



*Helping your child sail towards a bright future*

## INFORMATION PACK

Christ Church Hall

239 Milton Road

Portsmouth

PO4 8PH

02392 177281

[office@littlespinnakerspreschool.co.uk](mailto:office@littlespinnakerspreschool.co.uk)

[www.littlespinnakerspreschool.co.uk](http://www.littlespinnakerspreschool.co.uk)

facebook page: [Little Spinnakers Pre-School](#)

## ***Welcome to Little Spinnakers Pre-School***

We hope that your child's time with us is an enjoyable experience. We meet in a large local church hall in the Milton area, which allows us to offer a wide variety of activities at each session. We have an outside area with soft flooring for increased safety. The Pre-School is for children aged 2 years onwards. The Pre-School is open weekdays, term time only.

### **Openings Times;**

**Monday** – 8.00am-5pm

**Tuesday** – 8.00am – 5pm

**Wednesday** – 8.00am-5pm

**Thursday** – 8.00am-5pm

**Friday** – 8.00am-5pm

The Day starts at 8.00am with our Breakfast Club (payable). Early Education Sessions are available for children to attend. You can choose which sessions your child attends subject availability. If required, we run an afterschool club from 3pm to 5pm which will include a snack. (payable)

<b>Session</b>	<b>Time</b>	<b>Days this session runs</b>
Morning	9.00am-12noon	Monday-Friday (term time only)
Afternoon	12noon-3.00pm	Monday-Friday (term time only)
All Day	9.00am-3.00pm	Monday-Friday (term time only)

We strongly advise that if you choose Little Spinnakers as the Pre-School for your child that you put them in for a minimum of 2 sessions per week. Over years of experience we have found that this enables the child to settle in as quickly as possible. The preschool gates will be open in the morning from 8.15am and close at 9.15am. (for breakfast club you will need to ring the door bell) They open again at 2.50-3.00pm to allow parents a bit more flexibility when have to drop off/pick up siblings off at school. Please note that we are not covered by our insurance outside of these times.

### **Safeguarding**

We promote children's right to be strong, confident and listened to by creating an environment on our setting that encourages children to develop a positive self-image. We help children to establish and sustain healthy relationship with their families, with peers and

with other adults. We work with parents in partnership to promote the principles of safeguarding all our children. If we have any concerns about your child's well being we will contact other professionals/social care in alignment with our safeguarding policy (see copy on the welcome desk)

## **Our Vision**

**S**afe and enabling environment

**P**artnership with families and community is central

**I**ndependence building

**N**urturing pre-school community

**N**avigating a creative curriculum through play

**A**iming for each child to reach their full potential

**K**nowledgable and caring staff

**E**very child matters

**R**espect for all

**S**ecuring positive outcomes for children

## **Ofsted**

The Pre-school is a registered Ofsted Early Years Provider and has been approved under the Early Years guidelines inspection process accordingly. Our most recent inspection graded us as "good". A copy of the report can be found on the Ofsted website or displayed on the information notice board.

## **Learning**

### **The Curriculum**

At Little Spinnakers all our plans are directly linked to the early learning and development goals set out by the Early Years Foundation Stage. These which are split into 2 groups the prime areas and the specific areas;

- Prime Areas: Physical Development, Personal, Social and Emotional Development and Communication and Language Development.
- Specific Areas: Mathematics, Literacy, Understanding the World and Expressive Arts and Design.

Your child's progress is continuously monitored and recorded in a "Secure Electronic Learning Journey" which you can securely log into on a computer or other compatible device. This will include photos, videos and other media charting your child's progress or just letting you know that they have had a lovely day.

### **Keypersons**

Each child who attends has their own keyperson; this is a member of staff who is responsible for helping your child settle into group life. This support is for both child and parent.

During the time your child attends, their keyperson will chart their progress by means of observations and other record keeping on the PC tablet. Our record system is linked to the seven areas of learning laid out by the Early Years Foundation Stage in order to meet early learning goals from birth to the end of reception year at school. They also produce progress reports each term so you can see the progress your child is making. Records are confidential but parents may have access to them securely at any time. We will be given details of how to log on when your child starts.

When the children work with the keyperson, they will concentrate on different areas of development. Such activities may include pencil control, playing board games, model making, creative play, numeracy and much more.

### **Outside Play**

The children are able to go outside to play every day as this is a large part of the curriculum. We have all weather clothing for the children to use if the weather is wet but ask that you supply wellington boots. We also take the children on a wide variety of outings including the park, the shore, the library and any theme/ topic related places of interest. All staff are trained in managing risks and will endeavour to keep your child safe at all times.

### **Special Education Needs and Disability (SEND)**

Although we are not a specialised group, we will consider any application of a child with needs. Our Special Educational Needs Co-ordinator would liaise with parents to see if we could offer a place. Our local offer is available on our website, in our policy folder and by request.

### **Equality of Opportunities**

Little Spinnakers Pre-School welcomes all children and their families; we aim to promote respect and diversity of the society in which we live. We have a policy to enable equal access for staff, children and parents irrespective of gender, race, social, group, religion, family background or disability.

Children's self esteem is encouraged through praise and inappropriate attitudes are challenged through our curriculum and activities we offer.

### **Moving on to School**

We work closely with schools and teachers to help make a smooth transition. The term before your child leaves to start infant school, their keyworker will meet with their reception class teacher and show them your child's learning journey and pass on any information that will help your child to settle into School life. If the school is not in the local area this will be done by phone or post.

### **Photographs**

At Pre-school, photographs are taken for evidence in our Ofsted portfolio. If for any reason you do not wish your child to be photographed please let us know.

## **Fees**

### **Three and Four Year Old Funding**

Your child is entitled to receive free part-time Pre-school education from the term following their third birthday. This consists of a maximum of 15 hours per week for 38 weeks of the year, until the child is ready to enter full time primary education. These can be taken over a minimum of 3 days. There is now an additional 15 hours funding scheme for working parents. You can check your eligibility for this on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). Full fees are payable until your child becomes eligible for funding. Please supply the Pre-School with a photocopy of your child's birth certificate and proof of address so that funding can be provided.

### **Two Year Old Funding**

Some children may be entitled to funding of up to 15 hours. Please speak to our Manager if you think your child is entitled to this funding.

## **Early Year Pupil Premium**

All early years providers who deliver Government funded early education are able to claim the early years pupil premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four year olds will also be eligible if:

- They have been in local-authority care for 1 day or more in England or Wales
- They have been adopted from care in England or Wales
- They have left care through a special guardianship order or a child arrangement order in England or Wales

Registering could provide up to an extra £300 for the Pre-School to fund valuable support like extra training or, resources to help raise the quality of your child's early education.

You will be asked to fill in a form at each term (the same time as the funding forms). We will use the information you provide to assess entitlement to the early years pupil premium. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

## **Pre-School Fees**

Pre-school fees are £13.00 (per 3 hour session) for 2 year old children and £12.00 for over 3 year old children. All fees must be paid monthly or weekly by bank transfer, childcare vouchers, cash or cheque. You will be expected to sign a fee payment agreement when your child starts Pre-School. If you cannot pay your child's school fees at this time then please speak to a member of the committee immediately, as we have a hardship policy.

If school fees have not been paid and we have not been informed, then parents will be contacted officially by letter after two weeks. If fees are not paid after a letter has been received then your child may not be able to attend preschool until the situation is resolved.

If for any reason you intend to remove your child from Pre-school, you need to give two week's notice. If you do not give notification, then two weeks fees will be payable before your child leaves.

In mind of the fact that we are a non profit making organisation the following guidelines must be adhered to as we cannot afford a short fall in income;

- **Fees are payable at all times**, the only exception to this is if your child is hospitalised or has a notable illness – e.g. chicken pox. In these cases half fees will apply.
- The Pre-school should be notified of any absence immediately. If we are not notified, full fees will be payable.

### **Childcare Vouchers**

The Pre-School currently accepts Busy Bees, Care 4 and Accor childcare vouchers. If you have any other type of childcare voucher then please let Marianna Pinnock( Manager) know and we will be happy to join the scheme.

## ***The Breakfast Club***

We run a breakfast club every morning the preschool is open. It starts at 8.00am and is run by preschool staff. A healthy breakfast is included in the price which is £4.00 for regular bookings and £4.50 for ad hoc bookings.

## ***The After school club***

The after school club is open to everybody but is aimed at families with work commitments. We offer a more relaxed environment so children can unwind and be free to play different games, tablet computers or just chill. A snack will be offered. The price will be £4.00 per hour only.

## ***Parental help and responsibilities***

### **Group Rules**

We have very few rules at Little Spinnakers Pre-School but we do want to ensure that the children are in a happy, safe and secure environment whilst in our care.

- All children will be signed in/out at every session. The Pre-School Manager should be informed of any change of personnel picking your child up.
- Please do not send your child with sweets or chewing gum, this can cause all sorts of problems, we also try to deter children from bringing in toys from home as they may get lost or broken.

- If your child has pierced ears, please can you ensure that they wear studs or small sleepers to avoid any accidents.
- We do ask that you inform us if for any reason your child is unable to attend. We also ask that you **do not send your child into Pre-school if they have been sick in the night or if they have had diarrhoea for at least 48 hours after the last occasion.** If your child has had an infectious illness we ask that you isolate them for the full time recommended by your family doctor.
- If for any reason you intend to remove your child from Pre-school, you need to give two week's notice. If you do not give notification, then two weeks fees will be payable before your child leaves.

### **Parents Involvement**

We actively encourage parents to get involved in the life of the pre-school and their child's learning. If you have a talent or interest that you think might benefit the child we would love to hear from you. We regularly hold sessions where parents can attend with their child to learn together. We hold drop in sessions and parents evening where you can discuss your child's progress and needs in depth with their keyworker. The staff are always available to speak should you have any concerns.

Occasionally children get to take our mascot "Morris the Monkey" home for a weekend or a sleep over and parents/ carers can write in his diary all about his adventures. Often parents and Carers put photos or drawings in his diary.

Our Parent Zone online system allows you access your child's learning journey online and view their progress. You can send photos and comments on what they are doing at home and how they are developing.

### **Late Collection Notification**

At Little Spinnakers we are committed to the well being of the children in our care. We understand that on occasions parents may have unforeseen circumstances that may delay them from collecting their child on time. If this is the case please notify the preschool immediately if you are going to be late.

In the event we receive no notification and/or fifteen minutes has elapsed from the end of the session, the child's parent/carer will be required to pay a £5.00 late collection fee. This is to cover two staff staying behind to look after your child.

Parents should also be aware that after fifteen minutes, Children's Services must be contacted.

## **Committee**

Little Spinnakers Pre-School is run as a Charity, which is kept open by a voluntary Committee. The present Committee stands as follows:

<b>Chairperson</b>	Danielle Preston
<b>Treasurer</b>	Victoria Ayres
<b>Secretary</b>	Ellen Collins
<b>Committee Members</b>	Claire Carter, Jaqueline Carter.

60% of Committee Officers must be parents or family members whose children are attending the Pre-School. Without the Committee, the Pre-School cannot stay open. If you do not feel you can commit to this then we would appreciate your help in any way you can.

## ***What to wear and bring***

### **Uniform/Clothing**

All children should be appropriately dressed when attending Pre-school. Little Spinnakers Pre-school t-shirts and jumpers can be purchased directly from the Pre-school. T-shirts are £7.50 and jumpers are £8.50. We recommend that all children should wear these as it makes them feel part of the group as well as helping to identify them easily on school outings.

We advise that children are not sent in their best clothes as there are some activities where clothes may get messy. The children go to the park and play outside on a regular basis so should be wearing suitable clothing at all times including coats/sun hats when necessary.

Bags and clothing such as jumpers and coats should be clearly labelled with your child's full name. We accept no responsibility for lost items. Any lost property will be kept at Pre-school to be collected at the next session. In wet weather if your child wears wellington boots, please supply alternative footwear as wellingtons may not be suitable for some types of equipment.

### **Toilet Training/Nappy Changing**

If your child is in the process of being toilet trained then our staff are happy to continue this whilst your child is at Pre-school. Please ensure you speak to your child's keyperson to discuss your Child's needs. During the early stages of toilet training please send your child in with plenty of spare clothes and a plastic bag to put any wet clothes in. Accidents will happen at pre-school as your child may be distracted but often they progress very quickly as they learn from the older children. We will not make a fuss about any accidents and will change them into clean clothes as quickly and discretely as possible.

If your child is still in nappies then please provide enough nappies, wipes and nappy sacks each day. Please note all staff are DBS checked and any volunteers including parent helpers are not allowed to change nappies or take children to the toilet.

### **Suncream**

Please ensure your child is wearing suncream whenever necessary as it is not the Pre-school's responsibility to check if your child is wearing it. However, if you provide it and give us permission, we are able to apply it whenever required.

## ***Food***

### **Snack time**

Snack food is healthy and nutritious. This is part of our policy on healthy eating within the Pre-School community.

### **Drinks**

Milk is supplied free of charge, but if your child does not drink milk then we offer water as an alternative. Water is also available throughout the sessions and the children are encouraged to help themselves to build up their independence.

### **Food Allergies**

If your child has any allergies to any food/drink we ask you to notify a member of staff immediately. We will provide an alternative snack if a child is unable to eat certain food due to an allergy.

### **Packed Lunches**

If your child is at pre-school between 12 and 12.30pm then please provide a packed lunch. Please provide small portions of foods your child enjoys, we do provide healthy snacks and milk in the morning and afternoon as well so they may not eat a large lunch. We encourage children to eat healthily at pre-school but also teach them that small treats are fine now and then so if you want to include a small treats in your child's lunch box that is fine. The children sit up to the table together at lunch time and will be assisted by the staff where necessary.

Please do not use nut products (in case of other childrens allergies) or fizzy drinks in your child's lunch box. If you have any questions please speak to a member of staff.

## **Cooking**

We are fortunate at Little Spinnakers' Pre-School to have talented cooks among our staff, so children regularly take part in cooking activities. The children will bring their baking home with them and the end of their session.

# ***Achieving Positive Behaviour***

## **Rules**

We have five simple rules in place which we decided on the pre-school community (staff and children);

- We have kind hands
- We walk inside pre-school
- We listen to our friends and pre-school teachers
- We share and take turns
- We help our friends and work together

We have written policies and staff have clear, child friendly strategies for dealing with unacceptable behaviour. This is in line with our achieving positive behaviour policy.

## ***Policies and Procedures***

We have the following policies and procedures in place which can be seen in our Parent Information File at the Pre-school, these include:

- Children's Right's and entitlements

- Safeguarding children and child protection
- Safety and security
- Uncollected children
- Missing child
- Outings and visits
- Making a complaint
- Confidentiality and client access to records
- Equality of opportunity
- Supporting children with special educational needs
- Achieving positive behaviour
- First aid
- Admission of medicine
- Managing children with allergies, or who are sick or infectious
- Nappy changing and toilet training
- Food and drink
- No smoking
- Employment and staffing
- Induction of staff, volunteers and managers
- Student placement
- Fire Safety and emergency evacuation
- Recording and reporting accidents and incidents
- Health and safety general standards
- Food hygiene
- Admissions
- Registration Funding and fees
- NEG Funding
- Hardship Policy
- Settling-in
- Parental involvement
- Working in partnership with other agencies
- Children's records
- Provider records

## STAFF/QUALIFICATIONS

STAFF NAME	POSITION	QUALIFICATIONS
Marianna Pinnock	Pre-School Manager	Level 5 Social care and children and young people's services, safeguarding level 5, Paediatric first aid, fire safety, NDNA Math's Champion training, Food Hygiene level 2.
Alison Carpenter	Deputy Manager SendCo/InCo and Coral Room Leader.	NVQ 3 Childcare and Education Safeguarding children Level 3 and 4, Paediatric first aid, Fire Safety
Claire Cranston <i>Dolphin's keyworker</i>	Deputy Manager EYPP lead practitioner and Ocean Room Leader.	Level 5 in Social care and children and children and young people's services. Safeguarding Level 2. Behaviour Management, Paediatric first aid, Food Hygiene level 2.
Alison Robinson <i>Angelfish keyworker</i>	Pre-School Practitioner	NVQ 3 diploma in children and young people's workforce, safeguarding children level 1, Paediatric first aid, Food Hygiene level 2
Natasha Geehan' <i>Seals keyworker</i>	Pre-School Practitioner	Level 5 in Social care and children and young people's services. Safeguarding level 1, Food Hygiene level 2.
Lorna Robinson <i>Turtles keyworker</i>	Pre-School Practitioner	NVQ 3 diploma in children and young people's workforce, safeguarding children level 1, Paediatric first aid, Food Hygiene level 2.
Megan Stewart <i>Penguins Keyworker Practitioner</i>	Pre-School Assistant working towards a level 2	Basic Safeguarding  Paediatric First Aid  NVQ level 2 in activity leadership
Rubee Read <i>Sea Horses keyworker</i>	Pre-School Apprentice Practitioner	NVQ 2 in children and young people's workforce. Training for NVQ 3.
Sarah Oxley	Pre-School	Working towards Level 3 in social care and children and young people's

<i>Orcas keyworker</i>	Practitioner	services.Safeguarding children level 1, Paediatric first aid,
Summer Costema Apprentice Practitioner	Pre-School Assistant working towards a level 2.	