



# Layer Preschool

## PROSPECTUS

**“Endorsing learning through play”**

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A member of



## Welcome

At Layer Preschool we strive to create a warm and stimulating environment where learning is fun. We engage in activities that promote and extend children's curiosity and awareness of their world. Our primary focus is learning through play and exploration. We encourage children to grow in confidence, self-esteem and independence. We treat each child as an individual who has needs that should be met in an atmosphere that celebrates diversity. We will nurture your child's social and emotional skills. We want children, parents and staff to learn together and for all to develop to their maximum potential.

### Our Setting Aims:

- To provide a welcoming environment where every person matters.
- To ensure children feel safe and secure in our care.
- To enable children to form positive and trusting relationships with their peers and with adults.
- To provide experiences for children to explore and learn from.
- To provide a range of learning opportunities which support the development of each individual child.
- To ensure children, staff and parents have a good understanding of healthy lifestyles.
- To work with parents and carers and value their contribution.
- To promote a brighter future for us all by developing the potential of the children, parents, staff and community

We are a pack away preschool in a village hall. We have a vast amount of toys and equipment and change the layout and set out of various toys and activities on a daily basis. We have a wonderful private, secure garden full of toys and activities to engage the children. We operate a free flow system where children can explore and learn within their preferred learning environment both indoors and outside.





Our garden area comprises of willow dome, play frame, sand pit, mud kitchen, story time corner, play house, water wall, water play area, bells, mark making areas, planting and a number of ride-on toys.

## Parents

In community based settings that are members of the Preschool Learning Alliance, all parents are regarded as members who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

In community based, voluntary managed settings; we also depend on the good will of parents and their involvement to keep going. Membership of the setting also carries expectations on parents for their support and commitment. This is the basis of the 'mutuality' that characterises a Preschool Learning Alliance member setting.

## The Early Years Foundation Stage

The Early Years Foundation Stages is a framework for learning, development and care for children from birth to five.

Play is vital for children. Quite literally! It is through play that babies and young children learn, grow and have fun. It helps them to understand the world around them and to develop socially and emotionally.

### The areas of learning and development

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas, the **prime areas**, are:

- **communication and language,**
- **physical development;**
- **and personal social and emotion**

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- **Literacy;**
- **Mathematics;**
- **understanding the world; and**
- **Expressive arts and design.**

Educational programmes must involve activities and experiences for children, as follows.

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen and communicate in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and expressing feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.





## How Do You Know How Your Child's Doing?

Here at Layer Preschool we put together information on how your child is doing. We use Tapestry online system to record photographs and observations about your child, this is called a 'Learning Journey'. Alongside this, we keep a folder for each child containing any special pieces of artwork or writing they may have done.

A keyworker has special responsibility for a particular child. The keyworker will work with the child and his/her parents/carers to ensure the child's care and educational needs. Your child will also be assigned a buddy keyworker, for the event of absence of their primary keyworker.

The staff who provide care & education at our setting are listed on our website, [www.layerpreschool.co.uk](http://www.layerpreschool.co.uk).

If you require information regarding anything other than education and care, i.e. available sessions, financial etc, please contact [info@layerpreschool.co.uk](mailto:info@layerpreschool.co.uk)

## Opening Times & Sessions

Morning Session	9am – 12pm
Lunch Club	12pm – 12:30pm
Afternoon Session	12:30 - 3pm

We open at 9am for drop off. We respectfully ask for parents to have left the setting by 9.15am. Our registration process begins at 9.15am. Children attending the morning session need to be collected at 12pm.

Lunch time begins at 12pm and the children will eat together their packed lunch provided by parents. We are a healthy eating preschool.

Afternoon session begins at 12.30pm. Your child can attend any combination of the sessions as booked in, we request that each child attends a minimum of two sessions a week.

We are open for **39** weeks each year. We are closed for **13** weeks each year. We are open 9am to 3pm, Monday to Friday. We provide care and education for children between the ages of 2 and 5 years.

## Fees

Morning Session £12  
Lunch £2.00  
Afternoon Session £10

Invoices are issued monthly. A charge will be applied to late payments. Receipts can be issued on request. Fees must still be paid if children are absent.

We are in receipt of government education funding for three and four year olds; every child is entitled to 15 hours free childcare and we accept 30 hour funding applications.

We also accept 2 year funding, please contact [info@layerpreschool](mailto:info@layerpreschool) for more information.

## Policies and Procedures

Copies of the setting's policies are kept at Preschool for parents to view and also on our website [www.layerpreschool.co.uk](http://www.layerpreschool.co.uk)

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and parents of the setting work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

## Special Educational Needs and Disabilities (SEND)

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any additional needs that children may require to learn and develop at their own pace.

The setting works to the requirements of the Education Act (2011) and SEND Code of Practice (2014).

Our Special Educational Needs Co-ordinator is **Paula Clark**





## **Starting at Our Setting**

### Written agreement and consent forms.

If you would like your child to start Layer Preschool we require you to complete a Registration Form, giving essential information about your child. This includes a consent for accident and emergency treatment, and permission to take photographs for record keeping.

Should you require staff to administer medicine to your child, there is a separate consent form which is needed prior to treatment given. A copy of our Administration of Medicines policy is available on request.

### The first days

We want your child to feel happy and safe with us. During your first visit, you and your child's keyperson will arrange a settling in process to suit you and your child's needs.

### Clothing

We encourage children to wear the school uniform of Sweatshirts and Polo-shirts. These are available to purchase. However, included in the £25 Registration Fee, you receive 1 of each item when your child starts with us.

We hope that all children wear their uniform with pride.

We provide protective clothing for the children when they play with messy activities.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off - and putting on - outdoor clothes. Clothing that is easy for them to manage will help them to do this. Please name all clothes including coats and wellies. Occasional accidents do happen so please always provide a spare set of clothes.

## **Complaints Procedure**

As a member of the Preschool Learning Alliance we aim to provide the highest quality education and care for our children. However, should you have a concern; a copy of our complaints procedure is provided when your child starts with us.

## Safeguarding and Child Protection

Safeguarding children at Layer preschool is paramount. As an OFSTED registered preschool, we are obliged by law to act on a concern regarding a child's welfare and safety. We follow our safeguarding procedure and would discuss with the parent/guardian, where appropriate our concerns. If we still have concerns it is our duty to inform Social Services and OFSTED, as laid down in the Children's Act, as the child's welfare is our main concern. A copy is available to view anytime at preschool, however, if you require an electronic copy, please let us know.

## OFSTED Inspections

**The Office For Standards In Education** (OFSTED) inspects the Preschool under two main categories: Early Years Full Day Care and The National Standards. The last inspection was carried out in May 2016. The report is available for parents to read. The standards are constantly checked for improvement. The Schools will not be given any prior notification of any future inspections.

## The Management of Our Setting

The Preschool is a registered charity and are run by an elected committee of volunteers. The committee meets on a regular basis to discuss finances, fundraising, staffing levels etc.

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Current committee member information can be found on our website [www.layerpreschool.co.uk](http://www.layerpreschool.co.uk)

We welcome all comments and suggestions regarding the running of the Preschool, and these can be forwarded to the Parent Liaison Officer or the Chairperson, who will discuss with staff and committee and inform you of the outcome.

As we are a charity we depend solely on the fundraising efforts of our parents, as such, we encourage all parents to take an active role during their child's time with us. We have a Newsletter to keep parents directly involved in the activities of the school, general information that needs parents to be acquainted with and fundraising events.

***We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. The staff & committee are always ready and willing to talk with you about your ideas, views or questions.***