



Cold Ash
Pre-school
growing big ideas

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Registered Charity no: 1174604
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Dear Parent,

Thank you for your interest in sending your child to Cold Ash Pre-school (CAPs).

Who Are We?

Founded in 1968, CAPs has been at the heart of the Cold Ash community for many years. Working with the children every day, we have a small team of very experienced and knowledgeable childcare professionals, who all live locally and are parents themselves.

Our goals are for every child to:

- Enjoy pre-school
- Make the best possible progress with us
- Grow to love learning and grow in confidence, making friends and taking part
- Be ready for primary school upon leaving

We focus entirely on what is best for the children in our care; we strive to help them thrive. To learn and grow, children of pre-school age need to feel safe and secure, they need to be given freedom to explore and navigate their surroundings, unincumbered by adult intervention and they also need to learn how to understand and deal with friendships and decision making.

In addition, they need to learn the basic skills of learning and the ability to listen and concentrate in readiness for school. We are a pre-school, and our objective is to teach your child 'pre-skills' – we support each child every step of the way through their learning journey with us. For more information on how we introduce and incorporate reading, writing, maths, science and social emotional wellbeing every day at CAPs, please see our website: ['Teaching' 3-4 Year Olds](#).

We operate an 'open door policy' and ask parents to contact us any time they want to talk about their child's development or needs – we are always happy to work with parents to give the children the best start to their learning journey possible.

CAPs is open to every member of the local community for children between the ages of 3 and 5 years of age. We do occasionally accept some children before their 3rd birthday, but this is at the discretion of the Pre-school Leader and management committee, and usually depends on existing numbers of staff and children in setting.

We are a registered charity, and while all our staff are employed, the management committee is made up of volunteer parents who act as trustees for the charity.

We are registered with Ofsted (with our latest inspection rating us 'outstanding') and work closely with the Early Years Alliance and West Berkshire Council Early Years Service to ensure we keep up to date with new legislation, guidelines, and best practice. Like most early years providers, we follow the Early Years Foundation Stage Statutory





Framework ([EYFS – more information here](#)), introduced by the Department of Education (DfE) and enforced by Ofsted.

If you'd like to learn more about us, please do see our website: [Cold Ash Pre-school](#).

How to Apply

If you would like to register your child to join us, please complete and return the attached Registration Form and complete with your Registration Fee.

Most children join us in September; however, we do usually also have a small intake of new children in January.

To make the charity financially viable, we need to insist that each child attends a MINIMUM of three sessions over three different days. We do sometimes make exceptions for our youngest cohort when they first start and allow two sessions where feasible.

To ensure the system is operated fairly and efficiently we have a closing date of 10th January for all applications wanting a place for the subsequent academic year. Any registrations made after this date will be considered in accordance with our admissions policy (please see our website).

We hope to welcome you to CAPs in the future, in the meantime, should you have any queries, require any additional information, or indeed wish to visit us during a session, please do not hesitate to get in touch.

Yours faithfully,

Clare Wormald
Business Manager, Cold Ash Pre-school