



***A warm, friendly environment for all children to learn and develop***

Over the Rainbow Playschool

Holbrook Community Centre

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## *Hello and welcome to Over the Rainbow Playschool.*

I hope this booklet will give you an overview of the setting and answer some of your questions.....

Over the Rainbow was established in 1996 at the Community Centre (or Youth Centre as it was known back then!) and was purchased in 2009 by the current owner, Liz Pratt.

Over the Rainbow Playschool is privately owned and we welcome children from the age of 2, who stay until they leave for school. We are a sessional, term-time only setting; we offer a variety of session times each day and we close for bank holidays and the school holidays.

The staff team are mainly mums, so not only do they have the professional qualifications to be a Childcare Teacher, but they also have personal experience too. We work as a team and if you have any queries or questions about something you and your child are experiencing, it may be that one of the team have also experienced it and we are happy to pass on our knowledge to help. If we do not have an answer, we have several other professionals to call on to get advice. We aim to develop an excellent relationship with children and their families (including grandparents and other carers), which we know helps with all children's development. The team are here to support parents as well as their children.

We follow a curriculum that is suited to the cohort of children at the time, but we believe that it is most important for your child to feel happy, safe, and secure when they are with us and we focus on this from the outset. Once a child is secure, we find we are then able to cover all the other areas of the curriculum.

We offer a warm, friendly environment which enables all our children to learn and develop, to become sociable, independent and prepared for school.

### *Our setting aims to:*

-  Provide a warm, safe and secure environment for every child to grow and develop;
-  Provide high quality care and education for every child;
-  Work with parents to ensure their child reaches their full potential;
-  Offer children and parents a service that promotes equality and values diversity.

### ***Our approach to learning and development and assessment***

#### *Learning through play*

Play helps young children to learn and develop through doing and talking, which research has shown to be how young children learn to think. Our setting follows the child's interests to provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities' children decide how they will use the activity, and, in others, an adult takes the lead in helping the children to take part in the activity.

### ***How we provide for development and learning***

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all the children with interesting activities that are appropriate for their age and stage of development.

*The Areas of Development and Learning comprise:*

#### **Prime Areas**

-  Communication and language;
-  Physical development;
-  Personal, social and emotional development;

#### **Specific Areas**

-  Literacy
-  Mathematics
-  Understanding the world
-  Expressive arts and design

#### ***Assessment***

We assess how young children are learning and developing by playing, watching and observing them. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to the assessment by sharing information about what their children like to do at home and how they as parents are supporting their development.

We make periodic assessment summaries of children's achievements based on our ongoing development records. These form part of children's Learning Journals.

#### ***The progress check at age two***

We supply parents and carers with a short written summary of their child's development in the three prime learning and development areas when a child is aged between 24 – 36 months. The key person is responsible for completing the check using information from ongoing observational assessments carried out as part of our everyday practice, taking account of the views and contributions of parents and other professionals.

#### ***Key persons and your child***

Over the Rainbow Playschool uses a key person approach. This means that each member of staff has a group of children for whom she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she will help your child to settle and throughout your child's time at the setting, she will help your child to benefit from the setting's activities. The key person is there to support you as a parent as well as to help develop your child. If you have any worries or concerns, please speak to your keyperson as soon as possible.

**We are open term time only, 38 weeks per year, 5 days per week. Our Pattern of Delivery is:**  
*for Extended Funded Hours are:*

Monday	8.45 – 2.45
Tuesday	8.45 – 2.45
Wednesday	8.45 – 2.45
Thursday	8.45 – 2.45
Friday	8.45 – 2.45

*15 Hours (you can select which sessions you would like up to 15 hours or you are welcome to do more than 15 hours per week) is:*

Monday	9.00 – 12.00
	9.00 – 1.00
	9.00 – 2.45*
Tuesday	9.00 – 12.00
	9.00 – 2.45*
Wednesday	9.00 – 12.00
	9.00 – 1.00
	9.00 – 2.45*
Thursday	9.00 – 12.00
	9.00 – 1.00
	9.00 – 2.45*
Friday	9.00 – 12.00
	9.00 – 1.00
	9.00 – 2.45*

*\*The last 15 minutes are chargeable at our current rate as we are only able to claim funding for 30 minutes or a whole hour.*

If you require a different start time, please do not hesitate to ask.

We also offer a Breakfast and After School Club for children at Holbrook Primary school and for our playschool children. Please ask for more details.

Liz Pratt is the registered provider. Ofsted's registration requirements are (non domestic child care).

**Ofsted registration number: EY 398273**

**Telephone number: 0300 123 1231**

*Our excellent staff team who work at our setting are:*

Liz Pratt	Owner/Manager	NVQ 4 Childcare Learning and Development; NVQ 3 Early Years Care and Education; Paediatric First Aid; Designated Person Child Protection.
Lynne Peate	Deputy Manager	BTEC Early Childhood Studies; Paediatric First Aid; Special Education Needs Co-ordinator; Inclusion Co-ordinator. Designated Person Child Protection.
Sarah Phillips	Teacher Plus	Level 3 Diploma in Childcare; Paediatric First Aid.
Chloe Pratt	Teacher	Level 3 Diploma in Childcare; Paediatric First Aid
Michelle Doré	Teacher	Level 3 Diploma in Childcare; Paediatric First Aid
Kelly Buttle	Teacher	Level 3 Diploma in Childcare, Paediatric First Aid
Toni Baxter	Teacher	Paediatric First Aid Working towards Level 3 Diploma in Childcare

### ***The session***

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development, and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playrooms. Outdoor activities take place every day and children should arrive at the setting with the appropriate clothing required for that day. The children will need wellies and waterproofs – these will need to be named and can be left at playschool for the week if you wish.

### ***Snacks***

The setting makes snack time a social time where we all sit and eat fresh fruit and vegetables and then a biscuit. Do tell us about your child's dietary needs and we will make sure that these are met. We ask parents to contribute to snack. This amount is added to your monthly invoices. If your child does 2 or 3 days, the snack charge will be £1 per week, if your child does 4 or 5 sessions per week, it will be £1.50 per week.

## ***Policies***

The setting has numerous policies and procedures and these are available for you to see at the setting. Parents will be able to access these policies on Family under Permissions and a master copy will be kept by the kitchen at the setting. The setting has a robust NO SMOKING policy.

## ***Safeguarding children***

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

## ***Starting at our setting***

Starting playschool is a big step for families, even if you have done it before. Leaving your child with someone that you do not know well is hard and so it is normal to feel anxious. We will work with you to make your child's settling in process as smooth as possible.

We want you and your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. We have a policy about helping children to settle into the setting.

## ***What your child will need***

Your child will need a kit bag, (instructions on making your own are below) (Backpacks are **NOT** suitable as these are too large for our coat rack and do not allow children independent access to their belongings), and a flannel/small hand towel. Staff will be happy to show you the examples we have at the setting. We also have them to purchase at very reasonable prices, again please ask staff.

All items belonging to your child **MUST** be named. As we do go outside in all weathers, it is advisable that your child comes prepared for the weather of the day. We do encourage your child to be independent, so clothing that they can pull down/up, put on/off is best.

It is highly likely that your child will get dirty/paint on their clothes etc., so we strongly recommend that you do not send them to playschool in 'good' clothes as they may get stained.

Playschool do have embroidered t-shirts and sweatshirts which can be purchased for your child. These are currently £6.50 per t-shirt and £8.50 per sweatshirt.

## **Kit bag instructions**

1. 45cm wide x 45cm deep, any deeper and your child may be unable to reach the bottom.
2. Elastic in the top, not too tight so your child can remove and put back items easily.
3. Hanging loop made of non-elastic material (otherwise your child will only pull the bag down when trying to reach the bottom).

### ***Information we hold about you and your child***

We have procedures in place for the recording and sharing of information (data) about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject (you and your family).
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects (you and your family) for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When your child starts with us we will provide you with a privacy notice that gives further details of how we fulfil our obligation with regard to your data.

***Thank you for taking the time to visit.***

***If you have any questions regarding our setting, please do not hesitate to contact us. We would really like you to join us at Over the Rainbow Playschool and look forward to hearing from you in the near future.***