

WHITEWELL BOTTOM PRE-SCHOOL



Whitewell Bottom Community Centre, Burnley Road East, Rossendale, Lancashire, BB4 9LB
Tel: 01706 220805

wbpreschool@btconnect.com

www.whitewellbottompreschool.com

Registered Charity No. 1055538 / Ofsted No: 309529





PARENTS/CARERS INFORMATION



Here at Whitewell Bottom Pre School we believe, every child deserves the best possible start in life and we offer them the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in it's own right. Good parenting together with high quality early learning provide the foundation children need to make the most of their abilities and talents as they grow up.

We are situated in the local community centre in Whitewell Bottom. Our setting is a voluntary, not for profit organisation. We aim to provide a stimulating, educational and caring environment to ensure that the children get the most out of pre-school. We provide an educational and playful environment both in and outdoors and currently successfully do this with minimal costs to parents. Our setting is organised in a large spacious hall, into sections of continuous provision covering all areas of the E.Y.F.S., (Early Years Foundation Stage). We also have an investigation area, music area, ICT area and a separate Role Play area which is changed termly with the input of our children.

We are a full day care setting opening Monday- Friday 9.00am - 3.00pm term time only. We are registered to take children aged 2-4 years and offer free funded places for 2, 3, and 4 year olds. Whitewell Bottom Pre-school is an eligible provider of nursery education. From the term after your child's third birthday they are entitled to 15 hours of free education per week following the Early Years Foundation Stage. Pre-School also offers places for children aged two years, for some two year old children who meet a certain criteria there is also 15 hours of free nursery education.

Times and Holidays

As stated above, we are open Monday to Friday 9.00am to 3.00pm. Morning sessions run from 9.00am to 12.00 noon. Afternoon sessions run from 12.00 noon to 3.00 pm and full days are from 9.00am to 3.00pm. We are open term time only, (38 weeks per year) and any additional holidays taken during term time will have to be paid in full. If your child is only attending for a morning session then they may stay for their lunch until 1pm. This does however incur an additional cost.

Fees

The fee is £ 9.90 for each 3 hour session, (£3.30 per hour), which we ask to be paid weekly one week in advance. The preferred method of payment is internet banking or payment made directly into our bank account. If you do not have banking facilities please speak to the Pre-school Manager. If you are late collecting your child from a session you will have to pay a further £ 5.00 at the discretion of the Pre-school Manager.



We offer extremely competitive prices compared to other childcare settings in the area.

Payment of fees are still required if the child misses occasional sessions due to illness, holidays etc, during term time. Pre-school will make exemptions in special circumstances such as the child being hospitalised.

If you have any queries regarding your fee's please feel free to speak to Ann.

"What Ofsted says"

Staff provide a well-organised, rich and varied learning environment, which is well equipped with a good range of resources. This is particularly evident in the outside environment where children have numerous opportunities to be active, explore and investigate.

The key-person system is well established and effective. All children are emotionally secure and are able to develop positive relationships with adults and their friends. This promotes their high levels of confidence and self-esteem.

The staff team work effectively with parents. They gather good information about children at admission and continue to exchange information so that they can provide for children's individual needs.

The manager and staff show a secure commitment to driving improvement. They make effective use of partnerships and training opportunities to continually develop their knowledge and skills.

"What Parents say"

I cannot express enough how wonderful I think this pre-school is. It has helped my very shy child come out of herself and develop friendships with the other children. Their kindness and compassion to both parents and the children is wonderful. Thank you

My child has had a fantastic time at pre-school and has grown in confidence. He is looking forward to school.

We cannot express how grateful we are for the care, guidance, support and everything you have done for both of us over the last 25 months. Without pre-school I do not think my child would be as confident or able to mix as she does. I am now able to look forward to the move to school with excitement rather than dread! Thank you again

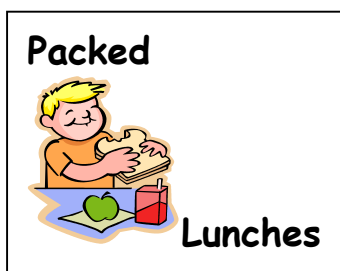
Pre-school Staff

All staff are qualified to Level 3 and above with one member of staff having Early Years Professional Status.

Each session will be supervised by:-

Pre-school Manager:	Carmen Carlton
Deputy Manager	Justine Crossley
Early Years Educator	Gillian Casey
Early Years Educator	Nikki Thompson
Early Years Educator	Kim Hutchinson

All the practitioners are qualified Paediatric First Aiders and some staff also have a Food Hygiene Certificate for preparing snacks and drink.



We only provide a snack at pre-school and therefore ask you to bring a healthy packed lunch for your child if they are attending over the lunch time period.

Please label the bag with your child's name, and let them place it in the colour coordinated boxes with the name and picture of their key worker.

Ensure there is an ice pack inside (use an empty bottle filled with water and freeze). If needed please put in a spoon or fork

Please remember that a nutritious meal packed with fibre, protein, carbohydrates and vitamins will help your child's growing bones and give them a healthy burst of brain power for the afternoon ahead.

Snack



Pre-school supports the smile for life award and encourages children to have a healthy snack whilst they are with us. Pre-school would appreciate if parents would bring in one piece of fruit per week. Alternatively, you can make a donation of any kind of snack, such as fruit, breadsticks, bread, cheese, biscuits, raisins, crackers, jam and juice. What your child has had for snack is displayed on the parent board in the centre foyer. Pre-school is also grateful to receive donations of tissues and baby wipes as this enables us to be able to provide more equipment and resources such as arts and crafts materials for your child to use as we are a non-profit charity.

Milk is provided from the Nursery Milk Scheme.

When you arrive at pre-school

Your child has a peg located in the building foyer, either attached to the wall or on a mobile unit. On the peg are your child's name and a picture to help them find their own peg. They also have a self registration name and picture attached to the board in the pre-school room. On the days your child attends pre-school, please give your child time to find their own peg and hang up their own coat and bag. On entering pre-school, they can also put their lunch bag in the box for their key group. They can then find their name card for self registration and post this in the post box.

Although the children do not have to be toilet trained, we encourage parents to try at home when the time is right for your child and provide us with nappies, wipes and a change of clothing as appropriate. These can be put in your child's bag and hung on their peg.

Children will have access to both indoor and outdoor play, therefore please ensure that your child brings appropriate clothing ie; coats, hats/gloves, sun hat and sun cream. These can be kept in a pump bag on your child's peg. Pre-school provides waterproof suits and wellingtons.

Learning for all

At Whitewell Bottom Pre-school we strongly believe in including all children in our learning environment regardless of gender, race or ability and our Inclusion Policy reflects this.

The development of children, varies between individuals and progress in certain areas of learning can be at different rates. If you have any concerns about your child's progress please speak to your child's key person or our special education needs coordinator (S.E.N.C.O.) Carmen Carlton as we may be able to give advice on how to help or we can contact someone else with 'expert' knowledge.

Our SEN policy and local offer explains how children with special educational needs are helped in terms of extra support and special learning targets. Both can be found on our pre-school website; www.whitewellbottompreschool.com or a copy can be requested from pre-school staff.

We have a statutory duty to safeguard children from harm, and share any concerns with the appropriate agencies. To help us carry out this duty we have a Safeguarding Policy and nominated officers for Safeguarding available in pre-school.

The Local Education Authority ask you to register your child at the Primary School of your choice by the middle of January, before your child is due to attend the following September. Don't worry; we will remind you to do this.

The Role of Key Person

Your child will be given a key person when they start at pre-school. Currently these are **Green- Nikki**, **Blue- Gill** and **Red- Kim**.

The role of your child's key person is very important to us while your child attends pre-school. The key person is responsible for ensuring that a good relationship is formed between your child, you and the key person. This helps your child to settle well into pre-school and feel happy, leading to excellent personal, social and emotional development within the setting. The key person is also responsible for the 'all about me' booklet and collecting any other information with regards to your child's needs. They then use these in your child's learning journey.

This is a journey which tells you of your child's time at pre-school. Your child's key person will play with your child, interact and engage them in a variety of opportunities in the setting. They then observe your child and use this to document your child's progress, learning and development across seven developmental areas. To do this we use cameras and tablet's to take videos and photographs of the children during activities within the pre-school. These photographs may also on occasion be included in reports to local press (e.g. Christmas nativity and Easter) and also on the pre-school website. Your authorisation for this is required.

Assessment

Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Following the Early Years Foundation Stage curriculum, ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting those observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) starts at birth and continues until the end of the reception year in primary school, from birth to five. There are four themes to the EYFS which are:

A Unique Child: Every child is a competent learner from birth and can be resilient, capable, confident and self assured.

Positive Relationships: Children learn to be strong and independent from a base of loving and secure relationships with parents/carers and a key person during their time at the centre.

Enabling Environments: The environment plays a key role in supporting and extending children's developing and learning.

Learning and development: Children learn and develop in different ways and at different rates and all areas of learning and development are equally important and interconnected.

Learning or "Just Playing"

Young children learn from everything around them - the people, the environment, the atmosphere, the routine, the experiences. Play underpins all development and learning for young children and, therefore your child will take part in many indoor and outdoor play experiences that will help them to learn and develop their enquiring mind, while they are having fun!

All aspects of children's growth and development are woven together, but it is interesting to look at the different areas of learning separately to understand how young children learn. The Early Years Foundation Stage Curriculum describes the following areas of learning.

Personal Social and Emotional Development is about;

Making relationships

Self confidence and self-awareness

Managing feelings and behaviour



Expressive Arts and Design is about;

Exploring and using media and materials

Being imaginative



Physical Development is about;

Moving and Handling

Health and self-care



Understanding of the world is about;

People and communities
The world
Technology



Mathematics is about;

Numbers
Shape, space and measure



Communication and Language is about;

Listening and attention
Understanding
Speaking



Literacy is about;

Reading
Writing



We believe that:

A high quality nursery education is about learning to be independent, confident, strong and curious. It's about developing children's natural joy and wonder at the world they live in. It's about having a positive attitude, forming positive relationships and believing in yourself. If children can "have a go" then learn from their mistakes and try again, they will succeed in their future learning.



Young children learn by doing things for themselves, by exploring and investigating, watching and listening, talking and discussing, creating and communicating - in other words - playing. Play is children's work and playing hard is very tiring!

Pre School sends out a monthly newsletter to keep you up to date with what's going on. We also send out fun activity sheets for you to do with your child at home and these are based around what's happening at pre-school. A home link sheet from your child's key person is sent home each half term, with a suggestion of an activity you can do at home to promote your child's learning. Please try to spend some time with your child doing these together in a fun way and bring them back. Your child's key person can then put these into your child's learning journey.

Also if you have had a fun day out over the weekend, been on holiday, have had a special occasion or done something else exciting or unusual, please bring in a couple of photo's and jot anything else down about it on a post it note at the front door, and these can go in your child's learning journey too.

There is also information about what has been happening at pre-school and a fun activity linked to this for you to take home at the door. These can also be brought back to pre-school and given to your child's key person.

Engaging Parents

As a mum or dad, how can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. It will make a real difference to your child's confidence as a young learner.

What if my child is ill?



Children must be 'well' to be happy and ready to learn, please let us know if your child is ill and cannot attend.

Illness	Action to be taken
Vomiting	Exclusion for 48 hours after last occurrence
Diarrhoea	Exclusion for 48 hours after last occurrence
Chicken Pox	5 days from onset of rash
German Measles	5 days from onset of rash
Mumps	5 days from onset of swelling
Conjunctivitis	Follow doctor's advice
Measles	5 days from onset of rash
Impetigo	Exclusion until lesions are crusted or healed

What if my child needs medication?

If your child needs essential medication, eg, an inhaler or epipen, please leave a spare one at pre-school, (a care plan will need to be completed).

If your child needs medication prescribed by a doctor, you must complete an authorisation form before we can administer any medicines to your child.

First Aid Procedures

All our members of staff have been trained in Paediatric First Aid and they will deal with any accidents your child may have. All injuries are recorded on an accident form. The person who collects your child at the end of the session will be informed of any injury and asked to sign the accident form as a record.

What if my child has to be sent home?

If your child has to be sent home because of illness, we will use the contact list you have given us to get in touch with those on the list to pick up your child.

General Information

Always let your child's key person know that he or she has arrived or is being collected at home time. This ensures that registers are kept up to date and that we know who has responsibility for your child.



Please discourage your child from bringing toys to nursery, they are very easily lost or damaged.



Always hold on to child's hand when leaving the centre.



Please send your child suitably dressed eg, pull up pants for easy access to the toilet and coats and shoes suitable for outdoor play at all times of the year.



Please telephone Pre-school if your child will not be attending and keep him or her at home if they are unwell, infectious or contagious eg, diarrhoea, conjunctivitis, chicken pox etc, remember that your child should have two clear days after any illness before returning to school.



Please keep us up to date with changes of address and telephone numbers. We may need to contact you in a hurry.



Pre- school has a No Smoking policy throughout the building and grounds.



Milk is provided free of charge for the children by the Milk Scheme.



If the centre has to close due to extremely bad weather, it will be announced on Radio Lancashire, (95.5FM). Alternatively see our Facebook page for updates.



Complaints Procedure

Parent / Pre School

We aim to work in partnership with parents and carers to maintain positive relationships and ensure that the Pre-School runs smoothly. However, from time to time a parent may feel they have reason to make a complaint about some aspects of work or a member of staff.

How do I make a complaint?

If you have any concerns, always feel welcome to discuss them with your child's key person or the Pre-school Manager. If you are still not satisfied then a Complaints Procedure operates. A concern or complaint should be made in person, by telephone or in writing to the Pre-school Manager or Chair of The Pre-school Committee.

How are complaints investigated?

Most concerns are dealt with speedily and informally by the Pre-school Manager. Please see Complaints Procedure in our policies and procedures file in the foyer.

Useful Address;

Early Years OFSTED
3rd Floor
Royal Exchange Buildings
St Annes Square
Manchester
M2 7LA
Tel: 0300 123 1231