



Pre-School Parent and Carer Information Pack



Welcome

All staff would like to welcome you to the pre-school room at Little Colliers Nursery. We are very excited to be working with you and your child over the next academic year. This booklet gives Parents/Careers a little insight about what we do in Pre-School and what to expect over the coming year. Our door is always open and staff are always on hand to answer any questions that you may have.

Your Child's day

Pre-School organises the day so that children can take part in a variety of child chosen and adult led activities, these take into account the children's stage of learning and development. Outdoor activities contribute to children's health, their physical development and knowledge of the world around them.

Child Protection and Safeguarding at Little Colliers

Little Colliers Neighbourhood Nursery is committed to safeguarding and promoting the welfare of all children both within the nursery environment and outside. Safeguarding and promoting the welfare of children is everyone's responsibility. Little Colliers Nursery have a full detailed policy for child Protection available upon request.

Professional boundaries

On induction our staff members are made aware of professional conduct with our parents/carers. We would like to ask for your support and compliance with these procedures. The key Aspects include:

- Agreement not to make any comments about the nursery, staff working there or children attending the nursery on any social networking sites. Equally not 'befriending' any nursery staff on social networking sites.
- Not to exchange any personal contact details or personal information with nursery staff, with the intent to arrange babysitting arrangements and favours. Nursery staff are unable to do this.
- To follow our confidentiality policy by keeping nursery information to yourselves and raising concerns or queries to the nursery manager or deputy and not to an outside third party.

Aims and Objectives of Pre-School

- To provide a safe, stimulating, secure educational environment where children thrive to achieve their full potential irrespective of gender, ethnicity or any additional needs
- Provide high quality care and education to all children within the setting
- Promote independence and self-skills to prepare children for the world of big school

Staff

All staff are CRB/DBS cleared and first aid qualified. The staff based in Pre-School are:-



Donna Hurdman- Acting Manager



Keeley Shorter - Level 3 Practitioner



Jude Gripton - Acting Deputy Manager/SENCO



Bex Collins - Level 3 Practitioner



Laura Marsh - Level 3 Practitioner/Student coordinator



Kate Bailey - Level 2 Practitioner (level 3 qualified)



Shannon Martin - Level 3 apprentice (Level 2 qualified)



Ben Jones - Level 3 apprentice (Level 2 qualified)



Mandy Jones- Level 2 Practitioner (Level 3 qualified)

Curriculum

Little Colliers follows the Early Years Foundation Stage (EYFS) The EYFS sets standards for the learning, development and care of your child from birth to 5 years. The EYFS ensures:

- Children learn through play
- Nursery staff work closely with parents
- Your child's home learning is taken into account
- You are kept up to date with your child's progress
- The welfare, learning and all round development of children with different backgrounds and levels of ability, including those with special educational needs and disabilities

The EYFS is divided into 7 areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Mathematical Development
- Literacy
- Understanding the world
- Expressive Arts and Design

There are four themes of the EYFS that underpin all the guidance:

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured

Positive Relationships

Children can learn to be strong and independent through positive relationships

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there strong partnership between practitioners and parents and carers

Learning and Development

Children develop and learn in different ways. The framework covers the education and care of all children in early year's provision, including children with special educational needs and disabilities

Little Colliers Nursery uses the EYFS guidance to plan and provide a range of play activities which help children to make progress in the areas of learning and development. Observations are key to assess where your child is currently developing and are used to plan your child's next steps in their learning.

As your child's first and best educator we believe you know your children best and will give you the opportunity to contribute to assessment by sharing information about what your child likes to do at home. Parents/carers are encouraged to fill out wow moment sheets, special events, holidays and birthdays sheets and will be asked to write a comment on their child's summative statement which will be included in their child's learning journal.

Learning Journeys

Every child will have their own personal learning journey which is a record of achievement of your child's time whilst at Little Colliers. A learning journey is made up of your child's personal work, observations taken by staff of what your child has done or said, photographs and summative statements. All of

the work is linked to the EYFS to show the level of development and the next steps for the child.

Key Person System

Pre-School use a key person approach. Each member of staff is responsible for a small group of children and will build a special relationship with these children. Your child's key person will update each child's individual learning journey on a regular basis, complete assessments and write summative statements regarding their level of development and will plan on a weekly basis a selection of stimulating activities tailored to the children's individual needs and interests. You will have the opportunity to meet with your child's key person at parent evenings to discuss how your child is getting on, however our door is always welcome and staff are always available on a daily basis to deal with any queries. Each key person group will also have a named second person called a buddy group. This will ensure that if your child's key person is absent for any reason all children have a second key person who will take over the responsibilities of the key person. If staff are unable to help Donna Hurdman the Nursery Manager is available to help with any issue's that may arise.

Funding

Little Colliers Nursery are able to provide funding for 3 and 4 year old children. All children are entitled to 15 hours free funding the term after your child turns 3. From September 2017 extra times for three's and four's will be introduced. There is eligibility criteria for 30 hours funding. To check the current criteria and to apply please visit www.childcarechoices.gov.uk

Settling in

At Little Colliers we recognise that all children are different and will settle in differently. Parents are welcome to stay with their child when attending trial visits. We ask that all children bring in a family photograph which will be displayed in their key person area which the child can access for comfort. Children can also bring in a comforter but please refrain from bringing in

toys has this often leads to confrontation within the room. Little Colliers are not responsible for the loss or damaged of any toys.

Clothing

Children at Little Colliers based in Pre-School wear Little Colliers uniform. This can be purchased online from Tesco schools embroidery website: <https://www.tesco.com/direct/ues/>

A variety of items can be purchased on the website. Children are also required to wear either black/grey trousers or leggings with black shoes/pumps. Children wear a uniform to help prepare your child for school and to have a sense of belonging at Little Colliers.

Aprons are provided for messy activities however these are not always sufficient and clothes may become stained. Little Colliers are not responsible for the loss or damage of any personal clothing. Please could you also ensure that all clothes, shoes and coats are named and full set of spare clothing is provided in case of any accidents. We do stock a small supply of spare clothing but this is very limited.

What to bring to nursery

- Full set of spare in clothes (named) in a bag
- Nappies/wipes (if needed)
- Comforters (dummies, blankets etc.)
- Any medication (please name) please ensure medication is given to a staff member and not left in children's bags. All medication must be prescribed by a doctor and a consent form must be filled in to allow staff to administer the medication. Children who have long term health concerns e.g. asthma, eczema will need a health care plan form completed by a registered health practitioner, this is in line with Ofsted statutory requirements.

Transitions

We aim to make the transition from home to Little Colliers Nursery as stress free as possible. Little Colliers value the parent/carer as the first educator of their child.

- We collect essential information through our registration records as well as information about your child's needs, likes, dislikes, routines and development. This will assist your child's key person in understanding your child's emotional needs and enables us to match your home routine in setting wherever possible.
- A home visit from Little Colliers staff will take place to children who are new to the setting. This will give us the opportunity for you to meet nursery staff in a familiar environment. Parents/carers will be able to discuss the needs of their child and ask any questions you may have.
- Children are required to do a 1 hour stay and play session before entry into nursery, followed by a 2 hour trial. These sessions are free of charge. This allows the child to familiarise themselves with the environment and with the staff based in the room.

Transitions between Little Colliers and primary schools

As we form part of Colley Lane Primary Academy we have strong transition links with the reception team at school. Once your child has been given their school allocation place (usually April) we will contact the schools and invite them to come into nursery to meet your child within the setting, we will also pass on all relevant information for their teacher.

Little Colliers have a separate policy on transitions between home, nursery and school. Please ask staff for a copy.

Meal times and snacks

Breakfast is served from 7.30 until 9.00am where a selection of cereals are on offer. Children are encouraged to choose and serve their own breakfast to develop independence. This is done under staff supervision. Breakfast is charged at £1 per day.

Lunch is served at 12pm where children will have a hot nutritious meal including pudding provided from Colley Lane Primary Academy at a cost of £3 per day.

Tea is served at 4.30pm and can be anything from a choice of a selection of sandwiches, cheese and crackers or beans on toast. Tea is charged at £1 per day.

Menu's detailing the choices on offer daily are displayed around the nursery. If your child requires a certain diet due to allergies or religious beliefs, we are able to accommodate all children's individual needs. Please ensure staff are aware of your child's dietary requirements.

Snack is served from the self-service café and is open between 9.45 till 11 and 1.30 till 3. Children are able to choose a piece of fruit and a drink of milk or water and socialise with their peers whilst at the café.

Children are welcome to bring in their own juice/water bottle from home and will be kept in the café area for children to independently access.

Activities in Pre School

There is always an exciting range of activities going on in Pre-School Room and no two days are the same, some examples of the activities that take place are

- Painting, chalking, cutting and sticking
- Cooking activities
- Bug hunts
- Phonic sessions
- Small world and imaginative play
- P.E. sessions

Activities are split into adult focused activities and child initiated learning to ensure the correct balance is met to achieve the child's full potential at nursery.

Pre-School Room Daily Routine

Time Activity

- 7.30 Breakfast room opens, Child initiated play
- 8.45 Breakfast room closes
- 9.15 Key groups and phonics
- 9.30 Adult led and child initiated focus activities
- 10.00 Outside classroom opens and free flow begins, snack café opens
- 10.30 Nappies
- 11.15 Tidy up time indoors and outside
- 11.30 Democracy time and focused math's session
- 11.50 Toilet and wash hands ready for dinner
- 12.00 Lunch time
- 12.30 Child initiated play
- 1.15 Key groups and phonics
- 1.30 Adult led and child initiated focus activities
- 2.00 Outside classroom opens and free flow begins, snack café opens
- 2.30 Nappies
- 2.45 Tidy up time indoors and outside
- 3.00 Democracy time and focused math's session
- 3.20 Child initiated and outdoor classroom opens
- 4.15 Tidy up indoors and outdoors and wash hands
- 4.30 Tea time
- 5.00 Child initiated activities
- 6.00 Nursery closes

Sick Children and Absences

If your child is sick and will be absent from nursery please notify nursery at the earliest opportunity. If a child is suffering from sickness and diarrhoea there is an exclusion period of 48 hours from nursery after the last case of sickness/diarrhoea. There are different time exclusions for different illness, please speak to staff for further details.

Parent Partnership

At Little Colliers we are proud of our strong relationships we build with our parents and carers. Our door is always open and we hold parent evenings twice during the year. We have regular newsletters and update letters detailing events located in the foyer for parents/carers to help yourselves.

FAQ'S

"What is the difference between school nursery and Little Colliers preschool?"

There is no difference in what we do at Little Colliers and school settings. All early years providers have to follow the statutory requirements of the EYFS and are inspected the same way by Ofsted as schools. The only difference is that we are able to offer more flexibility in hours when your child attends nursery.

"My child always becomes distressed when coming to nursery, should I stop bringing them?"

No. We understand that this can be distressing for parents to see, however if you take your child out of the setting and then return at a later date it will again become a new experience for your child and the cycle will continue. If a child is finding it difficult to settle we will always work with the parents and families to find ways to make this transition easier.

"Do we need to bring sun cream during the summer term?"

All children will need to bring in sun cream that staff are able to apply to your child and a sun hat to wear outside, please ensure these are clearly

labelled with your child's name. If no sun cream/ hat is provided unfortunately we will be unable to allow your child outside. We also restrict the amount of time the children are outside for during extremely hot weather.

Written by Jude Gripton

