



Parent Brochure

Supervisor – Louise Mawditt

Pre-school telephone number – 01760 447444

Email address – firststeps@folchurch.co.uk

Ofsted Registration number – EY544373

Charitable incorporated organization no. 1153552

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Accueil

Welcome!

Welcome to First Steps Pre-school. The following brochure is designed to give essential information about how the pre-school operates. The pre-school has a full set of policies which can be found on the website or at pre-school. Please ask a member of staff if you wish to receive a copy.

Aims and Objectives

First Steps Pre-school has a clear Christian identity. It operates on the Christian principals of love, forgiveness, respect for self and others, acceptance of all cultures, responsible behaviour and enjoyment of the facilities we provide for the children and their families.

The purpose of First Steps is to provide an inclusive, safe, caring and happy Christian environment where all children can learn, play and develop through a wide range of planned and free play activities both inside and out and through visits and outings.

We recognise that children have individual needs and will develop at different rates; we provide resources to encourage and enable all children to reach their potential. We welcome their parents or carers to become involved in their development at pre-school.

First Steps Fountain of Life Pre-school aims to -

1. Serve the needs of the local community in regard to pre-school provision, whilst reflecting the love of God in our relationships, standards and way of life.
2. Encourage the children to learn about the life and work of Jesus Christ through Bible stories, music, craft, drama and prayers.
3. Adhere to the Ofsted National Standards set by the government to promote the welfare and development of children to ensure the best possible outcomes for every child.
4. Promote Equalities and British Values (Prevent Strategy).
5. Work in partnership with parents, carers and other health or educational professionals for the good of the children.
6. Seek the views of parents/carers on how we might improve the setting.
7. Play a positive role in helping children separate from their main carers and prepare them for primary school.
8. Promote and encourage each individual child's self-confidence, self-worth and personal gifts and talents.
9. Offer support or advice to the whole family regarding their needs outside of the pre-school.

Who's Who at First Steps

Louise Mawditt
Supervisor

Early Years Qualification –
BA Early Childhood Studies,
MA Social Work

Responsibilities-
Key worker
Lead Practitioner for safeguarding

Lou loves being a mummy to her two children.
She also enjoys singing, sewing and baking.



Lucy Vallerine
Deputy Supervisor

Early Years Qualification-
Children and Young People's Workforce Level 3

Responsibilities –
Keyworker
Lucy is new in post so we will be adding her responsibilities in due course

Penny Kinsley
Early Years Practitioner

Early Years Qualification –
Diploma in Pre-school Practice Level 3

Responsibilities –
Keyworker

Penny loves Arts & Crafts and spending
time with her grandchildren.



Rachel Kehoe

Relief Early Years Practitioner

Early Years Qualification

Level 2

Rachel works with Andrea to run 'Noah's Ark' Toddler Group. Rachel enjoys drama

Alison Cracknell

Relief Early Years Practitioner

Early Years Qualification

CACHE Level 3 NVQ in Early Years Care and Education

Alison is the most amazing violin player!

Andrea Jolly

Relief Early Years Practitioner

Early Years Qualification -

Diploma in Pre-School Practice Level 3

Andrea oversees Noah's Ark Baby and Toddler Group at FOL Church, Ashill. In her spare time, she enjoys pottery and reading.

Stephanie Bates

Relief Early Years Practitioner

Stephanie is currently in training for a Level 2 qualification.

Administrative Staff**Becky Russell**

Finance

Compliance and Admin Manager

Daily Routine

9.00am-9.30am

Children and Parents welcomed into the pre-school

Free play

9.30am-10.15am

Small group time

Outdoor activities/Free play

(for children not taking part in small group activities or those who do not wish to take part)

10.15am-11.00am

Toilet and wash hands

Prepare for snack time

(Children are encouraged to help prepare food for snack time and prepare tables)

Snack time including fruit and bread sticks

General discussion and socialising time

11.00am-11.45am

Planned activities for all children/craft/cooking etc based on the current theme

11.45am-12.00pm

Together time

Story, sharing time, quiet music time.

Home time for some

12.00pm-12.30pm

Free play

12.30pm-1.00pm

Toilet and wash hands

Lunch time

1.00pm-2.00pm

Planned activities

(Rest time for children that need to)

2.00pm-2.30pm

Snack time

(Children are encouraged to help prepare food for snack time)

Outdoor and Indoor activities/Free play

2.30pm-2.45pm

Children are encouraged to help tidy up

2.45pm-3.00m

Together time

Story time

Home time

Areas of Learning and Development

The Early Years Foundation Stage (EYFS)

The EYFS

What my child will be learning

The EYFS Framework is the curriculum for Early Years (0-5 years) and explains how and what your child will be learning to support their healthy development through pre-school and their first year at school.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

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

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

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

What your child's keyworker will do

Your child's keyworker will assess your child's progress through observations and will keep careful records of their progress. You will learn about your child's progress and their Next Steps through parent consultations with your child's keyworker which take place termly.

Information about the EYFS is available next to the Planning Board or from a member of staff.

www.foundationyears.org.uk and go to EYFS Parents Guide 2017, alternatively look out for 'What to Expect When?' a helpful guide to helping you assist you in supporting your child's development.

The First Days

Prior to your child starting First Steps Pre-school, we will arrange a home visit from the supervisor or their keyperson as we feel it is helpful to visit children in their home environment to enable them to make a connection between home and pre-school when they first start. We recognise that it is important for parents and staff to work together to help the child feel confident and secure within the group, as a child who is tense or unhappy will not be able to play or learn properly. Some children take longer than others to settle and parents/carers should not be worried if their child needs support in this area. We feel we need to emphasise the importance of visiting the pre-school with your child, before they start to give them an opportunity to meet the staff and get used to the environment. We want your child to feel happy and safe whilst at pre-school and staff will work with you to decide on how to help your child to settle in most effectively.

Keyperson system

We operate a keyperson system at First Steps Pre-school and your child will be given a keyperson either initially or after settling in and getting to know the staff. This is a specific adult who has responsibility for your child's wellbeing at pre-school. They will be the first point of contact for parents and will keep, maintain and share information about your child. If you have any concerns or questions about your child please feel free to talk about it with their keyperson. You will receive a letter stating who your child's keyperson is.

Pre-school will keep and maintain records of your child's learning while they are at pre-school. These are shared with parents, other settings your child might attend and follow on settings such as school (with your permission) and we welcome input and feedback from home to add to these records.

Partnership with Parents/ Carers

First Steps Pre-school recognises parents/carers as the first and most important educators of their children. The staff see themselves as co-workers with you in providing care and education for your child. There are many ways in which parents/carers take part in making the pre-school a welcoming and stimulating place for children and as a place for parents to build relationships with other parents. (Please see Parental Involvement policy)

First Steps Pre-School encourages an atmosphere where communication occurs readily between the pre-school and home. We help to foster this culture and build strong pre-school / parent/carer links by –

- Sharing information before the child starts during the home visit. We use a document called "Getting to Know Me" to tell us about your child.
- We arrange a stay and play session where parents/carers can stay.
- A settling in period (see settling in policy)
- A keypersons system
- Your Child's Journal -We encourage regular sharing of information about what your child does at home using a personal journal. We can use this to share with other early years settings if applicable
- Regular daily opportunities to discuss a child's progress
- A Parents' Board containing topics, 'Planning Together' showing Long term, medium and short term plans, an explanation of the EYFS (hard copies available) and a poster showing the Every Child Matters framework headings.
- Other Parents' Boards have information on various subjects including health, diet, CAP money, family issues and courses which may be of interest.
- We welcome visits from parents who would like to share their gifts and talents at pre-school. A sign up sheet can be found on the parent's board for parents to sign up if they want to contribute their own knowledge and skill by coming into session. For those of you unable to do this, we would highly value your prayer support.
- Newsletters every half term
- Parent consultation sessions every half term to look at your child's next steps.
- Special events such as fun days, dads' days or community activities that the pre-school takes part in such as the Wayland Show, Watton Carnival, various church events. **Please remember that photos or video taken at events MUST NOT be placed on any social networking sites where other children feature in the photo/video.**
- Opportunities for parents to explore the different areas of learning and development.
- Opportunities for parents/carers to reinforce learning at home via suggestions on the white board in the corridor. Feedback to the pre-school can be made using your child's journal or to a member of staff, or via our Parent Survey.

Discussion Times with Staff Members

If at any time you have queries or concerns about your child, please feel free to speak to your child's keyperson, either first thing or at pick up time to arrange a good time for you to get together. Please understand that it is not always possible to speak at length/ or confidentially unless this has been pre-arranged.

Accident/ Incident Book

The Accident and Incident books are kept safely and all staff and volunteers know where they are kept and how to complete them.

These are duplicate books which parents/carers are asked to sign and retain copies.

These books are reviewed at least half termly to identify any potential or actual hazards.

Food and drink

Snack Time

The Pre-school makes snack time a social time in which children and adults prepare and eat the food together. We plan the menus for snacks together 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 welcome contributions from parents either by bringing in pieces of fruit or a small donation in the fees box.

Packed Lunches

If your child stays for the full day, parents should ensure that a healthy lunch is provided such as: sandwich / bread roll, fruit or vegetables, yoghurt, cheese, juice or water etc.

Please can parents avoid sweets or fizzy drinks.

Ice packs can be included into the lunchbox to keep it fresh. If you have any items that need to be refrigerated, please label them and ask a member of staff to put in the fridge.

- Staff who prepare and handle food receive appropriate training and understand, and comply with, food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults only carry hot drinks in sealed lidded cups. All other hot drinks are kept behind a restricted area for the children.
- Fresh drinking water is available to the children at all times, inside and outside.
- We provide your child with their own water bottles with their picture and name on.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

See Food and Drink policy.

Fees

Current session fees for non-funded children are on the notice board. In the case of funded children who are already using their full voucher allocation, voucher rates will be charged for extra sessions. Please see Payment and Non-Payment of Fees policy at the back of this brochure.

Extra sessions

If you would like an extra session for your child, please let the Session Supervisor know, whether it is permanent or temporary, and we will let you know if there are vacancies on the session you want. Fees must be paid for the extra sessions.

Please also let us know if you no longer want a session, so that we are able to offer the place to another child. All changes to sessions must be made via the pre-school.

Emergency shut down/ closure of the pre-school

In the case of an emergency and the pre-school needs to be closed during session (eg due to weather conditions or staff sickness) please check the website, or phone Andrea or Bridget (contact numbers on website of preschool forms). On occasion we may need to close during the session due to sickness, it is therefore important that you inform the pre-school if your contact details change.

Uniform and clothes

Book bag

Each child will be given a book bag when they start at First Steps. Children will be able to take a book home from the library. Do not feel you have to bring books back every day, please read at your own pace. Keep an eye out for flyers or notices about upcoming events in the book bags.

Clothing

The pre-school provides aprons for the children when they play with messy activities. Please send your child in clothes which you do not mind getting messy.

We have a uniform this is a purple sweatshirt, t-shirt and or polo shirt bearing the First Steps Pre-school logo. This is not compulsory, although we encourage parents to purchase as it does give the child a sense of belonging. If you would like to buy a sweatshirt or a T-shirt please speak to a member of staff. **Please ensure you name label all of your child's belongings.**

The pre-school encourages children to gain the skills which help them to be independent and look after themselves. Please send your child in clothing that is easy for them to manage and will enable them to achieve this.

Outdoor Life

Weather permitting, we like to take the children out to play using the great outdoors as an expansion of the classroom. We sometimes use real tools under supervision. These are not freely accessible but will be used in certain adult led activities such as gardening, planting seeds etc. Please ensure that your child has enough warm clothes and/or waterproofs for outdoors, plus wellies and spare socks for those wet months. Please could you write their names in any of their footwear and outdoor clothes. This would help the staff immensely. We have some wellies and wet weather suits available at pre-school as well.

When the weather is hot, sunhats will be needed to be worn and sun cream administered before arrival at preschool before your child is allowed outside.

Spare Clothes

Sometimes children are prone to 'little accidents'. Please could you store some spare clothes and pull ups/nappies (if appropriate) in a bag on their peg. At the moment we do not have any spare clothes of our own.

Jewellery

For safety reasons, children are not permitted to wear jewellery in pre-school, with the exception of stud earrings.

Nappies / Change of clothes

Children wearing nappies or pull-ups are welcome at the pre-school. A member of staff will change your child's nappy or pull-up at an agreed time or when needed and staff will keep a log of all changes needed.

General Information

Changes of Address or Telephone Numbers

Please ensure that the pre-school is notified of any changes in address or telephone numbers immediately to ensure we are able to contact you in the event of illness or emergency.

Newsletters

Regular newsletters are produced to let parents know of meetings and events, planned themes for the next half term and other information that the parent should be aware of.

Links with Infant/Primary Schools

We aim to work closely with the Early Years Teachers at relevant feeder schools. We liaise with the relevant schools in arranging Induction days for children making the transition to start school.

Birthdays

We enjoy celebrating the children's birthday's at the pre-school and this takes place at our break times. You are welcome to bring something special to share among the children.

No smoking Policy

The pre-school is a completely no-smoking zone

Complaints

The Pre-school operates a complaints procedure and a full policy is available on the notice board.

Behaviour

It's our belief that the best way to encourage good behaviour is by positively promoting it. We aim to reinforce good social habits which have begun at home and help children to deal with their frustrations and emotions through kindness and example. The pre-school staff praise children who have been helpful, kind and sensible and use hugs and smiles to encourage good behaviour.

See Behaviour Management policy.

Illness

Parents are asked to keep their children at home if they have any infection and to inform the pre-school as to the nature of the infection so that the pre-school can alert other parents and make careful observations of any child whom seems unwell.

- If the children of the pre-school staff are unwell, the children will not accompany their parents/ carers to work in the pre-school.
- If your child has been sick or has had diarrhoea in the last 48 hours please do not send them to pre-school.
- Cuts or open sores, whether on adults or children, will be covered with a hypoallergenic plaster (providing parents have given permission).
- If a child is on prescribed medication the following procedures will be followed;
 - If possible, the child's parents will administer medicine. If not then medication must be clearly labelled with the child's name, dosage and any instructions.
 - Non-prescribed medication will only be administered for three days.
 - Only a qualified member of staff will administer medicine.
 - Written information will be obtained from the parent, giving clear instructions about the dosage, administration of medication and permission for staff to follow these instructions.

- Best before date of any medication is to be checked by staff before the administration of the medication.
 - This information will be kept in the medication book. Staff will also record what time medicine was given, etc. and ask parents to sign at the end of the session.
 - All medication will be kept away from the children at all times
- With regard to the administration of life saving medication such as insulin / adrenaline injections or the use of nebulisers, these will only be administered when training has been given.
 - The pre- school will ensure that the first aid box and equipment is kept clean, is replenished and replaced as necessary. Sterile items will be kept in their sealed packages until needed and best before dates checked regularly.
 - At least one member of staff has a current first certificate.
 - Ofsted is notified of any infectious diseases, which a qualified medical person considers notifiable.
 - Please see Administration of Medicines policy (attached) and pamphlet 'Communicable Diseases' on the notice board.

Reminders!

- **Please provide:**
 - **Named outdoor wellies, waterproofs and/ or coat**
 - **Named sunhat (when it's hot)**
 - **Named spare clothes**
 - **Nappies/ pull ups if needed, and wet wipes**
 - **Comforter**
 - **Cool packs in lunch boxes**
 - **Let us know if your child will not be coming to pre-school**
 - **We love it when your child wants to bring something to show us but please be aware that things can sometimes go missing and precious items should stay at home**
 - **Please remember to check your child's drawer for letters etc. Library books can be changed regularly – please remember to write it down in the book.**

Important points to remember: -

- Please let us know immediately if there are any changes to contact details or personal circumstances to ensure we can successfully
- Please let us know if your child has had an injury at home or on the way to/outside pre-school
- Let us know if any circumstances have changed at home which might affect their behaviour
- Let us know if there will be someone different collecting your child
- Let a member of staff know if you want to take your child to the toilet at pre-school. Please do not take any other children to the toilet.
- Let us know if your child has had an infectious illness
- We need to know if your child has, or develops any allergies
- The pre-school is committed to Safeguarding and we follow guidelines relating to this. Lou will discuss this with you when your child starts pre-school
- We have a medicines book for prescribed medicines to be given to your child at pre-school if needed
- Non-prescribed medicines must not usually be administered and NO medicines containing aspirin must be administered unless prescribed by a doctor
- Non-prescribed medicines.- Where parents/carers have asked the pre-school to administer non-prescribed medicines for more than three days, we ask robust questions and may request a doctor's prescription if necessary
- If your child has had sickness and/or diarrhoea please do not bring them to pre-school for 48 hours after the illness stops
- Parents/ carers are able to take photos/video at events such as Sports Day but please DO NOT upload photos onto any social networking sites. If you are visiting pre-school you will be asked to put your phone in the kitchen. No photos must be taken during normal sessions
- If your child is funded you will be asked to fill out a funding form. Please fill these out promptly
- If your child is not funded you will receive an invoice laid out according to County Council guidelines. Place your fees in the fees box in the corridor
- The 'Sharing at home with your child' board gives information to reinforce what your child has been learning at home. Please take the time to read the board. It is updated weekly

First Steps Policies

Your child's pre-school registration form asks you to specifically read the information relating to Safeguarding (leaflet), Social Media and Technology Policy, Behaviour Management Policy and Administration of Medicines Policy. Copies of all of the policies are kept by the notice board in the Sunflower room and are available on our website www.firststepsashill.co.uk. Newly adopted or amended policies are next to the Parent/Carer board in the corridor. Please ask if you would like a copy of any of our policies.

Other Information

**Equalities, Diversity and Inclusion Leaflet
Safeguarding Leaflet
Health and Safety Leaflet**

We hope this brochure is helpful and that your child thoroughly enjoys their time at First Steps