



PARENTS HANDBOOK





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

General Information

Our telephone number:

07981 169883. This is a mobile number as we don't have a fixed telephone line into the church hall. You may leave a message or send a text and someone will return your call as soon as possible if required.

Email: markstey@caterpillarspreschool.org

Website: www.caterpillarspreschool.org

Find us on Facebook look for: Caterpillars Pre-School Marks Tey and click on Like.

Our Address:

St Andrews Church Hall
Church Lane
Marks Tey
Colchester CO6 1LW

Session times and fees

Sessions run Monday to Thursday mornings from 9.15am – 12.15pm, and afternoons from 12.15pm – 2.45pm lunch included. We would urge all parents to deliver and collect their child at these times.

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

Current fees are:

£12.63 per session 2 and 3 year olds not funded

£10.55 Monday & Wednesday pm session with lunch

£12.63 per session 3 year olds of funded age who have claimed all their funded hours and would still like to attend an extra session.

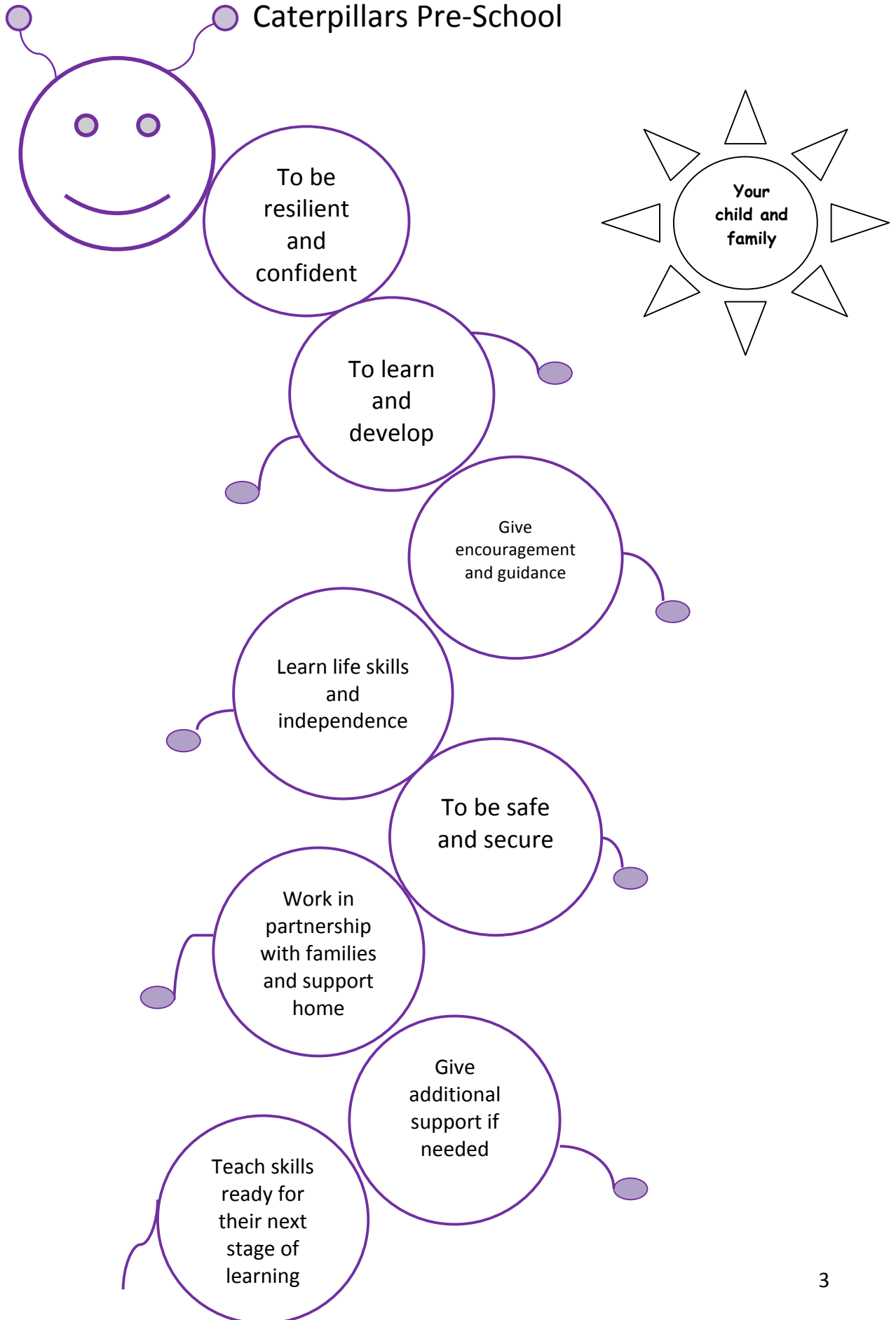
Funding:

Please visit www.childcarechoices.gov.uk to find out more about funding for your child's place and register for 30 hours funding.

Parents can claim **15 hours** a week government funding for their child which starts the term after their 3rd Birthday. Caterpillars have a form to complete parents need to sign the funding form at the beginning of each term for the whole of that term additional days cannot be claimed after the funding headcount date.

Lunch clubs run after every session for the children aged 2 ½, from 12.15pm – 1.15pm @ £4.21 per session. Pay as you go Lunches are also available every day. Please advise Sarah if you would like your child to attend. You can also claim lunch clubs in the 15 hours of government funding allocated to your child.

Our vision for your child's time with us at Caterpillars Pre-School



Frequently Asked Questions

What will happen on the first day at Caterpillars Pre-School?

Signing in

On the desk in the reception area you will need to put a signature next to your child's name at the beginning and the end of the day signing them in and out. Our daily snack will be available for you to look at. There is lots of information here such as letters and leaflets as well as the parent's information stand in the entrance. You are very welcome to borrow any items on the parent's information stand.

Caterpillar Room for 2 year olds

You go straight into your room where you will be welcomed by the two members of staff. Your child will have a peg for coats and a box for their bags. Now they can settle in with playing with the activities and you can say goodbye.

Home/school book

In this room we have a home school book where staff will write in what your child has been doing throughout the session. Please feel free to make comments in this book, the more information we have the better experience we can provide for your child. Some things which you could comment on:

- They have been up in the night.
- Your child's current interests and achievements at home.
- They have started potty training.
- New experiences they have tried.

All these comments will help us understand your child, be sensitive to their needs and help us reinforce and build on the learning taking place at home.

Butterfly Room for 3 and 4 year olds

The children find their picture which they put onto the Caterpillar board. We also have a show and tell box for the children to bring items of interest. Registration is an important time of the day where the children can get to know the other children in the group and find friends to play with during the day. We talk about the activities on offer for the week, look at the weather and find out the month and day.

We are happy for you to stay with your child during the settling in process and your key person will work closely with you and your child to make this a positive and happy transition.

Who do I speak to about my child?

Your child will be assigned a Key Practitioner, this member of staff will work closely with your child, observing and supporting them daily. The Key Practitioner takes observational pictures for your child's Learning Journey book. At the end of term they will put all this information together and write a learning journey report from their observations, this will be available for you to look at and write any comments and sign to say that you have read it.

What happens during the day?

During the day we have free flowing indoor and outdoor play in all weathers! We have a broad range of activities in both areas. There will be a rolling snack where the children can come and have snack when they are ready. We all join in with tidying and get ready to go home.

We hope your child enjoys their time at Caterpillars pre-school, if you have any problems please do not hesitate to speak to your child's key practitioner.

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 07981 169883.

It is important that any child suffering from diarrhoea or sickness should be kept away from pre-school for at least 24 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 Caterpillar's 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.

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.

When will I receive a bill?

Invoices are handed out to parents every half term and payment in advance is requested within 14 days. Caterpillars is a charity and relies on receiving these payments in order to continue it's good work. Our policy on non payment of fees can be viewed on request and is available on our website. Any invoices not paid within 14 days would initiate the first of three late payment letters. Subsequent letters would then be issued 7 and 14 days later, after which late payment fees would also be incurred and added to the bill. Should the invoice remain unsettled, it is with regret that we would have to prevent attendance at Caterpillars and begin court proceedings.

Invoices will be posted if your child is not in attendance. If you have any difficulties in making payment we ask you speak us. 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.

I need to order a t-shirt or sweatshirt?

We do have a t-shirts and jumpers on sale on the main desk.

T-shirts - £5.50

Jumpers - £8.00

Book bags - £3.50

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. There are some occasions where we will not be able to do so and parents will be notified on arrival.

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 medication should be clearly labelled and handed to a member of staff.


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

Please speak to us about increasing the number of sessions for your child 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 Sarah or any member of the Caterpillars Management Committee. For your information a brief outline of our complaints policy is contained at the back of this book.

Our Staff:

 <p>Sarah Manager SENCO</p>	<p>Cache Level 5 Diploma in Leadership for children and young people in the Early Years <i>First aider Safeguarding Food Safety</i></p> <p>Sarah joined our team in the summer of 2004 and took over the role of manager in January 2009. Sarah completed her Level 5 Leadership course in the Early Years in 2016.</p>
 <p>Teresa Deputy EQUALITY NAMED COORDINATOR (ENCO)</p>	<p>NVQ Level 3 Diploma in Childcare <i>First aider Safeguarding Food Safety</i></p> <p>Teresa joined the team in 2003 and took on the role of Deputy in 2009. Teresa has been a regular parent helper at playgroups and still regularly volunteers at Forest School sessions at a local school.</p>
 <p>Rebecca Senior Practitioner</p>	<p>Cache Level 3 Diploma in Playwork <i>First Aider Safeguarding</i></p> <p>Rebecca joined our tem in June 2017. She has experience in working in a school setting before joining our team. Rebecca has recently taken on being lead in our Good Beginnings Autism Award and has an interest in Special Educational Needs</p>
 <p>Helen EARLY YEARS Practitioner</p>	<p>NVQ Level 3 Diploma in Childcare <i>First aider Safeguarding Food Safety</i></p> <p>Helen has been at Caterpillars for many years. She has worked at our Birch setting from 2009 and has now returned to Marks Tey.</p>
<p>Julie Administrator</p>	<p>Julie took on the role of Admin assistant in April 2012. Julie has sound admin background working for the same company for many years before having her children.</p>

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 Curriculum (EYFS) The Key person plots this progress through small daily observations and taking photographs and put's this all together to make your child's Learning Journey. We very much value your input in to your child's Learning Journey by bringing in photo's of home or special times in your child's life and sharing with us milestones in your child's learning and development.

The EYFS curriculum consists of seven areas and these are:

Prime Area's

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

Specific Area's

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Each activity and area set out for the children supports your child in each of these areas. Whilst with us we encourage good manners, kindness and respect to do this we have simple rules which we share and use daily these are:

- Walking indoors
- Put your hand up if you want to say something
- Washing hands
- Sharing
- Listening
- Being kind to others.

Parents and Carers

We welcome your support and contributions. The group has a committee that you may wish to join, or you may like to stay for a session as a helper, this offers a good opportunity to see what the children do.

We invite parents to come in to watch the children perform in the Christmas play and sports day.

At the end of each term we invite all parents in to view your child's learning journey each child has a end of term report which we hope parents will make a comment on and sign.

A list is on display in reception for parents to see which key practitioner your child is with. We are happy to discuss concerns or other issues throughout their time at Caterpillars.

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. This could be from slight speech delay to signs of Autism. 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.

Role of the Committee

The management of Caterpillars is by an elected committee of mainly 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.

Supporters of Caterpillars

We sometimes need extra help and therefore we ask any parent, carer, grandparent or friends to join our small group of supporters of Caterpillars who can spare a few hours to help support our coffee mornings, Fete's and Sponsored events your help is always very needed and welcome.

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 online using Easyfundraising website and add us as your cause
www.easysearch.org.uk
- We are an ink cartridge recycling point
- Supporting our event's such as the annual Fete and quiz nights
- We get donations from our photographer
- Our Nametags school nametags
- Plant sales

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

Facebook/Website – Lots of information can be found on our Facebook page found at Caterpillars Marks Tey and our website. Please note Facebook has their own terms and conditions of use.

Learning Journey viewing – At the end of each term we welcome parents/carers into the setting to view their child's learning journey and report. Parents can see what their child has been doing at Caterpillars, their progress and the next steps. We value any comments made on the Learning journey report.

Parents Information Point– the front desk has lots of information for our Parents the area is updated with information on key worker groups, library days and information from other agencies as well as committee contact information.

Policies – Caterpillars has a set of policies and procedures in place that we encourage Parents to be aware of. These can be found on our website and in our policy folder which is in our reception area.

Please note we ask parents/carers not to use mobile phones in the setting.

Summary of Policies

Safeguarding Children

- We abide by Ofsted requirements all staff have Disclosure and Barring Service checks (DBS) to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We have procedures for recording the details of visitors to the setting.
- We work with the local safeguarding Children Board guidelines.
- We ensure that all staff know the procedures for reporting and recording their concerns.
- The layout of the rooms allow for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others.
- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- Parent's/Carers can report concerns of an **allegation against a staff member** to Sarah Powell manager or can contact the Early Help and Advice Hub on Tel: 0345 6037627.

First Aid

- Caterpillars' staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult.
- All staff are First Aid trained. This is updated every 3 years.
- First aid box is accessible to adults.
- No un-prescribed medication is given to children.
- Parent's sign a consent form for their child to receive emergency medical treatment by emergency services.

Administering Medication

- Children taking prescribed medication should be well enough to attend the setting.
- Only prescribed medication is administered. It must be in date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parent's give prior written permission for the administration of medication.
- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication.

Special Educational Needs

- We have a dedicated member of staff who is trained in the area of Special Educational Needs and Disabilities. Her name is Sarah Powell.
- We liaise with other professionals involved with the children with special educational needs and their families including transfer arrangements to other settings and schools.

Information sharing

- We recognise that parents have the right to know that information the 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 whom it relates if it is in the public interest. That is when:
 - It is to prevent a crime being committed or to prevent harm to a child or adult.
 - Not sharing it could be worse than the outcome of having shared it.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.

Achieving Positive Behaviour

- We acknowledge considerate behaviour such as kindness and willingness to share.
- We support each child in developing self-esteem, confidence and feelings of competence
- When children behave in inconsiderate ways, we help them to understand the outcomes of their action and support them in learning how to cope more appropriately.
- We never send children out of the room by themselves, nor do we use a 'naughty chair' or a 'time out' strategy that excludes children from the group.
- We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- When children under three behave in inconsiderate ways we recognise that strategies for supporting them will need to be developmentally appropriate and differ from those for older children.
- We recognise that very young children are unable to regulate their own emotions, such as fear, anger or distress, and require sensitive adults to help them do this.
- Common inconsiderate or hurtful behaviours of young children include tantrums, biting or fighting. Staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.
- If tantrums, biting or fighting are frequent, we try to find out the underlying cause - such as a change or upheaval at home, or frequent change of carers. Sometimes a child has not settled in well and the behaviour may be the result of 'separation anxiety'.
- We focus on ensuring a child's attachment figure at Caterpillars, their key person, is building a strong relationship to provide security to the child.
- We support social skills through modelling behaviour, through activities, drama and stories. We build self-esteem and confidence in children, recognising their emotional needs through close and committed relationships with them.

- We help a child to understand the effect that their hurtful behaviour has had on another child; we do not force children to say sorry, but encourage this where it is clear that they are genuinely sorry and wish to show this to the person they have hurt.
- We support social skills through modelling behaviour, through activities, drama and stories. We build self esteem and confidence in children, recognise their emotional needs through close and committed relationships with them.

Valuing Diversity and Equal Opportunities

- Caterpillars pre-school is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.
- 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.
- We seek out training opportunities for staff to enable them to develop anti-discriminatory and inclusive practices, which enable children to flourish.
- The curriculum offered encourages children to develop positive attitudes about themselves.
- We encourage parents/carers to take part in the life of the setting and to contribute fully.

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.

British Values:

The fundamental British values of *democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs* are already implicitly embedded in the 2014 EYFS and are further clarified below, based on the *Fundamental British Values in the Early Years* guidance (Foundation Years 2015):

- **Democracy** - making decisions together (through the prime area of Personal, Social and Emotional Development)
- **Rule of Law** - As part of the focus on self-confidence and self-awareness Rule of law understanding that rules matter (through the prime area of Personal, Social and Emotional Development)
- **Individual Liberty** - or freedom for all (through the prime areas of Personal, Social and Emotional Development, and Understanding the World) Children should develop a positive sense of themselves.
- **Mutual respect and tolerance**, or treating others as you want to be treated (through the prime areas of Personal, Social and Emotional Development, and Understanding the World)

Extra Information

We are linked with a local children’s centre which runs clinics and activities for children under 5 years old. Our local centre can be found at:

Little Hands Children’s Centre
 Stanway Fiveways Primary School,
 Winstree Road,
 Stanway
 CO3 0QG www.barnardos.org.uk Tel: 07876 505271

Other useful contacts:

Department for Children, Schools and families	www.education.gov.uk
Ofsted 0300 123 1231	www.ofsted.gov.uk
Government information	www.gov.uk www.essex.gov.uk/Early Years & Childcare
Information on Downs Syndrome, hearing and visual impairments	www.earlysupport.org.uk
Online Safety	CEOP (Child exploitation Online Protection) www.ceop.police.uk www.thinkuknow.co.uk/parents www.nspcc.org.uk www.childnet.com
Be a mathematician	www.beam.co.uk
Net mums	www.netmums.com
Parentline 0808 800 2222	www.parentlineplus.org.uk
Lone Parent’s 0800 018 5026	www.oneparentfamilies.org.uk
Contact a Family - Support for parent’s of disabled children 0808 8083 555	www.cafamily.org.uk
Dyspraxia Foundation 01462 454988	www.dyspraxiafoundatuion.org.uk
Association for all speech impaired children (Afasic)	www.partnershipforchildren.org.uk
Social Care – Safeguarding Concerns or Allegations about a staff or volunteer. 0345 603 7627	Essex Safeguarding Children Board www.escb.co.uk