



Prospectus 2015

Supporting the settling in process

At Little Pips we understand leaving your child for the first time can be overwhelming and daunting.

To ensure the needs of both children and their families are met, staff will liaise closely with parents before their child starts at Little Pips.

Every child will settle in differently and uniquely. We want all children to feel settled at Little Pips therefore , it is recommended that parents spend at least one session within settling sessions with their child to enable :-

- . The child to become familiar with the environment, the staff and the other children
- . Parents to gain knowledge of how Little Pips runs our daily routines and a snapshot of the activities we provide
- . Staff and parents have the time to discuss the child's individual needs and routines that may need to be met
- . The child and their parents have time to build relationships with staff and especially their keyworker

Following these settling sessions parents/carers can discuss the next steps. By taking this flexible approach we seek to meet the individual needs of your child. Home visits are also available.

The Early Years Foundation Stage

What is it?

The basis of the Early Years Foundation Stage is to help children to achieve the Every Child matters outcomes

- . Stay safe
- . Be healthy
- . Enjoy and achieve
- . Make a positive contribution
- . Achieve economic well being

Our aim is to ensure that the Early Years Foundation Stage (EYFS) is implemented at the highest standard ensuring every child feels safe, secure and valued.

The EYFS is grouped into 4 main themes

- . A unique child
- . Positive relationships
- . Enabling environments
- . Learning and development

A unique child

The main theme is understanding each child as an individual as well as their family. At Little Pips our environment, planning, staff interactions and resources will always take into account each child's varying needs for learning and development.

Positive relationships

We believe that giving a child a secure and loving environment in which adults foster positive relationships allows children to become self-assured and positive learners. At Little Pips we also believe that developing positive relationships especially with parents and carers is vital in order to offer children the support, care and learning they need. Our staff endeavour to constantly work together and communicate with parents throughout the time a child is with us. We value the contributions, opinions and views of each parent and where possible make positive steps for parents and carers to become partners and actively involved within our setting.

Enabling environment

An enabling environment will support and facilitate the learning and development of a child. At Little Pips we actively encourage children to equally explore both indoor and outdoor environments. Learning will be supported as children freely engage and interact with their environment and peers. Our aim is to provide an interesting and welcoming environment which will:

- . Always be safe, secure and most of all welcoming for parents / carers and their children
- . Be developed with the children
- . Consider the individual needs of all children
- . Provide opportunities to free flow between both the indoor and outdoor environment
- . Be flexible to adapt
- . Offer new experiences
- . Have resources that are accessible and appropriate
- . Provide opportunities for children to develop independence

Learning and development

The Early Years Foundation Stage offers a flexible approach to care and learning. Children learn through play supported when needed by trained practitioners. The EYFS gives a clear indication of the importance of play

“Play underpins all development and learning for young children. In their play children learn and the highest level.”

At Little Pips we value the importance of play and facilitate it, allowing children to:-

- . Be active learners
- . Be expressive
- . Develop their imagination
- . Play spontaneously
- . Play indoors or outdoors at any time
- . Develop an awareness of both safety and risk

The Early Years Foundation Stage curriculum is divided into 7 areas;

The prime areas

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

The specific area

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

The Prime and Specific areas are not chronological in the sense of first Prime and then Specific. The Prime areas remain central in all children's experiences through the EYFS. Specific areas have their roots in infancy, and they provide contexts for children to continue to strengthen both prime areas and characteristics for learning.

The characteristics of learning

Playing and exploring

- . Finding out and exploring
- . Playing with what they know
- . Being willing to 'have a go '

Active Learning

- . Being involved and concentrating
- . Enjoying and achieving what they set out to do
- . Keep on trying

Creating and Thinking Critically

- . Having their own ideas
- . Making links
- . Choosing ways to do things

Opening hours, sessions and fees

Breakfast - Drop off any time between 7.45am and 9.00am at a cost of £2.50
this includes - cereal, fresh fruit, toast and milk/fruit juice

Morning session - 9.00am-12.00 noon

Afternoon session -12.15pm-3.15pm

All day sessions 9.00am -3.00pm

After 3pm you can 'tag on 'additional hours up until 5.30pm in half an hour blocks

at a cost of: 2 year olds £1.85 per half hour

 3&4 year olds £1.75 per half hour

Fees

2 year olds: - £3.75 per hour

3 year olds: - £3.50 per hour

Fees are invoiced monthly and can be paid by cash, cheque or BACS. We also accept most major childcare voucher schemes.

Keyworkers

The Key Person has special responsibilities for working with a number of children and their families. Young children require consistency of care and attachments. The responsibility of the Key Person is as follows:

- To build a relationship with the child to enable the child to feel safe and secure in the Nursery environment.
- To know the interests and stage of development of their key children.
- Monitoring the Emotional, Intellectual and Physical development of the key children. This is carried out through observations and assessments. The outcomes are shared with the child and parents/guardians and are used to support the individual planning for the child, 'what comes next?'
- Observations recorded in children's Learning Journals include WOW moments (something that has happened for the first time), specific dialogue, the child's interests and anything that is significant to the child's learning and development.
- Little Pips also provides a second Key Person for each child. The role of the second person is to liaise and work in partnership with the parent/guardian in the absence of the Key Person.
- To work closely in partnership with the parents/ guardians.
- To support the child and family with their transition from Little Pips into reception 'Pippin class' or their new school.

Starting with us at Little Pips

Children can start Little Pips when they turn two years old. The Childcare Manager works closely with Mrs Kent and Mrs Moseley, the Reception class teachers, to ensure a consistent approach to care and learning. During both morning and afternoon sessions children have the opportunity to flow between the indoor and outdoor environment where a variety of activities will be set out for them. These will include:-

- . Construction on a large and small scale
- . Role play
- . Mark making
- . Exploring the natural world
- . Free movement and music
- . Sand and water play
- . Creative play
- . Sensory play
- . Quiet, rest and book areas

We consider the outdoor environment fundamental in a child's learning. Therefore we will have access to the outdoors continuously (the only exception will be extreme weather conditions).

Uniform

Nursery jumpers are available to purchase from Mrs Horsey in the school office alongside these we also have a range of t-shirts, fleeces and sunhats. Please ensure all uniform is clearly labelled.

Parents are required to provide their children with at least one set of spare clothes daily. In the winter months a labelled coat will be required as well as wellington boots. Throughout the summer children must bring a labelled sun hat as well as sun cream. Little Pips require parents to apply sun cream before the start of any session, staff will then re-apply cream as and when it is needed.

Policy Overviews

To see full copies of any of our policies please see Miss Westlake or visit our website

<u>Name of policy</u>	<u>Quick overview</u>
Safeguarding children	Little Pips will work closely with children, parents and the community to ensure the rights and safety of all children. We have a designated child protection officer (Hollie Westlake) and criminal bureau checks are completed on all staff and students.
<u>Special educational needs</u>	We provide an environment in which all children are supported to reach their full potential. We have a designated special educational needs coordinator (SENCO) Mrs Jenny Oliver.
<u>Food and drink</u>	Little Pips regard snack and mealtimes as an important part of our day. Eating represents a social time for children and adults. Little Pips promotes healthy eating both during snack and lunch times and asks parents to provide a balanced lunchbox.
<u>Confidentiality</u>	We respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care. We aim to ensure that all parents and carers can share their information in confidence that it will only be used to enhance the welfare of their children.
<u>Sickness</u>	If a child becomes unwell during a session a senior member of staff will contact parents/carers to ask them to collect their child. For children who suffer from sickness and diarrhoea we operate a strict 48 hour policy. Children should not attend Little Pips

	until this time period is complete.
<u>Medicine</u>	Little Pips staff can administer prescribed medication with written permission from parents/carers. Staff must be given clear written instructions on the storage and dosage of this medication. Medication will not be administered without written permission
<u>First Aid</u>	Little Pips ensure that all of their staff are First Aid trained. Little Pips will obtain permission from you to administer First Aid as well as plasters. A well stocked First Aid kit is kept within the setting and taken out on outings. We have thorough and effective systems in place to record accidents and incidents.
<u>Lost child</u>	Children's safety is maintained as the highest priority both on and off of our premises. In the extremely unlikely event of a missing child the Childcare Manager will make a thorough check of the premises and the signing in and out sheets will be checked. Doors and gates will also be checked for a breach of security. If the child is not found the Manager will contact the child's parents , OFSTED ,the schools Headteacher and the Police .
<u>Arrival and departure</u>	Children should arrive and depart through the rear of Little Pips. Little Pips doors open at 9am. Children MUST be signed in and out of the building .When collecting their children parents should wait by the pencil fence for the gates to be unlocked. Any parent wishing to collect their child early should enter Little Pips via the main school entrance.
<u>Non collection of a child</u>	In the unlikely event that a child is not

	<p>collected at the end of the session, the child will be cared for by 2 members of Little Pips staff. The Childcare Manager will use our records to attempt to contact parents/carers and emergency contacts listed on registration forms. The child will not leave the building with a person who is not authorised by his/her parents. If Little Pips are unable to make contact with the child's parents within thirty minutes of the setting closing the Manager will contact the local authorities social services team. It is our policy to charge £15 to any parent who is 15 minutes or more late on any occasion.</p>
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Complaints

We seek to provide a high quality early years setting. Should any aspects of our service not meet your expectations we hope that we can informally resolve your concerns. Our Childcare Manager and Room Supervisor are always available and happy to talk through any of your concerns. Should you be dissatisfied with the way we address your complaint OFSTED can be contacted on

08456 40 40 40 Monday-Friday 8am-8pm

Or in writing to;

Enquiries

National Business Unit

Ofsted

Royal exchange Building

St Anne's Square

Manchester

M2 7LA