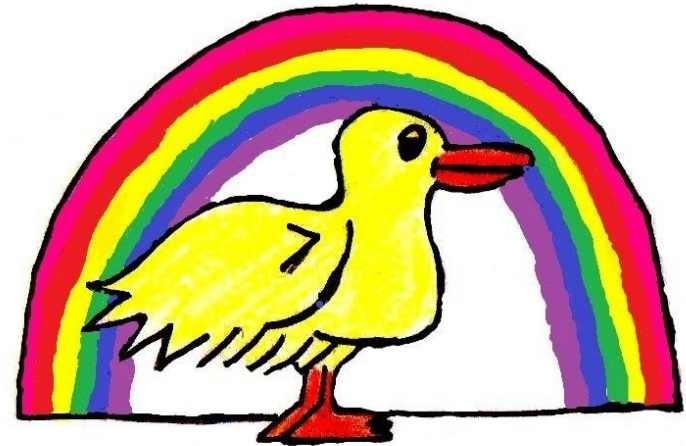


Parents Handbook



Little Ducklings Pre-School

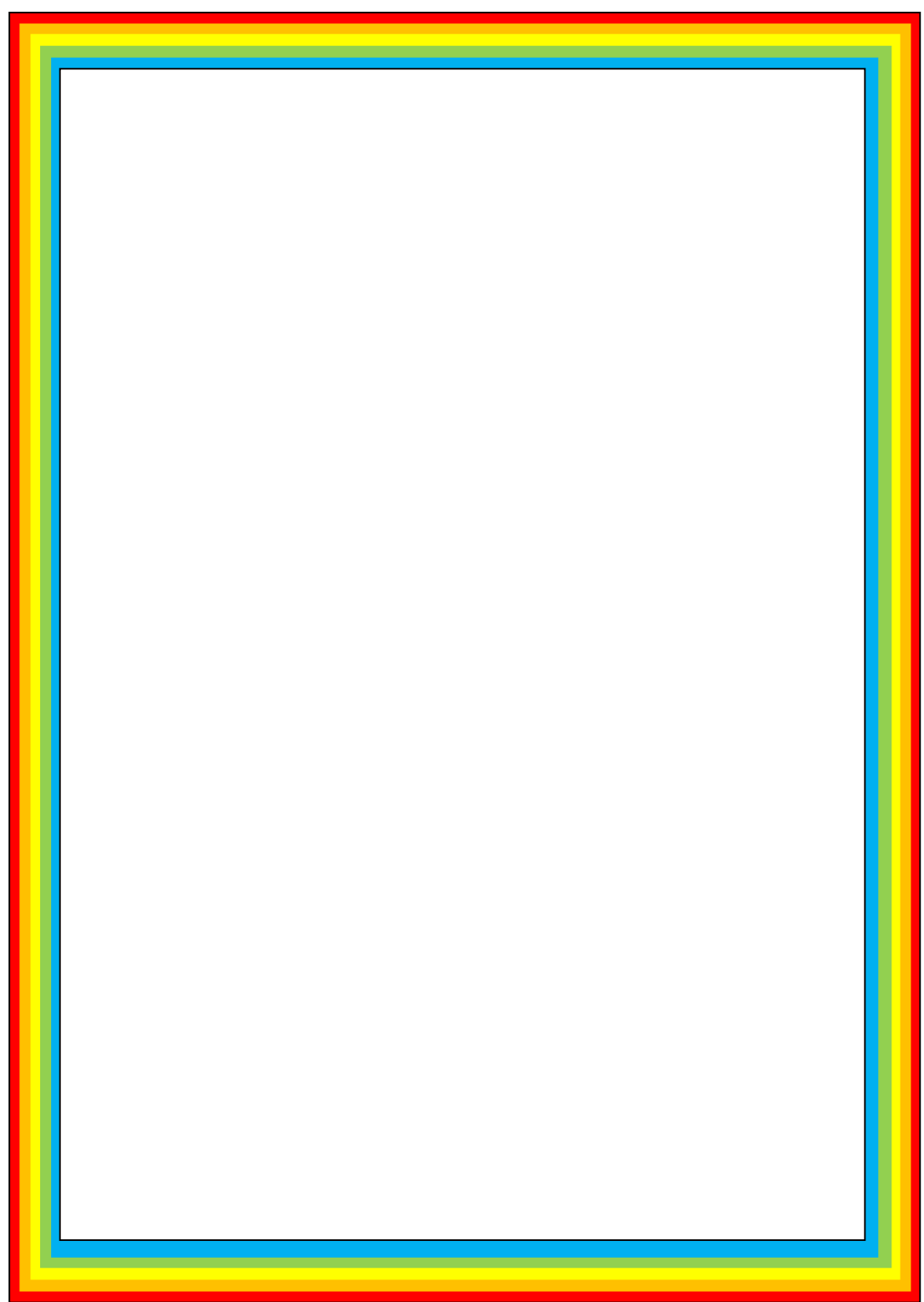
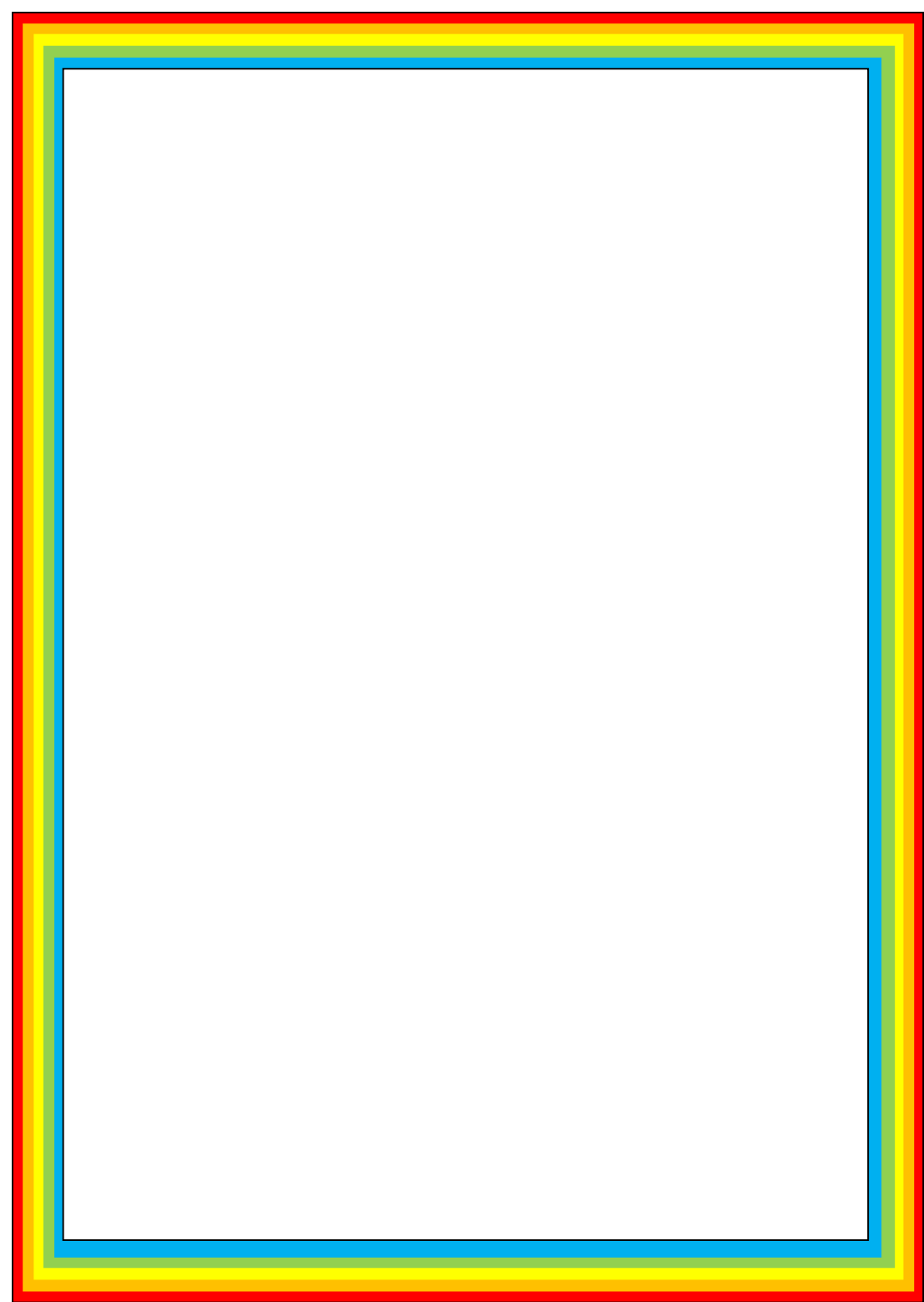
Holbein Close, Black Dam, Basingstoke,
RG21 3EX.

 01256 413794

littleducklings@ymail.com

Ofsted Registration: EY424761

Charity Registration: 1132767



The Committee

Little Ducklings is a registered charity that is run by a committee of parents and local people. The Committee is ultimately responsible for Little Ducklings and our After School Club Quackers and handles a variety of things from ensuring standards are maintained to fundraising.

We are always in need of more volunteers so whether you are willing to sell raffle tickets or are able to assist with managing the Pre-School accounts we would love to hear from you. We meet roughly once a month and it is a brilliant way of meeting new people, keeping your skills up to date and also befitting the community. Please contact our Chair at littleducklings@ymail.com for details if you are interested.

Finally...

We love to hear from you whether good or bad! Your feedback is invaluable in helping us continue to make Little Ducklings an even better place for your children. We are always available so please feel free to come and chat!

Little Ducklings Pre-School Team

Paula Ryman	Pre-School Manager Designated Safeguarding Lead Special Educational Needs Co-ordinator
Tracey Lee	Deputy Manager Designated Safeguarding Lead
Stacey Harbertson	Pre-School Assistant
Helen Vaughan	Pre-School Assistant
Maria Labagnara	Pre-School Assistant
Jemma Richardson	Office Manager

Purpose

Our aim is to provide a quality Pre-School for children regardless of race, religion, culture, gender or ability. By providing a safe, stimulating, caring and fun environment, we hope to help them realise their full potential.

We seek to encourage their individuality whilst trying to re-enforce a community spirit.

A copy of all our policies is available next to the Parents Notice Board and can be viewed at any time.

We welcome the involvement of parents in the Pre School in the following ways:

- Little Ducklings is run by a parent committee and would welcome new members. If you think you might be interested in helping in this way, please speak to Jemma Richardson.
- You can come in and help during the sessions, please speak to Sarah Baker if you are interested.

Clothing

At Little Ducklings we will encourage your child to participate in all areas of play. This will include both messy and physical activities. Please dress your child in clothes appropriate for these activities that they can easily manage themselves. We suggest that you provide a complete change of clothes for your child in case it is needed. These can be left in a bag on your child's peg.

Please ensure that all your child's clothing is clearly named.

Practical Details

Opening Times

We are open from 9am to 3pm, Monday to Friday. We run a breakfast club for Pre-School children. The fees are £5.00 from 8am to 9am, £4.00 for 8.15am to 9am and £3.00 for 8.30am to 9am. If you require breakfast club please speak to the Pre-School Manager first to book a place. We also run an After School Club, Quackers, in conjunction with Rucstall Primary School which is open until 6pm. We will always do our utmost to accommodate your needs so please speak to us if you would like further information.

Arrival

The outside door will be open 5 minutes before the start of the session. Each child has their own named peg in the foyer. On arrival please encourage your child to leave their belongings on their peg. At the start of the session the main hall door will be opened. Please ensure that your child is checked in by a member of staff at the door.

Collection

We are sure that you recognise the importance of keeping to the session times, so please collect your child promptly at the end of the session. Many children become anxious if not collected on time so please telephone the Pre-School if you are going to be late or unavoidably delayed.

No child will be released to a person other than those nominated on their Pick Up Form, unless we have been given prior notice in writing.

Pre-School Team

Details of our current team members are displayed on the Parents notice board in the Foyer of the Pre-School. All staff are required to hold a satisfactory Enhanced Disclosure Closure Certificate from the Criminal Records Bureau.

We operate a Key Person system. This means that a team member will be assigned particular responsibility for your child. They will work with you to help the smooth transition of your child into our Pre-School. When your child starts you will be informed who this Key Person is and the name of your child's Key Person will be. The Key Person will then continue to work with you and support your child through their time with us. They are able to discuss with you any matters that may arise and time is put aside at the beginning of every session for this.

Learning through Play

We believe that it is important that your child enjoys learning and that developing skills should be fun. Throughout your child's time with us we will provide a wide variety of practical play experiences, including:

- Sand and Water play
- Craft activities
- Puzzles and games
- Singing and rhyming
- Cooking
- Imaginative play
- Physical skills
- Music and Movement
- Stories
- Information Technology
- Fostering a love of books
- Mathematical activities
- Speaking and Listening opportunities
- Exploring the Environment

All our activities are planned with reference to the Early Years Foundation Stage, published by Department for Education and Skills (DfES).

Behaviour

All children are individuals and their needs and stages of development are different. We see discipline as a part of learning and with encouragement your child should learn to have self control, acceptable behaviour and respect for others.

Through a consistent, positive approach, our team will treat all children equally, encouraging good social behaviour towards others and endorsing this with praise. In any cases of misbehaviour it will always be made clear to the child in question that it is the behaviour and not the child which is unwelcome.

Safeguarding Children

As part of our responsibility to ensure the safety of children within our care, we have various policies relating to safeguarding children. These can be seen in the foyer. If we are in any doubt as to the wellbeing of a child, we are required to go straight to Children's Services.

Fees and the Early Years Education Grant

Fees are paid either by parents/carers or by Hampshire County Council in the form of the Early Years Education (EYE) grant. The EYE grant is available to children the term following their 3rd birthday and is claimed via the Pre-School for up to 15 hours per week. Where a child is attending more than one Early Years Education provider, not more than 15 hours may be claimed for in total. We also take children from 2 years and are able to provide 2 year funding for those children who are eligible for it.

For children aged 2 years old the fees are £6.50 per hour (unless you have 2 year old funding). Children aged 3 or 4 and are attending for more than 15 hours a charge of £6.00 per hour will be applied (unless you have 30 hour funding). All fees are payable monthly by cash, banks transfer or childcare vouchers. This is dealt with by the Pre-School Office Manager who will issue invoices and receive all monies.

From September 2023, there is a termly consumable fee of £15.00 for all children attending.

All sessions booked for your child must be paid for, even if they cannot attend due to illness, holiday or any other circumstance. One month's notice or the equivalent in fees is required if you wish to withdraw your child from the Pre-School. If circumstances arise which make it difficult to pay on time, please discuss this with the Pre-School Office Manager.

We try to be flexible and if, for any reason, you wish to swap sessions we have a form available and will try our best to meet your request.

Early Years Foundation Stage

We follow the EYFS curriculum which provides a framework for children from 0 - 5.

It covers 7 areas of learning:

3 Prime Areas:

- Personal, Social and Emotional
- Physical
- Communication and Language

4 Specific Areas:

- Literacy
- Mathematics
- Knowledge of the World
- Expressive Arts and Design

Characteristics of Effective Learning

- Playing and Exploring (Engagement)
- Active Learning (Motivation)
- Creating and Thinking Critically (Thinking)

We cover all of this through the activities, experiences and opportunities we provide.

Health and Snacks

Every morning we have a cafe where the children can sit together in small groups and enjoy a healthy snack. This is provided by the Pre-School and every effort is made to ensure that a variety of options is available. Children can choose either milk or water to drink. Please inform us if you have a preference.

Lunch is at 12.15pm and staff and children sit down together to enjoy their meal. Due to allergies we request that children do not bring nuts or food containing nuts.

Water is always available throughout each session for your child to drink if they request it. Please could you indicate any allergies or specific dietary needs that your child may have on their registration form.

The good health of children is a priority. For this reason we ask that any children who are unwell or suffering from a contagious disease or infection remains at home whilst they are ill and for at least 48 hours afterwards.

Parents/carers will be contacted if a child becomes unwell at Pre-School and are requested to collect their child. Please ensure that we have your correct contact details and let us know immediately if they change.

Parents as Partners

We recognise that parents are children's first and most enduring educators. We see ourselves as working alongside you to ensure that your child gets the most out of attending our Pre-School.

We use a variety of ways to communicate with you about your child's learning, including a communication book where we would also like to hear from you. Please talk to your child's Key Person about their development, good things as well as any concerns. The first 15 minutes each morning is a good time for this and we also provide more formal opportunities once a term.

The following information is available for you at all times upon request:

- The most recent OFSTED Report and Action plan
- Our Pre-School Policies
- Your Child's Records
- Pre-School Photographs
- Information about the EYFS
- A Parent's Guide to Pre-School.