**Allsorts Pre-School & Nursery**

**Parent Handbook**

*Individual Learning – Individual Care*

Allsorts Pre-School and Nursery is a long established Pre-School, with a qualified and experienced team of staff.

Allsorts Pre-School is a charity and operates on a not-for-profit basis, so all the income we generate is invested back into our setting.

Although we are located next to St Bartholomew’s Primary Academy, Allsorts Pre-School is independent and has good links with all primary schools in Wootton Bassett.

**90a High Street, Royal Wootton Bassett, SN4 7AS**

**Telephone 01793 849955**

Email: allsortspreschool@gmail.com

 Find us on Facebook

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

Registered charity no. 1199778

Ofsted 2743562

 

**Our Aims**

* To offer a happy, safe, and stimulating learning environment for your child
* To support your child in developing his/her full potential at their own pace
* To uphold the concept of “Learning through Play”, to assist your child in developing skills in all areas of learning
* To apply the Early Years Foundation Stage and the seven areas of Learning and Development
* To assign a key person to support your child and observe and record his/her development
* To create ample opportunities for you and your family to be directly involved with the group’s activities and the development of your child
* To offer children and parents a service that promotes equality and values diversity

**Children’s Development and Learning**

How my child will be learning: The Early Years Foundation Stage (EYFS) sets out the provision for the development and learning of children from birth to five years.

The EYFS Areas of Development and Learning comprise of:

|  |  |
| --- | --- |
| **Prime Areas** | **Specific Areas** |
| Personal, social and emotional development.Physical development.Communication and language. | Literacy.Mathematics.Understanding the world.Expressive arts and design |

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what a child is expected to know, and be able to do, by the end of the reception year of their education.

**Learning/Development and Assessment**

Being active and playing supports young children’s learning and development through moving, handling and talking. We use the EYFS statutory guidance on education programmes to plan and provide opportunities, which help children to make progress in all areas of learning.

**Characteristics of effective learning**

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the EYFS as:

Playing and exploring - Engagement

Active learning - Motivation

Creating and thinking critically - Thinking

**Assessment**

We assess how young children are learning and developing by observing them frequently. We use observations and photographs to document their progress in their Learning Journal.

We believe that parents know their children best and we will ask you to contribute by sharing information about your child. We make assessment summaries of children’s achievement based on our on-going development records.

**The progress check at age two**

The EYFS requires that we write a progress check between the ages of 24-36 months. This covers your child’s development in the three prime areas of learning and development.

We complete the check using information from on-going observational assessments carried out as part of our everyday practice, and taking account of the views and contributions of parents.

**How parents take part in Allsorts**

We work in partnership with parents to provide education for children.

Parents can contribute in many ways to the setting:

* By taking part in events
* By contributing to the children’s learning journals
* By joining in a session to play alongside their child
* By sharing your own special interests with the children. (If you would like to join in and help in a session or you have a special interest you would like to share, please speak to Tracy, our Manager)
* By helping to look after the setting building, grounds and equipment (e.g. hedge cutting, washing dressing up clothes etc.)
* By being part of the management committee, who are responsible for:

Managing the settings finances

Employing and managing the staff

Making sure that the setting has, and works to, guidelines, policies and procedures that help it to provide a high quality service

Fundraising

(These responsibilities are mostly carried out by the Manager and the Office & Finance Manager, who attend the committee meetings to provide continuity and information)

**Working together for your child**

We maintain the ratio of adults to children as set by the Safeguarding and Welfare requirements, which allow us:

* to give time and attention to your child
* to talk with your child and learn about their interests and activities
* to help your child to experience and benefit from the activities we provide
* to support your child in exploring and being adventurous in safety.

**Our Team of staff**

We are fortunate to have a dedicated, caring and qualified team of staff:

Tracy Stephens - Manager/SENCO

Sara Trinder - Deputy/Early Years Practitioner

Hayley Robinson - Early Years Practitioner/SENCO

Michelle Dodd - Early Years Practitioner

Tiff Wigmore - Early Years Practitioner

Kelli Aldous - Early Years Practitioner

Sam Fusco - Play Assistant

Martina Hardy - Office & Finance Manager

**Staff Training**

Members of our staff regularly attend training courses and we receive updates in the form of support from the Early Years Team and the Pre-school Learning Alliance.

We also work together with outside agencies, such as Speech and Language Support, for advice and practical help to provide the best possible support for all children.

**Information**

You have a variety of options for you to keep up to date with news and events:

* Facebook, please like the page to get important updates
* Classroom WhatsApp groups
* Email Newsletter/Notices
* Letter sent home

You can always talk to Tracy or Martina, telephone, email or send a message with any questions you have.

**The Key Person**

Our setting uses a “Key Person” approach. This means that children have one teacher who is particularly responsible for them. When your child first starts, your key person will help your child to settle in.

They will be working with your child to ensure that we provide the right activities and learning for your child’s particular needs and interests and record your child’s progress.

If you want to have a chat with your key person, please tell them and they will make an appointment with you. Alternatively, Tracy is often in the garden to speak to about any questions or concerns you have.

**Our daily routine and our sessions**

We offer a breakfast club from 8am to 9am. Our sessions start at 9am to 12pm for the morning session, and 12pm to 3pm for the afternoon session. At 12pm, children sit together to eat a packed lunch brought from home. We then offer an after-school club from 3pm to 4pm, 5pm, or 5.30pm.

We organise the day so that children can take part in a variety of child-led and adult-led activities. These take account of the children’s changing energy levels throughout the day. We include quiet periods and cater for individual children’s need to rest. Outdoor activities contribute to children’s health and physical development and their knowledge of the world around them. We play outside every day during morning and afternoon sessions, except in very bad weather.

**Snacks and Meals**

Snack and meal times are social times, where we sit together with the children to eat together. Breakfast and after-school club snack are healthy and nutritious and include fruit or vegetables, a choice of milk or water and a carbohydrate-rich food. A list is of food provided is available on request. Please tell us if your child has special dietary needs.

Parents provide a health, nut-free snack in a labelled bag or container for children to eat during the morning session, and a healthy, nut-free packed lunch if attending all day or afternoons. We are happy to provide you with a list of suggestions.

**Liability**

Please note that we cannot accept liability for any personal items brought to Pre-school which are damaged or lost.

**Treasures**

We understand that children want to bring in a favourite toy or book to Pre-school and have small treasure pockets for each child in their classroom. Please be aware that we cannot guarantee the safety of your child’s toy when it is brought into Pre-school. If your child is younger and still uses a dummy, please do include one in their bag.

**Shoes and Clothing**

Although we do not insist that children wear our uniform, we offer children’s Sweatshirt and T-shirt for you to buy at cost price as an alternative to your child wearing normal clothes. We provide protective bibs and aprons for children taking part in messy activities; however, we would ask you not to dress your children in new or precious clothes for their sessions.

We encourage children to gain the skills that help them to become independent. When choosing your child’s clothes, jackets and shoes, please bear in mind that they will be encouraged to put them on and take them off by themselves.

Please do not dress children in tight jeans, dungarees, vests with poppers, buckled or lace-up shoes or other clothing and footwear that they will not be able to learn to manage themselves.

To keep our carpets clean, please provide a pair of indoor slippers/daps for your child to wear.

**Labelling**

Please label everything you bring to Pre-school, to enable us to return it to you, should it be misplaced.

**Policies and Risk Assessments**

Our policies, procedures and risk assessments govern the way our setting is run. You can request them to be sent to you by email, or borrow copies from the office to read. The policies and risk assessments are reviewed annually, and you have the opportunity to comment and make suggestions at any time.

**Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual “significant harm”. Tracy, our Manager, is our Safeguarding Lead, Sara is our Deputy Safeguarding Lead.

Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

**Picking up children and Passwords**

Children will only be allowed to leave their classroom at the end of the session with their parent/carer, unless you have nominated another person to pick them up. We ask you to choose a password on your registration form to ensure your child is only handed over to those you have nominated by giving them your password.

Please keep this password safe and only give it to someone you are happy to pick up your child. If required, you can provide confidential information about people who you would prefer not to pick up your child. You can change the password for your child at any time by talking to Martina or Tracy.

**Special Educational Needs**

If your child has additional needs or you suspect that they may have, please speak to Tracy to discuss if our setting is able to meet your child’s needs. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years and the Equality Act. Our SENCO (Special Educational Needs Co-ordinator) is Hayley Robinson.

For Parents/Carers with special needs or physical impairments, our building offers easy access with a full wheelchair ramp, wheelchair access to all areas and a purpose built Disabled Washroom.

We can provide information in large print or spoken word format and have access to translation for a variety of languages as well as a sign language interpreter. Should you require assistance with any aspect of Allsorts Pre-School, please speak to Tracy or Martina who will provide assistance to enable you to access all our services.

**Starting at Allsorts**

In the first days, we will be working with you to settle your child in. We want your child to feel happy and safe with us. All children are different and some take a little while to gain the confidence to come to Pre-school happily. To make sure that this is the case, we will work with you to decide on a strategy to help settle your child into the setting.

**You will need to bring**

* a bag with sufficient nappies and wet wipes (if still needed), and a change of clothes
* slippers or daps to change into when playing inside a suitable jacket/coat
* suitable outdoor shoes or wellies
* Water bottle
* Hat and gloves or sun hat

Please make sure **everything you bring to our setting is labelled with your child’s name**.

**Arrival and Departure**

When you drop off and pick up your child, you will notice that the staff will try to keep the playroom doors closed as much as possible. This is a safety measure and not something we do to make you feel unwelcome, or to stop you from chatting to the staff.

**Prams, Buggies, Scooters and Bikes**

Unfortunately, there is no space for you to store Prams, Buggies, Scooters or Bikes at the setting.

**Illness and Medical Attention**

Your child should not attend Pre-school if they are unwell. If your child should become unwell during the day, a first aider will check on your child and contact you, if it becomes necessary for them to go home.

Sunscreen

* We keep bottles of children factor 50 sunscreen for sensitive skin at our setting that is used for all children. If your child is allergic to some sunscreens, please make sure you include a small bottle of your choice of sunscreen in their bag.

General

* If your child has been diagnosed with an illness or you are unsure whether they should come to Pre-school, please call the office where we are able to access the latest advice on whether or not children have to stay at home from the Health Protection Unit.
* If your child has diarrhoea or sickness, you must keep your child at home for at least 48 hours after the last incident.
* If your child falls ill with something that may spread to other children, we would ask you to inform us, so we can alert other parents.
* If your child has been prescribed antibiotics, you must keep them at home for 48 hours after the first dose has been given, in case your child develops a reaction.
* If your child has to take prescribed medicine regularly throughout the day, we will be able to help by administering the medication. Please speak to a member of staff who will ask you to complete and sign a medication form giving us detailed information.

Accidents

We continually update our staff’s first aid training. Any accident, in which a child is hurt, will be attended by a First Aider and noted on an accident form or head injury form.

At least one witness to the incident will sign the accident form to give further information if required. You will be given all the information about the incident when you collect your child, and will be asked to check and sign the form.

**Registration, Fees and Funding**

Birth Certificate

It is a requirement for us to take a copy of your child’s birth certificate when you first register.

Fees

Our session fees are reviewed annually and are in line with other settings in Royal Wootton Bassett. The current hourly rate is £6.80 per hour.

Where a child does not receive funding, the hourly fee applies. Invoices for fees are issued monthly. All fees must be paid by the end of the month. In exceptional circumstances, a payment plan can be agreed with Martina. We reserve the right to apply a late payment fee of £10 per month for all overdue payments, and to apply our “No pay – No play” policy should a parent refuse to pay fees.

Funding

All children are entitled to 15 hours of Free Entitlement funding from the term after their third birthday. Some children also qualify for disadvantaged 2-year funding or working-parent funding. Please have a look on the childcare choices website for information on all available funding, information on the Tax Free Childcare account and links to applications and information - <https://www.childcarechoices.gov.uk/>.

If you would like some help with applying for funding, please speak to Martina

**Cancellation**

Please note that, although we are always happy to change your booking if we have sessions available, we require 4 weeks paid notice on all cancelled sessions.

**We are delighted to welcome you and your child to**

**Allsorts Pre-school & Nursery**

**and hope you enjoy your time with us!**

**Frequently Asked Questions:**

**Q***.* **Where can I find a copy of Allsorts’ latest OFSTED report?**

A. You can access it online from OFSTED by searching for our registration number 2743562. Since we changed our legal footing to CIO in 2023, we are waiting for our first inspection. We are proud to have a long history of “Good” OFSTED reports, which you may still be able to find under our old registration number EY245224.

**Q. Where can I find out when the term times are?**

A. Our term dates are very similar to the Wiltshire council term calendar. Regular “Dates for your Diary” updates will be sent to you in our email newsletter.

**Q. How can I find out what activities my child has taken part in?**

A. Both classroom have a board next to the exit door where staff write about our daily activities.

**Q. Will my child be able to come to Allsorts, even if he/she is still in nappies?**

A. Young children are sometimes still in nappies when they start to attend sessions. We are able to support you with potty training, please speak to a member of staff.

**Q. Who is my child’s key person?**

A. A leaflet introducing your child’s key person is included in the welcome pack which you will receive when your child starts. Alternatively, you can always ask Tracy or your child’s room leader to find out.

**Q.** **What is the best way to stay up to date with news and information**?

A. Please join the Classroom WhatsApp group, like our Facebook page and look out for our information emails.