

# WELCOME TO GADEBRIDGE PRE-SCHOOL

Gadebridge Pre-school  
Gadebridge Community Centre  
The Nokes  
Rossgate  
Herts  
HP1 3LG

Telephone:~ 01442 251002

Direct line :~ 07896 301909

Email : ~ [Gadebridge@btconnect.com](mailto:Gadebridge@btconnect.com)

Web - [www.gadebridgepreschool.org.uk](http://www.gadebridgepreschool.org.uk)

Welcome to your pre-school. The pre-school is run by Gadebridge Community Association in Gadebridge Community Centre. The pre-school is registered with Ofsted as required by the Children Act 1989, and inspected on a three yearly basis. Our inspection can be read online at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

The pre-school is a member of the Pre-school Learning Alliance, a national charity committed to quality care and education for the under 5s.

## **Our aim is:**

- To enhance the development and education of children under statutory school age in a parent-involving, community based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework which ensures equality of opportunity for all children and families.

The pre-school gives children the opportunity to develop and learn new skills. Through the staff's guidance and expertise our children learn:

- ◆ to play together
- ◆ to express themselves in a variety of ways
- ◆ to sing and listen to stories
- ◆ to develop their language skills
- ◆ the develop co-ordination
- ◆ to enjoy themselves in the pre-school environment
- ◆ to become independent
- ◆ to gain confidence

## **Our accommodation**

We have the exclusive use of the centre's Toy Box room, with our own toilets and wash basins in the room plus occasional use of the main hall when it is not in use by other

organisations We have our own storage within the room and access to the adjacent kitchen for preparation of mid- morning snacks and drinks. We have security buzzers on the main door of the room

### **What does the morning involve for my child?**

Children like the security of routine, so the morning usually follows the same pattern. We believe that play is an essential part of all children's learning and development and we provide child centred activities in a stimulating and safe environment. Normally the day begins with a wide range of activities, such as play dough, puzzles, painting, craft, construction toys, bikes, balls, drawing table, books in a quiet corner, and much more. Children are encouraged to select their own activities (leading to independence, initiative and using time in a worthwhile manner) which provide opportunities for creative, imaginative and adventurous play. In imaginative play, the children can express themselves and come to terms with aspects of their own lives and the world in general.

Our staff, who are highly experienced in working with children, guide the children through the various activities, using the discussion that follows to develop language, number/maths work, and pre-reading and writing skills: such as sorting, matching, tracing, pencil control etc. We work on various topics and projects, on which craft activities, stories, songs, action rhymes, and movement to music are usually based. We have large boards in our bright room, where we display some of the children's work, mostly connected with the current topics.

We then have a 'story time'. This helps to settle them down after their busy morning, increase their powers of concentration for longer spells and to open up their world.

Followed by 'rolling snack time' milk or water and fruit and a biscuit is offered. The children are seated with a variety of children each snack time. In this time we have our 'show and tell' session discussing objects brought in by the children. This encourages confidence and self esteem alternatively any significant event that the children wish to talk about.

### **Please inform pre-school staff of any dietary requirements**

The children then use the big apparatus, such as hoops, balls, bikes, hoppers etc. or we have a music and movement session. These are all designed to develop co-ordination, motor skills and spatial awareness.

The morning ends with 'singing time', sometimes we use the musical instruments, other times it's familiar rhymes and songs chosen by the children in turn.

Just before the children go home we give out any of the children's work that is ready for them to take.

If on any given morning your child doesn't bring any work home, they will still have been busy in many of the other available and valuable activities on offer for them to experience. We may have kept some work for their folder which you will receive when they leave pre-school.

Although we have a very structured routine - there are times where we need to be flexible

If he/she can settle gently and happily into pre-school, he/she will grow into a confident, independent child.

## THE CURRICULUM

### The 'Early Years Foundation Stage' at Pre-school

#### **How we provide for development and learning**

Children start to learn about the world around them from the moment they are born. The care and education offered by our pre-school helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

There are seven areas of learning and development that must shape educational programmes in early year's pre-schools. 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;** 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 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 feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

## **Child protection**

Gadebridge Pre-School will promote an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in accordance with our Child Protection Policy and Procedure. Parents should be aware that under the 1989 Children Act, the Pre School is obliged to inform the relevant authority of any concerns regarding child protection.

Gadebridge Pre School is aware of it's responsibility to report any significant changes to The Centre Manager and Children Schools and Families and Ofsted regarding the health and safety of its staff and children.

## **Admissions**

The minimum starting age at Gadebridge Pre-school is 2 years 6 months (2 years - afternoon sessions only). Although this will depend on staff ratios and the number of children already attending pre school.

There are 24 places available at each session, dependent on ages attending on any given day. We cannot exceed these numbers under any circumstances.

To add your child's name to our waiting list please fill out the registration form at the back of this book and return it to us.

## **Fees**

There is a charge of £8.00 per session per child payable in advance. Lunch Club charge is £3.50 per session. Fees can be paid weekly or half-termly by arrangement with the Pre-school Leader.

Fees are still payable for a place at pre-school even if your child is absent. If a child has a hospital appointment or notifiable illness, fees may be waived for that period by arrangement with the pre-school leader.

Please make cheques payable to "GCA"

Funding is currently available from the Government for families receiving certain benefits for 2 year olds, and for ALL 3 & 4 year olds.

Please inform the leader if this applies to you.

## **Session times**

The pre-school operates each weekday, morning session 9.00 to 12.00pm, afternoon session 12:00 to 3:00pm. We appreciate close adherence to these times to ensure smooth running of the group.

Lunch Club operates from 12.00pm to 1.:00pm. Further details available upon request.

## **Parental Involvement**

We recognise that parents are the first and most important educators of their young children. Parents are always welcome to stay at any session to help or to observe. Parents/ carers will not be left alone with children nor put in sole charge of any children or asked to take children to the toilet. If you have any suggestions or ideas or indeed have

anything else to discuss, the staff will be only too happy to talk to you. We are always there for you before or after each session. Being actively involved with the pre-school is beneficial to both children and parents.

### **What to wear**

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes that are easily washed and not new. Please make sure that the clothes they wear to pre-school have simple fastenings so that he/she can go to the toilet by themselves. This will enable your child to grow with increasing independence and confidence. In the event of accidents we do have some spare clothing at pre - school. Alternatively, you may wish to provide your own labelled items of clothing.

### **Settling your child into pre-school**

We want all of our children to be happy and feel settled. When your child first starts attending pre-school, be prepared to stay if he/she needs you to help them adjust to their new surroundings. Most children take a while to settle down, and naturally some take longer than others, but do not be discouraged – they will settle down. We are sensitive to the needs of both the parent/carer and individual children and together you and the Pre-School Leader can decide when your child is ready to be left. If your child cries when they see you at home time, it is unlikely that they have been crying all morning - while you are worrying at home, they will have been happily occupied during the session. If any child was to become really upset and distressed, we would not hesitate to contact you.

### **Our Staff**

Five staff are present at each session, and this gives good continuity and a stable, familiar environment for the children.

Staff at times will attend training courses to ensure that we are constantly in touch with new thinking in the field of child education and care.

From time to time we may have childcare students or work experience students, or parents joining us giving us additional help and support. They will all be expected to follow our systems, policies, and procedures.

### **Special needs**

Our pre-school aims to work with parents, carers and professionals to identify, assess and deal with special educational needs. We achieve this through close observation, record keeping, and providing appropriate activities.

** For further information or to come in and have a look round, please phone  
THE Pre School Leader on 07896 301909**

**Gadebridge Pre-school**  
**Registration Form – Confidential**

Family Name: \_\_\_\_\_

Child's First Names: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Religion (if applicable) \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Home telephone no. \_\_\_\_\_

Please tick the days of the week you would prefer: ~

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
---------------	----------------	------------------	-----------------	---------------

- Please note however these can not be guaranteed but we will do our best to accommodate your requirements.

Please list any other information that you feel is relevant at this stage?

Signed \_\_\_\_\_ Date \_\_\_\_\_