

TELEPHONE: 9584075



WELCOME!

We would like to welcome to our Pre-school.

Welcome to Sticky Fish Pre-school. We are situated in the Lower Hall of Fishponds Baptist Church and have been in our current premises since September 2000. We have been established since 1994, when a group within the church felt the calling to serve their local community in this way.

We feel an important factor of our Pre-school is our Christian faith. We endeavour to run our Pre-school with a caring and loving attitude based on the individual child's needs.

Sticky Fish is a fully inclusive pre-school and welcomes all children. Staff regularly attend training courses in order to provide care for all children, especially those with additional health and learning needs. We aim to offer a happy, safe and caring environment for all the children, to develop their learning potential through play and planned activities in preparation for school and to develop their social skills whilst having fun with other children and adults. Within this environment our aim is to help the children to become confident and self-reliant.

The Pre-school is has been successfully Ofsted inspected and is a full member of the Pre-school Learning Alliance.

We are a not-for-profit charity and welcome any input from parents into the Pre-school.

We look forward to your family joining our Pre-school and hope your child will be very happy.

PRE-SCHOOL STAFF (as at September 2017)

PRE-SCHOOL MANAGER

Liz Tomlinson (NNEB)

DEPUTY MANAGER AND SENCO (Special Educational Needs Coordinator)

Jo Ball (BTEC, Level 3)

PRE-SCHOOL LEADERS

Bridget Bennett (NVQ Level 3)
Aisha Ghauri (NVQ Level 3)
Tanya Bashford (NVQ Level 3)
Jenny O’Inn (BTEC DIPLOMA
Level 3)

ADMINISTRATION ASSISTANT

Bernie Bufton

Sticky Fish Pre-school is run by a team of fully-qualified staff, support staff and regular volunteer (Jo Keenan one of our Trustees). We are always updating our skills to give each child a good foundation for the start of their education.

If you have any problems at any time, please feel free to speak to a member of staff. Members of staff can be identified by their navy shirts and the names and photos of staff on duty will be on the board as you come in. There is also a poster with photos/names of staff for you to look at on our notice board outside the hall.

We operate an open door policy; we are all here for you.

COMPLAINTS PROCEDURE

If you are unhappy with any aspect of the group, please feel free to talk to the staff or make an appointment to see the Pre-school Manager Liz Tomlinson or Deputy Manager Jo Ball. The pre-school landline number is 9584075 and the telephone number for Ofsted is 0300 1231231.

If the complaint is something you cannot approach the staff about, we have appointed a parent who can speak on your behalf. The name of this person will be made known to all parents/guardians along with their telephone number. Their photo and details will be displayed on the notice board outside the hall. Please feel free to talk to the Parent Complaints Officer, so that your concern may be addressed promptly and tactfully.

PRE-SCHOOL OPENING TIMES

Sticky Fish Pre-school is open at the following times:

Monday, Tuesday, Wednesday, Thursday, Friday mornings 9.30 am to 12.30 pm (2 and a half year olds, to 4 year olds)

Monday, Tuesday, Wednesday, Thursday, Friday afternoons 12.30 to 2.30pm (extended hours for eligible 3 and 4 year olds)

We do not currently offer ONLY afternoon sessions.

Optional lunch session (Mon to Fri) 12.30 pm – 1.00 pm

We operate term time only (Closed in school holidays)

NB You must pick up your child promptly.

HELLO AND WELCOME TO YOUR FIRST DAY

At Pre-school you will notice that everyone waits in the corridor outside the hall until the doors are opened at the beginning of the session.

Doors open for a prompt start at 9.30 am. **Please try to arrive on time, as late children cause disruption to the morning routine.** Please complete the signing in sheet, ensuring that you let us know who will be collecting your child.

Once inside, please help your child with his/her coat and **bag clearly named on the OUTSIDE**, and hang them on any of the pegs in the cloakroom area. Please place one piece of fruit for the week in the basket by the entrance.

Please help to familiarise your child with self-registration (ie finding their name).

The children will be given a drink of either milk or water and a snack of fruit and veg. Please remember to inform staff of any special dietary requirements.

Please try not to worry about your child. It is a big step for both of you but children adapt quickly and everyone is on hand to make this transition with you. Always talk to a member of staff with concerns you may have.

At the end of the session, parents wait outside the hall until the doors are opened. Parents are then invited inside and children are free to leave when a familiar parent/carer has been seen by the member of staff. **Your child will not be let out to another adult unless the staff have been told of that person in advance, with your chosen recorded password.** We operate a password system and request that you state your personal chosen password on your registration form.

You must tell the Pre-school if you have any special circumstances we need to be aware of. For example, staff must be informed about any child to whom access by one partner or other family members has been denied.

Your child's safety is always our first priority.

PLEASE let us know if you are going to be late picking up your child. **The pre-school phone number is 9584075.** In the event of an uncollected child, the Pre-school would have to contact Social Services who would take the child to a safe place and make the necessary arrangements. The child who is collected on time is the happy child!

GENERAL INFORMATION

CLOTHING

- Suitable for messy play
- Easy for child to remove (for independent use of toilet, remember belts are difficult for children)
- Bag **named on the OUTSIDE** with spare set of clothes
- **Named** coat
- Appropriate clothing for the climate as outside play will be available year round regardless of weather conditions; suncream and hat in warmer weather

FOOD AND DRINK

The children are given milk or water to drink and fruit, breadsticks and cheese to eat at snack time. We would like each child to bring in **one piece of fruit/suitable vegetable each week (eg a banana, a pear, cucumber, carrots etc).**

We will teach the children about healthy eating and incorporate this into our creative food activities.

If your child brings a packed lunch, please ensure it is healthy and balanced. For example it could include:

- A sandwich/wrap/pitta/roll/crackers
- Cheese/ham/egg/marmite/tuna
- Cucumber/tomato
- Apple/Satsuma/kiwi fruit/grapes/strawberries/banana/pear

A cereal bar/chocolate biscuit can be included as a treat. It is preferable not to give your child crisps every day. Please do not include sweets or chocolate bars.

Fresh drinking water is available to children at all times.

Any food served at Sticky Fish (eg through creative food activities or tasting food from different cultures) will always be checked against your registration and consent forms. It is therefore very important that any allergies are stated. Likewise, any sweets given to the group for the children will not be issued to the children until they are collected in order to allow parents to check them first.

INCIDENT/ACCIDENT BOOK

All accidents/incidents will be recorded in the book and the parent/carer asked to sign the entry. We will keep records of all accidents and the circumstances in which they happened in order that the parents can be informed.

FREE EARLY EDUCATION ENTITLEMENT

Bristol and South Gloucestershire local authorities both operate the FEEE. Leaflets are available for you to read and the most up to date literature will be pinned onto one of our notice boards outside the hall when it is received by us. It is important to note that policies on funding are subject to change from one term to another, so it should never be taken for granted that a child will receive funding.

We take government funding for 2, 3 and 4 year olds. This includes the extended funding (over 15 hours) for 3 and 4 year olds.

If your child is eligible for funding, we will notify you. For these purposes it is imperative that we see your child's original birth certificate and subsequently hold a copy of this.

MEDICAL BOX

The Pre-school undertakes to have all staff attend first aid training every 3 years. We have a First Aid Box on the premises at all times.

- We recommend that all cuts and grazes should be covered with a waterproof plaster.
- If your child has an infectious disease, eg chicken-pox, please keep them home until the doctor says they are clear of infection.
- Gloves will be used at all times when dealing with blood, urine, vomit etc
- If your child has diarrhoea and/or sickness, please keep them home until **at least 48 hours** after the last attack.

We do not generally take the responsibility for administering medicine. If your child is taking antibiotics, and you consider they are fit enough to attend Pre-school, you should administer all medicines yourself and communicate progress to the staff.

If your child has a long-term illness/medical condition eg asthma, we can arrange to administer medication in certain circumstances. Please speak to staff as your written permission will be required.

ROUTINE (approximate timings)

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|-------|--------------------------------------------------|
| 9.30 | Self registration |
| 9.45 | Free flow play indoors/outdoor |
| 10.45 | Snack Time and small group activity (key groups) |
| 12.00 | Tidy up time |
| 12.10 | Story time/music time |
| 12.20 | Large group activity |

12.30

Home time

All timings are approximate and depend upon the children's interests and learning on a particular day. The reason we have such a routine is that young children feel more secure and in control if they know what comes next. Therefore, although our activities and learning intentions change, the order in which we do things does not.

NEWSLETTER/NOTICE BOARDS

Information is sent home via termly newsletters by email. The current newsletter will be displayed on the notice boards outside the hall and/or on the doors to the hall.

OUTINGS

You will be informed of any events. Any outings that take place will be parent/carer-accompanied due to the age of the children and number ratios, as set out in our outings procedure and in line with parents' wishes as shown on their consent forms.

PROCEDURE FOR CLOSING TEMPORARILY (EMERGENCY CLOSURE)

If the group has to close for safety reasons or due to other unforeseen circumstances eg cold weather, burst pipes, break-in etc we will try to notify as many parents as possible in advance.

TERM DATES 2017/18

Term dates for the academic year 2017/18 correspond to those for schools. The pre-school may be closed for up to 5 Inset Days, to be taken throughout the year.

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|--------|---------------------------------------------------------------------------|
| Term 1 | Monday, 4 th September to Friday 20 th October 2017 |
| Term 2 | Monday 30 th October to Friday 15 th December 2017 |
| Term 3 | Tuesday 2 nd January to Friday 9 th February 2018 |
| Term 4 | Monday 19 th February to Friday 23 rd March 2018 |
| Term 5 | Monday 9 th April to Friday 25 th May 2018 |
| Term 6 | Monday 4 th June to Tuesday 24 th July 2018 |

TOYS

We know that children love to bring toys from home, but it can be very distressing if they get lost, broken or left behind by accident, so we discourage them from doing so. However, children can bring in objects of comfort on the understanding that Sticky Fish cannot be held responsible if they go missing.

Policies

These are the summaries of 5 main policies, the full versions of which are included with all of the group's policies. These are available in the entrance for families to view.

Child protection: In order to comply with legal requirements of safeguarding children we are obliged to act on anything giving us cause for concern; this may mean passing information on directly to social care. As a group we take child protection very seriously and will endeavour to make Sticky Fish as safe as possible by:

- Following stringent employment procedures.
- Ensuring that all staff and regular volunteers undertake child protection training to a level appropriate to their role.
- Never allowing volunteer helpers or students to be placed in a situation where they are unsupervised with the children.
- Having a named Child Protection Officer on the staff team.
- Having consistent procedures in place for recording information which may be needed should it become necessary.

Equal opportunities: We believe that by encouraging a diverse community within our setting we enable the children and other users to develop respect for one another and knowledge of the wider world. Our equal opportunities policy covers:

- Staffing issues.
- Fair admissions procedures.
- Differentiation of activities to each child's ability.
- Resources.
- Dealing with discriminatory behaviour.
- Ways in which the pre-school will endeavour to meet the needs of all families who face barriers within the setting.

Behaviour: We want everybody to be comfortable within our setting. The behaviour policy and procedure set out guidelines to ensure that everybody accessing the provision is able to do so without fear of harm or abuse. Our policy and procedure sets out:

- How staff and families can work together to promote positive behaviour.
- What is acceptable or not within the setting.
- Steps we will take and the timescales involved should it become necessary to deal with unacceptable behaviour.

Complaints: We will try to ensure that staff and families work together for the good of each child. However, sometimes things may go wrong and our complaints policy informs you of how to proceed in making a complaint. Within the setting we have made provision for complaints to be dealt with as effectively as possible by:

- Appointing a Parent Liaison Officer.
- Operating a key person system.
- Ensuring that a member of the senior leadership team is available for the majority of sessions.
- Ensuring the contact details required for complaints to the relevant outside agency are easily available.

Health and Safety: There are a number of smaller policies all designed to keep children and adults safe from harm whilst at Sticky Fish, but the main areas covered are:

- Security of the premises.
- Procedures for dealing with emergencies.
- What to do if a child or adult is sick.
- Information provided by families e.g. allergies.
- Equipment provided.
- Activities and routines to encourage a healthy lifestyle.

FEES (for non-government funded children)

£12 per morning 3 hour session (9.30 until 12.30) (2.5 years up to 3 years)

£2 per lunch session (12.30 until 1pm) optional (2.5 years to 4 year olds)

£10 per afternoon 2 hour session only for 3 or 4 year olds (12.30 until 2.30). This payment also covers the lunch session and staff breaks.

HELPING OUT AT PRE-SCHOOL – A FEW TIPS

When it is your turn for duty, please arrive promptly and come on in. This will help you to get familiarised with the layout of the hall.

We really encourage parents to participate **once per term**.

As well as you getting an insight into what takes place throughout a typical playgroup morning, your child can enjoy sharing you with the rest of the group and be made to feel really special.

It is important to do things with the children, , encourage them, and sit at their level, listen, talk, share and praise.

PLEASE HELP US TO HELP THE CHILDREN BY:

- Putting your name as a visitor on the signing-in sheet
- familiarising yourself with fire exits and fire equipment
- putting on aprons for painting, water play etc and dressing up clothes
- naming drawings/paintings clearly (top left corner lower case with initial caps eg David, Michael etc), dating and giving a title in the child's words if you can!
- reading a story from the book box
- preparing fruit and drinks
- washing any paint lids/brushes
- clearing up after snack time and tidying the kitchen

PLEASE DO NOT:

- take the children to the toilet. Always ask a member of staff and they will escort the child
- use the children's bathroom – there is a toilet for adult use across the lobby
- change a child's clothes
- give medical first-aid. If a child needs medical attention, see a member of staff.
- hand food or drink to the children. The staff know about allergies they have.
- intervene during incidents of unacceptable behaviour between children. If you witness unacceptable behaviour, please inform a member of staff immediately and it will be dealt with.

THANK YOU for helping and taking an interest in the children!

A parent/carer's participation is SO important to your child – he/she feels really special!

STICKY FISH PRE-SCHOOL CONSENT FORM

During your child's time at Sticky Fish, he/she will take part in many different fun activities. We would like to have your permission for your child to take part in the following activities:

Cooking and Food Tasting

We will make and try different foods from around the world, do simple seasonal cookery, teach healthy eating and do simple baking.

Photographs/Video

The children enjoy seeing themselves on film, it's a useful teaching tool. It's also an effective way of recording and observing your child's time at pre-school and will give you as parents an insight into ways in which we work with the children. This means that your child's image/name could appear in the background of another child's learning journal, just as other children's images/names could appear in the background of yours. We will also use visual images at the end of sessions and open afternoons/evenings. Students may also require photos for their portfolios/college displays.

Outside Agencies and Visitors

These enhance the children's learning experience. Visitors could include the police, fire brigade, doctors, opticians and musicians.

Visits to the Local Area

These enhance the children's learning opportunities. Children will always be taken by at least two adults (at least one member of staff), with a ratio of one adult to two children.

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