



2- Welcome to the Cornerstone Pre-School

The morning begins at 9.00am and the afternoon begins at 12.30pm with a settling in period of 15 minutes. The more structured activities start at 9.15am and 1.00pm; your children will find it more comfortable and settling if they do not miss anything.

The morning ends at 12.00noon and the afternoon ends at 3.30pm. It is really important that children are collected on time. Children should be collected promptly to enable staff to set up for the afternoon and to get away on time to pick children up from school. We must know who is collecting your children, if you make other arrangements please let Ruby Marwat or your child's key person know; we will not allow children to go with someone else without prior arrangement.
The Lunch Club session begins at 12:00 noon and ends at 12.30.

Parents helping out

We know that some of you will be quite keen to leave your children with us!

We also know that some of you will want to be involved in the Pre-School in different ways

There will be a parent's rota for voluntary help.

There will be many opportunities to help with fund raising.

There will be opportunities to accompany us on trips.

Collecting newspapers and other household items for play/collage, etc

All parents will automatically be members of the Pre-School. If you want to join the Committee you will be most welcome. Parents may bring any suggested changes to policies and procedures to committee meeting for discussion.

Mission Statement

Here at the Cornerstone Under 5s we believe that every child needs to know God's love". The Cornerstone Under 5s seeks to provide a safe, secure, happy and stimulating environment where children can grow spiritually, educationally, emotionally and socially.

We seek to work with children and parents in a spirit of partnership to ensure each child has the opportunity to develop essential skills and abilities through a selection of play experiences within a healthy, enjoyable and safe atmosphere. This provides a firm foundation for each child starting education, so that they can become confident and proud of what they have achieved.

We strive for the best outcomes for the children through the Early Years Foundation Stage 2017 for children ages 0-5.

Adopted June 2011/Updated September 2013

Aims

Our aim is to follow the Pre-School Learning Alliance (PSLA) Aims. This means involving us all in partnership to provide safe and stimulating play experiences for our children. This will enhance their development and education progress in readiness for nursery and school. We are a Church based preschool and have a Christian ethos, which also enables us to respect other faiths.

We offer your child:

*A specially tailored curriculum leading to early learning goals.

*Individual care and attention made possible by a high ratio of adults to children.

*Fun and friendship with children and other adults.

*The support of a personal key person.



Starting Pre-school

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 concerned if their child takes a little while to settle. A child who is tense or unhappy will not be able to play or learn properly.

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 and not too new. In addition, for safety reasons no necklaces, bracelets, rings or watches are not allowed. If your child's ears are pierced then studs only to be worn.

Nappies

Children may well be coming wearing nappies. It is essential that parents/carers provide nappies and a change of clothing for their children who is using nappies and that those children are left at the Pre-School in clean nappies at the start of the session.

Fees and Finance

Parents of children qualifying for the Free Early Education Entitlement (FEEE) need not make any contribution to their child's fees except £20 registration and 50p per day donation towards snacks and art/craft supplies which is a voluntary donation.

Become a member of the Pre-School Learning Alliance and send accredited representatives to vote at local Branch and/or meetings and to the national Annual General Meeting of the Pre-School Learning Alliance.

Take such other action as may benefit the Preschool.

Membership

Membership shall be of three kinds:

Family members: Parents or guardians of all children who attend groups run by the Association – each family to have one vote and count as one member

Associate Members: Other interested persons may be invited by the committee on a year to year basis to become associate – each family to have one vote and count as one member

Church members: Members of the The Cornerstone Church and appointed by the Parochial Church Council of St Catherine's and St Paul's, Leyton

General Meetings

An Annual General Meeting shall be held in the Spring Term each year at which the Annual Report and Audited Accounts for the preceding year shall be presented and agreed. A Special General Meeting may be called at any time at the request of the committee or one quarter of the members

The Secretary or Chairperson shall send a note of the date, time and place of each Annual General Meeting and any Special General Meeting with a list of items to be discussed, to all members at least two (2) weeks before the date of the meeting. If the Chairperson or Secretary does not call a Special General Meeting within two months of a request to do so, any member may call a meeting, by putting a notice in a conspicuous place where the group meets, at least two weeks before the meeting

The quorum for a General Meeting shall be 30% of the members, or seven members whichever is the greater. If few attend, a new meeting must be called.



Committee

The Committee shall meet at least three times a year and is responsible for ensuring that the Association complies with its aims and is properly managed

The officers and committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and committee members are eligible for re-election. Co-opted members may join at any time on the invitation of the Committee, but shall retire at the next Annual General Meeting. No co-opted members shall serve for more than four consecutive years. In the event of a death or resignation of an elected member, the vacancy shall be filled by a member appointed by the Committee

The Committee shall consist of:

A minimum number of Committee members shall be 5 and the maximum shall be 12 together with up to a further 3 co-opted members. The committee shall consist of;

- no less than 1 and up to 6 church members and
- no less than 1 and up to 5 family or affiliate members
- From these the following will be elected a Chair (who will be a Church member) Vice-chair, Treasurer and Secretary, they will be known as The Officers.
- there should be no less than 50% church members plus up to 3 co opted members

The number of Church members will be greater than the number of elected members, and co-opted members Officers, elected members and co-opted members each have one vote. In the event of a tie, the Chairperson has a second or casting vote. A quorum shall be not less than half the committee, including two of the Officers. Paid employees are employed by the committee and therefore are not usually committee members or vote. However, special permission for paid employees to be voting committee members can be obtained from the charities commission. They, or their representatives, can be invited to attend meetings in an advisory capacity and should normally be invited, but need not attend the whole of the meeting.

In the move forward in recent years for pre-schools to have paid secretaries or administrators, it is acceptable for this person to be a paid employee and be a member of the committee.

Finance

The treasurer shall keep accurate and proper accounts of the finances of the Association. At each meeting the Treasurer or her/his deputy shall present a Statement of the Accounts to the committee. Approval of the budgets and annual accounts shall be recorded in the minutes.

All cheques shall be signed by two Officers, one of whom shall normally be the Treasurer. Duplicate bank statements shall be kept in the office.

Pre-school Fees and Session table

Sessions 3&4 year old 15 hours	Start time	End time	Fee (FEEE)
5 Morning sessions	9am	12pm	Free
5 Afternoon session	12.30pm	3.30pm	Free
30 min lunchtime session to bridge a morning and afternoon session	12pm	12.30pm	£2.50
Whole day 6.5 hrs	9.00am	3.30pm	Free
Sessions 3&4 year old 30 hours			
Sessions 3&4 year old 30 hours	Start time	End time	Fee (FEEE)
Whole day	9am	3pm	Free
30 min session at the end of the day up to make a full session	3pm	3.30pm	£ 2.50 ½ hour



The Free Early Education Entitlement (FEEE) runs from the term following their 3rd birthday, or children receiving 2 year old funding from the term following of their 2nd birthday.

From September 2017 the Government will be introducing an additional 15 hours of extended entitlement for working families. This means that some 3 and 4 year olds will be entitled to 30 hours of FEEE. You can check if your child is eligible by visiting: www.childcare-support.tax.service.gov.uk and find out how to access tax-free childcare. Please note that we are not under any obligation by the Government to offer the additional 15 hours.

Non-payment of fees after 4 days would jeopardise your child's place in the pre-school. Fees are also still due if your child is ill absent, as we still have to pay the staff and the rent etc. Exceptions are made for hospitalisation and contagious diseases. One months' notice of leaving MUST be given for fee paying children and two weeks notice for a child that is in receipt of the FEEE from the local authority.. We are a community group and are financed by FEEE, Church subsidy, and children's fees.

Staff Meetings

The staff meet regularly to plan each session, implement the curriculum, and to generally keep things running smoothly. They also have a responsibility for maintaining policies and procedures by bringing proposed changes to staff meetings for discussions prior to approval by the Management Commitment.

Comments and complaints

If you are happy with things please tell others, if not, please tell us. Please use the suggestion box/pocket or speak with your child's key person or Ruby. We hope that your child's time in Pre-School will be a very happy and productive one. If you have any queries or if we can be of any help, please contact the Staff / committee/management at any time.

The National Pre-School Learning Alliance

This is a national charity with more than 30 years' experience in the field of care and education for the under 5s. The organisation is financially supported by subscriptions, fundraising, and some grant funding from various Government departments, and it is a membership organisation managed by volunteers. Each day of the week hundreds of thousands of children go to Pre-Schools which are affiliated to the Alliance. Pre-Schools are unique because they harness the skills of parents in the education of their children. Each year thousands of parents enrol on courses organised by the Alliance, and take a step towards obtaining National Vocational Training.

To find out more about the National Organisation, contact:

The Pre-School Learning Alliance,

The Fitzpatrick Building

188 York Way London N7 9AD Telephone: 020 7697-2500