**BOMERE HEATH**

**SUNSHINE**

**PRE-SCHOOL.**



A brighter start.

PROSPECTUS

2021

***Sunshine’s Ethos***

**Discovering and nurturing every child’s unique abilities by communicating, exploring and sharing as we play.**

***About us***

You can find us in the demountable classroom at:

Bomere Heath C.E. Primary School,

The Crescent,

Bomere Heath

Shrewsbury

Shropshire

SY4 3PQ

Tel 07743 197988 during sessions

Website : sunshinepreschoolbomere.weebly.com

Facebook **:** facebook.com/BomereHeathPreSchool

Email : sunshinepreschool@live.co.uk

We offer sessional childcare for 2 to 5 year olds. Our session times are:

Monday 9.00-12.00, 12-3.00

Tuesday 9.00-12.00, 12-3.00

Wednesday 9.00-12.00, 12-3.00

Thursday 9.00-12.00, 12-3.00

Friday 9.00-12.00, 12-3.00

Half day 3 hours, full day 6 hours

We are members of the Pre-school Learning Alliance (membership No.11680 branch 23604) and a registered charity (No. 1041689).

A picture containing person, glasses, smiling

Description automatically generatedThe pre-school team are:

A person smiling for the camera

Description automatically generated with medium confidenceA person with blonde hair

Description automatically generated with low confidenceA person with blue hair

Description automatically generated with medium confidence

  Kerry Prince Josephine Driscoll Denise Florian Pippa Jones

Manager Deputy manager Assistant Assistant

We are all childcare trained, first aid trained and up-to-date with safeguarding children.

If you have any queries please don’t hesitate to contact us or pop along to a session any morning. We operate in the demountable building to the front of the primary school reception. Ring the doorbell or knock the door at the top of the steps, we will meet you at the green gate.

***Our aims***

Children learn through play and thrive when they feel happy and safe, so our aim here at “Sunshine” is that your child develops an eagerness to learn and builds self-confidence by participating in interesting open-ended activities.

We balance planning in the moment with an adult agenda to present children with challenging, progressive opportunities based on their knowledge or interests.

We develop a child’s knowledge and skills in all the areas of learning designated in Early Years Foundation documents.

We use observations and assessments which inform future planning.

We model polite, considerate, calm and fair behaviour as your child learns how to get along with others.

We aim to establish and maintain good relationships with parents/carers and other agencies involved in your child’s welfare. We use the key person system to form close bonds. Parents are encouraged to stay with their child while they form an attachment with their key worker. This will vary for every child.

We provide equal opportunities across the curriculum for all children regardless of their gender, race, disability or social group.

We foster a close relationship with the reception class. We use the same play area as the Key Stage 1 classes (Pimhill class and Grinshill class) and are often out playing together. We hold P.E. sessions in the primary school hall/grounds for which your child will need shorts, a tee shirt and trainers in the summer term. Sometimes this session is led by an outside group such as Tiddlytots, yoga or Dinky Dancers who are specialist P.E. teachers.

We promote our local Early Help Family Hub at Sunflower House. They offer a range of services some only available to those who have the greatest needs, but also services available to any family, child or young person who need them (for example parenting groups, sessions to support young people’s mental health and employment advice).

We also work with the public health team to deal with any concerns with health and well-being.

***Our curriculum*** (see website sunshinepreschoolbomere.weebly.com )

Find out all about:

 planning in the moment;

our daily routine;

education programs;

adult-led teaching;

special days, celebrations and topics

core books, songs and rhymes;

our aspirations for your child;

how you know your child’s progress;

***General information***

***Charity run group***

We are a committee run charity and the committee is elected annually. Without a committee we are not allowed to open and therefore rely on parents to volunteer for the positions of chairperson, secretary, and treasurer. We hold meetings throughout the year (not too often) to which all parents are welcome. Our A.G.M. is usually held in September. We always welcome volunteers to help with fundraising.

***Ofsted***

We are regularly inspected by Ofsted and a copy of the last report (October 2016 is available for parents to peruse and is also on our website. We have achieved GOOD on the last three inspections.

***Parent partnerships***

You are welcome to discuss your child’s progress with their key worker at any time either briefly at the end of a session or by appointment. Informal parents’ meetings can be arranged throughout the year by appointment at a mutually arranged time. When your child has been with us 6 weeks or has settled in, we will offer you a visit so you can see them playing and discuss any queries you may have with their key worker.

***Fees***

There is an admission fee of £10 which is charged to cover administration costs and to secure your child’s place. Our fees are £4 per hour for 3 years and above and £4.25 per hour for under three’s. We would be grateful if you could make a voluntary contribution of £5 per half term to help cover the cost of art and paper supplies (toilet rolls, paper towels, drawing paper etc.)

Fees are invoiced at the beginning of each half term. Fees should be paid by the 30th of the month. Late payment of fees may incur an additional charge. Please speak to the treasurer if you need to make alternative arrangements. We prefer payment by the internet by BACS transfer, but we also accept cheques, cash and childcare vouchers. All cheques should be made payable to **Bomere Heath Sunshine Pre-school.** Fees are still payable if you are on holiday, or your child is ill as we still have to pay the staff and rent on the building. We can accept vouchers from Kiddicare and Edenred.

We are registered with the council to provide 15 hours free entitlement for all 3-5 years olds. Some 2 year olds may be eligible for 15 hours free childcare and some working parents may be able to claim for up to 30 hours free childcare. See www.childcarechoices.gov.uk for details.

***Healthy eating and lifestyle***

We encourage children to eat healthily. Water is available throughout the day, mid-morning snack offers milk or water and some fruit/veg and carbohydrate such as toast/breadstick. Please inform us of any allergies. We ask parents to provide the snack once every half term. We ask for packed lunches to be provided is a plastic lidded box rather than a fabric bag to enable daily washing. Please ensure children’s lunch boxes are labelled. We would prefer that children do not have sweets or chocolate in their lunch. We encourage children to be physically active for at least 3 hours per day and aim that at least one of those hours is outdoors and moderate to vigorous.

***Nappies***

We wish to include all children in our setting and understand that children develop at different rates and that some children may still be in nappies or trainer pants. Please ensure, wherever possible, your child arrives at pre-school wearing a clean nappy. We ask that you send in nappies/baby wipes and nappy bags so that if it is necessary to change your child, we are able to meet their individual needs.

***Clothing***

Children will be involved in messy activities so please do not send your child in their ‘best’ clothes. Some of our paint does stain despite what it says on the bottles! We ask that clothing/shoes are loose, with easy fastenings to encourage independence. A spare set of clothes should be provided for your child at the start of each term and replenished when sent home dirty.

***Volunteers***

We are always grateful for an extra pair of hands in pre-school or on visits, if you would like to help out, we will require you to complete a DBS check through Capita.

***Policies at a glance***

**A full copy of our policies is to be found in the foyer and on our website. If you have any comments or questions please ask .**

***Illness***

If your child is feeling unwell it is much better for them to be with you at home. Should your child become ill during a session you will be contacted immediately and therefore it is vital that we have relevant phone numbers. Please keep us up to date on all contact numbers and addresses.

Let us know immediately if your child has an infectious disease such as Coronavirus, German measles, measles or chicken pox so we can inform other parents.

**If your child has symptoms of COVID-19 (a temperature above 37.8 degrees, a new persistent cough, or a change in taste/smell you should take your child for a PCR test (Shirehall). It is not recommended to use LFD home tests on the under 5s.**

**If your child has sickness and diarrhoea, they must be kept away from pre-school for 48 hours after the last episode.**

Medication can be given by a member of staff holding a first aid certificate. If this is

necessary during pre-school session please send the medication with its original packaging labelled with the child’s name and medication name with the dose and time to be given clearly stated. A record verifying this will need to be kept and signed by the parent. If a child is on short term antibiotics, we prefer that they remain at home until the course is finished.

***Uncollected Child***

In the unlikely event of a parent/carer failing to collect their child the child’s welfare is of prime importance. The child will remain in the setting with two members of staff and will be provided with suitable nourishment. Children become very distressed if they feel their carer has abandoned them and parents are asked to make every effort to inform the staff if they are not able to collect their child on time. This can be done by phoning the setting before the end of the session if they know they have been held up.

If the carer fails to arrive the supervisor will try to contact them using the phone numbers provided by the parent.

If after 20 minutes the carer has failed to arrive or has not been contactable the emergency numbers will be contacted. If there is still no response the supervisor will contact the police to check there has been no reported incident involving the carer. Social Services will then be informed and their advice taken.

Please note that if a parent is consistently late a charge may be made to cover inconvenience to the staff.

Parents are asked to update their emergency telephone numbers termly or whenever there are changes.

***Complaints***

**Any complaints about this setting should be addressed**

**initially to Kerry, her deputy Josephine or the chairperson.**

If you are uneasy about any aspect of the group, please talk to a member of staff in the first instance. If this does not resolve the problem the parent should put their complaint in writing and request a meeting with the pre-school leader and the Chair person. Written complaints will be dealt with, and complainant notified within 28 days of the result. Written complaints will be retained for three years for inspection by Ofsted.

Complaints may be made by email to: enquiries@ofsted.gov.uk

Or Tel: 0300 123 4666

***Safeguarding children***

All adults are responsible for the safety of

children, not just staff. If you have a concern about a child please ring

**NSPCC 24 hour helpline: 0808 8005000 or**

**NSPCC Local Office: 01743 281980 or**

**West Mercia Police Family Protection Unit: 0300 333 3000 or**

**Ofsted: 0300 123 1231**

Please note we operate a **no smoking or vaping** policy both inside building and school grounds. We also operate a **no mobile phone usage** policy inside the building.