

WELCOME PACK



Roseberry Pre-school
Sikh Community Centre
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WELCOME

Dear Parents/Guardians

We would like to welcome you to Roseberry Pre-school. We hope that you will find this booklet helpful in creating an impression of our pre-school and how it is managed and organised.

We aim to ensure that you and your child/children are happy with all our arrangements and we will be pleased to arrange a visit for you so that you can look around and ask any questions you may wish to. We are keen to promote a good relationship with all our parents and welcome opportunities to talk to you.

We hope that we can provide a balanced educational programme of 'learning through play'.

Our setting aims are to:

- Provide high quality care and education for children below statutory school age;
- Work in partnership with parents to help children to learn and develop;
- Add to the life and well-being of the local community; and
- Offer children and their parents a service that promotes equality and values diversity;
- To create happy caring environment and rich stimulating curriculum this will enhance the lives of all our children.

We look forward to working with you.

Yours Sincerely

Jagdip Kaur Nagra

Pre-school Manager

Parents

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

As a community based setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on parents for their support and commitment.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- 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 she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting that sees parents as partners in helping each child to learn and develop; and
- is in a setting in which parents help to shape the service it offers.

Our approach to learning and development and assessment

The provision for children's Learning, Development and Care is guided by The **Early Years Foundation Stage framework**. A copy of the **Parent's Guide to the Early Years Foundation Stage framework** and further information can be accessed from: www.foundationyears.org.uk

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which 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 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. In all activities information from the practice guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from

photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

Records of achievement

The setting keeps a record of achievement for each child which is called 'Learning Journey'. We use a secure online Learning Journal Tapestry which allows staff and parents to access the information via a personal password protected log in. The system is very secure. You will be the only one outside of the nursery that can view your child's profile and you will access it with a unique username as well as a password and PIN that you create.

Staff and parents working together on their children's Learning Journey is one of the ways in which the key person and parents work in partnership. Your child's record of achievement helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Working together for your children

In our setting we maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. 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 who work at our setting are:

Name	Job Title	Qualifications and Experience
Jagdeep Kaur Nagra	Pre-school Manager	NVQ Level 4

Nasim Patel	Pre-school Deputy Manager	NVQ Level 4
Ranjana Lad	Pre-school Room Leader (Over 3's)	Foundation Degree in Early Years
Manpreet Kaur	Pre-school Room Leader (Under 3's)	NVQ Level 3
Baljinder Kaur	Pre-school Practitioner	NVQ Level 3
Harjit Singh (Bank Staff)	Pre-school Assistant	NVQ Level 2

Opening times

We are open 5 days each week throughout the academic year apart from Bank Holidays, Guru Nanak Dev Ji's birthday, Vaisakhi, Christmas day and New Years day. We are closed early on Diwali, Christmas Eve and New Year Eve. The times we are open are 7.00am to 6.00pm (currently operating between the hours of 8.00am to 4.00pm). We provide care for young children between the ages of 2 years to 4 years.

Sessions

Full day session: 7.00am – 6.00pm (currently operating 8.00am - 4.00pm)

Morning session: 9:00am – 12:00 pm

Afternoon session: 12:30pm – 3:30pm

FEEE funding sessions

Morning session: 9.00am – 12.00pm

Afternoon session: 12.30pm – 3.30pm

30 Hours session: 9.00am – 3.00pm

All session requirements must be confirmed in writing with a minimum of two weeks notice for all changes.

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All of 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, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the setting;

- 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;
- being part of the management of the setting;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;
- Joining in community activities in which the setting takes part; and building friendships with other parents in the setting.

Key persons and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities.

Parent Consultations

Each term we will invite you to meet with your child's key person to discuss your child's progress in the pre-school; you will need to book a time slot once dates have been set.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the setting staff takes part in further training to help them to keep up-to-date with thinking about early years care and education.

The setting also keeps itself up-to-date with best practice in early years care and education through Cluster Group Meetings, Senco Network Meetings and Partnership Plus magazine etc.

From time to time the setting holds learning events (parent's workshops) for parents. These usually look at how adults can help children to learn and develop in their early years. Please speak to a member of staff for further information.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build 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.

Drink and Snacks

We have a drink and snack bar throughout the session where children can help themselves to drink and food and socialise with peers and adults. We plan the menus for snacks so that they provide the children with healthy and nutritious food. Do tell us about your child's dietary needs and we will make sure that these are met.

We encourage children to drink plenty of water throughout the session. All children are asked to bring a bottle of water with them to the setting. Can you please make sure that the bottle has sports cap and is clearly labelled with your child's name.

Meals

Meals are included within the fees depending on the session you have chosen for your child to attend. We ask all parents whose children stay for lunch to please send your child in with a **vegetarian** packed lunch on Tuesdays, Wednesdays and Thursdays. The pre-school will provide meals (langar) on Mondays and Fridays. The ingredients of the meals (langar) are as follows:

- Chapatti – flour (Atta) and water
- Daal (lentils) – Salt, haldi, masala, onions, butter, tomatoes, ginger and green chillies.

Policies

Copies of the setting's policies and procedures are available for you to see at the setting. If you require more information or wish to take a copy of a policy then please don't hesitate to speak to a member of staff in regards to this.

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

We also display one policy at a time a month on the parent's notice board for parents to read and make a comment if they wish to.

The staff and parents of the setting 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 setting to provide a quality service for its members and the local community.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Accidents or incidents: You will be informed of any accidents/incidents that your child may have in pre-school that staff witness or your child informs staff of, please

inform staff of any accidents or incidents that may be had at home too, as part of our safeguarding procedures we will discuss with you any concerns that your child shares with staff.

Mobile phones: Mobile phones must not be used on pre-school site at all, please wait until you are offsite.

Special needs

Our setting is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. All children are welcome, valued and included regardless of family background, culture, race, disability or SEN. We provide an environment in which all children, including those with special educational needs are supported to reach their full potential.

- We have regard for the DfES Special Educational Needs Code of Practice (2014).
- We ensure our provision is inclusive to all children with special educational needs.

Our Special Educational Needs Co-ordinator is **Nasim Patel**.

Data Protection

Information collected within these forms is only used for the purpose of registering your child at Roseberry Pre-school. Under the Data Exchange Agreement (DEA) and the Education and Inspections Act 2006, information may be shared with local authorities if we find it in the child's best interest.

Photographs

We ask for consent from parents to take photographs of their children as these are used to provide evidence of the planned curriculum we offer within the setting, some of these photographs will be displayed.

Accident procedure

The pre-school reserves the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and be required to sign a form to acknowledge that they have been informed of the incident. If your child is involved in a more serious accident then an ambulance will be called and a member of staff will call the emergency contact provided on the registration form. If we are unable to get hold of the emergency contact then Roseberry Pre-school reserves the right to act on behalf of the parents and authorise any treatment which may be necessary. We request to all parents to ensure that Roseberry Pre-school is kept up to date with any information in relation to the child's well-being.

The management of our setting

Sikh Community Centre Committee - whose members are elected by the community and 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 setting's finances;
- employing and managing the staff;
- making sure that the setting has, and works to, policies that help it to provide a high quality service; and
- making sure that the setting works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Shift patterns

The pre-school can accommodate for some shift pattern subject to the availability of spaces. In order for us to be able to manage this irregular booking pattern; session must be confirmed in writing one month in advance.

Session start

Please drop your child off at the time that their session starts. If you need to drop your child off before the start of their session and it hasn't been authorised by a member of staff you will be charged for an extra hour.

End of session

Children must be picked up at the end of their session. Any child who has not been collected without staff being notified of any reason as to why, there will be a late fee of £1.00 every 5 minutes.

Time off

If your child is absent due to an illness or is away for any other reason you will still be charged for the session. We would appreciate advance notice of any booked holidays or days off that your child would require, so that we are able to plan efficiently.

Fees

A deposit of £50.00 is required to reserve a place for your child. It will be refunded when your child leaves Roseberry pre-school on a condition of one month's notification in writing or once your child starts receiving FEEE. No deposit is required for children receiving FEEE.

The fees are £5.50 per hour for 2 years old and £5.30 per hour for 3 & 4 years old children. Fees must be paid a week or month in advance. Fees must still be paid if children are absent for your child to keep her/his place at the setting.

We are in receipt of Free Early Education Entitlement for two, three and four year olds. All parents whose children are in receipt of FEEE must complete and sign the Parental Declaration form. We also need to retain a copy of Birth Certificate/Passport so that eligible claim can be made. Please note that normal fee rate applies for any additional time over and above the free 15 hours. If you are claiming your child's funding elsewhere, then you will be charged our normal fee rate.

Suspension

We may suspend your child's place at Roseberry Pre-school on the grounds that:

- Fees have not been paid (please speak to a member of management if you have any problems with keeping the payments up to date. We are all here to help and will work with you in solving any difficulties).
- Your child's behaviour at the Pre-school is unacceptable and he/she is endangering other staff and children. This will be the final resort after warnings and action plans have been put in place with the support of the parents.

Medication

If your child is on any antibiotics or any medication, please bring the medication in to the pre-school labelled (pharmacy label). A senior member of staff will administer the medication with a witness present. You are required to fill in a consent form stating the full details of the medication, dosage and times the medication will need to be administered. If these details are not clearly stated on the form, then we will not be able to give your child the medicine.

Sickness/absence

Children who have or develop an infectious illness will be excluded from the pre-school for a minimum of 48 hours depending on the infection. Please phone the pre-school to inform them your child is unable to attend. This is in the best interest of the child and other children. It also complies with regulations set out by the Environmental Health Department. The pre-school must be notified of all absences, please contact us at the most convenient time to let us know.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. The setting has a policy about helping children to settle into the setting.

Clothing and personal items

We provide protective clothing for the children when they play with messy activities. However in order to feel free to explore and experiment with all kinds of materials, including messy activities, it is best to send children dressed in clothes, which are easily washable or to maintain.

We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

The pre-school cannot accept responsibility for loss and damage to personal items or clothing. Parents are responsible for ensuring that their child is provided with sufficient clothing for their daily needs and a spare set of clothing in case of accidents.

Sun cream and sunhats must be supplied in the warmer months. Suitable footwear and clothing for outdoors must be provided.

Signing in and out

All parents /carers are asked to sign their child in and out of the pre-school each day using the sheets provided in welcome area. These will be shown to you when your child starts pre-school. It is very important for security reasons that this is done at the start and end of every session your child attends. Please speak to a member of staff if you have any queries.

Children's outings and visits

During their time at the pre-school your child may be taken on short outings such as park, shops and local library. All outings are strictly supervised. Occasionally we may want to take the children further a field i.e. zoo, farm and theatre etc. Parents will be informed about these trips in advance.

Book Bag Scheme

Reading is vital part of a child's development and there are many advantages of introducing and sharing stories and books with your child at home.

- Reading with your child is a relaxing way of spending time with them.
- Reading develops a child's imagination, conversational skills and extends their vocabulary.
- The child gains a concept of how to handle and take care of books and learns that reading print is from the left to right and from top to bottom.
- Reading develops a child's concentration skills and enables them to express their feelings and ideas.

Therefore, to introduce your child to the enjoyment of books, we have decided to set up BOOK BAG Scheme within the pre-school.

- Each week your child will have the opportunity to take home a book.
- Your child may take the book home for a week.
- Parents must take full responsibility for ensuring that the book is taken care of at home. We may ask for a small donation if the book is damaged or lost.

Book Appeal

We have recently purchased a range of new books for the pre-school; however if you have any unwanted books at home which you would like to donate to the pre-school, please bring them in. This would help us to build up our collection for books and offer the children a wider selection to choose from.

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

I have read and understand the welcome pack, curriculum and the policies of Roseberry Pre-school. I have read and agree to the Terms and Conditions, and I agree to comply with them.

Child's Name..... Parent/Carer's Name.....

Signature..... Date.....