



Skylarks pre-school strongly believes in the value of learning through play, and as such aims to help children develop academically, creatively, emotionally, physically and socially within a happy and secure environment.

**The Village Centre, Wickhurst Lane,
Broadbridge Heath, RH12 3LY**

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www.skylarkscommunitypre-school.com

Contact No: 07825 603601

Registered Charity No:1169303

Welcome to Skylarks Community Preschool

We are a charity run preschool in the village of Broadbridge Heath, that has been operating from the Village Centre for over 30 years.

We accept children from the age of 2 to 5 years.

We have a compliment of 14 staff members, who live within the local area.

Manager -	Kathleen Thomson (SENCO)
Deputies -	Rhiannon Wood (Early Years Teacher) Sophie Mayle Toni Temple
Preschool Practitioners -	Lorraine Barnes (Early Years Teacher) Lil Allen Jessica Thomson Rosina Clayton Sabina Bridle Kirsten Turner Greg Lyons Zdenka Sviatkova Katie Potter Judy Golley

More details about their roles and qualifications are on our website.

We feel we have a friendly, inviting environment for the children of the local area to learn and develop.

We have compiled this welcome pack to ensure that you as parents/carers feel comfortable and informed about the daily life of the preschool.

We know that choosing a preschool for your child is a very important decision and along with the information in this welcome pack, the team at Skylarks are always available to answer any of your questions and support you and your child through your time with us.

Our current Ofsted report is available on our website for you to read. We are pleased to say we were rated Good.

A copy of our policies and procedures can also be found on our website.

We are an equal opportunity setting and we accept children and families from all cultural, ethnic, religious and social groups.

A Typical Session at Skylarks

- 9:00am** – Skylarks doors open for staff members to greet children into the setting and support parents if needed.
Coats and bags are hung on coat racks.
Lunch boxes placed on lunch trolley.
Drink bottles placed on drinks trolley.
Children place their photo card on our registration board.
Free play - Children are able to enjoy and explore the setting and adult led learning experiences both inside and outside.
- 10:00am** - Snack time opens offering fresh healthy snacks.
Children choose what they would like and then prepare their own snacks with staff assistance.
Pour their own drinks (milk/water).
We all sit down together and discuss healthy eating and enjoy the social aspect of snack time.
- 10.15 am Free play**
- 11:15am** - The children participate in tidy up time.
- 11:20am** - Group activity; large indoor parachutes, science experiments, exploring instruments, singing, dancing, PE and much more.
- 11.40am** Mat time with story.
- 11:55am** - We all wash our hands ready for lunch.
- 12:00am** – Lunch Time - we all sit down to lunch together.
- 12:30am** – Children not staying for all day session are collected by parents.

Our afternoon sessions follow a similar format.

The timetable gives a brief insight into what you can expect your child to experience with us at Skylarks, every day is different, we focus our education to be led by the children with their needs and interests at the heart.

Before enrolling your child with us we offer a free taster session where you and your child can experience a session to really get a feel for our, 'learning through play', approach to education.

What is Free Play?

Free play is when children have full freedom to play in whatever way they want with the support of our staff. “They can choose everything – they have the freedom to select their play materials, interest area and even the plot”.

At Skylarks, we promote free play, as it has been shown to be a good way for children to learn following their own interests. Allowing them to explore and discover the world around them on their own terms.

We support this with a wide range of resources that the children can use to extend their play.

- Role play (doctors, shops, café, travel agents, vets, builders etc)
- Dressing up
- Small world toys
- Construction
- Reading corner
- Puppets
- Soft toys
- Physical
- Sensory play (sand, water, gloop, shaving foam etc)
- Outside exploratory.
- Maths
- Arts and Crafts
- Mark making
- Musical Movement
- Music
- Singing
- Dancing
- Cooking
- Playing with food
- Visits around the village
- Visits from Police, Fire brigade etc

Our Aims

We follow the Early Years Foundation Stage (EYFS) Principles from birth to the age of five. We accomplish this using the Department of Education's Development Matters document as our curriculum.

In doing this we aim to:

Provide a stimulating and safe environment for children to explore through play.

Have fulfilled, happy and motivated children.

Support child-initiated play, which follows their interests.

Encourage respect for themselves and each other.

Develop positive relationships.

Promote a healthy lifestyle and well-being.

Challenging and fulfilling their educational development.

Ensuring parents are involved in the learning journey for their child.

Providing every child with a keyperson to encourage and assist with their learning and development journey.

Our Sessions

The following lists the sessions we have on offer for you.

Monday

All day session - 9:00 to 15:30 (to include lunch)

Morning session - 9:00 to 12:30 (to include lunch)

Afternoon session - 12:30 to 15:30

Tuesday

All day session - 9:00 to 15:30(to include lunch)

Morning session - 9:00 to 12:30(to include lunch)

Afternoon session - 12:30 to 15:30

Wednesday

Morning session - 9:00 to 12:30(to include lunch)

Thursday

All day session - 9:00 to 15:30(to include lunch)

Morning session - 9:00 to 12:30(to include lunch)

Afternoon session - 12:30 to 15:30

Friday

Morning session - 9:00 to 12:30(to include lunch)

Prices and Funding

Fees are £6.00 per hour.

Morning session £21.00

Afternoon session £18.00

All day session £39.00

Fees will be invoiced every half term. We also accept childcare vouchers.

At Skylarks we offer two year and three to four year old free entitlement.

Early Years Free Entitlement Funding currently provides up to 15 hours per week for 38 weeks per year. Currently a child becomes eligible for this funding the term after they turn three years old. The table below illustrates this.

Child's Birthday	When you can claim funding
1 st January to 31 st March	The beginning of term on or after the 1 st April (Summer Term)
1 st April to 31 st August	The beginning of term on or after the 1 st September (Autumn Term)
1 st September to 31 st December	The beginning of term on or after the 1 st January (Spring Term)

If both parents (or a lone parent) are working more than 16 hours per week, you may be entitled to extended free funding totaling 30 hours per week. To find out more please visit www.gov.uk/apply-30-hours-free-tax-free-childcare.

Any sessions not covered by free entitlement will be charged to you at the normal hourly rate.

Registration and Admissions

An application form can be found on our website. You can register your child as early as you wish. They will be added to the waiting list and we will contact you nearer their start time, to offer you some taster sessions and a look around the setting.

You will be sent a link to our online learning journal called Tapestry, which will allow you to fill in the “all about me” details for your child. This system will allow you to follow your child’s progress through staff observations, next steps and home learning. You will also be notified about information on the setting, upcoming events, your child’s care plan and parent meetings.

What to bring?

Weather appropriate clothing:

- Waterproof coat
- Wellington boots (these can stay at preschool or brought in each session)
- Warm hat and gloves in Winter and Summer hat in Summer

Spare change of clothes

Dress for Mess!

Our children have lots of sensory play activities and creative activities to join in with – please dress your child for mess so that they can enjoy these activities to the fullest. We do provide aprons, but children can be in sensory/messy areas without an apron and are likely to get splashes and dabs on their clothes. Dressing for mess allows children to fully explore. As they get older, we do encourage self-care and independence.

Nappies and wipes (if applicable)

- If you wish for nappy cream to be applied, please provide a named pot with the cream in, so that it can be kept at preschool.

Sun cream

- In the summer we ask for all children to arrive to preschool with sun cream already applied. We will reapply sun cream in the afternoon to children who are staying all day.

Healthy and balanced lunch box and drink.

- Children to bring their own healthy packed lunch, some examples from the department of health are:

Example One	Example Two	Example Three
Sandwich/wrap/Roll Yoghurt Fruit Cheese string Malt loaf Water	Cold pizza/pasta Packet of raisin Fruit Rice cake Fruit Smoothie	Humous Bread Stick Carrot and Pepper Sticks Homemade banana cake Yogurt Diluted fruit juice

We have a no nut policy in the setting.

PLEASE MAKE SURE THAT ALL CLOTHING AND ITEMS ARE LABELLED to avoid any misunderstandings and help reunite lost property with the owner.

Monitoring your child's progress

Key Worker

Your child will be given a key worker who will help them settle in and become a familiar face. The key worker will assess and monitor your child's progress and produce termly reports that we call 'next steps'. These next steps are tailored to the curriculum to ensure the unique needs of each child are met to enable them to reach their full potential.

We pride ourselves on having strong parent relationships, any problems or concerns you may have please do not hesitate to speak to your child's key worker about this. All information is confidential and will be available for you to view via Tapestry.

Learning Journals

Each child will begin a learning journal when they start with us at Skylarks, this will be kept up to date and put together by your child's key worker.

In here you will find;

- An 'All About Me' section, which is information you have told us about your child, helping us to understand their likes, dislikes and home life when starting pre-school.
- A variety of written observations
- Photographs of your child's learning journey
- Next Step forms
- Reports
- Memo's

- Home learning
- Care Diary

Child's Interests

At Skylarks we feel it's important to talk about life at home in the setting and create a smooth transition from home to pre-school in doing so we would love to hear all about what your child has been up to outside of Skylark. Please note this down and bring it into us or take a photo and load it up onto Tapestry.

Early Years Foundation Stage

At Skylarks, we follow the Early Years Foundation Stage (EYFS), which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes.

From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs in the 7 areas of learning.

Areas of the EYFS

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understand the World
- Expressive Art and Design

Our SEND Offer

Education for Everyone

Skylarks Community Pre-school is fully qualified to accept children of all educational needs, developing children's learning in a relaxed, calming environment at their own rates through a learning through play environment.

We do not discriminate and strongly promote the value of accepting everyone.

If you have any concerns about your child's development before starting at Skylarks or during your time with us, please do let Kathleen or Rhiannon know and we will be able to work closely with you as the parent/carer and with your permission contact services who can help.

To find a copy of our complete SEND offer then please go to our website, you will find this under the 'about us' section. If you do not have internet access, please ask a member of staff and we will give you a copy.

Health and Wellbeing

Please do not send your child if they have:

Sickness or diarrhoea (they must be kept away for 48 hours after vomiting and diarrhoea has finished)

A high temperature.

Conjunctivitis (can return to preschool once they have started treatment)

Chicken pox – kept home until all the spots have scabbed over normally about 5 days.

Impetigo (they must be kept away until 48 hours after treatment by your GP has started)

Please inform us if your child has:

Headlice

Threadworms

Infectious diseases.

Other important information

Collecting your child

- Please ensure that your registration form contains details of the persons who can/cannot collect your child.
- No one under the age of 16 can collect your child.
- If you are not collecting your child, please ensure staff members have the correct details and password for the person nominated to collect them is up to date.
- If you are going to be delayed, please make sure you phone the setting and let staff know, otherwise after 30 minutes the Police and Social Services will be contacted.

Communication

- Our preferred method of communication is either via Tapestry or email.
- If your child becomes sick during the session, we will contact you via the emergency numbers provided by phone or text.
- On our website you will find all of our policies and procedures, OFSTED report and other relevant documents.
- We also have an Instagram and Facebook page where you will find information about the setting and any upcoming fundraising or social events.
- You will receive a termly newsletter.
- Open Door Policy. All our staff are happy to answer questions or queries. Kathleen is always happy to arrange to have a meeting or pop in and have a chat. You can always email or phone us at any time.

First Aid and Medical requirements.

- Please ensure that all permission forms for first aid and medical needs are filled in with the correct information.
- There will always be at least two members of staff per session who are paediatric first aid trained.
- If your child requires first aid during the sessions, we will fill in an online accident form via Tapestry that will be sent to you.
- If your child has had an accident at home that has resulted in an injury, you will be asked to fill in an Incident form before they can start the session.
- If your child requires medication given to them during the session, you will need to fill in a medication form. All medication needs to have the doctor's details and dosage instructions. WE CANNOT ADMINISTER MEDICATION WITHOUT THIS.

Potty training

When you are ready to start this with your child, we will work in partnership with yourself to create a smooth transition from nappies to using the toilet.

School Uniform

If you would like your child to wear the Skylarks school uniform, please order it from www.myclothing.com.