

Ketton Early Birds

 Pre-School & Out of School Care.

‘Where every child matters.’

Church Walk,

Kedington.

Suffolk.

CB9 7QZ

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|  | Charity No 1143035Limited company registered in England & Wales-7031461.Ofsted Registration – EY539983 |



[**Ketton Early Birds Pre-school**](file:///C%3A%5CUsers%5Cketton%20early%20birds%5CDocuments%5CKetton%20Early%20Birds%20Pre-school) **& Out of School Care.**

**Welcome to Ketton Early Birds. Our setting is committed to providing children with a fun and stimulating environment. Children will be learning through play by exploring and investigating through a variety of familiar and new experiences. We aim to develop children’s communication skills and their social interaction. We will encourage their confidence, self-esteem and independence. We want to promote strong relationships with parents and carers and ensure they feel welcome in our setting and in Ketton Early Bird life.**

**Background information.**

Ketton Early Birds was first established in 1969 and was previously known as Kedington Playgroup. In April 2008 we extended our childcare provision into Ketton Early Birds Pre-school and Out of School Care. We are registered with Ofsted, our latest Ofsted report can be found on the notice board or on [www.ofsted.gov.uk](http://www.ofsted.gov.uk), please take time to read it. If you would like us to send you a copy, please ask. We receive grant funding for the education of children aged three to five years. We are affiliated to the Pre-school Learning Alliance.

Our setting is a registered charity (No. 1143035). An Annual General Meeting is held each year to elect a new committee. We are also a limited company registered in England and Wales (7031416).

We are situated in a purpose built, modular building on the Kedington Primary Academy site, providing a stimulating and happy environment. The children who attend our Pre-school learn through play in a free flow environment including both indoors and outside daily .We use the Early Years Foundation Stage Curriculum as guidance along with the information you share with us to ensure we are providing activities to enhance the progress of each individual child’s development. The Pre-school caters for children between the ages of two years and six months to five years.

**Staff: -** We have a dedicated team of staff at Ketton Early Birds who appreciate the importance of their role in your child’s learning. We provide staff with the opportunity of continued professional development to ensure their knowledge is up to date.

Manager:  **Sarah Long**

Deputy Manager: **Samantha McGuire** -Special educational needs Coordinator &

 Early Language Lead Practitioner.

Setting Leader **Julie Fowle** -Safeguarding.

 Lead Practitioners: **Kerry Wilson – Safeguarding Deputy**

Play work Leader: **Terrie Jones**

Practitioners:

 **Lucy Luckin**

 **Jane Morse**

 **Louise Brown**

 **Gabriella Pipe**

 **Avril Fitch**

 **Hollie Miller**

Bank Staff: **Linda Claydon**

 **Myra Stevenson**

Administrator: **Lorraine Noakes**

A list of all the staff qualifications and photos are on the notice board or can be found in our Operational Plan in accordance with Ofsted recommendations. A list of the committee officers are also on the notice board. Please feel free to contact any of us with regards to the Pre-school and volunteering for any duties.

**Fees & Session Times**

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| **Breakfast club** | £4.07 |
| **\*Breakfast meal fee- for funded children only.** | £0.95 |
| **Pre-school session AM & PM – 3 & 4 year olds.** | £14.31 |
| **\*\*Pre-school session AM & PM – Prefunded children** | £17.96 |
| **Lunch club** | £3.26 |
| **After school club 1 hour -3.15pm-4.15pm** | £5.21 |
| **After school club 2 hours -3.15pm-5.15pm** | £12.05 |
| **After school club 2 ½ hours- 3.15pm-5.45pm** | £15.46 |
| **\*Evening tea fee- for funded children only.** | £2.15 |
| **Holiday club sessions will be as follows:** |  |
| **Activity session 9.00am – 12.00pm** | £13.07 |
| **1/2 day – 8.00am – 12.45pm or 12.45pm – 5.30pm** | £18.87 |
| **Full day – 8.00am – 5.30pm****Full day – 8.00am - 3.30pm** | £31.94£25.21 |

The pre-school & out of school club is open Monday to Friday. Term times are in line with our local school, Kedington Primary Academy. We have the ability to run holiday club if demand is met. As each holiday approaches, we gauge demand and if booking and staffing allow, we will be able to run holiday club days.

**Ketton Early Birds Pre-school**

**Our Commitment to Pre-school**

Each session held at pre-school is planned following the Early Years Foundation Stage Curriculum (EYFS). The EYFS is central to our practice and is reflected in our environment and planning, to ensure we provide foundation skills for each individual child.

The guiding principles that should shape practice in our setting are:

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

“Children learn to be strong and independent through positive relationships”

“Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers”

Learning and development- Children develop and learn in different ways and at different rates. The framework covers the education and care of all children in early year’s provision, including children with special educational needs and disabilities.”

(DfES 2012)

 The EYFS principles are reflected in our aims.

**Pre-school Aims**

* Children to learn through play experiences and activities.
* Encourage children to explore and investigate through a variety of new experiences.
* Provide a fun and stimulating environment.
* Develop children’s communication skills with their peers and adults.
* Encourage social interaction with peers and adults and to be able to co-operate with each other.
* Encourage the development of their self-esteem, confidence and independence.
* Observe and monitor children’s development and learning.
* Provide equal opportunities for all children and their families.
* Ensure links between our setting and families are strong partnerships.
* Ensure families feel welcome in our setting and are involved in pre-school life.
* Encourage families to support and contribute to their child’s progress.
* Provide smooth transition between early years settings.

Within the EYFS are seven areas of learning and development. Three are particularly crucial and are known as prime areas:

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

The additional four are the specific areas:

* Literacy.
* Mathematics.
* Understanding the World.
* Expressive arts and design.

We implement the seven areas of learning and development throughout our environment giving specific attention to each individual child’s needs and development which is then reflected in our planning. You will receive more information during your induction visits with us.

**Information**

We invite you and your child to attend two sessions before this age, once a week, as an induction to the setting and staff. Please note as they are under age a parent or guardian will have to stay with them.

From the first session we will be discussing each child’s settling in period individually, both the parent/carers and key person will discuss what is best for each child.

**Key Person System**

Each member of staff is responsible for the records of a small group of children, although all staff observe all children and the information is shared between us. These records show us the children’s achievements and are used when planning to help us provide stimulating activities appropriate for each child’s stage of development. You will be introduced to your child’s key person at the induction sessions, when the key person will ask for your help to begin your child’s Learning Journey and to gather information of your child’s interests and needs. We will encourage you to share information regularly with your key person to ensure we keep updated. We will invite you into the setting to share time with your child and their key person. We believe the partnership between parents/carers and ourselves is most valuable. All records we gather on your children are then passed onto their next setting.

**Clothing**

Please do not send your children to pre-school in their best clothes, as we are very busy at Ketton Early Birds and your child may get messy! We do have our own t-shirts and bags available for you to purchase. We do provide aprons, but accidents do happen. We also provide wellies for outdoor play, but on wet days you are welcome to bring in a named pair. In the summer, we ask you to apply sun cream before the session, for children attending all day, we ask for you to provide a labelled bottle of sun cream. Please do not send children with jewellery on as it can catch on the equipment or be pulled by other children, we accept no responsibility for loss of jewellery.

**Snack.**

This is conducted under the heading of ‘snack bar’. The snack bar is open during a large part of your child’s pre-school session. They are able to visit our snack bar when they are ready so that there is no interruption to your child’s play. Snack consists of milk, water and a variety of fruits, vegetables and other healthy savouries. We ask that you provide a drinks bottle for your child, containing water, which we will top up during the day. It is important this is named due to health and hygiene reasons. Please inform us if your child has any allergies or dietary requirements and then an individual care plan can be put into place.

**Out of School Care**

**Our Commitment to Out Of School Care.**

At our Out Of School Care sessions we encourage the children to have ownership of their play and the day to day planning is child led. Activities are fun and stimulating and are centred around the children’s interests and needs. We strive to promote behaviour which encourages respect for each individual, co-operation with each other and opportunities for play and adventure within a safe and caring environment.

**Our aims**

* Provide a fun and stimulating environment.
* Children to learn through play experiences and activities.
* Encourage children to explore and investigate through a variety of new experiences.
* Develop children’s communication skills with their peers and adults.
* Encourage social interaction with peers and adults and to be able to co-operate with each other.
* Encourage the development of their self-esteem, confidence and independence.
* Provide equal opportunities for all children and their families.
* Ensure links between our setting and families are strong partnerships.
* Ensure families feel welcome in our setting and are involved in Ketton Early Birds Life.

We are registered to take ages ranging from two years six months up to 11 years. We invite you and your child to visit the setting before your child starts with us to become familiar with the environment and staff.

**Breakfast Club**

**8.00am – 8.40am**

Breakfast club is ideal for busy or working parent/carers. You are able to drop your children off to us at 8.00am giving yourself more time to get to work etc. Your child will be looked after by qualified staff in a child orientated environment. During breakfast club your child will be able to choose from a selection of healthy breakfast option, including cereals, fruit and breads. After breakfast the children will have the opportunity to join in with a variety of activities including music, reading, drawing as well as construction and small world play. If your child attends school they will be accompanied over to school for registration.

**Lunch Club-11.40 – 12.10pm**

Parents and Carers have the option to extend their child’s morning or afternoon childcare by registering them with us for lunch club. Your child is able to join us and their friends for lunch supervised by qualified staff. The children can sit with friends and enjoy a healthy packed lunch provided by you.

Please avoid: Sugary foods such a chocolate, sweets and fizzy drinks. It is also a good idea to place a small ice pack in the lunch box to help keep things chilled. Ensure you have clearly labelled with your child’s name. Please make sure you have made staff aware of any dietary needs your child has. After lunch your child will have the opportunity to join in with a variety of activities.

**After School Club-3.15pm – 5.45pm**

After school club provides extra childcare for busy and working parents and carers. Your child will be collected from Kedington Primary Academy or stay on with us after a pre-school session and be looked after by a qualified team of staff. We will provide a variety of activities for a range of ages including outdoor play, sensory play, a chill out zone, dancing and music, games and cooking. As well as all the different activities available, your child will be able to have a hot meal with us too. Please ensure you have made staff aware of any dietary needs your child has. After school club is charged at an hourly rate and their teatime meal is included.

**Holiday club-8.00am – 5.30pm-Half day /full day care or activity sessions.**

Holiday club is a demand led service. Your child will be able to attend either half or full day care and be looked after by a qualified team of staff. During some holidays we also run activity sessions which are between 9.00am and 12.00pm. We will provide a variety of activities for a range of ages including outdoor play, sports, a chill out zone, dancing and music, gardening and cooking. As well as all the different activities available, Your child will be able to have breakfast, snacks and a hot meal with us too, along with a packed lunch provided by you. Please ensure you have made staff aware of your child’s dietary needs.

**General Information for whole setting.**

**Regular sessions**

Once you have secured regular weekly sessions, your child is guaranteed that place. You are committed to paying for those sessions regardless of holidays, sickness etc. We will need four weeks’ notice of changes to regular sessions.

**Adhoc sessions**

Flexible childcare, i.e. extra days or short notice, will be available as long as we have the spaces and we have adequate staff numbers and your child is registered with us. Secured regular sessions will take priority. Once an adhoc session has been booked you will be invoiced whether or not your child attends.

**Fees.**

Fees are invoiced a month in advance. We would like to encourage families to pay their fees directly into our account if possible but will also accept cheques, paid to us, Ketton Early Birds. Please could you write your child’s name on the back of the cheque. All fees are to be paid by the 25th of the month, if fees have not been paid we will begin to follow our bad debt policy;

**Stage 1** - A reminder letter giving you 7 days to pay your outstanding balance. An additional £10.00 surcharge added.

 **Stage 2** - A letter requesting the outstanding balance to be paid otherwise your childcare sessions will cease.

**If payment is not received we will have no choice but to stop your childcare sessions.**

If you have any concerns regarding fees, please see Sarah Long or Lorraine Noakes.

When collecting your children please collect them promptly, there is a late fee of £3.00 for each 15 minutes you are late. Please inform us if anyone else but you will be collecting them and fill out the appropriate forms which are located in the lobby. Failure to do this may result in the child not being able to leave until you arrive.

**Bank details; Lloyds TSB Haverhill, Account Number-17167360, Sort code- 30-93-99**

**Illness**

If your child is unwell, please inform the setting on 709666. Please ensure your contact numbers are up to date. In case of infectious diseases such as chickenpox, we follow Health Protection Agency recommendations, please see list in the lobby. **Cases of sickness & diarrhoea we ask for your child to have a 48hour recovery period**. To prevent the risk of spreading illness to children and staff ensure your child is fully recovered before sending them back to our setting. If your child is not in full health whilst in our setting you will be contacted by a member of staff to come and collect them. The accident and first aid box will always be close at hand, and all of our staff are paediatric first aid trained. Accidents are recorded and parents/carers are informed. Incidences between children will be recorded on an incident form, and parents/carers informed.

**Safeguarding Commitment**

This setting is here to serve children and families. We will listen and keep private anything you say to us. However, we have to inform the safeguarding and children’s services if we are worried about the care a child is receiving, and we can also begin the process of a common assessment framework (CAF) form.

**Annual Events**

Events are arranged throughout the year to help raise funds, these include quiz nights, bingo, family disco and raffles. We welcome any ideas from parents/carers for fundraising ideas. Please see a committee member. We support Meadowlark every year which involves a walking pageant which follows a chosen theme and looking after a stall during the day to raise funds for the KCA.

**Committee Meetings**

We welcome and like to encourage new faces and new ideas to these meetings, details of dates and venues are posted on the notice board. We always need committee members, so if you would like to join please see the chairperson or committee member.

**Bad Weather/Closure.**

In the event of bad weather closing our setting we will contact you between 7.30am-8.30am that morning, generally if Kedington Primary Academy is closed it is likely we will also be closed. The most common reason for closure during bad weather will be staff unable to travel into the village. In these cases you will still be invoiced for this session as staff will be paid.

**Policies & Procedures**

On induction to our setting you will be required to read our policies & procedures, and sign to acknowledge you have done so. You will be given a copy to read at your child’s visit sessions or we will email them to you. A copy of the policies and procedures that we adhere to can be found in our Operational Plan in the lobby.

If you are interested in a place for your child, please fill in the attached registration form and return to us. A member of staff will be in touch to discuss your child’s admission to our setting. Please do not hesitate to call if you would like more information or would like to arrange a visit before registering your child.

Parking.

We have strictly NO PARKING on the whole school site for parents and carers. If you are disabled and would appreciate parking on the school site, please put your request in writing to the Head Teacher at Kedington Primary Academy who will consider giving you permission to park. If you live in the village we would encourage you to walk to school, parking is verylimited off school site andthese areas get very congested and can become dangerous for pedestrians especially children.