



**The Little Learning Tree Preschool**  
**Growing Together**

# Family Prospectus

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**Please share this prospectus with your child to help familiarise themselves with our pre-school staff and the activities we have to offer.**

Our aim is to provide a friendly safe environment for children whilst enhancing their development and education through play.  
We want your children to develop their social skills and independence ready for the next stage in their education.

**Our Vision:**

*"We at The Little Learning Tree Preschool are committed to working together to ensure high quality learning experiences to meet the needs of all children.*

*The focus of these experiences is to promote developmentally appropriate learning through respect, diversity, self-esteem and equality in order to prepare children for the future.*

*We accomplish our vision through co-operation among trained staff, children, families, carers and community agencies in a safe, calm and nurturing environment, which provides individualised learning and encourages family involvement."*



**The Learning Tree Preschool aims to:**

- Provide high quality care and education for children of pre-school age with an emphasis on play;
- Work in partnership with parents to help children to learn and develop;
- Add to the life and well-being of its local community; and;
- Offer children and their parents a service which promotes equality and values diversity.

As a member of The Little Learning Tree Preschool, your child:

- Is in a safe and stimulating environment;
- Is shown a fun approach relating to the Early Years Foundation Stage (September 2012) curriculum working towards the early learning goals.
- Is given generous care and attention, because of our high ratio of adults in a friendly environment;
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- Has a personal key person who makes sure your child settles in easily, is happy and making satisfying progress;

### **We offer care and education at the following times for 2 yr – school age:**

Our Pre-school opens from 9am – 3pm. These hours are made up by:

- A morning session from 9.00 – 12.00.
- An afternoon session including lunch time 12.00 – 3.00 (please bring a packed lunch)

These times are 4 days a week – Monday, Tuesday, Thursday and Friday. Term time. From September 2021 we will be open 5 days a week, Monday to Friday.

You can take up any of these sessions individually or can do any sessions in conjunction with each other, but they must be the same sessions each week.

We have a Holiday Club for children aged 2 – 8 years open outside of term time.

### **Fees**

Invoices are sent termly in advance (6 terms in the school year). We require payment monthly as stated on your invoice or your child will lose their place. Three and four year olds are eligible for government funding. We ask for a £3 per session contribution from parents of funded children to keep us sustainable. More information can be given on request

There are also certain situations and criteria where 2 year olds are also entitled to funding.

The pre-school is open through term time only, we close for bank holidays. You will not be charged for these closures. All other absences must be paid for.

### **Price Schedule**

Morning session	-	£21 per 3 hour session
Afternoon session	-	£21 per 3 hour session.

**This fee structure is subject to possible change from September 2021 as we will be extending our opening hours.**

**We require a period of one months' notice for cancellation of places.**

We must insist that children are picked up promptly at the end of their session. Anyone collecting their child late will be expected to pay a charge of £5.00 per half hour or part thereof. Should it be necessary for a member of staff to stay late as a result of a parent/carer collecting their child late then the parent/carer will also be required to pay for the extra cost of that member of staff.

**If you have any problems with these payment terms, please don't hesitate to contact Hayley and we can sort out a personal payment plan for you.**



### **The curriculum provided by The Little Learning Tree Preschool;**

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

The pre-school provides a curriculum for the Foundation stage of education. This curriculum is set out in a document, published by The Department for Education, and called Development Matters in the Early Years. The Learning Tree Preschool follows this guidance.

The guidance divides children's learning and development into seven areas. These are then set into prime area and specific area of learning:

The prime areas are:

- Personal, social and emotional development;
- Communication and Language;
- Physical Development;

And the four specific areas are:

- Literacy;
- Mathematics;
- Understanding the world, and;
- Expressive arts and design;

For each area, the guidance sets out early learning goals. These goals state what is expected that children will know and be able to do by the end of the reception year of their education.

For each early learning goal, the guidance sets out development statements, which describe the stages through which children are likely to pass as they move to achievement of the goal. The Little Learning Tree Preschool uses the early learning goals and their development statements to help us to track each child's progress through observing their play and these enable us to provide the right activities to help all the children move towards achievement of the early learning goals. These observations are recorded through an online system called Tapestry. For more information please see the poster in the preschool entrance foyer.

## The early learning goals

Below is an overview of the Early Learning Goals as set out in the EYFS Development Matters curriculum.

### The prime areas

#### Personal, social and emotional development

**Self-confidence and self-awareness:** children are confident to try new activities and say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose the resources they need for their chosen activities. They say when they do or don't need help.



**Managing feelings and behaviour:** children talk about how they and others show feelings, talk about their own and others behaviour, and its consequences and know that some behaviour is unacceptable. They work as part of a group or class and understand and follow the rules. They adjust their behaviour to different situations and take changes of routine in their stride.



**Making relationships:** children play co-operatively, taking turns with others. They take account of one another's ideas about how to organise their activity. They show sensitivity to others needs and feelings and form positive relationships with adults and other children.



### **Communication and Language:**

This area of children's development covers:

**Listening and attention:** Children listen attentively in a range of situations. They listen to stories, accurately anticipating key events and respond to what they hear with relevant comments, questions and actions. They give their attention to what others say and respond appropriately, while engaged in another activity.



**Understanding:** children follow instructions involving several ideas or actions. They answer 'how' and 'why' questions about their experiences and in response to stories or events.





**Speaking:** Children express themselves effectively, showing awareness of listeners' needs. They use past, present and future forms accurately when talking about events that have happened or are to happen in the future. They develop their own narratives and explanations by connecting ideas or events.



### Physical Development

**Moving and handling:** children show good control and co-ordination in large and small movements. They move confidently in a range of ways, safely negotiating space. They handle equipment and tools effectively, including pencils for writing



**Health and self-care:** children know the importance for good health and physical exercise, and a healthy diet, and talk about ways to keep healthy and safe. They manage their own basic hygiene and personal needs successfully including dressing and going to the toilet independently.



## The specific areas

### Expressive Arts and Design

**Exploring and using media and materials:** children sing songs, make music and dance, and experiment with ways of changing them. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.



**Being imaginative:** Children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role-play and stories.



### Literacy

**Reading:** children read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also read some common irregular words. They demonstrate understanding when talking with others about what they have read.





**Writing:** children use their phonic knowledge to write words in ways which match their spoken sounds. They also write some irregular common words. They write simple sentences which can be read by themselves and others. Some words are spelt correctly, and others are phonetically plausible.



### **Mathematics**

**Numbers:** children count reliably with numbers from 1 to 20, place them in order and say which number is one more or one less than a given number. Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find the answer. They solve problems, including doubling, halving and sharing.



**Shape, space and measures:** children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them.



## Understanding the world

**People and communities:** children talk about past and present events in their own lives and in the lives of family members. They know that other children don't always enjoy the same things and are sensitive to this. They know about similarities and differences between themselves and others, and among families, communities and traditions.



**The world:** children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one another. They make observations of animals and plants and explain why some things occur and talk about changes.



**Technology:** children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.



Research has shown that play helps young children to learn and develop through doing and talking. The Little Learning Tree Pre-school uses the early learning goals and their development statements to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity, and, in others, an adult take the lead in helping the children to take part in the activity. In all activities information from the early learning goals and development statements has been used to decide what equipment to provide and how to provide it.

### **Key Persons**

Each key person at The Little Learning Tree is responsible for developing a caring and nurturing relationship with each of their key children and their family. In addition to their key person each child also has a buddy, so if their key person is not available, they have another adult they have formed a special attachment to. The key person/buddy will be able to interact individually with each child in their group, will observe and tailor activities to support each of his/her children's individual needs.

### **Records**

Records, observations, learning journeys are kept to track each Child's development. We use an online system called Tapestry. Parents will receive a personal log in so they can look at and contribute to their child's learning journey whether is convenient for them. Parent consultations are held 3 times a year.

### **Working together for your children**

The Little Learning Tree Preschool has a high ratio of adults to children in the setting. This helps us to:

- Give time and attention to the child;
- Talk with the children about their interests and activities;
- Help children to experience and benefit from the activities we provide, and;
- Allow the children to explore and be adventurous in safety.

## **Staff**

The regular staff who work at The Learning Tree Preschool are:



**Mrs. Hayley Coombes**  
**Owner / Manager / Early Years Teacher**

Early Years Teacher Status level 6 qualified  
BA (Hons) in Early Years (first class)  
Foundation Degree in Early Years Education (first class)  
Emergency Paediatric First Aid Trained  
Designated Safeguarding Officer  
SENCO trained  
Food Hygiene  
Behaviour Management  
Health and Safety Officer  
NVQ Level 3 Playwork  
Prevent trained



**Miss. Alice Penfold**  
**Owner / Manager of our Showfields setting**

Level 3 Childcare Qualification  
Keyperson  
Experienced mum  
Experienced in a Pre-school Setting  
Emergency Paediatric First Aid Trained  
Food Hygiene  
Safeguarding Trained  
Prevent Trained



**Mrs. Sarah Cook**  
**Deputy Manager – Keyperson**

Level 3 Childcare Qualification  
Keyperson  
Experienced mum  
Emergency Paediatric First Aid Trained  
Food hygiene trained  
Safeguarding Trained  
Prevent trained  
Designated Safeguarding Lead



**Mrs. Anna Sands**  
**Early Years Educator / Senco**

Level 3 Childcare Qualification  
Keyperson  
Experienced mum  
Experienced in a Pre-school Setting  
Safeguarding Trained  
Prevent trained  
Food hygiene trained  
Emergency Paediatric First Aid Trained





**Ms. Chelsea Coombes**  
**Early Years Educator**

Experienced in a Pre-school Setting  
Safeguarding Trained  
Prevent trained  
Food hygiene trained  
Emergency Paediatric First Aid Trained

**Policies**

Our policies are available on request and are always available for review by parents/carers on the premises.

These policies are set out with the children's best interests in mind, they are reviewed regularly, and comments and suggestions are always welcome.

**Special Needs**

Each child is able to progress at his/her own rate of progress in all areas of development, regardless of disabilities or learning difficulties. Our SENCO Anna Sands liaises with outside agencies such as specialist teachers, other settings, speech and language therapists and health visitors, with written permission from parents/carers, to help children develop and progress to the best of their abilities. We would be happy to talk over any special needs your child may have, so don't hesitate to speak to Hayley, Alice or your child's keyperson.

**Snacks and meals**

The pre-school makes snacks and meals a social time at which children sit together with adults and eat together. We promote healthy eating; the snacks offered to our children are such things as breadsticks, humus, crackers, cereal, rice cakes and fresh fruit. The drinks offered to our children are milk and water. Please let us know of any special dietary requirements and we will make sure they are met. Children bring a packed lunch for the afternoon session and we encourage parents to fill them with healthy options and an ice pack.

**Management**

The Little Learning Tree Preschool Ltd is owned by Mrs Hayley Coombes and Miss Alice Penfold.

Our Salvation Army preschool is managed by Mrs Hayley Coombes and Supported by Sarah Cook.

## **Starting Pre-school**

This can be daunting for some children, so we like to work together with parents to help their child feel happy and secure in the pre-school. All children are different so no parent should be worried if their child takes longer than someone else's child to settle in. Our policy for Settling in is available in the setting.

## **Routines**

### **Our daily routine includes:**

Free play - where children can choose from a range of activities and resources to play with

Adult led activity - children can choose to take part in an adult led activity which is planned to help support children's development within the Early Years Foundation Stage Curriculum.

Snack - Children have the choice of a range of healthy fruit and vegetables as well as crackers, breadsticks and cheese. Milk and water are the choice of drink at snack times. Drinking water is available all day.

Outside Play - All children are taken outside to play in the garden area. We plan many activities to ensure all children get fresh air and have the chance to run and play outside. We take the children outside every day in all weathers.

Group time - We have a time each day to come together for a story, to dance, explore music or spend time doing an activity in keyperson groups

## **Partnership with Parents**

We encourage parents to speak to their child's keyperson about their child's development and go to them with any worries they may have. We have parent consultations 3 times a year.

We have a "stay and play" week once a term, we encourage parents to come for as long or as little as they want and play with the children.

We also send out termly newsletters which gives parents ideas on how to support their child's learning at home and give an overview of what we have been learning at preschool, as well as ideas of other ways parents can become involved within the preschool.

## **Clothing**

We will provide protective clothing for messy play, but we recommend that children wear older clothes that can be washed easily, bearing in mind these clothes will get messy and possibly stained. We also ask that children wear clothes that are easy for them to manage for going to the toilet, outdoor activities etc.

We really do want your child's time in our pre-school to be fun, exciting, happy and rewarding. If you have any queries or any suggestions do not hesitate to contact us,

alternatively you can put your suggestions or comments in our Suggestions box in the entrance foyer.



**We look forward to seeing you soon!**