



Little Windmills
P R E - S C H O O L

Information Booklet

Introduction

Little Windmills was established in 1989 to provide a pre-school learning experience for children living in the catchment area of Swaffham Prior Church of England Primary School. We now regularly attract children from outside this area. We accept children from the age of two up to school admission age.

We are based at Reach Village Centre which was the village school until the 1960's. We use the main hall and smaller side hall during each session as well as a secure playground at the rear of the building. Opposite the Centre is the village green and within a short walking distance is a purpose built play area and sports field which we sometimes use. We also take walks around the village.

Our Aim

In our safe and caring environment, we hope that all children will learn, through play and social interaction, to become happy and confident individuals. For those children for whom Little Windmills is their first experience of being in a setting away from home, we aim to make this step as effortless as possible. It is also our goal to make the children's transition into school as smooth and as stress free as possible.

Staff / Children Ratios

We employ staff to maintain a safe and legal level of adult supervision in line with Ofsted regulations. This is 1 adult to 4 two to three year olds and 1 to 8 three to four year olds. However, we do very occasionally ask parents to volunteer to cover staff absences if no other members of staff are available. All of our staff are experienced and have been CRB checked.

Pre-School Manager	Mrs Susan Bluck	NVQ Level 3,
First Aid, E.N.C.o		
Deputy	Mrs Nicola Townsend	NVQ Level 3,
First Aid, S.E.N.C.o		
Assistants	Child Protection, Food Hygiene	
	Mrs Clare Snaith	First Aid
	Mrs Sue Bell	
	Mrs Sue Burge	First Aid
	Mrs Olivia Coles	

Pre-School Management

The pre-school is run by a Committee of parents of children attending the group. As a community based, volunteer managed setting, we depend on the goodwill of Parents and their involvement to keep Little Windmills going. Parents automatically become Committee members with voting rights once their child attends and it is crucial that parents become involved with Committee matters to ensure the correct and proper running of the group. Meetings are held a minimum of once a term and parents are urged to participate fully.

The positions of Committee officers, which must be filled, are Chairperson, Treasurer and Secretary. These are elected by the Parents at our Annual General Meeting which is open to all Parents. Committee officers work closely with staff to ensure the smooth running of the group and are responsible for managing the finances, employing staff and reviewing policies.

Parental Involvement

As well as committee involvement, Parents can help at Little Windmills in other ways. If Parents have particular interests or skills they would like to share with the children, please mention it to the staff and we will include these in our planning. Help with our fundraising, especially at our two major events - Reach Fair and Burwell Carnival would be most appreciated.

Operational Plan including Policies and Information Folder

The Policies help us to ensure that the service we provide is of a high quality. Staff and parents work together to formulate, implement and review these policies. A master copy of all the policies is held at the setting and is available for reference by both parents and staff.

Starting at Little Windmills

Please come and visit during a session and talk to staff as often as you wish before your child starts. Let the SENCo (Special Educational Needs Co-ordinator) know of any special needs your child has and they will be able to help you decide on the best way to introduce your child into the pre-school.

When starting, your child may wish to bring a special toy or a comforter to sessions which is perfectly acceptable. The item will be placed in a safe place where the child can readily see it throughout the session and will be given to the child if they need it.

Parents are most welcome to stay and participate in sessions while their child is settling-in. However, it is often best to settle your child at an activity which they enjoy and say goodbye. Each child is different and staff will talk to you about the best way to settle your child.

Please feel free to visit anytime, on a regular or occasional basis. You are most welcome to help at sessions and we actively encourage parents who would like to arrange a specific activity for the children. The more varied their experiences, the better. Please discuss your ideas with the pre-school manager and, where possible, we will try to incorporate it into the planned activities.

Keyworkers

Each child is allocated a Key person who will be your first point of contact for any concerns you may have.

Arrival and Collection

The doors open at 9.15am. Please do not leave your child until two members of staff are present.

If your child is going to be collected by someone that is not known by a member of staff, it is imperative that the session leader is informed and the collection sheet is signed by the person dropping the child off at the start of the session.

You must contact the pre-school on 07803 671200 as soon as possible, if you are going to be late collecting your child, so that they can be cared for until you arrive. Collection after 12 noon will be charged at £5 per 15 minutes unless extreme circumstances have caused a genuine delay. Procedures for dealing with children who are not collected are set out in our "Non-collection of Children" policy.

If your child is going to miss a session for whatever reason, it would be helpful if you could let us know. This is particularly important if your child has a communicable disease which we need to inform other Parents about. Also your child's non attendance will affect our numbers therefore our ratios and could affect how we deploy our staff.

Clothing

Please dress your child in clothes that you do not mind getting messy. Although we do provide protective clothing, some mess cannot be helped. We encourage the children to be as independent as possible which includes taking themselves to the toilet and taking clothing on and off. Clothing which is easy for them to manage will help and encourage them to do this.

Please send your child with a complete change of clothes to every session – just in case! Named bags can be left at the hall on the higher level pegs in the hallway. Some children like to bring slippers to wear during the session.

Please dress your child with regard to the weather as we aim to spend some time outside every session. Please include a sun hat when it is hot and sunny and apply sun block before they attend a session. A change of footwear when wet would be great too.

Sessions

We follow the same school year timetable as Swaffham Prior Church of England Primary School and are open 38 weeks of the year, Monday to Friday 9.15am until 11.45am. and until 2.15pm on Mondays. In the event of adverse weather conditions we also follow Swaffham Primary School's lead on closures.

Snack Time

Please ensure that you provide a snack of either dried or fresh fruit or vegetables in a clearly named container for every session your child attends. Most children will drink milk and eat fruit during sessions even if they are reluctant to do so at home. Water is readily available throughout the morning. It is the parent's responsibility to inform staff of any food (or other) allergies that your child has on the registration form prior to starting.

Children attending the Monday afternoon session will need to bring lunch in a separate named container which will be kept in the fridge until lunchtime.

Snack time extends over about an hour and the children will be encouraged to come to the table a few at a time. An exception to this is when we celebrate a birthday when we all sit down together.

Fees and Early Years Voucher Funding

The cost per child per session is £8.95 for over threes and £10.00 for two year olds. Fees are reviewed annually at the A.G.M. Fees are invoiced half-termly. Monies should be given to a member of staff who will give you a receipt. Please make cheques payable to Little Windmills. **All session fees are payable whether sessions are attended or not.** A £5.00 fee is payable at the time of registration. This covers administration costs and the cost of their book bags.

Your child will be eligible for Early Years Voucher Funding from the term after their 3rd birthday. We will claim the grant on behalf of your child. You will be given a termly declaration form to sign which must be returned promptly or funding will not be obtained for your child and you will have to pay for sessions. The first time this is claimed, you will need to provide a birth certificate or passport for the child.

Our Curriculum

Our sessions are run on an informal, free play basis enabling the children to learn through play with guidance and supervision. A selection of equipment covering the different areas of learning is made accessible and the children can select which they wish to pursue. We also have a range of adult led activities which the children are encouraged to take part in to introduce them to new experiences, to gain new skills as well as helping them to learn to work with others. We focus on different themes throughout the year though we are guided in our activities by the children's interests. We aim to go outside everyday. In our secure playground we provide a wide range of activities and equipment so that children can develop their physical skills and are encouraged to lead a healthy and active life. Our curriculum is guided by the Early Years Foundation Stage of education and is divided into six main areas and within these areas are the early learning goals which we are working towards. Staff observe and assess children continuously and introduce activities to meet their individual learning needs so as to build on what they already know and can do. We inform parents of our activities via the half-termly newsletter and by way of the daily notice board so that parents can support and extend our work at Little Windmills.

The six areas of learning are:

**Personal, Social and Emotional
Communication, Language and Literacy
Numeracy, Problem Solving and Reasoning
Knowledge and Understanding of the World
Physical Development
Creative Development**

Observation and Assessment

We use information that we gain from observations of the children to assess their learning and development. We regularly share information with Parents and ask them to contribute their own observations and comments about their child's progress. We build up a picture of each child and keep it in the form of a record of achievement or profile which we use to celebrate and plan progress

Equal Opportunities

Our equal opportunities co-ordinator is Susan Bluck. We aim to include all children regardless of their background, gender or ability. Our curriculum encourages children to develop positive attitudes about themselves and to others. We welcome and celebrate the diversity of family lifestyles and reflect this in our provision and activities.

Safeguarding Children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our 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. Our designated Child Protection person is Nicola Townsend.

Special Needs

It is our policy to make sure that adequate provision is made to meet the needs of every child and we take into account any special needs which we have been made aware of. We work to the requirements of the Education Act 1993 and the Special Educational Needs Code of Practice 2001. Our Special Needs Co-ordinator is Nicola Townsend.

Barnaby Bear

Each child takes a turn in taking Barnaby Bear home for a week. He has his own suitcase of clothes and accessories and the children are encouraged to record his experiences in a diary (with a little help from parents)

Book bags

Each child has their own book bag. They are encouraged to choose their own books to borrow to read at home and change as often as they like.

Health and Illness

If your child is unwell, has been sick or had diarrhoea in the last 48 hours, please DO NOT bring them to pre-school. This helps avoid everyone becoming ill especially our staff. If your child becomes unwell during a session, we will contact you or your emergency contacts and, ideally, you will come and collect them as soon as possible.

Please inform staff if your child or others in your family have any communicative infections as we have a duty of care to inform others. A full list and incubation period details are displayed in the reception area.

Head Lice

Head Lice have no respect for social class or personal hygiene and are very contagious. Please treat your child as soon as you notice the lice, tell the pre-school leader and continue to check your child's hair regularly. The best prevention for the spread and reoccurrence of head lice is to purchase a special head lice comb and to regularly comb hair through when covered in conditioner.

Worms

Worms are very contagious and easily spread amongst pre-school children. Please treat your child as soon as you notice the worms, tell the pre-school leader and continue to check your child regularly. DO NOT bring children to pre-school with worms.

We hope that you and your children enjoy your time at Little Windmills and that the activities we provide are interesting and stimulating.

Little Windmills Pre-School is a member of the Pre-School Learning Alliance and we abide by the recommended P.L.A. constitution which is reviewed annually at the A.G.M
Membership Number: 14556

Little Windmills Pre-School is registered with Ofsted. Registration No. 221788.

Little Windmills Pre-School is registered with Cambridgeshire Local Education Authority No. 873 to accept children eligible for Early Years Voucher Funding. N.E.F. Membership No. 582046.

Little Windmills Pre-School is a non-profit organisation with charitable status. Charity No. 1033474.

Whilst every effort is made to ensure that all information is up-to-date and accurate, we cannot accept liability for any errors contained in this booklet.

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