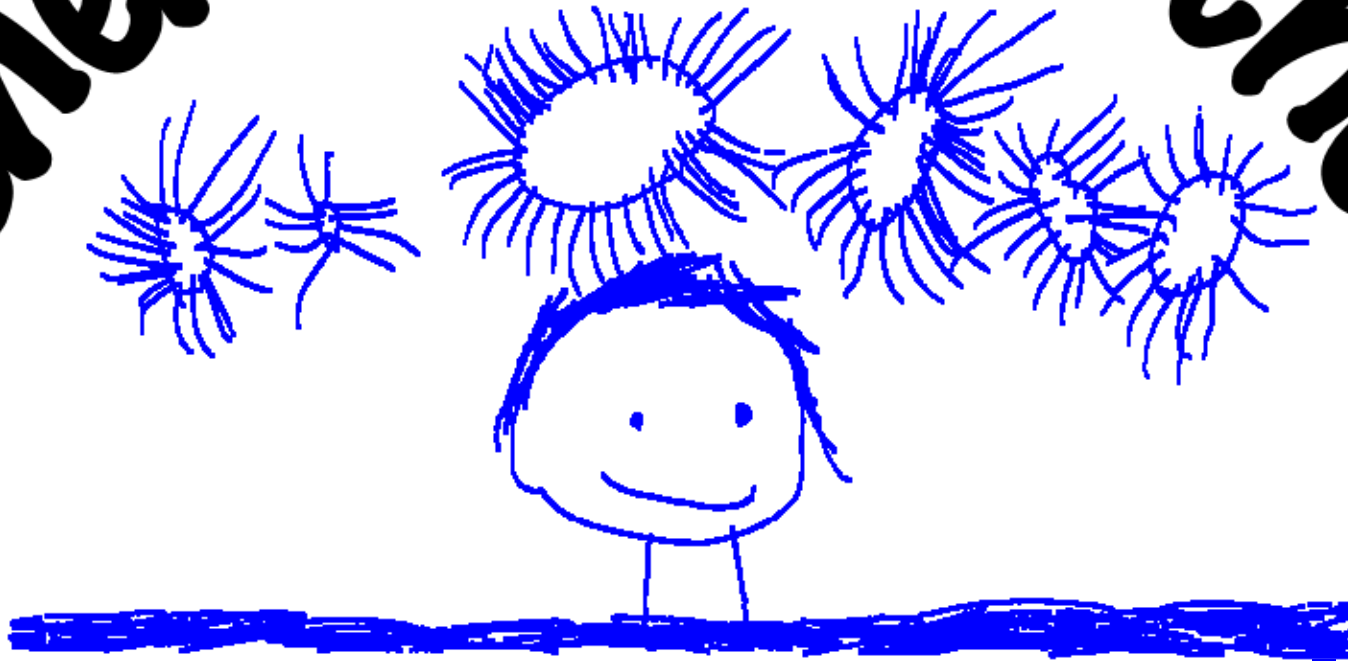


Benenden Pre-School



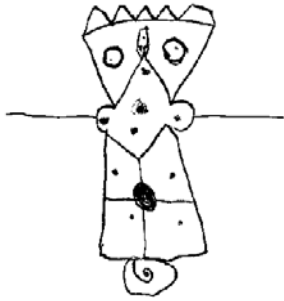
Supervisor - Lene Darracott - Tel: 01580 714901

Deputy Supervisor: Lucy Whitestone Assistants: Kate Butler, Fiona Brothers, Julie Jenkins

Chairman - Chris Sansom - Tel: 01580 755692

www.benendenpreschool.co.uk info@benendenpreschool.co.uk

Established 1967 Registered Charity, No. 1027577



BENENDEN PRE-SCHOOL is a non-profit making organisation, relying on the close involvement of parents and carers. We are run by an elected committee of parents, holding an Annual General Meeting each May. We are members of the Pre-School Learning Alliance, registered for full day care with Ofsted, and are also a Registered Charity.

SESSION TIMES - Pre-school is held every weekday for children over 2 years old. Morning Sessions are from 9 am to 12 noon and on most days, as numbers permit, there is also a Lunch Club (from 12.00 to 1.30 pm), followed by an Afternoon Session until 3.15 pm.

SCHOOL TRANSFER - We have a very close relationship with Benenden CE Primary School, and most of our children transfer there. Our children visit the Reception Class during the term before starting school, and we also enjoy regular visits from the reception class teacher sometimes pupils as well.

SUPERVISOR - Our children are in the care of a qualified Supervisor, who is responsible for all activities. Each day the Supervisor is helped by at least one qualified Assistant, and by other adult helpers as required.

FEES - £10 per child per session, £20 for a full day, or £2.50 for the Lunch Club only. Fees are payable in advance, weekly, half-termly, or preferably termly. We also ask for an initial 'Registration Deposit' of £20 per child, but there will be a corresponding reduction of £20 in your first Term's fees. 'Early Years Education' funding is available from the start of the term after a child's third birthday, and we are an approved pre-school for Government tax credits purposes.

KEY PERSON SYSTEM - Each member of staff acts as a 'Key Person' with special responsibility for a small number of children, ensuring that the particular needs of every child are recognised through close observation and monitoring of progress. Your Key Person will liaise closely with you, to provide individual care and attention for your child.



A TYPICAL MORNING - Starts with Registration at 9.15, where we talk about the theme of the day and look at the Weather Board, as we discuss the day, date and month. This is followed by free play, arts & crafts and activities. After tidying up, it's "Snack Time" where the children take it in turns to count how many cups are needed, and to collect a tray with the correct number of cups and a jug. Milk or water and a varied healthy snack are provided, and special cultural and dietary needs can be met by arrangement.

The children then choose a library book to look at until it is time to go into the other room for 'Story Time', when we all read a book together.

We then go outside, encouraging the children to put on their own coats and boots. We have lots of ride on toys to choose from plus a sandpit, and a slide with climbing frame. Finally, we return upstairs for a 'goodbye song' and some of the children go home.

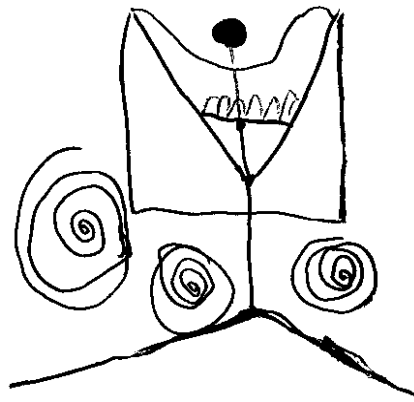


Next is the Lunch Club, where children bring their own packed lunch which they eat with the staff. Then there is time for a little play before some of the children are collected and others move on to the afternoon session.

AFTERNOON SESSIONS - These generally follow the same timetable as the morning sessions but, in the Spring and Summer terms, we hold one or more special afternoon sessions each week which are just for the older children. These sessions are organised by our Deputy Supervisor, who is a qualified teacher, and they introduce the children to a more structured curriculum in preparation for their move on to primary school. Some elementary French teaching is included in these sessions.

OUR AIM - Is to provide a safe and happy environment, where child-centred activities enable our children to learn the following, through play:-

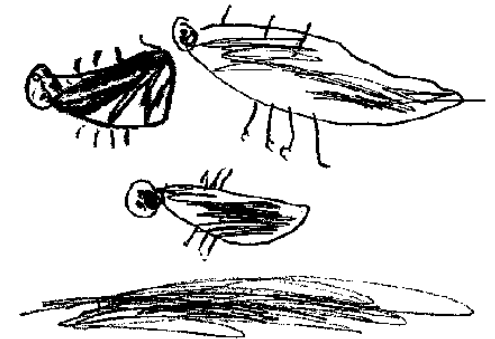
1. To be confident and sociable, making the step of leaving parents or carers a gradual and happy experience.
2. To be able to make their needs known, and to have confidence that unfamiliar adults will be able to help them.
3. To be able to sit quietly for a while and listen to a story.
4. To be able to recognise their own clothes, shoes, etc.
5. To be able to dress and undress, particularly shoes & coats.
6. To share toys and to play in groups.
7. To explore as many aspects of sensory play as possible.
8. To use scissors, pencils and crayons correctly.
9. To enjoy talking, and to build a wider vocabulary.
10. To be able to recognise, and later to write, their own name.
11. An introduction to 'pre-Science' and 'pre-Maths' skills, taking in recognition of numbers up to 10, and counting up to 20.
12. To recognise and name basic shapes, and all basic colours.
13. To develop hand/eye co-ordination and physical ability, with proper control of both small and large muscles.
14. To be introduced to the wider world through outings, visits, and other activities.



OUR MISSION - We offer a secure, positive and stimulating environment in which children are supported in making continued individual progress in all six areas of the foundation stage curriculum. Every child matters in this inclusive setting, where we provide a valuable step between home and primary school, working closely with parents and carers to support their child's development.

OUTINGS - Each summer, we arrange a day trip to a destination which specialises in providing for 'early years' groups. From time to time we also arrange shorter outings to local places of interest, such as our spring visit to Angley School Farm to look at the lambs, and an autumn walk in Hempsted Forest. We are always grateful for the help of willing adults on these trips, as our policy requires a ratio of one adult to two children on all outings.

OPEN DAY - This is a very enjoyable day, usually on the second Saturday in July. The children's work is on display, and they perform a small entertainment for parents, relatives, carers and friends.



FUND RAISING - As a voluntary organisation, we have several fund-raising events each year, such as a Jumble Sale, the sponsored 'Toddle Waddle' and a Christmas Fayre; the committee also hosts a social lunch every June, and a 'Christmas party' for the children in December. Such events are an important part of our philosophy, helping to build a sense of friendship and community, as well as generating some of the extra income needed to help keep our fees as low as possible.

SETTLING IN - Some children do not settle in quite as easily as others, and may need a parent or carer to stay with them for a while to start with. Please feel free to do this; in time, your child will be happy to stay on their own.



OUTSIDE PLAY AREA

Our large secure garden has a raised vegetable and flower bed, with a climbing frame, sand-pit, play-house and ride-on toys.

CAR PARK - There is a car park at the rear of the building, which you should always use in preference to parking on the road.

INFORMATION - There are Notice Boards at the top of the stairs and in the 'Messy' Room, with all our news and information; please look at these regularly, so that you know what is going on. We also distribute a regular Newsletter, to keep you updated and informed.

CLOTHING - Please ensure that all outdoor clothing is clearly marked with your child's name, especially boots and shoes. Boots should be brought in a boot bag, NOT a plastic bag. Benenden Pre-School boot bags, tee-shirts and sweatshirts are available to buy. In order to avoid small anxieties when going to the toilet on their own, it is advisable to dress your children in clothing that they can easily manage themselves. Nappy changing facilities, and a potty, are available if your child is not toilet trained before joining us.

COMMENTS FROM PARENTS - "The fantastic work you do has such far-reaching effects. You give us confident, sociable children who are ready to go on to the next stage in their lives". "I'm so glad I found you". "My child wouldn't settle at his previous pre-school, but he's really happy here".

POLICIES - We have specific Policies for many aspects of pre-school life, and these are all in the *Policy Booklet* which is given to new parents/carers. These Policies are also included in our *Operational File*, which details how we deliver the 'Early Years Foundation Stage' requirements relating to learning, development and welfare.

FIRE DRILL - Our premises are inspected regularly by the Fire Safety Officer. Fire Drills are carried out frequently, so that every child participates in one at least twice every term. This aims to ensure that all children and helpers are aware of exactly what to do in the unlikely event of an emergency. The Fire Drill and Fire Regulations are on prominent display, and copies are given to all new parents. A telephone is installed, for emergency use and absence notification only.

SAFETY - As soon as they arrive in the morning, all parents or carers should mark their children in to the Register. We only release children to adults specifically authorised by you to collect them. In the interests of the safety of all our children, please make sure that you always shut all gates securely behind you.

INFECTIOUS DISEASES - If your child is suffering from, or has been in contact with, any contagious diseases such as chicken pox, measles, mumps, diarrhoea, etc., or from head lice, we must be notified immediately, and the child kept away until completely free from infection, or as advised by your doctor.

CONCLUSION - We are here to provide a secure environment in which your child can mix with other children and get used to being away from home for a short time. Always be positive about it, and if we can help you in any way with a problem, please do not hesitate to ask us.

