



Parent Information

**Please retain this booklet for
your information.**

Admin: 07935 492504

Registered Charity No 299419
Member of Pre-school Learning Alliance 28088



WELCOME!

We would like to take this opportunity of welcoming you to our Pre School.

The Sunnyside team includes; Hilary Drew, (*Pre School Manager*) Vicky (*Deputy Manager*) Kerry (*Pre School Worker*) and Paula (*Pre School Worker*.) We also have our Early Years Professional, Shirley, our administrator, Heather Culmer and Nikki Fisher is the Pre School's Finance Administrator. We have two additional bank staff, both are qualified and police checked. A Learning Support Assistant is available when the need arises. We always aim to have a high child to staff ratio, which often exceeds Ofsted's recommendations. As well as providing first aid training for all our staff, they are CRB checked at an enhanced level, and are qualified at or working towards NVQ3, Level 4 or QTS (Qualified Teacher Status).

There are many opportunities for you to get involved whilst your child is with us. The Pre School is a registered charity, and the overall responsibility for its running lies with a Committee. The members of this are predominantly parents of children currently attending Pre School and we ask that you seriously consider this, as without a Parent Committee, Pre School is unable to run. Those parents who have helped in this area previously have found it a fun and rewarding experience. Honestly!

Fees are **£15.00** for each three-hour session and these are paid half term in advance, we also ask for a voluntary contribution of 60p p/session towards sundries and snack. There is a **non-refundable £30 registration fee** on acceptance of a place at Sunnyside (which includes a Sunnyside T-shirt and administration fee.) Extra t-shirts and sweatshirts are available to purchase through the Pre School should you wish. (Please note: *THERE IS A HALF TERM NOTICE PERIOD, WHICH WE ASK YOU TO OBSERVE, SHOULD YOUR REQUIREMENTS CHANGE AT ANY TIME. PLEASE NOTE SHOULD YOU WITHDRAW YOUR CHILD FROM PRE-SCHOOL WITHOUT HALF TERM NOTICE, YOU WILL BE LIABLE FOR THE HALF TERMS FEES.*)

There are four Pre School sessions each week on Tuesday, Wednesday, Thursday and Friday, which run from 9am to 12pm, and a lunch club which runs after each session 12-12.45pm (Friday 12-12.30pm.) Lunch Clubs have limited spaces available and will only be offered once a child is settled into Playgroup.

We will provide a morning snack and milk or water each session (**please inform us of any allergies or preferences.**)

We hope your child enjoys their time at Sunnyside. If you ever have any concerns or queries, please do not hesitate to ask Hilary or any other member of staff. **Please share your concerns with us as we wish to support you with any issues that you may have.** All confidences will be respected.

Pre School Management Structure

Sunnyside Parent Committee



Pre School Manager



Deputy Manager



Level 3 Pre School Worker



Pre School Assistant

Settling into Sunnyside Community Playgroup

At Sunnyside Community Playgroup we want children to feel safe and happy in the absence of their parents/carers, to recognise Pre School staff as a source of friendship, authority and help and to be able to share with their parents/carers afterwards the new learning experiences enjoyed in the Pre School. We also want parents/carers to feel welcome and involved from the beginning.

In order to accomplish this we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information, using among other resources a copy of Sunnyside Community Playgroup's prospectus and a shared approach to the registration form.
- By ensuring plentiful opportunities for parents/carers to inform Pre School about their children's current achievements and interests.
- By encouraging parents/carers to visit Pre School with their children on our Open Day.
- **We have an expectation that the parent/carer will stay for most of the initial sessions until they feel their child is settled and able to cope.**
- By allocating a Key Person to each child who will develop a close relationship with the child and monitor progress and development.
- By introducing flexible admission procedures, if appropriate to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcomed and supported in Pre School for as long as it takes for their children to settle.
- By reassuring parents/carers whose children seem to be taking a long time to settle into Pre School.
- By encouraging parents/carers, where appropriate, to separate from their children, for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling in procedures aim to help parents/carers and children to feel comfortable in Pre School and to ensure that children can benefit from what the group has to offer and to feel confident that their parents/carers will return at the end of the session.

The Aim of the Early Years Foundation Stage

The curriculum for the **Early Years Foundation Stage (EYFS)** should underpin all future learning by supporting, promoting and developing your child's learning in the seven areas of learning: **Personal, Social and Emotional; Communication and Language; Physical Development; Literacy; Mathematics; Understanding the World; Expressive Arts and Design.**

Early Years Practitioners work with parents/carers in Early Years settings such as Sunnyside to achieve a positive impact on your child's development and learning.

A Guide to the Early Years Foundation Stage Profile

What is the Foundation Stage Profile?

- This is a way of summing up the progress and learning needs of your children. Staff have a system of continual assessment and observation throughout the time they are at Pre School, which is based on all areas of the EYFS curriculum.
- It provides a picture of what a child has achieved, knows and can do, enabling staff to make professional decisions about a child's achievements and what the next steps in learning should be.
- At the end of their time with us you will have a record of your child's achievements, based on what the staff have learned about your child.

What will they expect from my child?

- There are no set tasks or tests, children are not aware of being assessed and no expectations are placed on your child.
- Children are observed in various situations and contexts to develop a rounded picture of your child. Some observations are planned in advance, but many will occur spontaneously during play.
- Assessment is based on the seven areas of learning in the EYFS Curriculum as recognised by Ofsted: **Personal, Social and Emotional Development; Communication and Language; Physical Development; Literacy; Mathematics; Understanding the World; Expressive Arts and Design.**

- Many of the assessments concern children's practical skills such as being able to pour from a large container into a smaller one. Other important areas include being able to talk and move confidently, enjoying stories, making music and exploring the world around them. This kind of awareness of your child's development and achievements can be very reassuring.

Will my child enjoy the experience?

- **Yes!** Play is at the heart of learning in the EYFS and at Sunnyside. It is a key way in which children develop and is included in our curriculum plan as well as many other activities.

Will the Profile "label" my child?

- **No!** There is no intention of labelling a child. The Profile is used to highlight what children know, what they can do and what they can learn next.
- The Profile reflects the fact that children develop at different rates in their individual ways. It will not be used to judge your child, only to plan their next step to learning.

Can I play a part?

- **Yes!** Parents are encouraged to participate. The Profile recognises parents' unique knowledge of their own child's development. A key principle of the EYFS is that "parents and practitioners should work together in an atmosphere of mutual respect within which children can have security and confidence".
- Parents and Pre School staff will have opportunities to talk about their child and record information together about the child's progress and achievements.
- Parents are encouraged to bring any items into Pre School that they feel may give a wider understanding of their child's development, i.e. photos, drawings, paintings, early mark making/writing, written comments on developmental stages they are achieving.



How can you help?

- By supporting your child during their settling process, and by sharing any concerns you may have with the Senior Staff at Pre School.
- By sending them in sensible shoes (no Wellingtons or flip-flops please) and easily managed clothes (no long dresses and please make sure that what they are wearing is not too special! Children need to feel free to get dirty if they want to!
- Hats in summer and warm coats in winter, as we like to offer as many opportunities for outside play as possible.
- By providing indoor shoes (i.e. plimsolls) as well as their outdoor footwear.
- By labelling hats, coats shoes, Wellingtons etc.
- By ensuring that if your child is not toilet trained that they are wearing nappies and that you have completed the Continence Agreement.
- By joining the Parent Committee as well as supporting its fundraising efforts.
- By volunteering to do "odd jobs", such as coming back early to wash snack dishes, washing toys or cutting out craft.
- By bringing in items of interest to your child to share with others. We are very happy to support activities that you are doing at home or events that have happened. For example if you have been to a wedding we can explore this theme by providing the children with material to use as wedding clothes and help them understand through books and other resources.

GUIDANCE FOR PARENTS - ILLNESS

Infectious diseases are often a cause of concern when looking after children and where possible we would wish to contain and reduce the impact of any such infections at Pre School. We hope the following information is useful to you.

Unwell children, i.e. those with a temperature and/or other specific signs and symptoms, should not attend Pre School until a diagnosis is made and they are clear of any infection. With episodes of diarrhoea and/or vomiting, the child must be excluded until they have been symptom free for forty-eight hours. Other illnesses require longer periods of exclusion (e.g. measles is for five days from onset of rash). We have a duty of care to protect the children and staff. Therefore we would appreciate you informing of us when your child is ill to prevent the potential/actual spread of disease. There are serious conditions, which we are legally bound to report to the appropriate authorities. (A list of these can be obtained at Pre School.) Otherwise any information you give us is in the strictest confidence.

The following list is of those conditions of which we would wish to be informed.

COMMON COMMUNICABLE DISEASES.

Chickenpox and shingles

Conjunctivitis

Slapped Cheek Syndrome (Parvovirus/Fifth Disease)

Diarrhoea and/or vomiting

German Measles (Rubella)

Measles

Mumps

Hand, Foot and Mouth Disease. (This is not the same as foot-and-mouth disease from which cattle suffer.)

Whooping Cough (Pertussis)

Meningitis and meningococcal septicaemia

CONTAGIOUS CONDITIONS OF THE SKIN & HAIR

Ringworm

Impetigo

Head lice

Scabies

Worms (threadworms, pinworms etc)

USEFUL CONTACT INFORMATION

The Pre School has its own mobile phone for emergency use and for contact during Pre School hours.

Admin: 07935 492 504

Finance: nikki@sunnysideplaygroup.org.uk

Admin: admin@sunnysideplaygroup.org.uk

Other Agencies

Ofsted 0300 123 1231 www.ofsted.gov.uk Ofsted Ref 129394

Pre-school Learning Alliance 01954 23 2327 www.pre-school.org.uk

Herts County Council Children, Schools and Families 01438 737 500
www.hertsdirect.org (Information on services including School Admissions)

Pre School Policies

Copies of all the policies below are available at Sunnyside Community Playgroup or on our website (www.sunnysideplaygroup.org.uk) for your perusal.

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