



Tippy Toes Pre-School
Redmarley

Welcome Pack

Welcome!

First, welcome to Tippy Toes Pre-School. We know that starting Pre-School is a very important milestone in your child's (and your) life. Here at Tippy Toes we ensure a positive start, by providing you and your child with the support and encouragement you need. You can rest assured that your child is in the care of appropriately qualified and experienced staff. For your child, this could be the first time they have been in a large group, or the first time they have been apart from you on a regular basis. Some children adapt to this very quickly, others take a little longer. Either situation is perfectly normal and at Tippy Toes we pride ourselves on supporting each child based upon their individual needs, interests and development. We realise that you are entrusting us with the care of your child, and we place your child's safety, welfare and development at the top of our priorities.

Mission Statement and aims of Tippy Toes Pre-School:

"To provide high quality childcare and education in an environment that is safe and stimulating. A place where learning takes place through play and everyone is treated as an individual."

- To provide high quality Pre-School education.
- To create a safe, caring and stimulating environment where each child can develop their potential, whilst becoming independent and active learners.
- To provide clear boundaries in terms of acceptable behaviour, develop children's moral understanding and use encouragement and praise as rewards for good behaviour.
- To build each child's self-esteem together with mutual care and respect for others.
- Value each child as an individual with his/her own needs and personality.
- To encourage a positive attitude with respect towards racial origins, religions, differences of gender and disabilities within the Pre-School environment by practising our equal opportunities policy.
- To work in close partnership with Redmarley Primary Academy and other Primary schools.
- Rising five's attend induction sessions, aiding their transition to full-time education.

Times and days of Tippy Toes sessions:

Tippy Toes Pre-School is open on Wednesdays, Thursdays and Fridays 9am-3pm. Each of our Pre-School sessions begin at 9am. It is important that children arrive for and are picked up on time from each session, in order to reduce the level of disruption within sessions and to adhere to the hours we are covered by our Pre-School insurance. We understand that there will be occasions when this may not be possible and therefore ask to be notified immediately on either of the contact numbers listed at the bottom of this document.

Signing in and out process:

Children are the responsibility of their parents/carers until they are signed in at the start of each session, and after they have been signed out at the end of each session. We ask that you inform us in advance if someone different is collecting your child. This person must be an adult and should be provided with the security password as stated in your child's Registration Form. On the day in question you must notify us of this change either by telephone or by writing it into the 'Comments'

box on the register. A child will NOT be allowed to leave with someone else unless we have been notified and if they are unknown to us.

Arrival and collection of children at Tippy Toes:

Tippy Toes Pre-School is situated within the Village Hall of Redmarley next to the recreation area and Redmarley Primary Academy, with whom we share the parents/carers car park. We ask that parents/carers park in the main area of car park when arriving or collecting their child and wait under the covered area outside the entrance to Tippy Toes. We also emphasise that parents should not leave any children in their vehicle when coming in to drop off or collect their children from Tippy Toes and that everyone should take care when crossing the car park. At both arrival and collection times, a member of Tippy Toes staff will remain at the front door to let parents and children both in and out. The front door will remain locked or manned by a staff member at all times.

Settling in to Tippy Toes:

Each child reacts differently when starting Pre-School. Some children settle happily into Pre-School within a week or two and some children take a little more time to become fully confident and comfortable with being separated from their parents/carers. At Tippy Toes we aim to work closely with all parents/carers in meeting the settling in needs of each individual child, for example, parents/carers staying until your child is ready to be left, bringing in comfort blankets and toys to help children feel secure etc.

Our sessions:

Each of our Pre-School sessions follow a basic routine which alters on a daily basis according to the children's interests and needs. Our basic routine is outlined below:

9.00 – 9.15am: Children arrive – Parents/carers and children sign into Pre-School. The children's belongings are placed in the appropriate place and the children join our Registration area. Register – News time, talk about the weather, day of the week etc.

9.15 – 10.15am: Free flow play/short adult led activity – The children make choices on which resources they would like to engage with. Staff members provide support and encouragement to the children so that they can extend their interests and ideas and progress developmentally.

10.15 – 10.45am: Snack time – Children wash/dry hands and access their own Snack i.e. pour their own drinks, select foods and talk to the other children and adults, as well as washing and drying their own cups and plates and throwing away their own food waste.

10.45 – 12.15pm: Free flow play/short adult led activity.

12.15 – 12.30pm: Tidy up time – All of the children help to tidy away the resources and toys with which they have played.

12.30 – 13.00pm: Lunch time – All children wash hands, brush teeth, collect their Lunch boxes and drink bottles and are supported when eating.

Each Friday we all have our Lunch at Redmarley Primary Academy. All children attending Tippy Toes on a Friday therefore have the option to have a School Lunch on this day. School dinners cost £2.30. If your child does not wish to have a School lunch, they will need to bring a healthy Lunch and water bottle with them as normal.

13.00 – 14.30pm: Free flow play.

14.30 – 14.45pm: Tidy up time.

14.45 – 15.00pm: Home/circle time – Children engage with a story/circle time activity, as well as a discussion about our day. The children are encouraged to collect their own belongings, with support as necessary. The children are called to leave when their parents arrive.

When toileting throughout the day each child will be provided with the appropriate level of support needed with both toileting and washing/drying hands.

We are also pleased to tell you all that throughout each week we will be joined by both Jill Bond and Melody Makers for two separate singing and dancing sessions. These sessions aim to help the children build up a repertoire of songs and rhymes and experiment with different movements to music, as well developing their independence, choices and confidence.

Information for parents:

Important information for parents/carers is regularly noted on our white board which stands outside the front entrance. Further information for parents/carers is provided via newsletters, emails, texts and through posts on our Pre-School website (<http://www.tippytoespreschool.co.uk/>).

Keeping a record:

At Tippy Toes we recognise the importance of close home-school links, particularly with regard to sharing information on each child's individual interests, accomplishments and development. Such information is communicated through our planning scrapbook, individual learning journals and regular staff-parent meetings. Each child's development is unique and special, which is why we create an individual 'Learning Journal' record for every child at Tippy Toes, which will be yours to keep when your child leaves Pre-School.

The Key Person:

Each child attending Tippy Toes will be allocated a Key Person. Your child's Key Person has special responsibility for your child while they are at Tippy Toes. She will reassure your child in the early days of separation; ensure that he/she settles into the Pre-School routine; offer encouragement to join in with all the activities available and over time build a close relationship with both you and your child.

'My Learning Journey':

The Key Person will keep a record of your child's progress and achievements by making regular observations and assessments of their needs, interests and development. These will then be recorded in your child's 'Learning Journey' along with photographs and some of your child's drawings and art work etc.

Each assessment/observation will be linked to the Early Years Foundation Curriculum (Development Matters), in order to support the writing of Baseline Assessments, Summative Assessments and Transition Records. Baseline Assessments will be completed at the beginning of each Academic Year that your child is with us. Summative Assessments are to be completed three times throughout the year, in order to provide parents/carers and staff members with an overall assessment of your child's development. Transition Records are completed in the summer term (for those leaving to go to Primary School) and are shared with your child's future Reception Teacher.

Your child's Key Person will update your child's Learning Journal at the end of each week. We encourage parents/carers and children to look through and add to their Journals as they wish. Please, look for the page showing 'Parent/Carer Comments' where both you and your child can make any comments as you wish. Learning Journals are kept in our main room and are therefore available for parents/carers and children to access at all times.

Each child's 'Learning Journal' is all about *your* child and is treated as confidential and is therefore only available to you, your child's Key Person and the Manager.

Happy to have a chat:

Your child's Key Person will also be available at the beginning and/or end of each session for a chat, to let you know how your child is getting on or to answer any of your questions. Here at Tippy Toes

we encourage an open door policy, whereby we hope to create a good bond with all children and their families, so that all parents/carers feel they can approach our staff members at any time. We encourage parents/carers to share ideas with us on how to improve our setting and also raise any concerns that they may have.

Achieving 2 Year Olds

Do you have a 2-year-old? Is your household income less than £16,190? Your child could be entitled to 15 hours a week of FREE early learning childcare. If your child's eligible, you'll be able to start claiming as shown below.

Child's Birthday	Funding Entitlement starts
1 January to 31 March	Summer Term (April)
1 April - 31 August	Autumn Term (September)
1 September - 31 December	Spring Term (January)

How do I know if my child is entitled to a funded free place?

You may be entitled to a funded free place if:

You meet the eligibility criteria also used for free school meals

Your family receive working tax credits and have annual gross earnings of no more than £16,190

If you think you may be entitled you can check by visiting the Citizen Portal after your child's second birthday.

Once you have registered on the portal, you will be able to put in all the relevant information and the system will advise you if you are eligible.

Children may also be entitled to statutory funding if they meet one of the following:

- They have an Education Health and Care Plan (EHCP) or a current statement of Special Educational Needs.
- The child is in receipt of Disability Living Allowance
- They are in the care of the Local Authority, they have left care through special guardianship order, child arrangements order or an adoption order.

If you have problems accessing the portal or would like more information please contact the Family Information Service 01452 427362 or FREEPHONE 0800 54202 02 (calls to this number from a mobile may be charged at a higher rate).

What is my child entitled to?

Your child is entitled to have up to 15 hours a week (570 hours in a year). You will be able to use these hours during the school term up to 38 weeks. If you take up more than the 15 hours entitlement you will be charged £5.00 per hour for additional hours.

What will happen when my child is 3?

All 3 and 4 years olds are entitled to 15 hours free funded nursery education a week (570 hours in a year) until they start school. You will be able to take these hours during the school term up to 38 weeks.

Free early learning for 3 and 4 year olds

All 3 and 4 year old children are entitled to Funded Early Education and can use childminders, pre-school playgroups, nurseries or children's centres who are registered with Gloucestershire County Council to deliver nursery education.

The entitlement is for 15 hours per week over a minimum of 38 weeks in the year.

Children must remain in the provision for a minimum of 2 weeks in order to be eligible for the funding. Please note that you if you remove your child before the qualifying period, you will be liable for all costs incurred.

When is your child eligible?

You can start claiming free early education from the term following your child's 3rd birthday.

Birthday falls between	3 and 4 Year Old Funding Available
1st January and 31st March	April (Summer Term)
1st April and 31st August	September (Autumn Term)
1st September and 31st December	January (Spring Term)

Can you use more than one childcare provider?

The free entitlement can be taken with up to two providers, however the total funded hours cannot exceed 15.

Will there be any additional charges?

If you take more than 15 hours per week there will be a charge made of £5.00 per hour for these additional hours.

Any questions?

Contact the Family Information Service on 01452 427362 or Freephone 0800 542 02 02 (calls to the Freephone number may be charged, check with your network provider)

How many children can we cater for?

The number of children we are allowed on our register depends upon our staff:child ratios. Our staff:child ratios are based upon the age of the children attending each session and will therefore alter occasionally throughout each academic year. If the number of children wanting to attend Tippy Toes rises above this number, a waiting list will be created.

What do you need to bring to each session?

Here at Tippy Toes we aim to provide children with a wide range of learning opportunities based upon their individual interests and learning needs. We also encourage a good attitude towards healthy eating and an active lifestyle. Our learning opportunities often involve messy (for example, painting, gluing etc.) and outdoor play (including water and sand play, playing on grass and with mud etc.).

Children will therefore have daily access to energetic and outdoor play, as well as cooking and snack preparation activities. Our 'plans' often change throughout each day depending upon what the children want to do. It is therefore of great importance that each child wears/brings the following to each session:

- Each child should wear suitable clothes to Pre-School each day, for example, old, easily washable and comfortable clothes which they can fasten and unfasten themselves.
- Each child should bring a spare set of clothes and further weather dependant accessories with them as well (for example, a waterproof coat, waterproof trousers/suit, wellington boots, sun hat, suncream, sunglasses etc.). All belongings should be labelled and placed into a bag. Your child will have their own peg on which to keep their belongings.
- A named lunchbox containing a healthy and balanced Lunch – to be placed in the relevant box provided in the entrance hall – please see our Lunchbox guidelines for more information (poster on front entrance door).
- A named water bottle containing fresh drinking water only for your child to drink throughout the day – again, to be placed in the relevant box provided in the entrance hall. Fresh water and milk will also be provided during each session but having a water bottle of their own is key in promoting independence and is also useful for outdoor play.
- We ask parents/carers to bring at two or three items to contribute to our group snack, for example, fresh/dried fruit, vegetables, cereals etc. – again, to be placed in the relevant box provided on the entrance hall table.

Illness:

If your child is unwell and unable to attend Tippy Toes please inform us as soon as possible. If a doctor has prescribed antibiotics for any illness/condition then your child needs to have been taking these for at least 24 hours before returning to Pre-School. The Health Protection Agency's Guidance on Infection Control in Schools & Other Childcare Settings (www.hpa.org.uk) will be followed on all decisions regarding illnesses and returns to Pre-School after illness. It presently identifies the following as excludable illnesses, with a minimum period of exclusion:

chickenpox: five days from onset of rash

diarrhoea& vomiting (various causes): 48 hours

diphtheria: until advised otherwise

glandular fever: until clinically well

hand, foot & mouth disease: until clinically well

hepatitis A: seven days after the onset of jaundice or other symptoms

hepatitis B: until clinically well

impetigo: until lesions are crusted or healed, or 48 hours after start of antibiotics

influenza: until clinically well

measles: four days from onset of rash

meningitis (meningococcal and other bacterial): until clinically well

mumps: five days from the onset of swollen glands

ringworm: until start of treatment

rubella (German Measles): six days from onset of rash

scabies: until first treatment

scarlet fever: 24 hours after starting antibiotics

shingles: if rash is weeping (can cause chickenpox in those not immune)

slapped cheek (fifth disease): until clinically well (rash doesn't indicate infectiousness)

threadworms: after treatment

tuberculosis: two weeks after start of treatment

typhoid: until advised otherwise

whooping cough: five days after start of antibiotic treatment, or 21 days from onset of illness

Please note that other parents/carers will be notified that a child (who will not be named) has suffered from an illness, so that parents/carers know to be extra vigilant of their child.

Pre-School Policies:

As a registered Early Years setting, we have a number of Policies and Procedures that closely mirror those found in all Pre-School's throughout Gloucestershire. These cover numerous subjects including Safeguarding and Welfare, Behaviour, Health & Safety and Equal Opportunities, to name but a few. The Policies and Procedures form the basis of our approach to care, education and safety of all the children and staff members on our register and are therefore strictly adhered to. We therefore encourage ALL parents to take the time to read and familiarise themselves with them. A hard copy is kept on site at all times; however, an electronic copy is also available on our website (www.tippytoespreschool.co.uk).

Special Needs Co-ordinator:

Within Tippy Toes we have a Special Needs Co-Ordinator, Barbara Jansen, who will work closely with any child and their family whilst liaising with the relevant professionals and other agencies if needed.

Moving on to school:

Tippy Toes Pre-School works very closely with Redmarley Primary Academy and many other Nursery, Pre-School and Primary School settings and has formed strong partnerships with them. To help create a smooth transition for the children attending Tippy Toes to their chosen Primary School, Pre-School will regularly visit their new School throughout the Summer term. Each child's new Reception Teacher will also often visit the children at Tippy Toes, as well as usual home-school visits.

Conclusion:

We are excited to welcome both you and your child into our Pre-School community and look forward to supporting and following your child's journey into Primary School.

Tippy Toes Pre-School - "We help little feet make big steps."

Useful telephone numbers:

Barbara Jansen: 07769 826878

Redmarley Primary C of E Academy: 01531 650277