



Marks Tey Parents Handbook 2021-22





Welcome to Caterpillars Pre-school, Marks Tey. This parent handbook has been compiled to provide you with all the information you may 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

Caterpillars is open for 38 weeks a year in line with local school term dates. Term dates will be notified to all parents and are available on our website.

Sessions run Monday to Thursday mornings from 9:00am – 12.30pm, lunch club from 12:30pm- 1:30pm and afternoons from 1.30pm – 2.45pm.

Fees are charged on a per session basis but based on the following hourly rates;

- Under 3's – £5.36 per hour
- Over 3's - £4.38 per hour

Our charges match those paid for Government Funded places and will be reviewed every April so they remain in line with Government funded rates.

All non-funded hours will be invoiced electronically on a half termly basis.

The under 3 year old rate (£5.36) will be charged until the half term after your child turns 3.

Funding:

Parents can claim **15 hours** a week government funding for their child from the start of the full new term (Autumn, Spring, Summer) after their 3rd Birthday. Parents need to complete and sign a funding form at the



start of each term. This covers the whole of the term and additional days cannot be claimed for after the funding headcount date (19th day of the month in which the term starts).

Please visit www.childcarechoices.gov.uk to find out more about funding for your child's place and how to register if you are eligible for up to 30 hours funding.

For those parents that qualified for the scheme (closed to new parents in October 2018) we do accept childcare vouchers as a means of paying for Caterpillars fees.

Changes to Agreed Sessions & Notice periods

If you need to reduce the number of sessions your child attends or find that their place is no longer required then 4 weeks' notice is required. If 4 weeks' notice is not given, then the fees for the sessions your child would have attended remain payable for the duration of the notice period.

Parents and Carers

We welcome your support and contributions throughout your child's time at Caterpillars. Parents are invited to come in to watch sports day and other craft and social activities throughout the year.

Learning Journey Viewing

At the end of each term, we hope to welcome parents/carer 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 next steps. You can then take your child's learning journey home to share with your family and we value any comments made on the Learning Journey report.

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

We have lots of information on our Facebook page and on our website – www.caterpillarspreschool.org

Please note Facebook has their own terms and conditions of use.

Parents Information Point

Our 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.

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.

Supporting Caterpillars

Caterpillars is a registered charity and is therefore run by a volunteer management committee. Without parents volunteering to be part of the committee, Caterpillars simply cannot run so we are always grateful to parents that can spare the time to join the committee.

The committee meets every term to discuss policies , fundraising and any other issues related to the running of the preschool.

Fundraising

As a registered not-for-profit charity, we rely on donations and fundraising to pay for new resources and update old ones.

Throughout the year, we may be in need of extra support from parents, carer, grandparent or friends to spare a few hours to help run our coffee mornings, fete and other fundraising event. Any help you can give is always appreciated.

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 puts 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 7 areas. There are 3 prime areas and 4 specific areas;

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

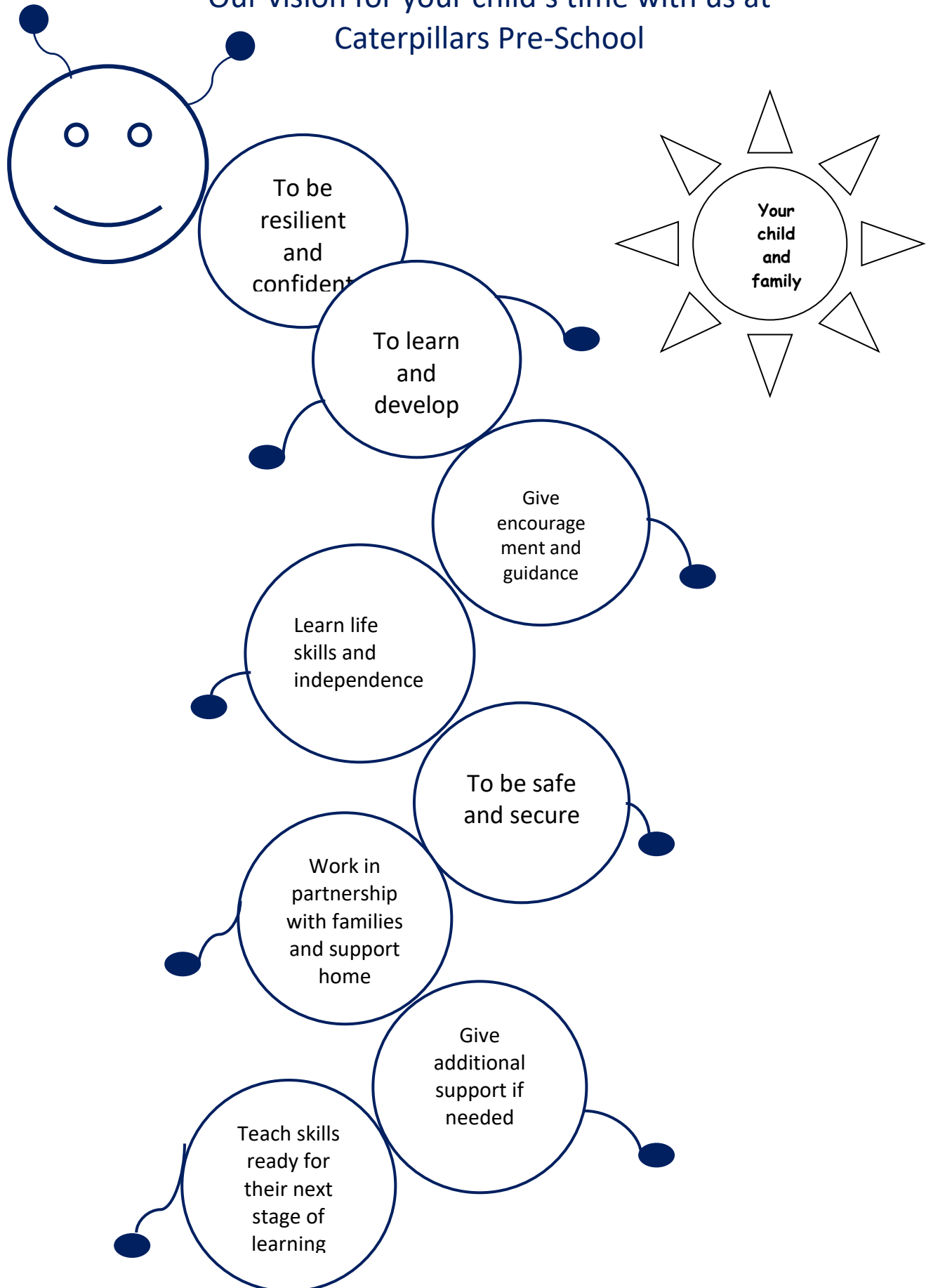
Each activity and area set out for the children supports your child in each of these areas.

Whilst with us we encourage good manners, kindness and respect to do this we have simple values which we share and use daily these are:

- Walking Feet
- Washing hands
- Sharing
- Listening

- Being kind to others.
- Kind Hands

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



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.

Frequently Asked Questions

What will happen during your child's time 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 Under 3 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. 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?

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.

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.

How will I billed for my child's fees?

Invoices are emailed out to parents every half term and payment is requested within 21 days. Please ensure that the setting has the correct email address for you. All fees are required to be paid electronically and bank details are included on the invoice. As a charity, Caterpillars relies on prompt payment of fees in order to continue its good work. Our policy on non-payment of fees can be viewed on request and is available on our website. 10 If you have any difficulties in making payments please contact a member of Caterpillars staff as early as possible. All conversations regarding finance are kept confidential.

How do I order Caterpillars uniform?

We do have Caterpillars t-shirts, jumpers and book bags available for sale from the main desk.

- T-shirts - £5.50
- Jumpers - £8.00
- Book bags - £3.50
- New starter packs are £10 each. This includes a t-shirt, book bag and 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, lack of heating, staff sickness or contagious illness, 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 your child Key person about increasing the number of sessions for your child and they will be able to advise as to 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 before the end of the term.

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 the Manager, Sarah Powell 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. 1

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 Early Years Senior Practitioner SENCO Support</p>	<p>Cache Level 3 Diploma in Playwork <i>First Aider Safeguarding Food Safety</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 Senior Practitioner</p>	<p>NVQ Level 3 Diploma in Childcare <i>First aider Safeguarding Food Safety</i></p> <p>Helen has worked at Caterpillars for many years. She worked at our Birch setting from 2009 and returned to Marks Tey in 2018.</p>

 <p>Stacey Early Years Practitioner</p>	<p><i>Level 2 Safeguarding</i> <i>First Aider Food Safety</i></p> <p>Stacey Joined Caterpillars in 2019. She is currently studying for a degree in Education with the Open University</p>
 <p>Belinda Early Years Practitioner</p>	<p>Degree in Early Years Education <i>Level 2 Safeguarding First Aider Food Safety</i></p> <p>Belinda is the newest member of the Caterpillars team and joined us in May 2021.</p>

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 with support from Becca.
- 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 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 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)

- Complaints or problems should be brought to the attention of and discussed with the Pre-School Manager.
- If the outcome is unsatisfactory, complaints should be made in writing to the Manager and Chair of the Pre-School Management Committee.
- 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.
- A mediator may be involved from the Pre-School Learning Alliance for an individual parents meeting or joint with the Pre-School management.

- 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 hub which runs clinics and activities for children under 5 years old. Our local centre can be found at:

Essex Child & Family Wellbeing Service
 Little Hands
 Stanway Fiveways Primary School,
 Winstree Road,
 Stanway
 CO3 0QG Tel: 01206 372300

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 (Afac)	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