



# BENWICK BUTTERFLIES

PRE - SCHOOL

Benwick Children's Centre, High Street, Benwick, Cambs, PE15 0XA  
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Ofsted Registration: 221812

# Prospectus 2010 - 2011



## Welcome to Benwick Butterflies Pre-school



Benwick Butterflies Pre-school Group was first established in 1974, and has since become registered with Ofsted for a maximum of 24 children. Operating from Benwick Children's Centre since 2004, Benwick Butterflies Pre-school offers sessional care for 2-5 year olds. Benwick Children's Centre is a purpose built setting, situated behind Benwick Primary School, with an enclosed outdoor play area. We provide a safe, stimulating and caring environment that promotes learning through play, using a wide range of resources, and the opportunity for children to develop their social skills as they play alongside and with other children. When your child starts Pre-school it is an important time for both child and parents. We hope that this booklet will explain a little about us and perhaps answer some of the questions you might have. You are always welcome to come and chat to the staff and see what we offer.



**Main Entrance**



**Playground**



**Garden**

## Staff

The most important people as far as your children are concerned are our staff, who are all dedicated and caring, with a wealth of experience. The Playleader and Deputy Playleader hold level 3 (or higher) qualification and during each session, at least half of our staff hold a level 2 (or higher) qualification, appropriate for the care and development of children, as required by Ofsted.

Our aim is to have all members of staff qualified in Paediatric First Aid and basic Safeguarding Children (which includes Child Protection). Current staff qualifications are as follows:

### Playleader

Kelly Petriello Working towards Early years Foundation Degree, NNEB in Nursery Nursing, Paediatric First Aid Training, Child Protection Designated Personnel Training, Staying Safe in the Foundation Stage Training, Behaviour Strategies in Early Years Training and Early Years Foundation Stage Training.

### Deputy Playleader

Mandy Lacey Working towards Children's Care, Learning and Development Level 4, Children's Care, Learning and Development Level 3, Paediatric First Aid Training, Child Protection Level 1, Level 2 Food Safety, ENCo Training, Early Years Foundation Stage Training, Mark Making Matters, Let's Play Outdoors and Enabling Environments – Problem Solving Reasoning and Numeracy Training.

### Play Assistants

Denise White Working towards Children's Care, Learning and Development Level 4, Children's Care, Learning and Development Level 3, Paediatric First Aid Training, Child Protection Designated Personnel Training, Staying Safe in the Foundation Stage Training, SENCo Training, Early Years Foundation Stage Training, Mark Making Matters, Let's Play Outdoors, Risky Play for Under 5's and Enabling Environments – Problem Solving Reasoning and Numeracy Training.

Kelly Featherstone Children's Care, Learning and Development Level 3 & 2, Child Protection Level 1, Emergency First Aid Training and Level 2 Food Safety.

We aim to ensure that either the Playleader or Deputy Playleader is present during each session, supported by up to two other members of staff. Occasionally, in an emergency, sessions may be run by a different fully qualified member of staff (level 3). Staff present in each session, are recorded in the register. Unexpected staff absence due to illness or emergency is covered, where possible by existing staff members. In order to maintain the ratio of qualified staff per session (as mentioned above and required by Ofsted) we have created a list of qualified/CRB checked emergency contacts that may be able to provide cover if required. As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by their first names, thus allowing the children to form stronger partnerships with them.

## **Children**

Of course, the most important people at Benwick Butterflies Pre-school are the children. There is a maximum of 24 children per session. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.

## **Parents**

Parents are as much a part of our pre-school as their children. It is important for you and your child that you play an active part in this exciting phase of their life. You may be able to share a special skill or interest such as music, cooking, dance or even your job. Please feel free to talk to a member of staff and make arrangements to come along.

Our parent rota (located on the main door) is an integral part of our day-to-day running, enabling us to give that little bit of extra input. We do not expect you to help in your child's first half-term, as this can often be unsettling but once they are more confident, in the second half-term and beyond, please feel free to put your name down on the parent-helper rota, for a session of your choice. (Please note: that due to insurance/Ofsted restrictions we are unable to accept siblings into the setting when you are helping). Remember that grandparents and childminders are welcome to help too. When you help, your child may want to stay close for much of the time, but this is quite natural behaviour for a child who feels they have to share you with all the others.

## **Parent Committee**

You may not be aware that Benwick Butterflies Pre-school is managed by a committee, it is therefore vital that enough parents become involved as without the committee, the pre-school would have to close. The committee work in close co-operation with the Manager, and staff and is responsible for reviewing policies, employing staff, fundraising and strategic decision-making. The committee is elected at an Annual General Meeting, held in July and members serve for a minimum of one year. You can join the committee at any time during the year; more information can be obtained, in the first instance, from the Playleader or Committee Chair. The Committee meets, on average, once a month and you can arrange to observe if you wish to get a better understanding of its role. Even if you are unable to join the Committee, there are plenty of opportunities throughout the year for you to help with fundraising. The money raised is used to buy new toys and much needed equipment for the children. Benwick Butterflies Pre-school belongs to the families that use it and committee membership allows you to support your child's early education.

## **Posts currently held:**

Chair: Jenny Fell, Vice Chair: Stewart Lacey, Secretary: Liz Hackett, Treasurer: Katie Hiskey.

Parent Committee Members: Witri Goldspink, Rebecca Gore and Anita Abey.

## **Starting Out**

A happy introduction to Benwick Butterflies Pre-school is important and before your child's start date you and your child will be offered a taster session. This allows you both to become familiar with the routine and with some of the other children and staff, and hopefully makes it easier to settle in. When your child starts properly, we have found from experience that staying only prolongs the 'agony' of parting. It is usually better to say 'goodbye' and go home (with the emphasis on home) so that we can contact you quickly, if necessary. We will not subject your child to any distress and, if they really need you to stay for a while, you are welcome to join in the activities and encourage them to make friends. Children are often involved in messy play during sessions so they should be dressed in washable clothes which are not too new! Children tend to become more independent as they progress through pre-school and simple fastenings on jackets, trousers and shoes/trainers (Velcro type fastenings) will enable them to go the toilet without assistance as well as move between indoor and outdoor play areas (no open toed sandals for Health and Safety reasons please). For EVERY session it is recommended that your child(ren) has with them a complete change of clothes, just in case. On occasions they will also need a pair of wellies for garden play in inclement weather and a sun hat in summer months. Please mark all your child's belongings with his/her name.

## **Record Keeping**

We are required by Ofsted to keep certain records about each child, including observations about their experiences and achievements whilst at pre-school and a selection of work. By observing the children in a systematic way, using either written notes, or photographic evidence, we are able to focus on each child individually, to monitor progress and plan next steps/experiences in line with the child's interests, which will help them to work towards the Early Learning Goals. These observations also provide information that can be shared with you during your time in session as a parent helper, at another mutually convenient time or when the profiles are sent home, once a term, for you to share with your family. Your child's profile will move, with your child, to their next educational setting and will be continued by the staff in that setting until the end of Early Years Foundation Stage (the end of their Reception year, for more information on the E.Y.F.S. please see our E.Y.F.S Parents Guide).

## **A typical session would run as follows:**

**9.00am Welcome time:** Please wait outside until we open the door at the start of each session to give us time to be ready. When you arrive, you should encourage your child to hang up their coat and any bags and say goodbye. The children are usually very excited to see their friends and often run straight outside to play and say hello, after a few minutes staff will ask the children to join them on the carpet area where they sing a short 'hello' song in which they 'self-register' using their name cards which are placed on the floor as part of a short name recognition exercise.

**9.15am – 11am** After the register children are able to choose from the any of the activities all ready set out both inside and outside or self select. At times children will be asked to take part in adult led activities or small 'circle time' groups. Staff do try to cook once a week with the children, sometimes this is eaten as snack and sometimes the children get to take it home.

**11am** The children are asked to join in a quick tidy up, there are then split into groups, some children go to help prepare snack and other take part in a circle time session. (Groups change daily). Children then wash their hands and go to the tables ready for snack time. Snack is usually fresh fruit or vegetables or small snacks that reflect multicultural diversity. Children can also choose to have a drink of milk, water or squash. When snack is finished children are taken outside for playtime! This may involve playing with bats and balls, the bikes and scooters etc. If the weather is very bad or the children prefer we do also take part in some inside PE activities such as tumble tots!

**11.55am** The children are encouraged to get themselves ready to go home. When time allows the children and staff share a story or have some singing time! A staff member will take note of the parents/carers that have arrived and will call the children two at a time to handover to parents/carers to go home.

**\*Wednesday's only – Lunch Club – 12pm – 1pm** - Lunch Club is open to all children that attend the pre-school on a Wednesday. You can use the Lunch Club in a variety of ways, examples; If your child is going to school in the coming September you may wish your child to attend the pre-school all day, or you may wish for your child to start at 12pm, stay for the Lunch Club and the following Rising 5's session. If your child is not eligible for the Rising 5's session you may wish for your child to attend the normal morning session and stay the extra hour for Lunch Club or you may wish to collect your child at 12pm. If your child(ren) is to attend the Lunch Club please bring them to the Children's Centre for their session start time along with their packed lunch. Please ensure your child's(ren's) lunch is as balanced as possible, we ask that it **does not** contain any fizzy drinks or sweets as we try to promote healthy lunchtimes. Children are given the time to eat their lunch as each individual requires, staff encourage children to eat the main part of their lunch before moving onto any 'treats'. When children have finished their lunch they will be given some free play time.

**\*Wednesday's only - Rising 5's 1pm – 3pm** – This is similar to the normal pre-school session but as it is only open to the children who leave to go to school in the following September it allows staff to work more closely with the children, concentrating on their next steps and preparing them for school. It also allows the children to play with more intricate toys and equipment that is not always appropriate during normal sessions when the younger children are present. It also gives the group opportunities to get involved with the Reception Class of Benwick Primary School, taking part in phonic sessions etc as well as familiarising the children with the school, its staff and the other children.

### **Snacks and meals**

At Benwick butterflies we like to make snack and meal times a social time at which children and adults eat together. We plan the menus for snacks and meals so that they provide the children with healthy and nutritious food. You will be able to record any special dietary needs or allergies on your child's registration form and will be given the opportunity to discuss any details with staff. We run a weekly snack rota for parents to sign up to donate fruit and vegetable for the children's snack times, this can be found on the main door in the foyer. If you prefer you are able to give staff a donation of £1 a week so they are able to ensure there is plenty for all the children every snack time.

## The Learning Environment

At Benwick Butterflies Pre-school we aim to provide a happy, stable and caring environment in which, through play, children aged 2 to 5 years can explore, enjoy, achieve and progress to their fullest potential at their own pace, through both child and adult initiated learning experiences.

We shall promote equality of opportunities and positive attitudes to issues that arise both from a multi-cultural society and from those with disabilities, to help children interact well with other children and adults. Staff will be positive role models and supportive of children's individuality, culture and learning experiences.

This shall be achieved by providing challenging and stimulating experiences whilst taking into account a child's individual needs, their interests and choices, as well as encouraging the involvement of parents/carers, to build on what has been learnt at home. Planning will be based on the Early Years Foundation Stage, working towards the Early Learning Goals, covering the six areas of learning – Personal, Social and Emotional Development, Communication, Language and Literacy, Problem Solving, Reasoning and Numeracy, Knowledge and Understanding of the World, Creative Development and Physical Development, as well as children's interests, building on what the children already know, observation and assessment.

The layout of the setting allows children to initiate and put into operation their own plans, we run a 'free flow' environment. Most materials and equipment available for the children to use are easily accessible encouraging independence, appropriate to their stages of development, adequate to support all areas of the Early Years Foundation Stage and are regularly maintained and replaced.

We have various different areas already set out, these include;

- **Main Area** – This area is accessed through the main entrance, as you enter the Children's Centre you will find your child will have allocated their own peg, this will have their name and within time a photograph above it. We use the main area for many different things, it is where we register the children, we set up activities on the tables and later on in the day it is where we have snack/lunch. This area includes a reading/quiet area which has been made cosy with a sofa and cushions and soft toys. It has a computer with a printer, this is usually set up with age appropriate learning games and has access to the internet to allow children to use sites such as 'Cbeebies'. It also includes table and chairs for children to take part in activities, eat snack and lunch etc. From the main area we access the kitchen, this is equipped with a fridge, oven and hob and various different gadgets but for health and safety reason is only accessible to adults within the setting. It is also where we keep the dress up clothes, including hats, bags, purses and shoes. There is also a storage cupboard where we keep a variety of toys and resources including Prams, Dolls Houses, Lego and Lego Duplo, some craft resources, again this is an area for adults only, we do on a daily basis bring these toys out for the children and before long they remember what they like and ask for it. Just off the main area the children access the toilets, there are three age appropriate toilets and sinks and a shower for emergencies! We do also have a disabled toilet which the adults use which has a baby changing area, this is where we keep the potties to aid any toilet training and a variety of clothing just in case of accidents. Finally there is a small office where we store

all our records, please note these are kept in filing cabinets which are kept locked. We use this area for conducting our 'Key Worker/Parent/Carer Meetings'.

- **Mark Making Area** – Paints, Pens, Pencils, Play-dough, Stencils, Cut and Sticking, Stickers, Variety of Paper, Pads and Envelopes, Stampers and much, much more. This area can be freely chosen at any time, we do also set up special activities throughout the week for the children to take part in.
- **Carpet Area** – This area is surrounded by a variety of toys, most of which are easily 'self selected' so the children can choose toys and play with them on the floor. Toys include, Train Sets, Cars and Mats, Duplo Farm, Musical Instruments, Popoids, Stickle Bricks, a variety of Small World Toys and even more.
- **Outside Area** – This is an enclosed playground area, some of which is covered. At all times children can access the Soft Play Blocks, a Giant Connect Four, Sand and Water Trays and some Small World Toys. There is also a kitchen set up as 'role-play' at all times. We have a shed that is equipped with Bikes, Trikes and Scooters, Hula Hoops, Tennis Bats and Balls, Croquet Set, Skipping Ropes and a variety of different balls. From this area we are able to access a small garden area (courtesy of Benwick Primary School). We use this area to plant fruit, vegetables and flowers with the children, it is also a great place to encourage the children to use their senses as there is plenty to hear, touch and smell. We are very lucky that Benwick Primary School also allows us access to their playground; this is a lovely open space that has a variety of wooden equipment such as a Train and Boat, trim Trails and climbing equipment.

**Please note:** This is just a rough guide to equipment and resources we have at Benwick Butterflies, there is much more on offer. Because we operate a 'free flow' setting children are able to access the equipment as they choose and use it both inside and outside.



**Carpet Area**



**Our Hungry Caterpillar Display**



**Outside Play Area**

## **Safeguarding Children**

Benwick Butterflies Pre-school aims to create an environment which promotes and safeguards the welfare of children which includes protecting children from maltreatment, preventing impairment of children's health or development and ensuring that children are growing up in circumstances consistent with the provision of safe and effective care. We have a duty of care to refer any allegation, complaint or concern received relating to a child to Social Care or the police.

## **Illness/Absence (including Unexplained Absence)**

If your child has a temperature, is sick or has diarrhoea, please do not send them in until a clear 24 hours after symptoms have stopped. We also request that if you or any other member of your family is suffering from an illness with these symptoms that you or they do not come into pre-school, as these types of bugs spread very easily and quickly in the setting. If your child is absent for any reason, please bring in a note (if you know in advance) or telephone us on the day. This enables us to distinguish the difference between 'absent' and 'authorised absent', this may sound over the top but frequent periods of absence can be cause of concern if there are other concerns about a child.

## **Collection of Children**

Please ensure that you collect your child on time, late collection can be very upsetting for some children. To comply with current legislation, we have introduced a 'collection's book', if you collect your child from pre-school earlier or later than the end of the session you will need to sign your child out on a form. Also, if anyone other than yourself or an authorised collector is to collect your child from pre-school you will be required to complete a 'collections form' in advance if possible. If this happens in an emergency we do operate a password system but a telephone call will ideally be required to confirm this.

## **OTHER INFORMATION**

### **Non Smoking Site and Road Safety**

Our pre-school is sited behind the grounds of Benwick Primary School, both of which are no smoking sites. Only cars belonging to staff members are permitted to use the parking spaces outside of the centre. It is for the safety of the children that we request parents not to use the gravel driveway. Small children do tend to run around and jump out unexpectedly and it is just not worth the risk. Please make sure all gates are closed behind you when arriving/leaving for the safety of all children. You are asked to observe all road markings outside the school and to park considerately if you have to use a car.

### Show and Tell

We do ask the children to take part in show and tell throughout their time at the pre-school, when it is your child's turn you will receive a small note home to inform you of the date and if necessary the type of show and tell, for example 'favourite toy'. We do ask that unless it is your child's show and tell day or perhaps during the 'settling period' that children **do not** bring their own toys to pre-school with them. Please encourage your child to leave their toys at home unless one of the 'special' reasons above applies.

### Session Times and Fees

Monday	9am – 12pm Pre-school	Closed	Closed
Tuesday	9am – 12pm Pre-school	Closed	Closed
Wednesday	9am – 12pm Pre-school	*12pm – 1pm Lunch Club	**1pm – 3pm Rising 5's
Thursday	9am – 12pm Pre-school	Closed	Closed
Friday	9am – 12pm Pre-school	Closed	Closed

\*Lunch club is available to all children.

\*\*Rising 5's is open to school leavers only.

**Please Note:** A Parent, Baby and Toddler Group runs from the Children's Centre every Monday during term time, 1.30pm until 3pm.

Children are eligible for Nursery Education Funding the term after they turn 3 and can receive up to 15 hours worth of funding a week. If your child is not eligible for Nursery Education Funding or you wish to use over the 15 funded hours, our fees are currently £3 per hour. After your free taster session and your child's(ren's) place(s) are confirmed, the Treasurer will send you invoices via the pre-school every half term. Our Ofsted registered number is 221812.

### Queries

If there is anything worrying you or about which you would like more information, we hope you will feel you can come and talk to us. If you have any comments, critical or otherwise, please pass them on either directly or by using our suggestion box, so that we can take any appropriate action, if necessary. There is the opportunity to discuss your child's progress when you are the parent helper or you may make an appointment at a mutually convenient time with your child's key person. Staff will be available at the beginning and end of each session for a less formal chat.

**The Pre-school Learning Alliance**

This pre-school is a member of the Pre-school Learning Alliance (PLA), a national charity which aims to promote high quality education and care for young children through the provision of community-based pre-schools. The PLA provides financial aid for those children within families suffering severe financial hardship and for those with special needs, including those who need one-to-one help. Branch Committee meetings provide a forum for the exchange of ideas and information and branches offer courses of interest to those working with pre-school children.

**Courses for Parents**

If you are interested in finding out more about child development or you are looking for more information to help you as a parent, ask a member of staff or the Chairperson for details of any courses being organised by the PLA or by the Early Years Forum.

**Regulatory Authority / Inspections**

Ofsted

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