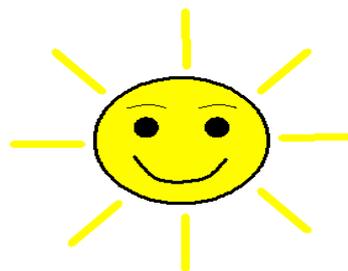


# Welcome to Leonard Stanley



## Early Years

Our aim is to make the journey through Early Years as smooth as possible, not only for the child, but for you as a family as a whole.

Our philosophy is to nurture every child's curiosity, encourage, support and help them on their first steps to becoming a life long learner.

This will be done by :

-  Recognising the importance of the child's family and encourage family participation in all aspects of the early years environment.
-  Using planned structured opportunities, as well as lots of free play to stimulate a child's inquisitive nature. Play is the main way in which children learn and therefore play affects all aspects of a child's development.
-  Providing experienced, qualified, professional staff, using the key worker approach to develop relationships with the child and adults alike.
-  Indoor and outdoor play, using all environments as learning tool.
-  Encouraging children to make their own decisions and reflecting on them
-  Most importantly, we play with the children and have lots and lots of fun!

Leonard Stanley Early Years is part of Leonard Stanley C of E Aided Primary School, and as such is managed by the School Governors, the School Head Teacher (Mr Andrew Green) and the Early Years Management Team.

Contact details are -

Early Years - Tel 01453 827681, e-mail [earlyyears@leonardstanley.gloucs.sch.uk](mailto:earlyyears@leonardstanley.gloucs.sch.uk)

School - Tel 01453 823265, e-mail [admin@leonardstanley.gloucs.sch.uk](mailto:admin@leonardstanley.gloucs.sch.uk)

Web site - <http://www.leonardstanleyearlyyears.com/>

## The Early Years Staff and Key Colour Group -

Vicki Richardson Yellow Group (Play leader Manager) Vicki started at the setting in January 2012. Vicki holds a Foundation Degree in Early Years, a NVQ Level 4 in Children's Care Learning and Development alongside a NVQ Level 4 in Management. Vicki is also the Child Protection Officer and Special Educational Needs Coordinator (SENCO) for the setting and holds a CACHE Level 3 in Special Educational Needs.

Although your child will be allocated a key person, (see below), please feel free to contact Vicki regarding any questions or queries you may have.

Chris Knapp Red Group (Deputy Play leader) - Chris has been at the setting since September 2013, she holds a CACHE level 2 in Pre-school practice, CACHE L3 Forest schools . Chris is the lead practitioner for Communication Language and Literacy and is also the designated Health and Safety officer.

Kelly Ward Orange Group (Play Assistant) - Kelly has been at the setting since September 2015 and holds a NVQ Level 3.

Becky Shaw Blue Group (Play Assistant) - Becky has been at the setting since October 2016. She is currently completing her Level 3 in Early Years

Tracey Chudley Blue Group (Play Assistant) - Tracey started at the setting in September 2017. Tracey holds an NNEB child care qualification.

Lisa Osborne Blue Group (Play Assistant) - Lisa will be starting at the setting in September 2017. Lisa will be completing her Level 2 in Early Years

Tammy (Financial Administrator)

ALL STAFF are qualified in paediatric first aid and safeguarding children, and regularly attend professional development training courses.

## Starting Early Years

When starting Early Years, there are a variety of forms that need to be completed, it is important that we have all this information from the beginning. During your child's time with us, please inform us of any changes that occur in contact details, pick up authorisation, medical information etc so that records are always kept up to date.

Your child will be assigned a "key person", this is the member of staff that will be your point of contact and the one that will maintain the assessment on your child. However, this does not mean that you can not approach another member

of staff or Management. All staff work as a team together caring for all the children.

Our settling-in procedure is different for every individual child. We treat all children as individuals throughout their time with us, and how we help them settle is no exception. The procedure is one that is worked out between the parent and staff together. All situations are different, for some it is best for the parent/carer to stay with the children to start with, for others it is not. We all have the same aim, happy, contented children.

Objects or Toys from home can make a child feel safe in a new environment. Transitional objects, (blanket, favourite toy) are welcome in the setting, although children are encouraged to leave them in their personal tray, and fetch them when they feel the need to. Hopefully, within a few weeks the child will not need to do this any more, and the object will be left from home. Although we do not discourage children from bringing in toys from home, we can not be responsible for loss or damage of any toy. If it is a precious toy, please leave it at home.

Personal belongings should all be clearly named, as many children have the same coats and shoes, all in the same size. In hot weather, please ensure your child has a sun hat and that they have been smothered in sun cream before they arrive. In cold weather, a warm coat, hat and gloves are needed. We do try to access the playground everyday, so a waterproof coat allows us to still have a run around even in light rain.

We encourage the children to experience and experiment with new ideas, and as such it is best for them to wear old clothes. Although all paint and playdough are washable, experience tells us that occasionally they can stain. We do have optional uniform available for purchase.

If your child is still in nappies, this is not a reason for them not to start with us. We all appreciate that children develop at different times, and we are able to accommodate this. If your child is still in nappies, we do ask that you provide your child with a bag, which includes - nappies, wipes, nappy bags and a change of clothing. We do have nappy changing facilities and a nappy bin.

During a typical session we will provide - free flow indoor and outdoor play, consisting of - Creative activities, Construction, malleable activities, mathematical activities, role play and the opportunity for lots of free choice for all individuals. We are totally flexible, and will be led by the interests of the children, if it is a nice day, we may just go to the park, or for a walk around the village, (with parent consent and completed risk assessment.)

As all registered settings, we have to adhere to the Early Years Foundation Stage. This incorporates the care and education of all children aged 0-5. It provides a framework for assessing child development from birth right up to and including a child's reception year at school.

The Early Years Foundation Stage focuses on **playing and exploring, active learning and creating and thinking critically** to support children's learning across all areas. These areas consist of **3 prime areas** and **4 specific areas**. These are as follows: - the prime areas consist of **personal, social and emotional development, communication and language and physical development**. The specific areas consist of **literacy, mathematics, understanding the world and expressive arts and design**.

Drinking water is available at all times, and we offer a healthy, light snack during the session.

Parent/Carers are requested to do a "duty" occasionally each term. This is a lovely time to spend with your child and share their experience. When you are on duty, your child has special "jobs" to do, which they all look forward to. Duty can be done by Mum, Dad, Grandad, Grandma, Aunt, Uncle, Childminder etc. often with younger siblings attending as well. We will ask you to inform us of which days are convenient for you to do your duty, so the rota can be completed before the start of each new term. When on duty we will ask that you make the snack for the session, and join in with the session and your child. The staff will talk this through on your first duty.

During the pre-school year, we start the transition to school, including lunch and PE in the school hall, story time with the Reception Class Teacher and Head Teacher, and getting to know the year 5 school children who will be the "buddies" when your child starts school. The buddy system is one of the many ways the school acts as a whole community to help each other. When they start school, the older children act as a support and friend for the younger children at playtimes, lunchtimes and school events.

From the term after a child turns 3 years old, they are currently eligible for Nursery Education Funding. This is free child care for up to 15 hours a week. For more information please ask a member of staff. Funding is also available for some children from the term after their 2<sup>nd</sup> birthday - criteria to be met.

Our Policy and Procedure Documents are completed to account for all relevant legislation and requirements of the setting. These documents are available to anyone to see, please just ask.

One of our procedures is the complaints procedure. If you have any concerns, please speak to Vicki first who will do her best to solve any issues you may have. If this is insufficient, please speak to the Head Teacher of Leonard Stanley School who can either deal with the situation or point you in the direction of the School Governors. The final place to turn to would be OFSTED, (tel. 0845 6404040)

We hope that the time together is a happy, memorable and educational experience. Your child is taking their first steps into their life long journey

of education. We hope to work alongside you and your family to make this the best possible start for your child.