



FERRING FUNTIME
COMMUNITY PRE-SCHOOL

PROSPECTUS





Welcome to Funtime Community Pre-school

Ferring Funtime Community Pre-school is a registered Charity Incorporated Organisation and a member of the Pre-school Learning Alliance. The Pre-school is run by a committee of parents who are responsible for overseeing all aspects of the business.

Our staff are appropriately trained to a degree level with up to date skills and qualifications. We have a duty to ensure that our provision complies with the Early Years Foundation Stage, which sets out legal requirements relating to learning, development and care, and enhances the development of children giving them the best possible start in life.

Children learn best when they are feeling safe and secure, when their individual needs are being met and when they have positive relationships with the adults caring for them. We aim to provide a Setting which is welcoming, safe and stimulating, and where children can learn through play and fulfil their potential. We work to a high ratio of adults to children (approximately 1:6)

We are fortunate to be based in our own purpose-built accommodation within the grounds of Ferring Church of England School, which provides the children with a rich variety of resources and experiences through both our inside and outdoor play areas. There is full wheelchair access to the building. We maintain a No Smoking Policy within the Pre-school building and surrounding areas.

What are our aims?

At Ferring Funtime Community Pre-school we believe in ...

- A warm welcome for all
- Welcoming and valuing parents and carers participation and involvement
- Maintaining a stimulating and safe place to play and learn at all times
- Helping children to build safe, secure relationships with other children and familiar adults
- Children learning through play and exploration
- Children using their imagination and creativity to support and develop their self-esteem and confidence
- Providing a happy, relaxed and secure environment
- Listening to, and working with, parents and carers to support their child

All About Ferring Funtime Community Pre-school

Ferring Funtime operates 5 days a week during term times and welcomes children from 2 years of age until joining main stream education at 4 or 5. We have 26 places available for each session.

We currently offer sessions between the times of 8.50am-11.50am (morning) and 12.50pm-3.20pm (afternoon). In between the sessions, we offer a lunch club (you provide a packed lunch) from 11.50am-12.50pm.

Registration

Ferring Funtime welcomes children from Ferring Village and the surrounding areas.

Once your child has been placed on our waiting list you will be offered a place as soon as one becomes available. We will require a deposit of £30.00 to secure the place, but this is offset against the first term's fees.

You will be asked to complete an Admissions Form incorporating emergency contact information and a Permissions Form, which covers daily routine tasks within Pre-school and other events such as local outings and the taking of photographs within Pre-school. You are entitled to withhold permission for any or all of these events.

Yours Child's Progression Through Ferring Funtime

When your child starts pre-school, they will be allocated a key person who will work closely with them to become familiar with the setting, to feel confident and safe within it. They will also talk to you and make sure that the child's needs are being met appropriately and that their Learning Journal and progress are shared with you.

Attendance and Absence

Your child will benefit greatly from regular attendance. However, if your child is away please telephone to let us know as soon as possible. We would also ask you to collect your child on time to avoid any unnecessary anxiety. Telephoning to inform us that you may be late is welcomed by us and especially your child.

The preschool is unable to waive fees for absences due to holidays and sickness. If you wish to remove your child from Pre-School, we require a full half terms notice in writing.





The cost of a session at Ferring Funtime

£4.90 an hour

Fee Invoices

A fees invoice will be sent out two weeks prior to the beginning of the month and prompt payment is required to ensure efficient running of the pre-school. You will be required to pay fees yourself until your child becomes eligible for Government Free Entitlement funding.

Funding

We are able to offer places under the following schemes: -

2, 3 & 4 Years Free Entitlement · Extended Entitlement (30 hours) · Tax Free Childcare

For a straightforward explanation of all government childcare support please visit: www.childcare.gov.uk

What does the Funding cover?

The funding covers 38 weeks per year and may be taken at more than one setting if you feel this to be in your child's best interest. Each session is for a minimum of 2 1/2 hours.

How do I claim Funding?

It is our responsibility to make the claim for each child. You will be asked to complete a parent declaration and we will process the claim on your behalf with the information you provide.

Your child must have started Ferring Funtime before the headcount date of each term if they are to be included in the funding, otherwise you will be asked to pay. We are only able to claim funding for the session that your child is booked in for, so if you seek further sessions during any one term you may be asked to pay.

Will I have to pay for extras?

At Ferring Funtime we are open 38 weeks per year so this is now in line with the funding available. You will, however, be asked to pay for any other session over and above your entitlement.

Fee Payment:

We accept all various payment forms; cash, cheque, bank transfer and vouchers. Please make fees cheques payable to Ferring Funtime. We require prompt payment for all fees, however if you would find it easier to pay weekly or termly please speak to the Office Administrator and she can arrange this for you.

*We currently accept the following vouchers: Edenred, Busybees, Kiddivouchers & Fidiliti.

After-pre-school Club

In 2018 we are planning to introduce an extension to our pre-school hours to allow parents with commitments more flexibility regarding pick up times. This scheme is only run where there is a community need and we would require a minimum number of children per club session. Any free entitlement cannot be claimed during these flexible sessions and therefore you will be charged a rate to be agreed once the scheme has been finalised.

Please express your requirements the half term before the new term commences, if you're interested in your child attending an after-pre-school club.

Settling In

We appreciate that starting Pre-school is a very important time for you and your child. The individual needs of all children are taken into account and through discussion with their parents/carers, and a welcoming session, they are gradually settled in.

Daily Routines

Our daily routine is planned to help children feel safe and secure. We like the welcome time, when a child arrives, to be unhurried — giving the staff, children and their parents or carers time to talk.

Daily Registration

It is essential that children are registered so that we know who is attending each session. This is achieved by each child collecting their name tag from the board in the main lobby and handing this to a member of staff welcoming the children.

This helps the children to develop independence and begin to recognise their name from an early age. A register is also completed by a member of staff at the start of each session.

Main Sessions

The children are able to choose where they play, inside or out in the secure play area. A range of carefully planned and structured activities are available throughout the main hall designed to extend child initiated play.

Snack Time

A healthy snack is offered during morning and afternoon session, encouraging awareness of healthy eating and promoting social skills.

Outdoor Play and Appropriate Clothing

All children have the right to experience and enjoy outdoor play. We use our outdoor environment all of the time and in all weathers. So, we would ask that you send your child with Wellington boots and appropriate clothing for outdoors.





Behaviour and Discipline

The general behaviour and attitudes of the children within Pre-school are very important. All staff have high expectations of the children and of each other.

We like to work in partnership with families in this important area. We encourage appropriate behaviour in a very positive way through praise and talk. We give clear guidelines on what is acceptable and what is not.

Each child's early days in Pre-school are crucial to the establishment and understanding of appropriate behaviour and expectations. These expectations are underpinned by the following.

Each child has the right to:

- Feel safe
- Be respected
- Learn and play in a secure and happy environment

Staff's role is to encourage each child to:

- Develop their sense of responsibility towards others
- Be polite to each other and adults
- Take care of resources, keep them tidy and look after the Pre-school environment
- Form secure attachments with key children.

We actively teach children to respect others. Bullying, in any form, is not acceptable under any circumstances. Any reports of bullying will be carefully investigated and if substantiated, action will be taken. Our policy on behaviour is available upon request and in the family folder.

Illness or Accidents occurring whilst at Pre-school

Illness

If your child becomes unwell during the session we will try to contact you as soon as possible in order for you to collect your child. Following a bout of sickness or diarrhoea we would ask you to keep your child at home for 48 hours after the last bout. This allows your child to recover their stamina before returning to Pre-school and also helps to prevent the spread of infection.

In the unlikely event of an accident and being unable to contact you immediately, a member of staff will accompany your child for any necessary treatment. All of our staff are qualified in First Aid.

Bumps and Cuts

If your child is hurt at Pre-school a member of staff will look after them and you will be notified upon collecting your child, and asked to sign the accident book. The accident report will contain the date and time of the accident, where it happened, what happened, what

injuries occurred, the treatment given, any medical aid sought, the name of the person dealing with the accident and where appropriate the names of witnesses to the accident. **In the event of your child receiving a more serious injury, you will be informed immediately.**

Please help by ensuring that all contact information given to us is kept up to date.

Medication

Medicines will not normally be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. A child under 16 should never be given medicines that contain aspirin unless it has been prescribed for that child by a doctor.

If your child needs medication please label it clearly with your child's name, instructions for use and dosage. Please give it to a member of staff who will ensure the medication is stored safely and who will ask you to complete our medication record book.

Keeping in Touch with Pre-school

We operate a parent partnership that supports communication between staff and parents. Should you have any queries or worries of any sort concerning your child then please do speak, in confidence, to the Manager. You can also speak with your child's Key person or any other member of staff if you wish.

We also ensure that you are kept up to date with what is happening within Pre-school by way of a newsletter every week, and letters will be sent home with your child as specific events occur.

There is also a family's notice board located in the main lobby which highlights anything that may be happening after the newsletter has been issued.

Families Folder

Ferring Funtime has a folder of policies including Admissions, Curriculum Planning, Behaviour Management, Confidentiality and Equality and Diversity. We would recommend you familiarise yourself with these policies as they will directly affect you and your child whilst at Ferring Funtime.

When Your Child Leaves Ferring Funtime

When it's your child's turn to leave Ferring Funtime, the staff work closely with your child's next school to ensure a smooth transition.

Finally ...

We hope that you and your child enjoy your time with us at Ferring Funtime. If you have any queries, concerns, complaints or compliments, please do speak to any member of staff or the Manager.





Ferring Funtime Community Pre-School

**Fledglings Lodge, Ferring C of E School,
Sea Lane, Ferring, BN12 5DU**

Tel: 01903 245907

web: www.ferringfuntime.org.uk

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