 Welcome to

Prospectus

*A member of the Preschool Learning Alliance*



Registered Charity

1038416

OFSTED URN 109970

All Saints Church Hall, Petersfield Road, Winchester, Hants, SO23 0JD

**Telephone: 07871195724**

**Email:** **allsaintspreschool@hotmail.co.uk**

Last updated SEP 2022



 **About All Saints Preschool**

* We are a friendly preschool with a warm and welcoming team of well qualified staff.
* Our aims are to provide high quality sessional care in a safe, secure and stimulating environment.
* All Saint’s Preschool is held in the Church Hall between All Saints Church and All Saints C of E primary school. We have close links with the school but are not part of it.

 **What we offer your child:**

* Fun and friendships with other children and adults.
* Key person system. Each family will be allocated a key person who will: take responsibility for helping your child settle; form a good relationship with parents; keep all records of learning up to date and most importantly, developing a close personal bond with your child.
* A play based learning environment in accordance with the Early Years Foundation Stage (EYFS) guidance. This is guidance based on lots of research on how children learn and progress best.
* A smooth transition into school life through our close working relationship with All Saints School.



 **The service we provide**

All Saints Preschool:

* Is a member of the Preschool Learning Alliance and is a registered charity.
* Is registered and inspected by OFSTED (URN 109970).
* Is registered with Hampshire County Council (HCC) as a provider of Early Years Education.
* Is open to any child who wants to come, but we give priority to those in our catchment area (Highcliffe, Bar End and St Giles Hill).
* We take children from 2 years until they start school in the September after they are 4 years old.
* We have a deadline for applications of 1st March. We will accept applications after this date but priority is given to those who meet the deadline.

**Our sessions**

* We are open Monday to Friday term time only. We follow HCC term times.
* We offer sessions from 8.30am through to 3.30pm. This includes a lunch club from 12.00 -12.30pm.
* Start at 8.30 for breakfast or 9 O’clock
* Start or finish at 12 or 12.30 (lunch at 12)
* Finish at 3 or 3.30 (8.30 to 3.30 is longest sessions)
* Children can claim 15 hours of free childcare from HCC per week the term after their 3rd birthday.
* Certain criteria allows some families 15 hours funding for 2 year olds. We will help you apply for this and any questions.
* We now offer a flexible 30 hours for working parents of 3 & 4 year olds who are eligible. This is free 30 hours childcare for 38 weeks of the year. Your children must be 3 or 4 years old and both parents must work over 16 hours a week each. Other criteria is explained on the application form. visit [**https://www.tax.service.gov.uk/childcare-schemes-interest/welcome**](https://www.tax.service.gov.uk/childcare-schemes-interest/welcome)

To find out more information and confirm if you qualify.

* **Please note all funded hours come with restrictions and you may receive a bill if you go over the permitted annual hours!**



 **Our garden**

We offer outside play every day except in extreme weather. This is free flow so children choose when to go out. We are very proud of our garden and have so many exciting areas to explore. We do ask for appropriate clothing for all year round garden fun. We have recently had a revamp so there are lots of exciting areas to explore.

 **Our staff team**

**Manager:**

***Charlotte Scobell*** level 4

**Supervisors:**

***Natasha Blackmoore*** (NNEB diploma)

***Becky Butler*** *and SENCO*(NNEB diploma)

**Deputy supervisors**

***Donna Back*** (NVQ 3)

**Assistants:**

***Sam Smith*** (NVQ 3)

**Nazma** ( starting NVQ 3)

**Salma**

All our staff are CRB/DBS checked and attend regular training. All staff are trained in Paediatric First Aid and Child Protection.

**The committee**

* We are a committee led preschool. This is made up of parents and volunteers.
* The committee is made up of a Chair, Treasurer and Secretary, along with up to 9 other members.
* The committee is elected each year by parents at the Annual General Meeting (AGM). This is held in October/November of each year; this is the time to sign up if you are interested. However, you can get involved with the committees work at any time.
* The committee organises events to fundraise for the preschool, such as raffles and sponsored events particularly at Christmas and Easter.

 **Parent involvement**

* We welcome parent involvement and if you want to come in and help, just let us know.
* We like parents to work in partnership with their key person to tell us all about their child. You will be given the opportunity to contribute to their learning journey.
* Each key group has a bag with a soft toy and note book for you to take home and record what you have done together. We love you to take photos of your adventure and we can print them off for you.
* We hold termly parents meetings for you to see your child’s ‘Learning Journals’ and also ‘Stay and Play’ sessions.

**Fees and funding**

* The term after your child’s 3rd birthday they are eligible for 15 hours free childcare per week. This is generally September 1st, January 1st and April 1st. You can split this between 2 settings.
* We accept 2 year funding
* We accept 30 hour codes
* Our fees are currently £6.75 per hour for non-funded children under 3 and £6.25 for over 3’s.
* Any funded children who take more than 15/30 hours per week will be charged £6.25 per hour.
* Invoices are issued termly, but you can pay weekly or monthly as well.
* If possible, we prefer payment by bank transfer, but do take cheques and cash.
* Payment is due even if your child does not attend for any reason.
* We require 6 weeks’ notice if you decide you no longer require the space. We may make exceptions in extreme circumstances.

 **How to Enrol**

* Complete the application form and give it back to preschool.
* We will hold your application on file until nearer the time of your child starting and then we will write to you to arrange a visit.
* We allocate places in birth order.
* Filling in an application does not mean you have to accept a space.
* When we have offered you sessions and you have accepted, we will allocate you a key person and invite you and your child in for an induction meeting.
* At the induction meeting you will be given a tour of preschool with your key person and be able to ask any questions. You will be given a registration form, consent forms and a contractual agreement to sign. We ask that you sign this agreement before we reserve your place.
* We will agree a start date and settling in process with you.
* You will be given a Handbook to take home that gives you more information about preschool life.
* You will be given a ‘Getting to know you’ booklet to fill in and bring back when your child starts.
* Before you can claim HCC funding we will need to see proof of date of birth e.g. passport or birth certificate.
* We can arrange a home visit if you would like one.

 

##  **Our policies**

We have a full set of policies and procedures that can be found in the main hall. These include:

* Admissions
* Child Protection
* Equal Opportunities
* Special Needs
* Health and Safety
* Health and Hygiene
* Behaviour Management
* Parental Complaints
* Social Networking
* Violence and Aggression



**Early Years Foundation Stage**

* We follow the EYFS – you will be given a leaflet about how this works when your child starts. You can also find information at [**www.foundationyears.org.uk/.../Development-Matters**](http://www.foundationyears.org.uk/.../Development-Matters)**.**
* All children are observed regularly using ‘Tapestry ‘an online journal to see how they are developing. You can look at this any time and is password protected. You can also add information and pictures to this yourself.

**Other information**

* We have spare coats, wellies and clothes if needed.
* Children do not need to be toilet trained. We can help with this.
* We can refer you to other professionals if needed.
* We follow the General Data Protection regulation GDPR



**THANK YOU!**

**&**



**Application to join All Saints Pre-School**

**Name of child: Date of birth:**

**Name(s) and address(s) if parent(s) making the application:**

**Postcode:**

**Tel: Mobile:**

**Email:**

**Please could we ask where you heard about All Saints Preschool?....................................................................**

**NB Please let us know if your contact details change.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 08.30 – 12.00 midday | 09.00 – 12.00 midday | 12.00 – 12.30(lunch club) | 12.30 – 3.30 pm |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

**\* Please tick which sessions you would like your child to attend. They can stay for the whole day. A pack lunch has to be provided by the parents/carer for the lunch club.**

Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) **NB most children start in September**

Do they have siblings at All Saints Primary School?

Does your child attend another setting; Nursery or preschool? (Please give details):

**Your child is entitled to 15 hours of Preschool education the term after he/she turns 3. However, unfortunately we cannot guarantee that we will be able to give you all 15. You can split your entitlement with another setting. We also accept children with 2 year funding.**

**working parents of 3- and 4-year-olds will be eligible for 30 hours per week of free childcare over 38 weeks of the year. This is an increase from the current entitlement of 15 hours per week over 38 weeks. The additional 15 hours of free childcare is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage and earns less than £100,000 a year.**

**All childcare funding and support for all families and circumstances can be found at:** [**https://www.childcarechoices.gov.uk/**](https://www.childcarechoices.gov.uk/)

**We take children from 2 years where we have the space.** (Maximum, 2-year-olds a day)

**Costs for non-funded children are £6.25 per hour for children over 3 and £6.75 for children under 3. Lunch club costs £3.50 Please note that if All Saints is not your local Preschool, we cannot guarantee a place for your child. Please ask if you would like to see our full admissions policy.**

**We will contact you nearer the time to confirm which sessions are available and agree a start date. If you find you no longer need the place, please inform us as soon as possible.**

Signature of parent(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_