



Sunny Days Pre-school (Malmesbury)

CIC

Prospectus

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Managing Director: Dawn Spall

This prospectus is designed to give you information about our Pre-School and should answer many of your questions. It should be read in conjunction with our policies.

The current Manager of Sunny Days Pre-school is Dawn Spall who is responsible for the day to day running and management of the pre-school. She is supported by two other directors who form the management team of the preschool. The preschool management team want every child to feel happy, safe and secure in a well structured environment. The pre-school actively encourages parental involvement at all levels and we welcome your ideas and your help with the organisation of activities or events in order to raise pre-school funds to support resources or events for the children.

The pre-school is a Community Interest Company which is a limited not for profit company, registered with Companies House. The company is run for the benefit of the community and it's pre-school aged children.

Ofsted

The Pre-school is inspected by the Office for Standards in Education (Ofsted). A copy of our most recent inspection report may be seen on the parent's notice board or on the Ofsted website www.ofsted.gov.uk

Sunny Days Pre-school aims to:

- Work in partnership with parents to help children to learn and develop;
- Provide high quality care and education for children primarily below statutory school age.
- Add to the life and well-being of its local community; and offer children and their parents a service which promotes equality and values diversity.

As a member of Sunny Days Pre-school your child:

- Is in a safe and stimulating environment;

- Is given generous care and attention, because of our high ratio of adults to children;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- Has an allocated personal key person who makes sure your child makes satisfying progress;
- Is in a pre-school which sees you as a partner in helping your child to learn and develop; and
- Is in a pre-school in which parents help to shape the service it offers.

Our Staff

Our current staff members and their qualifications can be found on our staff page on the website. Staff regularly undertake training in order to provide the best possible care and support possible to the children.

Parents & Staff Working Together

The pre-school staff aim to provide a high standard of care and play activities for your child. The aim is to assist his or her development physically, emotionally, and socially through the supervised opportunities and activities. The day will be carefully planned to cater for the needs of your child, with a suitable choice of structured group activities and provision for individual play. We welcome parental support and an active interest in their child's development. Here are few ways in which you could support your child and pre-school.

- Exchanging information about your children's needs, activities, interests and progress with the staff;
- Help at a Pre-school session.
- Join in community activities in which Pre-school is taking part. □ Help on trips and outings.

The service offered by Sunny Days Pre-school

The Pre-school is open during term time and provides care and education for young children between the ages of 2 ½ -5 yrs. We are closed during school holidays and have five training days per year . The pre-school is open Mon 9.15am-1.15, Tues 9.15am-1.15pm, Wed 9.15-12.15 and Thurs 9.15-1.15.

Lunch

Parents are asked to supply a packed lunch and the children sit together to eat in a social atmosphere. This is followed by a variety of the free choice activities.

Meals, Snacks and Drinks

Any child attending lunch club will require a packed lunch. We ask parents not to send in fizzy drinks or sweets. Children are encouraged to eat their lunch and any items uneaten are left in lunchboxes for parents to check the amount eaten that day.

Water is provided for children to drink during the session and we ask parents to support this by bringing a full, named drinks bottle with water to pre-school every day. The snack is displayed on the notice board. Children are encouraged to try the snack on offer but no child will be made to eat the snack unless they want to. Please specify in writing details of any special likes, dislike, or allergies to any food.

Rising Fives

On Tuesday's we have a rising five session for our older children starting school in the following September. This session is also a little more structured in order for children to prepare for school life. The children who attend these sessions build friendships with other children starting school at the same time as them. This helps to provide them with a sense of security before their supported transition into primary school at the end of July.

Pre-School Curriculum

In accordance with the Department of Early Education, we aim to encourage the development of your child through play and structured activities in a fun, safe, and secure environment. We cover the following seven areas of learning:

Communication and language (Prime Area) development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development (Prime Area) involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development (Prime Area) involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology

Prime Areas - Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

Key Worker

When your child starts at pre-school they will have a named key worker who will be responsible for settling your child in, and recording all information relevant to the progress of your child. The pre-school builds an evidence book (Learning journey) of

work and observations about your child which parents are able to view at every day and at parents evenings.

Settling in/Visiting Pre-School

We aim to make the transition from home to Pre-School as easy as possible. The term before your child is due to start pre-school you will receive a letter with your child's start date and visit days. This period will give you the opportunity to get to know the staff and to find out more about the pre-school. Please let your child bring a special toy as this will provide a valuable link between home and pre-school. During this time you will have the opportunity to put any questions you may have to the staff and see how your child responds to the group. All children are different and some settle into Pre-School more easily than others. We will make every effort to make your child feel happy, secure and confident in the group. Parents/carers should not worry if their child takes a while to settle in, perseverance is often the key and some children just need a little longer parental support.

Bringing and Collecting Your Child

Staff ratios are strictly controlled and our registration is in jeopardy if we do not comply. No child is allowed in the pre-school before their start times. It would be helpful if your child could be brought in no later than 9.30am so that the main door can be shut on time. If you arrive after this time please ring the front door bell and a member of staff will attend to your needs. Being on time also allows us to start the register and activities on time. Don't forget to complete the 'signing in sheet on the stage' on arrival and departure each morning so that the pre-school can check children in that day and the person responsible for collecting. At no time will your child be allowed to leave the pre-school in the care of another adult without previous written consent on the signing in sheet or a phone call directly from their parent/carer to either the Manager or Deputy. If your child is being collected by a child minder please inform them of our policy on dropping off and collection. We ask that childminders firstly inform you if someone else is collecting your child on their behalf and that you then inform us of the changes.

Non collection

If a child is not collected at the agreed time, the Pre-school staff will try to establish contact with parents via the emergency numbers. If you are going to be late please inform staff by phone so that we can keep your child safe until you arrive.

Policy for the Collection of Children - Late Collection

1. All children will remain in pre-school until collected by their parent or designated adult.
2. Two members of staff will remain with a child until the child has been collected.
3. In circumstances where a child is not collected the pre-school will make arrangements firstly by contacting their parent/carer and then adults from their designated contact list.
4. When no collection is made Social Services will be advised and arrangements made for the safety of the child.
5. A charge may be made for late collection.

Emergency Telephone Numbers

We need to have two contact numbers so that we can reach you during the day in the event of an emergency. It is vital that you keep us fully informed of any changes in these details.

Suitable Dress

For the comfort and safety of your child please ensure he/she:

- Brings a complete change of clothing to the pre-school in case of accidents.
- Wears comfortable and appropriate footwear (i.e. not flimsy for example flip flops, crocs or sandals).
- Brings shoes to change into if Wellingtons are worn to pre-school.
- Does not wear any jewellery to the pre-school (except for studs.)

Your child will be encouraged to participate in all kinds of in and outdoor activities such as water play, sand play, painting, etc. It should be expected that on these occasions children might return home looking as if they have enjoyed themselves!

Health & Welfare

Please keep us up to date with any changes in your child's health information. If your child has an infectious illness, which will of course stop them from attending the nursery pre-school, please inform the pre-school staff immediately to prevent it spreading to other children.

What to tell us:

Please notify the staff immediately if:

- Your child is unable to attend pre-school - please telephone
- Your child catches any infectious illnesses e.g. German measles, Chickenpox, Head lice etc (please check your child's hair regularly)
- Sickness and Diarrhoea - children must wait 48 hours from the last attack before returning to Pre-school

Please note: Your child cannot attend Pre-School if they have been unwell the previous night, even if they seem better in the morning.

Toilet Training

Ideally we like children to be toilet trained before starting Pre-school as we do not have the facilities for nappy changing and disposal on the premises. However, if your child is still in nappies when they are due to start pre-school please speak to the manager about it. You will be asked to bring your child in pull ups and a toilet training programme will be put in place to support your child's needs. Soiled pull ups will be sent home for parents and carers to dispose of as we do not have the facilities to deal with clinical waste removal.

Visits & Outings

Children will be frequently escorted to a variety of venues. You should have signed a statement on the enrolment form allowing your child to participate in local trips. Trips or outings that require a bus will have a separate form for you and your child as we feel that young children of this age require the support of their parents or carers on trips that are not within the local area. We always welcome parental support on trips out as this allows us have a higher than normal adult to child ratio.

Behaviour Management

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement. In order to achieve this the rules of the pre-school will be applied consistently so that children have the security of knowing what to expect and can build up useful habits of behaviour. Adults will praise and endorse desirable behaviour such as kindness and willingness to share.

Child protection

All staff are CRB checked. All visitors and helpers who are not CRB checked are supervised throughout their time at the Pre-school. Further information regarding Child protection procedures can be found in The Sunny Days Pre-school Policies file.

Special Needs

The number of adults present allows each child individual attention, and the freedom to progress at his/her rate of personal development in each field. We welcome children with special needs and will always to our best to meet those needs. Our staff are supported by the Area Special Needs Coordinator (SEND). The SEND visits pre-school regularly and liaises with staff and parents as required. If you would like to discuss our group's ability to meet your own child's special needs, please talk to the Pre-School Manager. Please also refer to the special needs policy.

Data Protection Act

The Pre-School has registered With ICO under the General Data Protection Regulation and Data Protection Act 2018. The Pre-School holds a list of children's names, dates of birth, days attending, addresses and telephone numbers, for administration purposes only. This information is not disclosed to anyone outside of Pre-School.

Any written records of your child's progress are confidential and are only accessible to the child's parents or guardians , child's key worker or outside agencies with parent's permission.

Pre-School Policies

All our policies are designed to provide the best possible environment for the children to prosper in the group. Our policies are reviewed on a regular basis and comments and suggestions from parents/cares are always very welcome and will be taken into consideration at all times. Policies are kept in a file on the stage during each session and are available for any parent to view.

Complaints Procedure

If you have general concerns about your child or about the way in which the preschool is being run, please speak to our Manager. If it is of a confidential nature, please make an appointment. If you need any further information about making a complaint please refer to the parent's notice board and the policy file.

Admissions

Children are eligible to attend Pre-school once they are two and a half years old. Registration forms are dealt with in date order as are additional days. Further information regarding our admissions procedure can be found in The Sunny Days Pre-school Policies under Admissions.

Government funding for three year olds

Your child is entitled to government funding the term after their 3rd birthday. This entitles them to 15 hours per week of universal funding. Please refer Wiltshire Council's website for further information.

Two Year Old Funding

If you think you may be entitled to two year old funding please speak to us before placement starts and we will be happy to support you with seeking possible funding.

Fees

Fees are payable on either a termly or weekly basis. Regretfully there are no credit facilities. Failure to pay by the given date or to make regular weekly payments can result in your child losing their pre-school place. Please speak to the Manager before the given dates if you are experiencing problems. We try to keep our prices as reasonable as possible and to warn you in advance of any changes.

Late Payment Of Fees

All new parents are issued with a letter at the start of child's placement explaining fee arrangements and charges are issued at the start of your child's placement.

We ask for you help with the following items

Smoking

Smoking is not permitted anywhere on the premises or within the boundary wall of the pre-school. This also includes outings and trips. Dogs

We ask that you do not to bring your dogs to pre-school with you.

. Toys from home

We discourage children from bringing any toys from home as we cannot be held responsible for loss or damage to personal items. Small soft cuddly toys are allowed if you feel they will help your child settle. Once your children is settled into pre-school

these should be limited. There is limited space in pre-school so if you bring a scooter or a bicycle they must be taken home until collection.