

Welcome to



Little Stars Pre-School:  
Thomas Russell Infants School  
Station Road  
Barton under Needwood  
Staffordshire  
DE13 8DS

You can contact Sian or Debbie on:  
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*We are registered with OFSTED; **Our Registration number is 2687611**. For a copy of the report, please go to [www.ofsted.gov.uk](http://www.ofsted.gov.uk) .*

*We are a member of the Early Years Alliance (EYA) which is a National Voluntary Organisation registered as a Charity to promote the development and education of children under school age through community groups.*

At Little Stars Pre-School we understand that choosing your child's preschool or nursery can be a very daunting and difficult decision to make. We hope that this prospectus gives you all the initial information that you may need. We would also like to invite you to contact us to arrange a visit so that you can meet our team of friendly and experienced staff and take a look around our fantastic preschool and garden.

By working together with you from your first visit we hope to be able to provide the care that best suits you and your child's individual needs.

Please take the time to read through this information pack. It informs you of the way in which Little Stars operates and hopefully will answer some of your queries.  
If the answers are not in here please do not hesitate to ask!

### **Little Stars Pre-School** **Our Mission Statement**

At Little Stars Pre-School we work together to create a happy, safe and stimulating educational environment, which provides the opportunity for everyone to be the best they can be. Children are valued as unique individuals, supported by caring, experienced and qualified practitioners.

We are an inclusive Pre-School where each child is given equal opportunity to discover and develop through high quality play-based learning using well planned activities and opportunities allowing children to progress successfully through the Early Years Foundation Stage.

We recognise that each child's learning journey is unique and individual.

We promote good relationships between parents/carers, children and staff, respecting their views and involving them in all aspects of their learning and development.

## Introduction

Little Stars Pre-School is situated within the grounds of Thomas Russell Infants school. We are accessible to wheelchair users.

Little Stars has enclosed spacious outdoor area, which provides lots of opportunities for physical development, fun and explorative play. We provide exceptional childcare and education for children between the ages of 2 and 5 in a safe, secure, happy and stimulating learning environment. We work closely with parent's and carer's to enable us to treat every child as unique and ensure inclusion for both children and parent's, helping them develop into confident, independent learners. We encourage and support all children, including those with special needs and disabilities, to learn through play whilst having fun, allowing them to thrive and fulfil their own potential in all areas of development in accordance with the Early Years Foundation Stage Curriculum (EYFS).

We were awarded an Ofsted Good rating at our last inspection which we believe is a true reflection of the high quality and individual care children receive in our exciting and nurturing learning environment.

All our staff are highly qualified and many have long service with us. Our staff have individual areas of interest which they incorporate into the children's activities, such as forest school, craft and gardening, which ensures the children are exposed to a wide range of activities.

Our staff are continually updating and adding to their training and qualifications including those of paramount importance, safeguarding and first aid.

## **Key person and Learning Journey**

All children are assigned a key person when they start at Little Stars, they are responsible for ensuring the children settle well into our pre-school. They will maintain your child's Learning Journey and monitor their progress to ensure they reach their full potential. We use Tapestry, which is a fantastic online Learning Journey system to track our children's learning and assessment throughout the pre-school. The online programme records photos, observations and comments for parent's to see on a PC or mobile. This builds up a record of the children's time with us and allows parent's to share in their child's learning. We encourage parents to use the Learning Journey interactively with the staff, by adding photos, information and comments about experiences outside of pre-school, so that we can work with you to extend your child's knowledge and interests.

## **Early Years Foundation Stage (EYFS)**

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes. The EYFS supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives parents the confidence that regardless of where they choose for their child's early education, they can be assured that the same statutory commitments and principles will underpin their child's learning and development experience.

Little Stars follows the EYFS and in line with this framework acknowledges that children learn best through play and exploration so provides an environment rich in both and ensures that children are offered a balance of child-led and adult-led activities as well as maintaining the balance of achievable and challenging tasks to develop high self-esteem and autonomy.

Delivering a rich and varied curriculum is key to supporting children to reach their full potential and the Curriculum Leader will have the role of ensuring this quality threads through all levels.

All staff are supported by the Curriculum Leader ensuring that the quality of provision is delivered to the children at the same high standard whether being delivered by a member of staff holding a Degree in Early Years or by an apprentice.

Children's progress information is recorded so that monitoring of the provision takes place and to ensure that all children are accessing the curriculum holistically, recognising their individual learning and development needs. The cohort progress data of all children is used to inform the identification of the settings strengths and areas for improvement.

There are seven areas of learning and development to be covered during the Early Years foundation stage, these are:

### Prime Areas

- Personal, social and emotional development.
- Communication and language.
- Physical Development.

### Specific Areas

- Understanding the world.
- Literacy.
- Mathematics.
- Expressive arts and design.

It is with this in mind that all activities at Little Stars are planned to provide positive learning experiences for your children

## Opening times

We are open Monday - Friday 8.50am - 3.20pm term time only (excluding bank holidays).

Sessions are 8.50 -3.20pm, 8.50am - 12.00pm or 12.00 - 3.20pm.

If you think that you may be late collecting your child you must let us know. If your child is absent or going to be absent you must inform us (the contact number is at the front of this information pack). If someone who we are not familiar with is collecting your child we must be informed and a password be used which we know in advance. We will not let your child leave with someone we do not know.

## Fees

A non-refundable registration fee of £25 is required when submitting your registration form. If we cannot offer you a place we will refund your registration fee.

The fee charged is £8.00 per hour.

There is a surcharge for consumables this only applies to funded places of 2, 3 and 4 year olds. Private fees already include the surcharge. The surcharge is £1.00 per funded hour.

Fees are payable before the start of each new half term. Fees need to be paid by the date stated on the invoice, however other arrangements can be made if needed ( please see late fees policy).

Fees are payable if your child is absent as their place is still available to them and cannot be offered to anyone else.

We offer privately funded places as well as government funded places. Government funding becomes available the term after your child has turned 3, for up to 15 hours per week or 30 hours if eligible. Funding is also available for 2-year olds through the 'Think 2' scheme.

Please see [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

A period of 4 weeks' notice is required if you no longer require your child to attend the setting. Fees are reviewed annually - August.

## Our aims

- Create a safe, happy, stimulating and secure environment, where everyone feels valued as a unique individual.
- Each child is valued as a unique individual.
- Provide opportunities to discover and develop through play-based learning using our high-quality teaching to maximise success for all.
- To formulate and encourage equal opportunities for both children and adults regardless of race, religion, gender, language, culture or disability.
- Promote positive relationships between parent/carers, children and staff.
- To involve parent/carers in all areas of their child's learning and development.
- In planning, using the Early Years Foundation Stage we will incorporate positive opportunities for all children reflecting diversity. Offering each child equal access to support their learning and

development.

- To ensure that all our children are safe and protected from harm.
- To create confident, independent and reflective learners.
- Offer challenge and learn from mistakes.
- To gain the basic skill, knowledge and understanding required to become confident school ready learners.
- To make learning fun, engaging and suitably challenging.

## Daily plan and settling in

### The First Days/settling in

At Little Stars we want all children to feel safe and happy in the absence of their parents. Reassurance will be offered to you during the settling in period.

We will encourage you, where appropriate, to separate from your child for brief periods at first gradually building up to longer absences. We are happy to work with you and your child to ensure a happy and successful introduction to Little Stars.

### Drop off and collection

Upon arrival, please encourage your child to put their coat on their named peg in the Classroom cloak room and place their bags underneath on the floor, they then remove outdoor shoes and place on the shoe rack.

All children must be delivered to and collected from Pre-School by an adult. We will sign your child in on the register before entering the pre-school room.

Once inside the pre-school children self-register by finding their own name card from the table and then put on their indoor pumps. The children then have free play until all children have arrived, once all have arrived the children sit ready for morning register/greeting and for the children to choose what they would like to play with during the session.

At Little Stars we do have a logo uniform which is not compulsory.

This can be purchased from [www.wbglobaltrading.co.uk](http://www.wbglobaltrading.co.uk), WB Schoolwear, 20 Bells End Road, Walton On Trent, Staffordshire, DE12 8ND. 01283 711538.

Otherwise simple clothing that your child can **fasten and unfasten themselves** is best, as this will enable greater independence when putting on their **coats and shoes**. Due to the nature of the activities which take place at Little Stars your child may get messy so please make sure they wear easily washable clothing and a bag of spare clothes for each session is also advisable.

We ask that every child has a pair of named pumps/plimsolls for indoor wear and a pair of named wellies for outdoor wear, these will be left at Little Stars.



To avoid clothing mix-ups, could we ask that clothing shoes, bags, lunch bags and water bottles are clearly named.

Suitable attire on wet and cold days is a must (including wellies) as are sunhats on sunny days. If the weather is forecast to be particularly hot, please apply sun cream to your child before they arrive.

#### **Drinking water**

Please bring a drink for your child in a named water bottle which we will refill as required throughout the day.

#### **Nappies**

If your child is in nappies or you are toilet training please provide changing equipment ie. Nappies, wipes and extra clothing, this can be left in your child's bag.

#### **Lunch**

If your child is attending a full day session or an afternoon session, they will need to bring a healthy balanced packed lunch and a drink which they will eat at group lunchtime. Please ensure your child's lunch and drink are clearly labelled.

## **Little Stars Pre-School – Staffing Roles**

Owners: **Sian Calder and Debbie Welsford**

E Y practitioner: **Amy Reeves**

E Y practitioner: **Lorna Sherratt**

Special Educational Needs Co-ordinator: **Sian Calder**

Curriculum Co-ordinator: **Debbie Welsford**

Health and Safety Co-ordinator: **Sian Calder**

Safeguarding Designated Lead: **Debbie Welsford/Sian Calder**

Positive Behaviour Coordinator: **Amy Reeves**

Equalities Named Co-ordinator: **Lorna Sherratt**

Parental Involvement: **Debbie Welsford**

Fire Safety & Risk assessment: **Sian Calder**

To comply with Ofsted regulations at least 50% of staff must hold a recognised childcare qualification; at Little Stars we meet that requirement. All staff regularly attends training sessions to ensure we maintain a high standard within our pre-school.

All staff working at Little Stars have obtained an enhanced DBS Disclosure and Barring System.

All staff hold current and relevant safeguarding qualifications which are refreshed annually.

With regards to staff to child ratios we operate within the regulations set by Ofsted:

**1 adult: 4 children aged 2-3 years**

**1 adult: 8 children aged 3-4 years.**

We follow the Early Years Foundation Stage Safeguarding and Welfare Requirements where a Qualified Teacher, Early Years Professional or other suitable level 6 qualified person is working directly with children aged three and over as follows:

- there is at least one member of staff for every 13 children; and
- at least one other member of staff holds a full and relevant level 3 qualification.