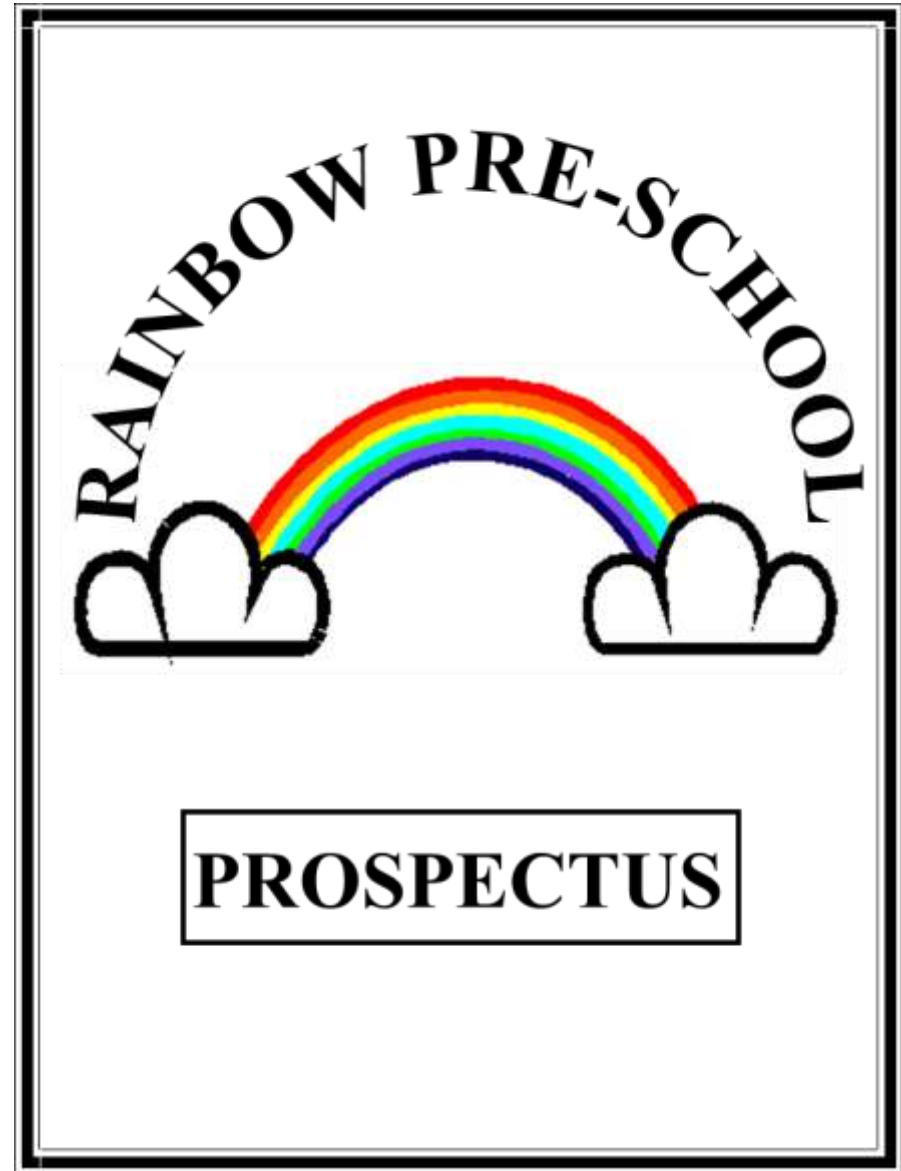


We are here.

Rainbow Pre-school,
Southgate Primary School,
Barrington Road,
Southgate,
Crawley, W. Sussex
RH10 6DG
Tel. 01293 427180
or 07787179681

www.rainbow-pre-school.co.uk
rainbow@southgate.w-sussex.sch.uk



And finally..... OFSTED

Our Pre-school is regularly inspected by OFSTED. A copy of our latest report is available for you to read. It is also available on the OFSTED website (www.ofsted.gov.uk/reports). As a result of these inspections we are part of the Government scheme for providing funded places for children. At the moment the funding starts at the beginning of the term after your child has their 3rd birthday and is for up to 15 hours a week. For example, if your child is 3 during the Spring Term funding will start at the beginning of the Summer Term. Further details of the funding scheme will be provided nearer the time.

The new **Early Years Foundation Stage** is used as a framework when planning our curriculum. The guidelines are set out by the DCFS and are broken down into 6 Areas of Learning and Development: - Personal, Social and Emotional Development, Problem Solving, Reasoning and Numeracy, Communication, Language and Literacy, Physical, Knowledge and Understanding of the World and Creative. The children work towards achieving the Early Learning Goals by the **end of the reception year** at school. All our activities are planned with these in mind.

At Rainbow Pre-school we operate a **Keyperson** system where each child is assigned to a member of staff who is responsible for observing, keeping records and monitoring their progress. Your Keyperson will be responsible for completing the West Sussex Learning Journal which is passed onto the child's next setting when they leave Rainbow Pre-school.



Welcome to Rainbow Pre-school

Thank you for taking an interest in our Pre-school. This prospectus will hopefully give you some details about the aim of our Pre-school to help you in your choice.

The Pre-school is open from Monday to Friday during normal school term time.

We are registered with OFSTED to admit children from the age of 2 ½ years. We employ six members of staff. All our staff are trained in the education of Pre-school children and funding is available for further training.

Our Pre-school

Rainbow Pre-school was started in Furnace Green in 1976 to meet the need for Pre-school education in the area. In September 2010 we are relocating to Southgate Primary School. Initially we will use two classrooms and an outside play area within the Primary School. Rainbow Pre-school with the support of Southgate Primary School, WSCC and funds from the Early Years Capital Grant is having new premises built on land adjacent to the Primary School and the Southgate Family and Children's Centre.

Rainbow Pre-school is a community based, voluntary managed Pre-school. We depend on the goodwill of parents and their involvement to keep going. Membership of Rainbow Pre-school carries with it expectations on parents for their support and commitment. The Pre-school is managed by a group of parents who deal with the business side of the group and organise fundraising and social events during the year.

Rainbow Pre-school is a member of the Pre-School Learning Alliance and we have adopted their constitution. We are registered with the Charities Commission (No. 1027312). Our AGM is held in February and all parents are invited to attend.

Although we will be working with the Early Years team at Southgate Primary School we will remain independent. A place at Rainbow does not mean you will automatically be eligible for a place at Southgate Primary School.

What does Pre-school offer?

By providing a caring, child centred environment and stimulating activities we encourage the children to “learn through play”. Our curriculum gives them the opportunity to develop at their own pace, whilst developing skills on "a whole person basis". By providing these opportunities the children will be: -

- Experiencing independence from the immediate carer.
- Respecting and responding to other adults and children outside the home environment.
- Interacting with other pre-school children, developing social skills such as sharing, taking turns, making friends and understanding and respecting the rules of the community.
- Playing freely within a safe environment to develop their imagination, confidence and self- esteem.
- Gaining listening skills and developing their concentration span through adult led activities such as music, stories, singing and games.
- Experimenting with natural materials such as clay, water and sand.
- Developing pre-reading skills through games, puzzles and books. This will be supported by displays of their work and the printed word.
- Understanding simple ideas of length, weight and volume.
- Using their senses to enjoy and explore the world around them.
- Recognising similarities and differences between things and groups of things.

Attendance at Pre-school

To help with efficient running of our Pre-school please note the following: -

- Children are only covered by our insurance policy during normal opening times. We do not accept responsibility at any other time.
- Fees are payable monthly. Prompt payment is appreciated to keep running costs down and aid effective administration. Fees have to be charged as usual during periods of absence. Please inform us 4 weeks in advance of any changes or if a child is leaving us.
- Do not send a child who is ill or has been ill in the past 48 hours. This includes sickness and diarrhoea. Please let us know of any contagious diseases they may have been in contact with.
- Please do not encourage the children to bring in toys or treasured items from home in case they are lost or damaged.
- The children are encouraged to explore with different materials such as water, paint, sand and glue etc. They may well get messy so please dress your child appropriately. All fastenings should be simple so that your child can quickly and easily go to the toilet. Rainbow 'T' shirts are available. Please see a member of staff for details.
- If your child wears nappies please provide a supply of spare nappies. Please leave them in a named bag with your child's coat or in their 'cubby hole'.
- For safety reasons we ask that the children wear soft-soled shoes.
- Free milk is provided. Please see a member of staff if your child cannot drink milk. We ask the children to bring a piece of fruit to share approximately once a week.

Health and Safety Policy

Rainbow Preschool aims to provide a clean and safe environment for your child to explore in. We have a strict no smoking policy. Fresh drinking water is always available.

Additional Needs Policy

Rainbow Pre-school is open to all children. We aim to provide a well-balanced and appropriate learning approach for all our children. This will be achieved through consultation with parents, Pre-school staff and any other relevant professional bodies.

Child Protection Procedures

As a Day Care Provider we are registered with OFSTED. Under the terms of this registration we have to report any suspicions we may have that a child might be suffering or be at risk of suffering significant harm.

Complaints Policy

If you are unhappy with any aspect of our Pre-school our complaints procedure is outline below. For further information please see the full policy in the file "Important Information for Parents". The complaints policy is a three stage process.

1. Speak to the Supervisor of the session.
2. Speak to the Chairperson of our Management Committee.
3. Contact OFSTED who are responsible for our registration and inspection. They can be contacted at OFSTED, Royal Exchange Buildings, St. Ann's Square, Manchester M2 7LA
Tel.0845 6404045.

Full copies of all our Policy documents are available for you to read.

- Beginning to understand the external parts and workings of their bodies.
- Acquiring the skills and co-ordination they need for both the healthy exercise of their own bodies and for handling writing instruments.
- Finding ways of tackling problems.
- Identifying their feelings and learning to express and control them.

All Pre-school sessions are planned with these objectives in mind. We work to a series of weekly themes to add extra interest and emphasis. The children are encouraged to gain the fullest benefit from these activities and support their natural curiosity. This will enable them to learn through their own discovery so that learning is a pleasurable experience.

Children learn to manage their own learning when they have plenty of opportunity to choose and make decisions and when they are free to make mistakes and learn how to set them right.



A Guide to Pre-school

Our sessions at Rainbow are mainly "free play" but with some adult led activities. During the session the children are free to choose from the many creative and cross-curricular selection of activities on offer. These include painting, gluing, construction toys, puzzles, drawing, floor toys, sand, and water, and the home corner amongst many others. The activities are changed during the session to keep the children stimulated.

During the session we will have milk and fruit. We enjoy this usually in a small group or together as a large social group. With adult guidance the children are encouraged towards responsible and acceptable manners.

Towards the end of the session we settle down for circle time where we enjoy singing and stories together. Sometimes there is a visitor to Pre-school such as the Fire Service.

We also arrange visits to local schools and normally in the Summer Term we visit a farm or similar place when adult helpers are most welcome.

Visits to Pre-school

A happy introduction to the Pre-school is most important. It is a good idea to make one or two short visits in the term prior to starting. This will allow the child to become familiar with the staff and to meet the other children in the group. In this way we expect the child to join in more easily once he/she starts at Pre-school and it also gives the parents an opportunity to ask any further questions. If this is not convenient and you feel a home visit would be beneficial please let us know.

Parents Rota

We do not have a compulsory parent rota system but you are welcome to stay for the whole session or just part of it at any time. The staff and children will welcome your help and this is an important way of letting your child know that you are part of the Pre-school.

Equal Opportunities Policy

In our Pre-school we aim to acknowledge and value each child's individual stage, ability, ethnicity, culture, language and family group. This will give the children the self-confidence to move onto the next stage.

We recognise that parents are young children's first educators and we welcome their involvement in our Pre-school in order to ensure that the children's home based learning and the learning opportunities in Pre-school extend and reinforce each other.

How do we do this?

- We plan our programme to extend the children's experience and knowledge of other cultures, language and celebrations.
- We ensure the activities reflect the diversity of our society.
- We encourage children to explore in a positive way the differences and diversity of people by ensuring the representations of people are accurate and realistic i.e. through dolls, books etc.

Behaviour Management Policy

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement.

In order to achieve this

- Adults in the Pre-school will praise and endorse desirable behaviour such as kindness and willingness to share.
- Physical punishment such as smacking or shaking will be neither used nor threatened.
- Children will never be sent out of the room unsupervised. In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.