



Pippins & Bramleys

Gravenhurst & Villages Preschool & After School Club





Welcome to Pippins & Bramley

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The exceptionally competent, highly qualified staff have an astute understanding of how children learn. They provide an extremely inspiring environment that delights children.

-OFSTED Report May 2016

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Our Principles

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At Pippins we welcome children from the age of 2 ½ up to school age. We have 3 main principles of Good Practise which are in line with the EYFS, they are:

1. learning is play based rather than classroom based
2. Learning should be fun and specific for the individual
3. A child's development is a partnership between us and you as you are the child's primary educators.

We aim to work together with parents, to ensure each child enjoys, and achieves highly during their time with us. Our goal is for children to develop their full potential in a happy, safe environment, where they feel cherished for who they are.



Our Daily Routine

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The Pippins Pre-School runs between 9am and 3pm with the day being split into a morning and afternoon session, children are welcome to attend all day.

We also run Bramleys Out of school club, where we provide full wrap around care between 8am -5.30 pm for both Preschool and school aged children up to 11 years of age. Our day runs like this:

8 am -Bramleys' Breakfast club drop off

9am - Pippins morning session starts with a welcome song.

12pm - Doors open for Drop off/pick up and afternoon session starts

3pm - Pippins afternoon session ends and Bramley's starts

5pm - Doors open for pick up.

5.30pm- End of Bramleys session

Throughout the day staff will support and guide your child during individual or small group play. Children have access to the garden at all times whatever the weather and we regularly make use of the Lower school grounds and their nature trail. We usually finish the session with a group activity such as story telling or making music.

Our Settling in Procedure

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To begin with we like to do a home visit for all children where possible, this allows the child to meet their new keyworker and the keyworker buddy (another member of staff that works closely with the keyworker to support your child). The idea of the home visit is that the child then has one if not two familiar faces for when they start. Home visits usually last no longer than an hour.

After the home visit has taken place we can begin to settle your child into our setting. Below is a guideline which can be flexible to meet the needs of your child and your family.

1. Settling in visit/s to the preschool – This will give your child the opportunity to explore the preschool and meet staff and children. If possible you will also meet administrative staff and a committee member who can answer any further questions you might have. Settling visits can last for part or all of a session, you are welcome to stay as long as you wish. If appropriate more than one visit can be arranged.
2. Your child's first day – your child's keyworker will be there to greet your child and help them to settle.
3. 2 week review meeting – this is the opportunity to come in and speak in more detail to your keyworker about how your child has settled and any issues that may have arisen. (please ask if you would like a meeting)



Beyond settling in we regularly email all parents with news and information. Please also keep an eye on notices on the boards and door, as well as your child's drawer. If your child attends another setting or childminder we may introduce a link book. This is an effective method of communication between parents and all settings to ensure we are all meeting the needs of your child.

If you would like to speak to us please do so at drop off or pick up , alternatively you can email or book an appointment with the relevant person.

Family Photographs

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To help settle children into the preschool we have found it useful to be able to look at photographs with them of their immediate family, and also of



their aunts, uncles, cousins and grandparents, family pets together friends and other people who are important to them. This gives them a sense of belonging and helps their personal, social and emotional development.

This is also good for encouraging conversation with a child, and helps them develop a sense of their own immediate family and relations, and allows their key person get to know them a bit more. It is also a great benefit to have photos of your child celebrating Christmas , birthdays and weddings etc, as this can help them talk about significant events in their own

experience and can help them recognise and describe special times or occasions. If you are able to provide a picture of your child as a baby this helps us to discuss things that your child can do now that they couldn't do when they were younger.

If you are able to provide us with paper copies of photographs such as these we can laminate them and keep them in their trays so they are available to the children any time.

Dropping Off & Collecting Your Child

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Upon arrival children should collect their wooden spoon from the baskets inside the Pre-School. When they enter the setting they are encouraged to hang their coat and bag up on a peg and place their spoon above their peg. We strongly suggest that you keep a pair of wellies at Pre-School and keep these on our welly rack. Lunch boxes should be placed on the Lunchbox Trolley. Your child will also have their own drawer which you need to check daily for art work or notices.

When dropping off /collecting from the setting we ask people to help ease congestion in the village and park in the free car park behind the village

hall (opposite the main school), please also use Barton and Clophill roads and safe places to park.

Please ensure you have informed who has permission to collect your child. Without this permission we cannot release your child from the setting. If you know that your child will be collected by someone different please tell a member of staff who will record it on Babysdays (our online Learning Journal system) under Authorised Person and may ask for a password.

What Will My Child Need?

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We will provide you at the home visit with a personalised canvas bag that we would like to encourage you to use as your preschool bag. Each day please bring a complete change of clothes, as well as nappies and wipes if your child requires them. It is the parent's responsibility to check that the bag is restocked when needed. We encourage messy play and although we provide aprons please send your child in PLAY CLOTHES. We also ask you to provide sun hat and suncream during the summer months. All items must be labelled.

Once all belongings are placed in the correct places your child can join the rest of the children and staff in a morning sing-song.



Lunches, Snacks & Drinks

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During the Pre-School day we offer you child snacks at 10am and 2pm. Children are offered a mixture of different fruit/veg, a carbohydrate option and

protein option too. We also provide children with milk at morning and afternoon snack. Water is also available at all times during the day, you do not need to send your child with a water bottle. In addition, to avoid losing your ones from home, you do not need to send your children in with cutlery, we have spoons and forks they can use at lunchtime.

PLEASE NOTE We are a NUT FREE ZONE so please do not include nuts of any kind in your child's lunchbox.

It is so important that children develop a good relationship with food as this will last throughout their whole life. At Pippins we know the importance of making lunch a pressure free, social occasion. Staff eat with the children and act as role models eating healthy lunches and making positive comments whenever appropriate. This atmosphere of positive interaction with food that we try to create means that children are free to eat their food in any order they choose and because of this at Pippins we would prefer if sweets and treats aren't put in the children's lunch boxes as we don't want them filling up on them and leaving the more nutritious elements. Children will be encouraged to try all aspects of their lunchbox but will never be forced to finish food unwillingly as it is vital that children learn to understand their own appetites.

We have produced a leaflet on lunch box ideas to help guide you.



Child Absences and Illnesses

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If your child is absent from Preschool please notify us as soon as possible either via telephone or email.

We require 48 hr absence from the setting if your child is ill with sickness or diarrhoea. For more information please see our Health and Safety Policy.

We are able to administer medicines only if they have been prescribed by a doctor or chemist. We can only give medicines

containing aspirin if they have been prescribed by a doctor. Medicine must be in its original packaging, clearly display the child's name and kept in a clear plastic bag together with a measured spoon. For all medicines, you must complete permission forms before staff are able to administer, giving details of any previous doses given and you need to sign the form again upon collection of the child.

If a child falls ill at the setting and is thought to be infectious they will be separated from the other children and parents/carers contact to collect them. The child will be supervised at all times and staff will ensure they are comfortable and safe.

Valuables & Toys

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We ask that children do not bring money or jewellery into the setting. We do love to see items that are of interest to your child or they have collected on their travels and they are welcome to bring them. Please make sure that objects are labelled and placed in their drawers or given to a member of staff. We cannot guarantee the items safety so please do not send expensive or valuable items.



How Do We Celebrate?

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We celebrate all the children's achievements and attempts at learning new skills with positive praise, Wow stickers, special day certificates, High fives (which you can use to celebrate the things your children have done at home too).

We welcome all children from a variety of different cultural backgrounds and appreciate the opportunity to educate ourselves as well as children within our care. If you have any celebrations that are special to you and your family, please talk to staff so we can talk about the celebration at group time with

the children, add themed ideas to our planning and share with your child their special times.

We enjoy celebrating birthdays with the children. We have a 'fake cake' and give a card. You may wish to bring in something special for your child to share such as, party favours, balloons, stickers, savoury crackers or a tasty treat.

Paying Your Child's Fees

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The Government provides funding for free childcare for children between the ages of 2 and 5 years. If you think your child qualifies for this but do not receive funding forms from us please speak to Alice for help. If your child attends the setting for more hours than you receive funding for, you will be invoiced for the extra hours at the beginning of each month.

You will receive an invoice via email at the beginning of each month. Any ad hoc sessions are invoiced separately at the end of each half term.

We do accept childcare vouchers- please speak to Alice for more information. We also accept bank transfers and Tax Free Childcare payments too.

Changing Your Child's Hours & Leaving the Setting

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You can review and ask for your child's hours to be increased or changed at any time. Please be aware that due to staff/child ratios it may not always be possible to meet your requirements. In this case your child would be placed on a waiting list. We require a month's notice to reduce the hours a child attends. In each case requests need to be given in writing preferably via email.



We require one month's written notice of intention to leave the setting.

Parent Help

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Pippins and Bramleys is run by a parent committee, and we ask all parents to contribute to the preschool in some way. This can be by being a general committee member, getting involved in fundraising activities, coming into the preschool for parent help or to demonstrate a skill, leaflet dropping and answering pleas for help that the staff may put out. For more information please talk to staff or a member of the committee.



Safeguarding Children

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We are 100% committed to safeguarding children (formerly known as child protection) and would welcome your help. All children are entitled to a safe, happy environment where they can be valued. We all appreciate children will have bumps, bruises and scrapes while growing up, both at Pippins and Bramleys as well as at home. If a child comes into the setting with an injury we are required to ask how it occurred, many children are really enthusiastic to share their news and show off their wounds. We ask parents/families to help us by letting us know if your

child has sustained an injury we should be aware of when you drop them off. Thank you.

Your Child's Learning & Development

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We work closely as a team with each child, however your child has been assigned a keyworker to help with settling in and supporting development. They are usually the first port of call if you have any concerns or wish to discuss your child's development and interests. Each Keyworker will have a 'buddy' - another lady from the team who they work closely with and who will get to know your child just as well. The Keyworker is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

The key worker will maintain a record of observations and photos on a system called 'Baby Days' in line with the Early years Foundation Stage (EYFS) and ensures that we are supporting your child. 'Baby Days' also allows you as a parent to log in and view your child's journal whenever you want, with the option to also add your own observations and pictures to the system.



The Early Years Foundation Stage (EYFS) is the curriculum for children aged between 0-5. It is made up of 3 Prime Areas of Learning:

- Communication and Language;
- Physical Development; and
- Personal, Social and Emotional Development.

These prime areas are those most essential for your child's healthy development and future learning. Then there are 4 Specific Areas of Learning and Development:

- Literacy;
- Mathematics;
- Understanding the World; and
- Expressive Arts and Design.

Your child's Key worker will plan activities around these 7 areas of Learning which will be suited to your child's individual needs.

How can you help your Child's Development?

- Read a book to them
- Bake with them
- Talk to your child at every opportunity
- Allow your child to use glue and scissors and get messy
- Sing nursery rhymes and number songs
- Count everyday objects with your child
- Talk about the weather to try and extend their vocabulary
- Talk about letters and sounds

Share any progress with your child's Keyworker so that we can work in partnership with you to ensure your child learning potential is reached.

We are looking forward to getting to know you and your child, having lots of fun and making happy memories together.
