



Early Years Prospectus

Over the Rainbow Playschool

Holbrook Community Centre

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Horsham

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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 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 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.

We follow the Early Years Foundation Stage curriculum, 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 of 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 uses the Early Years Foundation Stage Development Matters guidance to plan and 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. In all activities, information from the Development Matters guidance to the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

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

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

Specific Areas

-  Literacy
-  Mathematics
-  Understanding the world

Assessment

We assess how young children are learning and developing by observing them frequently. 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. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different group or when they go on to school.

The progress check at age two

The Early Years Foundation Stage requires that we supply parents and carers with a short written summary of their child's development in the three prime learning and development areas of the EYFS: personal, social and emotional development; physical development; and communication and language; 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/he 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/he will help your child to settle and throughout your child's time at the setting, she/he 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:

	Start School in Sept 2021 (Includes Rising 5 session on Tuesday afternoons for children going to school)	Start School in Sept. 2022 + (27.25 hrs*)
Monday	8.45 – 2.45	8.45 – 2.45
Tuesday	8.45 – 2.45	8.45 – 12.00*
Wednesday	8.45 – 2.45	8.45 – 2.45
Thursday	8.45 – 2.45	8.45 – 2.45
Friday	8.45 – 2.45	8.45 – 2.45

**If you do 27.25 (15 mins) hours per week or a combination which ends in 0.25 hours, a charge for the last 15 minutes will be made as we are only allowed to claim funding for 30 minutes or a whole hour.*

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:

	Start School in Sept 2021 (Includes Rising 5 session on Tuesday afternoons for children going to school)	Start School in Sept. 2022 +
Monday	9.00 – 12.00	9.00 – 12.00
	9.00 – 1.00	9.00 – 1.00
	9.00 – 2.45*	9.00 – 2.45*
Tuesday	9.00 – 12.00	9.00 – 12.00
	9.00 – 2.45*	Not available
Wednesday	9.00 – 12.00	9.00 – 12.00
	9.00 – 1.00	9.00 – 1.00
	9.00 – 2.45*	9.00 – 2.45*
Thursday	9.00 – 12.00	9.00 – 12.00
	9.00 – 1.00	9.00 – 1.00
	9.00 – 2.45*	9.00 – 2.45*
Friday	9.00 – 12.00	9.00 – 12.00
	9.00 – 1.00	9.00 – 1.00
	9.00 – 2.45*	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
Kelly Buttle	Teacher	Level 3 Diploma in Childcare, Paediatric First Aid

How parents take part in the setting

Over the Rainbow Playschool recognises parents as the first and most important educators of their children. All the staff see themselves as partners with parents in providing care and education for their child. There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

-  Exchanging knowledge about their children's needs, activities, interests and progress with the staff;
-  Contributing to the progress check at age two;
-  Sharing their own special interest with the children;
-  Helping to provide, make and look after the equipment and materials used in the children's play activities;
-  Joining in community activities in which the setting takes part;
-  Building friendships with other parents in the setting, and
-  Commenting and adding to their child's online Learning Journal.

Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to be air hostesses and serve drinks and snacks to the children, cook snacks from their culture and community.

We welcome parents to drop into the setting to see it at work or to speak with staff.

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.

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 pay £1 per week for snack. This amount is added to your half-termly invoices. From April 1st 2020, if your child does 2 or 3 days, the snack charge will remain at £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 our website 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'.

Admissions

Every effort is made to admit children in order from our waiting list but as places are limited, each child is considered fairly on his/her own merit. Children can start the term once they have turned two.

We aim to inform parents of their child having a place at our playschool at least 12 months before he/she is due to start. If you wish to accept our offer, we will require a written confirmation along with a £50 deposit which is refundable during your child's first term with us.

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. The aim of our policy is therefore to settle the child in with as few a tears 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.