



Welbourn  
Wonderbugs  
Preschool

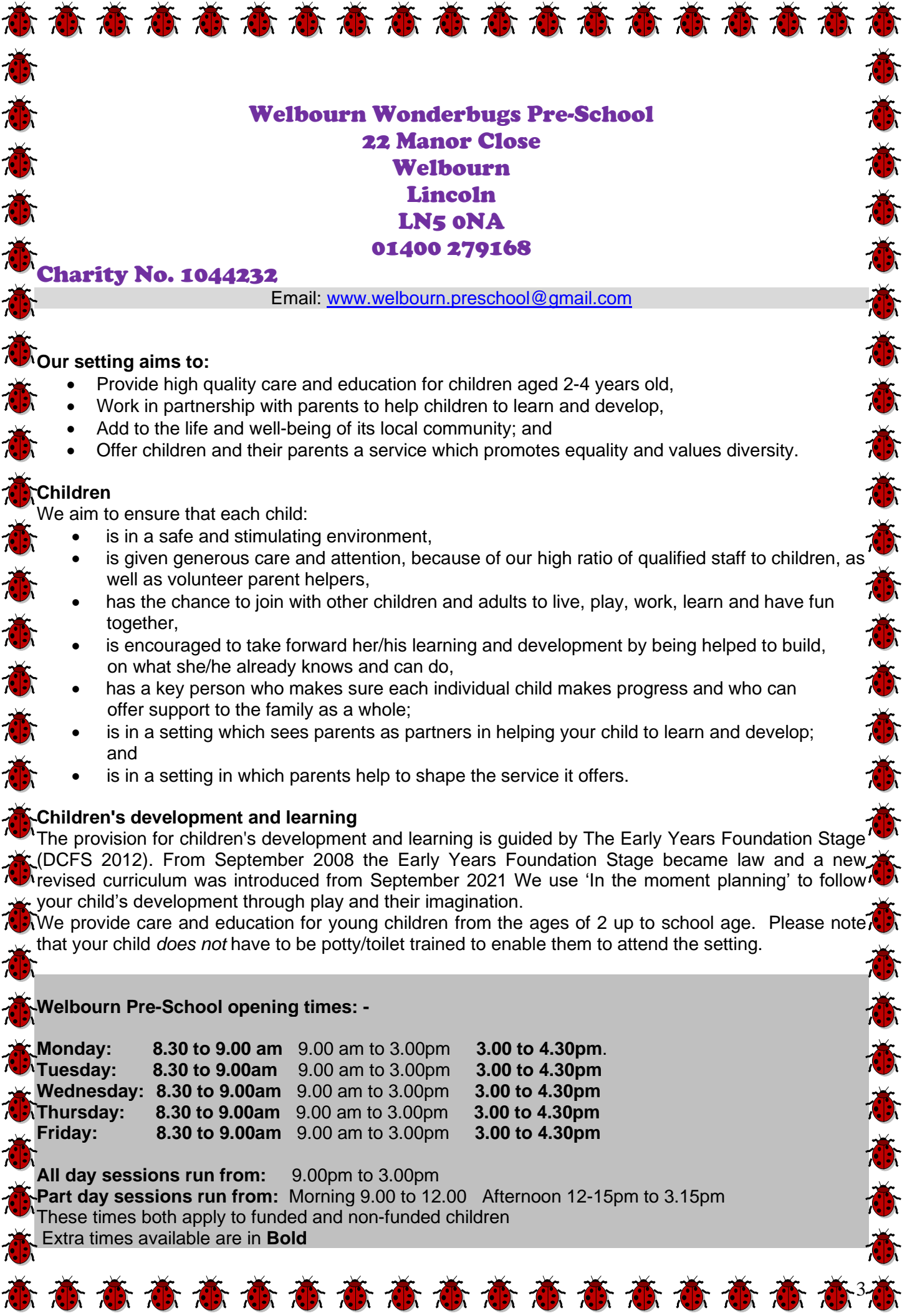
**Prospectus**



# Wonderbugs Welcome Pack

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**Welbourn Wonderbugs Pre-School**  
**22 Manor Close**  
**Welbourn**  
**Lincoln**  
**LN5 0NA**  
**01400 279168**

**Charity No. 1044232**

Email: [www.welbourn.preschool@gmail.com](mailto:www.welbourn.preschool@gmail.com)

**Our setting aims to:**

- Provide high quality care and education for children aged 2-4 years old,
- Work in partnership with parents to help children to learn and develop,
- Add to the life and well-being of its local community; and
- Offer children and their parents a service which promotes equality and values diversity.

**Children**

We aim to ensure that each child:

- is in a safe and stimulating environment,
- is given generous care and attention, because of our high ratio of qualified staff to children, as well as volunteer parent helpers,
- has the chance to join with other children and adults to live, play, work, learn and have fun together,
- is encouraged to take forward her/his learning and development by being helped to build, on what she/he already knows and can do,
- has a key person who makes sure each individual child makes progress and who can offer support to the family as a whole;
- is in a setting which sees parents as partners in helping your child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

**Children's development and learning**

The provision for children's development and learning is guided by The Early Years Foundation Stage (DCFS 2012). From September 2008 the Early Years Foundation Stage became law and a new, revised curriculum was introduced from September 2021 We use 'In the moment planning' to follow your child's development through play and their imagination.

We provide care and education for young children from the ages of 2 up to school age. Please note, that your child *does not* have to be potty/toilet trained to enable them to attend the setting.

**Welbourn Pre-School opening times: -**

<b>Monday:</b>	<b>8.30 to 9.00 am</b>	9.00 am to 3.00pm	<b>3.00 to 4.30pm.</b>
<b>Tuesday:</b>	<b>8.30 to 9.00am</b>	9.00 am to 3.00pm	<b>3.00 to 4.30pm</b>
<b>Wednesday:</b>	<b>8.30 to 9.00am</b>	9.00 am to 3.00pm	<b>3.00 to 4.30pm</b>
<b>Thursday:</b>	<b>8.30 to 9.00am</b>	9.00 am to 3.00pm	<b>3.00 to 4.30pm</b>
<b>Friday:</b>	<b>8.30 to 9.00am</b>	9.00 am to 3.00pm	<b>3.00 to 4.30pm</b>

**All day sessions run from:** 9.00pm to 3.00pm

**Part day sessions run from:** Morning 9.00 to 12.00 Afternoon 12-15pm to 3.15pm

These times both apply to funded and non-funded children

Extra times available are in **Bold**



Welbourn Pre-School is registered with the local Early Years Development and Childcare Partnership. We undergo OFSTED inspections and receive a written report thereafter. We are registered to accept certificates of eligibility under the Nursery Education Grant Scheme. We are a registered charity and have relevant insurance cover.

Please can all parents/carers be on time at the start and finish times above to minimise any disruption for the children. If you are held up, can you please phone us so that we can explain to your child and keep them happy and looked after until you arrive?

### Early Years Entitlement Funding (EYE)

Welbourn Pre-School offers both 2 year and 3-year-old funding for children. Please speak to a member of staff, who will be happy to discuss your eligibility of the funding that may be available for your child. This is for 15 hours universal, or 30 hours extended through term time.

### The curriculum provided by Welbourn Pre-School

Children start to learn about the world around them from the moment they are born. The care and education offered by Welbourn Pre-School helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development. Preschool follows the EYFS guidance:

- The guidance divides children's learning and development into: **Three prime areas:**
- Personal, Social and Emotional Development.
  - Physical Development.
  - Communication and Language.
- And: **Four specific areas**
- Literacy
  - Mathematics.
  - Understanding the World; and
  - Expressive Arts and Design.

For each area, the guidance sets out early learning goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. Welbourn Pre-School uses the early learning goals to help us to track each child's progress and to enable us to provide the right activities to help all of the children move towards achievement of the early learning goals.

### Personal, Social and Emotional Development

- This area of children's development involves:
- helping children to develop a positive sense of themselves, and others
  - to form positive relationships and develop respect for others
  - to understand appropriate behaviour in groups
  - to have confidence in their own abilities

### Physical Development

- This area of children's development involves:
- providing opportunities for young children to be active and interactive
  - 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.





## Communication and Language:



This area of children's development involves:



- giving children opportunities to experience a rich language environment,
- to develop their confidence and skills expressing themselves,
- to speak and listen in a range of situations.



## Literacy



This area of children's development involves:



- encouraging children to link sounds and letters and begin to read and write,
- children must be given access to a wide range of reading materials (books, poems and other written material) to ignite their interests.



## Mathematics



This area of children's development involves:



providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems



- to describe shapes, spaces and measures



## Understanding the world



This area of children's development 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



This area of children's development 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 feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



Play helps young children to learn and develop through doing and talking. Welbourn Pre-School uses the early learning goals to provide a range of play activities which interest the children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity, and in others, an adult takes the lead in helping the children to take part in the activity.



## Working together for your children



Pre-school has a high ratio of adults to children in the setting. This helps us to:



- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety.



The main staff who work at Welbourn Wonderbugs Pre-School are:



Yvonne Poole– **Manager- NVQ level 3 in Childcare**



Jo Crosby – **Deputy- NVQ level 3 in Childcare**



Emily barker-**Early years Practitioner**



Laura Baxter- **Apprentice**







Kathryn Barker- **Bank staff**





















## **How parents take part in the pre-school**

 As a member of the Pre-School Learning Alliance, Welbourn Pre-School recognises parents as the first and foremost important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. 



 There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as: 



-  • exchanging knowledge about their children's needs, activities, interests and progress with the staff; 
-  • helping with sessions at the pre-school; 
-  • sharing their own special interests with the children; 
-  • helping to provide, make and look after the equipment and materials used in the children's play activities; 
-  • being part of the management of the pre-school; 
-  • taking part in events and informal discussions about the activities and curriculum provided by the pre-school; 
-  • joining in community activities in which the pre-school takes part; and also building friendships with other parents in the pre-school. 

## **Parent helpers**



 The pre-school encourage parent helpers, should you like to help at a particular session or sessions of the pre-school. Helping at the session enables you to see what the day-to-day life of the pre-school is like and to join in helping the children to get the best out of their activities. 

 **Joining in** 



 Joining in as a helper is not the only means of taking part in the life of the pre-school. You can offer to take part in a session by sharing your own interests and skills with the children. Parents have visited the pre-school to: play the clarinet for the children; show pictures of the local carnival held in their childhood; and show the children their collection of shells. 



 Do feel free to arrange to drop in to the pre-school if you would like to see it at work, or to speak with the staff. 

## **Key persons**

 The pre-school has a key person system. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what the pre-school provides is right for your child's particular needs and interests. When your child first starts at the pre-school, she/he will help your child to settle and throughout your child's time at the pre-school, she/he will help your child to benefit from the preschool's activities. 

## **Records of achievement**

 The pre-school keeps a record of achievement for each child. Staff and parents work together on their children's learning journey, this is one of the ways in which pre-school and parents work in partnership. Your child's learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. 

 Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage. 


 


 


 




## **Learning opportunities for adults**





 As well as gaining qualifications in early years care and education, the pre-school staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

 The setting also keeps itself up-to-date with best practice in early years care and education, as a member of the Pre-School Learning Alliance, through the Under 5 magazine and publications produced by the Alliance. The current copy of Under Five is available for you to read.


 From time to time the pre-school holds learning events for parents. These usually look at how adults can help children to learn and develop in their early years. Courses on similar topics are held locally by the Pre-School Learning Alliance: watch out for information about these.

## **The Pre-school's timetable and routines**


 Welbourn Pre-School believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the pre-school's session are provided in ways that:

-  • help each child to feel that she/he is a valued member of the Pre-School;
-  • ensure the safety of each child/ren;
-  • help children to gain from the social experience of being part of a group; and
-  • provide children with opportunities to learn and help them to value learning.


## **The session**

 We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as encouraging them to learn to work with others. Outdoor activities contribute to children's health, their physical development, and their understanding of the world around them. The children have the opportunity, and are encouraged to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom/s.

## **Safeguarding children**











 Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Please read our Safeguarding Children Policy & Procedure, Confidentiality Policy for full details. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff. Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

## **Policies**

 We have a wide range of policies and procedures that are used to set out how the Pre-school is run and the legislation that we adhere to, ensures all the children and adults are kept safe and secure. Copies of the pre-school's policies are available at the setting and also on our website. The pre-school'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 pre-school 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**









 As part of the pre-school's policy to make sure that its provision meets the needs of each individual   
 child, we take account of any special needs which a child may have. The pre-school works to the   
 requirements of the 1993 Education Act and SEND Code of Practice (2014). The pre-school's Special   
 Educational Needs Co-ordinator is: **Yvonne Poole**. There are a wide range of Special Educational   
 Needs and these include times where a child may need some short term help in a specific area. 

























## **The Management of Pre-school**

 The preschool is managed by a parent committee whose members are elected by the parents of the   
 children who attend the pre-school. The elections take place at our Annual General Meeting. 

 The committee is responsible for:









-  • managing the pre-school's finances;
-  • employing and managing staff;
-  • making sure that the pre-school has, and works to, policies which help it to provide a high   
 quality service; and making sure that the pre-school works in partnership with the children's   
 parents. 









 The Annual General Meeting (AGM) 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. 





 We welcome new members to our Pre-school Committee and we need new members each year to   
 enable us to operate. The Committee are responsible for making the decisions on the management of   
 the pre-school, staff management, managing the budget and finances, replying to correspondence,   
 organising fundraising activities/events to buy new resources for the setting, and helping organising   
 outings/trips. If you have a skill that would help us or you would like to develop a skill you are   
 interested in, please come along to a meeting (details in our newsletters). If you would like further   
 details about the Committee, please speak to the manager or a member of staff or our chairperson   
 Dani Francis. 





## **Fees**

 The fees are payable each half-term in advance. Fees must still be paid if   
 children are absent without notice for a short period of time. If your child has to be absent over a long   
 period of time, please talk to the manager, the committee chair, or the treasurer. Fees must be paid   
 when taking your child on holiday as we are still keep your child's place at preschool. 



 For your child to keep her/his place at the setting you must pay the fees or we must receive nursery   
 education funding for your child. A late collection fee of £5 will be charged at the managers' discretion   
 (3 lates recorded plus no phone call) due to staff and ratios. Please call us as soon as possible to   
 make us aware if you are running late. 



 If you experience difficulty with the cost of the fees or would like to have a payment plan, please speak   
 to the manager who will arrange this with you. 







## **Current Price list as from September 2021**

 (An increase may occur at the start of each school year): 

 **2-3-4yr olds all one price - £15.50 per session (Morning session/Afternoon session)** 

 **Extra time – 8.30-9am is £3.00 3.00 – 4.30pm is £7.00** 

 **For children staying all day there is a discount.** 

 If you would like to book an extra session at short notice, please let us know as soon as possible and   
 we will try our best to accommodate. We can only take up to 12 children at the setting for health and   
 safety reasons. 










## Starting at Welbourn Pre-School






### The first days




 We want your child to feel happy and safe with us at pre-school. To make sure that this is the case,  the staff will work with you to decide on how to help your child to settle into the setting. The pre-school  has a policy about helping children to settle; Settling in Policy: a copy is enclosed in this prospectus.


### Clothing










 The pre-school provides protective clothing for the children when they play with messy activities. Our  Pre-school sweatshirts and T shirts are available to purchase through the online store and in  preschool

 T-shirt £5.50








 Zipped Jacket £10.00




 The pre-school encourages children to gain the skills which help them to be independent and look  after themselves. These include taking themselves to the toilet and taking off and putting on outdoor  clothes. Simple clothing which is easy for them to manage will help them to do this.


 The children will be experiencing outside play during sessions at the setting, we therefore ask that  they attend with the appropriate outdoor clothing i.e. warm coats and hats for the winter, waterproof  coats for the rain (we do have our own waterproof all in ones for the children to wear), and sun hats for  the summer.

### Meal times



 As a Pre-school we offer a healthy morning and afternoon snack i.e. fruit, cheese etc. For children  who stay for lunch please take a look at our outside hot meal agency 'Good Lookin Cookin' who  provide fresh hot meals that have locally sourced produce used. However, you can also provide a  healthy lunchbox that includes a named drinks bottle. Children who need specific dietary requirements  are included when we offer the snacks for them here.

 **Welbourn Wonderbugs Pre-School** hopes that you and your child enjoy being members of the  preschool and that you both find taking part in our activities, fun, interesting and stimulating. Our staff  members are always ready and willing to talk with you about your ideas, views or questions.

 *We look forward to welcoming you and your child at the pre-school.*

 Welbourn Pre-school Team

