



PROSPECTUS

Noah's Ark Pre-School
Garden Room,
All Saints Centre
Weston
Bath, BA1 4BX.



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WELCOME

Noah's Ark Pre-School provides a warm and caring environment for children aged between 3 and 5 years. Priority is given to meeting the individual needs of each child, seeking to bring out their own special qualities and identity. A calm and fun atmosphere where each child is encouraged to respect and value others will bring growth in confidence and self-worth.

We cater for a maximum of 22 children, with 3 leaders per session. Each day there are at least 2 leaders with teaching qualifications and who hold an up to date First Aid Certificate. The proprietor and manager of the pre-school is Mrs. Helen Simpson.

Our Pre-School is open for 5 full days; morning session (9am-12pm) and afternoon session (12pm-3pm). At Noah's Ark every child is entitled to **15 hours free** pre-school education (subject to availability) from the **term after** the child's 3rd birthday. Please see the section on 'Fees and Bookings' for more details.

We take pride in preparing our children well for the next stage in their education. We have very strong links with Weston All Saints Primary school and St Marys RC School where most of our children go after spending 1 or 2 years with us.

AIMS

To provide a happy, secure and stimulating environment, which enhances the development and education of children within the Foundation Stage.

To provide high quality individual care and attention, which is made possible by a high ratio of adults to children.

To provide fun and friendship with other children and adults.

To work within a planned curriculum covering the Early Learning Goals.

To have an involvement within the local community e.g. by visiting the library, local park, shops, local church.

To foster a sense of self-esteem and confidence in each child.

To develop an effective partnership with parents/carers.



CURRICULUM

Within the group all children are supported in developing their potential at their own pace. We offer a curriculum which leads to nationally approved learning goals and prepares children to progress with confidence during the foundation stage from the age of three. This is achieved through the use of developmentally appropriate play activities and a high level of individual adult input.

The Areas of Learning and Development are:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

More detailed information on each area is available on request.

POLICIES

All of our policies are designed to offer the best possible experience for the children and families in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents are always welcome.

Our full policy statements are available on request.

Special Needs

The number of adults present in the Pre-school enables us to provide individual attention for each child. Each child is able to progress at her/his own rate in all areas of development and this is true for children with or without disabilities or learning difficulties. We are experienced in working in close liaison with professionals across the range of special needs. If you would like to discuss the group's ability to meet your own child's special needs please talk to the Pre-school Leader.

Equal Opportunities

Noah's Ark Pre-school is open to all families in the community. All children and adults are treated equally. Each child is respected and their individuality and potential recognised, valued and nurtured. Our aim is to show respectful awareness of all the major events in the lives of the children and families in the pre-school and in our society as a whole. We welcome the diversity of backgrounds from which they come and try to incorporate this in our work.



Child Protection

The protection of your child is the Pre-School's first priority. Our aim is to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. All staff working with children are required to have a Criminal Record check by the Disclosure and Barring Service (DBS), and references are followed up before appointment. We constantly monitor the children in our care and will take very seriously any suspicion or allegation of abuse. For a more comprehensive overview of our Child Protection Procedures, please read our Child Protection Policy or talk to a member of staff.

Sickness

In cases of sickness, diarrhoea or infection, a child should not be sent to pre-school until at least 48 hours after the end of the illness. If a child becomes ill at pre-school the parent will be contacted. If there is no reply, the nominated emergency contact person will be tried. A member of staff will stay with the sick child and until the parent or carer arrives. All parents will be informed of any notifiable infection or communicable disease.

Behaviour

Our aim is to create a safe and secure environment based on mutual respect and encouragement. This is actively encouraged in the children's interaction with each other and the staff. We endeavour to model good behaviour ourselves at all times. Inappropriate behaviour will always be handled consistently and in a developmentally appropriate fashion; respecting individual children's level of understanding and maturity. We would never use physical punishment or the threat of it. In exceptional circumstances, physical restraint may be necessary to prevent injury or damage to property. If this has been the case a record is kept and parents notified the same day.



MANAGEMENT AND ADMINISTRATION

The proprietor and leader of the Pre-School is Mrs. Helen Simpson.

Bookings and Fees

Noah's Ark is open for five full days. Your child's attendance will need to be booked in 'core session' blocks, each 3 hours long. Our 'core sessions' are 9-12 and 12-3. You can have either a 3 hour session in the morning or the afternoon, or a 'full day' (both morning and afternoon sessions).

The Early Years Funding entitles every child to 15 hours free preschool education for 38 weeks of the year from the term after their 3rd birthday. The government also offers 30 hours funding to some children. Conditions apply. Please check www.childcarechoices.gov.uk for more information and eligibility.

If your child is not eligible for government funding, extra sessions can be requested at an additional charge.

Please note, the fees are reviewed in July of each year, with any increases coming into effect in the Autumn Term. No reduction can be given for absence or holidays.

The main intake will be in September, with smaller intakes in January and April.

The **application form** is available to download from the applications page on our website (www.noahsarkweston.co.uk).



STARTING PRE-SCHOOL

The First days

A child who is tense or unhappy will not be able to play or learn properly so it is important for parents and Pre-School staff to work together to help the child to feel confident and secure in the group. This takes longer for some children than for others and parents should not feel worried if their child takes a while to settle. The Pre-School's policy on settling is available on request.

What to wear

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children dressed in clothes which are easily washable. It is good for children to practice the skills that will make them independent. Simple clothing, which they can handle themselves, will enable them to go to the toilet when they want to.

Footwear

Please can your child wear footwear that they are able to take off and put on themselves. Alternatively you can bring in a pair of slippers and help your child change into them when you arrive.

Arrival and collection of children

Please ensure that you child is collected from Pre-School promptly at the end of the session, or earlier if agreed with the Pre-School Leader. Please be aware that your child is not covered by insurance before 9.00 or after 3.00. If someone else is collecting your child please sign the parent's board.

Snack time and Lunchtimes

Please bring in a portion of fruit/veg in a named container for our mid-morning snack. Please inform us if your child has any allergies (e.g. nut or dairy). If your child is staying all day or for the afternoon please provide a packed lunch and drink.

Water Bottles

Please bring in a named bottle of water. We encourage the children to drink throughout the day.

Birthdays

Unfortunately we are unable to allow any cakes or sweets etc. to be brought in for birthdays due to an increase in food allergies.



ADULT RESOURCES

We are proud of the high ratio of adults to children in our group. This ensures individual attention to the needs and development of each child.

Staff

The highly qualified and very experienced regular staff at Noah's Ark are:

Name	Role	Qualification	Area of responsibility
Helen Simpson	Leader/Owner	B.Ed Hons	Child protection
Clare Treby	Leader/Practitioner	B.Sc Hons PGCE	
Lynn Ward	Leader/Practitioner	NVQ3	
Claire Barclay	Practitioner	B.Eng Hons, PGCE	
Nic Chase	Practitioner	BTEC Nat Diploma	
Sian Millns	Practitioner	BA Hons, PGCE	
Sarah Millar	Practitioner		

We also have a list of experienced supply staff.

Key People

Whilst all of the staff are involved with the care and learning of the children, each child is allocated a key person. Part of the key person role is to keep a close eye on your child and their needs and development.

Learning Diaries

Each child has a learning diary which includes achievements, observations, learning journeys, next steps, photos and work linked to our topics. We are always delighted to hear about your child's achievements at home and love to include them in the diaries. Noah's Ark has a 'WOW' system. If you would like something included in your child's diary, you can fill in a 'WOW' slip and bring it to pre-school. (The 'WOW' moments can be anything that your child is very pleased about e.g. putting a coat on, eating something new, riding a bike, writing, drawing a picture, special news, special outing etc.) We always read the WOWs at circle time and sing a special WOW song! You are welcome to look at your child's learning diary at anytime that pre-school is open.

Supporting Parents

Noah's Ark Pre-School aims to support parents as we recognise that they are the first and most important educator of their children.



CONTACT US

We hope that your child's time in Noah's Ark will be a very happy and productive one.

If you have any queries, or if we can be of any help, please feel free to speak to a member of staff. You can talk to one of the Leaders at a session or call Helen on 0794 1611417 or email us on: noahsarkweston@hotmail.co.uk

