

Welcome to

Rising 5's

Greasbrough Pre-School



**"Within a caring environment,
your child will take their first steps into education"**

"A safe and loving place for your child to have fun while learning"

**Greasbrough Primary School
Munsbrough Rise
Greasbrough
S61 4RB**

Tel: 01709 560129

<https://greasbroughprimary.co.uk>

Manager: Nina Hetherington (BA Hons)

Sessions are as follows

**Mon to Fri 9 00 - 11 30
12 30 - 3 00**

Term Time Only

Organisation / Parental Involvement.

Welcome to Greasbrough Rising 5's. This booklet is designed to give you all the information you need about the pre-school.

Greasbrough Rising 5's opened in 1987 as Cinderbridge Playgroup, since then it has seen lots of changes. In 1999 we had our first OFSTED inspection. We cater for children aged 2 to 4 years in a happy, secure environment, where good play opportunities are provided and that are appropriate to the developmental stage of the child.

All our staff are registered with OFSTED and have undergone extensive health and police checks. They are knowledgeable and have many years experience of working with pre-school children. All staff hold recognised qualifications including NNEB, Cache Diploma, NVQ Level 3, BA Hons. Staff photos and individual qualifications are displayed in the foyer area. Staff are dedicated to furthering their own personal professional development and regularly take up opportunities to attend additional training workshops. We have a high adult /child ratio which ensures the children enjoy a safer and more stimulating environment in which to grow and develop. We always adhere to current staff / child ratio laws. Staff are suitably deployed both indoors and outdoors to ensure children are adequately supervised so they can always be seen and heard. Further information about staff will be shared at the welcome meeting.

The pre-school is run by a committee of which all members are you the parents. The committee is responsible for making decisions about the pre-school.

Please be prepared to stay with your child for as many sessions as it takes for them to feel settled. Sometimes this takes longer for some children than others. Parents are welcome to stay and help at pre-school when ever possible once their child has settled. If you feel you cannot help during session times, there are other ways you can help e.g. by saving useful items for our activities, wool, material, boxes, bottle tops, anything you would probably throw away we could use in our activities.

The preschool is registered with the Early Years Directorate of the Office for Standards in Education (OFSTED). They are responsible for the regulation of day-care, the registration of the group and the inspection of provision. OFSTED can be contacted on 0300 123 1231 (Local Office) Copies of our inspection report are available for parents to read at any time.

The pre-school is part of the Local Education Authority's Early Years Development and Partnership. Through this, staff are able to access numerous training courses which ensures the high standard of education and care we offer your child. The Early Years Development and Childcare Partnership can be contacted on 01709 822534. We also receive regular support visits from our LEA Advisory Teacher.

EVERY CHILD MATTERS

At Greasbrough Rising 5's we can reassure you that every child really does matter.

The government initiative titled 'Change for Children' outlined an approach to the wellbeing of children aged from birth to 19.

The government's aim is for every child, whatever their background or their circumstances, to have the support they need to :

Be Healthy

Stay Safe

Enjoy and Achieve

Make a positive contribution

Achieve economic wellbeing

These five outcomes are universal ambitions for every child, whatever their background or circumstance. Improving these outcomes for all children underpins all of the development work here at Greasbrough Rising 5's and this agenda has become central to the way we think, develop, shape and improve our pre-school to the benefit of your children.

Policies and Procedures

Our pre-school has numerous policies and procedures in place, these are fundamental to ensuring that we maintain quality and high standards at all times.

Our policies and procedures are at the heart of everything we do and for that reason they are monitored, maintained and regularly reviewed.

The policies and procedures file is available for parents to view at all times in the cloakroom area.

Some of our key policies are displayed on the wall for parents to view; we will also photocopy any policies on request.

All our policies are designed to offer the best possible experience for the children and families in the group.

The Needs of Your Child

At Greasbrough Rising 5's we feel that the needs of the children in our care should be the first consideration when providing early years care and education. Every child needs to feel cared for, secure and happy to fully enjoy their pre-school experiences. Whilst attending the pre-school you can be assured your child's development and enjoyment are constantly being considered.

To ensure we meet the needs of your child, the setting operates a key person system, each practitioner is responsible for a small group of children and will observe, plan and assess as part of an ongoing process.



Hello My name isI will be your child's key person.

- **I will help your child feel safe and secure**
- **I will interact with your child to ensure that all their needs are being met.**
- **As a key person I will assess your child's development regularly and record this information into your child's assessment.**
- **Your Key Person and all members of staff are there for you to talk to whenever you have any queries.**

Parental ResponsibilityFunding / Fees

Fees are payable at the start of each half term, because the running costs are the same each session you will still have to pay even if your child is absent.

It is the responsibility of the Parent / Carer to ensure that payments are kept up to date. We reserve the right to cancel your child's place if payments are late or not made.

The group is self funding. The fees you pay and the funding from the Nursery Education Grant keep the group open. All monies are put back into the group. They pay for new equipment and resources, paper, glue, paint etc as well as refreshments. Members of staff are paid a Nursery Nurses wage per session.

All children are eligible for a free place funded by the Government under the Nursery Education Grant, usually after the term that they reach 3 years of age. We shall inform you when your child is eligible for their free place.

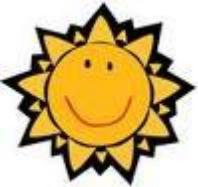
Any changes in original agreed hours will incur a £5.00 administration charge.

What to Wear

Please help us by dressing your child in clothes they can undo themselves. Belts , buckles, tight jeans and dungarees are difficult to undo if you are in a hurry to use the toilet. Please remember that although we use washable paint, glue and provide aprons, best clothes are not recommended for pre-school, as paint can get into some funny places with the under 5's. Polo Shirts with our Pre-school Logo are now available to order at Pinders School wear which is located in the Bus Station Interchange in Rotherham. The Polo shirts are Jade Green with Black School Logo.

Hot / Sunny Weather

Please provide your child with a sun hat and apply sun cream to your child before they come to pre-school. It is our policy not to apply sun cream to children ourselves unless they attend for the full day. Where a child attends our setting for the full day, we will require written permission (admission form) to be able to supervise and assist children to apply their own sun cream.. Please ensure your child's bottle of sun cream is clearly labelled with their name.



Arrival / Collection

All children attending the group must be brought and collected by a responsible adult over 18 years who is known to pre-school staff. (Usually the people named on the registration form.) The pre-school operates a password system for the collection of children. We will not let a child go with anyone who is unknown to staff unless prior consent from the parent has been given and unless they know the password.

Please try to be on time, five minutes may be a short time to you but will seem like an hour to your child, especially if all the other children have been collected. Please also remember that our staff members all have other commitments after the pre-school sessions and need to leave on time. **PLEASE NOTE** the pre-school operates a late collection charge if a parent/carer arrives late for their child. (Please see policy for more details)

If your child is absent please contact pre-school to let us know that your child will not be attending. If we fail to hear from you and your child is absent for 2 weeks then we will presume your child's place is no longer required and we will offer the place to another child. If your child does not attend regularly for a number of sessions that you have requested on the parental registration form, you may have to pay for these sessions. Please let the pre-school manager know of any changes in your circumstance.

When telephoning pre-school please use our direct number. Please do not contact the main school. Our telephone number is 01709 560129

In the event that a child has not been collected at the end of a session we will try and make contact with the parent / carer first. If contact is not made then the pre-school will ring specific contact numbers on the admissions form. The child will stay with 2 members of staff in the classroom until the parent / carer arrives to collect the child. If the parent / carer cannot be contacted then the pre-school will inform Social Services.

Our Curriculum

The learning experiences that take place in the pre-school are both broad and balanced to provide for every aspect of a young child's development with a strong emphasis that learning is done through play. As practitioners we plan and deliver a curriculum around the child's interests using the non statutory documents EYFS (Early Years Foundation Stage) Early years outcomes / development matters (September 2012) as a guide. These guidelines are set by the Qualifications and Curriculum Authority (QCA) and are available for you to read in the setting. Further information regarding the EYFS is available via the DfE (Department for Education) website.

Our activities are always planned in advance and a curriculum plan is available for you to see on the wall in the classroom. Together with other pre-schools in Rotherham, we are working to the "Rotherham's Quality in Action" document and the QCA's Early Years Foundation Stage document which allows us to plan around each child's particular interests and helps us to deliver our curriculum.

Outdoor Play

Outdoor play is of vital importance in the early years of childhood. Active outdoor play increases health and physical development. As part of the EYFS curriculum children must have free access to the outdoors in all weathers, therefore we offer free flow play every day for a majority of the session. We request that you provide your child with clothing appropriate to the weather e.g. warm coat, hat, scarf and gloves. Staff are suitably deployed indoors and outdoors to ensure children are adequately supervised to ensure they can always be seen and heard.

Open Door Policy

The pre-school operates an open door policy. Parents/Carers are free to call in at any time to see the pre-school in action. Parents / Carers can also call at any time to discuss any concerns that they may have about their child or about any issues they may have about the setting. Any matters are discussed in the strictest confidence and any concerns are taken seriously. Parents and Carers are welcome to make an appointment to see their child's assessment file at any time.

Health and Safety

At least one qualified first aider is present at each session. Our first aid box is situated in the classroom. We hold fire drills approximately one each half term. The group is covered by public liability insurance. The pre-school operates a no smoking policy throughout the building and the school grounds. Please do not send your child in jewellery as it can be dangerous and could get lost. A plain ring and stud earrings are fine.

Stay Safe , Be Healthy

We would like to encourage all children to walk to school for healthy reasons. Every able child is capable of walking some distance to and from school, please encourage this by not parking near the school.

While we want to encourage people to walk, we recognise that some parents will have to use the car for at least part of the journey to school. We have developed this code of practice that we encourage all drivers to observe.

Our aims are to:

- Reduce congestion around school.
- Make the route to school safer for children.
- Be mindful of local residents.

We request that if you come by car that you park where the children can walk to school at least some of the way.

With these in mind, we would ask you to remember the following.

1. Please try and avoid parking outside school or surrounding streets. It is safer and healthier to park well away from school.
2. Keep pavements safe for children – keep your car, whether moving or parked, **off the pavement**.
3. The yellow school, keep clear lines, before and after school are designed to allow a clear view up and down the road for children to cross safely. If you stop, even to drop off, on these lines, you are making it dangerous for children to cross by obscuring their view.
4. Avoid parking on the stretch of road opposite the **School Keep Clear** signs, especially if this means you have to park on the pavement to do so.
5. Please do not use the school entrance as a turning or reversing place.
6. Keep the view around junctions clear so that children can cross safely.
7. **Try parking further away from school.** This has several advantages – you will find it easier to find a space and you will probably find it easier to find a place to turn your car round for your return journey. It will also be an opportunity for you and your children to practise walking and for them to learn pedestrian road safety skills.

Parking enforcement could take place at any time – so please don't park illegally.

Thanking you for helping to make the school journey safe, healthy and better for the environment.

Snack Time

Children have access to a continuous snack system where a selection of healthy snacks are offered. A different snack will be offered to the children each day. Fresh drinking water is also available at all times. Children are encouraged to develop independence by serving their own drink and snack and by clearing away after themselves. Staff are at close hand to offer support to the children.

Lunch Club

This lunch club operates daily for an hour, between the morning and afternoon session (11.30 to 12.30), This gives the children an opportunity to have an extended session and a social meal together.

At the pre-school we promote healthy eating and encourage parents to provide a lunch which is healthy and nutritious, preferably avoiding sugary snacks and those snacks that are high in fat and salt. Please do not send your child with fizzy pop, sweets or crisps please provide a healthier alternative. After your child has eaten their lunch they will be supervised as they clean their own teeth. The setting offers a cupboard for the storage of lunch boxes. We do not have a fridge facility, therefore please enclose a cool pack in your child's lunch box, particularly in warm weather. The pre-school is unable to offer any food heating facilities.

As a setting we recommend that cold pre-cooked dinners from home are not provided for children as a school lunch as we have no storage or heating facilities to keep or serve these at the correct required temperature.

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Sleep

Where a child becomes tired or sleepy we will support them by offering a comfortable place to rest or sleep. We recognise that sleep is important to the development and well being of the child and allowing them to sleep when required is fundamental to the culture of the setting. Safe practices are in place and if a child is resting or sleeping they will be monitored at regular intervals. The child's face will remain uncovered if they are sleeping. Please see our sleep policy.

Equal Opportunities

The pre-school operates an equal opportunities policy both in the care of its children and the recruitment of staff. The pre-school welcomes all children and their families and encourages them to participate in all activities regardless of gender, ability, culture, religion, race or special needs.

Special Needs

Greasbrough Rising 5's pre-school are committed to the integration of children with S.E.N within the setting. The partnership with parents/carers is to ensure a happy and secure environment within which all individual children will learn and develop.

The objectives of the pre-school is to ensure every child is given access to a broad and balanced curriculum, with fully integrated provision and open access to all children catering for a full range of abilities, enabling the development of each individual to reach their full potential with appropriate adult supervision.

The pre-school operates a Special Educational Needs Policy and has an identified member of staff as the groups coordinator. Although we will always try to accommodate every child who wants a place, we may sometimes ask parents / carers to stay with their child. This will depend upon whether we can access funding for a one to one support worker and cater for the specific needs of the child.

The Role of the Parent

The pre-school recognises parents as the first and most important educators of their young children. Our pre-school aims to support parents. Parents are welcomed into the group at any time.

The pre-school operates stay and play sessions. These take place once a month. These sessions provide parents / carers the opportunity to explore a variety of activities with their child. Parents can then see first hand what type of learning their child experiences at Greasbrough Rising 5's.

The pre-school believes in working in partnership with parents through the key person system. All parents are entitled to participate in the assessment process and we actively encourage parents to share their knowledge and experience of their child so we are able to build on what the children already know. This essential sharing of information will help us inform your child's assessment booklets and will help us build up a clearer picture of your child's development, and achievements and build up a more accurate picture of your child's progress.

During the spring term all parents are invited to their child's open day. At this informal meeting the child's achievements and progress can be shared together. Parents are also invited to look at their child's individual assessment file with the child's key person. If parents have any concerns or worries about their child's assessment file these can be discussed together and planned for in the coming term.

Illness

Children are not happy at pre-school if they are ill, they need to be in the comfort of their own home.

If your child is taking medication eg. Antibiotics, they should stay at home until the medication is finished.

- If your child has a temperature and needs to take Calpol, then please keep them at home.
- If your child has sickness or diarrhoea, please keep them at home until they have been clear of an attack for at least 48 hours.
- If your child becomes ill at pre-school you will be contacted and asked to collect them.
- If your child is ill for a long period of time, please let pre-school know.
- If your child is absent and we have not heard from you after 2 weeks we will assume that you no longer require your place and we shall offer the place to another child.

Please refer to the preschools medication policy for guidance.

At Greasbrough Rising 5s we ensure the pre-school is a happy, safe, secure and stimulating environment for staff, children and parent / carers, therefore any complaints or grumbles will be taken seriously.

This procedure is aimed at parents and staff. Minor grumbles may be addressed verbally by any member of staff. This can be carried out in confidence. Staff will then report to the group leader if the complaint cannot be rectified. All complaints will be logged in the appropriate file. Complaints can also be made directly in writing to the committee. Complaints of a serious nature can be made to Rotherham Early Years on 01709 382121 or directly to OFSTED (Tel: 0300 123 1231)

The role of the registering authority

In some circumstances it will be necessary to contact OFSTED who have a duty to ensure laid down requirements are adhered to. The registering authority would be involved if a child appeared to be at risk or where there seemed to be a possible breach of registration requirements. In these cases both parent and Early Years worker would work with OFSTED to ensure a proper investigation of a complaint followed by appropriate action, this would take place within 28 days.

On request we will provide OFSTED with written records of all complaints made during a specified period and the action that was taken as a result of each complaint.

All records of complaints will be kept for a minimum of 3 years.

OFSTED Address

OFSTED
Picadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 1231

Rotherham Early Years 01709 382121

How we use your Information

All information relating to children and their families will remain private and confidential and stored securely. It is solely used for our use and will not be passed on to a 3rd party.

You have a right to know what information we hold about you, your family and your child. You have a right to have access to your child's development records at any time.

Any information shared with third parties is on a need to know basis and takes into account data protection rules.

The progress check at 2 years is a statutory requirement of the EYFS. (Early Years Foundation Stage) This progress check is carried out on all children in the setting between the ages of 24 to 36 months. Parents / Carers will be supplied with a short written summary of their child's development in the three prime learning and development areas of the EYFS : Personal, Social and Emotional development, Communication and Language and Physical Development. The progress check is to enable earlier identification of development needs so that additional support can be put in place. Greasbrough Rising 5's will seek the consent of parents to share information from the check directly with relevant professionals.

(Data Protection 1998 and Freedom of information 2000.)