



Greenhills Pre-School

Registered Charity No 1131512

C/o Marlborough CP School, Tytherington Drive, Tytherington,
Macclesfield, Cheshire, SK10 2HJ. Telephone 01625 503980

PROSPECTUS



Pre-school name: Greenhills Pre-School

Address: Greenhills Pre-School
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Ofsted registration number: RP907073

Registered charity number: 1131512

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Welcome

Welcome to Greenhills Pre-School. We are happy you have chosen us to provide your child with a safe, caring and stimulating environment in which your child can develop educationally and socially.

Greenhills is an independent charity, managed by a board of trustees and is part of the Early Years Alliance.

We are an open and friendly pre-school that encourages parental involvement and where you are free to come in and discuss your child's progress at any time.

A brief history

Greenhills has been providing pre-school education for over 40 years. Greenhills began as a playgroup, originally based at the old Macclesfield Rugby Club. When the Rugby Club moved premises in 1982 we moved into an unused mobile at Marlborough County Primary School. In February 1982 Greenhills adopted the Pre-School Learning Alliance (now the Early Years Alliance) constitution and began to operate as a non-profit making organisation.

In 1987, after significant fundraising and local support, Greenhills gained a second hand mobile classroom due to the school requiring the old one. Following this we became a charity on 9th January 1987. In 1998 we acquired a brand new building; this was following yet another move on the Marlborough site and the previous building starting to become tired. This required further fundraising along side a grant from the National Lottery.

In 2014 we were able to put up a canopy outside our building, at the same time we astro turfed our climbing area and with permission from the school gained extra land, creating a much bigger outdoor environment.

In 2019, thanks to the fundraising efforts of parents and their families, we were able to transform our garden with the addition of astro turf. This made a huge difference and enables the children to play out all year round.

In September 2022 we saw the addition of our mud kitchen area. This has been a huge hit with our children.

We are very proud of how far Greenhills Pre-School has come over the years, and we continue to commit to providing a high-quality childcare provision for your children.

Mission Statement

Greenhills Pre-School provides a happy, safe and stimulating environment where children can learn, play and develop freely. We aim to prepare children for their transition to school and their next steps in their education.

Key Aims

- To provide a safe, happy, interesting and secure environment where children can play and learn.
- To ensure children are respected and treated as individuals.
- Ensure that we work together with parents/carers, promoting a positive effect on the children's learning.
- Staff who are dedicated to children's learning and development across the curriculum.

The Early Years Foundation Stage Framework

This framework is mandatory for all early years' providers (from 1 September 2021)

What is the Early Years Foundation Stage?

Early Years Foundation Stage (EYFS) is how the Government and early year's professionals describe the time in your child's life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs. Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

What is the EYFS Framework – why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early year's experts and parents.

In 2021 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The learning and development requirements and the safeguarding and welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
 - The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
 - Assessments that will tell you about your child's progress through the EYFS.
 - Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)".
- There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding **through 7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

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

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

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

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

You can find the **Early Years Foundation Stage** which includes the early learning goals at www.foundationyears.org.uk. The foundation year's website also includes a range of resources and contacts.

What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

Organisation

Greenhills is registered with OFSTED and is a member of the Early Years Alliance. A board of Trustees manages Greenhills Pre-School and we have a Fundraising Committee which is made up of parent volunteers.

Greenhill's Staff

Manager: Mrs Michelle Thompson

Deputy & Finance Manager: Mrs Kate Butler

Practitioner & SENCo: Miss Alison Rostron

Practitioner: Miss Rebecca Thornton

Practitioner: Mrs Kathryn Steele

Practitioner: Mrs Jade MacDonald

We operate an open-door policy and if you wish to speak to any member of staff they will always try to make themselves available. This can be after a session, or a specific appointment time can be made.

Complaints

If you have any worries/concerns or complaints, please first mention this to the Manager or the Chairperson of the Trustees.

You do have the option to talk to Ofsted.

Ofsted Contact Information

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231

Website: <http://www.ofsted.gov.uk>

Admissions

Children may be offered a place at Greenhills Pre-School the term they turn 3 years old. Parents complete a new enquiry form and will receive an acknowledgement of receipt of this, and confirmation of whether the requested spaces are available.

Places are allocated on a first served basis for each age group.

We have 3 intakes over the school year, and we are pleased to say that places do get full, so we encourage parents to put their child's name down on our waiting list early.

We want your children to feel safe, happy, and settled whilst in our care and the staff are there to help, nurture and support them. We will work together with parents if their child is struggling to settle.

Equal opportunities

Greenhills Pre-School is committed to providing equality of opportunity for all children and families. No individual will be excluded from Pre-School activities on the grounds of gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. Greenhills Pre-School aims to ensure that all who wish to attend, work in, or volunteer to help with the pre-school, have an equal opportunity to do so.

Greenhills Pre-School recognises the wide range of special needs of children and will consider what part it will play in meeting those needs. The pre-school must be made aware of any child's specific special needs to ensure that those needs can be met.

Safeguarding

Greenhills Pre-School promotes and safeguards the welfare of children in its care. If the staff at Greenhills Pre-School feel there is cause for concern in relation to abuse or neglect, then a referral will be made to social services.

Greenhills is an Operation Encompass Early Years setting.

Absence from pre-school

If your child is going to be absent from pre-school, please inform us on the day before 10am via phone, email or our online platform Babysdays. If we do not hear anything then a member of staff will contact you to establish why your child is absent. Although your child does not legally have to be in pre-school, we are required to check reasons for absence for safeguarding.

Fees will not be refunded if your child is absent.

If your child receives the Early Years Free Entitlement and has been absent for more than 2 weeks then Greenhills will notify Cheshire East Council.

Holidays

If you take your child out during term time for a holiday, fees cannot be refunded. This is to ensure that a place is held for your child.

Sickness

Children should not attend pre-school if they are unwell. Children with infectious illnesses will be refused admission to pre-school at the discretion of the staff. Children who have had sickness and diarrhoea should not attend pre-school for 48 hours from their last bout. If your child falls ill during a session, the parent or designated adult will be contacted and asked to collect your child as soon as possible.

Minor bumps/falls will be dealt with by one of our first aiders. All staff are first aid trained.

Medication

Greenhills Pre-Schools policy states it will not administer medication. However, if your child has a long-term illness such as asthma, arrangements are made with one of our first aiders.

Suncream

We encourage you to apply sun cream to your child at home before bringing them to Pre-school however, in warmer weather we allow your child to bring in sun cream. Please ensure this is named. We encourage the roll-on sun cream to allow the children to try and apply it to themselves; however, staff will be on hand to help apply to face and arms.

Pre-School Details

Opening times: 8.30am – 3.30pm

Our day is broken down into the following sessions:

- Morning session: 8.30am – 11.30am
- Lunch session: 11.30am-12.30pm
- Afternoon session: 12.30pm – 3.30pm

Children are required to attend a minimum of two full days as this best supports their emotional wellbeing and helps them to make friends and form positive relationships with practitioners. However, if your child starts with us age 2 then they can do 2 half days for the first term, before then increasing.

Fees

Fees for the year 2024/2025:

2 Year Olds: £6.00 per hour

3-4 Year Olds: £5.50 per hour

Fees are payable before the 5th of each month and remain payable even if your child is absent. If your child is going to be absent for a prolonged period, please talk to Mrs Thompson (Manager)

Additional Service Charge

The government funding covers the delivery of early education and care only. For this reason, we have a £4.00 per day (£2.00 per half-day) charge for additional services and consumables.

Examples of what this charge covers are:

Snacks, resources for activities, puddlesuits, puddlesuit cleaner & re-waterproofing, disposable gloves, handwash, hand sanitiser, nappy disposal bags, tissues, paper towels, batteries, sun hats, washing-up liquid. This list is not exhaustive, it's just to give you an idea.

We are a non-profit organisation so these additional charges are essential to keep the pre-school open.

Funding

Greenhills comes under Cheshire East Council which means your child receives early education support for up to 15 hours for 2 -4 year olds, should they be eligible.

Working families with 3 and 4 year old children may also qualify for an additional 15 hours of supported childcare. You can check your eligibility at www.childcarechoices.gov.uk. If you do qualify you will need to obtain a code from Cheshire East and give this to Greenhills in order for us to be able to claim on your behalf.

Babysdays

Greenhills uses an online platform called Babysdays. This is an app that you can add to your mobile device or access via the internet. When your child starts with us you will be given your own login details. Babysdays is an extremely useful tool and can be used for:-

- Checking your monthly invoice.
- Seeing pictures of what the children have been up to in pre-school.
- Reading the daily note.
- Signing accident reports.
- Adding your own photos from home to share with your keyperson.
- Seeing newsletters that we send out.
- Informing us of your child's absence from Pre-school (or this can also be done via phone or email.)

Other Useful Information

What to wear

We recommend that children come in clothes that you don't mind getting messy!!!

A pair of wellies should be bought in and kept at pre-school as we use these regularly. We will provide your child with a puddle suit as and when needed.

Please ensure ALL items of clothing are named!!!

We will provide your child with a folder which they need to bring with them when they come to pre-school. This will be used to send home any pictures/paintings and important letters.

Snacks and refreshments

During the morning and afternoon session we have circle time/snack time. Children are provided with a drink of milk or water, a selection of fruit and a small piece of toast. We are fortunate that Tesco supply us with some fruit each week, this means we get to enjoy a vast selection! **Please let us know of any allergies your child has.**

Lunches

If your child is staying for lunch can we please ask that no nuts or nut related foods are given. As well as children having allergies, we do have a staff member with a severe nut allergy.

Another allergy to be made aware of is egg. Where possible we ask that no items such as egg sandwiches are bought in to pre-school.

Children are encouraged to eat their savoury food first before anything sweet. Please do not put too much choice in your child's lunchbox as this can over face them.

We ask that your child's lunch is as healthy as possible.

Dropping off and collecting

Greenhills Pre School can be accessed in the morning by coming through Marlborough's junior or infant playground. We open our doors at 8.30am. Please feel free to bring your child into the cloak room and help them to find their peg. When they head into the classroom there will be a name card for them to post into our letterbox. This is then your chance to say goodbye to your child providing they seem happy and settled.

If you are dropping your child off for the afternoon session at 12.30pm you will need to wait outside the main entrance to Marlborough School for a member of staff to come through. They will walk you and your child over to the pre -school and once your child is inside and settled then a member of staff will walk all the parents together back through school.

When picking up your child, again pre-school can be accessed by walking through the junior or infant playground (gates open around 3pm) If your child is leaving at 11.30am or 12.30pm then please wait outside the main entrance to Marlborough and a staff member will bring your child to you.

Please do not park in the staff car park or walk through there unless heading to Marlborough's main reception. Tytherington Drive does get busy in the mornings and at the end of the day so please allow plenty of time and park sensibly, being respectful of our neighbours.

Parental help and fundraising

Greenhills has a fundraising committee and a board of Trustees. The committee meet usually once a term to organise various events throughout the school year. This proves to also be a good way of meeting other parents.

If you're not on our committee, you can still help out at some of our events – the more hands on deck the better!

As previously mentioned, Greenhills is run by a board of Trustees. We hold an AGM usually in October. The Trustees must be made up by some parents whose children currently attend Greenhills. **Pre-school cannot remain open without parent Trustees.**

Marlborough Primary School

Greenhills is a self-sufficient pre-school that has close links with Marlborough Primary School. We try to follow the same term dates and holiday dates but there will occasionally be a slight difference.

Please note, the children who attend Greenhills do not automatically have their names entered on the school waiting list, this is a separate procedure.

Transition from Pre School to School

We believe that the transition from pre-school to school is an important one and make it one of our priorities.

Familiarity is one of the most important factors for a smooth transition and we are in the fortunate position of being in the grounds of Marlborough Primary School. We use their large playing field, playground and hall for various pre-school activities including our music and movement sessions. We have developed a close working relationship with both the Headteacher and the Foundation Stage staff at Marlborough.

Our Policies

Below is a list of the policies we have at Greenhills Pre-School. You can access these anytime you wish in the pre-school.

- Absence Policy
- Accident policy
- Admission policy
- Arrival & Departure policy
- British Values
- Cleaning policy
- Complaints policy
- Confidentiality policy
- Covid policy
- Curriculum policy
- Data protection Policy
- Discipline policy
- Equal Opportunities policy
- Fees & Fundraising policy
- Fire policy
- Food & Drink policy
- Grievance policy
- Health and Safety policy
- Marlborough County Primary School
- Medication policy
- Missing Child policy
- Non-Collection of Children policy
- Oral Health Policy
- Organisation policy
- Parental Involvement policy
- Record Keeping policy
- Registration Form & Fee

- Safeguarding policy
- Babysitting policy
- Child protection policy
- E – safety policy
- Health policy
- Intimate care policy
- Recruitment of ex-offenders
- Safety policy
- Social networking policy
- Whistle-blowing policy
- Disclosure and Barring

- Smoke Free policy
- Settling in Pre-School policy
- Special Needs policy
- Staff and recruitment policy
- Staff code of conduct
- Staff Appraisal & Supervision policy
- Student Placement policy
- Transgender Policy
- Transition from pre-school to school
- Visitor Policy