

Prospectus

Alexander Barracks, Brookwood, Woking, Surrey, GU24 0QQ

Telephone No: 01483 798264

Registered Charity 1062788

Email peterpanpg@btconnect.com



Opening times 9.00-3.00 for thirty hours or 9.15.12.15 & 12.15-14.15.

Monday to Friday for 38 weeks each year.

(Closed during school holidays)

We provide care and education for young children between the ages of 2 and 5 years

"Inspiring Young Minds"

Welcome to Peter Pan Pre-school

Our Pre-School is situated within Alexander Barracks, and offers a large outdoor play area, four classrooms which allow free-flow play, and is surrounded by natural woodland which we are able to use for Forest School activities. We have been established in Pirbright since 1997, and have close links with the local schools and Brookwood Children's Centre. We welcome all children from both military and non-military families, between the ages of 2-5 years.

Peter Pan Pre-school Aims to:

- Provide high quality care and education for children below statutory school age
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of the community
- Offer children and their parents a service that promotes equality and values diversity.

Parents

Parents are regarded as members of Peter Pan Pre-school who have full participatory rights. These include a right to be

- Valued and respected
- Kept informed

As a community based, voluntary managed Pre-School, we also depend on the goodwill of parents and their involvement to keep us going. Membership of the Pre-School carries expectations on parents for their support and commitment.

How Parents Take Part in Peter Pan Pre-school

Peter Pan Pre-School recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our Pre-School a welcoming and stimulating place for children and parents such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff
- Contributing to the progress check at age two
- Helping at sessions of Peter Pan Pre-school
- Sharing their own special interests with the children
- Helping to provide and look after the equipment and materials used in the children's play activities
- Being part of the management of Peter Pan Pre-school where appropriate
- Taking part in events and informal discussions about the activities and curriculum provided
- Joining in community activities, in which Peter Pan Pre-school takes part and building friendships with other parents.

Parents Rota

Peter Pan Pre-school has a rota which parents can sign if they would like to help at a particular session. Helping at the session enables parents to see what the day to day life is like at Peter Pan Pre-school.

Safeguarding Children

Peter Pan Pre-school has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment policies ensure children against the likelihood of abuse in the setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

The senior staff who work at Peter Pan Pre-school are:

Name	Job Title	Qualifications and Experience
Ms Sandy Bracken	Manager	Level 3 NVQ Children's Care & Learning Paediatric First Aid & First Aid at Work ELKLAN Level 3 (Speech and Language Under 5's)
Mrs Debbie Jenkins	Deputy Manager	Level 3 NVQ Children's Care & Learning DSL (Deputy Designated Safeguarding Lead) Paediatric First Aid & First Aid at Work
Major Carol Miller MBE	Chairperson	Working Together to Safeguard Children

The Management of Peter Pan Pre-school

A parent/management committee manages Peter Pan Pre-school; the Committee is made up of parents of children who attend with an interest in the setting. Membership elections take place at our Annual General Meeting. The Committee is responsible for:

- Managing finances
- Employing and managing the staff
- Ensuring that Peter Pan Pre-school has, and works to, policies that help it to provide a high quality service and ensuring the partnership with parents. At our meetings we are able to look back over previous year's activities and shape the coming year's plans.

Special Needs

As part of Peter Pan Pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

Fees

The fees are £5.25 per hour, payable monthly in advance, plus 75 pence a day which goes towards snack and resources. If your child has to be absent over a long period of time, please contact **Major Carol Miller**, who is the Committee Chairperson or Ms Sandy Bracken, who is the Manager.

Working Together for your children

We maintain the ratio of adults to children in Peter Pan Pre-school that is set by the Safeguarding and Welfare Requirements. We also have volunteer parent helpers and bank staff, where possible, to compliment these ratios. This helps us to:

- Give time and attention to each child
- Talk with the children about their interests and activities
- Help children to experience and benefit from activities we provide
- Allow the children to explore and be adventurous safely

Children's Development and Learning

We aim to ensure that each child:

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers
- Has the chance to join in with other children and adults with play and learning together
- Is helped with his/her development and building on what he/she knows and can do already
- Has a key person who makes sure each child makes satisfying progress

The Early Years Foundation Stage (EYFS)

The provision for children's development and learning is guided by the Early Years Foundation Stage (DfE) Our provision reflects the overarching principles of the **Statutory Framework for the Early Years Foundation Stage**.

A Unique Child - every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships - children learn to be strong and independent through positive relationships

Enabling Environments - children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development - children develop and learn in different ways and at different rates. The framework covers the education and care of all children in Early Years provision including children with special educational needs and disabilities.

Areas of Development and Learning

Prime Areas

Personal social and emotional development

Physical Development

Communication and Language

Specific Areas

Literacy

Mathematics

Understanding the World

Expressive arts and design

The **Development Matters guidance** sets out the likely stages of progress a child makes along their learning journey towards their Early Learning Goals. Peter Pan Pre-school has regard to these matters when we assess children and plan for their learning. We support children to develop the knowledge, skills and understanding they need for:

Personal Social and Emotional Development

Making relationships
Self-confidence and self-awareness
Managing feelings and behaviour

Physical Development

Moving and handling
Health and self-care

Communication and Language

Listening and attention
Understanding
Speaking

Literacy

Reading
Writing

Mathematics

Numbers
Shape, space and measures

Understanding the World

People and communities
The World
Technology

Expressive Arts and Design

Exploring and using media and material
Being imaginative



Our Approach to Learning and Development and Assessment

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Peter Pan Pre-school uses the Development Matters guidance to plan and provide a range of activities for the children. In some activities the adult takes the lead in helping the children to take part. This guide also assists Peter Pan Pre-school in deciding what equipment to provide and how to provide it.

Characteristics of Effective Learning

We understand that all children engage with other people and their environment through the characteristics of effective learning:

- Playing and exploring - engagement
- Active learning - motivation
- Creating and thinking critically - thinking

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from our observations, as well as photographs of the children. This allows us to document their progress and where to develop them. We ask parents to contribute to assessment by sharing information about what their children like to do at home and how they, as parents, are supporting development.

Key person

Peter Pan Pre-school uses a key person approach. This means that a member of staff has a group of children that he/she is responsible for. When your child first starts at Peter Pan Pre-school there will be a settling in period. Each child is allocated a key-person who will work in partnership with you to keep records. Your child's records of achievement helps us celebrate together his/her achievements and to work together to provide what your child needs to develop and make progress. The key-person will collect information about your child's needs, activities and interests and by having this information will enable the key-person to identify your child's stage of progress.

We make periodic assessment summaries of children's achievements based on ongoing development records. The assessment summaries are undertaken at the end of each term, as well as times of transition, such as when they move into a different group or when they go on to school.

Two Year Progress Check

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime areas. The key-person is responsible for carrying out this check as part of their everyday practice, taking account of views of parents and other professionals.

Learning Opportunities for Adults

As well as gaining childcare qualifications, our staff participate in further training to help them to keep-up-to date with early years education. Staff are encouraged to attend workshops which enhance their day to day practice as part of their continual professional development.

Peter Pan Pre-school also keeps itself up-to-date with best practice, as a member of the Pre-school Learning Alliance.

Timetable and Routine

Peter Pan Pre-school believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day are provided in ways that

- Help each child to feel that he/she is a valued member of Peter Pan Pre-school
- Ensure the safety of each child
- Help children to gain from the social experience of being part of a group
- Provide children with opportunities to learn and help them to value learning

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 self and work through a task to 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 learning 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 chosen activities, as well as those provided in the indoor playrooms.

Snacks and Lunch Club

Peter Pan Pre-school makes snack time and lunch club a social time where children and adults eat together. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Our lunch club is for children who stay until 2.15pm. Children bring their own packed lunches. We have a lunch club policy and guidance on healthy packed lunches and can provide information on these on admission. Please tell us about your child's dietary needs and we will take these into consideration.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills and help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on outdoor clothes. Clothing that is easy for them to manage will help them to do this.

Policies

A copy of Peter Pan Pre-school's policies are available for you to view in the office

Starting at Peter Pan Pre-school

We want your child to feel happy and safe with us, to make sure this is the case, the staff will work with you to decide on how to settle your child into pre-school.

We hope you and your child enjoy being members of our Pre-School and that you both find taking part interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views and questions.

