

The Cromwell Community Centre, St Johns Road, Walton On Thames, KT12 3NH.

Opening hours: Monday / Wednesday / Thursday 9-2 / Friday 9-2 (38 weeks per year)

FEET sessions Monday Weds and Thurs 9-2

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Website: www.caterpillarspre-school.com/

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| **Introduction:** |
| We are a small privately owned Pre-School, delivering quality affordable childcare to local families.  The maximum children in our setting is 24 per session. This means we genuinely get to know our children and families really well. The children build bonds with the staff and their peers. No child is forgotten at Caterpillars.  We accept FEET (2 year old) funding.  Caterpillars is registered with Ofsted to care for children aged 2-5.  We are proud to be rated ‘Good’ By Ofsted in February 2018.  We employ a high quality team of practitioners, with a wealth of qualifications and experience with young children.  Our practitioners undertake regular training to ensure up to date knowledge and guidance.  Our primary focus is to offer children a warm, friendly, stimulating and safe place to play and explore.  The adults in our pre-school are friendly, responsive and experts in supporting children. The majority of our staff have childcare qualifications, with the manager holding an Early Years Level 6 degree.  All children are giving a book bag and access to free books at our lending library.  Regular enjoyable activities, messy play, dressing up, construction, cooking, communication building and understanding numbers.  **We offer FREE Feet funding places**  **We offer FREE universal 15 hours and 30 hours places**  **FREE snack for all children, with milk or water** |

Early Years Education

We acknowledge that a child’s early years are their blueprint for their future learning and life chances as an adult. We work under the umbrella of the Early Years Foundation Stage to give children a broad, unique but consistent program of early years education. This is the government’s curriculum for young children from birth – age 5.

Observations

At Caterpillars Pre-School we use regular observations of children as they play, learn and socialise to highlight their current interests and learning or development aims. These observations inform the children’s individual planning and help us to track their progress as well as identify specific needs. At settling in, parents are given ‘Parents Guide to the Early Years Foundation Stage’, to give you more information.

Caterpillars believes that learning through play is best for young children. We provide children with choice to follow their interests, accessible resources and flexible routines to foster their confidence.

Partnership with Parents

This is very important to us at Caterpillars. We regularly hold open door and play sessions for you to come in and experience Pre-School. We welcome parents coming in to volunteer.

Key Person

A key person has special responsibility for a particular child. The key person will work with the child and his/her parents/carers to ensure the child’s care and educational needs. The key person’s aim is to ensure the child is happy and feels secure at Caterpillars and to observe, encourage and extend the child’s learning experiences. Ideally the key person should stay with the child throughout his/her time at Caterpillars. Each child is allocated to a member of staff who attends most of the child’s sessions. Your child’s key person will be available to you at the beginning of each session.



 

Outdoor Environments

Caterpillars Pre-School believes that regular access to outdoor play is essential for children’s development. Our children have access to a safe, enclosed playground every day, with a free-flow system in place for Pre-school to our ‘wendy house’ area. Children are encouraged to take an interest in their world and care for nature through activities such as bird-watching, discovering mini-beasts or growing flowers, fruit and vegetables. We use a range of outdoor play equipment, including bubble cars, trikes and scooters to help the children use a range of muscles and gross motor skills.

Safeguarding

Children’s safety is our top priority; therefore we have a comprehensive safeguarding policy. Our building is secure, the routines that support the children are designed with safeguarding them in mind at all times. All staff are recruited in line with Surrey’s ‘Safer Recruitment’ procedures, staff are police checked and have suitable references obtained. We have an illness and injury policy, and an accident and incident policy. These are available in the setting and will be sent to you during settling in.

Resources

Our ethos is to enable children to be independent and confident individuals; therefore, we ensure key resources are accessible for them. We have a selection of accessible, safe and age appropriate resources for children aged 2-5. We have a blend of commercial resources and natural materials to engage our children in play. As part of our planning, we ensure key resources are always available and accessible– for example play dough, mark making, dressing up, home corner, construction, books, dolls house. We prepare a challenging curriculum based on the EYFS, where we plan adult led activities alongside free play to keep the children engaged. have a music teacher attend once a fortnight to develop the children’s interests in movement, dancing and music.

Settling in

This begins with our parents play session, where parents are invited to attend with their child. This allows both you and your child to get to know the nursery and the members of staff. When your child first attends Caterpillars, we offer a flexible setting in process. The first session, we ask parents come into the setting with the child, then once settled leave them for a brief period of time. We usually expect this to be around an hour. This gives your child stability of exploring a new environment, developing trust and security in us. The next 2 sessions are 9-12.30 where your child comes into us on their own, to allow your child a little longer with us and to experience lunch time. Over the next few weeks we hope that the time you leave will be extended, until you reach your expected session time. Some children may require a longer to feel comfortable, therefore we can be more flexible with our settling in routine.

Meals and Snacks

Caterpillars provides a snack bar around 1030/11. We can prepare food on site for the children. We offer healthy eating, usually fruit, vegetables, sometimes cheese, breadsticks and occasionally something different like pancakes to encourage the children to use knives and forks. Milk or water is offered to the children. This is free of charge.

Lunch is around 12. Parents are asked to bring a packed lunch from home. We are a healthy eating setting, so we encourage parents to bring in healthy packed lunches; this should include a variety of food groups and at least one piece of fruit/vegetable. Any chocolate, or products with nuts will be removed from your child’s lunch incase of cross contamination and sent home with a note. We regret we do not allow children to eat chips or takeaway foods so these will be sent home if brought in. A drinks bottle should be provided for your child, this should be water.

Reports and Reviews

Caterpillars Pre-School uses an on-line learning journey via Tapestry where we capture observations. As we complete observations, parents are able to view these in real time via applications on their tablets/computers. Approximately 3-4 weeks after a child has settled, we will use the observations to complete a summary report against the EYFS, which is then shared with parents via tapestry. Parents are encouraged to add to this to incorporate both home and pre-school perspectives. Further review meetings are arranged every term or before transitioning to a new setting. Please be assured, all children’s records are kept secure and confidentially. Every term and half term you will receive a review from your key person that will allow you to see what progress your child is making. We have an open door policy, if parent would like more information how their child is progressing we are always happy to catch up.

Nappies and Toileting

We routinely change all nappies at least once a session, and obviously more if needed! We invite parents to pay £3 per half term to cover cost of our nappies (we use Aldi or Sainsburies nappies). If parents prefer another brand we ask that these are brought in, a pack for use at Pre-School. These are named and only used for the child, kept securely at the setting. Once children show signs of being ready to use the toilet we will support parents in this transition.

2 Year Check

After a child’s second birthday, a Two-year Progress Report is put together. This is a statutory requirement of the EYFS and confirms a child’s readiness to engage with the Specific Areas together with planning/assessment in all seven areas of learning and development. The check enables us to identify strengths, but also any gaps in their developmental milestones. Once identified we are able to better support your child through our planning.

Policies and Procedures are available at the setting, and on request and are available on our website.

What do children need to bring:

A bag – inside should be – a closed drink of water, healthy lunch, a change of clothes, £2 per half term/pack of nappies, and wellies in the wet weather, sun cream and hat in hot weather.

How can I help my child to settle at nursery?

* Start to encourage them to eat sitting on a chair and move away from a high chair
* We only allow milk or water, so encourage them to drink milk or water from a sippy cup or beaker (not a bottle)

**Fees Policy Standard Fees**

Each hour at the Caterpillars Pre-school is charged at £6.50. per child, per hour.

For children receiving government funding - Caterpillars and Surrey County Council will support you to complete all the forms you need; the funding will come straight to us. Surrey County Council ask for declaration forms each term to confirm each child is still receiving these hours.

Vouchers: We are able to accept vouchers. Please let us know if you wish to use vouchers, and we will set up the agreement with the company.

Any additional sessions are charged at £6.50 per hour. There is a late fee in place if you are ten of more minutes late, please see our terms and conditions.

Invoices are issued via quickbooks each month in advance.

Response to Coronavirus

This is a changing situation, and we are constantly reviewing our procedures as and when the government change their guidance. We have a working document called a risk assessment which incorporates all the various issues and procedures around our responses to coronavirus, which parents are welcome to review. There is also an outbreak plan which is engaged when a number of the nursery community have positive coronavirus tests. Please see our policy on coronavirus and our risk assessment for more information.