

HAPPY DAYS UNDER FIVES PRESCHOOL PROSPECTUS



UNDER FIVES
REGISTERED CHARITY 1053908

**Happy Days Under Fives
Barnham Broom Primary School
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Photos courtesy of Love Tate Photography
Welcome to Happy Days Under Fives!



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Our Aims

A warm welcome to our pre-school. We are delighted that you are considering Happy Days Under Fives for your child.

At Happy Days Under Fives we value the individualism of every child and believe that pre-school children learn best through play.

We aim to provide quality care and education for all children in our care by –

- Providing interesting, fun and challenging play opportunities both indoors and outdoors offering an individual learning pathway for your child,
- Working together in partnership with parents/carers to help children learn and develop as we believe parents should be actively involved,
- Valuing all children in our community and welcoming their experiences and culture into the pre-school aiming to value individuality, celebrate diversity and promote equality,
- Ensuring your child learns basic skills in order to give them a good start to their education and build on their personal, social and emotional skills whilst also developing basic literacy, numeracy, creative, physical and understanding skills.

We aim to ensure each child –

- Is in a safe environment
- Is given generous care and attention, because of our ratio of qualified staff to children
- Has the chance to join with other children and adults to live, play and learn together
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do
- Has a personal key worker who makes sure each child makes satisfying progress
- Is in a setting that see parents/carers as partners in helping each child to learn and develop
- Is in a setting in which parents/carers help to shape the service we offer.

Happy Days Under Fives has close links with the local community, the Primary School and the Church. We participate in community activities and visits and we invite parents to take part in these activities and events. We also work closely with any other settings that a child may attend.



About Us

Happy Days Under Fives was established in October 1995.

We are based in a mobile classroom in the grounds of Barnham Broom Primary School and we provide sessional care for children between the ages of 2 and 5 years of age. The premises is accessible to wheelchair users.

We are open Monday to Friday, term time only and offer lunch clubs (please refer to our current sessions times).

We have a recently refurbished enclosed outdoor area that provides lots of opportunities for physical development, fun and explorative play. We also have the use of the school's big playing field or playground.

We welcome the contributions of parents in whatever form this may take and encourage parents to bring their own skills, knowledge and interest to the activities of the group.

Our planning is based on the Early Years Foundation Stage. Staff firmly believe & comply with the four main principles of the EYFS, providing a range of stimulating and relevant activities to support the children in their emotional, physical and educational development.



Management and Staff

Our staff are undoubtedly our biggest asset. We staff are highly motivated and fully qualified. All staff attend continuous training, in house and from other providers, ranging from enhancing their NVQ qualifications to specific courses to support a particular child or group of children. Staff members who attend these courses then bring their knowledge back to Happy Days to ensure we are at the leading edge of best practice, and fun! Our staff's focus and priority is to ensure all children have continuously high quality of care.

Please refer to the details for our current staffing team and their qualifications.

Of course, the most important people at Happy Days Under Fives are the children. There is a maximum of 15 children per session. Staff interact with the children by encouraging, facilitating and supporting them whilst they have fun, learn through play, talk about their experiences and share their enjoyment with others, thus enabling the children to become more confident and independent.



Introduction to the Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept health and safe.. It promotes teaching and learning to ensure children's school readiness and gives children a broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

We have included a parent's guide at the back of this prospectus that gives you more detailed information regarding the Early Years Foundation Stage

Starting at Happy Days

Our preschool has a key person system. This means that each member of staff is responsible for a group of named children. 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 Happy Days the key person will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the pre-school's activities.

The Structure of a Session



We organise our sessions so that the children can take part in a variety of directed, supported and independent learning activities both inside and outside. The structure of the session is designed to introduce them to new experiences and to help them gain new skills, as well as helping them to learn with others.

Our outdoor activities contribute to children's health, their physical development and their growing knowledge. Children can chose from a variety of ongoing activities supporting the seven areas of learning.

Short, planned and directed learning activities are organised for your child during the week. We use the outcomes from these activities to plan your child's next steps in their development. Singing times, circle times, story times, mark making, games, awareness of letters and sounds are all encouraged and supported.

At Happy Days Under Fives some of the topics covered throughout the year might include –

- Ourselves
- Animals
- Senses
- People Who Help Us
- Transport
- Seasonal themes e.g. Easter, Mother's Day, Christmas, Chinese New Year, Diwali
- World Food
- Growing and Farming



Other activities include:

- Song time
- Show and tell sessions
- Outside environment
- Music and Movement Sessions

Snack Time

- all children enjoy a healthy snack in the morning and afternoon which is provided by the pre-school.
- The children are provided with milk or water and water is on offer throughout the session.



Dress Code

Children are expected to be suitably dressed for the variety of indoor and outdoor activities which they will be pursuing during the day.

Happy Days Under Fives recommends that parents/carers purchase the pre-school t-shirts and sweatshirts. This gives a sense of uniformity to the setting. They can be purchased from any member of staff.

A spare set of clothes should be brought to Pre-School each day in a named bag.

When choosing footwear please bear in mind your child may use equipment outside, therefore footwear should be appropriate e.g. trainers or sturdy shoes. Please also provide a named pair of wellies as we often use our grassed area.

For indoor use we ask that parents send in a pair of slippers or indoor footwear.

Our Committee

The management of Happy Days Under Fives is the responsibility of an elected committee of volunteers. The day to day management is then delegated to the Manager who reports regularly back to the Chair of the Committee.



We encourage parents to play an active part in the management of the Pre-School by volunteering to become Committee members.

The Committee is responsible for:

- Managing the Pre-School finances
- Employing and managing the staff
- Ensuring that the Pre-School has and works to appropriate policies
- Making sure the Pre-School works in partnership with parents/carers.
- Follows Ofsted Guidelines

If you would like to know more about becoming a Committee Member, please contact the Committee Chair or speak to any Committee Member (a list of Committee Members is available in the Pre-School entrance hall as well as in the back of this prospectus.



Committee newsletters are sent out on a half termly basis to inform you of dates, trips, fundraising events and developments in the pre-school.

Ad hoc letters are also issued to ensure you are kept abreast of anything in the meantime.

Our Policies

In line with Ofsted requirements, Happy Days Under Fives has a number of policies and procedures that aim to ensure that the service provided by the pre-school is enjoyable and of a high quality. Policies are prepared by the Staff and Committee and are reviewed on a regular basis.

Copies of all policies are displayed in the Parent's Operational Folder which is kept in the main mobile, for parents/carers to read and they will be provided when your child starts at the pre-school.

Child Protection

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life

The safety of your child is of supreme importance to us. Staff will be instructed to allow only named and known persons to collect your child.

The aims of our policy are to:

- promote children's right to be strong, resilient and listened to by creating an environment at Happy Days that encourages children to develop a positive self image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;



- promote children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- promote children's right to be strong, resilient and listened to by enabling children to have the self confidence and the vocabulary to resist inappropriate approaches;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults
- Work with parents to build their understanding of and commitment to the principles of safeguarding all our children

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Health & Safety

Happy Days Under Fives believes that the health and safety of children is of paramount importance. We are committed to taking all necessary measures to ensure that Happy Days is a safe and healthy place for children, parents, staff and volunteers.

We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service.

All children will be supervised by adults at all times and necessary ratios of staff to children adhered to.

We carry out risk assessment to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Activities or behaviour which could lead to harm will be prevented, with the reasons for this being explained to the child as far as possible. Safe behaviour will be encouraged.

Children will be made aware of health and safety issues through discussions, planned activities and routines.

Complaints

Happy Days believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve and will give prompt and serious attention to any concerns about the way in which we run. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

Please refer to our Parent's Operational Folder for the full content of the policies mentioned above.



First Aid

Basic first aid is applied in the pre-school. At least two member of staff with current first aid training is on the premises or on an outing at any one time.

If an accident needs hospital attention we will try to contact you first. It is essential that we have an up to date address and contact number of who to contact if necessary. In the event that we are unable to contact you we will act on your behalf.

We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.

Medicines

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had the prescribed medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect, as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'.

The first aider is responsible for the correct administration of medication. The child's key person will ensure that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for overseeing the paperwork.

Children taking medication, however, must be well enough to attend the setting.

Children's prescribed drugs must be provided in their original containers, are clearly labelled and are stored in a place inaccessible to the children.

Allergies

If your child has an allergy to any food, staff must be informed. We have experience of dealing with serious allergies and members of staff are trained to use adrenaline injectors although training has to be carried out for each individual child. We do not allow children to share food from their lunchboxes, but to protect those children with allergies, please do not pack any nuts or nut products (including peanut butter and chocolate spreads). We may also have other restrictions from time to time, depending on the allergies of the children at the time.



Records, Observations and Achievements

Children are regularly monitored throughout the Early Years to ensure that we deliver and meet specific needs and development. This means our Key Persons are well informed about the individual child's capabilities and can plan future work accordingly. Observational assessments are made daily and recorded as the children play and learn.

2 year Progress Check

Once your child has joined the pre-school, your child's key person will complete a 2 year check and you will be provided with a written summary of how your child is progressing against the 3 prime areas of learning -

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

This will highlight areas where your child is progressing well and any where they might need help and support.

Recording and Reporting

Records are kept of the children's progress and are available to parents on request. A Learning Story for each child, documenting their progress, is written and sent out when they leave the pre-school.



We hold annual parent's evenings to ensure all parents get the chance to speak to their child's key person and look through their Learning Story. Additional appointments can be arranged with your key worker should you wish.

Special Educational Needs

Children have differing needs and we treat each child as an individual. We will endeavor to ensure that all these needs are met appropriately.

Sometimes it becomes apparent that a child has more specific needs. They may have a learning difficulty or be gifted in certain curriculum areas.

In such cases we work closely in partnership with you to assess those needs so that we can offer the support necessary. It is important that support or special programs of work are appropriately designed, monitored and evaluated. Sometimes an Early Support Plan (ESP) will be drawn up to address specific needs.

Our Special Educational Needs (SEN) work is coordinated by the Pre-School Manager. The Pre-School has a policy for supporting children with special educational needs which is revised and implemented every year.



Transition to School

We work closely with Barnham Broom CE VA Primary School.

Children who are transferring to the main school, will be invited to attend a number of sessions with the Reception Class Teacher and Headteacher, and go for lunch with the reception class, prior to starting in September.

Your child's development progress at Happy Days will be passed on to the relevant school.

Children attending Happy Days Under Fives Pre-School are not automatically eligible for transfer to Barnham Broom Primary School.

Contact Us

Please call 01603 759656 or email happydaysunderfives@yahoo.co.uk, managerhduf@yahoo.co.uk or committeehduf@yahoo.com to make an appointment with our manager to visit us and look around. You can discuss registering your child and the sessions available, chat about settling your child in with us and any information you wish to share or any requirements you may have. This appointment takes place during a session at the pre-school.



If you are late

It can be very distressing for your child if you arrive late to collect them, so we ask that you arrive promptly at the end of the session. However we realize there may be a time when you are held up, and we ask you to let us know by telephone if you are going to be late. If we do not hear from you, then we will try an alternative contact number for you.

If no-one is available to collect your child we will follow the procedure in our 'Uncollected Child' policy.

Tax Credits & Employer Vouchers

Tax Credits

Tax credits may be given to eligible families as a contribution towards childcare costs. The HMRC helpline number is 0345 300 3900 or the website is www.taxcredits.hmrc.gov.uk

Employer Vouchers

These allow you to save an element of tax and NI by your employer paying nursery 'voucher' providers directly before any tax and NI has been deducted from your salary which is passed to a Nursery Voucher Supplier, who in turn releases the monies to the Nursery as payment towards your fees, therefore a saving for you. We can accept any form of employer voucher, please speak to your Human Resources department for details of their scheme (if they have one), and we can supply any information you require to set up a payment from them to us.



30 Hours Free Childcare and Tax-Free Childcare

As some of you may be aware the government are planning on offering working parents two new childcare schemes one being up to 30 hours free childcare and a Tax-Free scheme meaning For every £8 you pay in, the government will add an extra £2, up to £2,000 per child. This schemes are set to roll out nationwide in September 2017, and Happy Days Under Fives are planning on offering these schemes in our setting. For further information please see the links below

<https://www.childcarechoices.gov.uk/>

<https://www.tax.service.gov.uk/childcare-schemes-interest/welcome>

<https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning/free-childcare-for-working-parents-of-3-and-4-year-olds>

<https://www.gov.uk/childcare-calculator>

<https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>

<https://childcare-support.tax.service.gov.uk/moreinfopar/2>

SESSION TIMES & FEES

Opening times

We are open five days a week during the term time as follows –

Monday

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm

Tuesday

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm

Wednesday

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm

Thursday

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm

Friday

Morning session: 9am – 12pm

Afternoon session: 12pm – 3pm



Lunch Club

The lunch club gives the opportunity for the children to eat together. The emphasis of the lunch club is on having fun and socialising, as well as preparing the children for the school lunch routine.

We offer a Lunch Club, Monday to Friday. This is between 12pm and 1pm.

Hot lunches from the school can be provided at the cost of £1.70 per day or you can provide a packed lunch for your child. As part of our Health Eating policy we encourage parents/carers to provide a healthy and nutritious lunch.

Parents can pick up their child after lunch club.

Fees

The cost of each session is £11.50

Payment of fees is on a half termly basis but we can make exceptions to this by agreement with the Treasurer.

Please speak to the Pre School Manager in the first instance.

If a child stays for the lunch club in addition to a morning session, an extra charge of £3.50 is payable.

We accept childcare vouchers and are registered to offer Local Authority funding with effect from the start of the term following a child's third birthday.

We are also registered to accept Local Authority funding for children following a child's second birthday but please refer to the Norfolk County Council website to confirm the exact funding eligibility for each child.

Other Information

- Happy Days Under Fives is a Pre-school for children aged 2 to 5 years of age.
- The number of registered places for each session is 15.
- We will be closed when Barnham Broom Primary School has their teacher training days.
- Happy Days Under Fives are members of the Preschool Learning Alliance and our policies and procedures are based around those set out by the PLA.





Our Staff

The most important people as far as your children are concerned are our staff, who are all dedicated and caring, with a wealth of experience. All our staff hold a level 2 (or higher) qualification.

New members of staff receive induction training during their first week of employment, which includes our Health and Safety, Confidentiality, Equality and Safeguarding Children policies and procedures. Our aim is to have all members of staff qualified in Pediatric First Aid and basic Safeguarding Children (which includes Child Protection). Our current staff qualifications and training are as follows:

Manager:



Kate Satchwell-Poole - Early Years Practitioner, NVQ Level 3 in Children's Care, Learning and Development, Early Years Safeguarding Lead Practitioner, Fire Safety, Safeguarding (Child Protection), Health & Safety, Food Safety in Catering, Pediatric First Aid, Step On, Step Up, Safer Recruitment

Deputy Manager:



Vicky Gilding – Early Years Practitioner, NVQ Level 3 for the Children & Young People's Workforce, Pediatric First Aid, Food Safety in Catering Early Years Safeguarding Lead Practitioner, Safeguarding (Child Protection), Health & Safety, Safer Recruitment, Supervision and Appraisal.

Preschool Assistants:



Naomi Albery - Early Years Practitioner, Level 2- Support Teaching & Learning, Safeguarding (Child Protection), now studying towards an NVQ Level 3,



Mary Kiddle- Early Years Practitioner, Children & Young People's Workforce Level 2, Step On, Safeguarding (Child Protection), Signalong Phase 1, Pediatric First Aid, now studying towards an NVQ Level 3



Tanya Gould - Early Years Practitioner, Safeguarding (Child Protection) Early Years Safeguarding Lead Practitioner (SLP), Level 3 diploma for Children and Young Persons Workforce, Talk About, , Supervision and Appraisal, CFR Training



Bank Staff: [Jackie Nichols](#)- Early Years practitioner, NVQ Level 3

[Emily Warrin](#)- Early Years practitioner, Children & Young
People's Workforce Level 2

COMMITTEE 2017-18

**CHAIRPERSON & GOVERNOR REP
CHILD PROTECTION REP**

Zara Dack

TREASURER

Zara Dack & Gemma Williamson

SECRETARY

Gemma Williamson

FUNDRAISING OFFICER

Vacant

GOVERNMENT FUNDING OFFICER

Zara Dack & Gemma Williamson

GENERAL MEMBERS

**Kate Satchwell-Poole, Vicky Gilding,
Beth Boorman**

