



Operational Plan

June 2009

Written and compiled by Melissa Clark (Chair)
(must be reviewed and updated, December 2009)

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Contact Information

Address

King Street Pre-school
Wesley Church
Christ's Pieces
Cambridge
CB1 1LG

Registered charity number

112 1482

Telephone

07742 376299

Email

info@kingstreetpreschool.org.uk

Website:

www.kingstreetpreschool.org.uk

Ofsted number and contact person

Our Ofsted registration number is 221878, and Melissa Clark is the contact person. The last Ofsted inspection was carried out on 23rd May 2007.

Pre-school leader

Dana Sajfirtova

Background

History

King Street Pre-school, a registered charity, was established in January 2006 to provide the local community with a safe, stimulating and happy environment for children aged 2 ¼ to school age. King Street Pre-school is a not-for-profit organisation, run by a committee of current and past parents and carers.

Location

The pre-school is housed in a purpose-built setting adjoining Wesley Methodist Church, overlooking the historical green space of Christ's Pieces. Rent is paid termly to the church for use of this space.

Successful grant funding in previous 6 months

We obtained two grants in March:

1. £290 from the Grassroots fund for a new tray unit and new wipe-clean floor cushions.
2. £1,065 from the County Council for new tables and chairs, and for a new banner.

In addition, we received £100 SEAD grant from Cambridgeshire County Council. In June we learned that our OQI grant submission was successful and we have been awarded £2500 for ICT equipment.

Successful fundraising in previous 6 months

In December, our Christmas raffle raised £348. A snowy cake sale in January raised £40.50. In late March, the children participated in a sponsored Easter Hop and raised over £170. This event also gained coverage in the Cambridge Evening News. CD Bell orders raised a further £22.35. The sponsored walk from Cambridge to Ely has so far raised nearly £800. Another cake sale in June raised a further £81.20.

Staff changes in the past 6 months

Due to increased numbers applying too King Street Pre-school, we have employed an additional pre-school assistant; Melanie Maltby.

Committee Changes in the past 6 months

Three new parents are joining the committee in July; Richard Farrell, Simon O'Connor and Judith Harrison. Leanne Verheyden and Imogen Axton will be leaving in July.

Paperwork Changes in the past 6 months

The new set of policies and procedures were completed in December and agreed and signed of at a committee meeting in January. We have a new registration form to take into account all the requirements of the Early Years Foundation Stage, the new permissions that must be asked for, and a section on who has parental responsibility for the child. A new staff induction plan was written, and used for Melanie Maltby. We now

have a King Street Pre-school job application form. The business plan has been updated and is nearly completed.

Aims and Objectives

Purpose of provision

The purpose of King Street Pre-school is to provide excellent care and a wide range of play activities and learning opportunities for children aged 2 ¼ years to school age. To provide this, King Street Pre-school will supply quality play equipment and organise stimulating activities to develop the social, emotional and cognitive skills of every child. We are a small pre-school and aim to provide a friendly, caring and stimulating environment.

In addition, activities and resources will be provided that encourage children to feel confident about their gender, race and ability. These resources and activities will be equally available to boys and girls; will reflect our multi-cultural society and provision will be sensitive to the cultural needs of minority groups. This provision will also promote acceptance and understanding of special needs and will be accessible to all children (see our special needs policy).

Constitution

The Pre-school has adopted the 2008 Model Constitution of the Pre-school Learning Alliance. Our constitution requires that we have three elected officers (Chair, Secretary and Treasurer) plus not less than 2 nor more than 9 elected members and, if the Committee so decides, not more than 3 co-opted members. At least 60% of the elected or co-opted members must be parents or guardians of the children attending King Street Preschool. The quorum required at Committee meetings is not less than half the Committee, including two of the elected officers. Committee members are elected annually at the AGM and can stand for no more than 10 consecutive years. They can also join at committee meetings throughout the year. Please see Appendix 1 for a copy of our pre-school alliance pre-school 2008 constitution, adopted at our November 2008 AGM.

Future expansion plans

King Street Pre-school has been chosen as one of the 25% of pre-schools to extend their offered hours from 12 ½ hours to 15 hours per week from September 2009. The new hours will be 9.15 – 12.15pm.

Future training plans

Training will be continual and help to expand both qualifications and knowledge of our current staff. Training opportunities, provided by Cambridge County Council, include:

- Child protection
- First aid
- English as a second language
- SENCO

- Health and safety
- Behavioural management
- Music

Staff are encouraged to take all the training courses they need to progress in their career and remain up-to-date with current procedures and methods. In addition, the pre-school has a subscription to Nursery World magazine which provides current information on all aspects of childcare. Staff receive appraisals annually and these help in determining training required.

Quality Assurance Plans

The Pre-school is working closely with the Early Years Service and using the Early Years Statutory framework to ensure that it meets national quality standards for provision of care and economic well-being. The 2008 Business Plan also sets in place a programme for economic sustainability.

Meeting local need

We are the only charity-run pre-school in the centre of Cambridge and provide much-needed provision for young families in the local area. All our families are from the neighbouring areas around the pre-school with majority walking or cycling to us.

Staff Structure

The Pre-school is currently attended by 22 children between the ages of 2 ¼ and 4 years and has four full-time staff supported by regular help from parents. It is run by an experienced and qualified Pre-school Leader who is supported by her deputy and two pre-school assistants.

Staff

Pre-school Leader = Dana Sajfrtova

Deputy Leader = Paulina Geller

Pre-school assistant = Agata Chomova

Pre-school assistant = Melanie Maltby

Committee

The setting is managed by a committee of current and ex-parents and participation of the committee by incoming families is encouraged. Both committee and staff meetings are held on a regular basis, usually every two months, to discuss both current matters and future plans for the Pre-school. An AGM is held every October in which new committee members can be elected on to the committee. All committee members complete a criminal record check and are vetted by Ofsted using a EY2 form.

Structure as at June 2009 is as follows:

Name	Role	Contact Number
Melissa Clark	Chair	01223 367356

		15 Holland Street, Cambridge CB4 3DL
Lucy Watts	Secretary	01223 564 866
Emilie Van der Aa-Burton	Treasurer	01223 350 883
Andrea Newman	Committee member	01223 500405
Imogen Axton	Committee member	01223 522276
Lianne Verheyden	Committee member	01223 353833

In addition, the committee raises funds through various activities, such as cake sales and sponsored walks. Grants are also applied for as per our fundraising policy.

Staff Qualifications

All our staff are qualified in First Aid and are encouraged to take training courses throughout the year. Our staff, between the, speak fluent Spanish and Czech, and good French.

Staff Name and Role	Main Qualification	Training courses attended
Dana Sajfirtova Pre-school Leader	NVQ Level 3 diploma in preschool practice	BA in Social Pathology and Prevention, Certificates in Managing Challenging Behaviour and Special Needs co-ordination, and is qualified in paediatric first aid. She has Birth–Three Matters Basic Training, and further certificates in Positive Behaviour Management, Music and Movement and Encouraging Independent Learning. She has also attended courses on English as a Foreign Language, How to use Sign Language to Develop Language, Emotional Wellbeing, Finding out about Speech and Language, and How to Help Children Speak more Clearly.
Paulina Geller Deputy Leader	BA Early years teaching	Attended courses on Child Protection, Just Managing, Observation, Assessment and Planning, Positive Behaviour Management, and English as a Foreign Language.
Agata Chomova Pre-school Assistant	Diploma in kindergarten and tutorage	Agata is trained in first aid, and has certificates in Child Protection, English as a Foreign Language and Independent Learning.
Melanie Maltby Pre-school Assistant	NVQ level 2 in children’s care	Melanie also has a valid First Aid Certificate.

	learning and development	
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Staff Management

Staff training

Staff are encouraged to review and extend their professional development by attending any relevant training. Courses are available locally which cover a wide range of subjects. In addition, staff are supported in perusing higher or further education.

Staff meetings

Staff have meetings every Monday after the session to discuss child development, special needs and staffing issues. The curriculum plans for the following week are also gone over. There are informal discussions about the children and planning most mornings.

Staff appraisals

Appraisals for all staff take place annually, by the end of March, by the chair and at least one other committee member. Please see our appraisal policy for further details.

Supervision

The Pre-school Leader receives annual supervision from the Early Years Advisor, and this provides an opportunity to reflect on practice.

Monitoring and peer on peer observation

This currently does not take place but it is on our action plan for something that must be implemented within the next six months.

Staff policies and procedures

We have various policies and procedures in place which cover staff issues and these include:

- Disciplinary procedure
- Dismissal procedure
- Grievance procedure
- Appraisals
- Pay review
- Whistleblowing policy

Staff responsibilities

SENCO – Dana Sajfrtova

Equal opportunities – Paulina Geller

First aiders – Dana Sajfrtova and Paulina Geller

Behavioural management - Dana Sajfrtova
Health and Safety (including fire) - Dana Sajfrtova
Child Protection – Paulina Geller

Volunteers, students and parent helpers

We use Ofsted guidance on obtaining references and criminal record checks through the Criminal Records Bureau for staff, students and volunteers who will have substantial access to children. All volunteers, students and parent helpers are supervised at all times. Where appropriate and in accordance with Ofsted guidance all volunteers, students and parent helpers complete a criminal record check and are vetted by Ofsted. Parents must help out for one morning every term.

Visitors

All visitors to the Pre-school must show valid identification and sign in and out of our visitors' book. All staff, volunteers and students are reminded of our visitors' policy to ask for independent verification of a visitor's identity.

Children

Information held

In accordance with the National Standards, we maintain two types of record for all children: developmental and personal.

Developmental records

These include:

- observations of children in the setting,
- summary developmental reports

Each child has a folder in which each staff member compiles observations on the child's time at the pre-school called a Record of Achievement. Artwork is not kept due to lack of space, so children take their artwork home. Observations and anecdotal notes are written down by all members of staff. Pre-school staff are expected to be proactive in gathering information and taking notes. Ofsted are very clear that they do not want settings to test preschool children, so children are observed when they are busy, rather than setting up particular tests. The observations are therefore random and spontaneous. They will however cover the areas of development covered by the Early Years Foundation Stage Curriculum as a result of King Street Pre-school following the ethos of learning through play. These records are sent home three times a year for parents to comment on. A poster on the parents' notice board reminds parents that they can look at, and comment on, their child's Record of Achievement at any time.

Personal records

These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child

from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

In general

These confidential records are stored in a lockable file or cabinet and are kept secure by the Pre-school Leader.

Parents have access to the files and records of their own children but do not have access to information about any other child. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Consent forms

At the time of enrolment and registration, parents are asked for their consent in relation to short trips, photographs, suntan cream application, information sharing policy, administration of medication, and emergency medical treatment.

Keyworker system

Each child is allocated a Keyworker after the first half term that they join the pre-school; this ensures that the child has settled in and are allocated appropriately. As we are a small pre-school, it is important that all the staff know all the children, so staff play and interact with all the children in their care, not just those that they are a Keyworker for.

Activities

General activities

King Street Pre-school aims to provide a wide range of stimulating activities with consideration of the Early Years Foundation Stage Curriculum. Activities are planned so they meet the individual child's abilities and interests, are age appropriate, based in play and promote an environment of independent learning.

Staff Ratios

King Street Pre-school always ensures that we have a minimum of one adult for every four children aged two and one adult for every eight children over three. We have a minimum of two staff on duty at any one time, including one qualified first aider. We also have volunteer parent helpers where possible to complement these ratios.

Maintaining high numbers of adults to children 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

Routine

Daily routine

Time	Activity
9.30am	The outside gate is unlocked and children welcomed.
9.40am	Doors close. Children are brought together in the book corner for registration.
9.40 – 10.30am	Free play. Various activities are offered, as per weekly plan. Children are encouraged to participate in the wide range of different activities offered.
10.30-10.40am	Story-time. Children are read one or two age-appropriate picture books.
10.40am – 11.05am	Snack time – Each child receives their fruit or vegetable snack, brought in by their parent that morning (strictly no nut products). Milk and water are also offered and the children are encouraged to pour their drink choice themselves from a small jug. Children have access to water throughout the session.
11.05am – 11.45am	Outside play, with trikes, bikes and other wheeled equipment along with balls, hoops, chalk drawing, and other outside toys. Puzzles, books and construction toys are also put out. Two outside areas are divided by a chalk line with one side for peddle toys, and the other for less boisterous activities. Weather permitting.
11.45am	Singing: simple nursery rhymes are sung, sometimes appropriate to the nearest festival or season. Sometimes the children dance too!
12 pm	The outside gate is unlocked and parents can come in to collect their child. Children are only allowed to leave their mats if the play leader calls their name. Any worries or concerns the Play Leader, or the parents have can be discussed at this time.

Staff finish cleaning the hall at the end of the session. As the premises are not solely dedicated to running the pre-school, the staff are responsible for setting up the hall in the morning and clearing away in the afternoon. For this reason the doors only open at 9.30am and children need to be picked up promptly at 12 noon.

Room Layout

King Street Pre-school is based at the Octagon room of the Wesley Methodist Church overlooking Christ's Pieces. Parents enter the pre-school through a gate which is padlocked during the session. Entrance to the Octagon room is through double fire doors. Next to the fire doors is a notice board containing information concerning the planning for the week, and posters advertising future pre-school events. In addition, the Octagon room has a small kitchen area, a large storage cupboard and a child sized toilet. There is a door leading to the adult toilets and church and this is kept shut, and locked at all times.

Toilet

The child sized toilet has a small hand basin and paper towels for drying hands. A changing mat is available for changing children where needed, and this mat is cleaned with antibacterial spray after each use. Staff always wear disposable gloves to change nappies. Cleaners employed by the Wesley Church clean the toilet every day.

Kitchen area

This consists of two head height cupboards, two base units, a sink, a small worktop, and three drawers. One head height cupboard is for pre-school use and contains play dough ingredients, and spare antibacterial soap. The pre-school drawer has some cutlery and clean tea towels. The bottom two cupboards have child locks on them and contain a dustpan and brush and other cleaning equipment. There is a first aid kit on top of the cupboards.

Storage cupboard

This houses many of the toys as well as the locked filing cabinet, and another first aid kit

Main play area

King Street Pre-school has a wide selection of toys and activities to stimulate the children's interest and aid their development. The Octagon room is usually set out with:

Tables for table-top type activities

Table-top activities can include play dough, craft, drawing, games, puzzles, and mathematical activities.

A role-play area

This is divided from the rest of the room by a screen so the area could be a shop, a house, a hospital, and so on. Fancy dress clothes are also provided.

Sand and/or water play

As part of our rental agreement with the church, we are not allowed to use sand. So instead products such as rice, cornflakes, conkers and pasta are used.

Painting

Children can paint whenever they like in the free play part of the session and are encouraged to put on their own apron, clean up after themselves and wash their hands. Staff monitor the area and clean up any spillages promptly.

Book area

This has books attractively displayed with new floor cushions for comfort.

Climbing frame

We have a new climbing frame with mats that the children very much enjoy developing their balancing and climbing skills.

Floor play activities.

These include: wooden train track, small cars, floor puzzles, large vehicles and often the toys that are put out are the ones the children have asked for.

These activities are placed in such a way as to allow children to move safely from one activity to another. Staff supervise the use of equipment, sit with children during snack-time, take children to the toilet and also supervise the outside play area.

Outside area

The outside area is fenced on one edge by high iron railings. There is a low wooden gate through which access to the pre-school is gained and this is padlocked for the session. The area is paved and provides enough space for all the outside activities offered. Outside the wooden gate is a storage shed for the outside toys.

This area is seen to be an extension of the inside play area in terms of the type of activities provided and learning experiences made available to children. The children have the advantage of being able to run, jump, skip and make as much noise as they like as they explore and develop their physical skills. Equipment and activities available to them are hoops, balls, parachute activities, and various types of trikes, bikes and scooters. When the weather allows, it is possible to provide role-play, painting, book corner, and tabletop and floor activities outside in addition to physical activities.

Grouping of children and deployment of staff

We have four staff working at each session. The Pre-school Leader has a plan for each session and so informs other staff what activities to put out, the main learning intention behind these activities and also the role of the adult for each activity. This ensures that each child receives a varied yet balanced curriculum of experiences while with us.

During the pre-school session, we provide adult led activities as small and large groups in addition to the child initiated activities that take place during the free play session. Children are grouped in specific ways to aid learning and with due care and attention given to safety requirements and the need to maintain certain ratios of staff to children. Particular attention is also given to the qualifications and expertise of staff.

During the session, the children start in a large group for registration, talk about the day, what the weather is like and so on. They then move to a free play session and during this time the children will be able to access activities of their choosing. This time will also be used by key workers to work with their key children at activities focusing on the children's individual needs and levels of development and aiding the children to meet their learning targets.

The purpose behind the key worker system is to provide a secure environment and to aid the settling in process, to play and work together with children in order to aid the children's development and also assess their progress. At the end of this free play session, the children are asked to tidy up with the staff so encouraging the children take care of the toys and the room.

Planned topics

Topics are planned half-termly and can focus on topics such as the seasons, festivals, nature, and the family. Details of the topic are given in the half-termly newsletter. Weekly planning sheets are made and are displayed on the notice board. Topics are primarily planned around the children's particular interests.

Outings

There are occasional trips out to the play park nearby on Christs Pieces. For this, a consent form must be signed and extra parental help is asked for and the trip only goes ahead if there are sufficient additional parent helpers. Generally, outings happen in the summer term, as the children are older and better able to follow instructions.

Visits

Every year there are visits from the Raptor Foundation (birds of prey), an oral hygienist nurse, the recycling man, and from parents with special skills. We plan on having the Reptile Experience man visit to show the children spiders, snakes and so on, at the end of the summer term.

Times

Session time details

King Street Pre-school runs every weekday morning in term time, from 9.30-12pm. Term dates can be found on our website and are written on every newsletter.

Late fees

If a parent is late by more than 10 minutes, a verbal warning will be given. After two verbal warnings, a late fee of £5 per five minutes is charged to the next bill. Late fees are regarded as a deterrent and it should be noted that staff have other commitments, and we cannot look after children after the stated hours. In the event that a child is not collected from the setting by an authorised adult and the staff can no longer supervise the child on our premises then the uncollected child procedure is followed. Parents must always telephone the Pre-school Leader once they know that they will be late.

Information to parents

Setting as a whole

Information regarding the setting as a whole, such as the Early Years Foundation Stage, term dates and fundraising activities are included in the half-termly newsletter. An example of a newsletter can be found in Appendix 3. This newsletter is placed in each child's named drawer, for the parent to collect. In addition, posters advertising events are placed on the gate and door leading into the pre-school. There is also information on our website, www.kingstreetpreschool.org.uk, which is updated regularly.

On a daily basis, parents will be able to learn what their children have been taking part in

at King Street Pre-school by talking to their child's Keyworker.

Information concerning your child

Parents and carers are encouraged to spend the necessary period of time to settle their child and develop confident relationships with staff members. Parents can approach the Pre-school Leader, Dana Sajfrtova, concerning any problems they feel are directly disrupting the health, safety or welfare of their child. Parents will be kept informed of any concerns about their child and informed of any action being proposed, unless there are compelling grounds for believing that the outcome would be detrimental to the child (as stated in the child protection policy). Parents can speak to any member of staff about their children's development at any time. If a parent wants a more detailed discussion they are able to book an appointment to meet with the Preschool Leader. In addition, there is a Parents' evening held every February which allows parents a chance to talk over their child's progress with their Keyworker.

Information continually available

Plans for the week, and plans for the term as a whole can be found on the notice board. Individual policies are available on file in a locked filing cabinet. Copies of our Operation Plan, and our business plan are also in the filing cabinet in the pre-school cupboard; these are available on disk or as hard copies.

Policies

We operate with various policies and procedures and these can be divided into three broad categories:

1. committee policies,
2. pre-school policies, and
3. staff policies.

They can all be found in our policies and procedures document. The following policies were formally adopted at a committee meeting on 3rd December 2008 and will be amended as required at Committee meetings, and reviewed annually.

Committee policies

Policy
Advertising
Financial reserves
Financial viability
Fundraising

Pre-school Policies

Policy
Children's rights and entitlements
Safeguarding children and child protection

Looked after children
Confidentiality and client access to records
Information sharing
Uncollected child
Missing child
Supervision of children on outings and visits
Maintaining children's safety and security on premises
Making a complaint
Valuing diversity and promoting equality
Supporting children with special educational needs
Achieving positive behaviour
Administering medicines
Managing children with allergies or who are sick or infectious
Nappy changing
No smoking
Food and drink
First Aid
Risk assessment
Health and safety general standards
Fire safety and emergency evacuation
Records and reporting of accidents and incidents
Food hygiene
The role of the key person in setting and settling in
Working in partnership with other agencies
Children's records
Provider records
Emergency and contact telephone numbers
English as a foreign language
Parental involvement
Parent and caregiver volunteer policy
Admissions

Staff policies

Policy
Appraisal
Employment and staffing
Induction of staff and volunteers
Student placements
Disciplinary procedure
Grievance
Pay review
Whistleblowing

Conclusion

It is hoped that this Operational Plan has been of interest and provided all the information required. Photos and other information can be found on our website. Additional facts can be found in the Business Plan document.

Appendix 1: Pre-school Learning Alliance Constitution 2008

1.0 Name

1.1 The name of the pre-school is King Street Pre-school and is referred to in this Constitution as “the Pre-school”. The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

3.1 To further its aims the Pre-school has the following powers:

(a) to provide accommodation and equipment;

(b) to raise money to pay for the Pre-school’s activities;

(c) to make such payments as shall be necessary;

(d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;

(e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;

(f) as a member of the Pre-school Learning Alliance to send an accredited

representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;

(g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;

(h) to hire or acquire assets of any kind;

(i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;

(j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;

(k) to set aside funds for special purposes or as reserves against future expenditure;

(l) to maintain and pay for membership of the Pre-school Learning Alliance;

(m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;

(n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;

(o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;

(p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

(a) Family Membership

Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.

(b) Affiliate Membership

Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any) within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;
- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution of the Committee on the grounds that the Member has acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to terminate the membership of a Member the Committee will give the Member written notice of the misconduct or failure alleged to have occurred and will give the Member not less than 14 days in which to submit their answer in writing. The Committee will have regard to the Member's written response in deciding whether or not to terminate membership. The Committee shall have the final decision on whether or not to terminate the membership.

4.3 Membership of the Pre-school is not transferable.

5.0 The Committee

5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

5.2 The 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:

(a) a Chair, a Treasurer and a Secretary (“the Officers”); and

(b) not less than 2 nor more than 9 other elected Members; and

(c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any one time.

5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the local Branch Executive Committee of the Pre-school Learning Alliance.

5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.

5.5 (a) The Officers and Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.

(b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

(c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Member appointed by the Committee.

5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.

5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.

5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:

a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;

- b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
- c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
- d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.

5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.

5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates from amongst those having notified their willingness to stand who receive the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total.

5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.

5.12 The term of office of any Committee member will automatically cease:

- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
- (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
- (c) if they are incapable whether mentally or physically of managing his or her own affairs;
- (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);
- (e) if they are removed by a resolution passed by a majority of the members of the Committee.

6.0 Proceedings of the Committee

6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.

6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.

7.0 General Meetings

7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.

7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:

(a) receive the accounts of the Pre-school for the previous financial year;

(b) receive an annual report from the Committee;

(c) elect the new members of the Committee;

(d) transact any other business properly put to the meeting.

7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:

(a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.

(b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

7.4 The quorum for a General Meeting shall be 10% of the members or 5 members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee.

7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.

7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting

to vote in favour.

7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11 or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission.

7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

8.0 Property

8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as custodian trustees of the property on behalf of the Pre-school. These custodian trustees may be members of the Committee, Members of the Pre-school or any other persons which the Committee may appoint. A custodian trustee need not be a Member of the Pre-school. The custodian trustees are not charity trustees and appointment as a custodian trustee will not of itself make a custodian trustee either a Committee member or Member of the Pre-school. Where custodian trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.

8.2 Custodian trustees will hold office until:

- (a) death; or
- (b) retirement with the consent of the remaining custodian trustees; or
- (c) removal by a resolution of the Committee; or
- (d) removal by operation of the law

but no retirement or removal shall be effective unless there will be at least two remaining custodian trustees.

8.3 In the absence of fraud or wilful default the custodian trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as custodian trustees for the Pre-school.

8.4 The Committee may convene a meeting with the custodian trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the custodian trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the custodian trustees for the Pre-school and its management.

9.0 Finance and Accounts

9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

9.2 The accounting records shall, in particular, contain:-

- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
- (b) a record of the assets held and any monies owed by the Pre-school.

9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.

9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.

9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.

9.6 Cheques and orders for payment of money from these accounts shall require to be signed by two designated persons, one of whom shall be an Officer unless the Committee shall decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.

10.0 Minutes

10.1 The Committee will keep minutes of all proceedings at meetings of the Pre-school and of the Committee.

11.0 Dissolution

11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.

11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next

following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum

11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:

(a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or

(b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number:

This constitution was approved by the members of (pre-school name):

at a General meeting held on

Signed (Chair)

Signed (Secretary)

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Pre-school Learning Alliance

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Appendix 2: King Street Pre-School Questionnaire Results March 2009

Parents had three weeks in which to fill in and return the questionnaires. The return date was 20th March 2009. 13 questionnaires were returned, out of a possible 26; 50%.

1. Will your child continue to attend in September 2009?

- Yes 6
- No 6 + 1 unsure

2. If yes, what is your MAIN reason for continuing with us?

- Price
- Location 1
- Quality of staff 1
- Continuity for child 4
- Other (please state) _____

If your child is staying, you may like to join us on the committee and influence how the pre-school is run! We meet once every half term so please write your contact details here if this would interest you:

3 people gave their contact details.

3. If no, what is your MAIN reason for leaving?

- Child starting school 2
- Child going to Brunswick 3
- Child moving to another pre-school (please state which) _____ 1
ACE _____
- Unhappy with King Street (please state why) _____

- Too expensive

Other (please state)

4. Where did you initially hear about King Street Pre-school?

Recommended by a friend 9

Leaflet through door

Poster

Banner outside pre-school 1

Walking past the pre-school

Other (please state) _____ 3 Child information service; knew Dana; gone to toddler group next door (10 years ago!) _____

5. Would you recommend King Street Pre-school to others?

Yes 13

No (please give reasons) _____

6. In what MAIN way could King Street Pre-school improve the quality of provision for your child?

More staff 1

Better toys (please give examples) _____

Earlier opening 2

Lunch club, thereby finishing at 1.15pm 9

Cheaper

Other (please state) _____ just right for our family _____

7. Would you be interested in the pre-school opening for some of the school holidays (just for pre-school age children)?

Yes 8

No 5

8. What do you think are King Street Pre-school's strengths? 13 responses:
- Great staff and organisation.
 - The staff – all of them but especially Dana. Its small size, its location; both central and picturesque.
 - Friendly, caring staff in a nice environment close to the park. Varied choice of activities for the children to get involved in.
 - Small, friendly. Staff very involved with children. Good range of activities throughout the morning.
 - Very friendly, warm, cosy setting with enthusiastic and cheerful staff.
 - Friendly, caring atmosphere, great location.
 - Small environment, not many children, nice and good staff to look after them, cosy and warm atmosphere.
 - It appears to be warm and caring with staff being really attentive towards the children.
 - Fantastic atmosphere, teachers have excellent relationships with each child.
 - Very friendly staff, small intimate setting, variety of toys, relaxed attitude, lots of fun.
 - Lots of toys, international and the 'Dana' – without Dana there is no King Street.
 - Good teaching staff, variety of activities, the location is excellent and convenient, ability to accommodate children with different needs.
 - Small, friendly, dynamic, nurturing environment.
9. What areas do you think we could improve on? 8 responses:
- Longer opening hours.
 - Opening hours
 - More regular feedback to parents with progress details.
 - Maintenance of toys – wooden house has nails which stick out on roof, and some small cars are damaged.
 - Encourage children to play together more, especially children of the same age; talk more as well, but of course kids want to play!
 - More interaction between parents – coffee mornings to get to know one another at the beginning of the year / term?
 - Putting on aprons before they start painting. X usually comes home with paint on her clothes, some of which does not come out in the wash. We would be prepared to provide a smock if required.
 - End of term production?
10. Are you given enough feedback on your child's session?
- Yes 9 + 1 'cannot comment as yet'
 - No (please state what you would like 3

- Often there is no time to stop and speak at the start or the end of the class so I would like at least once a month to have a parenting class to know how my child is doing and where she needs to improve.
- Yes, if asked, but would like a quick summary once a week.
- Any new skills shown, any interesting conversations child had etc.

11. Children at King Street Pre-school come from many different backgrounds, languages and cultures. Please state here if you feel we are meeting your child's needs in this respect, and what more we could offer. **6 responses:**

- Yes
- Cannot comment
- Totally
- Yes, we are happy.
- My child is white British and it is nice for her to meet other cultures – children who don't speak English.
- At the moment, it is fine. My child is starting to pick up some English words and this is great. She will soon understand more and the teachers are great with her. For now, it is OK.

12. Are you aware of, or read, the following pre-school documents (please tick)?

Document	Aware of	Read
Policies and procedures	2	11
Operational plan	3	10
New registration form	1	12

13. Fees for morning sessions will be £14 next September. This fee change covers rent and salary increases, and the extra half an hour offered. Do you find this:

- Cheap 1
- Reasonable 9
- Expensive 3
- Very expensive

14. The current registration fee is £25. Did you find this:

- Cheap
- Reasonable 12
- Expensive 1
- Very expensive

15.

We are considering the possibility of starting a lunch club and to ensure that the needs of the families in this school are taken into consideration we need to gain further information. The lunch club would run from 12.15 to 1.15pm and children would need to bring a packed lunch.

Lunch club	Would you use a lunch club? (please circle)	Yes 9 (6 of which are staying next year)	No 4
	How many children in your family would attend a lunch club?	All 1	

Number of sessions	1f. How many days a week do you think you would use a lunch club? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 3 <input type="checkbox"/> 4 4 <input type="checkbox"/> 5 <input type="checkbox"/> 1			
	If possible please tell us which days you think you would use a lunch club. <input type="checkbox"/> Monday 5 <input type="checkbox"/> Tuesday 5 <input type="checkbox"/> Wednesday 4 <input type="checkbox"/> Thursday 6 <input type="checkbox"/> Friday 5			
Cost	How much would you be willing to pay for a lunch club? (tick all that apply) <input type="checkbox"/> £2.00 per hour 2 <input type="checkbox"/> £2.50 per hour 2 <input type="checkbox"/> £3.00 per hour <input type="checkbox"/> £3.50 per hour 2 <input type="checkbox"/> £4.00 per hour 2 and 1 did not tick any box.			
Tax Credits	If you are working you may be able to use tax credits to help pay towards the cost of childcare.		Yes	No
	Are you working?		4	5
	Would you like more information about tax credits?		3	6

Please write any other comments in the space below. All comments will be read and discussed by the committee with a view to improving the service provided. If you would like a committee member to discuss your comments with you, then please also give your name and a contact telephone number.

5 comments:

- Cannot praise King Street enough. X has had a great time and really developed socially. All the staff are great at making the children feel special and making sure each child feel secure. Thank you!
- For me it's a great idea to start a lunch club, I hope it will be done!
- V. happy with King Street Pre-school. A very special and friendly / cosy setting. Think in my opinion it is a relaxed and fun setting for children. Please do not become too serious and politically correct as that may spoil what is so special.
- It is a little difficult to comment on all aspects as X has just started so all comments are based on initial views.
- Why not just offer longer sessions and lower the cost just by the fact that more children are attending. If you charge £14 and then charge extra for lunch club, it will be too expensive. Maybe £10 - £15 including lunch club would cover the cost for King Street?

Many thanks for your time!

Appendix 3: Newsletter Example



Children's Voices

The King Street Pre-school Newsletter

King Street Pre-school is a registered charity – number 1121482

June 2009

Sun Policy

The weather has improved! Please remember that:

- It is the responsibility of each parent / carer to apply sun screen to their child before bringing them to pre-school.
- We will actively encourage all children to wear a sun hat when playing outside.
- We will talk about the sun and its effects on us on a regular basis.

Please remember to give your child a bottle of water every day also!

Grant news

We have obtained one grant in the past month; a SEAD grant for £100. This has been spent on some new multicultural toys such as a Japanese play food set, and a Native American doll.

Reptile Man

The reptile man will be visiting us at 11.15am on Tuesday 30th June. He will show the children lots of bugs, mini beasts and lizards! If you do not normally attend on Tuesdays, then please accompany your child and arrive at 11.10am please!

Closed

We are closed on Friday 26th June, as we will be holding an open morning for the new families starting at King Street. Current children who are staying on in September are welcome to attend the morning and meet the new intake.

Sponsored walk, Saturday 20th June

So far, we have raised nearly £500!

We still need your help in one of three ways:

1. By taking part in the walk and raising some sponsorship money (please email me if you would like to do this and I will give you all the information you need: melissajefferies@hotmail.com)
2. If you feel 18 miles is too far, then join us for the 6 mile part of it from Cambridge to Waterbeach – some of the committee will be doing this too – and

again, email me if you would like to do this.

3. By sponsoring us! Either give cash / cheques to Dana or donate using your credit card at www.bmycharity.com/kingstreet and click on the 'donate now' button at the bottom of the page.

Website

Richard Farrell, Pearce's Dad, has done a wonderful job updating our website. All important documents are now linked from the site, including the excellent questionnaire results. Visit www.kingstreetpreschool.org.uk and click on the documents tab.

Milton Road School fete

We are running a stall at Milton Road School fete on Friday 3rd July, 6-8pm. We will be doing a chocolate tombola and a jar bar. So, donations of the following would be much appreciated:

- Chocolates – all types – boxes, individual bars, etc
- Small toys for the jar bar – things like unwanted party bag gifts, fast food restaurants toys, free gifts from comics, little cars, hair clips, etc. Do not have to be new, just not broken! A great chance to have a good clear out!
- Please email me if you would like to help run the stall.

Children's Record of Achievement

Please remember that you can look at, and add to, your child's Record of Achievement at any time. Please ask any member of staff.

Fundraising

- Thank you to everyone for helping with the sponsored Easter Hop – we raised £170!
- We will be holding another cake sale, the last of this academic year, on **Wednesday 10th June** – please bring and buy some cakes – it is blood donation day so we should sell lots.
- Simon O'Connor (Tess's Dad) has devised a new fundraising idea – he will only walk to Ely if the small change box on the drawers is filled up! So please persuade him to go by donating all your small change to the box – every little helps!

Dates for your diary

June

Wednesday 10th June – Cake sale

Saturday 20th June – Sponsored walk from Cambridge to Ely

Friday 26th June – **CLOSED** for new family morning; current children who are staying on in September are welcome to come along and meet the new families

Tuesday 30th June, 11.15am – Reptile man visit!

July

Wednesday 1st July, 7.30pm, Octagon Room – EGM to vote in new committee members – ALL WELCOME! – your chance to have a say in how the pre-school is managed and

run

Friday 3rd July, 6-8pm – Milton Road Fete – all welcome

Wednesday 15th July – End of term – 10.30am = Children's show in Octagon Room,
followed by bring your own picnic at Christ's Pieces playground, details to follow

Monday 7th September – Start of autumn term