



We would like to offer you and your family a warm welcome to Abacus pre-school and hope that you find our prospectus informative and that it will answer any questions regarding the operation of Abacus. All staff in Abacus Preschool are very passionate about education and thoroughly believe that all young children deserve the best possible start in life, which is consistently embedded into our daily practice. We are very proud of the service we provide and particularly the difference that we make on young children's early experiences of education. We currently provide care daily from 4 settings within South Gloucestershire, two of which have achieved an outstanding grade with OFSTED.

- Abacus Pre School is owned and managed by Nicky Pontin and Jayne Baggott. Both hold a N.V.Q level 5 qualification in management and a N.V.Q level 4 qualification in childcare, learning and development. They have 17 years experience of childcare within the Early Years and are dedicated to providing a quality, affordable service within the community.
- All staff have a relevant qualification in childcare and each setting has a designated member of staff appointed as a Special educational needs co-ordinator (SENCO), to ensure all children with additional needs are planned for effectively and are able to enjoy and achieve in their play. The pre-school works to the requirements of the 1993 Education Act and The Special Educational

Needs Code of Practice (2014).

- All staff (after successful induction and probationary period) hold a relevant qualification in Paediatric first aid and in each setting staff hold a certificates in Food hygiene, Fire Safety, Health and safety and Allergy Awareness in addition to Safeguarding training.
- Our management team have a range of qualifications ranging from level 3 in childcare up to Early Years teacher status, this ensures our practice meets the best possible standards also our staff are constantly aware of any national or local policy changes and we continuously provide training to all our staff. At the beginning of employment with the pre-school a thorough induction programme is delivered to all our staff to make certain they are aware of policies and procedures and thus provide positive practice.
- A member of the settings management team will be available at the entrance every morning to discuss any issues regarding your child's time in pre-school. Alternatively you are also welcome to e-mail your setting direct and someone will be able to help with your query.

@ Mangotsfield United Reform Church, Cossham Street, Mangotsfield, abacusfh1@gmail.com

@Stoke Gifford Poplar rooms Stoke Gifford abacusstokegifford@gmail.com

@ Meadowbrook Primary School Bradley Stoke. abacusmbk@gmail.com

@ Baileys Court Activity Centre, Bradley Stoke abacusbaileyscourt@gmail.com

Tel 01454 867285 www.abacuspreschool.co.uk. enquiries@abacuspreschool.co.uk

The aim of Abacus Pre School is to:

- Provide an opportunity for young children to learn through play offering a full range of activities both indoors and outdoors.
- Develop social, emotional and self-help skills and recognise them as the foundation to each child's learning.
- Promote interaction with peers and staff, helping each child develop a positive self-image and build self-esteem;
- Provide high quality care and education, following the early year's foundation stage curriculum, for children aged 2-5 years.
- Work in partnership with parents, carers and outside agencies to help children to learn and develop in a safe caring environment.
- Promote equality and value the diversity children bring to our setting.

As a member of Abacus Pre-school, your child:

- Is in a safe and stimulating environment;
- Is given generous care and attention and have activities planned to develop their learning, following their individual interests.
- Has the chance to join with other children and adults to live, play 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 key person who makes sure your child's individual needs are planned for to enable them to make good 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-schools at Mangotsfield, Meadowbrook, Stoke Gifford and Baileys Court are open 39 weeks each year, in line with South Gloucestershire term times.

The Government pays the Nursery Education Grant over 38 weeks of the year so the 39th week will be paid for by the parent/carer privately dependant on the child's attending hours as this week is not covered by the Nursery Education Grant.

Abacus @ Meadowbrook, Mangotsfield and Stoke Gifford is open Monday to Friday (term time only) between 8.30am and 3.30pm.

Abacus @ Baileys court is open Monday to Friday (term time only) between 8:30am and 3:15pm

Abacus @ Baileys Court is open every day Monday to Friday between 9.00am-3.00pm. Session times for Baileys Court.

- Please note that children are required to attend a minimum of 2 sessions per week to enhance continuity of care and education.
- Fees are subject to change.
- We offer payment plans that can be arranged with a manager if you feel this would support your for your financial needs.
- We are also registered with various employers for voucher schemes, please check with a Manager at your chosen setting to see if we are registered with your employer's scheme you will then be able to set up a scheme through your employer and use vouchers as part or full payment of your fees.
- We offer 15 and up to 30 hours per week (subject to availability) grant funded hours to 3 & 4 year old children and we also offer 15 hours per week for those families who are eligible for the 2 year old funding through the government grant.
- Please be advised eligibilty checks for 30 hours funding MUST be completed before the 31st of Aug, December or March to be eligible for the following term. Please ask a manager if you require any further assistance.
- Please ask a manager if you think you may qualify for the 2 year old funding or eligible for 30 hour free childcare.

- All children can access 15 hours free childcare at any of the 4 settings the term after their 3rd birthday. Staff will be able to advise you on this when you register your child/ren. 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.
- Some sessions are completely FREE if you are only claiming 15 hours. Some sessions incur an additional fee depending on the hours and sessions you choose. 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.
- A registration fee of £30.00 will be required with the return of your child's registration form for 3 and 4 year olds if they do in excess of 15 hours per week, and 2 year olds are required to pay a registration fee of £30 unless they are in receipt of the 2 year funding grant.
- We will endeavour to fulfil your requests for sessions, but 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. Registration forms are available to download from our website or from the setting.
- The fees will be invoiced directly to the parent/ 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
- Our sites in Mangotsfield, Stoke Gifford and Meadowbrook have an extended care option, offering an 8.30am start and finish at a later time of 3.30pm. Our Bailey's court setting offer extended care from 8:30 till 3:15
- Children staying for a morning session or full day in Mangotsfield and Meadowbrook are required to bring a packed lunch.
- Children attending the Stoke Gifford and Baileys Court setting will need a packed lunch if they attend a full day or a PM session.
- Late Payment - In the event of late payment immediately after the 1st day of each month. You will incur an 'administration fee' of £30 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 the event that you wish to terminate your contract, or amend your child's sessions, one month's notice will be required by Abacus Preschool. Full payment will be required for your notice period. Notice will not be accepted verbally and must be confirmed in writing or via e mail to your setting manager. Your month's notice will begin from the date the Pre-school receive written confirmation. Notice will not be accepted in June July and August. If you are in receipt of the government grant and wish to leave prior to your one month notice period we will claim your grant as your notice period In this case you WILL NOT be able to claim at any other nursery or pre-school setting until the end of your notice period. Please discuss with your setting manager if this occurs.

- 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.

The curriculum and opportunities we provide

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old.

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, stage of development and focusing on their interests. The guidance divides children's learning and development into the following seven areas:

- Personal, social and emotional development

- Making relationships with adults and children playing and enjoying others company.

- Self-confidence and self-awareness, becoming confident and independent in old and new experiences.

- Managing feelings and behaviour, understanding feelings and expressing themselves and showing kindness to others.

- Communication and language

- Listening and attention, showing attention and listening for periods of time such as a story and maintaining focus.

- Understanding spoken language and instructions and questions as well why and how questions.

- Speaking, using language as a main tool of communication, eventually having clear speech and able to hold a conversation.

- Literacy

- Reading, introducing written text and rhythm.

- Writing, the basics to writing and linking marks to meaning to create understanding of letters and their sounds.

- Mathematical development

- Numbers – learning to count and recognise numbers which leads to basic math sums.

- Shape space and measures – introducing size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They also learn recognise, create and describe shapes and patterns.

- Understanding of the world

-People and communities focuses on our families, friends other cultures and traditions and occupations.

-The world focuses on children's interest in the natural environment.

-Technology - introducing children to working and using technology.

- Physical development

-Moving and handling, using equipment such a scissors, pens and one handed tools, using their bodies to run, climb and kick.

-Health and self-care, learning to be independent with health and hygiene, feeding and expressive Art and Design

- Expressive arts and design

-Exploring and using materials encourages children to be creative through music and art.

-Being imaginative, encourages children to use their imagination in role-play, games and to use their senses.

The curriculum and opportunities we provide :- continued

We have adopted the philosophy hands + heart = head into our daily practice to help enhance our experiences to support their physical social emotional and intellectual development in a warm caring nurturing and secure environment. Through our online learning diaries (Tapestry)

we create individual learning diaries which allows parents/carers to access their learning and development from home.

Each child is observed by their key person within each academic term and their level of ability is then evidenced. This is carried out by observing the child through play during their session and then the keyworker can further plan for the child around their own interests. We then provide further opportunities the following week to enhance their learning and they carry out further observations which parents can access from home.

In addition we provide opportunities throughout the year for parents/carers to attend "parent/carer consultations" where you will be able to discuss your child's progress with their key person. We will let you know when this process is happening and you are given ideas of how you may further extend your child's learning at home.

We thoroughly believe that the children's play space should be inviting, exciting, safe and enhancing which is reflected in both our outdoor and indoor classrooms. We provide 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, however we do provide many mark making opportunities for children such as painting the fences, washing the cars, chalking in the outdoor play area, so they will still develop the same skills.

Abacus Pre-school abide by the recommended 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
- Allow the children to explore and be adventurous in a safe environment.
- Abacus Pre-school recognises parents/carers 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.
 - Helping in the session at 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

Our pre-school's have 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 speak to a manager at the pre-school if you would like to see us at work. Staff will be happy to discuss any questions you may have about your child, 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 person policy

We operate a 'key person' system which means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key worker 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 to help them develop and achieve.

We also operate a "key person buddy system", so in the event your key person is out of the setting for a sustained period of time your child's needs will still be met.

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 preschool;
- 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.

We organise our 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 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 freely.

Working with the Community in partnership with pre-school

We plan each term for our children through their interests and through events and activities that we can offer to enhance their learning and social interaction and development. We encourage parents/carers who are in a working profession i.e.; Doctors, Vets Police to come into preschool and talk to the children about their work.

We also invite local community professionals in to share their experiences and talk to the children about their professions, i.e.; South Glos recycling, Air Ambulance, Fire Service, Police, and many more. These visits are very positive and provide both communication and social interaction within the preschool settings and children learn

Snacks and lunch times.

The pre-school encourages social interaction at both snack and lunch time where children and adults can talk together whilst enjoying both snack and lunch. We ask that parents/carers provide healthy snack once a week that their children can bring in and share with their friends this can be a piece or pieces of fruit, cereals, bread sticks and any other healthy choices they may wish to bring in. The children are encouraged to participate in preparing the snack for their friends as well as clearing up after snack. 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.

We also participate in food tasting activities with the children when they are able to taste foods from other countries and foods they may not have tried before.

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. 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. We are a healthy eating pre-school so we do encourage healthy packed lunches to be provided, consisting of a small sandwich/ wrap/fruit chopped where necessary and a yoghurt and drink.

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/carers. Management annually review the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a high quality service and aiming for best practice.

- Toilet Training Policy

We endeavour to encourage and support independence with all our children at preschool and to be inclusive and make every effort to meet children's individual needs. If a child is not fully toilet trained on entering pre-school we will work with parents/carers to support and agree strategies that can be applied to support the child in their toilet training.

- Sickness

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

- Confidentiality

We 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).

- Attendance Policy

Abacus preschool continually support further improvements to the wellbeing of all the children in the Early Years Foundation Stage, especially keeping them safe and supporting learning and development. We recognise good attendance and the positive effects it has on children's outcomes.

We support South Glos in our daily attendance and admissions policies to support consistency with attendance and transition to primary school.

- Safeguarding Children

We have vigorous procedures in place for recording any concerns we may have and contacting the local authority on child protection issues if needed, 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. We ask parent/carers to advise us on entry if they receive support from any outside agencies to enable us to work in partnership with them. We work closely with services within South Gloucestershire early years support, for example speech and language therapists, health visitors and others relevant professionals to help support the care and learning and safeguarding of the children in our care. We work within the local safeguarding board procedures and seek guidance and advice if needed.

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.

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 spoiled if soiled. Alternatively, a red Abacus T-shirt/sweatshirt is available for purchase the order forms are available upon request or can be downloaded from our website .

We also request that children have indoor and outdoor footwear to ensure our play room is clean for the children to play in. We recommend you provide your child with slippers and wellies as they are easier for them to manage themselves. We also work in partnership with parents/carers to support us in encouraging independence with clothing and shoes, please can we ask that you provide your children with suitable footwear without laces if possible as children find these difficult to do themselves.

