Welcome to Kingfisher Pre-school

Information for Parents and Carers

The Kingfisher Staff Team

Our team of friendly, enthusiastic Early Years Practitioners have a wealth of qualifications and experience which enables them to nurture your child's individual development and progression during their time with us.

Pre-School Manager, Designated Safeguarding Lead & SENDCo:
Claire Davey: HND Biology & NVQ level 3 in Children & Young Peoples Workforce
For all pre-school admin queries including fees & invoices, contact:
kingfisherpreschool1@gmail.com or call 822392

Outdoor Learning Coordinator:
Helen Parker: BSc Hons, PGCE Qualified Primary school teacher specializing in Early Years, Qualified Forest School Leader

Deputy Preschool Leader & Deputy Designated Safeguarding Lead:
Jenny Fox: Degree in Early years

Deputy Preschool Leader & SENDCo:
Marys Rimron: PGCE Qualified Primary school teacher

Early Years Practitioner:
Suzanne Meal: BTEC Children's Care, Learning and Development, NVQ level 3 in Early Years Care and Development

Early Years Practitioner:
Poppy Dunstone: Degree in Early years

Early Years Practitioner:
Anna Whitton: Degree in Art

Early Years Practitioner:
Hayley Gibson: Currently undertaking an NVQ 3 in Early Education

Early Years Practitioner (Bank Staff):
Tanis Hendy: PGCE Qualified school teacher
Helen Willoughby: NVQ level 3 in Children & Young Peoples Workforce.
Petty Taylor: NVQ level 3 Early years educator.
We have a lovely reliable team of bank staff who are available to step in when required to ensure your child is well cared for whilst with us.

We all strive to make your child's time at Kingfishers a happy one. We are all very friendly and approachable, so please don't be afraid to ask us any questions.

Working With Parents and Carers

We understand that starting Pre-school is an important transition time for you and your child. We are always flexible and supportive in making this transition as smooth as possible. Each child is different in how they adapt to pre-school so we support them accordingly, to make sure they feel happy, safe and secure and that you feel happy too. We fully recognise all the wonderful learning your child has done with you already and we take the responsibility of building on this at pre-school very seriously.

The early years in a child's life are crucial in developing their personalities, confidence and approach to learning. Children learn best when parents and practitioners work together and share information. We look forward to working in partnership with you, letting you know how your child is getting on and what they have been doing. We are always happy to make time to chat to you about your child's progress, so please don't hesitate in asking us any questions, big or small.

Each child has a 'Learning Journey' where we record our observations and photos to celebrate your child's achievements throughout their time at Kingfisher's. We would love to include your input in this so please tell us about your child's interests, special moments and learning at home.

We also have a 'Key Person' system, where your child will have a particular member of staff who supports their development and well-being. They will get to know your child's likes, dislikes, interests and ways of learning. They will be responsible for planning your child's next steps.

Our end of term family days have become a big success. We invite you to come along and enjoy a range of activities with your child and feel free to bring along Grandmas, Granddads, Aunties, Uncles, and younger siblings. There is always a lovely atmosphere on these days, celebrating the term and getting to know each other in an informal friendly way.

About Kingfishers

We are a non-profit charity organisation run by a committee of parent and staff volunteers. Registered Charity Number 1145939 KINGFISHER PRE-SCHOOL (KINGSAND)

Policies & Procedures

Safeguarding Children and Child Protection, Making a Complaint and our other main Policies & Procedures are displayed in the entrance hall as well as on our website; all our other policies can be viewed at the setting upon request. Just ask a member of staff or a committee member.

Our commitment to being a fully inclusive setting which adapts to the needs of all our children is detailed in the Local Offer on the Family Information Services website.

Our Committee

Kingfisher committee members are voluntary and also act as charity trustees. Photos of the committee members are displayed in our entrance hall; please feel free to contact us at any time. To continue as a pre-school we need a minimum 60% parent members so please come along to our monthly meetings and find out what we get up to. Our annual AGM is in the summer but you can join in at any time as a co-opted member or just as a "friend of Kingfishers".

What the role of the committee involves:

- organising social and fundraising events: coffee mornings/sponsored scoot/quiz nights/any additional ideas welcome
- helping out on family days
- helping to spread the word about "Star of the Day"
- helping to spread the word about the kingfisher laundry rota
- updating the hall documents annually
- overseeing pre-school employees & assisting staff as required.

The committee is governed by our charity constitution which is available on request, just ask any committee member.

The Early Years Foundation Stage

This is a national strategy for children aged 0-5 years (so includes Pre-school and Reception class). There are statutory standards that we must maintain to ensure your child's safety and well-being. There is also guidance on helping children make progress according to three prime areas of learning:

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

and four special areas of learning:

- ***Literacy***
- ***Mathematics***
- ***Understanding the World***
- ***Expressive Arts and Design***

We plan our learning environment and activities carefully to ensure we cover all these areas, making learning as fun and active as possible.

Having distinct learning areas set out which the children can freely access, helps develop children's independence, confidence, motivation, ideas and learning in a safe, stimulating and caring environment.

We always take in to account your child's individual needs, interests and stage of development so we can adapt activities and resources to suit them.

Outdoor Learning

At Kingfisher's we understand the importance of outdoor learning. We have a large safe outdoor area for children to explore and investigate.

Outdoor play is no longer regarded as 'letting off steam' for short bursts of time. Outdoor provision is recognised as being of great importance to children's learning and development and there is a large emphasis placed on it in the EARLY YEARS FOUNATION STAGE GUIDANCE. The ideal is to have a free flow system, where children can access the outdoor area throughout the session and also have regular opportunities to explore their wider environment. At Kingfisher's we are lucky enough to be in a setting that is perfectly located to provide this.

Our outdoor learning regularly extends to investigating local coves & beaches, nature trails through parks and woodland, Forest School sessions & interaction with the local community. All of this enhances children's development enabling them to have a rich and diverse range of learning experiences.

Our staff are passionate about outdoor learning and there is always a good adult to child ratio inside and out. We have been inspired by the '***Forest School***' approach, where children learn through nature and develop confidence and self-esteem. Forest school activities include cooperation and listening games, exploring habitats, investigating living things and natural objects, developing respect for nature and our environment, exploring senses and having fun adventures. Our outdoor area is great for Forest School activities, but we also love exploring our local woodlands, giving children an excellent 'hands on' understanding of seasonal changes.

We can cover all the areas of learning through our approach to outdoor play, making learning fun and active and some children simply learn far more effectively outdoors.

We also encourage children to grow a range of plants, fruits and vegetables in our outdoor space, and to give them the opportunity to taste what they have grown. The children love these activities especially when they get to harvest, prepare fresh foods to eat or cook during our campfire sessions.

Nature Club

As an extension to our daily sessions and to our commitment to outdoor learning, our Nature Club runs during the Spring/Summer terms. Nature Club is available to all Kingfisher Pre-Schoolers that will be moving on to Primary School by the following September.

Our Daily Routine

9:00 am Opening Time, Settling in and Registration

Children and parents arrive: please remember to sign your child's name in the signing in book in the foyer area and hang their coats and bags up. This time is a settling in time for the children and also a chance for you to tell us any important information.

Your child can self-register at this time by finding their name tag and placing it on the registration board.

If you feel that your child would benefit from your presence during their first 3 sessions then you are welcome to stay with them, and you will not be charged for these sessions. If after this you wish to accompany your child to further sessions to help them settle in, these sessions will be charged at the normal rate.

9:30 am Carpet Time

Each day we carefully plan a small group learning time for your child. We differentiate this by having small groups made up of children of similar age or development stage. We vary the activities to give the children a wide range of experiences. We always encourage children to join in and share their own thoughts and ideas. It is a valuable time to develop confidence, speaking and listening skills, and to have lots fun learning. *(See also the Letters and Sounds information sheet.)*

Child Initiated Play, Focus Activities and Supported Play

Following carpet time the children can access the different learning areas we have carefully planned and set up to give children a wide range of experiences according to developmental stages and the EARLY YEARS FOUNDATION STAGE guidance. It is widely known that children learn best when they are happy and actively involved in play situations. We therefore carefully arrange learning areas and resources to motivate and interest children in their own independent play and also with adult directed activities. We carefully take into account each child's developmental stage and their individual interests and include this in our weekly planning.

10:00 - 11:00am Cafe Snack

As part of the Nipper's Nutrition program, we are recognised for providing nutritious, healthy, balanced snacks along. We have a 'cafe snack' system, where children can come and choose their snack when they are ready, and are encouraged to sit down at our snack table. This helps the session flow much better and allows children to have snack when they are actually hungry. It is also a lovely social time when smaller groups of children have their snack together. Staff members also take it in turns to sit with the children modelling having a snack, developing relationships and encouraging

Nippers' Nutrition
a programme for children aged between 1 and 5 years

different aspects of learning. The weekly menu is displayed in the foyer along with some good healthy snack and lunchbox ideas.

11:35am **Tidy Up Time**

We give the children a short 'finish off time' to allow them to complete their activities, painting etc., and then we all tidy up together with our 'tidy up music'. We encourage the children to join in helping them respect resources, work together and take on responsibilities. We also can use it as a learning opportunity matching, sorting and counting etc.

11:50am We have a coming together time for a story, music, singing or for speaking and listening to each other before some of our friends go home.

12:00pm **Home Time** (*for children attending the shorter session*)

Please let us know if anyone different is collecting your child and please remember to sign your child out.

12:00 pm **Lunch Time**

The children wash their hands and then sit in small groups with an adult to have lunch. In a similar way to snack time this is a lovely sociable time when we have time to chat to each other and develop lots of different skills.

12:45pm **Story Time**

We enjoy stories, songs and action rhymes together and have an important calm, resting time before the children go home.

1:00pm **Home Time**

The children are called out one at a time to help create a calm going home time. We ask for your patience at this time so we can that each child safely goes to the correct adult, we may also need to pass on important information to you. Please let us know if anyone different is collecting your child and please remember to sign your child out.

1:00pm **Free flow play**

Children have the choice of playing inside or outside for the reminder of the session. Time is given to those children who need somewhere quiet to rest and recuperate after a busy morning.

2:00pm **Afternoon snack**

Another opportunity for children to help make their own healthy snack.

2:30pm or 3.30pm **Home Time**

Home time for our afternoon children. After gathering on the carpet and playing our going home music children are called out to their adults one at a time.

Letters and Sounds

At Kingfisher's we are constantly striving to give your child the very best start to a happy and successful journey of lifelong learning. Letters and sounds is a really effective scheme advocated nationwide due to its positive impact on children's learning. It is believed that by involving children in a wide range of speaking and listening activities from an early age, firm foundations are built for their future learning including reading and writing skills.

The activities are really fun and interactive. They mostly take place in small groups. They really help develop children's attention and concentration and encourage their ability to tune into sounds around them. As the children are ready in their development, we introduce games based around rhyming words and letter sounds.

It is a scheme followed in the majority of primary schools, so following it in their time at pre-school makes their learning far more effective when they start school.

We have enjoyed using letters and sounds activities for several years now, with really positive results. The children love them and we have seen a real impact on their learning. If you would like to know more about the scheme and the activities please feel free to ask. We would also welcome you to come in and see the activities for yourself. Please just let a member of staff know when you would like to come in.

What to Wear

Your child will be taking part in a wide range of fun and sometimes messy activities, so please don't send them in their best clothes. It is important that they feel comfortable and can move freely. We encourage children to develop independence so please think about easy clothes for them to manage when going to the toilet etc. It's best to avoid difficult fastenings on clothes and shoes.

On warm, sunny days please ensure that your child comes along prepared for sunny weather. We do try to provide shaded areas outside and also limit the time spent outside during the hottest part of the day. It is really important that you apply a high factor sunscreen before the start of the session and send in a sun hat. Please let us know if you have forgotten to apply sunscreen so that we can make some available to you.

We make the most of our wonderful outdoor area, whatever the weather. We do have some waterproof suits and spare wellies, but we kindly ask that all parents supply their own waterproofs and wellies with their child's name in them. Please remember a warm coat for chilly days too.

What to Bring

Please bring along a spare set of clothes in case your child needs to get changed. If your child wears nappies please send in spares and if you use particular wipes include these too. Please send these spare items in a small bag labelled with your child's name. If you are toilet training your child, please let us know so we can help. If your child has a special toy or teddy that may help them settle in please bring it along.

If you have decided you would like your child to attend a longer session, please bring a healthy packed lunch. When thinking about packed lunch please include a healthy balance of easy to manage food. Ideas and examples can be found in the foyer. If your child's packed lunch contains any protein or dairy items, please place them in a named bag and give them to a member of staff to place in the setting fridge.

We also have arts & crafts every day so if you have any household waste that can be made into something (such as: card boxes, yoghurt pots, bottle lids, shiny paper etc.), please bring it in and hand it to a member of staff.

Our Financial Policy

We care about the children in our care and therefore have committed to providing a good staff: child ratio.

Termly fees for all sessions are vital to help keep these good ratios in place. As a result we are unable to offer refunds for holidays or sickness.

All fees are invoiced in advance during the second week of each half term, in line with our financial policy which is available upon request.

We have a range of ways for you to be able to pay your child's fees:

- Bank Transfer to: Kingfisher Pre-school, Account no 40065504, Sort Code 09-01-51.
- Cheque: Please make payable to Kingfisher Pre-school (Kingsand), write the invoice number and your child's name on the back of the cheque and pass to a staff member.
- Cash: Cash payments can be made at pick up or drop off time. Please provide your invoice number when paying by cash.
- Childcare Vouchers and tax free childcare schemes are also accepted if your company participates in these schemes.

If you have any problems paying your fees, please speak to a member of staff or committee.

Late Pick-Up Policy

Whilst we appreciate and understand that sometimes unforeseen circumstances can result in a late drop off or pick up, we kindly ask you to adhere to our session times to prevent any disturbance to the children's routine whilst they are with us at Kingfishers. Consequently, a £5.00 charge will be added to your Fee Account for all late pick up's of more than 20 minutes.

Session Times & Prices

Morning Sessions - Monday to Friday

Short Session: 9:00am-12.00pm

Long Session: 9:00am-1.00pm

Afternoon Sessions - Monday to Thursday

Short Session: 1:00pm-2.30pm

Long Session: 1:00pm-3.30pm

Early starts available Monday to Thursday

Hourly Rate: £6.00

Consumable charge for funded children: £0.74/hr

This is included in the hourly rate for fee paying children.

Nature Club Days to be confirmed

Nature Club is available to all 3 & 4 year old Kingfisher children who are due to move on to Primary School education the following September

We hope you have found our welcome booklet useful. If you have any questions, concerns or just want to know more about us, please do not hesitate to speak to any of the team or committee.

Please keep a note of our telephone number in case you need to contact us and please update us as soon as possible if any of your contact details change.

We look forward to getting to know you and your child, and we hope you both have a very happy time with us at Kingfishers.

Contact Us on:

Telephone number: **01752 822392**

Email: kingfisherpreschool1@gmail.com

Find us on our website: **kingfisherpreschool.org**

or Facebook: **Kingfisher Pre-School (Kingsand)**