Little Panda's Pre-School Welcome & Information Pack



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Ofsted Registered

Find us on: Facebook littlepandas2012

Instagram preschoollittlepandas

and Netmums.

About our setting.

Little Panda's was established in 2012 and quickly gained an Ofsted rating of "Good" in the first 4 months of opening. Our reputation has grown by word of mouth and we soon had to open another room.
We have highly qualified and experienced staff who have a caring nature and always put the children first.
We follow the Early Years Foundation Stage corriculum and promote learning through play.
All the full time qualified staff are trained in peadiatric first aid and attend training regularly to keep a high standard of care and knowledge in Early Years.

Our Aim

We aim to provide a friendly and caring environment from the ages of 2 years to Reception Class age. We encourage good social, language and listening skills, and ensure your child is ready for school.

In our 2-3 year room we help to settle your child because leaving you for the first time is a big step. We teach them their first steps in learning and look how we can encourage their next steps by providing fun activities to help their development.

In our 3-5 year room we start first stage phonics, maths and writing just the same as a school nursery and prepare them for Reception Class. They even have a graduation party if they stay with us to celebrate their success and moving on to "Big School."

Admissions

Children can be registered on to the pre-school waiting list at any time. Once a place becomes available pre-school will contact you with a date to start. Places are sometimes allocated to children who have had a referral from another agency depending on the child's needs.
We ask a minimum of two sessions are accepted as this helps with your child's learning and them settling in.

Registration forms will be filled in on your first visit and you will be asked for emergency contact details, authorised people's names who can collect your child, medical details and proof of date of birth by red health book, passport or birth certificate. This is also required by the local authority if you are accessing free funded places.

We will help to settle your child when you leave them for the first time. We ask you only stay with them for a short period and leave them for a short period at first. The longer you stay with your child the harder it is to settle them. Then working with you we will start to extend the time as they grow in confidence until they are comfortable staying without you for the full session.

Please bring a bag to put on your child's peg with spare clothes, nappies and wipes in. We ask you to bring these daily as we cannot keep them permanently on the premises. Your child will need comfortable clothing and because we have messy play do not send them in their best clothes in case they get dirty.

Uniform

We have a lovely uniform at Little Pandas which is available from the uniform shop on Penny Meadow Ashton town centre. It is optional in the 2-3 year room but we like the 3-4 year old children to wear one so they get used to a uniform before they attend school.

Nappies & Toilet Training

If your child is in nappies they have to arrive in a clean dry nappy. You will need to leave nappies and wipes for them in their bags. We will change your child's nappy if it is soiled or very wet. It does not always need changing in a 3 hour session.

We will try our best to help you and your child with toilet training; however your child must be able to sense when they need to go before you start this and be able to use a toilet. They need to be able to pull their clothes down by themselves and sit on the toilets too. So no belts or tight fitting clothes as this will stop them from using the toilets independently.

Remember they are 1 of 20 children and at times we may forget to remind them to go. It is much easier at home to train your child on a one to one basis first as your child is with you the most.

Once they are independently using your toilet at home for quite some time without accidents then they are trained and we will be happy for them to try at pre-school. Our toilets are very small and are age appropriate so they can use these straight away.

Talk to your child's key person when you think your child is ready to be toilet trained so they can offer help and support.

Free Funded Places Information

There is free funding available for children aged 3-5 years. This usually comes into place the school term after their 3rd birthday. This could be 15 or 30 hours. The 30 hours is for working families for more information you can

look on the government website. www.gov.uk and put in 30 hours free childcare.

Autumn term is: if they are 3 on or before 31st August. (Start Sept)
Spring Term is: if they are 3 on or before 31st December. (Start Jan)
Summer Term is: if they are 3 on or before 31st March. (Start Apr)

There is also 2 year free funding available if you are in receipt of one of the eligible benefits, please speak to the pre-school manager for more information.
Tameside send a postcard to your address to remind you that you may be entitled to free funding, if you receive this you will need to apply on line or ring Tameside's Family Information Service on 0161 342 4260 to apply over the phone. If you are entitled you will receive a reference number that you must show to us to accept your place. Again the funding starts the term after your child turns 2. (Please see terms above.) There is also 30 hour funding for working families.

Pupil Premium

Introduced in 2011, **the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children**.
If your child qualifies for free school meals, it's important that you tell us as this enables us to claim pupil premium. It will be on the funding forms you fill in at preschool.

Opening Times

We are open term time only and tend to have the same holidays as the local primary schools. We offer two sessions mornings and afternoons.
Morning times: 8:30-11:30am **Afternoon times: 12:30-3:30pm**
We have all day places available 8:45-3:30pm where children bring a packed lunch and stay for dinner.
We ask you to arrive on time and collect on time, if you need to come early to collect your child we ask you do this 15 minutes before the end, if it is less than this you may have to wait as we have special activities that your child will miss out on and it also disrupts the session.

Safeguarding

It is our policy that each child is signed in and out of our pre-school at all times. If you arrive late or collect your child early you still need to sign them in or out. If you cannot collect your child on time or sending someone else to collect your child you must inform us immediately and inform us who is collecting them. They must sign your child out, be over **16 years** of age and they must tell us the password that is on your child's registration form. If they cannot give this information to us we will not let your child go with them.

If you fail to collect your child, all telephone numbers provided by you and your emergency contact numbers will be telephoned. If no one can collect your child and we cannot contact you we will seek advice from Social Care. If you are considerably late a late fee will be charged. Please see our late collection policy. Being late causes your child distress and staff cannot prepare pre-school for the next session or for the next day.

We have an electronic entry system and only the pre-school team know the code. The code is changed regularly and all doors are monitored. There is CCTV in the building and all accesses are locked. Parents and visitors have to ring a bell before a member of staff opens a door to them. All visitors have to sign in and out and are never left alone.

All staff are DBS checked and all attend Safeguarding, Food and Hygiene, Paediatric First Aid and Health and Safety training.

Staff Profile

We have a high ratio of adults to children in our setting and each child will ghave a key person who will build a strong relationship with you and your child which helps us to:

- Give time and attention to each child
- Talk to them about their interests and activities
- Help them to experience and learn from the activities we provide
- Allow them to explore and be adventurous in a safe environment

The Pre-school Staff are:

Mrs Sharon Walker	Manager	NNEB Nursery Nurse	37 years experience
Mrs Carla Greaves	Deputy Manager	Level 3 Early Years	10 years experience
Mrs Gemma Andrew	Early Years Practioner	Level 4 Early Years	21 years experience
Miss Zainab Khan	Early Years Practioner	Level 3 Early Years	03 years experience
Mrs Kathryn Tench	Teacher/Supply	Teacher	36 years

			experience
Miss Sarah Barlow	Supply Early Years	Level 6 Early Years Degree	17 years experience

We also have Level 2 & Level 3 apprentices who are employed to work with us whilst they complete their training. They work closely alongside the team and learn good quality experiences from our knowledgeable staff and attend relevant training.
All permanent full time staff attends compulsory training such as: Paediatric First Aid, Food & Hygiene, Health & Safety, Safeguarding and Early Years Foundation Stage training as soon as possible
We constantly attend other training to maintain our good standards, to provide the best quality childcare and to keep up to date with all the relevant knowledge and recent legislation in Early Years.

Parent Volunteers

We value your support in your child's learning and welcome parents who want to help in pre-school. However sometimes children do not settle if their parent is in the room if this happens we will discuss it with you and maybe you could help in another room. You could help with snack time, outdoor play games and cleaning up. If you are interested please speak to the Pre-School Manager or Deputy Manager.

Children's Development and Learning

Our provision for your child's development and learning is guided by the Early Years Foundation Stage. We reflect the four guiding themes and principles which are:

- **A Unique Child** Every child is unique and are constantly learning and can be resilient, capable, confident and self assured.
- **Positive Relationships** Children can 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 year's provision including children with special educational needs and disabilities.

How we provide for your child's Development and Learning

Children start to learn from birth and from their environment and the world around them. You are your child's first teacher and they respond to your interaction with them. We provide care and education through fun and enjoyable activities that are appropriate for each child's age and stage of their development. So your child continues to learn at their own pace and working together we will ensure your child will learn in a safe and enjoyable environment and continue to thrive in their learning journey.

The Areas of Development and Learning

Prime Areas

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

Specific Areas

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

For each area the level of progress each child should be expected to achieve 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 their 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. We have regard to these matters when we assess each child and plan for their learning.

Our approach to learning, development and assessments

Learning through play

Children learn through play and learning new and interesting experiences. They develop by doing and talking and through role play. Research shows by doing this children learn to think, be creative and develop imagination. We provide fun, enjoyable activities and plan around your child's interests.

Children decide themselves how to use the activities and learn through play and we also provide adult led activities where we help and guide the children encouraging them to join in and teach them things they need to learn about the activity for example how to use scissors.

Characteristics of effective learning

We know that children engage with other people and their environment through the characteristics of effective learning:

- Playing & Exploring – engagement
- Active Learning – motivation
- Creating & Thinking Critically – thinking

We aim to provide for these characteristics by observing how your child is learning and being clear about what we can do and what we provide to ensure your child remains an effective and motivated learner.

Assessment

We assess how each child is learning and developing by observing them frequently. We use this information to document their progress and where it is leading them and what their next steps could be. We believe parents know their child best and ask you to contribute to your child's education and learning by sharing information with us, how you support your child's learning and exciting news from home that we can share in pre-school. When your child starts at our setting you will fill in an "All about me" sheet about your child, this forms part of our baseline assessment so we know where to start with your child's learning journey from the information you provide. We also make periodic assessments to record your child's achievements and share these with you. We fill in a 2 year progress form when your child is 2 years and this can be taken to your child's 2 year development check with your Health Visitor. We do a 36 month ages and stages questionnaire with you when your child is 3 years old, again to assess your child's development and discuss their next steps in learning. We also track your child's progress termly.

Early Years records

We keep an Early Years Record for each child called a "Learning Journey File".

We work in partnership with you and record your child's achievements. Your child's Key Person will collect information and discuss with you your child's needs, interests and milestones. With this the key person will identify your child's progress and stage of development. Together you will then be able to discuss your child's next steps in learning. The learning journey files are

available for you and your child to see at any time. Speak to your key person to arrange a time to share this file when you want to.

Key Person

Your child will have their own key person, when your child starts at our setting we will observe them to see who they form an attachment to and this will be their key person. The key person will be available to speak to at any time so please feel free to approach them with any questions about your child.

Policies and Procedures

Equal Opportunities Policy

At Little Panda's Pre-School we treat everybody as an equal, regardless of ability, gender, culture, religion, age, social background or appearance. ALL our children have access to a range of multi cultural equipment and are given the opportunity to learn and develop in an environment free from prejudice and discrimination.

Behaviour Management Policy

When behaviour problems occur with a child/children most incidents are dealt with by talking to the children involved explaining why their behaviour is not acceptable, if after talking to the child and the problem persists then it will be dealt with by a "Time Out" where they will be asked to sit down for a period of time of 1-3 minutes dependant on each child, to think about what has been happening. Members of staff will use visual symbols of a sad and happy face to support this. If the problem still continues the parent will be informed so together we can discuss the best course of action. Mrs Sharon Walker is the designated behaviour management person.

Social skills will develop the more children play together, we encourage sharing and taking turns, it would help if at home you do this too and don't encourage your child to hit back or be aggressive. If they get upset or hurt talk to your child calmly and encourage them to tell an adult, this way they will be confident to approach a member of staff to tell them their concerns.

Safeguarding Children Policy

All our staff have a duty to protect children from abuse. Our safeguarding policy follows the guidelines from Tameside Safeguarding Children's Board and states the procedures we will follow if we suspect a child is at risk. Allegations made against any member of staff will be investigated by the Local Authority Designated Officer. Sharon Walker is the designated member of staff responsible for safeguarding children.

Health & Safety Policy

Safety of all children is of paramount importance in our setting. At Little Panda's we ensure that actions and activities carried out by all staff comply with all sections of the Health & Safety At Work Act 1974. Staff attend appropriate training and take advice at all times. Sharon Walker is the designated member of staff responsible for Health & Safety.

Privacy Policy This can be seen in our display notice board in the corridor or you can ask to read it in the policy file which is kept in Mrs Walker's office.

Healthy Eating Policy

We promote a healthy eating policy and we have earned the **Nutrition and Oral Health Award for under 5's every year.** Each day we provide a healthy snack for each child and milk or water. The children have "snack on the go" and choose to have snack when they are ready, we ensure all children are asked to come to the snack table so no one gets left out. We encourage self help skills at snack time, your child will be able to get their own snack, put their own straw in their milk and tidy their pots away afterwards. Don't worry if you feel your child is a fussy eater this will be discussed with you and we will work together to try encourage your child to join in snack time. We find that when children sit together they copy others and start to enjoy snack time. Water is available for your child at all times, we ask you to provide a water bottle that stays in pre-school, we put each child's name on and put fresh water in them every day. We also ask for a donation of £1 a week towards snack so we can keep providing them.

Jewellery

We ask that no jewellery is worn at pre-school. We do not accept responsibility for lost jewellery. It is the parents/carers responsibility for any loss or injury caused by your child wearing jewellery. If earrings need to be worn we recommend studs only and no necklaces/rings as these can be caught when playing and cause injury.

Accidents

If an accident happens in pre-school it is recorded in the accident file and you will be notified when you collect your child and asked to read and sign the accident form. If the accident requires medical attention you will be informed immediately. If your child has an open wound we may have to put a plaster on. We ask your permission in advance in your child's registration form when your child starts with us.

If your child has an accident at home or on the way to pre-school we ask you to let us know and again we will record it as an "out of hours" injury. It is

required by Ofsted that we keep a record of such injuries e.g. cuts, bumps, bruises etc. that happen away from our setting. We will ask you to inform us and we will record it and ask you to read and sign it.

Illnesses and Sick Child Policy

For the well being of all the children in Little Panda's families are asked not to bring a child into the setting if they have suffered from diarrhoea or been vomiting. We ask you to keep your child off for 48 hours after the last case of vomit or loose stools.

If your child has a contagious disease we ask you to seek medical advice before your child returns to us to avoid the disease spreading to others. If a child becomes ill in our setting we will inform you straight away and if necessary we may ask you to take your child home.

Medication

We **will not** administer any over the counter medication. Only prescribed medication will be given if needed and it has to have the doctor's instructions label on it with your child's name and be in date. Because your child is only with us for 3 hours we ask you to give them their medicine at home before they arrive and then the next dose will be when you take them home.

Special Educational Needs and Disability Policy

As part of the settings policy to make sure that we meet the needs of each individual child, we take into account any needs a child may have. We work to the requirements of the 1993 Education Act and the Special Educational Needs and Disability Code of Practice 2014.

The Special Educational Needs Co-ordinator (SENCO) is Sharon Walker.
Tameside also provide a local offer for families, information can be found at:
SENDIASS Tameside Special Educational Needs and Disability (SEND) Information, Advice and Support (IAS) Service.
www.tameside.gov.uk/localoffer

Complaints Procedure

If you feel you need to complain we hope a verbal discussion with the pre-school manager will help to resolve any issues or concerns. We are a very approachable team and always want to make you feel confident to discuss matters with us. If we receive a written complaint it will be recorded in our complaints log and a written outcome will be given to the parent/carer within 28 days. However if you are still dissatisfied with the outcome Ofsted can be contacted by yourselves to discuss any concerns you have.

Ofsted

Piccadilly Gardens
Store Street
Manchester
M1 2WD Tel: 0300 123 1231**Photographs**
We take photographs of your child's progress in pre-school and use these in their learning journeys. We sometimes use photographs of your child for our displays in pre-school too. We have a consent form to allow the use of photographs in our setting for you to sign
We do not allow any photographs to be used on social media sites and ask that your mobile phones are not used in our setting for the privacy of other families. During performances we ask consent of all parents/carers beforehand for permission to take photographs.

Communication & Newsletters
We send out a monthly newsletter to inform you about what your child will be learning and achieving in pre-school. It will have important dates on for your diary and let you know about the termly holidays. We celebrate most festivals so your child can learn about different cultures and the world around them and this too will be included in the newsletter. We also have a Facebook, Instagram and Netmums page which we hope you visit and **like** us on.

Toys
Please do not send your child's own toys into pre-school as this may cause your child to be unsettled especially if another child touches it. These can be left in their bags in the cloakroom. We are not responsible for lost or broken toys brought in from home.

Fund Raising
We like to raise money for some charities and teach the children about caring for others and helping others. We raise funds for Macmillan, Comic Relief and Children in Need every year. We also collect for harvest festival and donate the food to our local refuge.

Ofsted Inspection
Our Pre-School is registered with Ofsted and at our first inspection February 2013 we were graded "Good" We had only been open 4 months and this was a huge achievement. We have continued to be graded "good". You can see a copy of our inspection on line at www.ofsted.gov.uk.

Corridors & Car Park

Please wait to come into pre-school quietly as others use the community centre. Do not allow your child to run around the corridors as accidents can happen. Remember cars are leaving and entering the centre all the time so please keep hold of your child's hand when you are on the premises. We cannot accept responsibility outside of pre-school for your child.

Pre-School Rules

We open Monday – Friday 8:30am-11:30am morning session.
12:30pm-3:30pm afternoon session.

We open term time only and try to close the same time as our local schools. You have to sign your child in and out of pre-school every day. Please be prompt when dropping your child off at 8:30am and 12:30pm. Please collect your child on time as we need to ensure the pre-school is ready for the next session and allow the staff time to have their dinner and to go home.
If someone else is collecting your child please inform us before hand.
We charge £5:00 an hour or £15 for a 3 hour session. We charge a **late collection payment** of £5:00 after the first 5 minutes then a further £5:00 for every 15 minutes late after that.
Fees must be paid on a Monday or the first day your child attends that week. If your child is absent fees must still be paid. The only exception is if your child has a long term illness or admitted to hospital.
If your child is absent for more than 2 weeks they may lose their place and their funding. If your child is to leave pre-school we ask all fees are paid up to date and 2 weeks' notice is given in writing.
If you need to take a holiday in term time we ask for **4 weeks** notice in writing and you will only have to pay half of the fees.
Please ensure your child's registration details are kept up to date and inform us of any changes. E.g. changes of addresses or telephone numbers.

I have read the welcome pack and the covid19 policy and understand the pack and agree to all mentioned in it and the pre-school rules.

Parents signature.....Date.....

(Please keep this section for your records with your welcome pack.)

(Please cut this section off and return to the pre-school manager)

I have read the welcome pack and the covid19 policy and understand the pack and agree to all mentioned in it and the pre-school rules.

Parents signature.....Date.....