

Magic Box



Pre School

Prospectus

Magic Box Pre-School

Wellow Village Hall
Wellow • Bath • BA2 8QQ

Tel. 0771 2369130 (Mobile)

Registered Charity No. 1027511

Introduction

Magic Box Pre-School was started in 1986 as a playgroup by two Wellow mums to serve children of the community in and around Wellow. Over this time Magic Box has grown and developed into an established Pre-school. We take children from 3 years of age up until school age. Magic Box is a registered charity and are OFSTED registered, staffed by qualified carers and run by a committee.



Location and hours of operation

Magic Box is located in Wellow Village Hall, a quiet location, surrounded by fields. It is adjacent to the playing field and the village park, both of which we make good use of.

Magic Box is open on Mondays, Wednesdays and Fridays. The session times are split into morning and afternoon, and either can have a (packed) lunch included.

9.15 - 11.45	-	morning session
11.45 - 12.15	-	lunch period
12.15 - 2.45	-	afternoon session

We follow the same term times as local schools and break for holidays when they do.

Our Aims

We aim to provide a safe, stimulating and enjoyable environment for children to learn, expanding their skills and knowledge so giving them the best possible preparation for school and the world beyond.

What we offer

- 1) Magic Box is a small friendly Pre-school in a rural village location which allows us wonderful access to the surrounding area at playtimes and for nature walks, and other outdoor activities.
- 2) The opportunity for your child to learn in an environment that nurtures confidence and self-esteem. All children at Magic Box not only learn from following the set curriculum but also learn to make friends with other children and their adult teachers so gaining independence in a safe and caring environment.
- 3) We provide music, art and cookery sessions and actively seek outside professionals to visit to provide activities on a range of topics. We also welcome visits from parents with any skills they wish to share. We have a visiting French teacher to give the children an early taste of learning a foreign language.
- 4) A key worker for each child which enables us to provide individual attention and consistency for the child. Each child is able to progress at his or her own pace in all areas of development.
- 5) The opportunity for you as parents to participate in your child's education by being involved in the committee, attending the AGM, supporting fundraising and other events and giving your feed-back to Magic Box.

Pre-School Curriculum

Magic Box follows the Early Years Foundation Stage curriculum. We use a high standard of toys and equipment including computers but also utilise natural materials gathered from the environment such as leaves, flowers, feathers and so on. Through play and natural curiosity we aim to teach the children in the six key areas below.



- **Problem solving, reasoning and numeracy**
We teach the children numbers, size and shapes, quantity and sequences through role play such as shop-keeping and singing counting nursery rhymes.
- **Communication**
We try to extend vocabulary and fluency by stories, songs and rhymes. Later on we begin to teach awareness of phonic sounds and their actions. The children are encouraged to hold writing materials and to draw and write letters and numerals when they are ready to do so.
- **Personal, social and emotional development**
We teach a code of good social behaviour which encourages the spirit of co-operation and sharing amongst the children but we also encourage self-expression and consideration of others' views, beliefs and cultures.

- Creative development

We use many resources such as paint, pens, collage materials and natural and discarded objects. We also provide cookery sessions and twice weekly music sessions using songs, instruments and toys. The children enjoy role play and we have many resources to inspire their imagination.

- Physical development

Our excellent access to the playing fields and park allows all children to use ride-ons, tricycles and other play equipment to develop motor skills. We encourage the children to learn personal hygiene and teach healthy eating and the benefits of exercise.

- Knowledge and understanding of

The world

All children learn about design and making and using materials creatively. The children also have the opportunity to investigate objects and textures, learning about change and patterns, similarities and differences. We help the children to become aware of other cultures, religions and nationalities using books, puzzles, dolls and dressing-up clothes. We discuss different festivals and take part in related activities to encourage greater understanding of the outside world. Children are surrounded by technology in their immediate environments and as ICT now impacts on so many aspects of our daily lives, it's essential for our children to learn about technology and it's role in the world which we live. We use ICT where possible to support learning and to develop confidence.



Feedback

Twice a year in January and July you will be given a fully documented report on each area of your child's progress. You will also be able to discuss any issues arising with the Pre-school leader or your child's key worker. You will be invited to add your comments to the staff's report and observations.



Starting at Pre-school

We ask that all parents/carers visit Magic Box before applying. This enables you to see the Pre-school in progress and gives you the opportunity to discuss the individual needs of your child with the Pre-school leader.

You may put your child's name on the waiting list from birth when we will require a registration fee of £50, of which £25 is refundable from the first terms fees.

When your child starts at Magic Box you will be offered two settling-in visits, by arrangement where a member of staff will discuss your child's needs and answer any questions you have.

Fees

All invoices will be sent out two weeks before the end of term for the next term's fees. The fees must be paid by the specified date on the invoice. If the fees are not received by the specified date on the invoice, please be advised that we will not be able to hold your child's place open.

We will need to see your child's birth certificate once they start at Magic Box to enable us to apply for government funding for your child for the term after they turn three years of age.

What to wear and bring

We like the children to feel free to move and experiment and be comfortable when attending Magic Box and we encourage the children to wear stretchy, easily washable and 'not so precious' clothing such as t-shirts or tops with joggers or leggings. This also helps with independence when using the toilet as they are easily pulled up and down. If your child is yet to be potty trained, please ensure that you provide wipes and at least four nappies.



We ask that you send a change of clothes with your child for each session in case of accidents.

For wet weather we ask you to bring named wellies and outdoor waterproofs, and in winter hats and gloves. In summer high factor sun-cream in a named bottle is required and we ask you to apply this before your child attends Pre-school, a good sunhat preferably with visor and legionnaires-type flap is recommended too. Magic box tops are available to buy on request.

Children are given healthy snacks of fruit, bread sticks or rice-cakes mid morning and afternoon. We provide organic milk and every effort is made to buy organic snacks. Children staying for lunches are required to bring their own packed lunch. As we refrigerate items please label sandwiches, yoghurt etc with your child's name. We would appreciate that no sweets or nuts (we have a 'no nuts' policy) are included in lunch boxes, and no money is brought by children unless in an envelope for a specific purpose.

We know some children feel a little insecure when first attending so toys such as a teddy can be brought along but generally we try to keep other home toys to a minimum as they may get lost or damaged. Please name all your child's belongings and help reduce the size of our lost property box!

Illness

If your child is unwell with vomiting or diarrhoea they must be kept away from Magic Box until 48hrs after the last time they are unwell. Please call us to let us know your child will not be attending. If your child has had a more serious illness such as Chicken Pox or Slap Cheek viruses please keep them away and notify Magic Box so that we can warn other parents. Advice on when to return to Magic Box in these cases should be obtained from your GP.

Collection of children

Please remember as a courtesy to our hard-working staff, to drop off and collect your child promptly at the start and end of the day. Magic Box will charge a late-collection fee to those parents or carers, who collect children after the appointed time. If someone other than you is collecting your child please ensure that you write it in the parent's diary and inform a member of staff.

Magic Box Policies

All the Pre-school's policies are available to read at parent's request.

Complaints procedure

If you have a complaint please in the first instance speak to the Pre-school leader or call them on mobile number 0771 2369130 and if possible they will deal with the matter to your mutual satisfaction. If necessary, the committee chairperson will be notified and the 'Complaints Log' completed. If any action is to be taken this will happen within 28 days of the complaint being reported and if no satisfactory outcome can be achieved you may refer the matter in writing to;

OFSTED EARLY YEARS

OFSTED

3rd FLOOR NBU, The Royal Exchange Buildings,

St. Ann's Square

MANCHESTER

LANCASHIRE

M2 7LA

OFSTED's EARLY YEARS complaints line

Tel: 08456 404040

All complaints will be investigated and dealt with accordingly and in strict confidence.

We look forward to meeting you soon!

