



Jack and Jill Pre-School

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At Jack and Jill Pre-School we are here to give children (2 years to school age), a happy and healthy start in life by providing high quality childcare that meets your child's needs and interests. We hope that this guide gives you an introduction to how we will go about this using the Early Years Foundation Stage Framework.

"Children are happy and settled in this warm and welcoming setting. They enjoy their learning and staff meet their emotional needs well." (Ofsted Report March 2016)

Key workers and groups

Jack and Jill's key worker system gives each member of staff responsibility for just a few children. Each child in the Pre-school has one special adult to relate to, which can make settling in very much easier. In addition, the key worker can tailor the curriculum to the unique needs of each individual child in his or her group. The key worker maintains links with the child's home setting, working with parents to ensure that all children are supported in reaching their full potential.

You will be informed who is to be your child's key worker once we know the sessions your child is attending.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is a legal framework which provides a set of requirements that we adhere to, to ensure that all children who attend our provision are safe and healthy, and that they are supported to learn and develop to their full potential. The EYFS requirements covers the following:

- The learning and development requirements shape the activities and experience we provide for your child.
- The early learning goals provide a general level of progress, covering knowledge, skills and understanding that we will support your child to work towards having by the end of the academic year in which they turn five.
- The assessment requirements detail how we will monitor and plan for your child's progress.
- The safeguarding and welfare requirements are steps we follow to ensure your child is kept safe and has their welfare promoted.

Our policies and procedures explain in detail the steps we take to satisfy the requirements of the EYFS in our everyday practice. Please ask any member of our team to view our policies and procedures or alternatively they are available on our website. We are inspected and regulated by Ofsted on the quality of our childcare provision against the requirements of the EYFS. Please ask a member of our team to view a copy of the EYFS or our most recent Ofsted report. Alternatively you can download a copy of the EYFS at:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

and our most recent OFSTED report is at:

<https://reports.ofsted.gov.uk/>



How we support your child's learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

- *Prime Areas of Learning and Development*
 - Personal, social and emotional development
 - Physical development
 - Communication and language

- *Specific Areas of Learning and Development*
 - Literacy
 - Mathematics
 - Understanding the world
 - Expressive arts and design

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

How we assess your child's progress

We observe your child throughout the day to identify their interests, how they learn and their progress in each area of learning and development. As parents, you know your child best, so we also want to hear your observations of your child; what they like to do at home, as well as any significant events, achievements but also if you have any concerns. This continuous assessment of your child helps us to identify and plan their next steps. In addition to our ongoing observations, your child's online 'learning journey' is regularly updated with photographs and examples of work from assessments and observations. We use Tapestry for our Learning Journeys and you will be given more information about this at the setting.

- Progress check at age two.
If your child is aged between two and three years, your key worker will work with you to prepare a summary of their development in the prime areas of learning. The review may show that your child is progressing at a faster or slower rate in a particular area; this will generally be a normal part of your child's unique development. If your two year old has not yet had their two year health check with their health visitor, these can be combined into an integrated check.

- A school transition document
This summary of your child's development over the seven main areas of learning is shared with yourselves and your child's new reception teacher.



The Management of the Pre-School

Jack and Jill Pre-School is an Unincorporated Charitable Organisation run by an elected committee of parents, which ensures that major decision making is in the hands of those who use the group. Our Annual General Meeting, at which the committee for the following year is elected, is held in the Autumn Term and parents will be informed in good time so they are able to attend. Any committee vacancies are distributed firstly to the parents 28 days prior to the AGM.

The Committee are responsible for:

- Managing the settings finances;
- Employing and managing the staff;
- Making sure that the setting has, and works to policies that help it provide a high quality and safe service;
- Making sure that the setting works in partnership with the children's parents.

The Annual General Meeting is open to parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Parent Volunteers

Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to play the clarinet for the children, show pictures of the local carnival held in their neighbourhood, and show the children their collection of shells. We welcome parents to drop into the setting to see it at work or to speak with the staff. Parents and carers are encouraged to help out regularly during sessions. It gives you the opportunity to take an active part in the group to see what happens there and to talk about it afterwards with your child.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

Opening Times

We are open term-time only and try to keep our holidays the same as Westbrook Old Hall Primary School. Our opening times are listed below:

Monday	9am – 12pm	12pm – 3pm
Tuesday	9am – 12pm	12pm – 3pm
Wednesday	9am – 12pm	12pm – 3pm
Thursday	9am – 12pm	12pm – 3pm
Friday	9am – 12pm	12pm – 3pm

We do request that children attend a minimum of two sessions per week so that they can build relationships with their Key-worker.



Snacks and meals

We follow the Pre-School learning alliance guidelines for snack and we make snacks and meals a social time at which children and adults eat together. We plan our snack menu so that they provide the children with healthy and nutritious food. Please tell us about your child's dietary needs and we will plan accordingly. Children attending afternoon sessions need to bring a packed lunch. Snack costs 50p per week and will be added to invoices.

Fees

When starting at Jack and Jill Pre-School there is a one-off administration fee of £25, this is to process all of the paperwork, three settling in sessions (1/2 an hour introductions with Pre-School Manager, and a further two 1 hour sessions for your child) a Jack and Jill T-shirt and bag.

The fees are £4 per hour payable termly in advance, with a £10 charge for any late payments, invoices will be provided at the start of each half term. Fees must still be paid if children are absent without notice for a brief period of time. In cases of prolonged absence, parents should consult the committee about fee payment. Each child's attendance at the group is conditional upon continued payment of any necessary fees and/or eligibility for Early Education Funding which children are eligible for from the term following their 3rd birthday. We are also a registered provider to receive the 2-year-old funding scheme. We also accept childcare vouchers. You may be eligible for help towards fees - please ask for details in confidence.

Term Dates for September 2018 to July 2019

Term	Opening Date	Closing Date
Autumn Term 1	Wednesday 5th September 2018	Friday 19th October 2018
Autumn Term 2	Monday 29 th October 2018	Friday 21 st December 2018
Spring Term 1	Monday 7 th January 2019	Friday 15 th February 2019
Spring Term 2	Monday 25 th February 2019	Friday 5 th April 2019
Summer Term 1	Tuesday 23 rd April 2019	Friday 24 th May 2019
Summer Term 2	Monday 10 th June 2019	Thursday 25 th July 2019

Closed: May Bank Holiday (6th May)

Open: Warrington walking day (28th June)