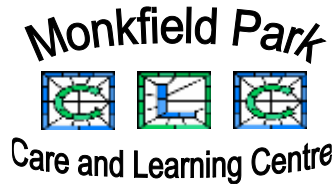


Welcome to Monkfield Park Care and Learning Centre



We work in partnership with parents and carers to ensure that:

- Children are valued as individuals.
- Children feel happy and secure when attending.
- Children develop confidence, independence and a positive self-image.
- Children build the foundations for life-long learning.

Staff Team

Ms Jane Turner - Pre-School Teacher/Manager

Mrs Kate Brown - Pre-School Deputy/Out of School Club Manager

Miss Danelle Dunlop - Pre-School Deputy/Out of School Club Manager

Mrs Daniela Minea - Level 3 Pre-School Practitioner

Mrs Jan Kitt - Level 3 Pre-School Practitioner

Mrs Sanosha Govender - Training Level 2 Pre-School Practitioner

Mrs Raheela Kusar - Pre-School Assistant

Sessions

The Care and Learning Centre Pre-School runs from 9.00am until 3.00pm each day during term time. The morning session runs from 9.00am until 12 noon and the afternoon session from 12 noon until 3.00pm.

The Pre-School is part of an Extended School Facility and, subject to availability, we also offer extended hours for children aged between 3 and 5 years, as well as Breakfast and After School Club for children aged between 3 and 11 years.

The Care & Learning Centre is open from 8.00am until 6.00pm, term time only, closing for Bank Holidays, and 5 school Training Days, in line with Monkfield Park Primary School.

Additional hours at the Out of School Clubs are chargeable. Invoices are issued monthly and fees are payable in advance.

Please see our Terms and Conditions for further information.

Groups

There are 2 cohorts of children at the Care and Learning Centre:

Hedgehog Group (3 Year Olds) and Rabbit Group (3 and 4 Year Olds)

All the staff work together as a team to care for the children but each child has a special adult who helps them to settle in and takes a special interest in their learning and development. We call this their Key Person.

Starting Pre-School

At Monkfield Park Care and Learning Centre, we aim to provide each child with a nurturing and positive start to Pre-School.

Prior to starting, all families are offered a Home Visit by their Key Person and another member of staff. The purpose of the Home Visit is to enable the child to meet Pre-School staff in the security of their home, allowing them to become a trusted, 'familiar face'. It also provides an opportunity to share information about the child's needs and interests and for parents to raise any concerns or questions they may have. It's a great way to start off our journey, working together in partnership.

Following the Home Visit, it is expected that all children attend a short session at the Care and Learning Centre with their parent or carer in order to explore the Pre-School environment and to meet staff.

Each child is then given a 1 hour Starter Session to attend independently. However, if they are not yet happy to stay by themselves, you may stay with them again for part, or all of this session.

At the end of the Starter Session, your child's Key Person will talk to you about how they have settled and confirm their next session timings. All children are different and settle in at different rates - some children may be ready to start their full hours straight away but others may need to build up more gradually. We will work in partnership with you to meet your child's individual needs.

Comfort Toys

As a general rule, we ask that children do not bring their own toys to Pre-School, as they become very upset if they get lost or broken. However, if your child has a comfort toy which may help them to settle, please let their Key Person know so we can use this to support your child when they first join us.

Our Curriculum

Your child's time at the Care and Learning Centre will provide them with a rich and varied range of stimulating and valuable experiences. Children learn through purposeful play both inside and outside, with the majority of the time being child-initiated. Adults are available to guide and support the children in their play, challenging them further when appropriate.

We provide all aspects from the statutory educational programmes, as detailed in the Early Years Foundation Stage (DfE). We also go beyond this with our own personalised curriculum which is designed around the particular needs and interests of the children in our Pre-School community.

Our day to day practice and whole curriculum are underpinned by our 5 Foundations. These are:

- Belonging
- Well-being
- Engagement
- Expression
- Joy

Our Curriculum Goals are:

- I am a confident and independent learner.
- I can make positive relationships with the adults and children in my setting.
- I am a good communicator.
- I can move my body with good control.
- I have a love of books, stories, rhymes and songs.
- I can make marks freely and give meaning to them.
- I can explore and investigate number, shape and pattern.
- I show wonder and curiosity in the world around me.
- I can think creatively and use my imagination within my play.

Our Learning Spaces

Rabbit Room



Hedgehog Room



A Typical Morning at Pre-School

09.00 - Pre-School Opens

Children arrive and put their name card up on the name board.

9.05 - Disco Time

A whole class physical activity to music, aimed at developing hand/arm muscle control and strength.

9.10 - Child Initiated Play

Children choose from a wide variety of activities including: reading, mark-making, maths activities, construction, block play, role play, sand and water play, painting and creating. Adults support and develop children's play and learning as appropriate.

09.30 - Snack Table Opens

Fruit and milk are provided and children choose when they would like to come and sit down.

09.45 - Outside Play Area Opens

Children free flow between indoor and outdoor play and learning. Outside activities include - bikes, climbing frame, trampoline, balance track, large construction blocks and crates, large mark-making, outside sandpit, mud kitchen.

11.30 - Together Time

Teaching input in small groups led by the Early Years Teacher, including stories, singing, phonics, maths or topic learning.

12.00 - Home Time/Lunch

Parents as Partners

Children learn best when parents and staff work closely together and at the Care and Learning Centre we highly value the home/school partnership. A successful partnership with you will require a two-way flow of information. We need and value your knowledge and expertise about your child and both formal and informal opportunities are provided to share this information with us. Please also remember to let us know of any events at home which may affect your child's behaviour or learning.

Our home/school links include:

- Home visits
- Evidence Me App - Online Learning Record, information sharing and chat feature
- Termly Parent Consultations, in person or via zoom
- Opportunity for brief informal chats before or after a session
- School website (Pre-School tab)
- Newsletters (CLC has a section within the main school weekly newsletter)
- Special events for parents to attend such as our termly Song Time
- Parent notice boards

Evidence Me - Online Learning Record

We record and share children's achievements using an online Learning Record called Evidence Me. Parents are able to log on with a secure username and password and view observations and photographs taken during the Pre-School day. This allows you to see what your child has been learning, follow their progress, and reflect upon their achievements and experiences with them. Parents are also able to add comments on observations as well as adding their own news and photographs from home. This helps us get to know your child better and plan for their needs and future learning.

There is also a 'chat' feature on the Evidence Me app which is checked by staff daily. You can use this feature to inform us if your child will be absent, late or for any other general info you need to pass on to us.

Clothing

First and foremost we want your child to feel independent and be able to manage their own clothing with little or no help. Shoes should be comfortable, sturdy and easy for the children to manage themselves. Please avoid buckles and laces - velcro straps are ideal.

Please remember that whilst they are playing and exploring, the children will get messy. Do not dress them in best clothes! Please send your child with a bag of spare clothing for each session, in case they get dirty or have a toilet accident. We play outside in all weathers, so during the winter months, please ensure that your child has warm, outdoor clothes, a raincoat for wet days and a pair of named wellies to keep at Pre-School. In summer months, they will need a named sun hat to keep at Pre-School and a long lasting sun cream should be applied before your child arrives at Pre-School.

Long hair should be tied up and no jewellery please.

Food and Drink

At Snack Time, we provide a variety of fresh fruit and children are given a choice of milk or water to drink. Children staying at Pre-School all day or arriving at 12 noon, may either bring in a packed lunch or you may order them a school dinner from Dolce, our catering company. School dinners are cooked on site in the school kitchen and are ordered and paid for online. When your child starts with us, you will be sent an activation email from 'School Grid' to set up an account if you wish to do so.

If you choose packed lunches for your child, please be aware that we are a Health Promoting School and ask that packed lunches should reflect this. No sweets or chocolate bars please. Also, due to allergies in school, we ask that you do not give your child any products containing nuts or celery. All packed lunch boxes need to be clearly named on the outside. Children need to bring a named water bottle to Pre-School each day to ensure they have easy access to drinking water throughout the session.

Health and First Aid

It is only natural that children of this age are going to catch a variety of germs and viruses. If your child is unwell or has a high temperature, please do not send them to Pre-School. If they have been sick, suffered an upset stomach or a similar ailment, **you must allow at least 48 hours** after the last incident of sickness or diarrhoea before allowing them to return. If your child is absent from Pre-School please inform us via the Evidence Me chat feature, phone or email to the school office, stating the reason for their absence.

For infection exclusion guidance, we follow 'Health Protection in Schools and Other Childcare Facilities' (UK Health Security Agency).

Accidents

If your child has a minor accident whilst at school, a trained First Aider will deal with it appropriately and record it in our accident record. We will also send a note home to inform you of the accident and any treatment that was given.

In the unlikely event that a child has to be taken to hospital, parents will be contacted immediately using the contact numbers given on their registration form. A familiar member of staff will remain with the child and accompany them to hospital if necessary. All parents will be asked to sign a 'Prior Consent for Emergency Treatment' form when their child starts at the Care and Learning Centre.

If a child comes to Pre-School with an injury sustained at home, we are required for their safety, to make a written note of that injury, signed by you. Please let us know if your child has any such injury and any treatment that has been given. We will then ask you to complete a form for our records.

Medicine

If your child needs a prescribed medicine whilst at the Care and Learning Centre, please see a member of staff about this as a 'Permission to Administer Medication' form will need to be completed.

Headlice

Do not be alarmed if your child picks up head lice. This is something which may happen from time to time, and is no reflection on your standards of cleanliness. Check for head lice regularly when your child is in the bath by carefully combing through wet, conditioned hair with a special nit comb. If you do find your child is infected, please treat accordingly and inform us so that we can ask other parents to check their child's hair.

Bringing and Collecting Your Child

If you bring your child to Pre-School by car, please use the public car park in Priory Walk at the rear of Kindred Nursery. Please do not park or pull up on the zigzags or double yellow lines outside the front of school.



When using the pedestrian gates, please always shut them behind you in order to keep the children safe.

If you will not be collecting your child from Pre-School yourself, please inform us at the beginning of the session, or via the Evidence Me chat feature, phone or email, giving the identity of the person who will be collecting your child. Children will only be allowed to leave the Pre-School with an authorised adult (aged 16 or above).

Phones and Photography

We kindly ask that parents and carers do not use mobile phones whilst they are bringing and collecting children from Pre-School, but are ready to receive their child and any messages that staff may need to relay. Phones are not permitted to be used within the building and no photography is allowed unless prior permission has been granted.

We look forward to working in partnership with you and getting to know your child throughout the next steps in their learning and development.

If you have any further questions, please do not hesitate to ask.