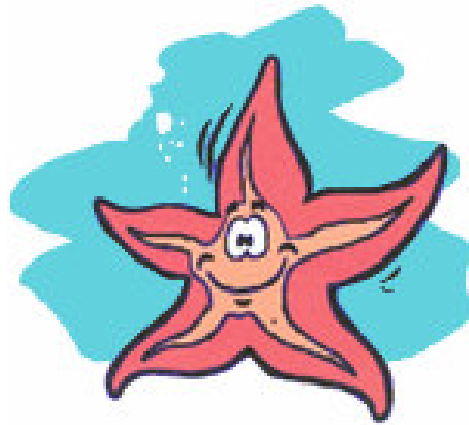


Welcome To

Starcross



Pre-School

Over 25 years of experience,
preparing children for school and
beyond.



Dear Parent / Carer,

Welcome to Starcross Pre-School! It's hard to believe that we have been serving Starcross and the surrounding region for over 25 years. We have hopefully spent this time building our reputation as one of the best pre-schools in the area. And everyone involved is committed to making things even better!

We pride ourselves on "our children" leaving us happy, confident and sociable, and ready to continue their journey through education. But it is just as important that you are happy with how your child is getting on. That's why you can have regular meetings with your child's key-person to discuss how things are going. And if you really want to get involved you can become a parent helper, attend our meetings, or join the committee!

But what makes us so special is that we have superb links with Starcross School, which is not only next-door, and also with other neighbouring primary schools. Towards the end of your child's time at the pre-school, there will be regular visits to Starcross school - they will even have the opportunity to sample the lunches. And as a parent we will give you the information you need to arrange a visit to look around for yourself. As the government puts more emphasis on schools providing pre-school education, our links can only get stronger.

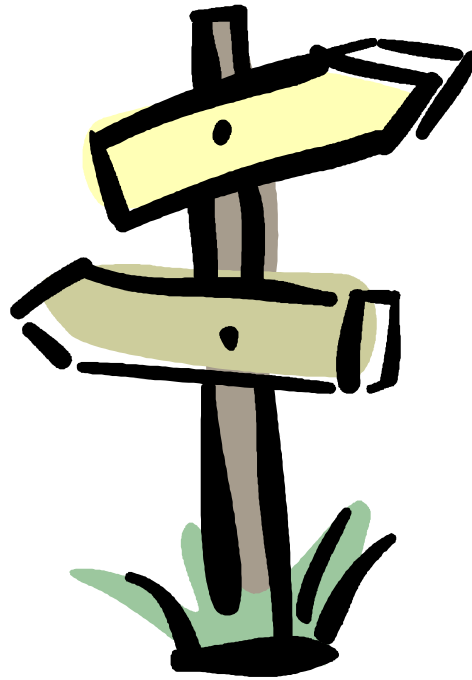
If you have any questions after reading this welcome pack, you will find our play-leaders and play-assistants very approachable. Or call Sue, our administrator who is always happy to help! We are proud of the "village feel" within the pre-school and everyone is here to help.

Starcross Preschool Committee and Staff

Our Contact Details:-

Starcross Pre-school
C/o Community Rooms
Starcross Primary School
New Road
Starcross
Devon
EX6 8QD
Tel Admin 01626 889435
Email info@starcrosspreschool.co.uk
Website www.starcrosspreschool.co.uk





Page 5 - About Us

Page 6 - Rising 3s

Page 7 - Your Child's Individual Needs

Page 8 - Our Team

Page 9 - Key Person

Page 10 - Session Times & Fees

Page 11 - Funding

Page 12 - Daily Timetable

Page 13 - Security

Page 14 - Snacktime

Page 15 - Clothing

Page 16 - Accidents

Page 17 - Getting Involved

Page 18 - Further Information

Page 19 - Ofsted Report

Page 20 - Telephone Numbers

Page 21 - Every Child Matters

Early Years Foundation Stage - please ask staff for details

Who Are We...

We are a community pre-school, run by a committee of volunteers, established in 1982 and situated within the community rooms on the grounds of Starcross Primary School.

Our Aims

- To provide a Safe & Stimulating Environment
- To provide Quality Early Years Education
- A place where Children can Play and Learn
- Working with Parents to help Children Develop
- Dedicated to the Every Child Matters Agenda

See Pages from 21 to 24 in this pack for more details

We offer all the young children of Starcross and surrounding areas, an opportunity to receive quality early years education within a safe and stimulating environment. Our curriculum is based on the national Early Years Curriculum.

- personal, social and emotional
- communication, language and literacy
- problem solving, reasoning and numeracy
- knowledge and understanding of the world
- physical development
- creative development

Which spans the time your child spends with us and their first year at primary school.

As a result, we offer extremely good links with Starcross Primary School sharing some of their facilities and activities. One of our Play Leaders, Sarah, also attends the school visits at the primary school, the term before each child starts full time and this is very successful, not only with parents/carers but most importantly the children. Having a familiar face from pre-school has really helped the younger pupils settle. Plus the reception teacher regularly meets with our staff and visits the setting before the children start their school visits. Although we are not able to share these activities with surrounding local schools, their reception teachers are invited to the setting to meet any children that may be joining them.

Rising 3s

We would recommend that your child joins us as a 'Rising 3' for up to four weeks prior to their 3rd birthday, during any pre-school session. Mum, Dad, Grandparent or Carer will be asked to come along as well. Rising 3s has proved to be valuable to both child and carer as a way of an introduction to the setting and assisting the children to settle in before joining Pre-school by themselves.

These sessions cost ***just £1.00!***

Once your child is three and happily settled, you are then free to leave until the end of the session.

Please view the section on funding and fees plus sessions and times. Pages 10 and 11 of this pack.

But we don't want your involvement to end there!

'The Play Leader will ensure that the parent/carer of new children have had the opportunity to meet with them to discuss their child's needs and to impart information about the pre-school setting and its policies, before they leave their child in the pre-school's care.'

Family Time - A visit from Santa
Christmas Party 2008



Your Child's Individual Needs

We have attached a Child Registration form which we would request you complete and return to us **before** your child starts with us. This is essential, to help us ensure that the staff have all relevant information to make the time your child spends with us happy and safe.

Please feel free to add any information you feel may be helpful and rest assured that any information you do provide will be held **confidentially** on file, and **locked away**.

We aim to have regard to the DCSF Code of Practice for Special Educational Needs; a full copy of our policy is available on request.



Autumn Creatures 2008

The Team at Pre-school

Sarah - Play Leader

NVQ3, First Aid, Child Protection Contact, Safeguarding Children Level 3, Food Hygiene, Family Time Leader, Helps at School Visit Sessions (TA)

Tish - Play Leader/Senco

NVQ3, First Aid, Food Hygiene, Child Protection Awareness, Safeguarding Children Level 3, Health and Hygiene, Governor at School

Lyn - Play Assistant

NVQ2, First Aid, Food Hygiene, Child Protection Awareness

Catherine - Play Assistant

Paediatric Medic First Aid Course, Health and Safety, Food Hygiene, Basic First Aid, Safeguarding Children Level 3, Senior Play Assistant at the Activities Club, MTA, Level 2 in Playwork

Sue - Administrator

Play Assistant at Family Time, MTA





KEY PERSONS

We now operate a 'Key Person System' which means that each member of staff has a group of children for whom they have specific responsibilities. When a child joins our setting they then have a special adult who helps them to settle in and who they can relate to.

The Key Person also makes regular observations of the child which assists in ensuring that the Pre-school curriculum is planned to include activities at their level, thus helping the child to achieve their full potential during their time with us.

This system also helps to establish good links between the home environment and learning opportunities, as well as those within the group. We would, therefore, encourage parents to liaise with their child's key person to discuss progress made and any other issues which may arise.

Records

The pre-school keeps a record of achievement for each child, this allows us to work together to ensure their progress in the early learning goals. We may take photographs of the children to record topics covered. (Photographs for publicity purposes ie newspapers/website, observations, parental agreement required on Registration Form)

If you wish to meet with your child's Key Person or would like to view the records and observations kept on your child please let our staffing team know.

SESSION TIMES AND FEES

Rising 3's

During any Pre-school session.

These sessions cost *just £1.00!*

Pre-school

Monday to Friday mornings, 9.00am to 11.30am.

Monday, Tuesday, Thursday & Friday afternoons,
12.30pm - 3.00pm

For any Pre-school sessions that are not funded by the Government, a charge of £2.50 per hour will apply (prices being reviewed annually)

All sessions take place during term time only and coincide with the dates Starcross Primary School is open.

Lunch Club

11.30am to 12.30pm - £2.50 to include a drink. Please book weekly in advance and don't forget to send in a packed lunch!

Family Time - parent/carer, baby and toddler group

Wednesday 1 - 3pm (health visitor available on request)

£2.00 per family, Run by our Play Leader Sarah and assisted by Sue the Administrator

Star Club (a Holiday Playscheme)

Open from 8am to 6pm during school holidays for children aged from 3 to 11 years. **Pre-Booking and Pre-Payment Required.**

View our website for more details. www.starcrosspreschool.co.uk

For details contact our Treasurer and Administrator at pre-school or the club's staff Lorraine and Catherine through the primary school.



Star Club - Summer 2008 - First in the Worlds

FUNDING - Early Years Entitlement

The Government has introduced a policy to provide free part-time education for every child in Devon from the term after their third birthday until the child enters full-time education, if their parents want this. Each child can receive funding for up twelve and half hours per week for 38 weeks per year, (currently our sessions are two and a half hours long so this is equivalent to 5 sessions per week). More information about Early Years Funding, including changes that will be introduced in the coming months can be found on the Devon County Council website or you can contact the Early Years Helpdesk on 01392 385530 or www.devon.gov.uk/disc/thfrfund.html or contact our administrator for up to date information.

When is my child eligible?

Childs 3rd Birthday between	Eligible From
1 st January - 31 st March	After Easter - Summer Term
1 st April - 31 st August	September - Autumn Term
1 st September - 31 st December	January - Spring Term

When do I register my child?

When joining or before your child becomes eligible for funding you will have to complete a Children's Information Form. When completed, this must be returned to the Pre-School and we will also ask you to provide an original birth certificate (we will send a copy to the Early Years Entitlement Team on your behalf). Our administrator will provide you with a copy of the 'Information for Parents' leaflet/letter from the 'Early Years Education Team', on request, which gives you full details of the funding system.

How does the scheme work ?

To qualify your child must be registered and in attendance by the relevant headcount dates (note: you will need to inform us if you are/have claimed elsewhere). The headcount date is usually around the second week of term and you will need to sign this headcount form for the pre-school to receive these funds. To find out the headcount date for a particular term please contact the Administrator who will have the most up to date information. If you join after headcount week, you may be able to claim sessions as a new joiner, depending on the date your child joined the pre-school and their date of birth. During the second half of the term Devon County Council will send out a self-audit form to the pre-school so attendance can be checked. If your child is absent from any session an absence form should be completed for the pre-school. If children fail to attend on a regular basis, funding is repaid by the pre-school to Devon County Council. These charges can then be passed onto the parent. *NB Funding is only available for 12.5 hours (two and half hours per session) where as Pre-school is open for more than 12.5 hours per week and if your child has additional hours, these extra hours are £2.50 per hour.*

DAILY TIMETABLE

- 9.00am Welcome, freeplay whilst children arrive
- 9.10am Register, talk about topic
- 9.20am 'Leap for Life' outside exercise (weather permitting)
- 9.30am Free play - activities/craft
- 9.45am to 10.30am Café Open for Snack
- 10.40am Storytime / Show & Tell
- 11.00am Tidy up Time
- 11.00am to 11.30am Outdoor Play or Movement & Dance or Music or Circle Time and a Story Time
- 11.30am Home time for children not staying for lunch & afternoon session
- 11.35am Wash hands for lunch
- 11.40am Lunch Time
- 12.05 Quiet Time, colouring and reading
- 12.30 Afternoon session begins - Register
- 12.40 Free play - activities/craft
- 1.45pm to 2.30pm Café Open for Snack
- 2.30pm Tidy up time
- 2.30pm to 3.00pm Outdoor play or movement & dance & music or Circle Time or Story Time
- 3.00pm Home Time

The activities are based on the Early Learning Goals and the Foundation Stage Curriculum. At some point during each session the children will be taken outside (weather permitting) and have an opportunity to let off steam, the primary school allows the pre-school to use their grounds. During warmer months, the pre-school outside area is also open under supervision and offers a variety of outdoor activities. An outline of topics/themes can be found on the notice board. Each session is carefully planned, a balance of free play and structured activities. Every session the children gather together to listen, talk and learn as a group. **Times are variable depending on: weather, child/adult numbers, who is using the playground etc NB This timetable is subject to change.**

SECURITY

- ✓ Children ticked in and out as they enter and leave the building.
- ✓ Register taken and double checked.
- ✓ CCTV in school grounds.
- ✓ Enclosed outside. (Staff member always present if children outside)
- ✓ Parental consent book to complete if someone else collecting child.
- ✓ Ratio 1 adult to 6 children as a minimum.
- ✓ Regular fire drills in preschool & with school.
- ✓ Visitors' Sign In & Out Book
- ✓ Visitors' Labels
- ✓ Staff badges
- ✓ Staff and Committee - CRB checked

SNACK TIME

During morning and afternoon sessions, a café style snack time is operated where the children sit together and are given a snack which normally includes a rice cake/cracker/bread stick etc and a piece of fruit. We like to encourage the children to drink milk (full cream) where possible. If however, the child has a milk intolerance or really doesn't like drinking it, then water is always on offer.

Occasionally, we have a cooking activity in the Pre-school session and normally eat these goodies during snack time. Drinking water is available at all times.

Here at Starcross Pre-school, we promote healthy eating, not only at snack time but during our lunch time sessions also. More details are available from staff on request.



The story sack 'Owl Babies', the children loved this tale.

CLOTHING

Children can get messy, very messy, so it's best not to dress them in their favourite party clothes. Aprons are provided when painting or gluing and when playing with our water tray, *but accidents can and do happen!*

You may notice that some of the children and staff wear 'Sandy Starfish' Sweatshirts. The children love to wear these and see it as their uniform. Please contact a member of staff or committee or the administrator and they will let you know how you can obtain one. This can also help to instill a sense of belonging and make the transition to school uniform easier.

We would also ask that children have a coat with them and wear sensible footwear. During the warmer months, we encourage children to wear hats (see our sun policy) and request that you apply sun lotion in the morning. (This can be re-applied during the day as long as you have signed the relevant section of the Registration Form).

Your child will also be provided with a PE bag and we ask that a spare pair of clothes be placed in the bag together with plimsolls/trainer shoes.



Topic Galleries

ACCIDENTS

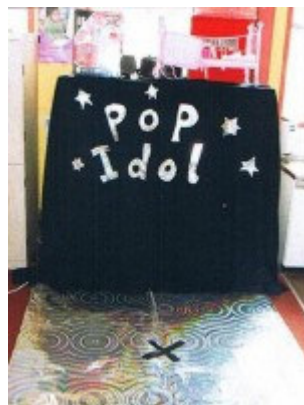
Paint can get splashed, drinks can get spilled at snack time and most children at some stage during their time with us, have *little accidents*. They just get so involved with what they are doing, they just *simply forget to go to the toilet*.

Please don't be alarmed if, when coming to collect your child, they have different clothes on. All we ask is for you to wash and return our spare clothes or replace your spare set in the PE bag as soon as possible.

If your child has a bump on the head or any other serious incident occurs we will telephone you immediately and of course inform you of any minor accidents upon collection. All accidents are reported in our accident book.

Illness If your child has a temperature or an infectious disease or generally feels unwell, please stay at home and let us know.. Remember to cover all open wounds.

Please refer to our up to date policies and procedures.



Star Club
A Holiday Playscheme
Open to Pre-school Children

Getting Involved

There are lots of ways in which you can become involved and feel part of your child's early education.

Here are just a few...

Become a committee member - there are never too many members and you can choose the level of your involvement. All parents/carers are eligible to join the committee and are actively encouraged to do so. Parents make up the committee as well as the 3 officers roles, Chair, Vice Chair and Treasurer. Because we are a registered charity we are legally bound to be run by a committee and so your support is vital.

Help with fundraising events - Pre-school holds quite a few of these over the year and another pair of hands is always very welcome!

Become a regular help during sessions - spending time at Pre-school can be extremely enjoyable for adults who wish to become involved and find out just what the children are doing. Again, you can choose how much time to put in. A parent hand book is available.

Help behind the scenes - anything from cutting out templates to washing dolls clothes!

Have you a particular skill? Pre-school changes its theme each week and covers a myriad of topics over the year. You may just be able to join in or have access to resources which may help.



Further Information

Our Pre-school does have its own website which has a range of information ie latest themes, activities and events which is updated regularly, please log on and have a look...

www.starcrosspreschool.co.uk

The Pre-school has various policies that are constantly reviewed and updated. These are available to view in the setting or, if you would like a copy, please let one of us know and we will be happy to provide you with a set.

If you require more information about the Early Years Foundation Stage, please ask your child's key Person.



Topic Galleries

OFSTED REPORT JULY 2007

The Effectiveness of the Provision:- Helping children to be Healthy	Satisfactory
Protecting children from harm or neglect and helping them stay safe	Outstanding
Helping children achieve well and enjoy what they do	Good
Helping children make a positive contribution	Good
Organisation	Good
Quality and Standards of the Care	Good
Quality and Standards of Nursery Education	Satisfactory



Useful Telephone Numbers

Pre-school/Lunch Club - 01626 889435

Email info@starcrosspreschool.co.uk

Star Club (a Holiday Playscheme) - 07591089094

Sue Rowsell (Administrator) - 01626 889435

Nicky Davey (Chair) - 01626 891840

Starcross Primary School - 01626 890454

Community Rooms Hire - 01626 890454

After School Club - 07890 101836

Starcross Surgery - 01626 890368

Health Visitor - 01626 891331

NHS Direct - 0845 46 47

Children and Young People Services - 01392 435464

Trio Connections - 01793 849621

Sure Start - 01626 879776

Ofsted Reg No 106227



Star Club
Magic Show
Easter 2009

EVERY CHILD MATTERS

Our organisation is dedicated to the 'Every Child Matters' aims and outcomes. All providers of services to children will be teaming up in new ways, sharing information and working together, to protect children from harm and help them achieve.

Every Child Matters: Change for Children is a new approach to the well being of children and young people from birth to age 19.

The Government's aim is for every child, whatever their background or their circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

<http://www.everychildmatters.gov.uk/aims/>

To obtain full and further information please log on to the above link or ask our staff for details.



Pre-school Christmas Crafts 2008