



**FAIRFIELD
PRESCHOOL
LIMITED**



PROSPECTUS

**FAIRFIELD VILLAGE HALL
STOURBRIDGE ROAD
FAIRFIELD
BROMSGROVE
WORCS
B61 9LZ**

MOBILE NO. 07960 060024

**COMPANY REGISTRATION NUMBER
7704681**

FAIRFIELD PRESCHOOL LIMITED

INTRODUCTION

Thank you for your interest in Fairfield Preschool Limited.

Our preschool is run by warm and friendly staff and we offer quality care and education for preschool children from the age of 2 years, catered to the child's individual needs. We are a pack away setting based in Fairfield Village Hall. We are registered providers of education for 2, 3 and 4 year olds, inspected and approved by OFSTED. We run sessions all day Monday, Tuesday, Wednesday, Thursday, Friday, (Wednesday afternoon-outdoor learning) these sessions can be taken morning, afternoon or all day, each session is 3 hours.

We are involved in a local early year's partnership and have particularly close links with Fairfield First School.

The information in this prospectus is amended regularly. A summary of our policies is included but full details of these are available in our Group Book, which can be viewed at any time.

Parents are always welcome in our group. Each term we have a stay and play day, where parents and carers are invited to join us for a themed morning. We hope you will want to become actively involved in the group and the early education of your child. Please call and visit any session.

If there is any other information you require please do not hesitate to ask.

**SHARON SHORTHOUSE
MANAGING DIRECTOR**

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FAIRFIELD PRESCHOOL LIMITED

GENERAL INFORMATION FOR PARENTS AND CARERS

SESSION TIMES

Preschool

8.30 am	to	12.00 pm	Monday
12.00pm	to	3.00pm	Monday
8.30 am	to	12.00pm	Tuesday
12.00pm	to	3.00pm	Tuesday
8.30 am	to	12.30 pm	Wednesday
12.00pm	to	3.00pm	Wednesday outdoor learning (none funded session)
8.30 am	to	12.00pm	Thursday
12.00pm	to	3.00pm	Thursday
8.30 am	to	12.00pm	Friday
12.00pm	to	3.00pm	Friday

Parents are responsible for their children until the session start time. At the end of the session please arrive promptly and wait in the foyer area until we call your child to you. All sessions are held in Fairfield Village Hall.

Please note we keep the door to the Village Hall locked at all times. A staff member will be at the door to let you in and out. **We ask that you do not open the door to anyone, staff will be aware of who is collecting children, and for extra security only staff will open the door. Thank you for your cooperation.**

If you expect to be late collecting your child please notify the Preschool as soon as possible on **07960 060024** .late collection is charged at £15 per 15 minutes.

Always let us know if someone else is to collect your child as unless they are on your registration form, we are unable to release your child. We will set up a password system with you and the person collecting if it is someone we have not met before.

TERM DATES

Preschool is open during term time only. Term dates are set in line with Worcestershire County Council funding of children for 38 weeks in a year. Any changes will be notified to Parents as soon as possible.

AGE OF ENTRY

We admit children from the age of 2 years. We stagger the entry of children to preschool to enable the new children to settle in their own time. The minimum number of sessions your child can be booked in to preschool for is two half day sessions, or two full days.

GENERAL INFORMATION FOR PARENTS AND CARERS (CONTINUED)

FEES AND FINANCES

We have worked really hard to keep our fees and increases as low as possible, sadly with the huge increases to our rent, the annual increases to the national minimum wage rates, the implementation of the Government pension schemes, food, consumables, resources and general running costs, after a lot of consideration, and in order to keep the business sustainable, we are having to introduce some changes from September 2021.

Since taking Preschool from a charity run committee, to a limited company in 2011, we have not charged those accessing Nursery Education funded hours any additional costs, we cannot sustain this any longer, we are therefore asking parents to contribute towards their child's early years education, and well being for us to remain sustainable. Funded rates per hour are less than our charged rates, and our costs are increasing at a far larger rate. Childcare accounts are payable half termly, Invoices will be issued during the last week of each half term, detailing the charges for the coming half term. These are payable in advance, and all payments are due by the first week of the coming half term. If invoices are not paid by the first week, a late payment fee of £30 per week will be charged. Additional hours taken over the funding allocation will be invoiced at our session rate. Invoices will clearly show funding allocation, any additional sessions, and all other charges applicable.

Fairfield Preschool prides itself on being an **'outstanding'** setting by enriching child care and education, using higher staff ratios, and providing bespoke activities and resources tailored to your children's interests, above and beyond the general EYFS requirements.

The food we offer at preschool is very important to us and supplying quality, healthy foods for snack is a vital part of our ethos. Children are given choices, and are able to request what healthy foods they would like to eat prior to purchase.

We subscribe to 'evidence me' to complete our children's learning and development, and pay extra for the parent package on top for you to receive your child's development via email, in addition the closed private facebook page has been a huge success keeping you all involved in your child's day at preschool. All of these premium services come at a cost, which sadly are not covered by the Early Years funding; therefore from September 2021, we have no choice but to introduce additional charges for funded places in order to sustain our business.

Following Worcestershire County guidelines, children accessing 2 year old funding with us will be given the option of a free offer.

FEES AND FINANCE STRUCTURE APRIL 2023

Sessions: **9am-12pm**
 12pm-3pm

Rates for non-funded hours	2 year olds	£7.20 per hour
	3+ (from the term * after a Childs 3 rd birthday)	£5.77 per hour
	Early drop off fee (8.30am-9am)	£7.20 per session

Outdoor learning session is non funded – session fees as above apply

** The terms start on 1st September, 1st January and 1st April.*

Enrichment Fee -	Non-funded children	included within hourly charge
	Two year old funded children	£2.75 per session voluntary contribution
	3 & 4 year old children	£2.75 per session

Snack:	Non funded children	included within hourly rate
	Funded children	55p per session

Parents/carers who choose not to take up the snack offer must provide fruit and/or vegetables for each morning session their child attends. If children are not sent to preschool with a snack, preschool will provide an alternative and issue you with an invoice. Children will not be allowed to go hungry.

Evidence me/private facebook group:	Non funded children	included within hourly rate
	Funded children	£5.50 per half term

Parents/carers who choose not to take-up the digital package will be kept up to date with their child's well-being at pick up/drop off as normal. More detailed information of childrens learning and development can be shared by appointment.

At Fairfield Preschool our free offer is for children in receipt of 2 year old funding ONLY, parents can choose to pay our fees by voluntary contribution if receiving 2 year old funding. Once a child turns 3, our normal fees apply.

WHO QUALIFIES FOR 15 HOURS FUNDING?

All children who are 3 and 4 years of age will continue to be eligible for 15 hours of government childcare funding for 38 weeks of the year (570 hours). 2 year olds whose parents meet the criteria are eligible for 15 hours funding for 38 weeks of the year. Information regarding 2 year funding criteria is available at www.childcarechoices.gov.uk . Parents are required to complete a parent declaration form for 2, 3 and 4 year old funding.

WHO QUALIFIES FOR 30 HOURS FUNDING?

3 and 4 year old children of a single parent who work, on average, a weekly equivalent of 16 hours a week at national minimum wage or national living wage and does not earn more than £100,00 per year.

Children of a couple, BOTH of whom work, on average, a weekly minimum equivalent of 16 hours a week at national minimum wage or national living wage minimum of 16 hours a week with neither independently earning more than £100,000 each.

Parents will be required to register with the Government website entering their personal details; they will then receive confirmation of eligibility. All eligible parents will then receive an 11 digit code that they must share with their chosen childcare setting. Parents are required to complete a parent declaration form for the childcare setting.

Further information can be found at www.childcarechoices.gov.uk

FAIRFIELD PRESCHOOL 30 HOUR ADMISSIONS CRITERIA

At Fairfield Preschool we have decided that we **WILL** be offering the 30 hours of funding to eligible 3 and 4 year olds, for 38 weeks a year as we are a term time only preschool. (1140 hours) Fairfield Preschool will split funding with another setting, Parents will need to allocate the hours between settings on their declaration forms.

Funded sessions can be taken as follows:

CHILDREN ACCESSING 30 HOURS FUNDING AT FAIRFIELD PRESCHOOL

MONDAY TUESDAY THURSDAY FRIDAY 8.30AM – 3PM
WEDNESDAY 8.30AM – 12.30PM

CHILDREN ACCESSING 15 UNIVERSAL HOURS FUNDING

MONDAY TUESDAY THURSDAY FRIDAY 9.00AM – 12.00PM. 12.00PM – 3.00PM
WEDNESDAY 9.00AM – 12.00PM

SUBJECT TO AVAILABILITY, EARLY DROP OFF 8.30AM IS CHARGED AT £7.20

September 2021 – EYFS Reforms - Observations, Assessment and Planning

From September 2021, the Early Years Foundation Stage (EYFS) is changing. As part of these changes, we will be making some adjustments to the way we observe, assess and plan for your children.

What is the EYFS?

The EYFS is the statutory Early Years curriculum. This is mandatory for all schools, Early Years settings and child minders to follow from birth up to the end of reception. The EYFS sets out our legal obligations regarding things like adult: child ratios, suitable people, safeguarding and welfare, staff qualifications, and learning and development.

What's changing?

- Most of the changes are regarding Learning and Development, with some minor adjustments to Safeguarding and Welfare.
- Fundamentally, what we teach children is very similar, albeit worded differently.
- The new framework also specifically talks about the pressures of Early Years staff and wants to remove unnecessary paperwork requirements which result in time spent away from the children. It says the following: *“Assessment should not entail prolonged breaks from interaction with children, nor require excessive paperwork. When assessing whether an individual child is at the expected level of development, practitioners should draw on their knowledge of the child and their own expert professional judgement and should not be required to prove this through collection of physical evidence.” – EYFS 2021*

Changes to Safeguarding and Welfare

- The changes to Safeguarding and Welfare are largely wording based. For example “Local Safeguarding Children’s Board” has been changed to “Local Safeguarding Partners” to reflect some recent change in structure.
- A requirement for promoting the good oral health of children has been added.
- A specific requirement for promoting staff and children’s online safety has been added. This reflects the technological advances we have made since the EYFS was last reformed in 2012.

Changes to Learning and Development – Educational Programmes

- The Educational Programmes lead up to the Early Learning Goals – a description of what we want children to know by the end of Reception class in First School.
- These are divided in to 7 areas of learning. The ‘Prime’ areas form the basis for all learning, and the ‘Specific’ areas build on those skills and broaden children’s understanding, experiences and knowledge. In Preschool, we always focus on the Prime areas in the first instance as they really do form the foundation for everything else.
- The 7 areas are divided down in to ‘aspects’ (like subheadings). The ‘aspects’ are changing as follows:

Current EYFS (2012)		New EYFS (2021)
Prime Areas		Prime Areas
<i>Personal, Social, Emotional Development</i> <ul style="list-style-type: none"> • Making Relationships • Managing Feelings & Behaviour • Self Confidence & Self Awareness 	→	<i>Personal, Social, Emotional Development</i> <ul style="list-style-type: none"> • Self Regulation • Managing Self • Building Relationships
<i>Communication and Language</i> <ul style="list-style-type: none"> • Listening and Attention • Understanding • Speaking 		<i>Communication and Language</i> <ul style="list-style-type: none"> • Listening, Attention and Understanding • Speaking
<i>Physical Development</i> <ul style="list-style-type: none"> • Moving and Handling • Health and Self Care 		<i>Physical Development</i> <ul style="list-style-type: none"> • Gross Motor Skills • Fine Motor Skills
Specific Areas		Specific Areas
<i>Literacy</i> <ul style="list-style-type: none"> • Reading • Writing 	→	<i>Literacy</i> <ul style="list-style-type: none"> • Comprehension • Word Reading • Writing
<i>Mathematics</i> <ul style="list-style-type: none"> • Numbers • Shape, Space and Measure 		<i>Mathematics</i> <ul style="list-style-type: none"> • Number • Numerical Patterns
<i>Understanding the World</i> <ul style="list-style-type: none"> • People and Communities • The World • Technology 		<i>Understanding the World</i> <ul style="list-style-type: none"> • Past and Present • People, Culture and Communities • The Natural World
<i>Expressive Arts and Design</i> <ul style="list-style-type: none"> • Exploring and Using Media and Materials • Being Imaginative 		<i>Expressive Arts and Design</i> <ul style="list-style-type: none"> • Creating with Materials • Being Imaginative and Expressive

Please be aware that the Early Learning Goals are expected to be achieved by the end of Reception year. In Preschool, we focus on learning the early skills that set children up to achieve these. For example, we build our gross and fine motor skills, mark making, excitement for learning, conversation skills, interest in books and print, strong sense of self and so on which eventually lead to mastery of reading, writing and all of the other fantastic things your child will learn as they grow and develop.

All of the learning we do here is through quality, active play. *“Teaching in the early years should not be taken to imply a “top down” or formal way of working. It is broad terms that covers the many different ways in which adults help young children learn. It includes their interactions with children during planned and child-initiated play and activities. communicating and modeling language, showing, explaining, demonstrating, exploring ideas, encouraging, questioning, recalling, providing a narrative for what they are doing, facilitating and setting challenges”- Ofsted.*

What does all of this mean at Fairfield Preschool?

“Assessment should not entail prolonged breaks from interaction with children, nor require excessive paperwork. When assessing whether an individual child is at the expected level of development, practitioners should draw on their knowledge of the child and their own expert professional judgment and should not be required to prove this through collection of physical evidence.” – EYFS 2021

These changes and the removal of the requirement for a lot of evidence based tracking means that we are making some adjustments to the way we observe, assess and plan at Preschool.

Our team work hard to ensure they know your children extremely well, we observe their play, development and interests, and we assess what they know and what we want them to learn and then we plan activities and provision which will extend their development and teach them something new or help to bed in the skill they are already mastering. All of these things are done by using our understanding of child development and our knowledge of your child as an individual person.

At the moment, we produce written observations which are sent to you through Evidence me and are designed to help us ‘track’ the children’s learning and development. These observations are lengthy, time consuming and require staff to spend time away from doing what they do best every day. Up until now it has been a requirement for us to produce evidence based tracking. Now this requirement has been removed, however we will still be keeping parents up to date with their children’s learning and development, and give you snapshots of their preschool day through our digital package.

- We will continue to upload photos to evidence me. These will be a mixture of group and individual updates.
- Each half term (approximately 6 weeks), we will send you a development summary for your child. This will show if development is as expected or if there is anything we need to work on. We plan to continue to do this through Evidence me. There are a number of non statutory guidance documents to help with this, and we may use additional documents if they are of benefit to your child, such as if they have additional needs or are learning English as an additional language.
- We will continue to complete the 2 Year Progress Check. This is a statutory progress check to be completed between 24 and 35 months. Due to the impact of the pandemic, the government disapplied it for quite some time but it is now back in effect.
- When your child goes to school, we will continue to produce Transition Documents to support this.

I understand that this information is lengthy and complex. Our team will be undertaking training for the new EYFS over the summer ready for the changes in September.

GENERAL INFORMATION

OUTDOOR LEARNING – WEDNESDAY AFTERNOON

Outdoor learning is a brand new session we started in June 2022, which takes place in outdoor grounds of Fairfield First School. This provides a wonderful opportunity for our children to be fully outdoors, no matter what the weather. Some of the activities the children enjoy are; den building, tree climbing, bug hunting, mud kitchen and water play. We have full access to an outdoor classroom where we learn about life cycles/nature and how to look after the environment.

Learning outdoors is different to learning indoors; outdoor play supports all round wellbeing and development.

Outdoor learning is special and unique, with a connection to weather, climate, seasons, nature and discovery; many children thrive in the outdoors.

We focus on the childrens interests, what fascinates them, and what drives their learning outdoors. We offer themes, stories, and role play with open ended resources for problem solving. We provide the children with real experience, natural resources, working together, team building and enable them to take risks in a controlled environment. Resources are organized so the children decide what they wish to use, and have the freedom to decide where they wish to work in the session, fully supported by our team.

We exercise muscles and minds! Resources encourage children to move around and extend their learning through the most natural way possible.

The children have access to a wide variety of resources e.g. crates, planks, tyres, buckets, ropes, tarpaulins, wheel barrows and more.

This is a none funded session, normal rates apply

CLOTHING

Preschool uniform is available to purchases at any time throughout the year

Sizes we offer are as follows

1-2

3-4

5-6

For any further enquires/price list, please speak to Will Shorthouse

Children can get messy at preschool, please send them dressed so that it doesn't matter if they do.

(Note – Paint and glue can usually be removed from clothes by a cold water soak before washing).

Also if possible please send children in clothes that they can manage themselves in the toilet. We are there to help, but it builds confidence if children can manage without assistance.

Pumps or trainers are the most suitable footwear for children playing on apparatus. Outdoor shoes are also needed as the children are taken to play in the school grounds, weather permitting. Please leave coats, gloves and a hat in the winter and a sun hat or cap in summer.

Please make sure all clothes are adequately named

SNACK

A snack is provided mid morning accompanied by a choice of milk or water, we operate a 'rolling snack bar'. Children are free to choose when they want to have their snack – usually, dried fruit, fresh fruit, vegetables and salad, occasionally biscuits or something we've made in the session. Please do not allow your child to bring sweets. Fairfield Preschool is a nut free setting due to severe allergies. **If your child has a food allergy please ensure it is written on your registration form and let the management team know.** Water is available at all times during in the session via a fresh water dispenser. Milk and water are offered for afternoon break.

ILLNESS

Please keep your child at home if they are unwell. This is to avoid spreading infection – they are also unlikely to enjoy themselves if they are ill. Please inform the management team if your child has a contagious illness so that we can let others know to look for symptoms.

Please do not send your child to preschool if they have sickness or diarrhoea, and wait 48 hours after the last motion before returning to preschool.

If your child becomes ill whilst at preschool we will get in touch with you. Please ensure we have the correct contact numbers.

EVIDENCE ME

At Fairfield Preschool we use evidence me to produce each child's individual learning journey, showing childrens stages of development. Within this there is a parent's share option which allows us to email our observations, along with the photo or video and areas of development directly to individual parents. Parents are able to send a message back and equally send observations from home. Parent's feedback has been extremely positive especially receiving the email observations on a very regular basis being able to see photos of their childrens learning and development.

PARENTS CLOSED FACEBOOK PAGE

During the pandemic, when we have not been able to welcome our parents, carers and families in to the setting so we created a closed facebook group where we have been able to stay in touch with our current parents by sharing daily photos of activities, and a snap shot of their childrens day. Only current parents/carers are accepted in to the group, not extended family members. A new group will be created each new academic year. We do have an open page ***Fairfield preschool*** which prospective new parents are welcome to have a look at to see what we get up to day to day.

AND FINALLY.....

We hope you enjoy being part of our group. If you have any ideas, suggestions or questions please do not hesitate to speak to a member of the team.

FAIRFIELD PRESCHOOL LIMITED

THE STAFF

PRESCHOOL MANAGER

SHARON SHORTHOUSE

DEPUTY MANAGER

WILL SHORTHOUSE

SUPERVISOR

VANDA HALL

ASSISTANTS

EMMA BULOCK
TINA GRANTHAM
KATE MOLE
LOUISE BOYLE
SUE DUGGAL
EMMA PEARS

ADMINISTRATOR

MICHELLE BURTON

KITCHEN ASSISTANT

EMMA GILES

All staff has undertaken appropriate training for working with young children. Staff and regular volunteers are subject to DBS checks (Enhanced Disclosure) and registration to the dbs update service.

FAIRFIELD PRESCHOOL LIMITED

SESSION ROUTINES

When your child first starts preschool you may be asked to come after the session has begun. We start new children at various times and on different days so staff can take time to welcome each child. You are welcome to stay until they are settled.

8.30am/ 9.00 am ARRIVAL

Please do not leave children before this time, as our insurance does not cover unaccompanied children before the session starts.

9.00 am FREE PLAY ACTIVITIES AND FOCUSED ACTIVITIES

These vary each session but usually include a painting activity, collage, sand or water play, home corner and dressing up, books, table top and floor toys, jigsaws and dough. Also there is a physical activity – climbing frame, slide, tunnel or bikes. Free flow outdoor area.

10.00am ROLLING SNACK BAR OPENS

Snack and drink - milk or water, fruit and vegetables, crackers, toast, pitta bread etc

11.50 pm STORYTIME/SONG TIME

12.00 pm /12.30pm HOME 3.00pm Monday Tuesday Thursday and Friday

11.45AM – LUNCH TIME (for children staying all day)

Children will bring a packed lunch and a drink, please ensure a freezer block is placed inside the bag. You can make your own freezer pack by placing a dish cloth or sponge inside a freezer bag and freeze over night. Staff and children sit for lunch together, and is a lovely social time. We encourage healthy eating; therefore ask that no fizzy drinks, sweets or chocolates are added to packed lunches. Parents will be notified of any children in the group with allergies, for example to nuts, and will be asked not to send in items that contain nut products.

1PM. AFTERNOON FREE PLAY AND FOCUSED ACTIVITIES

The session timings are approximate and staff will always be sensitive to the needs of the children and adapt activities accordingly. We always have a high adult to child ratio to enable each child to get most benefit from the session.

Parents are given a guide to our themes and activities each half term via the preschool newsletter. We welcome any ideas or items brought in from home.

FAIRFIELD PRESCHOOL LIMITED

SUMMARY OF POLICIES

This is a brief outline of our policies, full details of all policies, procedures and forms used are available in the Group Operational Plan – please feel free to ask to view.

CURRICULUM

Our curriculum covers all developmental areas leading to the Early Learning Goals for children in the foundation stage. Our activities help children to make progress within the Early Years Foundation Stage (EYFS), which runs from birth to the end of Reception. It is based on a Learning through Play approach with activities to suit the needs of individual children.

HEALTH AND SAFETY

This covers all aspects of emergency procedures, security, safety, health and hygiene.

SAFEGUARDING

To ensure children are safe from abuse in our preschool and any suspicion of abuse is appropriately responded to, we follow the guidelines and procedures agreed by the Area Child Protection Committee for Worcestershire.

Our DSL is- **Sharon Shorthouse**. Deputy DSL – **Dawn Buzzard**

CONFIDENTIALITY

To give all involved in our preschool confidence that confidentiality will be respected; all regular workers sign a form of confidentiality. All parents are asked to sign too as they are invited to spend sessions with us when they wish.

STAFFING AND EMPLOYMENT

This policy covers all session staffing, staff organisation, in-service training, employment of staff and disciplinary procedures.

BEHAVIOUR

This policy recognises that all children are individuals with varying needs. Unacceptable behaviour will include anything likely to cause danger to the child or another child. We praise achievement and encourage positive behaviour.

SUMMARY OF POLICIES (CONTINUED)

EQUAL OPPORTUNITIES

We aim to ensure that no child, individual or family will be excluded from the groups' activities on the grounds of age, gender, means, disability, ethnic origin, culture, religion or belief. Anyone who wishes to help in our group will have an equal chance to do so.

SPECIAL EDUCATIONAL NEEDS & DISCABILITIES

To ensure access to play for children of all abilities, this policy takes account of the DFEE code of practice for identification and assessment of Special Educational Needs.

Our Special Educational Needs Co-ordinator (SENCO) – **Dawn Buzzard**

ADMISSIONS

Dependent on the availability of places within the group children can be admitted from the age of 2 years.

COMPLAINTS PROCEDURES

In the interest of the Preschool and Parents/Carers, all complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality. In the event that a parent should wish to complain, please speak to the Manager. A record of any complaints is kept in a confidential log book. Parents can also refer directly to OFSTED if they prefer. Help-line no. 0300 1231231

LOST OR UNCOLLECTED CHILD PROCEDURE

In the unlikely event of a child being unaccounted for in Preschool, Staff will contact the Police, Social Services Department and Parents immediately.

When a child is not collected within 15 minutes of the end of the session, and there has been no notification to staff, and they are unable to contact parents/carers on emergency numbers, Social Services will be contacted for advice.

PARENTAL INVOLVEMENT POLICY

The Preschool is committed to involving parents in the group, and values the benefit of the preschool parent partnership.

