trousers and skirts with elasticated waists are particularly welcomed! For those children attending on a Tuesday when we take them into the school hall for PE we would ask that no tights or 'difficult' clothing be worn.

Please bring a complete change of clothes for your child in a clearly named bag.

ALL ITEMS SHOULD BE NAMED.

In the winter months it is essential that children have boots (wellies) or similar for outdoor wear and a separate pair of shoes for indoor use. They will also need a warm coat, hat and gloves.

In the summer, please provide a sun hat and apply any necessary sunscreen at home.

Arrivals and Departures

Parking

If you bring your child by car, please could you observe the parking and turning conventions of Coton School. Please drive past the school and turn around at the bus stop at the far end of the village before returning to park. Parking on the school premises is reserved for staff and the marked area immediately in front of the school is for coaches only. Please also refrain from backing into the staff car park for safety reasons. Please do not walk through the staff car park on your way to the Pre-School building

It is not possible to leave your child at Pre-School before 9.05 am as we are not insured before this time and can take no responsibility for your child's safety.

Please arrive promptly to collect your child at 12.05 or at 1:05 if they are attending lunchclub. We reserve the right to charge parents if they are late and that would be passed on to the staff member inconvenienced. In case of

emergency, please call us on our mobile telephone no. 07534 873649 to let us know you will be delayed.

Please ensure that other people who may collect your child from Pre-School, e.g. grandparents, friends, childminder, are listed on your registration form, and introduce them to the staff. Please tell staff if your child will be met by someone different on any one day and write this in the 'Going Home Book' at the beginning of the session.

A Typical morning at Pre-School

Our sessions now have a long freeplay period to encourage children to experience a wide variety of activities but giving them freedom to lead their own play. There are different activities everyday fitting in with a weekly theme and we also have a broader theme covering each half-term. The details of the week's planned activities is displayed on the noticeboard.

- 9.05am Freeplay. This includes registration and child helper rota, snack time, creative table, painting easel, computer. Children can choose from at least 4 activities. These may include floor play, home corner with cooking and other focused activities, play dough, drawing, construction games, puzzles etc. We have a range of suitable educational games on our computer - children are encouraged to take turns and play for a timed duration when this is in use. On warmer days we use the safe surface garden area or veranda with a play house, sand, chalk board, climbing frame, water or messy play trough. We introduce the children to gardening in the warmer months using our small greenhouse or planters and we visit the school's Nature garden. We provide a healthy snack such as some fruit and toast with milk or water to drink. Sometimes the snack will be something the children have cooked during the session or grown outside or both. We regularly have a fruit and vegetables chart to encourage and reward children for trying a wide variety of fruit and vegetables.
- 11.00 am Circle time: Show and tell, news time, songs and games, names on tree.
- 11.15 am Outdoor play (weather permitting) with scooters, buggies etc. or play on the school field and play equipment. In poor weather, indoor games such as action songs, parachute, mat work.
- 11.50 am Story and good-bye song.
- 12.05 pm Home time, collect belongings and artwork.

During the warmer months, with the permission of parents/carers, nature walks around the village and outings to local attractions may take place.

Curriculum

We work closely to the National Curriculum for children entering compulsory education outlined by the Cambridgeshire Footsteps. Each half term we focus on a new theme, which enables us to introduce new ideas, concepts and skills.

A brief outline is presented below (full details are displayed on our notice board):

Personal and social development

Includes learning to be part of a group, learning personal independence, solving problems and showing consideration to others' feelings.

Language and literacy

Includes encouraging self expression in discussions with adults and children, listening to others, responding to stories, songs and rhymes, handling and using books in all situations, recognising alphabet sounds and letters, and encouraging emergent writing.

Mathematics

Includes using mathematical language relating to shape, size and quantity, sorting, comparing and counting objects and familiarity with number sequences through songs, games and books.

Knowledge and understanding of the world

Includes observing and exploring the modern cultural world, natural world, local environment, families, events in the past and present.

Physical development

Includes developing fine and large motor skills, mobility and physical skills with awareness of space and movement and handling of tools safely.

Creative development

Includes exploring sound, texture, colour, form and space, representation of ideas and feelings in a variety of ways including through music and using different materials, encouraging child led role play.

We aim to make learning enjoyable, interesting, accessible and stimulating. The children are encouraged to have a positive attitude towards what they do and to consider others whilst at play.

Reports and records

Because of the small and friendly nature of the Pre-School, staff are able to make and record observations of individual children on a daily basis. These daily records are confidential and will be made available only to the parents of the child concerned. Parents will be shown the records from time to time and asked to fill in the section concerning the child's progress at home. Pre-School staff are happy to discuss, in confidence any particular concerns parents may have. We also have a child consultation evening arranged during the Spring Term.

The Role of the Parents

We recognise parents as the primary educators of their children and value your support. Parents are welcome to:

Attend the Pre-School with their child at any time.

Work in the group with the children and contribute specialist skills (e.g. music, story-telling, art).

Assist with fund raising.

Take part in the management of the Pre-school through election to the management committee.

Attend meetings or training offered by the Pre-school Learning Alliance, of which Coton Pre-School is a member.

Special Needs Policy

At Coton Pre-School we are happy to welcome all children and adults into our group. Our observations and records will highlight any difficulties as they arise and parents will be invited to discuss these with the staff. If circumstances require, we will seek extra funding to allow one-to-one care of a child in order to meet his/her needs.

Equal Opportunities

Coton Pre-School is open to all children and we operate an equal opportunities policy in staff recruitment. As part of our curriculum, children are encouraged to learn about other cultures and their customs and clothing, festivals, food and languages.

Staffing

The Pre-School is run by a voluntary committee which employs motivated and dedicated staff. The current staff are as follows:

Leader & Senior Assistants:

Linda Walker (SENCO) Child Protection Officer

Nicola Harvey (Deputy Leader) Admissions, Health & Safety Officer

Catherine Seale (Deputy Leader)

Assistants: **Shannon Gardener, Marissa Wilkinson, Jackie Clark**

Photographs of all staff members can be found on the notice board immediately outside the main room.

Our aim is to provide a minimum adult:child ratio of 1:6, whilst the legal requirement is 1:8. We also actively encourage parents to participate in the classroom, sharing at first hand the experience of their child and enriching the life of the group.

We hope your child will have a very happy time at Coton Pre-School. Please do not hesitate to speak to our staff or a member of our Committee if you have any problems or queries. You may join in our classroom activities at any time. If you would like to share any special skills or interests with the class, please speak to a member of staff. Your suggestions are also very welcome.

Contact information

Our website is www.cotonpreschool.org.uk Please feel free to contact the committee or leader by email if you have any enquiries: leader@cotonpreschool.org.uk, chair@cotonpreschool.org.uk, secretary@cotonpreschool.org.uk or treasurer@cotonpreschool.org.uk.

This prospectus and enrolment forms are available online to print out. Copies can also be obtained from Pre-School.

Coton Pre-School, Coton CE(C) Community Primary School,
Whitwell Way, Coton, Cambridge CB23 7PW

Call us on our Mobile telephone: 07934 873649

Or, in the case of emergency, staff can be contacted via the School Secretary telephone: 01954 210339

Fees

From the Autumn Term 2010, fees will be £10.44 per session (from 9.05 a.m.-12.00 noon) reflecting our high staff:child ratio. We are a designated provider and receive 3+ and 4+ Government funding for children from the term after their third birthday. We offer a discounted rate of £8.45 per session for children under the age of three. Lunch clubs are available for an additional charge of £2.40,

An annual payment of £10.00 towards administration costs is charged on your first half Autumn term bill. If your child will be starting pre-school in either the spring or summer term, this administration payment will be present on your first invoice.

An invoice will be issued at the beginning of each half term and should normally be paid within 14 days. However, a more flexible payment plan may be negotiated with the Treasurer of the Pre-School. Payment may be made in cash or by cheque and cheques should be made payable to 'Coton Pre-School'. Fees continue to be payable if a child is ill, absent without notice or on a planned holiday. In case of prolonged absence, parents should consult the committee about fee payment.

Admissions Policy

We are able to accept children from the age of 2 and a half years, preferably once they are toilet-trained, for one or two sessions per week. Children can then increase the number of sessions they attend in a week, subject to availability. Most parents wish to ensure children are independent as far as toileting is concerned but we accept that it may not be possible for all children.

If you would like to visit the Pre-School to help you decide if it would be suitable for your child, arrangements can be made with the Pre-School Leader, the Admissions Officer or the Chairperson of the Committee.

Because of the locality we serve, there are normally sufficient spaces available in the Pre-School for all children who wish to attend. If however the Pre-School

becomes oversubscribed the following criteria will be applied when allocating places from a waiting list:

1. Children of Preschool committee or staff members
2. Children in catchment area in their preschool year
3. Children in catchment area with a sibling in preschool
4. Children in catchment area by date of birth
5. Children out of catchment in their preschool year
6. Children out of catchment under 3 yrs

New admissions will be considered alongside and at the same time as children already attending Pre-School. A letter will be sent out to all parents the week prior to each holiday advising what sessions their child is enrolled for and for which they will be invoiced. Ultimate discretion lies with the committee. **Please note our admissions policy is under review.**

To register your child at Coton Pre-School, please note that the signed and dated **Registration Information, Medical Details and Child Profile** should be delivered to Pre-School during the term prior to that which you wish your child to start. For example, if you wish your child to start Pre-School in the Spring 2012, your details should be handed in at least two weeks before the end of the Autumn Term 2011. If, for some reason, you are unable to register on time, please hand the forms in as soon as possible and we will do our best to accommodate you. All new admissions are considered and approved by the Committee and Pre-School staff.

To enrol your child, please complete the forms in the registration pack (available online or from the Admissions Officer) and hand in or post to the Pre-School.

Term Dates

Coton Pre-School is open on the same days as Coton School which is online www.coton.cambs.sch.uk/calendar/

Leave of Absence

Anyone wishing to take an extended leave of absence should notify the Committee in writing in the half term prior to the planned leave. Each case will be discussed on an individual basis and fees will be at the discretion of the Committee.

If you do not pay fees during your leave of absence you will be deemed to have left the Pre-School. If you do pay, the Pre-School will keep your child's place open and is not therefore able to take other children on on a permanent basis. If you wish your child to return to Pre-School they will only be allocated to sessions where places are available.

Medication

If your child needs to take any medication when at Pre-School or may require emergency medication, a medication book requires a signature and we would ask that you please speak to a member of staff who will ensure that the proper procedure is followed.

Health matters

Parents are asked not to bring children to Pre-School if they are suffering from acute illness which may prevent them from participating in normal group activities or which may be transmitted to other children. Our current exclusion policy for illnesses and communicable diseases is given in the table below. **In particular, children must be free of diarrhoea or vomiting episodes for at least 48 hours before returning to Pre-School.** Any incidence of head lice must be reported to staff so that they can notify all parents.

Disease / Illness	Minimum Exclusion Period
Antibiotics prescribed	First day at home or until child is well
Temperature	Parents will be contacted when child's temperature is at 38. If this raises to 39 child will be sent home. If sent home ill, child must be off for 24 hours.
Vomiting	If sent home ill, child must be off for 48 hours from last bout.
Conjunctivitis (viral / bacterial) Eye Infections	Keep at home for a minimum of 24 hours, longer if eyes still weeping. Children are not allowed to attend nursery whilst eye has green/yellow discharge.
Diarrhoea	48 hours from last episode
Chickenpox	5 days from onset of rash
Gastro-enteritis, food poisoning, salmonellosis and dysentery	Until authorised by GP
Infective hepatitis	7 days from onset of jaundice
Measles	6 days from onset of rash

Meningococcal infection	Until recovered from the illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness
Pertussis (whooping cough)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment
Poliomyelitis	Until declared free from infection by GP
Scarlet fever and streptococcal infection of the throat (tonsillitis)	Child can return 24 hours after commencing appropriate antibiotic treatment
Tuberculosis	Until declared free from infection by GP
Typhoid fever	Until declared free from infection by GP
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment
Pediculosis (lice)	Until appropriate treatment has been given
Plantar warts	No exclusion. Should be treated and covered
Ringworm of scalp	Until cured
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Need not be excluded once appropriate treatment has been given
Hand foot and mouth	No exclusion if well enough to participate.
Thrush	48 hours if there is severe or numerous cases in the nursery it will be 7 days.
Slapped cheek/ Parvovirus p19	No exclusion if well enough to participate.
Rashes	Children known to have a rash, or to be suffering from non- specific virus will not be allowed to attend the nursery without first having received medical advice and a written doctors letter.
Coughs and colds	Providing children are ok in themselves then they are fine to attend nursery as normal.

This list is not exhaustive but we adhere to the guidelines given by the Health Protection Agency on infection control in schools <http://www.hpa.org.uk>.

Where a child suffers from a chronic condition which requires regular monitoring full discussions should be held between staff and parents, prior to the child commencing at Pre-School, to make sure that the health or safety of the child will not be compromised by attending Pre-School. Notification of the condition must be clearly stated on the registration forms.

Safety

Children will be well supervised at all times, both indoors and outdoors. The Pre-School has an accident book in which we note full details of any accident on the premises or playground. Any accident must be signed by a staff member and the Parent/Carer collecting the child on the day of the incident. Minor cuts and bruises will be treated by our qualified first aider. For more serious accidents, the child's family doctor or an ambulance will be called. In these circumstances, parents will, of course, be contacted immediately. Your child's name, contact phone numbers, doctor's phone number and any health or dietary information data secure at Pre-School. For this reason it is important that parents inform us of **any change** of contact details for any one session, as appropriate.

Unacceptable Behaviour

At Pre-School your child will be presented with stimulating and sometimes challenging activities appropriate to his or her age and abilities. Adults are usually able to diffuse any potential problem and channel the child's energy more constructively. The child will be helped to understand why their behaviour is unacceptable and guided towards better behaviour. Where there is a recurring behavioural problem, staff will discuss this with the parent of the child as soon as possible.

Complaints Procedure

At Coton Pre-School we believe that parents can feel confident that their children are receiving a high standard of care and pre-school education. However, if you have any comments or complaints, each child is assigned a key worker which is shown on the notice board attached to the door of the main room, and any comments or complaints should initially be taken to them. The Pre-School Leader, or Chairperson of the management committee will be glad to discuss your comments if you prefer.

We are ultimately responsible to OFSTED for the service we provide. Regular inspections are made by this authority. Parents can contact the following

department in the event that a Complaint is not resolved with the Pre-School Staff or Management Committee:

The Investigation Department, Eastern Region Centre, 2nd Floor, Field House, Station Approach, Harlow, Essex, CM20 2FS, Tel: 01279 693583.

A copy of our Social Services and OFSTED inspection report are on display on our noticeboard.

A copy of the Coton Pre-School Policy document can be obtained on request from the Pre-School staff and is also on display.