**TELEPHONE: 9584075 Mob:07746404262**

**WELCOME!**

**We would like to welcome you and your child 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 need to serve their local community in this way.

**OUR ETHOS**

Sticky Fish is a Christian based pre-school that welcomes and embraces everyone; that seeks to be caring, nurturing and inclusive, by showing love and compassion to all.

The children at Sticky Fish experience a playful, safe and fun environment that fully supports their personal, social, emotional and spiritual development.

We inspire our children’s creativity, curiosity, and confidence through play, where fun is at the heart of what they do.

We believe that children develop and flourish when they are nurtured to feel significant, loved and secure.

PLEASE NOTE THAT SOME OF THE FOLLOWING INFORMATION MAY HAVE BEEN ALTERED DUE TO COVID 19 RESTRICTIONS. Please chat to Liz (manager) about changes that may have been introduced.

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

We are a not-for-profit charity and welcome any input from parents into the Pre-school. Our small group of volunteer Trustees oversee the smooth running of Sticky Fish.

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

# **PRE-SCHOOL STAFF (as from September 2022)**

**PRE-SCHOOL MANAGER** Liz Tomlinson (NNEB)

## **DEPUTY MANAGER AND** Jo Ball (BTEC, Level 3)

**SENCO (Special Educational Needs Coordinator)**

**PRE-SCHOOL PRACTITIONERS**

Aisha Ghauri (NVQ Level 3)

Tanya Bashford ( EARLY YEARS TEACHER, Level 5/6)

Jenny O’Inn (BTEC DIPLOMA

 Level 3)

Bushra Abbas Level 2

Catherine Hounsome level 3

**ADMINISTRATION ASSISTANT and pre school assistant** Jen Wylie

Sticky Fish Pre-school is run by a team of fully-qualified staff, support staff and regular volunteers (Desrine Bailey, 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 questions or concerns, please feel free to speak to a member of staff. Members of staff will have their names and photos of staff on duty on the board as you come in. There is also a poster with photos/names of staff for you to look at on our parent notice board outside the hall.

During Covid 19, we will not be operating an open door policy. All communication can be done by phone call, text, and email on 07746404262. As soon as restrictions are lifted, we hope to be able to see and chat with you in person.

## **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, or mobile 07746404262 for out of pre-school hours contact. The telephone number for Ofsted is 0300 1231231.

# **PRE-SCHOOL OPENING TIMES**

Sticky Fish Pre-school is a TERM TIME ONLY pre-school and is open at the following times:

Monday to Friday 9.30 am – 12.30 (option of staying until 1pm for packed lunch), for all children from 2 years, 6 months, until school age (up to 5 years)

Monday to Friday 9am – 2.30pm ( for children eligible for 30 funded hours and/or for children over the age of 3)

We do not currently offer ONLY afternoon sessions.

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

We are closed during the 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. During the Covid 19 pandemic, all parents wait outside our garden gate, located at the rear of the building, and will be welcomed into our garden area with their child.

Doors open for a prompt start at either 9am (for 30 hours funded children) or 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.

During Covid 19, there will be some changes to the above drop off and collections. These will be communicated with you before your child starts at Sticky Fish.

**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.**

**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. You can also contact the manager, Liz on 07746404262.** 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.

# **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
* Named pair of wellies.

### **FOOD AND DRINK**

The children are given milk or water to drink and fruit, breadsticks, low salt crackers/crispbreads/rice cakes 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 also would appreciate the occasional donation of breadsticks or crackers/rice cakes.

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

Fresh drinking water is available to children at all times.

Any food served at Sticky Fish (eg through creative food activites 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, now classed as the “30 funded hours) for 3 and 4 year olds.

If your child is eligible for the 15 hours Universal funding, we will notify you. You will need to check with HMRC if you are eligible for the 30 hours funding. The manager can send you separate information about this funding, and how it can be accessed. Your child may be entitled to the 2 year old funding. This has a set of criteria in order for you to be eligible to access this. Speak to Liz the manager if you would like more information about this funding.

### **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) (during Covid 19, this will be altered)**

 9.00 Self registration (“30 hours children”)

 9.30 Self registration

 9.40 “Pebble Time” (group welcome)

 9.45 Outdoor play (indoors in extreme weather conditions)

 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

12.30 – 1pm Lunch time

1 – 2.30pm Free flow play

All timings are approximate and depend upon the children’s interests and learning on a particular day. We follow the EYFS (Early Years Foundation Stage) as a statutory requirement for all Early Years setting, but is complemented by “In the Moment Planning”. This responds to a child’s daily needs and interests, based on their particular level of development.

#### **NEWSLETTER/NOTICE BOARDS**

Information is sent home via monthly newsletters by email. The current newsletter will be emailed to all parents/carers.

### **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, pandemic, burst pipes, break-in etc we will try to notify as many parents as possible in advance.

### **TERM DATES 2021/2022**

Term dates for the academic year 2021/2022 correspond to those for schools. The pre-school will be closed for up to 5 Inset Days, to be taken throughout the year.

Term 1 Monday 6th September 2021 to Friday 22nd October 2021

Term 2 Monday 1st November 2021 to Friday 17th December 2021

Term 3 Tuesday 4th January 2022 to Friday 18th February 2022

Term 4 Monday 28th February 2022 to Friday 8th April 2022

Term 5 Monday 25th April 2022 to Friday 27th May 2022

Term 6 Monday 6th June 2022 to Friday 22nd July 2022

**Please note there will be some minor changes through the year due to inset days and bank holidays.**

### **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.

# During Covid 19, we do ask that no toys be brought in from home into the setting, to minimize infection.

**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 to view on our website. You may also request any policy to be emailed to you directly, by emailing the manager Liz at eltomlinson67@gmail.com.

**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 and deputy on the staff team. The DESIGNATED SAFEGUARDING LEAD is LIZ TOMLINSON (Manager) and the Deputy is JO BALL (Deptuty Manager)
* Having consistent procedures in place for recording information which may be needed should it become necessary.

**TRUSTEES**

We are overseen by a team of volunteer Trustees, who ensure the smooth running of Sticky Fish:

Rose Wyatt - Secretary

Jo Keenan - Chair

Liz Tomlinson - Manager

Desrine Bailey - Volunteer and Designated Safeguarding Lead for the trustees.

Bridget Bennett - Trustee

**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:

* 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.

A NEW COVID 19 RISK ASSESSMENT HAS BEEN COMPLETED AND IS AVAILABLE FOR ALL PARENTS.

POLICIES HAVE BEEN UPDATED IN LINE WITH GOVERNMENT GUIDELINES.

**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. Please note, that we do NOT offer only afternoon sessions. They must be taken together with the morning session.

A full day costs £22 or £24 if using the extra 30 minutes between 9 and 9.30.

Fees are payable in advance. A feeslip will be issued to you by email. Upon receipt of this, payment should be made. A fees policy is available for more information.

# **HELPING OUT AT PRE-SCHOOL – A FEW TIPS, please arrive promptly and come on in. This will help you to get familiarised with the layout of the hall. Note: not applicable during the Covid 19 pandemic.**

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
* 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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