

PROSPECTUS



Welcome to Kirkby Malzeard Pre-school

The right start for your child

Church Street
Kirkby Malzeard
Ripon
North Yorkshire
HG4 3RT

Tel : 01765 658080

WHAT OUR PRE-SCHOOL PARENTS PAST AND PRESENT SAY

"Both of our children thoroughly enjoyed pre-school and looked forward to going everyday. The staff are so friendly, welcoming and helpful. We love that there is so much to do both outside and inside to stimulate their learning and development. Our children both enjoyed messy and creative play in the sandpit, water bath, painting and crafting areas. They also love exploring the wildlife area. Dillon especially likes the farm toys and Keira the home corner.

We would highly recommend Kirkby Malzeard Pres-school,"

Nigel and Helen, Dillon and Keira's Parents 2019

"A wonderful environment where our daughters had and have a lovely time making friends, gaining confidence and learning things that have and are preparing them for school ,"

Ros, Rebecca and Jessica's mum 2019 & 2020

"Oliver thoroughly enjoyed and Megan still enjoys her time at preschool. There is a huge range of play equipment to keep them entertained and the staff are super friendly keeping us well updated,"

Helen, Oliver and Megan's Mum 2019 & 2020

"Lillie absolutely loves preschool as there is so much to play and do, the teachers are fantastic, its should a wonderful environment and helps them learn and develop.

Sam, Lillie's Mum 2020

We can highly recommend KM Pre-school. Our daughter has loved attending the setting. We have always found pre-school to be a fun friendly supportive learning environment for our family. We have been impressed by the range of activities and resources offered especially the use of outdoor space and occasional trips to local attractions. We have always experienced good communication and found the team helpful, flexible and approachable which is a huge comfort as working parents when things don't always go to plan!

Harriet, Ivy's Mum 2020

Lucy started preschool when we first moved to the village. She settled in very quickly and made attachments with her teachers almost instantly and has lots of lovely friendships within nursery. After some health problems I was quite worried about being away from her but Mrs Sidgwick assured me she knew what to do and all the staff will soon be getting extra training from the hospital now we have a diagnosis. Overall she has thrived at preschool and I trust all the staff knowing she not only gets physically taken care of but gets all the mental reassurance she needs. I honestly would not send her anywhere else. Thank you Kirkby Malzeard Preschool.

Lisa, Lucy's Mum 2020

A little information about our preschool

Kirkby Malzeard was established in 1995 with the help of grants and local businesses and people coming together and fundraising for the preschool building.

Kirkby Malzeard preschool is a registered charity (1049965) and is managed by a committee (see parental involvement for more information)

WELCOME

We have put together this prospectus to answer some of your questions about pre-school. We find it's difficult to put into words the happy and creative learning environment we try to provide here, so, if you haven't visited us yet, we really would encourage you to do so.

We are passionate about the early years of our children's development. This is such an important time in laying the foundation for our children's learning and personal development. We provide a secure and friendly environment in which our children can learn through play. In doing so, we aim to make the children's early experiences of education both positive and appropriate to their needs.

OUR AIM

We believe that children should be encouraged to develop to their full potential. We aim to achieve this by:

- involving children in active learning, through play and experience
- providing a safe and caring environment
- respecting children as individuals
- encouraging children to grow in confidence and independence
- maintaining a high ratio of adults to children
- providing learning opportunities which match and stretch each individual child's abilities
- helping children to develop emotionally, intellectually, socially and physically

OUR ENVIRONMENT

We offer the full curriculum as set out by the Department for Education and Employment. This covers personal and social development, language and literacy, mathematics, knowledge and understanding of the world, physical development and creative development.

The purpose built pre-school building was opened in 1995. It is situated in the grounds of Kirkby Malzeard School. The building is spacious, light and airy with a secure outside play area. The interior has various distinct areas:

- Homecorner
- Construction area
- Water play activities
- Dressing up area
- Painting corner
- Activity table
- Cosy book corner
- Imaginative play
- Pre-writing skills
- Dough/clay table
- Pre-maths skills
- IPads
- Craft area

Children have access to all of these areas at every session. The large range of equipment used in each area is rotated continuously.

The outdoor play area is also used every session. The children have a choice of vehicles, as well as a play house and access to a variety of resources from the outdoor toy store. Different media, such as sand, soil and gravel are available for digging and our raised beds and water butt are there to support our growing areas. There are plenty of opportunities for den making and we set up different creative learning areas outside every day to encourage a continuous flow of activities from inside to out.

LEARNING, DEVELOPMENT & ASSESSMENT

We aim to deal with the curriculum in a fun and creative way. We see each child as an individual and are well aware that children have different rates of development and varied strengths and weaknesses. We will work with you to ensure your child is being looked after in a way which suits them.

When your child begins pre-school their key worker will begin to compile a 'Learning Journey' on Tapestry, a software application specifically designed for Early Years. Your child's Key worker and other staff members make notes from structured observations, supported by photographs, which will update to your own device or email account and you may add to at any time. You will also get a permanent reminder of your child's days at pre-school.

LEARNING THROUGH PLAY

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Development Matters in the Early Years Foundation Stage guidance to plan and provide a range of play activities, which help 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. In all activities, information from 'Development

Matters' the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

CHARACTERISTICS OF EFFECTIVE LEARNING

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Development Matters the Early Years Foundation Stage guidance as:

- playing and exploring - engagement;
- active learning - motivation; and
- creating and thinking critically - thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

ON TRACK

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals, as well as times of transition, such as when a child is aged between 2 and 3 or when they go on to school.

THE PROGRESS CHECK AT AGE TWO

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development: personal, social and emotional development; physical development; and communication and language; when a child is aged between 24 - 36 months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals. When this assessment is carried out, is a decision that you and your child's key worker will make together.

SESSIONS

We make a plan for each half term, based on the curriculum. This is then divided into themes. Details of these themes are posted in the entrance lobby at pre-school and

activities within the sessions are linked to the theme. During the sessions children have opportunities to work all together, in small groups or individually.

All sessions include snack time (at around 10am and 3pm a healthy snack and a choice of milk or water is provided at no extra cost). We plan the menus for snacks so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs, Allergies or Allergen concerns and we will make sure that these are met. We also include two weekly music sessions and a time set aside for stories/group activities and singing. These activities are organised on a rota basis, so that children who do not attend all sessions get the opportunity to join in.

All sessions: early drop off, morning, lunch time, afternoon sessions and wrap around care, are open to children of all ages, 18 months and above, depending on availability.

It can seem confusing, but the idea is that you can pick and mix between the sessions which are appropriate for your child, for example add a lunch club to a morning or afternoon session, stay all day from 9am till 3.30pm or extend these hours by using our additional wrap around care – just tell us what works for you.

Absences – If you are going away on holiday or your child will not be at preschool i.e has an appointment/poorly please can you either phone or email the preschool to let us know.

FEES AND ENTITLEMENTS

The fees are payable half termly 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, talk to Tracy Sidgwick. When your child starts at preschool, we will ask you to sign a parental agreement, which details which sessions your child will attend. For your child to keep her/his place at the setting, you must pay the fees,

Don't forget if your child is 3 or over, they will be entitled to 15 hours funding per week, from the term after their third birthday. This also applies to some two year olds. Some three year old children may also be eligible for 30hrs funding, you can check on-line at www.childcarechoices.gov.uk We do also accept payments from tax free childcare accounts. Any additional hours will then be charged at the rates shown below:-

2 year old and above £4.90 per hour
Under 2 year old £5.40 per hour

The level of fees is determined by the management committee and is reviewed annually in April.

Please note that a minimum of half a term's notice is required should you wish to withdraw your child from Pre-school.

WRAP AROUND CARE:- We offer wrap around care, which currently runs from 8am until 5pm Monday to Thursday and 8am to 4.30pm on a Friday, (please ask if you require

anything different). Current fee is £4.70 per hour (pro rata) or may be used as part of your 15/30 hours funding entitlement.

MORNING SESSIONS:-

Monday to Friday	9.00am –12.00
------------------	---------------

AFTERNOON SESSIONS:-

Monday to Friday afternoons	12.30 pm - 3.30pm
-----------------------------	-------------------

LUNCH TIME:-

Monday to Friday	12.00 – 1pm
------------------	-------------

Please provide a packed lunch in a named box. We ask that in line with our policy it is healthy and nutritious and contains a piece of fruit/vegetable, we appreciate that you may wish to send a treat too!

ADMISSIONS

Our pre-school is open to every child and family in the local community.

The maximum number of children at each session is 26.

The minimum age for children attending Pre-school is 18 Months.

Every effort will be made to provide the number of places as required. If any unavoidable waiting list occurs, we find a system of birth order is fairer than 'first come, first served'. In addition our admissions policy may take into account the catchment area in relation to Kirkby Malzeard and Grewelthorpe schools. We will make every effort to accommodate your child at pre-school so that they can enjoy a smooth transition to 'big school'.

Any special cases will be considered by the management committee and staff. You can also consult our admissions policy for more details.

Term Dates for 2024/2025

OPENS		CLOSES	
Tues 3 rd September 2024	Fri 25 th October 2024	Half Term	
Mon 4 th November 2024	Fri 20 th December 2024	Christmas	
Tues 7 th January 2025	Fri 14 th February 2025	Half Term	
Mon 24 th February 2025	Fri 4 th April 2025	Easter	

Tues 22nd April 2025

Fri 23rd May 2025

Half Term

Preschool will be closed on Monday 5th May for

May Day

Tues 3rd June 2025

Friday 18th July 2025

Summer

STAFFING

Kirkby Malzeard Pre-school is run by a core team of four staff - a play leader, a deputy play leader and two play assistants.

We ensure our staff have access, to and financial assistance towards, frequent training opportunities, so they can continue to expand their specialist knowledge in pre-school education.

Our current staff team is:

Early Years Lead, SENCO,
Behaviour Management
and DSL Safeguarding Lead

Tracy Sidgwick

Diploma in Pre-school
Practice Level 3
First Aid
Safeguarding Level 3
Prevent training
Food Hygiene level 2

Deputy Early Years Lead
DSL Safeguarding Lead

Melissa Goaten

Diploma in Pre-School
Practice Level 3
First Aid
Safeguarding Level 3
Prevent training
Food Hygiene Level 2

Play Assistant

Danita Hutchinson

First Aid
Safeguarding Level 1
Prevent Training
Food Hygiene Level 2

Early Years Practitioner

Maxine Lofthouse

Diploma for the children
and young people's
workforce
First Aid
Safeguarding Level 1
Prevent Training
Food Hygiene Level 2

To provide our children with the individual attention they deserve, we have a maximum adult to 1 to 4 for two year olds and 1 to 8 for three year olds and above.

KEY PERSON AND YOUR CHILD

Our setting uses a key person approach. 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 the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities. Rest assured that this does not mean that your child will be neglected if they attend on some of the days that their key worker is not present, staff members share information about their key children, and record observations for each other in their absence.

PARENTAL INVOLVEMENT

We recognise that parents are the first and foremost educators of their young children, and with your help and involvement we want to maintain the high standards achieved so far.

This pre-school is managed by a committee made up of parents, in partnership with our staff team. We have sociable monthly meetings and are always pleased to have new parents and carers joining the committee and playing an active part in the management of the pre-school.

In the meantime, if you have any fundraising ideas or thoughts about how we could improve our service, please approach a committee member and your points will be raised at the next meeting.

As mentioned in the section about the curriculum, parents are involved in shared record keeping about their child. We also encourage parents to contribute their own skills, knowledge and interests to the activities of the pre-school. For example, we're always keen to hear from anyone with musical or artistic interests who can give us new ideas. We rely on parents to help with trips and outings.

We provide opportunities for parents to learn about young children's learning by holding open evenings contributing to the two year olds assessments and advertising meetings, workshops and training.

Parents form an integral part of our pre-school and their continued involvement is an essential part of our children's education.

YOUR CHILD

For some children, we are aware that pre-school might be the first place they have stayed alone outside the family. We recognise and appreciate the trust that you have placed in us. We aim to repay that trust by giving them the best start to their educational needs, and to their future emotional development.

SETTLING IN

We encourage parents and carers to visit pre-school with their children for short sessions during the weeks before admission is planned.

Children often feel comforted by a favourite toy from home and we would encourage such a toy to be brought along to help your child to settle into pre-school.

Your child will have their own peg with their name and a picture on which to hang their coat and other belongings.

Each child has a 'tag' to take off their peg and place on to the preschool family tree as part of a routine each time they arrive at pre-school.

CLOTHING

Although being toilet trained is not a prerequisite of joining preschool, when you and your child are ready to begin potty training, we will support your efforts and we will encourage your child to be independent in going to the toilet, so clothes that are easy for your child to cope with would be helpful. Remember your child will be painting, gluing, playing with sand and water, as well as being involved with lots of other arts and crafts, so comfortable play clothes are preferable. We use our outdoor area all year round; clothing appropriate to the weather conditions ensures your child remains comfortable i.e. sun block and hats, wellies and waterproofs.

Pre-school sweatshirts and t-shirts are available at a cost of £9 for a branded sweatshirt and £8 for a branded polo t shirt. They are by no means essential, but many parents and children find it more convenient for them to have them.

Our pre-school aims to support both children and their families during their time with us. If, at any time, you have any concerns regarding your child's well-being, please talk to our staff.

GREEN ISSUES

We have a commitment to running an environmentally friendly pre-school. We use natural (Ecover) cleaning products where possible and practical. We are committed to recycling, and try to make creative use out of materials such as boxes, cardboard and paper.

HEALTH AND SAFETY

When your child starts pre-school you will be asked to complete a registration form which includes details of allergies or any other medical complaints. We will also need contact numbers in case of any emergencies.

Should an accident happen, the incident will be recorded in the accident book and the parent/carer asked to sign it on collecting the child.

If your child is absent from pre-school because of an infectious condition, please let us know as soon as possible as some conditions require 48 hours absence (or longer) before your child can return to pre-school. If you have any doubt, staff will be happy to advise you as to the best course of action.

When your child arrives at pre-school, they will always be greeted personally with a word of welcome. As well as making your child feel at home, it provides an informal way of telling you we have seen that your child is with us and accepted responsibility for your child. At busy times, please make sure that we have noted your child's presence with us. If your child is to be collected by someone else, please notify us at the beginning of the session or telephone to confirm any last minute change of plan, as we cannot let your child go with an unauthorised person.

SAFEGUARDING CHILDREN

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children are protected against the likelihood of abuse in our settings 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.

SPECIAL NEEDS

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 special needs a child may have. The setting works to the requirements of the Special Educational Needs & disability Code of Practice (2014).

The high adult to child ratio maintained at our pre-school enables us to provide individual attention for each child. Each child is able to progress at their own rate in all areas of development and this is true for children with and without disabilities or learning difficulties. If you would like to discuss pre-school's ability to meet your child's special needs, please talk to our pre-school leader.

Our Special Educational Needs Co-ordinator is Tracy Sidgwick.

POLICIES

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 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, and that everyone is treated fairly.

The policies include health and safety, equal opportunities, complaints procedures, behaviour management and safeguarding.

Our staff can explain our policies and procedures to you, copies of which are available in the policies and procedure file.

INFORMATION WE HOLD ABOUT YOU AND YOUR CHILD

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

AND FINALLY

We hope this prospectus has given you an insight into the working of our pre-school.

If you would like more information or would like to see pre-school in action please contact our Play Leader Tracy Sidgwick on 01765 658080 or email kirkbymalzeardpreschool@outlook.com

We look forward to welcoming you and your child at Kirkby Malzeard Pre-school.