



Prospectus

2017/18

Monksmead Squirrels

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Monksmead Squirrels

Introduction

Welcome to Monksmead Squirrels. We are delighted to be able to offer a more flexible approach to learning in Early Years and we hope that parents will find our unit welcoming and supportive. The unit is part of the Monksmead School Foundation Stage. Monksmead Squirrels is managed by the Headteacher, School Governors and Pre-Nursery management staff.

Our aims are to:

- Provide a broad and balanced curriculum both indoors and outdoors based on the Early Years Foundation Stage document (EYFS).
- Carefully manage the transition between leaving their home environment and settling into our pre-nursery
- Ensure that all children feel valued respected and included
- Provide learning through play in a happy and secure, well –planned and stimulating environment with directed and non-directed activities both indoors and outdoors
- Have staff who act as good role models and who promote good relationships with the children, parents and other staff members
- Provide fun and interactive activities to spark curiosity and promote an eagerness to learn
- Opportunities to encourage independence, confidence and self-worth
- Have high expectations of positive behaviour
- Provide gentle encouragement to move forward

As educationalists, we know where your child is expected to be on starting school both intellectually and emotionally. Our happy, caring atmosphere within the Squirrels ensures that we too, cherish these vitally important, early years. We will work with you to lay the foundations from which your child develops.

Organisation

The Acorns pre-nursery provides provision for 24 two year olds and runs two sessions, 8.30-11.30 and 12.30-3.30, Monday to Friday, term time only. Your child is entitled to access up to 15 hours of nursery education free the term after they turn two if you meet the required criteria.

The Little Oaks pre-nursery provides provision for 24 three year olds. Your child is entitled to access up to 15 hours of pre-nursery education free, the term after their third birthday. There is also the opportunity to pay for sessions where available. Fee paying sessions are charged at a nominal rate to allow access of provision to all children.

We employ fully qualified and experienced staff who work together to provide a homely, secure atmosphere in which the children can learn in confidence. Monksmead Squirrels Pre-Nursery employ a total of 8 members of staff who work closely with the EYFS team. The Acorn room and the Little Oaks room has the facility to take 12 children at any one time whilst the Nursery class can hold a maximum of 30 pupils.

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Focused Learning Session

| | |
|--|--|
| Educational Session 1 | Educational session 2 |
| 2 year olds (Acorns) | 2 year olds (Acorns) |
| 8.30am – 11.30 am | 12.30pm – 3.30pm |
| This session will be an educational fun session for 2 year olds. Three fully trained staff will lead these sessions. | This session will be an educational fun session for 2 year olds. Three fully trained staff will lead these sessions. |

| | |
|--|--|
| 3 year olds (Little Oaks) | 3 year olds (Little Oaks) |
| 8.30am – 11.30am | 12.30pm – 3.30pm |
| This three hour session is planned in accordance with the recommendations of the Early Years Foundation Stage, preparing children for entry to school. Age appropriate resources will enhance diverse, practical activities. Three fully trained staff will lead these sessions. | This three hour session is planned in accordance with the recommendations of the Early Years Foundation Stage, preparing children for entry to school. Age appropriate resources will enhance diverse, practical activities. Three fully trained staff will lead these sessions. |

We will provide milk during each session.

Children who are attending either Acorns or Little Oaks all day will need to bring in a packed lunch (no eggs or nuts please). The children are supervised during these sessions and will have lots of opportunities to play both inside and out. They will be able to relax and play in an informal way.

Key Worker

Each child has a designated key worker. This is a member of staff who is of prime importance to your child acting as a link between home and pre-nursery/nursery. It is this staff member that your child may come to when they want to share a particular moment, find a treasure, or just need to see a familiar face. Times are planned within the session for your child to work as part of a small group with their key worker. Your child's needs and capabilities will be observed and this information will highlight how the key worker will support and challenge them in the future. This member of staff will build up a warm relationship with you and your child. You will have daily contact with your key worker, therefore any concerns or queries should initially be addressed to them.

Recording and Reporting

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All our staff have high expectations of all children in their care. Activities are differentiated to meet the needs of individual children including those with special educational needs. We praise every stage of your child's efforts when carrying out activities. Sometimes your child will proudly bring home a piece of work, however, this will not happen on a daily basis as it is the process of 'doing' that is of prime importance. We use a variety of ways to display and value your child's work e.g. murals photographs, individually labeled work mounted on the wall and models displayed on tabletops.

We are always available for a quick word at the start and end of each session, however, if you wish to discuss an issue in greater depth or in private please arrange a mutually convenient time. Similarly, we will contact you if we have any concerns. Formal consultations will be offered and a written report prepared annually (nursery only).

Curriculum

In line with its statutory obligations Squirrels Pre-nursery and Nursery delivers the Early Years Foundation Stage (EYFS) Curriculum. It is based on the seven areas of learning that combine together to make up the skills, knowledge and experiences that children acquire as they grow, learn and develop.

The prime areas are Personal, Social and Emotional (**PSE**) Development, Physical Development (**PD**) and Communication and Language (**CL**). These areas are vital because they underpin development across the other four specific areas which are Literacy (**L**), Mathematics (**M**), Understanding the World (**UW**) and Expressive Arts and Design (**EAD**).

The development statements in these areas help our practitioners to identify and plan for the children's individual interests and abilities.

- **PSE** – this area supports children to develop a sense of themselves, social skills and respect for others and a positive disposition to understand and manage their feelings and behavior. Children are encouraged to acquire skills to help their independence.
- **CL** – this area supports children's developing skills in listening and understanding as well as speaking clearly and communicating effectively. Children are given a range of opportunities to build these skills and gain confidence to use them in different situations.
- **PD** – this area provides opportunities to be active, to move vigorously and improve their skills of co-ordination, control, manipulation and movement. Children also need to develop an understanding of healthy choices and personal hygiene.
- **L** – this area focusses on the learning skills needed for reading and writing. Children are surrounded by a rich variety of books and media to make marks.
- **M** – this area supports children to develop their understanding of numbers, calculating, shapes, space and measures.

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- **UW** – this area encompasses science, geography, history and RE. Children are helped to make sense of the world around them.
- **EAD** – this area helps to develop their creativity by providing a range of opportunities, materials and media in which to express themselves and use their imaginations. Children are encouraged to explore and share their thoughts, feelings and ideas.

Characteristics of Effective Learning

At Squirrels pre-nursery learning and development are underpinned by three characteristics of effective learning.

1. Playing and Exploring – Engagement

Finding out and exploring
Playing with what they know
Being willing to 'have a go'.

2. Active Learning – Motivation

Being involved and concentrating
Keeping trying
Enjoying achieving what they set out to do.

3. Creating and Thinking Critically – Thinking

Having their own ideas
Making links
Choosing ways to do things and finding new ways.

Pre-Nursery Environment

Main teaching areas

The classroom is organized into the seven areas of learning. Children are free to engage in Child Initiated Play(**ChIP**) but are sometimes called to work in small groups with their Key Worker , Adult Directed Activity (**ADA**).

Outdoor area

We have an open door policy as the outdoor area is considered an extension of the

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classroom and activities are planned in a thoughtful way. Children have access to bicycles, climbing equipment and small apparatus amongst various other fun activities.

Quiet area

The classroom has a quiet area with sleeping mats if your child requires a rest during the day.

Toileting/Toilets

If your child is not toiletted we are happy to help when you feel the time is right for your child to move on. Children are encouraged to be independent in their use of the toilets, both toilets and sinks are appropriate for small children.

Changing Area

We have a separate changing area to ensure privacy if your child has an 'accident' whilst at school.

Safety/Security

As part of the main school and our Ofsted registration the building is inspected regularly. Fire drills are carried out on a regular basis. Visitors to the pre-nursery/nursery are required to register at the Squirrels office and collect a badge. Parents are encouraged to become involved with the activities of the pre-nursery/nursery as much as possible and will be invited to do so by the nursery staff. All regular visitors/helpers will be DBS checked.

To ensure your child is always collected by an 'authorised' person, please ensure the registration form is fully completed. It is imperative that you notify us immediately if any changes occur or an 'authorized' person is deleted or added. On the rare occasion that you require another adult to collect your child we will expect them to produce a password which you have provided us with.

Settling In

Children cannot play or learn successfully if they are anxious or unhappy. Our settling in procedures aim to help parents and children feel comfortable in our setting. We want to ensure that children benefit from what we have to offer and feel confident that their carer will return at the end of each session. The first point of contact with Squirrels is often an informal visit that enables the family to meet the staff and look around. Upon registering your child we will discuss and make arrangements for a home visit. Starting Monksmead Squirrels is an important milestone for your family and to aid the transition between home and Pre-Nursery/Nursery we invite you to join us prior to starting. During this time you will meet your key worker and discuss your child's requirements on entry. **New children will join the group on a staggered basis e.g. two new children a day for a week rather than ten new children all at once. Once your child starts you are welcome to stay with them for as long as you feel necessary. A comforter is permitted if you feel your child requires one.**

What I Need

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Please ensure that all of your child's belongings are clearly labeled and placed in a named bag. Monksmead Squirrels does not allow certain items to be brought in from home e.g. jewelry, toys or sweets. Carrier bags can be dangerous so are not to be left in the setting.

Clothing

Children should wear trainers that are fastened with Velcro to assist easy changing. Although aprons are provided clothing may become accidentally marked.

We ask that you leave a change of clothes in case of 'accidents'. On the rare occasion that your child may require an additional change a supply of clothes is available in the pre-nursery. Please return all items promptly once washed. Our outdoor time is as highly valued as our indoor 'work'. We will spend a proportion of our sessions in the play area, therefore it is important that your child has appropriate clothing for all weathers e.g. hat, mittens and warm coat. In the summer please provide a sun hat and apply suntan lotion before Pre-Nursery/Nursery. Children who stay all day must give their lotion to nursery staff for safe keeping and it should be clearly named, for staff to reapply.

Lunch

If your child has lunch please label any food that requires refrigeration. We will supply water and would recommend that only fruit drinks are included in packed lunches. As part of our healthy school ethos, sweets and chocolate bars are not permitted as part of your child's packed lunch. As other children may have food allergies we ask you to refrain from using any nut and egg products.

Toileting

In your child's bag please have a supply of nappies or 'pull ups', 'wet ones' and any cream required. Nappy sacks will be provided. Please inform us when you begin potty training your child so we can work with you. We have appropriate sized toilets, potties and toilet seats.

Nursery Policies

All our policy documents are available on the Monksmead website and are in line with those of Monksmead School.

Staff training and development

A high adult to child ratio is essential in providing a good quality pre-school provision. The qualifications and experience of our dedicated staff are extended through regular in-service training. All of our staff are checked and cleared by the 'Disclosure and Barring Service'.

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Attendance

If your child is unable to attend Pre-Nursery/Nursery for any reason please ring the office as soon as possible. Monksmead Squirrels regrets that no refunds can be given for any absences. At the end of your child's session it is vital they are collected on time as this may result in an excess ratio of children to staff or staff remaining after nursery hours.

Sick children

We appreciate that it is difficult for working parents to arrange childcare at times of illness. However, we believe that it is in the best interests of your child and the other children at Monksmead Squirrels if sick children are not sent in. If your child becomes ill during a session the first contact person on your registration form will be contacted. In most cases we will ask that your child is collected from Pre-Nursery/Nursery immediately. Please keep your child at home until they are fully recovered i.e. for 48 hours after the last bout of sickness / diarrhoea. We can provide information for parents of infection periods and exclusion times for most common illnesses. In the case of an emergency we will contact you to inform you that your child is being taken to hospital.

Nursery Policies

Admission Policy

Once you have registered your child you will be contacted a month before they are due to start to arrange a visit to the pre-nursery and an informal chat with staff.

If you are eligible for the two year funding your child may start the term after they turn two. If you are a fee payer your child may start the half term after they turn two.

When your child becomes eligible for the 3 year funding they may start the term after they turn three. If you are a fee pay your child may start the half term after they turn three.

When space is available any child of the appropriate age will be admitted to the Nursery after their registration form has been completed. Places will be allocated according to current county criteria as applicable in the state nursery setting. Once the Nursery is full, a waiting list will be open. Parents will be informed in writing if a place can be offered approximately one term prior to the appropriate starting date. If applying for an immediate place parents will be contacted as soon as possible after receiving the registration form.

Equal opportunities

We will treat every child equally irrespective of gender, ethnic origin, culture or religion. All children and adults will be treated with equal concern and anti-discriminatory practices are followed.

Special needs

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We will be pro-active in ensuring that appropriate action can be taken when a child is identified as having special needs. Children with special educational needs are supported by our SENCO who will liaise with you and outside agencies if appropriate, to plan and implement an Individual Educational Plan.

Child protection

The protection of the child is our first priority. We ensure that we have an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with the procedures approved by the Area Child Protection Committee and follow all school Child protection policies.

Parental Involvement

We encourage parents to be involved in their children's development as much as possible and welcome voluntary support. Of course this is subject to a satisfactory DBS check. Additionally we hold a number of 'open mornings' where parents are invited to join in activities and become an integral part of our pre-nursery/nursery environment.

Behaviour Policy

We believe that children and adults flourish best in an organized environment in which everyone knows what is expected of them and children are free to develop their play and learning without fear or being hurt or hindered by anyone else. We aim to have a Pre-Nursery/Nursery in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. In extreme cases the Pre-Nursery/Nursery reserves the right to suspend a place if a child's behaviour is detrimental to the safety, learning and behaviour of others.

Complaints

In the first instance all complaints should be addressed to the Pre-Nursery Manager who will attempt to rectify the issue. If still unhappy parents can contact the Headteacher of Monksmead School who will take the issue further and if necessary to the school governing body.

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Fee Structure September 2017

Acorns

| Age | Times | Days | Fee |
|--------------------|-----------------------|-----------------|-------|
| 2 year old session | 8.30-11.30/12.30-3.30 | Monday - Friday | £5.50 |

Parents who have two year olds and who meet the selected criteria below are entitled to 15 hours free the term after they are two.

In order to qualify for 15 hours free, you must be getting one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- support through part 6 of the Immigration and Asylum Act
- the guaranteed element of State Pension Credit
- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Working Tax Credits and earn £16,190 a year or less

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education health and care plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, you can start claiming the term after they turn 2 ie. 1st September, 1st January and 1st April. We will need to see proof of eligibility.

Working Families' Tax Credit contains a childcare tax credit element, which covers up to 70% of the costs of eligible childcare for working parents where parents work, for at least 16 hours per week. If you are eligible we are happy to complete the relevant section of the Inland Revenue form.

Fees for the Education and care element sessions must be paid by the date stated on your invoice. Cash and cheques can be given to the school office. We accept cash, cheques and child care vouchers. We also do on-line banking. Please note that you are still required to pay the full term fees even if your child is off sick or on holiday.

There are no guarantees that you will be able to have the sessions you would like because of the staff to pupil ratio and the maximum numbers that we can accommodate, however we will do our best to meet requirements where possible.

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Little Oaks

| Age | Times | Days | Fee |
|--|------------------|------------------|-------------------------------------|
| 3 year olds from the term after their 3 rd birthday (who qualify for the education grant) | 8.30am -11.30am | Monday to Friday | Free |
| 3 year olds who do not qualify for the grant | 8.30am-11.30am | Monday to Friday | £5.50 per hour (£16.50 per session) |
| 3 year olds who qualify for grant | 12.30am -3.30pm | Monday to Friday | Free |
| 3 year olds who do not qualify for the grant | 12.30pm-3.30pm | Monday to Friday | £5.50 per hour (£16.50 per session) |
| 4 year olds | 9.00am-12.00noon | Monday to Friday | Free |
| 4 year olds | 12:00 – 3:00 pm | Monday to Friday | £5.50 per hour (£16.50 per session) |