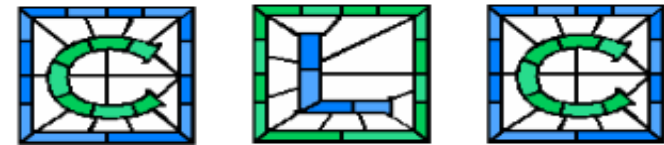


Monkfield Park

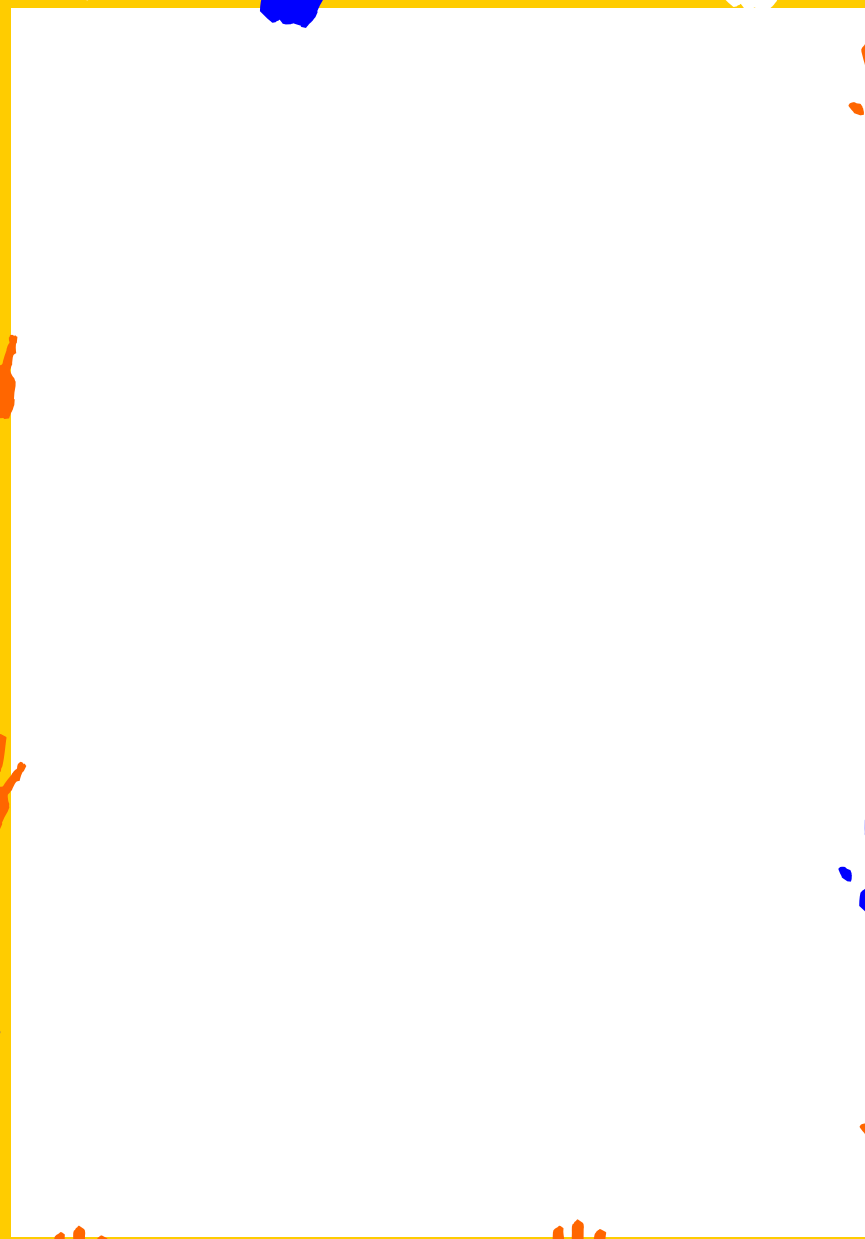


Care and Learning Centre

Pre-School Brochure
2017/2018

At Monkfield Park Care & Learning Centre we work in partnership with parents/carers to ensure that:

- ◆ *Children are valued as individuals*
- ◆ *Children feel happy, confident and secure when attending*
- ◆ *Children develop confidence, independence and a positive self-image*
- ◆ *Children are educated for life*



Complaints Procedure

If you have a concern or complaint about your child's welfare or about any aspect of the Care and Learning Centre, we want you to tell us. The sooner that we are aware of your concerns, the sooner we can respond.

Please make an appointment to see the Manager or a senior member of staff if you have any concerns.

(See Complaints Procedure for further details).

And Finally.....

A note of welcome:

We are delighted to have your family with us: we hope you'll be happy within our Centre and remember:

- Every child is different,
- They look different,
- Behave differently,
- Develop at different times and at different rates,
- Learn at different times and in different ways,
- For their sake, do not compare them with other children.

Staying Safe in the Early Years Foundation Stage

As part of our Early Years Foundation Stage curriculum the children will take part in a variety of activities which are designed to give young children the skills and strategies that will help them take an active part in their own safety and well-being. This includes the NSPCC's new Underwear Rule known as 'P.A.N.T.S.' which is a simple way to help keep children safe from sexual abuse without using scary words. Booklets are available from the Care & Learning Centre and form part of our Welcome Packs when children join us. Further information can also be found online at www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule

Open Sessions & Parent/Carer Consultations

There is an opportunity to attend an open session every term, where you may meet the staff and ask general questions. This may be an evening session or a drop-in session during the pre-school day.

Individual parent/carers consultations are offered each term; this is an opportunity to meet with your child's Key Person on a formal basis.

Communication

You can contact the Care and Learning Centre by telephone on 01954 273301; if no-one is available to take your call please leave a message or by email

clcoffice@monkfieldpark.cambs.sch.uk

Please check the whiteboard outside the Care and Learning Centre for information as well as the entrances and notice boards.

All correspondence is sent out electronically unless otherwise requested. Newsletters are sent out every two to three weeks; other letters are sent out as and when the need arises.

If your child attends for extended hours, invoices and receipts will be sent electronically. Please ensure we have a current email address for correspondence.

The Care & Learning Centre (C&LC) Staff

- Mrs. Juliet Ferris: Manager
- Mrs. Joy Arlott: Deputy Manager
- Miss Thereza Curtis: C&LC Assistant/3rd in Charge
- Miss. Olivia Blackwell: Full Time C&LC Assistant
- Miss. Amanda Folkes: Full Time C&LC Assistant
- Miss. Denise De Martis: Full Time C&LC Assistant
- Miss Claire Murgo: Term Time C&LC Assistant
- Mrs. Marian Burling: Clerical Assistant



Welcome to Monkfield Park Care & Learning Centre Pre-School

We aim to help children learn effectively by:

- ◆ Genuinely valuing children and their families.
- ◆ Developing children's independence, confidence and self-esteem.
- ◆ Providing a curriculum to promote children's all round development.
- ◆ Being aware of the value of providing for the needs of individual children.
- ◆ Ensuring that children learn through play, because play is the best way for young children to learn. It is fundamental to their intellectual development, as well as their emotional, social and physical development.



Sickness

If your child has any allergies/illnesses, please let us know so that any additional paperwork and staff training may be completed. If your child feels ill please do not send them to the Care and Learning Centre. If your child has vomited or had diarrhoea, they must not attend pre-school for 48 hours from the last episode. It is very important that you comply with this request to prevent the spreading of infections.

Please remember that if your child is not well enough to play outside, they are not well enough to come to the Care and Learning Centre.

There are minimum exclusion periods for other illnesses and diseases. These are available upon request, or if in any doubt contact your child's doctor.

Child Protection

The Care and Learning Centre fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with pupils and direct work with families, staff at the Care and Learning Centre has a crucial role to play in noticing indicators of possible abuse or neglect and referring them to the appropriate agency, normally the appropriate Child and Family Team (Social Care).

All staff will receive Child Protection awareness training during their induction period.

If any member of staff observes a change in a child's behaviour, physical condition or appearance a specific and confidential record will be set up.

Medicines

If your child needs medicine in the Care and Learning Centre, please see a member of staff about this.

(For further information see the Medicines Policy).

A 'Permission to Administer Medication' form will need to be completed.

Accidents

Sometimes children become ill or have an accident; in such cases the following procedures will be followed:

- Accidents will be dealt with by a qualified First Aider and recorded in the Accident Book.
- All open wounds will be covered with hypo-allergenic plasters or other sterile dressings.
- A letter will be given to the parents/carers when they collect their child giving details of the accident and any First Aid treatment given.
- Parents will be asked to sign the Accident Book.
- If a child has to be taken to hospital, parents/carers will be contacted immediately using the contact numbers given on registration and admission forms.
- If parents/carers can't be contacted, the emergency contact numbers given on registration and admission forms will be used.
- A familiar member of staff will remain with the child and accompany him/her to hospital if necessary.
- All parents/carers will be asked to sign a 'Prior Consent for Emergency Treatment' form when their child starts at the Care and Learning Centre.

Our Mission Statement

This outlines what children, parents/carers and the community can expect from us and the values that inform our work. We aim to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.



Monkfield Park Care & Learning Centre recognises that:

- Children learn best through play and quality first hand experiences.
- The involvement of adults in children's play is vital.
- Adults must observe, support, guide and extend play effectively if they are to achieve the best quality of learning for the children.
- We exist for the benefit of the children we serve.



Outdoor Play

Children have the opportunity to play outside everyday regardless of the weather!!! Please ensure your child has appropriate clothing for all year round, e.g. wellingtons and a waterproof coat for rainy days, hat, scarf and gloves in the winter and a sun hat and sun cream for hot days.

Jewellery and Hair

- Jewellery must not be worn; exceptions are watches and studs for pierced ears.
- Newly pierced ears must be reported to a member of staff.
- Long hair should be tied back at all times.

Toys

Please encourage your child not to bring their own toys to pre-school; children become very upset if they become lost or get broken and staff are not responsible for lost personal belongings.

Snacks

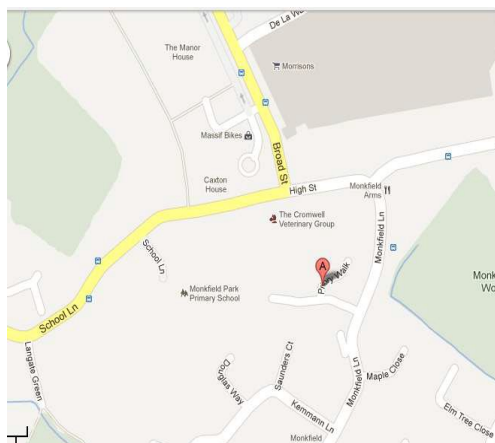
Fresh fruit snacks, milk and water are provided during each pre-school session.

Children are not allowed to bring their own snacks into pre-school because of the number of allergies in the setting.



Car Parking

If you bring your child to pre-school by car please use the public car park in Priory Walk at the rear of Sunflower Nursery.



Clothing

Your child will often be taking part in a variety of creative activities, both indoors and out; we strongly advise you to dress your child in clothing that is washable and will not get spoilt by paint and glue. Old clothes are ideal for this and children don't worry or become upset if they get dirty!!! Aprons are provided in the pre-school, but children can still get messy.

Children need to be able to use the equipment safely and trainers and shoes which are well-fitting are most appropriate. Open-toed shoes and flip-flops are not safe, and lace-ups are difficult for the children to do themselves.

Please ensure that your child wears clothes which they can easily manage when using the toilet, jogging bottoms are ideal to wear in the pre-school.

Please also send in a bag of spare named clothes for your child to keep on their peg.

Sessions

The Care & Learning Centre pre-school is open from 9.00 am until 3.00 pm each day during term time. The morning session runs from 9.00 am until 12 noon and the afternoon session from 12 noon until 3.00 pm.

Extended Hours

The pre-school is part of an Extended School Facility and we are able to offer extended hours for children aged between 2 and 5 years, as well as a Breakfast, After School and Holiday Club for children aged between 2 and 11 years.

The Care & Learning Centre is open from 8.00 am until 6.00 pm, closing for Bank Holidays, the period between Christmas and New Year and the 5 Training Days in line with Monkfield Park Primary School.

Additional hours at the Out of School Clubs are chargeable. Fees are payable in advance either weekly or monthly at parents/carers request.



Fees & Funding

A funding form must be completed each term your child attends the pre-school in order to access Government funded sessions. If you are entitled to 2 year old funding or the 30 hours funding you must provide your eligibility code. If you have registered for tax-free childcare we will need your reference number.

If your child attends additional sessions, fees are payable on the first day of each new week. Payment can be made by:

- Cash - in a named, sealed envelope
- Cheque - payable to 'Monkfield Park Primary School'
- Childcare Vouchers - ask at the office for further details.

Late payments incur a £20.00 charge. (see terms & conditions)

Parents/Carers receiving Working Families Tax Credits may be able to claim help with childcare costs - this can be up to 70%.

Please go to www.hmrc.gov.uk for further information on eligibility.

Admissions

Parents/Carers may register their interest in a place at the Care & Learning Centre at any time by completing a registration and sessions required form where preferences can be indicated. These forms are available from the office or on our section of the school website.

If you would like to arrange a visit to the Care & Learning Centre this can be done by telephone 01954 273301 or by email clcoffice@monkfieldpark.cambs.sch.uk

Each session there is also at least one adult led activity in which children are encouraged to participate in. These activities may include:

- Staying Safe
- Creative
- Language and Communication including the Read, Write Inc. Nursery Phonics Programme. This is a comprehensive literacy programme designed to get young children reading and writing. It supports children to read the first 30 sounds, use phrases and actions to begin handwriting and read simple words and texts.
- Cooking – which may be tasted during the session
- ICT
- Physical
- Numeracy



Observations

Children are observed during their time at the pre-school, all staff may observe all children; however, your child's key person is responsible for the completion of your child's Record of Achievement folder and updating this regularly with observations, photographs and comments relating to their experiences within the pre-school.

At the end of each pre-school session the staff make observational comments on the planning sheets and identify forward planning for either individual or small groups of children.

Important Information: Children's Safety

Pushchairs, Prams and Buggies

Pushchairs, prams and buggies must be left outside under the covered area at all times. Younger siblings brought into the Care and Learning Centre, are the responsibility of parents/carers and must be closely supervised at all times.

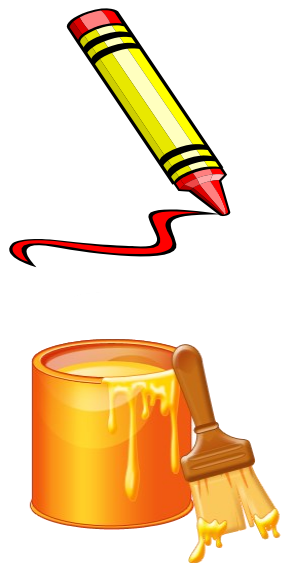
Activities/Key Experiences

Monkfield Park Care and Learning Centre recognises that:

- Children learn best through play and through quality first-hand experiences.
- The involvement of adults in children's play is vital.
- Adults must observe, support, guide and extend play effectively if they are to achieve the best quality of learning for our children.

Pre-school activities are provided to meet these needs. The activities vary between each room and the outdoor area. Children move freely between the activities in each area. Activities that provide key experiences are available daily throughout the session, these include:

- Block Play
- Choosing and Using Books
- Clay/Dough
- Domestic Play
- Designing & Making
- Mark Making
- Music
- Outdoor Play & Gardening
- Paint & Colour Mixing
- Sand
- Sewing/Threading
- Small World Play
- Water



Starting at the Pre-School

Children are invited to visit the Care & Learning Centre with their parents/carers prior to starting. All children are unique and the amount of time a child takes to settle can vary. Therefore, we like to work with you to allow your child to settle at their own pace, ensuring they feel welcome, safe and confident in their new environment. This may involve attending for shorter periods initially. (see Settling Policy)

Sometimes your child will bring home paintings, drawings and other things they have made which they have worked hard on for you to value and talk about with them. At other times they may not have anything to bring home but they will still have been busy learning through their play.

Work that cannot be taken home is often photographed. This may be displayed in the setting or placed in your child's Record of Achievement folder. This is shared with you regularly and yours to keep when they leave us.

Rooms



We have three rooms in the Care & Learning Centre; children are allocated a base room where they start and end their sessions.

Upon arrival children are encouraged to self-register.

Dropping Off & Collecting Children

Please take your child to their base room each time you bring them to the Care and Learning Centre. They must also be collected from their base room at the end of their sessions.

If someone different will be collecting your child please let us know. This can be done by letter, phone call, email or verbally.

Children will not be allowed to go with someone we are not expecting and we will contact you if someone we don't know turns up to collect your child. Pre-school children have to be collected by someone over the age of 16.

Uncollected Children Procedure

We recognise our statutory duty to safeguard and promote the welfare of children and that this duty extends to having arrangements in place for dealing with children not collected at the end of their sessions.

(See parent/carer guide and Uncollected Children Procedure).

Phones & Photography



No photography is allowed in the Care & Learning Centre, unless permission has been granted.

If you would like to take a photograph of your child, please speak to a member of staff.

Mobile phones must not be used in the Care & Learning Centre.



Learning and Development

Principle – Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Practice – Practitioners teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.

They foster the characteristics of effective early learning:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

The prime areas of the EYFS curriculum are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



Positive Relationships

Principle – Children learn to be strong and independent through positive relationships.

Practice – Positive relationships are:

- Warm and loving and foster a sense of belonging
- Sensitive and responsive to the child's needs, feelings and interests
- Supportive of the child's own efforts and independence
- Consistent in setting clear boundaries
- Stimulating
- Built on key person relationships in early years settings

Enabling Environments

Principle – 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 and parents/carers.

Practice – Enabling Environments:

- Value all people
- Value learning

They offer:

- Stimulating resources, relevant to all the children's cultures and communities
- Rich learning opportunities through play and playful teaching
- Support for children to take risks and explore

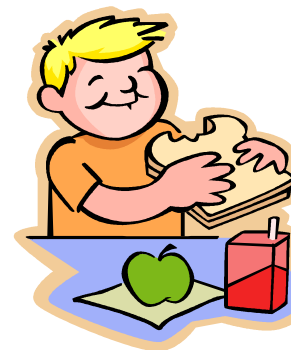
Key Person

When your child starts at the Care and Learning Centre pre-school they will be allocated a Key Person. This will be a member of staff who will welcome and settle your child on their first day and support them during their time with us. The Key Person is also your first point of contact regarding any questions or queries you might have.

Some staff work full time and others part time, therefore your child may not see their key person every day. If your child's key person is a part time member of staff there will be other members of staff in their base room to support them within the setting in their Key Person's absence.

Meal Times

Children attending for full days or arriving at midday and having lunch will be supervised by Care and Learning Centre staff.



Please let us know by 9.30am at the latest if your child will not be attending for lunch. Lunches cancelled by 9.30 am will be credited.

Alternatively, you may send your child with a nut-free packed lunch.

We cannot heat or re-heat food items sent in for your child to eat.

What we offer your child

We offer a range of exciting, challenging experiences to the children in the pre-school. Sand, water, designing and making, paint, glue, clay, gardening, music, sewing, books etc. are all available within the Care and Learning Centre.

Children are free to select their own activities throughout the session because it helps them make choices and decisions, which are an important part of their learning.

We firmly believe that children must always be given the opportunity to choose from the widest possible range of curriculum activities so that they have the best possible chance to develop their knowledge and skills at all times.

While they are involved in activities, Care and Learning Centre staff will be working with individual children to extend their learning.

We value all the knowledge that your child can bring to us. They have already learned a great deal about the world around them before coming to the Care and Learning Centre. We use this knowledge to build on your child's learning at the pre-school.

Staff will be happy to talk to you about what your child has been learning when you collect them from the Care and Learning Centre. If you find there is not enough time at this point in the day, please make an appointment with either their Key Person or senior member of staff for a mutually convenient time.

We recognise the value of working with you to contribute to all that you are already doing to give your child the best possible start in life.

Curriculum documents, policies and procedures are available on our section of the school website.

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is the curriculum for pre-school children which came into effect from September 2008 it was first revised in September 2012, and more recently in 2014.

The four themes of the EYFS underpin all the guidance and each of the themes has principles and practice relating to them.

These are:

A Unique Child

Principle – Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Practice – Practitioners:

- Understand and observe each child's development and learning, assess progress, plan for next steps
- Support babies and children to develop a positive sense of their own identity and culture
- Identify any need for additional support
- Keep children safe
- Value and respect all children and families equally

