



Whitby Heath Preschool

Parent Handbook

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Welcome



Welcome

Welcome to Whitby Heath Preschool, run by the management company "S4YC Limited - Sport Education & Childcare", we hope that you and your child will enjoy your time with us and that you will make lots of new friends. We hope your child will learn through play and gain valuable experience in the time they spend with us. We want them to develop a high self-esteem and a sense of independence through their time with us, preparing them for their first big step into Primary school. We hope that this handbook will explain a little about us and perhaps answer some of the questions you might have. You are always welcome to speak to a member of staff for further details or please feel free to call us on 07581 075534

Our Mission Statement

At Whitby Heath Preschool it is our aim to provide a setting in which children are happy and secure; where children know they are valued and respected. We aim to provide a setting where learning is exciting and an intrinsic part of their play and all that they enjoy. It is our intention to instil in each child a lifelong love of learning and to give each child the social skills needed to contribute to the wider community.

Our Contact details

Address:-

Whitby Heath Preschool

Wyedale,

Whitby,

Ellesmere Port

CH65 6RJ

Contact number:-

07581 075534

E-Mail address:-

info@whpreschool.co.uk

Aims & Objectives



Summary of Aims and Objectives

Whitby Heath Preschool's aims and objectives 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.
- * Offer children and their parents a service, which promotes equality and values diversity.
- * Provide a safe and stimulating environment.
- * Join with children and adults to live, play, work and learn together.
- * Help take forward a child's individual learning and development.
- * Provide a key person for every child, who will monitor and record their progress.

Children's Learning & Development



The provision for children's learning and development is guided by The Early Years Foundation Stage.

Our provision reflects the four guiding themes and principles of the Early Years Foundation Stage.

A Unique Child

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

Positive Relationships

Children 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 is a strong partnership between practitioners, 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 years provisions including children with special educational needs and disabilities.

How we provide for Learning & Development



Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

For each area, the level of progress children should be expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education.

The 'Development Matters' guidance sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. Our setting has regard to these matters when we assess children and plan for their learning.

Our programme supports children to develop in the 7 areas of learning:

Prime Areas

Personal, social and emotional development

- making relationships
- self confidence and self awareness
- managing feelings and behaviour

Physical development

- moving and handling
- health and self-care

Communication and language

- listening and attention
- understanding
- speaking

Specific Areas

Literacy

- reading
- writing

Mathematics

- numbers
- shape space and measure

Understanding the world

- people and communities
- the world
- technology

Expressive arts and design

- exploring and using media and materials
- being imaginative

Your Child and their Key Person

Each child has their own key person which means that every child enjoys the individual attention they need to gain the most from our Preschool. The role of a Key Person is to help your child settle into our Preschool routine, to monitor and record their individual learning and development. Your child's Key Person will inform you of your child's day at Preschool.

Assessments and the EYFS Profile

In our Preschool we record your child's activities and progress through a "Learning Journey" a book all about your child's individual journey from the day they start at Preschool until they move on to Primary school. We use the information that we gain from these observations, as well as photographs of the children, to document their progress and where this may be leading them in their individual profiles. Throughout the year you will be asked to complete a 'All About Me' sheet, the information you give from their interests at home forms part of their learning, within the setting. Observing and reflecting on children's spontaneous play, and building on this by planning and resourcing a challenging environment helps us to support and extend specific areas of children's learning.

We make periodic summaries of children's achievement based on our ongoing development records. These form part of the children's Learning and Development Summary. We undertake these summaries at regular intervals as well as at times of transition, such as when a child moves into a different setting or onto Primary School. We are required to complete an EYFS Summary for each child, this document will follow the child up to primary school providing a consistent record of development. All observations taken of children are kept confidential.

We have parent consultations, which take place annually, giving parents and their child's key person a chance to review their child's individual learning experience and profiles.



Working together with your children



Our setting maintains the ratio of adults to children that is set through the Safeguarding and Welfare Requirements.

We also have additional members of staff 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.

As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by their first names, thus allowing the children to form stronger partnerships with them.

Our staff are encouraged to attend regular training sessions to help develop themselves personally and to benefit the preschool and the children attending. Our staff hold training certificates in many different areas for which we are proud of their achievements.

Wrap Around Care


Breakfast Club and After School Club

Children from our preschool are welcome in our Breakfast Club which runs from 7.45 to the start of Preschool. Children must be in the setting before 8.20am if they require breakfast. The After School Club runs from 3.15pm until 6pm. A healthy snack is provided between 4.30pm-5.00pm. During breakfast and after school club the children can enjoy free play as well as creative activities.

Holiday Club

Whitby Heath Preschool also offer a Holiday Club for preschool children; these are in operation during the school holidays. Our opening hours are 8am -6pm and we provide a healthy breakfast and evening snack along with water and milk during the day. Children that attend over the lunchtime period need to bring a lunchbox. Although we are open from 8am to 6pm you may wish to take up the opportunity to send your child in for a shorter period, and we also offer half days or short sessions in the morning and afternoon. Please speak to our setting coordinator for further details and our current charges for our Holiday Clubs.

Session Structures



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. We encourage independent learning, by letting children choose activities, and also choosing resources that they need. Children are also encouraged to tidy up once they have finished.

Our aim is to ensure we provide children with free flow indoor/outdoor activities, contributing to the 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 activities throughout free play sessions whenever possible. Our undercover area enables children to have outdoor play every session, helping them to gain outdoor experiences, as well as those provided in the indoor environment.

A Typical Day

On arrival please encourage your child to hang up his/her coat and bag on their named hooks. Children will be encouraged to sit on the carpeted area ready for registration.

Any parent bringing their child late are requested to use our door bell where a member of staff will meet you.

The children choose from the range of activities on offer including craft resources, sand or water play, constructive play, imaginative play, both inside and outside when possible, with a quiet area available inside.

Children are actively encouraged to independently choose activities from varied resources available. All activities cover the areas of learning through our continuous provision, with a focused adult led and small group activity which children can partake in; a great chance for learning through play. During our free play session we encourage children to tidy up after themselves, to aid children's understanding in being independent. Aspects of singing, dancing, music and movement to music, which enables the children to be with the staff and their peers in a happy and relaxed atmosphere.

The children are encouraged to be independent with toileting needs and washing their hands, but a member of staff will always be available to assist if needed. Independently they decide on what snack, from a varied healthy selection. Children can pour their drinks from a choice of milk or water, carefully supervised by one of our staff. Drinking water will be provided throughout the session.

Free play continues after snack has finished, children are also encouraged to look at books and partake in numeracy and phonic activities throughout the session. Often at this time the children will have a story together which the whole group can enjoy. At the end of the day/session, your child will be encouraged to find their own work and bags to take home.


Lunchtime at preschool is 11.45am. Any child who is being picked up after this time should bring a packed lunch with them. (If your pick up time is between 11.45am and 12.15pm, please speak to staff regarding lunch time charges).

As our setting has free flow indoor and outdoor play available at all times throughout the year regardless of the weather, we ask parents to provide appropriate outdoor wear on all occasions (coat, Wellies, sunhat and a named bottle of sun cream). Children are encouraged to independently put on their coats and any change of shoes that they may have with a Key person on hand to help if needed.

Parents collect from the Preschool gate which will be locked at all times unless a child is arriving or departing. At 3.15pm the door to the main room will be opened and each child will be called individually by a member of staff to ensure that handover is done safely and securely. Please wait for the staff to hand your child over to you, for it is from this point that you take full responsibility for your child again.



Dietary Needs & Allergies



On the initial registration document there is an allocated question with regards to your child's dietary requirements and allergies. If however during their time at the Preschool such requirements change, please let us know so we can accommodate these changes.

Any dietary needs and allergies will be displayed clearly in the food and snack area. The display will show the child's photo, their name and details of their dietary need or allergy.

It is important that you keep us informed of any dietary needs and allergies. If staff require specialist training arrangements will need to be made. It may require a delayed start for your child if staff do not already have the appropriate training. Our staff have been EpiPen trained.

Parent Partnership



All 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.*

Our Preschool recognises parents/carers as the first and most important educators of their children. All our staff see themselves as partners with you in providing care and education for your child. There are many ways in which parents take part in making the Preschool a welcoming and stimulating place for children and parents, such as:

- * exchanging knowledge about their children's needs, activities, interest and progress with the staff;
- * contributing to the progress check at age two;
- * sharing their own special interests with the children;
- * supporting/attending fundraising activities;
- * taking part in events and informal discussions about the activities and curriculum provided by the Preschool;
- * joining in community activities in which the setting takes part; and
- * building friendships with other parents in the setting.

Absences



Holidays

Please inform the setting of any time that your child will not be attending, i.e, holidays, appointments etc. This helps us to plan the staff that are required for each session.

Illness

Please inform the setting if your child is not attending due to illness. Your child must be clear of infection before returning to Preschool; this is important in the case of diarrhoea and sickness where your child must have been free from symptoms for at least 48 hours before returning to the setting. A copy of excludable diseases can be found within our Policies and Procedures.

Clothes & Sun Protection

Children can wear the Whitby Heath school uniform this is optional and not compulsory these are available to purchase from:-

Price and Buckland online www.pbparentsonline.co.uk/whitbyheath

Tesco online www.tesco.com/ues

Ellesmere Port Market

SCHOOL UNIFORM

Girls

Grey/black skirt/pinafore

White/yellow polo shirt

Bottle green Jumper/Cardigan

PE KIT

Black shorts

White t-shirt

White socks

Black pumps.

Named bag with kit inside.

Boys

Grey/Black trouser/short

white/yellow polo shirt

Bottle green Jumper/Cardigan

We use paint and glue every day, and although they are made especially for children, some of the paints and glues can stain. We also have regular messy play sessions and although we encourage the children to wear aprons accidents can happen, so please do not worry too much if they do get paint etc. on their clothes. If you could also provide a change of clothes marked up in a bag and put on their peg we can change them if need be. If your child arrives in Wellington boots due to bad weather, please ensure that suitable indoor footwear is also available. If you could supply wet weather wear all year round it helps us to ensure that children are suitably dressed for outside play. All clothing should be clearly labelled with your child's name.

During winter months Wellington boots and warm coats are required for outdoor play and during summer months hats are required. Sun cream should be applied at home, but please provide a named bottle of sun screen if your child has any allergies to certain sun screens, otherwise we will apply factor 50 sunscreen that we already have at the Preschool. Top ups will be necessary in line with our sun protection policy.

Please provide nappies or 'pull-ups' if your child still needs them. Please also supply your choice of baby wipes for your child if applicable. This prevents against allergic reactions and ensures that the child is comfortable.

Policies



The settings policies help us to make sure that the services we provide are of a high standard and being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents/carers. All policies and procedures link into the different areas of the EYFS.

The staff, committee and parents of the setting work together to adopt the policies and review them annually. 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.

A copy of the settings policies and procedures are available to view in Preschool at all times, you may also request a copy via e-mail through any member of staff.

Encouraging Positive Behaviour

We encourage positive behaviour by:

- * ensuring the children are engaged in age appropriate play;
- * talking to everybody in the group with respect and courtesy and encouraging others to do the same; and
- * praising positive behaviour.

Under no circumstances will staff and other supporting adults in the setting use any form of physical punishment.

Equal Opportunities

We are committed to equal opportunities and recognise and respect the individual values derived from different racial, cultural, religious and linguistic backgrounds. We aim to provide an inclusive environment in which tolerance and understanding is fostered and in which all cultures can be shared. The setting has a named Equal Opportunities Co-ordinator.

No Smoking

Our setting has a no smoking policy.

Road Safety

Families are encouraged to walk or cycle to the setting to reduce the volume of traffic.

You are asked that if you do drive to the preschool, you take care not to park across resident's driveways and that you do not block the road. We have a dedicated disabled bay, which should be used by disabled users only and not blocked by other users.

Whitby Heath also operate a one way system between 8.30am-9.00am and 2.45pm-3.15pm.



Safeguarding



The Children's Act

The Children's Act very clearly defines who has parental responsibility for a child:

- * the mother has automatic responsibility;
- * the father has responsibility only if he and the child's mother were married before or after the child's birth; and
- * another person may be granted responsibility by the Courts e.g. if the child lives with grandparents, is in the care of an unmarried father.

Parental responsibility is permanent and cannot be lost except by death, adoption or Court order. Therefore, an absent father retains parental responsibility if a marriage breaks down.

If your ex-partner no longer has parental responsibility PLEASE SPEAK TO THE SETTING MANAGER.


Safeguarding Children

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

Our employment practices ensure children are protected against the likelihood of abuse in our setting 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.

Fees



The current session fees can be obtained from a member of staff or by calling Whitby Heath Preschool. Fees are payable every month in advance by invoice, Please make cheques payable to S4YC Limited and hand over directly to the preschool manager at arrival times, or arrange a bank transfer details available on request. Extra Pre-school hours will be added to your next invoice and paid in arrears. Late payment of your invoice will incur a fee, which will be added to your next invoice. We are also able to accept childcare vouchers and are registered with many different voucher systems, if you wish to pay by childcare vouchers please speak to the manager for further details.

If your child is unwell or unable to attend, you will still be charged for the sessions they miss, as we still have to pay our costs.

Early Years Funding is available for children from the term after they turn three years old. Full details will be given to you once your child is eligible and you will be asked to complete a declaration form from Cheshire West and Chester County Council. This funding entitles your child to attend up to 15 hours per week for up to 38 weeks per year to a maximum of 570 hours. (Subject to Local Authority changes).


As parents/carers you will be able to choose how to use your 15 hours within our hours of operation. You will have to decide this for each term and changing it mid-term may not be possible. We currently operate 2 x 3 hr sessions per day, Morning session 8.45am-11.45am and afternoon session 12.15pm-3.15pm, Monday through to Friday. For example, you could choose for your child to attend 3 hours per day 5 days a week, from 8.45am-11.45am or 12.15pm-3.15pm Alternatively, you might choose 2 x 3 hours sessions per day for 2 $\frac{1}{2}$ days.

The Preschool hours of opening are:-7.45am-6pm, Monday-Friday, 50 weeks per year. Any additional hours your child attends beyond the Early Years Funded 15 hours you will be charged a session rate.

If your child is not yet eligible for Early Years Funding, you will be charged the session rate. We will still require that you fill in a pattern of attendance form for your child, which will remain in place for the term. In either case hours can be increased at any time subject to availability, and these will be charged at the session rate.

We understand that on the odd occasion, it may not be possible to drop off or pick up your child on time, but if late pick up occurs, a fee will be charged

Feedback



We continually strive to improve our services and welcome feedback at any time. We conduct an annual parent questionnaire in the summer term and collate your comments and formulate an action plan based on these results to identify ways in which we can improve the setting. If you have any queries or comments regarding the setting please feel free to speak to the Setting Manager.

Our complaints policy is available on request.