



- @ St Michael's Primary School, Linden Close, Winterbourne, Bristol BS36 1LG
- @ The Village Hall, Emerson's way, Emerson's Green, Bristol BS16 7AP
- @ Mangotsfield United Reform Church, Cossham Street, Mangotsfield, Bristol
- @ Filton Hill Primary School, Blenheim Drive, Filton, Bristol

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**www.abacuspreschool.co.uk**

Directors: Mrs J. Baggott  
Mrs N. Pontin

The aim of Abacus Pre School is to:

- Provide an opportunity for young children to learn through play offering a full range of activities;
- Develop social, emotional and self help skills;
- Promote interaction with peers and staff, helping each child develop a positive self-image and build self esteem;
- 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 Abacus 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 her/his learning and development by being helped to build on what she/he already knows and can do;
- Has a personal key person who makes sure your child makes satisfying progress;
- Is in a pre-school which sees you as a partner in helping your child to learn and develop;

### **The service offered by Abacus Pre-school**

**Each of our four settings operate differently, so please check the details below carefully.**

The pre-school at Winterbourne, Emerson's Green and Mangotsfield is open 39 weeks each year, in line with South Gloucestershire term times.

The pre-school at Filton Hill is open for 38 weeks with an optional 39<sup>th</sup> week offered in December. This will not be covered by the Nursery Education Grant.

**Abacus @ St Michael's, Winterbourne** is open everyday Monday to Friday between 8.30am and 4pm.

**Abacus @ Emerson's Green** is open Monday and Friday only between 9.00am and 3pm.

**Abacus @ Mangotsfield** is open Tuesday, Wednesday and Thursday between 9.00am and pm. (Opening Sept '10)

**Abacus @ Filton Hill** is open everyday Monday to Friday between 8.45am – 2.45pm. (Opening June '10)

***Your child may choose to attend one than one setting.***

**We offer care between the following times at Winterbourne, Emerson's Green and Mangotsfield.**

**Am session**

9.00am – 12.30pm = £13.23

**Pm session**

12.30pm-3.00pm = £9.45

**Full day session**

9.00am – 3pm = £22.68

Children staying for a morning session or all day are required to bring a packed lunch. This is usually served in the school dining hall at 12.00pm.

**We offer care between the following times at Filton Hill.**

**Am session**

8.45am – 11.45pm = £10.44

**Pm session**

11.45pm-2.45pm = £10.44

**Full day session**

8.45am – 2.45pm = £20.88

Children staying for a morning session do not require a packed lunch as they are collected at 11.45pm. The children who attend the afternoon session or all day are required to bring a packed lunch as it will be served at 12.00pm.

We provide care and education for young children between the ages of 2 and 5 years.

**The curriculum provided by Abacus Pre-school**

Children start to learn about the world around them from the moment they are born. The care and education offered by Abacus Pre-school helps children to continue to do this by providing all of the children with interesting activities that are right for their age and stage of development.

For children between the ages of 2 and 5 years, the pre-school provides a curriculum for the foundation stage of education. This curriculum is set out in a document, published by the Qualifications and Curriculum Authority and the Department for Children, Schools and Families, and called The Practice Guidance for the Early Years Foundation Stage. Pre-school follows this guidance.

The guidance divides children's learning and development into six areas:

- Personal, social and emotional development;
- Communication, language and literacy development;
- Problem solving, reasoning and numeracy;
- Knowledge and understanding of the world;
- Physical development; and
- Creative development.

The play environment will facilitate the individual child's development by including;

- Sand and water
- Music and movement
- Creative and imaginative
- Physical play

The guidance sets out learning and development for each of the six areas. These learning and development areas state what it is expected that children will know and be able to do by the end of the reception year of their education.

For each area, the document sets out guidance, which describe the stages through which children are likely to progress as they develop supporting practitioners to observe, plan and assess their achievements. Pre-school uses the Early Years document to help us to trace each child's progress and to enable us to provide the right activities to help all of the children move towards achievement of their learning and development.

### **Personal, social and emotional development**

This area of children's development covers:

- Having a positive approach to learning and finding out about the world around them;
- Having confidence in themselves and their ability to do things, and valuing their own achievements;
- Being able to get on, work and make friendships with other people, both children and adults;
- Becoming aware of - and being able to keep to - the rules which we all need to help us to look after ourselves, other people and our environment;
- Being able to dress and undress themselves, and look after their personal hygiene needs; and
- Being able to expect to have their ways of doing things respected and to respect other people's ways of doing things.

### **Communication language and literacy:**

This area of children's development covers:

- Being able to use conversation with one other person, in small groups and in large groups to talk with and listen to others;
- Adding to their vocabulary by learning the meaning of - and being able to use - new words;
- Being able to use words to describe their experiences;
- Getting to know the sounds and letters which make up the words we use;
- Listening to - and talking about - stories;
- Knowing how to handle books and that they can be a source of stories and information;
- Knowing the purposes for which we use writing; and
- Making their own attempts at writing.

### **Mathematical development**

This area of children's development covers:

- Building up ideas about how many, how much, how far and how big;
- Building up ideas about patterns, the shape of objects and parts of objects, and the amount of space taken up by objects;
- Starting to understand that numbers help us to answer questions about how many, how much, how far and how big;
- Building up ideas about how to use counting to find out how many; and
- Being introduced to finding the result of adding more or taking away from the amount we already have.

### **Knowledge and understanding of the world**

This area of children's development covers:

- Finding out about the natural world and how it works;
- Finding out about the made world and how it works;
- Learning how to choose - and use - the right tool for a task;
- Learning about computers, how to use them and what they can help us to do;
- Starting to put together ideas about past and present and the links between them;
- Beginning to learn about their locality and its special features; and
- Learning about their own and other cultures.

### **Physical development**

This area of children's development covers:

- Gaining control over the large movements which we can make with our arms, legs and bodies, so that they can run, jump, hop, skip, roll, climb, balance and lift;
- Gaining control over the small movements we can make with our arms, wrists and hands, so that they can pick up and use objects, tools and materials; and
- Learning about the importance of - and how to look after - their bodies.

## **Creative development**

This area of children's development covers:

- Using paint, materials, music, dance, words, stories and role-play to express their ideas and feelings; and
- Becoming interested in the way that paint, materials, music, dance, words, stories and role-play can be used to express ideas and feelings.

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children think. Abacus Pre-school uses the Early Years document to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the Early Years document has been used to decide what equipment to provide and how to provide it.

## **Working together for your children**

Pre-school has a high ratio of adults 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.

The staff who work at Abacus Pre-school are:

Nicky Pontin	Director	NVQ Level 5 qualified in management
Jayne Baggott	Director	NVQ Level 5 qualified in management
Zoe Harley	Deputy Leader	NNEB
Helen Harris	SENCO	Diploma in pre-school practice
Samantha Hawker	SENCO	NVQ Level 3
Claire Allen	Assistant	NVQ Level 3
Nikki Collinson	Assistant	Cache Level 3 Diploma Play Work
Sara Owen	Assistant	Cache Level 2 Pre-school Practice
Grace Hopkins	Assistant	NVQ Level 4
Cat Daly	Assistant	City & Guilds in Childcare

A qualified member of staff who holds a Paediatric First Aid Certificate will be designated first aider.

Nicky and Jayne have several years experience in childcare and have been trained to a high standard enabling them to provide quality care and are competent in Paediatric First Aid. They share joint responsibility for the day-to-day running and administration of the Pre School but undertake individual roles: -

Jayne Baggott- SENCO Liaison Manager/ Child Behaviour Management

Nicky Pontin & Helen Harris – Health and Safety  
Nicky Pontin & Zoe Harley – Child Protection

Ensuring the safety and well being of all individuals within the setting.

Helen Harris and Samantha Hawker - S.E.N.C.O (Special Educational Needs Coordinator)

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have.

The pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000).

### **How parents take part in the pre-school**

Abacus Pre-school recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff. A daily diary will be given to your child upon arrival for parents to communicate any areas of interest which may be extended by pre-school staff, further enhancing their learning.
- Helping at sessions of the pre-school;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- Joining in community activities in which the pre-school takes part; and
- Building friendships with other parents in the pre-school.

### **Open Door Policy**

The pre-school has an 'open door' policy which allows you to help during a session, enabling you to see what the day-to-day life of the pre-school is like and to join in with the children to get the best out of their activities. You can offer to take part in a session by sharing your own interests and skills with the children.

Do feel free to drop into the pre-school if you would like to see it at work or to speak with the staff. However, our priority will be to maintain our high standard of care for the children in the session so a further appointment may be required if we are unavailable to answer all your questions.

### **Key persons**

The pre-school has a 'key person' system. This means that each member of staff has a group of children for whom she/he is particularly responsible. 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. You will be provided with a 'daily diary' for you to easily communicate anything regarding your child's progress. When your child first starts at the pre-school, all staff help your child to settle and will be jointly responsible for the daily care of your child.

### **Records of achievement**

The pre-school keeps a record of progress for each child. Staff and parents may work together on their children's 'records of achievement' in partnership helping us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. The pre-school will provide opportunities throughout the year for parents/carers to attend "Open evenings" where you will be able to discuss your child's progress with their key worker.

### **Learning opportunities for adults**

Staff will be supported to gain relevant qualifications, as well as encouraged to take part in further training to help them to keep up-to-date with thinking about early years care and education.

The pre-school also keeps itself up-to-date with best practice in early years care and education.

### **The pre-school's timetable and routines**

Abacus Pre-school believes that care and education are equally important in the experience that we offer children. The routines and activities that make up the pre-school's session/day are provided in ways that:

- Help each child to feel that she/he is a valued member of the pre-school;
- Ensure the safety of each child;
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning.

### **The session**

The pre-school organises its sessions so that the children can choose from - and work at - a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities that introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

### **Snacks and meals**

The pre-school makes snacks and meals a social time at which children and adults eat together. 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. Please support us with our Healthy Eating and do not include chocolate/sweets in your child's lunchbox. Help your child by providing ready prepared fruit as an alternative. A fridge is available for parent/carers to store perishable foods if they wish, by request. All food requiring refrigeration must be named and dated clearly.

All children's containers/packaging and left over food will be returned into their lunch box and sent home with the child to enable the parent/carer to monitor their child's diet. School meals are available at Winterbourne only. The school provides healthy meals and deserts for the children, which are provided by South Gloucestershire catering services. Milk will be served at snack time, unless the parent has requested water. Drinking water will be easily accessible to all the children throughout the pre-school session.

### **Policies**

Copies of the pre-school's policies are available within the Pre-School.

The pre-school's policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

Staff annually review the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

### **Sickness**

In the event of a child having sickness/diarrhoea, please do not return to pre-school until 48 hours have elapsed since last attack. Please refer to Sick Child Policy.

### **Confidentiality**

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's key worker/ Pre -school Leaders (except if linked to a child protection issue).

### **Safeguarding Children**

We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the pre-school and social services to work well together.

If a report is to be made to the authorities, we act within the Area Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### **Fees for Winterbourne, Emerson's Green and Mangotsfield.**

AM	= 9.00 am	– 12.30 pm	= £13.23
PM	= 12.30 pm	– 3.00 pm	= £9.45
Full day	= 9.00 am	– 3.00 pm	= £22.68

Abacus @ Winterbourne offer early and late collection.

AM	= 8.30 am	– 9.00 pm	= £1.89
PM	= 3.00 pm	– 3.30 pm	= £1.89
PM	= 3.00 pm	– 4.00 pm	= £3.78

### **Fees for Filton Hill.**

AM	= 9.00 am	– 12.00 pm	= £10.44
PM	= 12.30 pm	– 3.00 pm	= £10.44
Full day	= 9.00 am	– 3.00 pm	= £20.88

Please note that children are required to attend a minimum of 2 days per week to enhance continuity of care and education.

A registration fee of £30.00 will be required with return of the child's registration form. This will provide you with a welcome pack of information and an Abacus T-shirt. Although we will endeavour to fulfil your requests for sessions, we are unable to guarantee this and will therefore allocate spaces on availability. Your registration fee will only be refunded to you in the event of us being unable to offer your child any sessions.

The fees will be invoiced directly to the carer and are payable monthly *in advance* by the 1st day of every month. Fees must still be paid if children are absent without notice for a short period of time. For your child to keep her/his place at the pre-school, you must pay the fees or we must receive Nursery Education funding for your child.

Please ask to discuss the options available to you before claiming the Nursery Education Grant, as we will make this as cost effective as possible for you.

As from September 2010 your grant entitlement will be increased to 15 hours per week FREE care for 38 weeks only. Some sessions are completely FREE. Some sessions incur an additional fee. In the event you claim between two different settings, you MUST NOT falsely claim more than the allocated 15 hours per week or you will be responsible to repay any fees to Abacus.

**Late Payment** - In the event of late payment *immediately* after the 1st day of each month, a written reminder will be issued on the 2<sup>nd</sup> day of the month. This will incur an 'administration fee' of £10 per reminder which will

automatically be added to your account. Continual late payment will result in the termination of your contract with Abacus pre-school.

**Non- Payment** - In the event of an account remaining unpaid after one week, Abacus pre-school reserve the right to terminate your child's sessions immediately.

In an emergency situation Abacus may be unable to operate due to extreme weather conditions or any other unforeseen circumstances. Although we will rectify the problem as soon as possible, there will be no refunds.

In the event that you wish to terminate your contract, or amend your child's sessions, one month's notice will be required by Abacus Pre-school. Full payment will be required for your notice period. Notice will not be accepted verbally and must be confirmed in writing. Your months notice will begin from the date the Pre- school receive written confirmation. Notice will not be accepted in August due to closure.

## **Starting at Abacus Pre-school**

### **The first days**

We want your child to feel happy and safe at the pre-school. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the pre-school. The pre-school has a policy about helping children to settle into the pre-school: a copy is available in Parent Policy File.

### **Clothing**

The pre-school provides protective clothing for the children when they play with messy activities, however the children are able to access paints, glue, and other art materials freely. We recommend the children wear clothing that is suitable for messy play and will not be spoilt if soiled. Alternatively, a red Abacus T-shirt/sweatshirt is available for purchase. Order forms are available upon request.

The 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 and taking off - and putting on - outdoor clothes. Clothing which is easy for them to manage will help them to do this.

The pre-school provides many opportunities for children to paint, draw and mark-make, including crafts on a daily basis. All children will be invited to participate, however we respect the individuality of each child and will not enforce them to take part if they do not wish to. This may mean that your child does not take home a piece of work for a period of time. A written record is kept of the children who participate in crafts/mark-making activities and if a child consistently chooses not to take part on a regular basis, we will discuss the issue with the parent.

Abacus Pre-school hopes that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. We are always ready and willing to talk with you about your ideas, views or questions. A member of staff will be available at the entrance every morning to discuss any issues regarding your child's time in pre-school. Alternatively, a comment form is available on the Parent Notice board if it is more convenient for you to communicate in writing.