

Great Bowden Pre-school Application Form.

Dear Parents/Guardians

Thank you for your enquiry about our pre-school, please find enclosed the information you requested. If you would like to read through our information booklet and should you wish your child to be placed on our waiting list, please complete the form below and return it to :- Email:- greatbowdenpre-school@hotmail.co.uk

Mrs Diane Cancelliere, 9 Berry Close, Great Bowden, LE16 7ES.

Telephone Number Diane 07743 521728 between the hours 8.00am until 7.00pm 7 days a week.

Pre-School Mobile 07790 470411 during session time only.

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Today's Date.....Child's Date of Birth.....

Child's Name.....

Contact Name.....Relationship to the Child.....

Address.....

.....Post Code.....

Telephone Numbers Home.....Mobile.....

Email Address.....

The Number of sessions you require..... (A minimum of 2 if available).

Please indicate below the sessions you would prefer your child to attend, (please circle your preferences).

Monday am	Monday pm	Monday all day
Tuesday am	Tuesday pm	Tuesday all day
Wednesday am	Wednesday pm	Wednesday all day
Thursday am	Thursday pm	Thursday all day
Friday am		

Do you intend to send your child to any other nursery's or pre-schools yes/no

This is only an indication and we realise that these may change, we will contact you when your child is due to start to confirm the sessions you need. We do have a long waiting list and will try to accommodate your child as soon as possible.

# Great Bowden Pre-school



*The Pre-school opened in 1984 and is a member of the Pre-school Learning Alliance. We are registered with Ofsted for children aged from 2 to School age. Staff ratios are as follows: - 2-3 years 1-4, 3-5 years 1-8. The group is a registered charity and therefore committee run, Registered Charity No. 1039424.*

*The current leader is Diane Cancelliere, Deputy Tracy Baxter who both took over the running of the group in 1988.*

***Our Aim** is for your child to learn through play in a safe, secure and stimulating environment, within a frame work which ensures equality of opportunity for all children and their families. We as a pre-school follow the government's Early Years Foundation Stage guidelines, working with parents to discover each child's interests and needs, therefore providing them with activities and opportunities to support and extend their development and learning. Each child receives individual attention made possible by the high ratio of adults to children, fun and friendship with children and other adults and the support of a personal key person. In addition to this we have a member of staff who is our Special Education Needs Co-ordinator. We provide the opportunity for you and your family to be directly involved in the activities of the group and in your own child's progress.*

***Our Policies** We have a complete set of policies that are available for you to read on request however a brief outline of some of these are as follows:-*

***Behaviour** We aim to promote acceptable behaviour and respect for others, our methods of behaviour management include-praise for good behaviour, distraction, discussion, and on occasion time out, this would involve the child being taken away from their playtime for one minute to reflect on their behaviour.*

***No smoking-** For the safety and welfare of staff and the children, we operate a no smoking policy throughout the premises.*

***Admissions-** We accept all children on the waiting list and will offer them a place as and when there is a vacancy. However the following points will be taken into consideration- length of time on the waiting list, siblings attending the group past and present and the age of the child.*

***Complaints procedure-** If you have a complaint please see a member of staff who would be pleased to assist you. If the matter is not resolved to your satisfaction contact the committee chairperson. In the unlikely event that the matter is still not resolved you may ring Ofsted on 0845 6014772. **The Children's Act-** We are bound by the children's act to report any suspected cases of child abuse*

## Curriculum

Within the group, all children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. By means of developmentally appropriate play activities and a high level of individual adult input, we offer a curriculum which leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum at the age of five.

## Language and Literacy

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking and listening, by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, and they are encouraged to express themselves in writing and pictures. Materials and equipment, including posters around the room provide for this purpose. We also provide a well-stocked book corner with a variety of fiction and nonfiction texts for the children to use.



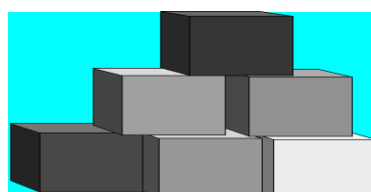
## Personal and Social

Within a nurturing environment children are individually supported in developing confidence, independence and self-respect. They are encouraged to work and concentrate independently and also to take part in the life of the group, sharing and co-operating with other children and adults. Through activities, conversation and practical example, they learn acceptable ways to express their own feelings and to have respect for the feelings of others. All children are given the opportunity, as appropriate, to take responsibility for themselves and also for the group, its members and its property.



## Mathematics

By means of adult supported practical experience, children become familiar with sorting, matching, ordering, sequencing and counting activities that form the basis for early mathematics. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number. Songs games and picture books help children become aware of number sequences and when they are ready, to use simple mathematical operations such as adding.



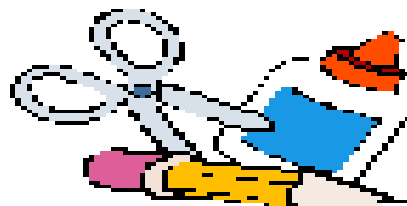
## Knowledge and Understanding of the World

A safe and stimulating environment allows children to explore and experiment with a range of natural and manufactured materials. They learn to observe objects and substances, recognising differences, patterns and similarities, and to share and record their findings. Children are assisted in exploring and understanding their environment, both within the group and also in the wider community. A range of safe well-maintained equipment enables children to extend their technological understanding using simple tools and techniques as appropriate to achieve their intentions and to solve problems.



## Creative Development

Children are encouraged to use a wide range of resources in order to express their own ideas and feelings and to construct their individually response to experience in two and three dimensions. Art equipment including paint, glue, crayons and pencils as well as natural and discarded resources, provides for open ended exploration of colour, shape and texture and the development of skills in painting drawing and collage. Children join in with and respond to music and stories, and there are many opportunities for imaginative role play, both individually and as a group.



## Physical Development

A range of equipment and opportunities both inside and outside, allows children to develop confidence and enjoyment in the use and development of their own bodily skills. A very high level of adult supervision enables children to create and meet physical challenges, safely developing increasing skills and control in moving, climbing and balancing. At the same time children are supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.



Opening Times: -

Monday, Tuesday, Wednesday and Thursday between the hours of 8.45am until 3.15pm. And Friday 9.00am until 12.00pm or with lunch club till 1.00pm.

Morning sessions	9am until 12 noon	
Afternoon sessions	12.15pm until 3.15pm	All
day	9am until 3pm	

Please speak to Diane for availability.

Email address - [greatbowdenpre-school@hotmail.co.uk](mailto:greatbowdenpre-school@hotmail.co.uk)

Contact numbers are:

Pre-School mobile during session times - 07790 470411

Pre-School Leader - Diane Cancelliere 07743 521728

Deputies are Tracy Baxter and Ann Weston. Other permanent members of staff are Claire Kilby, Joanne Williamson and Becky Cullen all are qualified to the equivalent of an NVQ level 3. And Katherine Litchfield NVQ level 2. All staff undertake regular additional training to comply with the LEA requirements.

When your child attends their first session they will be given a book that we call their 'Learning Journey'. this will have within it a photograph of pre-school and of the staff, we hope this will give you the opportunity to talk to your child about their experiences at pre-school. The Learning Journey will be developed by yourselves and your child's key person (who will be allocated to your child before they start pre-school). The key person will get to know your child and tailor activities for their needs and interests. We also provide a book and book bag, so that the books, pictures, newsletters etc. can be transported safely between home and the setting.

### **Fees**

Fees are currently £5.00. Per hour.

To cover the cost of administration there is a £10.00 non-refundable registration fee, to be paid when returning the completed registration form, this will secure your child's place at Great Bowden Pre-school.

All 3-year-olds in England are entitled to 570 hours funded childcare per annum, the term after their third birthday. Also some two year olds can get the same entitlement if they reach the criteria. This is usually taken as a maximum of 15 hours a week over 38 weeks of the year, where parents can choose how to use the hours, depending on availability. Some children are entitled to 30 hours free childcare, we have extended our hours to give parents the opportunity to use 30 hours of funding with us.

Your child will be entitled to 15 hours of Nursery Education Funding for 38 weeks of the year from the term after their 3<sup>rd</sup> birthday. It is a requirement for you to give us a copy of your child's birth certificate and for you to complete a parental statement of declaration. For those who are eligible for 30 hours of funding, you will have to check each term and bring the letter into pre-school for us to view. We also accept child care vouchers.

We hope that you have enjoyed reading this leaflet, if you would like to view the group please call one of the numbers above to arrange a convenient appointment.

