

OFSTED Number EY422633

Charity Number: 1137958



PARENTS HANDBOOK

www.caterpillarspreschool.org

September 2018-2019



Welcome to Caterpillars Pre-school. This parents handbook has been compiled to provide you with the information you will need whilst your child is at Caterpillars.

General Information

Our telephone number:

07840 857592. This is a mobile number as we don't have a fixed telephone line into the Pre-School. You may leave a message or send a text and someone will return your call as soon as possible if required.

Our Address:

Birch C of E School
School Hill
Birch
Colchester
CO2 0LZ

Email: caterpillars@hotmail.co.uk

Session times and fees

We would urge all parents to deliver and collect their child at the correct time. Late drop off does lead to disruption for the other children – continual late collections will be charged. Charges will be: no charge for the 1st 15 minutes thereafter £4.00 per 15 minutes to cover staff costs. (Please see our late collection policy) Charges are at the discretion of the committee.

Caterpillars are open for 38 weeks a year in line with local school term dates. Term dates will be notified to all parents.

Our Session times are:

2 years olds-Monday to Thursday 9:00 -12:00 only.

3 & 4 year olds-Monday to Thursday 9:00 – 12:00 Or 9:00 – 2:45

Current fees are:

Under 3's 9:00-12:00 - £12.63 per session

Over 3's 9:00-12:00- £12.63 per session (equal to the Government grant amount)

Over 3's only pm session 12:00-2:45 -£11.38

Parents can claim funding for over 3's, which can be claimed up to 15 hours including lunch clubs.

Additional funding can be applied for up to 23 hours in total. You can check for availability here

<https://www.childcarechoices.gov.uk/>

We accept childcare vouchers which can be available via your workplace, as a means of paying for

fees from your wages, without having to pay the tax or national insurance on the amount. For more details, or to find out if you are eligible, please contact your place of work. Please contact our admin assistant Julie on 07407640081 for advice with this.

Frequently Asked Questions

My child is unable to attend today what should I do?

If your child is unable to attend a session for any reason, we would appreciate you contacting Caterpillars on their mobile 07840 857592.

It is important that any child suffering from diarrhoea or sickness should be kept away from pre-school for at least 48 hours after the last bout. Any child suffering from contagious infection should not be brought to Caterpillars. Please inform us of anything that we can inform other parents to be aware of i.e. Chicken Pox, head lice. We will of course maintain confidentiality in such cases but as you can appreciate the spread of such outbreak can be minimised if parents are aware.

I am unable to collect my child:

If for any reason you are not able to collect your child and someone else will be collecting them on your behalf please let Caterpillars know either at drop off or during the course of the morning. The person will need to be able to use the correct password as identified on your admission form.

What should my child wear to each session?

Please send your child in suitable clothing – we do provide aprons but cannot guarantee that clothes will stay clean! As much as possible, children need to be able to manage their clothes in the bathroom – pushing up sleeves to wash their hands or managing at the toilet – difficult fastenings etc. make it frustrating for a child learning to become independent. Shoes should be easy enough for your child to remove & replace when necessary & appropriate for running & climbing etc.

We use the outdoor area throughout the year. We recommend wellies and waterproof warm coats for winter, sun hats and sun cream in the summer. (We do have full sets of waterproofs & wellies should your child not come to preschool with them)

Your child should also bring a named water bottle with them daily.

Please ensure all belongings are named.

When will I receive a bill?

Invoices are handed out to parents every half term and payment in advance is requested within 10 days. Invoices will be posted if your child is not in attendance. If you have any difficulties in making payment we ask you discuss this with Chrystal or speak to Julie. All conversations regarding finance will remain confidential. Failure to pay without prior consultation may result in losing your child's space at the pre-school.

Pre-School uniform?

To prepare children for school we have introduced a uniform for the pre-school which consist of a T-shirt or Sweatshirt and a book bag for their library day. If you wish to purchase a uniform order forms are available from the Pre-School Manager of through our website and facebook page. T-shirts and sweatshirts are available 3-4 and 5-6 years. Payment is to be made online.

Currently the prices of our uniform is as follows:

Sweatshirt = £10.00

T-Shirt = £5.50

Book Bag = 5.00

Water bottle £4.00

Cap £5.00

New starter packs are £10 each. This includes a t-shirt, book bag & parent information letters.

Do you ever have to close at short notice?

In the very rare occasions that we have not been able to open due to snow or no heating or staff sickness every effort will be made to contact you prior to your arrival at Caterpillars. Listen to BBC Essex for snow updates & we will also text the number you have provided to us. There may be some occasions where we will not be able to contact you so you may be notified on arrival. You will not be charged for these sessions.

My child has developed an allergy?

It is important that we are aware of an allergy or illness following completion of your admission forms. Full details should be made in writing along with appropriate medical information (if required) to ensure any relevant forms and care plans can be completed.

My child needs to take medication whilst at Caterpillars:

We can only give necessary prescribed medicines providing the relevant consent forms have been completed and the manager is satisfied that the relevant knowledge/training is in place. All prescribed medication should be clearly labelled and handed to a member of staff.

I want to increase/reduce my child's sessions:

Please speak to the Pre-School Manager, Chrystal on Tel: 07840 857592, about increasing the number of sessions for your child / children attend and she will be able to advise availability. If you want to reduce the number of sessions for your child or you are leaving Caterpillars, then 4 weeks notice in writing must be made and sent to Caterpillars to arrive in Term time.

I have an issue and I want to discuss this further:

In the first instance please speak to your child's key person. If you are unable to do this then please speak to Chrystal or any member of the Caterpillars Management Committee (contact details are available) For your information a brief outline of our complaints policy is contained at the back of this book.

Children with Special Educational Needs and Disabilities (SEND)

We welcome all children into our setting: your child may already have been identified as having Special Educational Needs or there may be something we may pick up on in the setting with our daily observations of your child. In our setting we have a special Educational Needs Co-ordinator (SENCO) she is a highly trained member of the staffing team who alongside her childcare qualification has been on extra Special Educational Needs courses. For full details of the services we offer please feel free to look at our document Local Offer which can be found on our Website and we have paper copies in pre-school.

Child Development norms

The 2 ½ year old should:

- Combine 2 and 3 words in a sentence
- Name common pictures
- Use past tense and plurals in speech
- Follow new commands
- Know “big” and “little”
- Begin to understand action words
- Use “p,b,w,n” and “m” in words

The 3 year old should:

- Use sentences of 3 to 4 words
- Have vocabulary of 300 – 1,000 words
- Be able to tell a story or idea
- Count to 3
- Ask simple questions
- Consistently say “t,d”, and starting to use “f” in words
- Know “in, on” and “under”
- Understand “what, where” and “how many?” questions

The 4 year old should:

- Use sentences of 3 to 5 words
- Begin to use complex sentences
- Use contractions such as “it’s” or “there’s”
- Ask “who, why” and “how” questions
- Be understood 90 – 100% of the time
- Consistently say “k,g,y” and starting to use “s” and “sh”
- Understand “in front” and “in back of”
- Follow instructions with 3 parts

Please remember all children are individuals who learn at their own pace, if you have any concerns or would like more information about child development please do not hesitate to talk to your child’s key person.

Our Staff

The team below are currently at Caterpillars Pre School, however changes may occur within teams as staff may leave and new staff join. We communicate all changes of the team as they happen to avoid minimum disruption to the children.

Chrystal - Birch Manager

Diploma in Childcare and Education Level 3

First Aider Lead Safeguarding Health & Safety Food Hygiene SENCo

Chrystal has worked in Childcare since 1991, lives in Colchester and is married with 2 children.

Chrystal worked in a nursery before joining the Birch team as the assistant manager in September 2010. Chrystal took on the managers role in September 2013.

Chrystal completed level 3 award in the role of the special educational needs co-ordinator in 2016

Chrystal's SENCO (special educational needs co-ordinator) role makes her responsible for:

Supporting children and their parents/carers of children with special educational needs and/or disabilities. (SEND)

Advising and supporting other staff in the setting

Ensuring professionals are involved when necessary

Ensuring that appropriate plans are in place and reviewed regularly

Ensuring relevant background information about individual child with SEND is collected, recorded and updated

Help plan for child with SEND with their transition to primary school

If you have concerns regarding SEND or if you wish to talk to someone about your child's development, please speak with your child's key person or Chrystal.

Donna – Deputy & Equality named co-ordinator (ENCO)

Nursery Nursing Examination Board

First Aider Safeguarding Food Hygiene

Donna started her career in 1993 working in pre-schools and as a nanny. Before joining us here in Birch in September 2018, Donna worked for another local pre-school for 3 years.

Donna is married, has 1 child and has 2 cats named Millie and Lottie.

Donna is our ENCO (equality needs co-ordinator) Her role is to ensure that this policy is applied to all aspects of the pre-school and that all children and their families are treated with equal respect and concern.

Sharon – Senior Practitioner & Health & Safety

Diploma in Pre-School Practice Level 3

First Aider Safeguarding Health & Safety Food Hygiene

Sharon started her childcare career in 2006 at our Marks Tey setting where she was a regular parent helper. Sharon lives in Copford with her husband and 2 children, a dog called Monty and 3 tortoises, Ronald, Angelina and Dexter! Sharon enjoyed volunteering at Caterpillars which lead on to her completing her childcare qualification. Sharon moved to Caterpillars Birch when the pre-school opened in September 2009.

Sharon's role in health & safety is to ensure risk assessments are completed and the welfare of children and staff is supported.

Fay – Early Years Practitioner

Diploma for the Children and Young People's Workforce Level 3.

First Aider Safeguarding Food Hygiene Level 3 in Speech, Language & Communication

Fay started her career in childcare in 2009 and completed her level 3 diploma in 2012. Fay worked at Caterpillars preschool in Marks Tey for 4 years before joining us at Birch in 2017. In 2015, Fay completed a level 3 training course in supporting children and young people's speech, language and communication.

Fay lives with her husband and 2 children in Colchester and her house rabbit Snowy!

You will be able to review our team's qualifications and certificates in the Certificate Files which is on the wall by the entrance door.

Your child's time with us

Whilst with us, your child's key person will be following your child's progress through the Early Years Foundation Stage (EYFS) The key person plots this progress through small daily observations and by taking photographs. This information is then collected in your child's learning journey.

The EYFS curriculum currently consists of 7 areas.

3 are called the Prime Areas

- Personal, Social & Emotional Development (PSED)
- Communication & Language (C&L)
- Physical Development (PD)

4 are called Specific Areas

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

Activities are designed to support your child's learning in these areas. Activities are shared with you termly (sometimes more often) for you to support your child's learning at home.

We aim to use Makaton signing to support language development.

We encourage good manners, kindness and respect. To support this we have simple rules . Your child will have received a rule book upon visiting the setting.

Parents and carers

We welcome your support and contributions. The pre-school has a committee that you may wish to join, or you may wish to stay for sessions as a helper. This also offers a good opportunity to see what the children do during their day.

At the end of each term we invite all parents/carers in to view your child's learning. We hope you enjoy your child's learning journey and take it home to share with your family.

A list is displayed to identify your child's key person, but you can ask any member of staff.

We are happy to discuss concerns & achievements throughout your child's time at Caterpillars. You may wish to book an appointment should you wish to discuss a matter further.

Role of the Committee

The management of Caterpillars is by an elected committee of parents. The committee meets every term to discuss policies, fund raising and other issues related to the running of the pre-school. Caterpillars are a charity-based organisation and rely on donations and fund raising to pay for additional extras that the Pre-school needs.

Fundraising

As Caterpillars is a registered non-profit charity, we are always on the look out to add to our funds. You can help in the following ways

- Shopping on-line using Easyfundraising website www.easyfundraising.org.uk/
- Supporting our events such as the annual fete, activity days and quiz nights
- Using the company Nametags for identification tags and adding our registration number (given on Nametags form)
- Plant sales
- Christmas cards

Communication to Parents

Communication is a two-way process and we try and provide as much information to parent/carers whilst giving you an opportunity to communicate with us. Lots of information can be found on our website.

Newsletter – A newsletter is produced once each half term to advise parents on the terms activities.

Committee Newsletter -The committee aims to produce a newsletter sent to all parents once a term to advise parents of fund raising activities, news and general information on Caterpillars.

Notice Wall & Information Point– the notice wall is updated with information on key person groups, library days and information from other agencies as well as committee contact information. The information point allows parents & carers to borrow any literature that they may find of interest.

Policies – Caterpillars has a set of policies and procedures in place that Parents are welcome to read. A copy of which is held in the welcome area. These are also available on our website.

Summary of Policies

Safeguarding Children

- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.

- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2015) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.

First Aid

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. Newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification includes first aid training for infants and young children. We have evidence of due diligence when choosing first aid training and ensure

that it is relevant to adults caring for young children.

Administering Medication

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

Special Educational Needs

We have a dedicated member of staff who is trained in the area of Special Educational Needs. Her name is Chrystal.

We provide an environment in which all children, including those with special education needs and disabilities (SEND) are supported to reach their full potential.

All children are entitled to an education that enables them to

- Achieve the best possible educational and other outcomes and
- Become confident young children with a growing ability to communicate their own view and ready to make the transition into compulsory education.
- We have regard to the Special Education Needs and Disability code of Practice 2014.
- We are aware of the Special Educational Needs and Disability Regulations 2014.
- We work in partnership with parents and other agencies in meeting individual children's needs.

Information sharing

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or

- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of management committee officers. The three critical criteria are:

Where there is *evidence* that the child is suffering, or is at risk of suffering, significant harm.

- Where there is *reasonable cause to believe* that a child may be suffering, or at risk of suffering, significant harm.
- To *prevent* significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.
-

Promoting Positive Behaviour

In order to manage children's behaviour in an appropriate way we will:

- Attend relevant training to help to understand and guide appropriate models of behaviour.
- Implement the settings behaviour procedures including the stepped approach.
- Have the necessary skills to support other staff with behaviour issues and to access expert advice if necessary.

Valuing Diversity and Equal Opportunities

We aim to:

- provide a secure and accessible environment in which all our children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people;
- improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.
- Make inclusion a thread that runs through all of the activities at Caterpillars.

Complaints procedure:

(See policy documents for more details)

1. Complaints or problems should be brought to the attention of and discussed with the Pre-School Manager.
2. If the outcome is unsatisfactory, complaints should be made in writing to the Manager and Chair of the Pre-School Management Committee.
3. A meeting may be held with the Manager and Chair of the Pre-School Management Committee. An agreed written record will be made with all parties required to sign and

retain a written copy.

4. A mediator may be involved from the Pre-School Learning Alliance for an individual parents meeting or joint with the Pre-School management.
5. Parents may approach OFSTED directly at any stage by contacting: OFSTED Early Years Regional Centre on 0300 123 1231

Other useful contacts:

Caterpillars Pre-School	www.caterpillarspreschool.org
Schools, colleges and children's services	www.gov.uk/schools-colleges-childrens-services/early-years
Birch Primary School 01206 330224	http://www.birch.essex.sch.uk/
Ofsted 0300 123 1231	www.ofsted.gov.uk
Colchester and Tendering Children Centres	http://colchesterandtendring.childrencentres.org
Government information	www.direct.gov.uk
Every Child Matters	www.everychildmatters.co.uk
Information on Downs Syndrome, hearing and visual impairments	www.gov.uk/help-for-disabled-child/early-support-programme
Makaton Development Project	www.makaton.org
Be a mathematician	www.beam.co.uk
National Eczema Society	www.eczema.org
Net mums	www.netmums.com
Parentline 0808 800 2222	www.parentlineplus.org.uk
Single Parents 020 7428 5420	https://gingerbread.org.uk/
Dyspraxia Foundation 01462 454986	www.dyspraxiafoundatuion.org.uk
Association for all speech impaired children (Afasic)	www.partnershipforchildren.org.uk

Safeguarding Children (Essex Safeguarding Children Board)	http://www.escb.co.uk/
National Society for the Prevention of Cruelty to Children (NSPCC)	https://www.nspcc.org.uk/
Early Years and Childcare What to expect when?	http://www.foundationyears.org.uk/