

09.1a About our childcare

Welcome to Lymington Centre Pre-School and thank you for registering your child with us.

We know how important your child is and aim to deliver the highest quality of care and education to help them to achieve their best.

This document aims to provide you with an introduction to Lymington Centre Pre-School, our routines, our approach to supporting your child's learning and development and how we aim to work together with you to best meet your child's individual needs. This should be read alongside our Childcare Terms and Conditions for a full description of our services.

Our setting aims to:

- provide high quality care and education for children
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community
- offer children and their parents a service that promotes equality and values diversity

Parents

You are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved
- included at all levels

Children's development and learning

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer helpers
- has the chance to join in with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes satisfying progress
- is in a setting that sees parents as partners in helping each child to learn and develop

- is in a setting in which parents help to shape the service it offers

The Early Years Foundation Stage

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the *Statutory Framework for the Early Years Foundation Stage* (DfE 2021):

- *A Unique Child*

Every child is a unique child who is constantly learning and can be resilient, capable, confident, and self-assured.

- *Positive Relationships*

Children learn to be strong and independent through positive relationships.

- *Enabling Environments*

Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners, parents and/or carers.

- *Learning and Development*

- Children develop and learn at different rates. The framework covers the education and care of all children in early years provision including children with special educational needs and disabilities (SEND).

How we provide for learning and development

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Learning and Development comprise:

- *Prime Areas*

- Personal, social and emotional development.
- Physical development.
- Communication and language.

- *Specific Areas*

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know, and be able to do, by the end of the reception year of their education.

We refer to non-statutory curriculum guidance to support our professional judgment as we assess each child's progress and level of development as they progress towards the Early Learning Goals. We have regard to these when we assess children and plan for their learning by creating a curriculum that is ambitious and meets every child's needs. Our educational programmes support children to develop the knowledge, skills and understanding they need for:

Personal, social and emotional development

- self-regulation
- managing self
- building relationships

Physical development

- gross motor skills
- fine motor skills

Communication and language

- listening, attention and understanding
- speaking

Literacy

- comprehension
- word reading
- writing

Mathematics

- number
- numerical patterns

Understanding the world

- past and present
- people, culture and communities
- the natural world

Expressive arts and design

- creating with materials

- being imaginative and expressive

Our approach to learning and development and assessment

Learning through play

Being active and playing supports young children's learning and development through doing and talking. This is how children learn to think about and understand the world around them. We use the EYFS statutory education programmes to plan and provide opportunities which will help children to make progress in all areas of learning. This programme is made up of a mixture of activities that children plan and organise for themselves, and activities planned and led by practitioners.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage as:

- playing and exploring - engagement
- active learning - motivation
- creating and thinking critically - thinking

We aim to provide for the characteristics of effective learning by observing how a child engages with learning and being clear about what we can do and provide to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them. We use information that we gain from observations of the children, to understand their progress and where this may be leading them. We believe that parents know their children best, and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development.

We may make periodic assessment summaries of children's achievement based on our on-going observations. These help us to build a picture of a child's progress during their time with us and form part of children's records of achievement/learning journeys. We undertake these assessment summaries at regular intervals, as well as at times of transition, such as when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short-written summary of their child's development in the three prime areas of learning and development - personal, social, and emotional development; physical development; and communication and language - when a child is aged between 24 - 36 months. If a child attends more than one setting it will be the setting the child has attended longer or spends more time at that will be responsible for carrying out and providing a copy of the two-year check to the parents and our setting. Your child's key person is responsible for completing the check using information from on-going observations carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

Records of achievement/learning journeys

We keep a record of achievement/learning journey for each child. Your child's record of achievement/learning journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's progress. Together, we will then decide on how to further support your child's learning and development.

Working together for your children

We maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We also have volunteers, parent helpers, and students where possible, to complement these ratios. This helps us to:

- give time and attention to each child
- talk with the children about their interests and activities
- help children to experience and benefit from the activities we provide
- allow the children to explore and be adventurous in safety

The staff who work at our setting are:

Name	Job Title	Qualifications and Experience
Sharon	Manager Designated Safeguard Lead, Early Language Lead Practitioner, back-up SENCo	1 st Class BA Hons Degree in Early Childhood, NVQ 4 & 3, LSA, SENCo Trained with over 28 years' experience.
Beth	Supervisor SENCo, Health and Wellbeing Lead, Designated Safeguarding Officer	Level 4 in Early Years Practice and NNEB in Nursery Nursing, SENCo Trained with over 21 years' experience
Micki	Room Lead Birth to 4 Lead Practitioner	BA (Hons), with a in Human Movement studies with Qualified Teaching Status, Early Years Professional Status with over 26 years' experience.
B	Communication, Reading and Writing Lead, In the Moment Planning Lead	Level 3 Early Years Educator. BA (Hons) English and Creative Writing and Media Studies, over seven years' experience.
Georgia	Social Media, Marketing Lead	Undertaking a level 3 Diploma for the Early Workforce (Early Years Educator), over 2 years' experience.
Nicky	Pre-School Practitioner	Undertaking a level 3 Diploma for the Early Workforce (Early Years Educator), over 12.5 years' experience.

Cathy	Bank Staff	NVQ 3 Childcare and Education, SENCo Trained with over 18 years' experience as a practitioner, SENCo and Supervisor.
Annabel	Governance Committee Member	NVQ 3 Early Years Care and Education, SENCo Trained over 20 years' experience as a practitioner, SENCo and Supervisor.
We are open for -	Between 38 and 43	Weeks per academic year
We are closed for -	Easter, Christmas, and August.	Please note we only open the half terms if we have enough interest
We are open -	Five	Days a week
The times we are open	Mon, Tues & Fri - 8.30 - 3.30 Wed - 8.15 - 4.00 Thurs - 8.30 – 4.00	Please note these vary depending on our family's needs
We provide care and education for young children from:	The age of two	Until school age

How parents take part in the setting

Our setting recognises parents as the first and most important educators of their children. All our staff see themselves as partners with parents in providing care and education for their children. There are many ways in which parents take part in making our setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests, and progress with our staff
- contributing to the progress check at age two
- helping at sessions of the setting
- sharing their own special interests with the children
- helping to provide and look after the equipment and materials used in the children's play activities
- being part of the governance committee, where appropriate
- taking part in events and informal discussions about the activities and curriculum provided by the setting
- joining in community activities, in which the setting takes part
- building friendships with other parents in the setting

Joining in

Our setting values parents input and help, if you would like help at a particular session, please let a member of staff know, or if you would like to take part in one of our large activities during the year such as the carnival. Helping at the session enables parents to see what the day-to-day life of our setting is like and to join in helping the children to get the best out of their activities.

Parents can also offer to take part in a session by sharing their own interests and skills with the children.

Key person and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that the childcare that we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from our activities.

Learning opportunities for adults

As well as gaining childcare qualifications, our staff take part in further training to help them to keep up-to-date with thinking about early years care and education. We also keep up-to-date with best practice, as a member of the Early Years Alliance, through *Under 5* magazine and other publications produced by the Alliance. The current copy of *Under 5* is available for you to read. We send out informative emails to parents and put on our Facebook pages, on how to help children to learn and develop. There are also variety of courses/classes ranging from Pilates to upholstery and pottery, available at the centre through either the LCA or Brockenhurst College. Please ask at reception for more details.

Other opportunities

Within the centre there are also other opportunities/activities for children and families such as dance and music classes, and the cinema which shows a wide variety of films, even live showings of the ballet and opera. If you would like to make a difference in the community or are new to the area then you can join our team of volunteers at the centre, to make friends, develop new skills or just to give something back to your local area. These volunteer rolls vary from the café, bar, cinema to gardening and maintenance.

The setting's timetable and routines

Our setting believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in our setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting
- ensure the safety of each child
- help children to gain from the social experience of being part of a group
- provide children with opportunities to learn and help them to value learning

The session/day

We organise our sessions/day so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities, which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to all areas of learning and development, including their health and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided indoors.

Snacks and meals

We make snacks and meals a social time at which children and adults eat together. We encourage parents to provide a healthy and nutritious snack and lunch, and ask parents to share their child's dietary needs, particularly any known allergies or food intolerance and we will plan accordingly.

Clothing

We provide protective clothing for the children to wear if they choose when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that are easy for them to manage will help them to do this.

Policies

Our staff can explain our policies and procedures to you. Copies of which are available on our website these can be located on the drop-down bar (top right hand side).

Our policies help us to make sure that the service we provide is of high quality and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents/carers.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is:

1. processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family).
2. collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. adequate, relevant, and limited to what is necessary in relation to the purposes for which data is processed.

4. accurate and, where necessary, kept up-to-date.
5. kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

When you register your child with us, we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data, this notice can also be found on our website in under our policies and procedures section, 07.01a.

Safeguarding children

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure that people looking after children are suitable to fulfil the requirements of their role and help to protect children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies, when necessary, to help families in difficulty.

Special educational needs

To make sure that our provision meets the needs of each individual child, we take account of any special educational needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

Our Special Educational Needs Co-ordinator is Beth Ross

The management of our setting

Our setting is a CIO (Charitable Incorporated Organisation) and as such is managed by a board of trustees - whose members are elected by the members of the Lymington Community Centre. The elections take place at our Annual General Meeting. The committee make up the registered person with Ofsted and are responsible for:

- managing our finances
- employing and managing our staff
- making sure that we have, and work to, policies that help us to provide a high-quality service
- making sure that we work in partnership with parents

The Annual General Meeting is open to all members of the Lymington Community Centre including the parents of all the children who attend our setting.

We also have Pre-School Governors whom meet each half term to discuss the running of the Pre-School, finances, education, staffing and compliance.

Fees

The fees are currently £5 payable weekly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, you need to speak to Sharon the Pre-School Manager, who will speak to the Pre-School Governors and Trustees. All absences must be recorded correctly, e.g., sickness or holiday. Please contact us on **07789504371** or **01590 672337**, or email **centrepreschool@hotmail.co.uk**

(please note we are unable to retrieve texts or voice mails).

We are in receipt of Early Years Education (EYE) funding for two-, three- and four-year-olds; where funding is not received, then fees apply.

- For your child to keep her/his place at our setting, you must pay the fees. If fees are not paid in advance and become more than a week late, then your child will only be able to attend their funded hours until outstanding fees are paid or if not funded then your child will be unable to attend until fees are paid up to date.
- If your Fees become more than 20 days late, then we have the right to terminate our contract with you. (Please see Terms and Conditions Form).
- If you have paid a deposit this will be refunded to you/taken off fees during the last term your child attends at our setting (as long as there are no outstanding fees or payments due).
- All late fees will incur a charge of £5 per week charge.
- Returned cheques will incur a charge.
- Top-up fees for funded children must also be paid in advance.
- A half terms notice (7 weeks) is required for withdrawing a child from the Pre-School, this does not include holidays such as Easter, half term or summer holidays (August). Normal fees must be paid to cover this period.
- A half terms notice (7 weeks) is required to reduce hours, this also does not include holidays such as Easter, half term or summer (August). Normal fees must be paid to cover this period.
- Increasing hours can be done as soon as possible as long as we have space and staffing to cover.
- Failure to start on the scheduled date will automatically mean the loss of your deposit and a charge will be made to hold your space.

Starting at our setting

The first days

We want your child to feel happy and safe with us. To make sure that this is the case, our staff will work with you to decide on how to help your child to settle into the setting. Our policy on the role of the key person and Settling-in can be found on our website or is available from the setting manager.

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views or to respond to any questions.