

Zion Community Preschool

Trustees Annual Report for the period from 1/9/2019 to 31/8/2020

The Committee of Zion Community Preschool present their annual report and audited accounts for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities SORP (FRS 102).

Our Preschool is a non-profit making organisation and registered charity 1112170. The preschool is governed by the Early Years Alliance constitution document. All funds are raised through grants, fees and other fundraising activities and are put back into Pre-school. Our Preschool is run by a parent committee elected each year at the Annual General Meeting. The members of the committee are all volunteers and are parents of children who attend Pre-school. Sessions for children aged 2-5 years run Monday and Friday 9am-12 noon and 9am-3pm on a Tuesday, Wednesday, and Thursday. Parents are regarded as members of our setting who have full participatory rights. These include a right to be valued and respected, informed, consulted, involved, and included at all levels.

OUR AIMS

We aim, through our Pre-school, to continue providing excellent pre-school education to the children of Frampton Cotterell and the surrounding area. We are based at Zion United Church Hall on Woodend Road. We are a non-domicile setting and we value and welcome everyone regardless of age, sex, race, or cultural background.

OUR OBJECTIVES

Our objectives are to ensure the Preschool provides a safe, secure, and stimulating environment for all children and their parents/carers. We provide a high standard of care and treat all our children as individuals, encouraging and developing children's learning through independent play and group activities. We provide a wide range of stimulating play equipment and activities appropriate to the age of the children and stage of learning and structure all our activities around the Early Years Foundation stage (EYFS) framework. For young children it is important that they are made to feel safe and secure in their surroundings, this is aided by having a 'Key Worker' within the setting who will get to know parent and child well and build a positive relationship with both.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

As a committee member, we put full commitment and support in the smooth running of the Preschool and maintaining an excellent relationship with the staff members and parents. We usually do committee meetings in every six to eight weeks in a year. We invite staff members and parents to join the meetings to maintain a good communication system and transparency.

The activities and achievement of the year are:

- Success in extending a session in Thursday afternoon from September 2019.
- Hire two more staff member to ensure high-rate staff children ratio.
- Fundraising team successfully organised some events such as Christmas Party, Photographs etc and received funds through some donations.
- Managing to run the preschool smoothly during covid 19 pandemic.
- Continue to make easier for staff to upload newsletter, photos etc. on the website to ensure good communication with the parents and perspective parents.

- Continue to circulate newsletter online to reduce the number of photocopies which help in minimising the photocopying cost.
- Encourage staff training to maintain and improve health and safety measure as well as policies and procedures in the Preschool.

FUTURE PLAN

The plan for the next year as a committee member is to maintain and improve the existing year activities and achievement and added new activities if necessary, to achieve our Preschool a better place for children education. Also, to maintain the preschool environment a safe place for the children and staff during covid 19 by following the required regulations.

PRESCHOOL LOGISTICS

Staffing Ratios

At Zion Community Pre-school we operate above the legal requirement for staffing ratios. The main pre-school sessions operate on at least a 1:6 ratio, therefore on a full session of 24 children there will be four members of staff (the legal requirement is 1:8). The maximum number of children we can take in one session is 24. Our minimum staffing level is 3 per session regardless of the number of children therefore on a quiet day with only 12 children we may have a ratio of 1:4. We also have volunteer parent helpers where possible to complement these ratios. This helps us to give time and attention to each child and allow them to explore and be adventurous in safety.

Key Workers

All the children at Zion Community Pre-school are supported in developing their potential at their own pace. Our Key Worker system enables us to meet the needs of each individual child. When starting at Pre-school, every child will be allocated a specific member of staff as their Key worker who will ensure that his/her needs are recognised within Pre-school. The Key worker will also continue to monitor his/her development and progress towards the Early Learning Goals, through observations and a Learning Diary (a collection of written and photographic evidence relating to the child).

Settling in at Pre-school

A happy introduction to Pre-school is very important. The Pre-school Leader will arrange a visit prior to your child starting so that you can both meet the staff and see the Pre-school in action. We will then work with you to make sure your child feels confident and secure in the group, during a settling in period. This can take longer for some children than others and you should not worry if your child takes a while to settle. Parents are welcome to stay for as long as their child needs them. Having parent there will give the child confidence in their surroundings.

Snacks and Drinks

During Pre-school sessions all children have access to fresh drinking water. The 'snack bar' is open from 10.15am – 11am. The snack bar idea encourages children to make decisions and encourages independence by allowing children to choose when they want to have a snack. We can accommodate children with special dietary requirements and the member of staff or adult helper supervising the snack bar can ensure children with allergies do not pick an unsuitable item. Special dietary needs and allergies should be clearly stated on the child's registration.

Typical Pre-school Day

Pre-school provides a safe, happy, and stimulating environment where children can learn through play, enjoying the company of other children and meeting adults from outside their family. They may choose from a wide range of activities to enable them to develop at their own pace, grow in self-confidence and gain independence in readiness for the time ahead at Primary School. At the start of each session children meet on the rug for register and to hear about the activities planned for the day. The morning then starts with a period of free play where a number of different activities will be available for the children. The snack bar is open from 10.15am -11am. The second half of the session will normally include some structured group activities such as singing, dancing, group games and reading. These activities may involve the whole group or smaller groups. During the session children also have the opportunity to play outdoors in the garden. At the end of the session the children gather together as a group to put their coats on and wait to be collected.

Pre-school Activities

Painting and drawing

Children paint freely and are not limited in the number of paintings they do. There are paints, large sheets of paper and an easel. Children are not shown how to paint and at first, may simply want to cover the paper with colour. When they have more, experience they may begin to paint and draw houses and people.

Water

Children find water fascinating and they need to get soaked in the process. Plastic aprons are provided. Play can be experimental – studying what the water does when it is poured, splashed, or dripped. Water is also soothing to the excited child and is a safe outlet for any aggression. In using sand and water, children gain ideas about weight and volume.

Sand

Dry sand, like water, is soothing. Wet sand can be moulded and controlled. Very wet sand, like mud, can be squeezed and squashed most children welcome and need the opportunity to be messy in some way.

Books

Children love books. At Pre-school we have a range of age relevant books with stories and pictures. Books are available for them to look at and handle, and for adults to read and talk about. Enjoying books in this way will foster the growth of their imagination and develop in them a love of language that will encourage them to want to read for themselves later. Every year we celebrate National Book Day and we also invite a number of visitors from the local community to come in and read stories.

Jigsaws

We have a range of jigsaws at varying levels, and we let children take the lead using them to help stretch and challenge children. Jigsaws are a very important part of a child's reading development.

Music

We offer opportunities for children to share in the enjoyment of singing, movement, reciting rhymes and finger plays. Every-day sounds are a vital part of the young child's world and he/she is encouraged to explore sounds, to listen and to experiment.

Climbing Frames

Children need the challenges, daring and joy of running, jumping, climbing, balancing, throwing and perhaps catching. Pre-school tries to provide an environment in which children's physical needs can be fully extended rather than suppressed. By using these and other physical play equipment children not only strengthen their muscles and learn control over their bodies, but they also develop the skills of judgement and decision making. At Pre-school we have a range of both indoor and outdoor equipment and always provide some physical activity within our pre-school day regardless of weather.

Dough

Depending on the recipe used dough can take many forms. It can be stretchy or firm, pliable or crumbly, but the different properties it demonstrates encourage the children to experiment and use their sense of touch. Playing with dough can be a group activity or one child on his/her own can enjoy it. All that is necessary for good dough play is plentiful supply of dough and the freedom and time to explore its possibilities. We also ask the children to help us make the dough.

Junk and Collage

These cutting and gluing activities may be messy, but they give children the opportunities to experiment. They help children to learn about shapes, textures, and colours and at the end the result may not look much to the adult, but it is the fun and experience that the child has had in creating his /her "masterpiece" that is important.

Role Play Area

This is an area set aside in Pre-school for children to act out imaginary situations based on real life, so they can explore and begin to understand new emotions and have some insight into other peoples' feelings and behaviour. Various props and items of furniture, together with dressing-up clothes of the right size, are arranged here.

Information Technology

Information Technology is becoming a bigger part of everyday life. We use Information Technology in a variety of ways i.e., washing machine, microwave, kettle, and toaster. We already have an extensive range of equipment in our role play area. We also have laptop computers for use during the session.

Other Activities

Your child may also have a chance to experiment with clay, construction toys, woodwork, gardening, and cookery. We also use Nature and Interest Tables that will help them form ideas about the world around them. Children gain in skills and understanding through their play sessions especially when they are able to share their enjoyment with adults and to talk about their discoveries. At Pre-school, children are not taught but learn at their own pace, in their own time.

Outings and Visits

When registering your child at Pre-school you will be asked to sign an outing form. This will give us permission to take your child off site during a session. We plan few visits and trips during the year. Advanced notices given on the notice board in the foyer and parents are usually asked to come along and help. These trips do not involve any transport and are all within the very local area. Children are always back at Pre-school ready to go home at 12 noon. Examples of these trips include a visit to Watermore Primary School to see their Christmas production or to play on their timber trail, or perhaps a trip to the shops to buy ingredients for cooking. Parents have the option to not give permission for these trips and in this case the child would remain behind with a member of staff. Once a year, normally in July, the Pre-school Committee organises an outing. This event runs in place of a Pre-school

session and parents/carer are required to attend to take responsibility for their child during the trip.

How Parents Take Part in The Setting

Our setting recognises parents as the first and most important educators of their children. All the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents. By exchanging knowledge about their children's needs, activities, interests and progress with the staff, helping at sessions of the setting, by sharing their own special interests with the children and helping to provide, make and look after the equipment and materials used in the children's play activities. Parents can also take part by being part of the management of the setting and by taking part in events and informal discussions about the activities and curriculum provided by the setting.

The Family Rota

A partnership between home and Pre-school is very important and supports your child's learning. We welcome family members (Parents, Grandparents, Aunts & Uncles etc.) to this great opportunity to see your child learning through play. This can be a very enjoyable experience for both adults and children

Communication

Good communication between Pre-school staff and parents is very important. All members of staff are always available after the Pre-school session to talk when required. In addition, each child has a communication folder used to store newsletters and other information. The folders are put out in the foyer when they have something in them. In the foyer we also have a notice board where updates and reminders are displayed. We also used online communication through email and preschool website.

The Pre-school Curriculum

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be how young children learn to think. Our setting uses the practice guidance Early Years Foundation Stage to plan and provide a range of play activities which help children to make the progress in each of the areas of learning and development. In some of these activities' children decide how they will use the activity, and, in others, an adult takes the lead in helping the children to take part in the activity. We use observations that have been carried out on the children to plan experiences that they are interested in.

The Early Years Foundation Stage – Children's Development and Learning

The Early Years Foundation Stage (EYFS) sets the standards that all early year's providers must meet to ensure that children learn and develop well and are kept healthy and safe. We strictly follow the standards provided by the EYFS. We are inspected by Ofsted and achieved a good Ofsted rating.

OUR FINANCES

The major source of income is coming from Grand Funding provided by the South Gloucestershire Council which is 88.95% of the total income. The remaining 11.05% of the total income is coming from Fees, children uniform, photography, and Fundraising. We used the income in the smooth running of the preschool operations and improving the standard of the children's learning and development.

The major expenditure for the preschool is the wages of the staff which is 82.47% of the total expenditure. The 17.53% of the total expenditure goes to rent, tax, NI, Insurance etc.

The financial statement of Zion Preschool shows the net profit for the year ended 31st August 2020 is £6091.57.

Reserves and Financial Health

The Committee regularly review the finances, budgets and spend against budget together with the head of the staff in the meetings as part of the effective stewardship of the Preschool.

The Committee consider that given the strength of the Preschool's balance sheet, the stable cash flow from the grant funding and the full children rolls, the ongoing popularity of our Preschool, that there is no current need to build up a free reserve.

COMMITTEE MEMBER AND CHARITY TRUSTEES

The committee members are the charity trustees of Zion Community Preschool. Zion Community Pre-school belongs to the families that use it. A parent management committee – whose members are elected by the parents of the children who attend the setting – manages the setting. The elections take place at our Annual General Meeting. The committee is responsible for managing the settings finances, employing, and managing the staff, making sure that the setting has and works to the policies that help it to provide a quality service and to make sure that the setting works in partnership with the children's parents. The Annual General Meeting is open to the parents of all the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming years plans. The committee consists of Chairperson, Treasurer, Secretary and three other committee members whose work as fundraising team elected this year at the Annual General Meeting.

Names of Committee members for the year ended 31 August 2018 are as follows:

1. Rachel O'Sullivan (Chairperson up to 19 Nov. 2019)
2. Victoria Donald (Chairperson from 20 Nov. 2020)
3. Asharani Irom (Treasurer from 20 Nov. 2018)
4. Zoe Swift (Secretary up to 19 Nov. 2019)
5. Bridie Walters (Secretary from 20 Nov. 2020)
6. Jenny Whitfield (Fundraising up to 19 Nov. 2019)
7. Carly Smith (Fundraising from 20 Nov. 20)
8. Deanna Martin (Fundraising up to 19 Nov. 2019)

Preschool Leader: Carole Baldwin

CONTACT DETAILS


Addresses: Zion Community Preschool
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Email: enquiriesforzionpreschool@mail.com

Website: www.zionpreschool.co.uk

DECLARATION

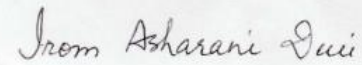
**The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees.**

Signature: 

Full name: CS Lone Sharif

Position: Secretary

Date: 7/6/21

Signature: 

Full name: ASHARANI DEVI IROM

Position: TREASURER

Date: 6/6/2021

Zion Community Preschool
September 2019 - August 2020

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Zion Community Preschool

EXPENDITURE

September 2019 - August 2020

[illegible]

[illegible]

Zion Community Preschool
Fundraising
September 2019 - August 2020

Events	Income	Expenses	Total
Santa Letters	0		0
Christmas Party	485		485
Refreshments	0		0
Bazaar	0		0
Valentines party	0		0
Hopstacle course	0		0
Disco	0		0
Photographs	200.3		200.3
Photo commission	0		0
Easyfundraising	33.08		33.08
Donations	3272.96		3272.96
TOTALS	3991.34		3991.34

Zion Community Preschool - 2019/2020 Financial Summary

Month	Income	Expenses	Profit/Loss
Sept	8836.47	5313.06	3523.41
Oct	907.88	5070.77	-4162.89
Nov	7594.25	5628.09	1966.16
Dec	11419.3	5437.26	5982.04
Jan	6240.87	6297.81	-56.94
Feb	42.28	5486.21	-5443.93
March	10286.93	5909.61	4377.32
April	15572.94	5483.66	10089.28
May	157.74	4341.65	-4183.91
June	6917.34	4885.25	2032.09
July	0	3346.72	-3346.72
Aug	0	4684.34	-4684.34
TOTAL	67976	61884.43	6091.57

Zion Community Preschool Savings 2019/20

[illegible]

Report of the auditor of Zion Community Preschool for the year ended 31st August 2020

I have examined the accounts of Zion Community Preschool for the year ended 31st August 2020 and confirm they are in accordance with the accounting records.

R. H. West *RH West*

Date: 11.5.2021