



## WELCOME PACK

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Welcome to Ladybirds!

We hope you find this pack interesting and informative. If there is anything additional you would like to know, a member of staff will always be happy to help.

Ladybirds welcome all families and children- regardless of race, culture, sex, social class and disability. We seek to work closely with all families having a positive impact on the children's development. Our aim is to create a stimulating learning environment where all children access an exciting curriculum, ensuring every child is happy and highly motivated to learn.

We offer care for children aged 2 – 5 years old. Ladybirds are part of a large Early Years Foundation Stage Unit within Hanwell Fields Community School and offer wrap around care to those children that use our Nursery and Reception Classes.

Our setup is rather unique. Ladybirds can take children aged 2 & 3 years old, up until the academic year of which they turn 4. The academic year that they turn 4, children are then classed as "Caterpillars". This is the schools Nursery Class (the year before they start Reception Class) where they attend 5 mornings/ 5 afternoons/ or 5 full days based on 30 hours funding each week.

Reception Class are called "Butterflies". This is the academic year that your child will be turning 5 and will be their final year in the Early Years Foundation Stage.

If children in each of these classes require "wrap around care" such as breakfast club, afterschool club or even in the school holidays, Ladybirds will cater for this. It is very unusual for children to be able to attend a Foundation Stage unit for potentially 3+ years. We believe this is a huge benefit to our children and families for consistency and stability throughout their early year's education.

Children in our setting access a vast variety of attractive, stimulating and educational experiences. More importantly, they receive the care, support and teaching from a wide host of Early Years Professionals. As a team, we aim to bring a variety of knowledge, experience and expertise to the setting- supporting and nurturing children in their early education.

Please take the time to read through this Welcome Pack so that you can gather a clear understanding about Ladybirds and what we do. If after reading, you have some un-answered questions, please feel free to contact me or arrange a visit. We know that choosing the right setting to care for your children is one of the hardest decisions to make!

Kind Regards

Annie Richards

Ladybirds Leader  
Hanwell Fields Community School



## Sessions & Prices

### 2-3 year olds

Sessions	Times	Price
Breakfast Club	7:30am-8:30am	£4.50
AM Session	8:30am-11:30am	£13.50
*Lunch Session	11:30am-12:15pm	£4.50
PM Session	12:15pm-3:15pm	£13.50
After School Club	3:15pm-4:30pm (no tea included)	£5.63
	3:15pm-6:00pm (cooked tea included)	£12.38
All Day	7:30am-6:00pm	£48.38
<b>LATE FEE</b>	<b>EVERY 10 MINUTES</b>	<b>£6.00</b>

### 3-5 year olds

Sessions	Times	Price
Breakfast Club	7:30am-8:30am	£4.00
AM Session	8:30am-11:30am	£12.00
*Lunch Session	11:30am-12:15pm	£4.00
PM Session	12:15pm-3:15pm	£12.00
After School Club	3:15pm-4:30pm (no tea included)	£5.00
	3:15pm-6:00pm (cooked tea included)	£12.00
All Day	7:30am-6:00pm	£44.00
<b>LATE FEE</b>	<b>EVERY 10 MINUTES</b>	<b>£6.00</b>

\* Menus available on website and notice board, these follow the school food trust standards. If your child has food allergies or dietary requirement it is your responsibility to let the team know on the registration forms and update them of any changes ASAP. Tea is served at 4:30pm.

\*Lunch Sessions must be used in conjunction with either an **AM** or **PM** sessions.

We understand that parents may sometimes wish to collect their children earlier than these finish times - however, the full session price will be charged due to staffing the session.

We also understand that children may not attend due to illness/ holidays/ family commitments- however the full session charges are still payable to ensure that the space is kept.

### Funded Hours

All funding takes place the term AFTER the child's 2<sup>nd</sup>/3<sup>rd</sup> birthday depending on your eligibility.

You can use these funded sessions in addition to your paid session also. If you think you may be eligible for 2 year old funding, then please talk to a member of staff. You will need to provide us with your code prior to starting.

If you are eligible for 30 hours funding, you also need to apply and provide us with your code in advance. You are required to reapply for your 30hours code on a regular basis, failure to do so will result in all fees being payable.

Date of 3 <sup>rd</sup> Birthday	Eligible for funding from:
1 <sup>st</sup> April-31 <sup>st</sup> August	Term 1- September
1 <sup>st</sup> September-31 <sup>st</sup> December	Term 3- January
1 <sup>st</sup> January-31 <sup>st</sup> March	Term 5- April

If you do not use your booked sessions and have continuous absences, we will need to discuss making relevant changes.



## Payment

You will be invoiced at the start of each month. This will be sent to you via email so please ensure your email addresses are clear. Payment can be made online or through our "Parent Pay" account. You can also set up childcare vouchers through your employer. Please use your child's name as the reference for all payments.

**If you fall into arrears, then please understand that you risk losing your place in the provision.**

(See Charging Policy on school website)

## Late Fee

There will be a **£6 charge for every 10 minutes (or part thereof)** that children are collected late. It is vital that we have your full cooperation to allow us to stick to our ratio and standards. Staff hours are based on your booking times. Please talk to a member of staff if you feel we need to amend your sessions in any way to avoid this charge. (Dependent on availability)

## Uniform

As of September 2019, we are requesting Ladybirds also wear school uniform, in-line with school. We are only asking for children to wear the top half (yellow tshirt/ school sweatshirt). We are happy for the children to wear their own trousers/ bottom half as we understand the children will be learning to toilet train etc at this age. However, if you wish to put them in full uniform and shoes- this is of course very welcome!

The most important consideration, is that the children are comfortable and can be **independent**. If your child is learning to use the toilet- please avoid tight trousers, or dungarees etc! Please consider clothes and shoes which the children can manage on their own. Children are encouraged to engage in creative / messy play each day and clothes do get messy! – do not send children in their best clothes! Remember to name your child's belongings.

We have attached information for you in regards to purchasing tshirts/ jumpers etc.

\*Please ask a member of staff if you would like a "New to You" school jumper etc.

## Settling In

We understand that often, this may be the first time that your child has spent time away from you in such a social environment. All children and families deal with these situations differently. As a result of this, we plan this on an individual basis. All children are offered a 1 hour settling in session, free of charge.

Depending on how they are, we will then arrange other sessions to help them with this process. We do expect all families to make use of this and we would not accept a child to start with no settling in visit. We would work with all families individually and staff would be more than happy to work out a plan that works for you and your child. We recognise some children may need more time than others to settle in and it is a process that can require some time and commitment from all involved. It is helpful if you can encourage your child to become independent and organise themselves on arrival to sessions and we will support you in doing so too.

Each child is assigned a 'key person'. This person will help your child to become settled, happy and safe. They are responsible for your child's care, development and learning, and will take a careful note of your child's progress, sharing this with you and giving ideas in order to support this learning at home.

However, we still believe it is important for all the children to form good relationships with all the adults working at Pre-School and across our Foundation Stage Unit at Hanwell Fields Community School.

When your child starts, we may ask some questions that help us build up a better understanding of your child's interests etc.



### **When your child starts Pre-School they will need:**

- Spare change of clothes (labelled) A **full set** please- including pants **and** socks. (this does not have to be uniform)
- Suitable clothing for current weather conditions ie sun hat/ winter coat/ hat/ gloves etc
- Sun cream needs to be applied at home prior to your child's session.

**\*\*\*Please note- we do go out in ALL weather conditions!!!**

### **If your child is not completely potty trained, you will need to provide the following in addition:**

- A sufficient number of nappies for the session and named wipes (in their pre-school bag) we advise 3 nappies for half day sessions and 6 for a full day.
- If they are learning- make sure you send a **sufficient number** of spare trousers, pants and socks too!
- Please see Toileting & Care Policy

### **Pre-School will provide:**

- A fruit snack & milk/ water, a cooked lunch, and tea. You will need to indicate the days you want your child to receive a hot lunch if this applies to your session.

### **The Curriculum**

When your child starts with us in Ladybirds, they will be coming into what is called The Early Years Foundation Stage (Birth to Five). We provide a broad, balanced, developmentally appropriate and flexible curriculum that caters for the wide range of needs of the children with whom we work.

### **The Three prime areas of learning and development are:**

- **COMMUNICATION and LANGUAGE** involves giving children opportunities to experience a language rich environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **PHYSICAL** involves providing opportunities for young children to be active and interactive; and to develop their coordination, control, and movement. Children must be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **PERSONAL, SOCIAL & EMOTIONAL** involves helping children to develop a positive sense of themselves, and others; to form relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own ability.

### **The four further specific areas of learning are:**



- **LITERACY** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest
- **MATHEMATICS** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.
- **EXPRESSIVE ARTS and DESIGN** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design technology.
- **UNDERSTANDING of the WORLD** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

The children access the curriculum through practical experiences and structured play activities in both the indoor and outdoor environment. We also like to arrange visitors to come in and see us such as policemen, firemen, a veterinary nurse etc.

### **Your child's Learning Journey & sharing this with you!**

Every child that enters Ladybirds will have their own Learning Journey. This is where we will keep examples of their work and observations recorded by staff members on their achievements. Staff take the time to work with and observe the children in order to recognise where we can support them next. This profile is a way of recording their development and learning during their time in Ladybirds. We encourage parents to contribute to this by writing down anything your child does at home or bringing in photos or drawings they have done at home, and sharing their great achievements! We are always open to parent queries and want to support you with your child's development and recognise that you know them best.

We update these at the end of each big term, and then share them with you at home giving you the opportunity to look through them together and give feedback to us in Ladybirds.

### **Ways you could help your child before they start Pre-School.**

We encourage our children to become as independent as possible. Children feel great satisfaction when they can begin to do things for themselves. Even if this means very basic skills such as putting their arms in their coat, feet in their shoes or helping themselves to a drink! We are always encouraging children to access their learning environment through play and this experience is the very first introduction to education and supporting them in becoming excited to learn and ready for school.

### **Principles of Learning in the Early Years Foundation Stage Play!**

Children learn best by playing and exploring. This is fundamental to learning for all children in the Early Years Foundation Stage. We carefully plan activities to ensure children learn the most from them, but have maximum amount of enjoyment too. We plan our learning through the interests of the children. We also feature learning around cultural and calendar events and special events from home.



## Children's Achievements

We aim to ensure all children are not only developing their confidence as learners but also to have a go and take risks as learners. We wish to instil into our children open inquiring minds, high self-esteem, great confidence and most importantly- to be happy learners. We often look for "Characteristics of Effective Learning" where children demonstrate their engagement, involvement and thinking too. These too lay great foundations towards school readiness.

## Positive Behaviours for Learning & Rewards

We want children to have a positive attitude to coming to Ladybirds and being with other children. We recognise it is hard to be so young and be in such a social environment at times- especially when it comes to expectations such as sharing! Our job is to support children in this experience, offering them guidance and modelling positive behaviour. We aim is to share and feedback to parents. We also have the expectation that we will work together in supporting children to have a positive experience here in Ladybirds. We reward children's behaviours in many different ways such as certificates, stickers, assemblies and other systems that children find exciting!

## Values



## Forest School

We visit our Forest School site on a regular basis with the children and aim for all children to visit during their time with us. Forest school is a great opportunity for children to escape the classroom environment, explore the world around them and engage in open ended play.

## Safeguarding

Ladybirds are always alert to the care and needs of every child in our care and believe that every child has the right to be safe. Our first concern is always your child's welfare. Ladybirds will follow the school's Safeguarding Policy. Any safeguarding concerns, please report to **Annie Richards (Ladybird Leader)**. See Safeguarding policy. Please do not be offended if we ask you what happened if your child arrives with a visible injury. We may also ask you to complete a form. Our policies can be viewed on the school Website.



## Health and First Aid

Please do not send your child to Ladybirds when he/she is unwell. If your child has any infectious disease they will not be able to attend Ladybirds. **Children must not return to Ladybirds until a clear 48hours from the last bout of illness.** Please let us know if your child is unwell and won't be in for their session. We are able to administer medicine, however, all medication **must be prescribed by a doctor**, have the child's full name on and be in the original container. A medication form **MUST** be completed and all medication handed to a member of staff to ensure it is stored safely and correctly. See Medical Care Policy.

We record accidents and parents are asked to sign a copy. If any hospital treatment is required then parents are always contacted after the emergency services have been called. A First Aider is in attendance at all times.

