



## Sticky Fingers Pre-School

Abbas and Templecombe Church School,

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Registered Charity no. 1029754 / [www.stickyfingerspre-school.co.uk](http://www.stickyfingerspre-school.co.uk)

Firstly we would like to welcome yourself and your child to Sticky Fingers Pre-School.

We have been operating in Templecombe for over 30 years, providing pre-school education between the ages of 2 to school admission age.

We are a registered charity, which is managed by a committee and run on a daily basis by a qualified pre-school Manager.

We moved over onto school site in April 2008, into a brand new pre-school classroom, which is specifically planned for young children to be in. From child height wash basins, low surface breakfast bar where children can sit and watch and help prepare snack, join in with cookery activities, and look out into the world around them from the low level windows.

We have created a warm, fun, safe, home from home environment where children can play2learn. We are open 5 days a week, Monday to Friday term time only, 8.45am to 3.30 pm in line with Abbas & Templecombe Church School.

We provide a breakfast club from 8am until 8.45am if there is enough parental demand, (please note we need at least 6 children booked in to make this financially viable), so if this is something you would be interested in, then please let us know.

Parking is available in Throop road car park, which we encourage you to use and walk up during drop off and pick up times to ensure the area by the school gates is a car free zone for the safety of the children and adults coming into pre-school and the school.

The pre-school has good strong links with Abbas & Templecombe Church School and by being on school site we can ensure children have a secure and smooth transition into school life. The pre-schoolers will gradually get to know their reception class teacher and their new learning environment during our inductions held in the summer term, in preparation for their entry to school. The same applies if your child will be attending another local school, we will ensure your child meets their class teacher prior to starting, ensuring a happy transition into school.

### ***Our aims at Sticky Fingers Pre-School are to:***

- Provide high quality care and education for children primarily below statutory school age
- To work in partnership with parents to help children to learn and develop their knowledge and understanding of themselves, others and the world around them through constructive, supervised play and education
- Add to the life and well-being of its local community
- Offer children and their parents a service, which promotes equality and values diversity.

### ***As part of Sticky Fingers 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 in with other children and adults to live, play, work and learn together
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- Has a personal key worker 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 and
- Is in a pre-school in which parents help to shape the service it offers

### **Sessions:**

We are open 5 days a week (Mon - Fri) between 8.45am - 3.30pm. We currently charge £6.00 per hour to 3 & 4 year olds and £6.50 per hour to 2 year olds, but this gets reviewed annually. Some families choose just to do the morning session until 12pm, or the afternoon session from 12pm so they stay for the lunch time hour also. While others, bring children in for the whole day, the choice is yours.

Parents are asked to provide their child with a healthy lunchbox if they are staying all-day or are coming in for the afternoon session.

Sticky Fingers Pre-School has the same holidays as Abbas & Templecombe Church School (although there may be times when the pre-school stays open during some of the school's inset days).

The pre-school organises its sessions into different parts i.e.; free play, song time, physical play. The children are helped and encouraged to take part in adult led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to work with others.

Within the session is allocated time for physical development where we go outside on a daily basis, for example with the bikes, bats and balls, go on a village walk supporting the knowledge and understanding of the world around them.

During our afternoon sessions there are opportunities for gardening in our outdoor growing space, whereby children help maintain this area by learning to look after what's in it by watering plants, picking fruits and vegetables, looking for mini beasts and keeping it tidy.

We grow some of our own produce including apples, strawberries and beans (we have managed to incorporate them in snack time and cookery activities).

Plus, we do music and movement, sensory /messy play, gardening activities, P.E - where children bring in their change of clothes, providing good opportunities for dressing skills and practise ready for school life. Furthermore Friday afternoons is our cookery fun time!

### **Payment methods:**

Parents/carers are invoiced at the beginning of each term, which shows and breaks down the amount of non-grant or grant entitlement hours. We ask that half is paid at the beginning of term and the remaining half at the beginning of the second half of term or by monthly payments. However if parents wish to pay the amount in one go or wish to make smaller, more regular amounts then that is fine, please let the manager or treasurer know and an individual payment plan can be put in place.

Payment can be made by cash - a receipt will be issued by the treasurer, by cheque, BACS - details are on the invoice. We are also signed up to Tax-Free Childcare – GOV.UK.

### **Admissions:**

Sticky Fingers Pre-School is open to every family in the community. Admissions are offered on a first come first served basis as the committee feels that this works best in a rural community.

The pre-school is registered to take children from 2 years old to 5yrs.

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 settle into the pre-school. We have a policy about helping children settle into the pre-school (a copy can be found on our website).

Staff also offer a home visit(s) where the Manager and your child's key person can meet and visit you and your child in the home, to support the transition from home to setting. This is open to all new and prospective families and is up to each individual family, if you feel this would be supportive then please feel free to inform the manager and we will be happy to provide this.

### **Facilities:**

Within our modern purpose built classroom, we are able to provide the children with the basic provision within the indoor and outdoor environments which we plan for on a daily basis. These areas all have resources accessible for the children to choose from, supporting their personal interests.

The classroom is defined into different areas of learning:

- A quiet area for stories, discussions (area known as our book corner)
- Wet play area, this is our creative area for painting, arts & crafts and also sees the sand and water and malleable/sensory activities.
- Outdoor area, pre-school landscaped garden which is to the back of the building, providing free flow play. This area sees a lovely spacious, quiet area. We also have shared access to the school playground, field, timber trail apparatus, climbing frame and Forest school area.
- A home corner for role - play such as shops, dressing up
- Carpet area for construction and small world
- Mark making area
- Modern Kindle pads, where the children can gain simple ICT skills
- Kitchen facilities for staff only - low level breakfast bar, which enables children to sit at and watch/ help prepare breakfast, snack and join in with cookery safely without the need of being within the kitchen itself.
- Toilets with nappy changing and hand washing facilities (children in nappies welcomed).

We also have access to the spacious school playing field, playground for outdoor play, which is encouraged on a daily basis, enabling the children to experience the different seasons and in the winter season we ask children to bring their wellies so that they can enjoy jumping in puddles, go for walks, make footprints in the snow and mud, walking through the fallen leaves all from still enjoying the great outdoors in the wetter months, without the worry of getting their shoes messy! We also take the opportunities of the local community and wider community environments to explore, by going on village walks and are fortunate to have a train station which we have used to take short train trips to Sherborne i.e. to visit the Old Castle, Police Station and Dental Centre. We also have a village park that we can visit too.

We have a wide range of toys/ activities to cater for all interests and abilities. If a child has any special requirements or needs help in particular areas the staff are more than happy to help. We also get a visit from Wincanton's Mobile Library Service, which comes every 4 weeks, where a small group of children can hop onto the big yellow bus and choose some books for the group to enjoy.

The pre-school operates an equal opportunities policy and has an equalities coordinator (ENCO).



**Snacks and meals:**

Parents are charged for snacks and breakfast (if using the breakfast club) via the termly invoice. The charges are 80p per day per child for snack and 50p for every breakfast club attended.

The pre-school makes breakfast, snack times and lunch times a social time at which children and adults can eat together.

We plan the menus for snacks so that they provide the children with healthy and nutritious food. For example, snacks we provide - crackers, breadsticks, jam sandwiches, croissants, slices of pear, melba toast, cheese twists, carrot sticks and rice cakes. Children can choose from water or semi-skimmed milk (which we have delivered daily). The snack menu is changed weekly to vary the snack and to introduce a variety of new foods to their diet.

Please tell us about your child's dietary needs and we will make sure that these are met. The snack menu is up on the parent's notice board to refer to.

In regard to breakfast, we will send out a Breakfast Club booking form for parents to tick from the options what their child will eat for this important meal of the day. For example from crumpets, toast, cereal, croissants, fruit or pancakes.

If your child is booked in for all-day, or for the afternoon session parents are asked to provide

their child with a healthy packed lunch to bring with them, (parents can choose for their child to have milk with their lunch if they wish).

Staff members hold relevant training in food hygiene - level 2 in food safety, ensuring all foods are prepared safely.

We also get inspected regularly by the Food Standards Agency and have met all the requirements, as a result we have been graded the highest grading of 5/5 for the 'scores on the doors'.

Parents are asked to provide their child with a water bottle which is kept here at pre-school and filled with fresh water at the beginning of every session (and topped up throughout the day) and put on a table for the children to have access to a drink throughout the day.

N.B. We have a no nuts into Pre-school policy please see 11 - Food and Drink Policy.

### **Clothing:**

We provide protective clothing for the children when they play with messy activities, such as paint and water play. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and putting on, and taking off outdoor clothing. Clothing that is easy for them to manage will help them to do this.

You can also purchase a pre-school uniform - polo shirt and sweatshirt which are red with the Sticky Fingers handprint logo on it. An order form is available should you wish to place an order. We would recommend that you don't send your child to pre-school in their best clothes!

### **Staff:**

Sticky Fingers Pre-school has a high ratio of staff to children, 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 safety

The pre-school has a key person system where a member of staff will be especially involved with a group of 5-8 children, forming a strong link between home and pre-school. The key persons are available for confidential chats with each child's parent(s) / carer(s).

In addition, we also hold termly parent days where parent(s) can come in and discuss their child developments with their child's key person and see their child's individual pathway record.

In accordance with children's social care guidelines all our staff and have been given enhanced DBS checks to work with the children.

Our staff are motivated towards the social and educational development of all the children and are committed to the pre-school and its progression.

The pre-school aims to offer regular staff training courses to ensure that staff are kept up to date with any changes in the curriculum and other relevant areas such as first aid, food safety, and safeguarding children. Staff have in the past attended teaching exhibitions and attended seminars in the foundation stage. Staff always come away inspired on their training, ready to put their new found knowledge and skills into practice and implement with your children. We value staff training as important in continuing staffs individual professional developments. We employ regular staff in order to offer continuity to the children and also plan a diverse educational programme. New members of staff have induction training when they start here, which includes health and safety and child protection issues.

**Meet the Sticky Fingers Team:**

**Sam Collinson - (Pre-school Manager)**

Sam joined the team in March 2010 as a permanent member of staff, after being with us on her placement as part of her NVQ level 2 studies. Sam is level 3 trained with a Diploma for the Children and Young People's Workforce. Sam is the safeguarding lead and has relevant training in Introduction to Child protection/Working together, Paediatric first aid, food safety level 2, SENCO and FGM.

**Heather Holland - (Pre-school Deputy)**

Heather joined the team in September 2019. Heather is level 3 trained with a NCFE CACHE level 3 diploma for the Early Year's workforce. Heather has relevant training in Paediatric first aid, food safety level 2 and basic safeguarding.

**Emma Cable - (Pre-school Practitioner)**

Emma joined the team in October 2022 as a permanent member of staff. Emma has a level 6 BA Honors in Childhood studies care and education and has recently achieved Teacher level qualification. Emma has relevant training in Food safety level 2 and basic safeguarding and is the settings Special Educational Needs Co-ordinator (SENDCo).

**Lana Doe - (Pre-school Practitioner)**

Lana joined the team in April 2023 on a temporary contract and is now a permanent member of staff. Lana is level 3 trained and has relevant training in basic safeguarding and is the settings ENCO.

**Alicia Milverton - (Pre-school Practitioner)**

Alicia joined the team in October 2023 as a permanent member of staff. She is level 3 trained.

**Rebecca Butler- (Pre-school Apprentice)**

Rebecca joined the team in January 2024 as an apprentice training towards a level 3 Early Years Educator qualification.

**Julia Lewis - (Pre-school Finance Administrator)**

Julia joined the team as a permanent administrator, after being voluntary Treasurer on the committee from October 2010, while her own children were at the pre-school. She has relevant training in basic safeguarding.

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

- Parents are encouraged to participate and are welcome to visit any time. If you can offer a particular talent such as playing a musical instrument or share an experience such as visiting/living in a different country, then please let us know.
- Parents are warmly invited to our end of term celebrations such as sports day & picnic, nativity play, Christmas party, Easter fun afternoon and our midterm activities such as mothers, fathers and grandparents day stay and play afternoons.
- Being part of the management of the pre-school
- Building friendships with other parents in the pre-school

The pre-school also keeps itself up to date with best practice in early years and education through the EYA's under 5 publications produced by themselves. You can find them through the link [early years alliance | \(eyalliance.org.uk\)](http://earlyyearsalliance.org.uk).





### **Activity / Curriculum:**

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

The Statutory Framework for the Early Years Foundation Stage came into force in April 2017. The framework outlines the learning and development, assessment and safeguarding and welfare requirements that all early years providers on the Early Years Register must meet to ensure children learn and develop well and kept healthy and safe.

The Early Years Foundation Stage (EYFS) has four themes to help shape the practice. These four principles are:

- *A Unique child* - every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- *Positive relationships* - describes how children learn to be strong and independent through positive relationships
- *Enabling environments* - children learn and develop well in enabling environments, in which their experiences respond to their individual needs, and a strong partnership between the practitioners and parents/carers are strong
- *Learning and development* - recognises that children develop and learn in different ways and at different rates, and that all areas of learning and development are equally important and inter - connected. They foster the characteristics of effective learning - **playing and exploring** - **active learning** - **creating and thinking critically**

This approach ensures that the EYFS meets the overarching aim of improving outcomes and reflects that it is every child's right to grow up safe, healthy, enjoying and achieving, making a positive contribution and with economic well - being (links to the Every Child Matters).

There are now seven areas of learning and development, however they are split up into 3 prime areas which are crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

#### **The 3 Prime Areas are: -**

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language

Then the four specific areas are supported also with the prime areas as they are strengthened and applied.

#### **Specific Areas are:**

- Literacy
- Mathematics
- Understanding the World and
- Expressive Arts and Design

For each area, the guidance sets out Development Matters.

Sticky Fingers Pre-School uses ongoing observational assessments to inform planning on each child's continuing development through play based activities taking into account children's interests.

#### **Personal, Social and Emotional Development**

- Making relationships
- Self-confidence and self-awareness; and
- Managing feelings and behaviour

Physical Development:

- Moving and handling
- Health and self-care

Communication and Language

- Listening and attention
- Understanding
- Speaking

Literacy

- Reading; and
- Writing

Mathematics

- Numbers; and
- Shape, space and measure

Understanding of the World

- People and communities
- The world; and
- Technology

Expressive arts and design

- Exploring and using media and materials; and
- Being imaginative

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which children think. Sticky Fingers Pre-School uses the Development Matters in the EYFS 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 Development Matters in the EYFS has been used to decide what equipment to provide and how to provide it.

Older children are prepared for their entry into school, they are encouraged to play more quietly in small groups and continue to develop communication and co-ordination skills.

Our links with local schools ensure that the children will know their reception class teacher and will experience many opportunities to visit the school prior to admission.

The progress check at age two

The Early Years Foundation Stage [EYFS] requires that we supply parents and carers with a short written summary of their child's development in the three prime areas of learning and development; personal, social and emotional development, physical development and communication and language; when a child is aged between 24-36months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking into account of the views and contributions of parents and other professionals. Please note, if your child attends another setting also then it will be the main setting - where the child spends most time that will complete this two year old progress summary.

**Special needs:**

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

The pre-school works to the requirements of the SEND Code of Practice: 0 to 25 years (Published

June 2014, updated April 2020).

**Records of achievement:**

The setting is using an on-line Learning Journal called Tapestry to record observations, share photos and achievements for each child. This journal is accessible to parents as well, via logging into their child's account helping us to celebrate together her/his achievements and to work together to provide what your child's needs are for her/his well-being and to make on-going progress.

Your child's key person will work in partnership with you to keep this record.

**Policies:**

These are all made available on the settings website under the heading 'policies' on the main page for parents to access and refer to as and when. The website address can be found above in the header.

The setting'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.

The staff, committee and parents of the pre-school work together to adopt the policies and they all have the opportunity to take part in the annual review of 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.

**The management of our setting:**

Sticky Fingers Pre-school would like your involvement as a parent/carer. A parent management committee - whose members are elected by the parents of the children who attend the setting - manages the setting. The elections take place at our Annual General Meeting, which is held in October (new academic year) each year. The committee is responsible for managing the pre-schools finances, employing and managing staff, making sure the pre-school has, and works to, policies that help it to provide a high quality service; and making sure that the pre-school works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Fundraising events are organised every term and the money raised goes towards new resources for the children.

Sticky Fingers Pre-School hopes that you and your child enjoy being part of this pre-school and that you both find taking part in our activities interesting and stimulating.

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

Should you want to access more information regarding the Early Years Foundation Stage (EYFS) then please don't hesitate to go to our 'links' page on the website or look via the Foundation Years website <https://foundationyears.org.uk/> or the gov.uk website [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/childcare/early-years-foundation-stage) or feel free to speak to a member of staff

OFSTED Inspected, June 2022, Overall Rated 'Good'. To view the full inspection report, please log onto [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports)