

Welcome to Early Learners Pre School



Information for Parents

Sept 2018



Chillerton and Rookley Primary School

Early Learners



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Welcome to our preschool, we have put together this booklet to give you some information about Early Learners, if you have any further questions or concerns about your child joining us at Early Learners please call in or telephone. You are very welcome to visit prior to registering your child.

Introduction

Chillerton and Rookley Early Learners opened in Sept 2005. We take children from the age of 2 and offer full day care provision from 9-3pm during school term time. The children have their own room within the school building. We are very much part of school life. The school offers an Extended Schools service; Breakfast Club is open from 8am and After School Club is open until 5.30pm, preschool children are welcome at both.

Our first priority is the wellbeing & safety of children in our care. We provide a wide range of resources, opportunities and experiences, which support children to play co-operatively with others and to form trusting relationships with those around them. All our staff are trained and dedicated to ensuring each child receives the individual care and support they need to develop and reach their full potential.

Children can start from the age of 2 years old. Each child can have a trial period to see how they settle into pre-school life. Occasionally we may suggest delaying their starting date if they find it difficult to separate from you. We can try again after a short break. We have found this to be very successful and ensures that your child's first experience of pre-school is a happy one. You are very welcome to stay for as many sessions as you would like to help your child settle into pre-school.

Early Learners aim to:

- provide high quality care and education;
- work in partnership with parents to help children to learn and develop;
- add to life and well-being of its local community; and
- offer children and their parents a service which promotes equality and values diversity.

As a member of Chillerton & Rookley Early Learners, your child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our high ratio of adults to children;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what he/she already knows and can do;
- has a personal key person who makes sure your child makes satisfying progress;
- sees you as a partner in helping your child to learn and develop in which parents help to shape the service it offers.

Opening Times

The pre-school is open 39 weeks each year, during term times.

We are open from Monday to Friday between 9.00am and 3.00pm. Staff arrive at pre-school at 8.45am to prepare the playroom for the day but are not able to supervise the children until 9.00am. You are welcome to wait in the undercover outside area, (accessible via the playground) until the session begins. Pick-up at 3pm is from the back door of the preschool via the playground.

At the end of the session you are welcome to come in early to collect your child and join in with the end of session circle time, just knock on the door or come in via the office.

2 year Progress Check

Once your child has joined the pre-school, at some point after they turn 2 the staff here will give you a written summary of how your child is progressing against the 3 prime areas of learning:

Communication and language

Physical development and

Personal, social and emotional development.

This will highlight areas where your child is progressing well and anywhere they might need help and support, This information can also be shared with other health professionals such as Health visitors with parents' consent.

How your child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- **Communication and language;**
- **Physical development; and**
- **Personal, social and emotional development.**

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- **Literacy;**
- **Mathematics;**
- **Understanding the world; and**
- **Expressive arts and design.**



These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



Working together for your children

Our Pre-school has a high ratio of adults to children in the setting. This 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; and
- allow the children to explore and be adventurous in safety.

The staff agree to work towards the following criteria:

- Provide good role models for the children by encouraging openness in discussion, showing honesty in answering questions and treating both children and adults with respect.
- Children are encouraged to use any or all of the materials and resources provided as they wish. For example home corner and dressing up play is free from stereotyping.
- Books in the library and stories read or told convey positive values in line with our aims and philosophy.
- We make every effort to involve you as parents in the pre-school, we encourage you to voice your opinion and respect your point of view. We hope that this will enable a two-way process of communication between home and school.
- In the event of action needing to be taken as a result of prejudice or discrimination being witnessed, any incident should be seen in context and judgement made about discrimination. If a child were the offender we would ask for your support and co-operation in dealing with this sensitive issue.
- We respect and welcome all values, religions, languages and cultures into our pre-school.

How parents take part in the pre-school

Chillerton & Rookley Early Learners recognises parents as the first and most important educators of their children. All of the staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents take part in making the pre-school a welcoming and stimulating place for children and parents, such as:

- Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- Helping at sessions of the pre-school;
- Sharing their own special interests with the children;
- Helping to provide, make and look after the equipment and materials used in the children's play activities;
- Taking part in events and informal discussions about the activities and curriculum provided by the pre-school;
- Joining in community activities in which the pre-school takes part and

- Building friendships with other parents in the pre-school.

Do feel free to arrange to drop into the pre-school, if you would like to see it at work, or to speak with the staff who will be happy to show you around.

Parent/Pre-School Communication

You will be informed of what is happening in pre-school through regular preschool & adjoining school newsletters. We display a range of information on our notice board just outside of the preschool door & you can find us on Facebook.

Each child will have an individual development folder with their learning journey; this is to help the key persons to support your child's development, share information with you & plan next steps with your input. We use Tapestry which is an online learning tracker. We will take regular photo's to support the observations we make of your children's learning.

We have regular parents' meetings for you to discuss your child's progress with your child's key person.

The children all have their own day books to provide opportunities for staff and parents to communicate with pre school staff, make observations & comment. Feel free to ask about any other records keep.

The pre-school's timetable and routines

The pre-school believes that care and education are equally important in the experience, which we offer children. The routines and activities that make up the pre-school's session/day are provided in ways that:

- Help each child to feel that she/he is a valued member of the pre-school;
- Ensure the safety of each child;
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning, which is achieved entirely through a wide range of play opportunities both inside & outside.

The session

The pre-school organises its sessions so that the children are able to independently choose from & access a range of activities/resources, in doing so building up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity - and are encouraged - to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom.

The pre-school caters for children's individual needs for rest and quiet activities during the day.

Snacks and meals

Preschool go into the hall with the school children to eat lunch where a member of preschool staff will be nearby to provide constant support & supervision. Children will need to bring a packed lunch or they can have a hot meal from the main school kitchen. School meals cost £1.95 and can be booked and paid for on a daily basis.

We promote healthy eating at Early Learners & ask that children are provided with a good balance of healthy items in their packed lunches.

Our snack time is mid-morning and mid-afternoon. We supply milk or water and ask that you provide a piece of fruit each day for your child; this is prepared sometimes by the children! & shared by all of the children which provides a great social opportunity for all of the children & adults, promotes sharing & is a lovely talking point, the children like to tell everyone which fruit they brought in.

We encourage the children to drink water throughout the session. Please bring a named plastic drinks bottle.

If your child has any additional dietary requirements, dislikes or allergies to any foods or drinks please let us know so that provision can be made for them.

Policies

Copies of the pre-school's policies are available on request or via the website.

The pre-schools' policies help us to make sure that the service provided by the pre-school is a high quality one and that being a member of the pre-school is an enjoyable and beneficial experience for each child and her/his parents.

The staff and schools governors work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling the pre-school to provide a quality service for its members and the local community.

Special needs

As part of the pre-school's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have. The pre-school works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The preschool's Special Educational Needs Co-ordinator is Chris Sweatman.

Health and Safety

- Please enclose an ice pack in your child's lunch box to keep it cool.
- You must inform staff if someone other than yourself is coming to collect your child. If we have not been informed of any changes we will not release your child from the premises.
- Please keep us informed of any changes in your circumstances that may affect the well being of your child so that we can help and support children at difficult times.
- Please keep us informed of any changes of address, contact details and telephone numbers, so that we can get in touch with you should the need arise.
- Should your child have an upset stomach or tummy bug, then they must not attend pre-school for at least 48 hours after symptoms have subsided to ensure that there is no cross infection.
- If your child is taking medication and is unwell, then they should not attend pre-school. However, in extreme circumstances we will administer medicines. It will also be necessary for you to complete paperwork at preschool concerning the medication & giving your consent for us to administer it.

Fees

The fees are payable in advance unless prior arrangement has been made.

Fees are payable if children are absent.

- Fees for the Preschool are £3.50 per hour.

All children become eligible for 15 hours per week free funding from the government from the term after their 3rd birthday (see below for specific dates):

Claim Period	Child's Birthday - between:	When funding can start:
Summer	1 April - 31 August	1 September
Autumn	1 September - 31 December	1 January
Spring	1 January - 31 March	1 April

- 30 hour funded places are available subject to availability and eligibility.
- 2 year old funded places are also available subject to availability and eligibility

Clothing

As many of our activities have a 'messy' element we would appreciate children wearing clothes suitable for all sorts of play. We do provide aprons but it is quite difficult to prevent accidental paint or glue splashes getting onto clothes. Children are sometimes put off joining in activities if they think they are going to spoil their clothes. Yellow sweatshirts with the Early Learners logo on are available at the school office for £7.00 each & polo shirts are available at £6.50, these are available at Kids & Co (22 High Street, Ryde. Tel: 615244)

We support & encourage children to develop their own independence at a developmentally appropriate level in a range of ways, such as encouraging children to gradually manage their own toileting needs, taking their own shoes/coats off & putting them on with preschool staff close by to support them. Clothing which is easy for the children to manage will help to support them to do this.

- During the winter months or wet weather it is useful if the children have a pair of Wellington boots and full waterproof overalls for playing outside. They should also have the appropriate hats, coats and gloves that will not get spoilt by dirt and mud.
- During the summer months your child will need a cap or sun hat/ sunscreen (free from nut oil) which we will be kept in a tray with all of the other children's sunscreen, please label clearly with your child's name. Children will also need to wear shoes suitable for running and playing outside.
- Children should have a full spare set of clothes to keep on their pegs in case of accidents.
- If your child is still in nappies, please leave a supply of nappies and wipes for changing.

Please mark all clothing clearly with your child's name.

Toileting Routine

Children are welcomed at pre-school even if they are still using nappies.

We understand that toilet training may be a long progress for some children and feel it should not prevent them from attending. We will take your lead in recognising when a child is ready to start using the toilet, and will do all we can to help and support the child at this transitional stage.

Staff are with children at all times to help and supervise the children with toileting.

Comforters

We understand that many of the younger children have comforters - blankets and dummies etc that they may need during the day when first starting pre-school. Please make sure that staff are aware of their needs and bring the comforters to pre-school. Experience has shown that as children become more settled into pre-school routine they soon forget about the comforters, and gradually need them less during the day.

The staff hope that you and your child enjoy being members of the pre-school and that you both find taking part in our activities interesting and stimulating. We are always ready and willing to talk with you about your ideas, views or questions.

Complaints Procedure

All complaints relating to one or more of the National Standards will be investigated. The parent who made the complaint will be given a written account of the findings, and of any action taken as a result within 28 days. Records will be kept for a period of 10 years from the date on which the complaint is made. The complaints file is kept in the preschool and a copy of the form is also available.

Safeguarding

Our setting work with children, parents and the community to give them the best start in life. Our safeguarding policy is based on the three key commitments of the Pre-School Learning Alliance Safeguarding Children Policy.

- Early Learners is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- Early Learners Pre School is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (2015).
- Early Learners is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient and listened to.

Thank you for taking the time to read through our information booklet. If you have any questions please do contact us. We will look forward to welcoming you to our Preschool. ☺