

## **Welcome to The Cygnets Milton Pre-School**

First, welcome! We know that starting Pre-School is a very important milestone in your child's and your life. To ensure a positive start, you and your child need the support and encouragement that we can provide. You have the reassurance that your child is in the care of appropriately qualified and experienced staff, most of whom are parents themselves. For your child this may be the first time they have been apart from you on a regular basis. Some children adapt to this very quickly; others take a little longer. Either situation is perfectly normal. We realise that you are entrusting us with the care of your child, and we place your child's safety, welfare and development at the top of our priorities. We offer a secure, happy and stimulating environment where independence, self-confidence, consideration for others and good manners are encouraged.

**We meet in a purpose-built mobile classroom with an enclosed outdoor area in the grounds of Milton CofE Primary School.**

### **Useful Contact Details**

Pre-School 01223 712286  
Manager [Kirsty@cygnets.org.uk](mailto:Kirsty@cygnets.org.uk)  
Administrator/Allocations [milton.cygnets@gmail.com](mailto:milton.cygnets@gmail.com)  
Committee Chair person [chair.cygnets@gmail.com](mailto:chair.cygnets@gmail.com)

### **Our Aims**

We aim to

- Work in partnership with parents and carers, building upon the knowledge you have of your child
- Provide a safe, caring, creative and inspiring environment
- Encourage children to be independent, considerate and excited to learn through play and to develop friendships and social skills in readiness for school
- Adapt activities to include all children according to their individual needs and interests.

### **Opening Times**

The Cygnets Milton Pre-School is open for 38 weeks a year, Monday to Friday, 9.05am – 3.05pm.

Please see the list of term dates at [www.cygnets.org.uk](http://www.cygnets.org.uk) (The setting adopts the same holidays and closure days as Milton Primary School. Any additional closure days will be notified.)

### **From 2 Years & 6 months children can attend:**

**All Day Session** from 9.05am to 3.05pm (6 hours) and bring their own healthy packed lunch which will be served from 11.45am to 12.15pm.

**Morning Session** from 9.05am to 11.35am (2.5 hours)

**Morning Session with Lunch** from 9.05am to 12.35pm (3.5 hours)

**Afternoon Session with Lunch** from 11.35am to 3.05pm (3.5 hours)

**Afternoon Session** from 12.35pm to 3.05pm (2.5 hours)

### **2 Year Old Children can attend:**

**Morning Session** with lunch from 9.05am to 12.35pm (3.5 hours) or without lunch from 9.05am to 11.35am (2.5 hours)

**Afternoon Session** with lunch from 11.35pm to 3.05pm (3.5 hours) or without lunch from 12.35pm to 3.05pm (2.5 hours)

**Lunch**

If your child is staying for lunch you need to provide them with a healthy lunch and drink in a clearly labelled lunch bag or box. They are allowed crisps and cakes but no sweets or fizzy drinks. (Please provide an ice pack to keep food cold and fresh, as we do not have refrigeration for lunches)

## **Funding**

All children are funded for up to 15 hours per week starting from the term following their 3<sup>rd</sup> birthday. This is called Nursery Education Funding (NEF) and is provided by the council. You will be given relevant information and forms to be completed in order to claim; please ensure forms are handed back promptly.

Your child's birthday	When your child will receive NEF funding
1 September to 31 December	Spring Term (Starts January)
1 January to 31 March	Summer Term (Starts April)
1 April to 31 August	Autumn Term (Starts September)

## **Funded 2's**

Some two year olds can receive 15 hours of free childcare/early learning a week. Please contact The Dolphin Children's Centre on 01223 472791 to find out more.

## **Fees**

If your child is not eligible for funding or if you have chosen to pay for additional hours the fees are

£5.00 per hour for 3 year old children

£5.25 per hour for 2 year old children

Fees can be paid by Bank Transfer or cash.

You will be billed termly for non-funded and extra sessions.

## **Notice Period**

If a child is to leave our setting before moving on to school, or to reduce the number of sessions attended, parents must give at one month's notice of the leaving date in writing. Fees will be payable (or funding claimed by us), until that date.

## **Attendance**

It is important for your child to attend the sessions that have been allocated to you. We would appreciate it if you could ring and leave a message on 01223 712286 if your child is unwell.

If your child is absent and we have not heard from you then we will contact you. If contact is unable to be made, we may contact your Emergency Contact's or carry out a home visit, if deemed necessary. We regret that prolonged unexplained absence for more than two weeks will result in your child losing their place at Cygnets.

## **How Cygnets Milton Pre-School works – our committee**

While we employ well-qualified and experienced staff to care for the children, Cygnets is a registered charity and is overseen by an elected volunteer committee, ensuring that major decision-making is in the hands of the parents who use the group. The committee meet once every half term and are also the trustees of the charity. At our annual general meeting (AGM) held in October, there is a review of the past year and the committee for the following year is elected. Parents will be informed in good time so they are able to attend. If you are interested in joining the committee (at any time of the year), please contact the Chairperson. Please note that all committee members will be required to undertake a DBS check and must be eligible to be a charity trustee (see the Charities Commission website for information or contact the Chairperson).

Cygnets cannot exist without a strong committee and if you feel you could volunteer in this way for the next year or so, we look forward to hearing from you. We strongly rely on support from all our parents and carers and we appreciate any help at the setting from attending fundraising events to being a parent helper during a session.

## Fundraising

Cygnets is Registered Charity no. 1155959. The funds and fees received for sessions cover only a little more than our basic costs. Fundraising is vital to allow staff to receive training, replenish craft resources and help fund children's trips. We appreciate your help and support for all events.

## Our Staff

The appropriate staffing ratios are laid down in the Early Years Foundation Stage and will be adhered to at all times, however we currently work to a 1:6 ratio for 3 year olds and 1:4 for 2 year old children.

All of our key staff are qualified or working towards qualifications and all adults working with children on a regular basis have DBS (Disclosure and Barring Service) checks.

Position	Name	Qualifications
Manager	Kirsty Freestone	CACHE Level 3 (Designated Child Protection, SENCO, ECAT, Safer Recruitment)
Deputy Manager – Ladybird room	Kerry O'Dell	CACHE Level 3 (Behaviour Management, Designated Child Protection, EYPP Co-ordinator)
Deputy Manager – Bumblebee Room	Deborah Reeve	CACHE Level 3 (Designated Child Protection)
Administrator	Alison Macklin	
Practitioner	Faye Sullivan	CACHE Level 2 and CACHE Level 3 Diploma (QCF) (Behaviour Management, Transitions Co-ordinator)
Practitioner	Marilene Estoppey-von-Negelein	CACHE Level 3 (SENCO in training)
Practitioner	Sarah Levesley	CACHE Level 3 (Transitions Co-ordinator)
Practitioner	Rachel Witt	CACHE level 2
Practitioner	Fiona Barnes	Unqualified
Practitioner	Danielle Kimberley	Unqualified
Practitioner	Sadia Tahir	CACHE Level 3
Practitioner	Debbie Hodgkinson	Working towards CACHE Level 2
Practitioner	Leone Brown	CACHE Level 3
Practitioner	Jo Pugh	Unqualified
1:1 Practitioner	Danielle Peacock	Unqualified

## Key-working

Your child will be allocated a Key Person for the time they are at Cygnets. This person will be responsible for communicating your child's progress to you, using information they have gathered from observations and small group activities, which will be supported with photographs and work your child has produced. The Key Person will build a Learning Journal using our online system, Tapestry, over the time your child is with us, noting interests, preferences and ensuring there are numerous opportunities provided for extending your child's learning and development. You will be given the opportunity to access and contribute to this journal. This provides a great opportunity to work in partnership and allow regular communication between us and home.

### **How your child spends their day**

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. The children are also helped and encouraged to take part in adult-led small group activities which introduce them to new experiences and help them gain new skills, as well as helping them to learn with others.

### **Daily routines**

Each day after key group registration the external doors are opened and children can choose to play inside or out. Different role-play areas and activities are set up each day. Rolling snacks are served daily for approx. an hour in the morning. We provide resources, which appeal to all of the children's interests.

### **Your child's first day.....and beyond!**

#### **Please bring**

- a change of named clothes in a named bag (and nappy if applicable)
- a piece of fruit for sharing or bread sticks/crackers/dried fruit/vegetables \*Cygnet is a Nut Free Building\*
- weather appropriate outdoor wear (wellies and raincoat or sunhat)

#### **Please check**

- your child has on a clean nappy at the start of the session, if applicable
- your child's drawer or tray daily
- your email and the notice boards for new notices
- your child's journal/profile regularly

### **Settling your child into the group**

Some children settle instantly; others can take much longer.

We suggest that you plan your first week so that you can stay with your child if they do not settle straight away, but if they seem happy, we advise that you leave in the knowledge that we will call you if your child then becomes very upset and staff cannot settle them. It is vitally important that you say goodbye to your child quickly and confidently so that they know you will return but do not pick up on any anxiety you may feel.

### **Arriving and Picking up**

It is imperative you adhere to your chosen attendance times as we have organised staff levels accordingly. Please inform us if someone different is collecting your child and complete the child collection folder. We cannot and will not let a child leave with someone who is not known to us and will contact you before allowing your child to leave.

Please arrive promptly as children who arrive late often struggle to settle.

### **Snacks**

We ask parents/carer to provide a piece of fruit, vegetable or bread sticks/rice cakes each day to share amongst the children. We serve a rolling snack between 9.30am – 10.30am and 1.00pm – 2.00pm. Children are encouraged to try different fruit and vegetables and help chop/cut them with supervision. They can also help themselves to water and milk, which is available throughout the sessions.

## **Clothing**

Please make sure that you do not dress your child in their best clothes as our activities can be messy. Children will need welly boots and a coat or sunhat and sun cream applied before you leave home according to the weather.

## **Toilet Training**

If your child is still in nappies or is toilet training, your Key Person will discuss this and agree a plan with you. Please provide changes of named clothing and spare nappies and wipes in a named bag at every session your child attends. Please make sure your child is wearing a clean nappy when they arrive.

## **Trips**

We like to take the children on short, well-supervised trips within the local community. The adult/child ratio is at least one adult to every four children for over 3's and one to every two children for under 3's. Parents are invited to join trips to reach these ratios.

## **Your contact details**

It is vital that we have up-to-date contact details for you, particularly for emergencies. Please tell us of any change of address, telephone number, email or place of work.

## **Children's learning**

Our planning is based on the Early Years Foundation Stage (EYFS), which is for children aged 0-5 (birth to the end of reception year at school). The key element of the EYFS is learning through play. Your child has a Key Person who will observe your child at play and plan further fun activities to extend what your child already knows.

The EYFS is based on four principal themes:

- **A unique child** – Every child is a competent learner from birth who can be resilient, capable and self-assured.
- **Positive relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents/carers.
- **Enabling environments** - the environment plays a key role in supporting a child's development.
- **Learning and development** – children learn and develop in different ways and at different rates. All areas of learning are equally important and interconnected.

To find out more about the EYFS please speak to your Key Person or [www.standards.dfes.gov.uk/eyfs](http://www.standards.dfes.gov.uk/eyfs)

## **Special Needs**

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have.

If you have any concerns about your child's development or behaviour, please speak to your child's Key Person, our manager or our SENCO's. Please also see our Special Needs Policy.

## **Keeping in touch**

Our primary method of communication is email; we use email as much as possible as this is the most cost-effective and environmentally-friendly form of keeping in touch with you. We also produce half-termly newsletters, which we distribute via your child's drawers and trays along with any other letters we send out. The noticeboards are regularly updated and signs placed in the window with important information.

### **Children's Drawers and Trays**

Your child has a drawer with their name on it. Please check this daily for artwork, letters and so on.

### **First Aid**

All practitioners are First Aid trained or will be working towards it at the next available training. Accidents are recorded in the accident book and parents are informed. If a child has an injury on arrival at Cygnets (e.g. a grazed knee), please let us know and we will complete an existing injury form with you.

### **Sickness**

If your child has sickness or diarrhoea, please make sure that they are clear of symptoms for **48 hours** before returning to the setting. If your child is unwell enough to need paracetamol, please keep them at home.

### **Transport:**

We DO NOT have any car parking or dropping off areas at the school site, so please arrive promptly to enable parking outside of the school gates. (Please contact the Manager for any special needs or disabilities that will require special arrangements)

### **Complaints**

We hope that you will be delighted with your child's time at Cygnets and that any issues can be resolved by talking to a member of staff or the manager. If you are still unsatisfied and wish to make a complaint, please speak to the manager or the Chair of the Committee, who will provide you with details of our complaints procedure.

The Office for Standards in Education (Ofsted) can be contacted at:

The Royal Exchange Buildings

St Ann's Square

Manchester

M2 7LA

General phone number: 0300 1231231

Complaints: 0300 123 4666

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Our registration number is EY477699

### **Policies and Procedures**

Please see our website for all of our Policies and Procedures. Our policies are reviewed by staff and the committee on a rolling basis throughout the year and any new policies and procedures are added as required. Parents are informed of significant changes. Policies are available to see at any time in the setting – please speak to the supervisor or manager to see this file.