



PROSPECTUS 2011

The Old School Canteen
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Registered Charity No. 270065

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Welcome to Rising Fives Pre-school Group, Whitchurch. We hope this prospectus will answer some of your questions about us.

Children play with confidence, approaching adults for support when they wish. They co-operate in their play with each other, taking turns with equipment, such as the climbing frame, which is facilitated by the staff's management of such activities.
Ofsted Report 2007

1. WELCOME

We welcome you and your child to Rising Fives Pre-school Group, Whitchurch. Our aim is to provide affordable, high quality Pre-school education that maximises the potential of your child through play in a happy and safe environment.

Set up in 1972, Rising Fives Pre-school Group is a registered charity run by a Management Committee made up of elected parents. We have a staff of nine and have around 60 registered children from Whitchurch and the surrounding area. The Pre-school is a non profit organisation and all funding is used to further our priorities: the safety, happiness, well-being and development of your child. We are Ofsted inspected and are also a member of the Pre-school Learning Alliance, a nationwide charity which supports groups within early years education. They offer advice, training and information both to staff and parents. We work very closely with Whitchurch Church of England Primary School.

We hope your child's time with us will be a happy and productive one.

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2. ADMISSION

Opening Times

We are open Monday to Friday 9.15am until 3.15pm for sessions from 2 hours to 3.75 hours in length during term-time only. Lunch is from 12.15pm - 1.00pm and we ask that you collect your child promptly at the end of the session.

Attendance and Fees

Children must be at least 2 years and 9 months old before they can attend. Children who receive funding must come for a minimum of two sessions a week in order to be eligible. Sessions are chosen in advance each term. For children who are under 3 years old and not eligible for any funding, there is a special introductory rate of £3.80 per hour. Children who are over 3 years are eligible for 15 hours of funded attendance. Any hours over the 15 funded will be charged at £4.25 per hour or for a lunch club. Fees can be paid weekly, monthly or termly. All sessions for which your child is registered must be paid for whether your child attends or not.

Registration

You are very welcome to visit us at Rising Fives to see the activities and chat to the staff. Please contact us to register your child. All places are allocated on a first come, first serve basis. There is a registration fee of £20.00 and you will receive a letter acknowledging your deposit and confirming that your child is registered. In line with our constitution, priority will be given to children who live in Whitchurch. Shortly before your child joins you will receive a Welcome Pack along with forms for you to record your contact details and information that will help us get to know your child's likes and dislikes before they start.

Special Needs

We have experience of caring for children with special needs and will work with professionals and outside agencies to ensure a child's individual needs are appropriately supported.



3. NURSERY EDUCATION FUNDING

The Government funds 15 hours of Pre-school provision for all 3 and 4 year olds. The funding is paid directly to the Pre-school by Hampshire County Council and you are entitled to use your 15 hours in more than one setting.

To receive funding for your child, you must complete a Statement of Undertaking Form and bring in proof of your child's date of birth (such as a birth certificate or passport). The Statement of Undertaking describes when and where your child is using their 15 hours entitlement. The table below shows which term your child will become eligible for funding according to their birthday:

Child born between:	Free 15 hours available from:
1st April - 31st August	The start of the Autumn term following their third birthday until statutory school age.
1st September - 31st December	The start of the Spring term following their third birthday until statutory school age
1st January - 31st March	The start of the Summer term following their third birthday until statutory school age.

If you have any questions relating to Nursery Education Funding, please see one of the supervisors who will be happy to help you.

4. THE SETTING

Rising Fives Pre-school operates from an owned and dedicated single storey building with two play rooms, toilet facilities, kitchen and office. The outside area has a covered section with plenty of outside toys and activities to enable children to benefit from playing outside all year round.

The Pre-school team

A committed and experienced team of staff works at the Pre-school. We are very proud of the high ratio of adults to children in our group and often exceed the government requirements for adult/child ratios, which are 1:6 for children under 3 years and 1:8 for children over 3 years.

Manager	Gill Witts
Supervisors	Gill Witts and Frances Price
Level 3 trained staff	Katie Hardy* , Linda Vaine
Level 2 trained staff	Linda Hart, Nicky Wheeler* and Noelle Shrubsall
Assistants	Justine Cooper, Gill Newton, Claire Kingston

* Special Educational Needs Coordinator

All supervisors have formal early education and childcare qualifications. The Pre-school is committed to the ongoing training of all members of staff as required.

In addition, our membership of the Pre-school Learning Alliance ensures that we are constantly in touch with new thinking in the field of child education and care. We receive a monthly magazine offering practical advice and up to date information, and have access to a range of professional publications.

5. A PARTNERSHIP WITH PARENTS

Research shows that children learn better when their parents are involved. We are joint partners with parents in the education of children and as such we make every effort for you to be involved in activities of the group and your own child's progress. We hope you will be able to get involved with our friendly team.

Pre-school Committee

A voluntary management committee who are elected annually runs Rising Fives Pre-school. The Committee meets up once a month to oversee and help make the major decisions that affect the running of the Pre-school. As the Pre-school is a charity, we also organise social and fund-raising events. Fees cover the basic running costs of Pre-school and fundraising is used to buy new equipment and to maintain the premises.

You could help by becoming a member or by attending one of the events we hold throughout the year. The committee is open to all parents and all you need is enthusiasm. Details of current Committee members are available from the Pre-school. All parents are invited to attend the AGM in September and encouraged to join the Committee to ensure the continued success of the Pre-school

Helping Out

We encourage parents to come in and help at Pre-school as it gives you an opportunity to see the activities enjoyed by your child, and lets your child see you in a different role. We understand that your child may want to stay by your side when you come in to help and our only expectation is that you enjoy your time either playing with your child or watching them play.

Work folders

Each child is issued with a work folder to take home with them when they join Rising Fives. It is designed to keep you in touch with what your child is doing at pre-school. Children may also use it to take their work home after each session.

Contact Book

Each child is issued with a contact book as a two way exchange of information regarding your child's achievements and interests. Your child's keyperson will be adding comments on a regular basis. This book is also used to communicate between any other setting or child minder that your child goes to.



Whiteboard

Staff advise parents of activities undertaken by the children each day through a whiteboard on display in the reception room. This is updated each session. We like to encourage parents to take note of the information written on the board.

Policies

Rising Fives Pre-school has an extensive range of policies and procedures including child Protection and Equal Opportunities, which are regularly updated. These are available in the entrance hall for you to read.

6. YOUR CHILD AT PRE-SCHOOL

Once your child has got a place at Pre-school, we will send you a Welcome Pack to your home detailing all the things you need to know about joining the Pre-school.

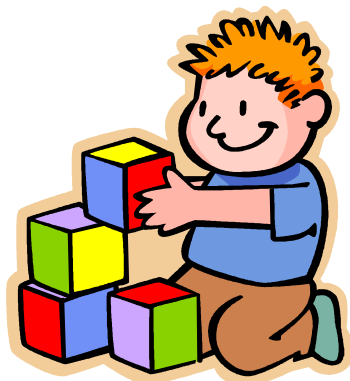
Settling in

You are welcome to visit our pre-school with your child before they start. You may also accompany your child to a 'settling in' session once a week for up to 3 weeks preceding your child's start date.

We want children to feel safe and happy in the absence of their parents, because children cannot play and learn successfully if they are anxious and unhappy. If your child has problems settling in, we will discuss with you the various options available to help make them feel more at ease.

Nappies

We prefer the children to be nappy-free, but will help with toilet needs as necessary. It is a legal requirement that plastic gloves (provided by the Pre-School Group) are used in all situations where body fluids are involved.



Typical Day

Time	Activity
9.15am	Children arrive - Children are welcomed, hang up their coats on their named peg, find their name card and hand it to the member of staff completing the register.
9.30am	Circle Time / Show and Tell - The children sit in a semi circle while a member of staff talks about the weather and what activities they can participate in during the session. The children are counted and the children show what they have.
9.45am	Free Choice - the children are given the freedom to choose what they want to do from a number of activities. These may include gluing, painting, sand, water, playdough, role-play and free flow outdoor play.
10.15am	Snack Bar opens - the child finds their name and places it in a lunchbox, washes their hands and then sits at the table to help themselves to a drink of milk or water with fruit or alternative healthy foods
11.45am	Snack Bar closes Tidy Up Time - the tidy up song is played and the children help to tidy up the toys
11.55am	Story Time - The children share stories in groups. There is plenty of child participation including acting out the story and following actions.
12.05pm	Music and Movement - the children join in with a range of singing, dancing and action rhymes.
12.15pm	Home time - children not staying for lunch go home.
12.15pm - 1.00pm	Lunch

7. HOW WE SUPPORT LEARNING

Record Keeping and Keypersons

Experienced members of staff have particular responsibility for children through our keyperson system. This means that each child in the group has one special adult to relate to, which makes settling into the group very much easier. In addition, the keyperson is in a position to tailor the group's curriculum to the unique needs of each individual child. The keyperson maintains links with the child's home setting, working through shared record-keeping to ensure that all children are supported in reaching their full potential. In line with EYFS guidelines, your child will be observed and assessed throughout their time at Pre-school. Staff will compile a 'Learning Journey' file for your child that will include information on their achievement and progress. The file will also contain photos of them doing activities and some of the things they have made or drawn. The Learning Journey files are available by for you to look through. Developmental information is also passed on to your child's primary school when they leave Pre-school.

Links with Whitchurch Primary School

Preparing children for school is an important element of our work and we are keen to ensure that the transition from pre-school to primary school is as smooth as possible. Since most of our children will attend Whitchurch Church of England Primary School, we work closely with its reception year teachers to ensure our teaching practices are consistent. The school invites future pupils to attend weekly story-time visits and an annual event, so they become familiar with the surroundings. Staff from Rising Fives attend the event to support the children and help the teachers. The Reception teachers also visit the children at Rising Fives to help the children get to know them.

Trips out

Throughout the term, we take children on visits to places of interest in Whitchurch during sessions, such as the library and fire station. During these visits we operate a ratio of one adult for every two children. Parental help is therefore essential for these visits to be able to take place. We also usually arrange a day trip out for parents and children at the beginning of the summer

8. OUR APPROACH TO LEARNING

The emphasis at Rising Fives is on learning through play. We help your child to:

- Learn through play in a safe, stimulating environment
- Share and enjoy the company of other children
- Meet and trust new adults from outside the family
- Be in a group which values everyone, where there is freedom of opportunity for personal growth and development, regardless of gender, race, ability, class beliefs, language or age
- Gain independence and develop at their own pace with plenty of adult support
- Develop self-confidence by learning to choose from a range of activities and materials, by trying new skills, and by receiving praise for achievement.

Our curriculum enables children to progress towards the government's early learning goals. These goals apply throughout the Foundation Stage, which includes pre-school and the reception year of primary school. The goals prepare them for the National Curriculum, which begins at Year 1 in primary school.

Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) framework sets the standards for learning, development and care for children from birth to five years and all government funded Pre-schools must follow the principles of the EYFS.

There are early learning goals in each of these areas, which most children will have achieved by the end of their reception year at primary school. At Rising Fives Pre-school we recognise that all children are different. Children learn and develop at different rates and some may achieve these goals earlier and some later.

The activities and experiences your child will enjoy at Pre-school are planned around the continuous provision of the zoned areas and the interests of the children. In conjunction with the children's own exploration and play, adult-led focused activities are planned on a weekly basis. These activities enhance the continuous provision of the zoned areas and ensure that every child's individual interests and learning needs are met. A copy of the termly plan is available for you to view on the Noticeboard.

In line with Early Years Foundation Stage guidance, Rising Fives Pre-school offers continuous provision of these zoned areas:

Puzzles	ICT
Book Corner	Craft and painting
Malleable table	Construction
Mark making/writing/literacy	Music, movement and singing
Role-play	Maths and science activities
Sand and water play	Outside Play

The EYFS is made up of six areas of learning:

Communication, language and literacy:

In both small and large groups, children are encouraged to extend their vocabulary and fluency by talking, expressing thoughts, listening, and by hearing and responding to stories, songs and rhymes. Children are helped to understand that written symbols carry meaning, to begin to recognise letter sounds, to be aware of the purposes of writing and, when they are ready, to use drawn and written symbols for themselves. A well-stocked book corner gives every child the opportunity and encouragement to become familiar with books, able to handle them and aware of their uses, both for reference and as a source of stories and pictures.

Personal, social and emotional development:

Within a nurturing environment, children are individually supported in developing confidence, autonomy 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.

Problem solving, Reasoning and Numeracy:

By means of adult-supported practical experience, children become familiar with the sorting, matching, ordering, sequencing and counting activities which form the basis for early problem solving, reasoning and numeracy. As they use their developing numerical understanding to solve practical problems, children are assisted to learn and use the vocabulary of numeracy, 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 numerical operations such as adding.

Knowledge and understanding of the world:

A safe and stimulating environment allows children to observe and experiment with a range of natural and manufactured materials. They learn to recognise 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. They learn to respect other people, and expect to be respected for themselves. A range of safe and well-maintained equipment enables children to extend their technological understanding, using the computer, simple tools and techniques as appropriate to achieve their intentions and to solve problems.

Physical development:

A range of equipment and opportunities, 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 safely to create and meet physical challenges, developing increasing skill and control in moving, climbing and balancing. At the same time, children are helped to develop the fine motor skills they will need to use tools, including pens and pencils, and to handle small objects with increasing control and precision. They are also encouraged to develop awareness of their own bodies and of what keeps them healthy.

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 individual response to experience in two and three dimensions. Art equipment, including paint, glue, crayons and pencils as well as natural and discarded resources, provide 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 part of a group.



9. REGISTRATION FORM

RISING FIVES PRE-SCHOOL GROUP REGISTRATION APPLICATION FORM	
Name of child	
Address	
Telephone	
Email	
Date of birth	
Signature of parent/guardian <i>(please print)</i>	
<p>If you find that you no longer need the place, please inform the pre-school as soon as possible</p> <p>Sessions It is recommended that your child attends pre school twice a week when they first start Rising Fives. You can discuss this at your visit to arrange days convenient to you.</p> <p>There is a £20.00 non-refundable deposit to register your child. Please complete this form and return it with the deposit to: Admissions Officer Rising Fives Pre-School Group Old School Canteen Wells Lane Whitchurch Hampshire RG28 7AN Tel: 01256 893708</p> <p>Please make cheques payable to : Rising Fives Pre School Group</p>	

