



Horns Mill Pre-school – Established 1984  
“Nurture Play Develop”

Denbigh Close  
Helsby  
Frodsham  
Cheshire WA6 0ED

Supervisor: Mrs Sue Huntbach

Tel: 07853 403764

## PROSPECTUS

### Horn’s Mill Pre-School aims to:

- ❑ provide high quality care and education for children primarily below statutory school age;
- ❑ work in partnership with parents to help children to learn and develop;
- ❑ add to the life and well-being of its local community; and
- ❑ offer children and their parents a service, which promotes equality and values diversity.

### As a member of Horn’s Mill Pre-School, your child:

- ❑ is in a safe and stimulating environment;
- ❑ is given generous care and attention, because of our high ratio of adults to children;
- ❑ has the chance to join with other children and adults to live, play, work and learn together;
- ❑ is helped to take forward their learning and development by being helped to build on what they already know and can do;
- ❑ has a personal key person who builds up a relationship with your child and helps settle them into Pre-school. The key person is responsible for completing the summary of Progress documents to ensure your child is making progress in all developmental areas.
- ❑ key person is responsible for providing activities for your child and for completing their Learning Journey, which is now electronic and called “Learning Book”.
- ❑ is in a pre-school which sees you as a partner in helping your child to learn and develop;
- ❑ is in a pre-school, which parents help to shape the service it offers.

### Horn’s Mill Pre-School’s Background:

Horn’s Mill Pre-School was founded in 1984 and Sue Huntbach, Pre-school manager has been involved since the start. We are a Charitable Incorporated Organisation and Committee run. The Pre-School has since gone from strength to strength and with ever increasing numbers and the introduction of lunch club in 2007 and then the introduction of Breakfast and After School Club in 2010, more childcare practitioners were required. All childcare practitioners attend regular training sessions.

### **The service offered by Horn's Mill Pre-School:**

Pre-School operates on a term-time-only basis.

We are open Monday to Friday 7.45am – 6.00pm. Monday's are for our Rising 5's only.

We offer the following types of care between the following times:

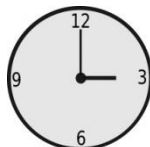
7.45 am until 9.00 am – Breakfast Club

9.00 am until 11.30 am – Sessional Educational Care

11.30 am until 12.30 pm – Lunch Club

12.30 pm until 3.00 pm – Sessional Educational Care

3.00pm until 6.00pm – After School club



We provide care and education for young children between the ages of 2 and 4+ years.

Our Breakfast and After School club is for all children within the Early Years Foundation Stage, Key Stage One and Key Stage Two.

### **No Smoking:**

Pre-School and Horn's Mill School are both a non smoking site.

### **The Early Years Foundation seeks to provide:**

- **quality and consistency** in all early years settings, so that every child makes good progress and no child gets left behind;
- **a secure foundation** through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- **partnership working** between practitioners and with parents and/or carers;
- **equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

The Early Years Foundation Stage specifies requirements for learning and development and for safeguarding children and promoting their welfare.

We at Horn's Mill Pre-School are looking at how the child is developing, ensuring we value all children as individuals regardless of any additional needs. We keep the children safe although allowing them to explore and develop healthily physically and emotionally at the same time.

Through observation and assessment we are able to plan for your child individually within the indoor and outdoor environment whilst allowing continuity of care.

When your child starts at Pre-School you are welcome to bring them on several visits and stay with them until they feel secure with their new environment.

We have an excellent relationship with the school, we take the children into the school hall each day for lunch, we take the Rising 5's into school for PE . We join the Reception Class for activities and music on a Monday afternoon, this enables the children to build up a relationship with the Reception class teacher, in preparation for the move to big school.

We welcome visitors in to our setting to talk to the children. For example, our local policeman comes into our setting to talk to the children about safety. If you know of anyone who would like to do this please let us know? We also take the children out for walks in the local community.



We visit the elderly at Loxley Hall residential home at least twice a year , where the children enjoy singing songs.

### **Working together for your children:**

Horn's Mill Pre-School has a high ratio of childcare practitioners to children in the setting. This helps us to:

- ❑ give time and attention to each child.
- ❑ talk with the children about their interests and activities;
- ❑ help children to experience and benefit from the activities we provide; and
- ❑ allow the children to explore and be adventurous in safety.

**It is your responsibility to inform Pre-School of any changes to your child's records i.e. address, telephone numbers, dietary requirements etc.**

### **Key Person:**

The Pre-School has a key person system, each child before they start at Pre-School is designated a key person. Your child's key person will be the person who works with you to make sure that what the Pre-School provides is right for your child's particular needs and interests. When your child first starts at the Pre-School, the key person will help your child to settle and throughout your child's time with us, they will help your child to benefit from our activities.

### **Learning Journeys (Development Records):**

We use a software programme called Learning Book where your child's key person will upload photos and videos of your child participating in activities and play . You will be given a password in which you can then access your child's learning book at home.

The key person will complete a Summary of Progress every half term for two year olds and once a term for three year olds, this looks at the Prime Areas & Specific Areas of learning and the Characteristics of Effective Learning. This is then shared with you the parent.

When your child leaves to start school or maybe another setting their Learning Journey is passed on.

### **Parents Evenings:**

We hold two parents evenings per school year where you are given the opportunity to come and have an in depth look at your child's Learning Journey and discuss your child's learning with their key person.

### **Outings:**

We always inform you of any outings we are going on whether it be a trip to the library or maybe to Tesco. We have a 'Family Day Out' in the Summer Term in which you are invited to accompany your child; this could be to the Zoo or a Farm Park.

Pre-School staff also takes the Rising 5's on a trip as a treat before they leave to start to school.



### **Snacks:**

Pre-School provides an ongoing snack for the children. Therefore whenever they feel the need to a healthy snack and drink of milk or water they can go to the snack area where a staff member is available to assist. This helps to encourage independence and freedom of choice; they pour their own drinks, butter their own cracker or piece of toast and wash their own dishes afterwards. The Pre-School makes the snack time a social time at which children and adults interact and engage in conversations. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met. We charge 25p per child, per session for snack.

**You must also inform us of any allergies your child may have.**



### **Breakfast Club:**

We charge £4.50 for our breakfast club which runs from 7.45am until 9.00am. The children are provided with a breakfast consisting of either cereal or toast with a drink. The breakfast club is available for all children within the Early Years Foundation Stage, Key Stage 1 and Key Stage 2. Staff take the children into school at 8.30am and 8.40am.

### **After School Club:**

The after school club runs from 3.00pm until 6.00pm once again including all children within the Early Years Foundation Stage, and Key Stages 1 and 2. Staff collect the children from the Key Stage 1 at 3.00pm and Key Stage 2 at 3.15pm and bring them back to the Pre-School room, where they are able to participate in activities. We provide a light tea consisting for example; of baked beans on toast, yogurt and a drink.

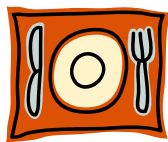
Charges are as follows:

£4.50 = 3.00pm - 4.00pm

£6.00 = 3.00pm - 4.30pm

£11.50 = 3.00pm - 6.00pm

Children who receive 30-hours funding are charged £1.50 for breakfast and £2.00 for tea.



### **Lunch Club:**

We take the children into the school hall for their lunch which prepares them for when they start school. They can have a school dinner at the cost of £2.30 (may increase slightly) which you can pay for on a daily basis. If your child is having a school dinner on a regular basis you can be invoiced for them along with your fees. There is a menu displayed in our entrance hall and option sheets where you write down which dinner you wish your child to have, this must be done each morning when dropping your child off.

You may wish to provide a packed lunch for your child; we promote Healthy Lunch Boxes and therefore request no sweets or chocolate please.



### **Fees:**

The fees are £4.00 per hour, payable termly, in advance and are to be paid within the first two weeks of term. Fees must still be paid if children are absent. If your child has to be absent over a long period of time, please talk in confidence to Mrs Sue Huntbach, the Manager. For your child to keep their place at the Pre-School you must pay the fees or we must receive nursery education funding for your child. Any problem with the payment of fees will be treated with the strictest confidence and parents should contact the Sue Huntbach as soon as possible. Every child the term after their third birthday is entitled to fifteen funded hours per week, thirty hours of funding is now available to some three year olds. Two Year Old funding is now available for some two year olds and if entitled, you can receive fifteen hours free.



### **Clothing:**

The Pre-School provides protective clothing for the children when they play with messy activities. Horn's Mill Pre-School sweatshirts and polo shirts are available for you to purchase for your child to wear if you wish (sweatshirts £10.00, polo shirts £9.00).

Pre-School encourages children to gain the skills, which help them to be independent and look after themselves. These include taking themselves to the toilet, putting their own coat on and getting changed for PE. Clothing which is easy for them to manage will help them to do this.

**Horn's Mill Pre-School hopes that you and your child enjoy being members of the setting and that you both find taking part in our activities interesting and stimulating.**

**Staff are always ready and willing to talk with you about your ideas, views or questions.**

**Please visit our website –[WWW.hornsmillpreschool.co.uk](http://WWW.hornsmillpreschool.co.uk), and join our Facebook page.**