



Welcome to Funtasia pre-school where children play, learn and grow together!

Starting your child at their First playgroup, pre-school, day care nursery or childminder can be exciting and nerve racking for both parents and children. For many parents, it can be an anxious and emotional time. As parents you may be unclear about what happens in an early years setting or what to expect in terms of the environment and curriculum.

At Funtasia we understand the huge responsibility to ensure that we get our approach to transition right and that children enjoy their experience and reach their full potential.

## OUR VISION

We have been running before and after school clubs for almost 20 years before expanding our provision to offer Pre-School care. We have seen several changes to the way in which childcare and the learning environment has changed; however our vision to be the best we can has never changed.

Funtasia's ethos of always trying to do the best we can possibly do for all our children is firmly embedded into our practice. We feel proud that families entrust their children into our care, in return we provide high quality, affordable childcare. Our team are well trained, experienced and caring. We never forget the scale of our responsibility to the children, parents, staff and other professionals who form our community. We highly value working in partnership as the key to children achieving their potential.

A vital aspect of our planning is to ensure that the children have fun, that activities are balanced with child and adult led activities, Our aim is to provide the best choice of out of Pre- school activities available, offering opportunities to support every area of learning, opportunities for relaxing and having fun. We have the 'key person system' firmly embedded in our practice; this enhances children's self-esteem and is seen in the attachments which children form at the setting.

A fundamental aspect of Funtasia's mission statement is that we never forget why we look after children, because we enjoy it!

## OUR AIMS

To ensure that children play, learn and grow together.  
We aim to produce happy, sociable, independent and confident children who will be prepared for their entry into school, by providing a safe, happy and stimulating environment.

For children from the ages of 2 years to school

At Funtasia pre-school Children will be treated as individuals and encouraged to develop and learn through play.

Toys help to encourage the development of children in different areas so that even when children seem to be 'just playing' they are learning at the same time.

All the toys and activities put out at the start of each session have been planned to cover certain areas of a child's development within the foundation stages.

Throughout the session, the staff interact with all the activities to encourage the planned learning outcome.

Our staff continually observes the children and use the information gained to assess each child's development so you can rest assured that when your child is ready to start school they will be:

- Healthy,
- Happy,
- Communicative,
- Sociable,
- Curious,
- Active,

Ready and equipped for the next phase of life and learning if children continue to our before and after school clubs will find the transition to school a smoother process.

## OUR PRE-SCHOOL VALUES

**Respect:** We promote respect for self, others and a pride in our pre-school

**Consideration:** We are caring and help each other.

**Equality:** We promote equal opportunities across race, culture, gender, religion, language, disability and special needs.

**Co-operation:** We work as a team. **Acceptance:** Everyone in our community is

valued. Honesty: We promote open, honest, sensitive and constructive communication. Partnership: As well as building positive links between Centre services, we reach out to build bridges to enhance learning (the home, local community, other providers, local schools).

**Quality:** We have high expectations of ourselves, and other partners as well as the children. We have a commitment to encourage every individual child to reach their full potential.

**Well-being:** We prioritise happiness along with being healthy and staying safe.

## PRE-SCHOOL OPENING TIMES, SESSIONS AND PRICES

2 years – school age            9.00am to 12.00 Monday – Friday Termtime

Fees - £12.00 per session (September 2016)

## BOOKING YOUR CHILDS PLACE AT PRE-SCHOOL

When you register your interest for pre-school you will be required to confirm how many sessions you would like your child to attend.

When pre-school staff confirm that the time has arrived for your child to come to visit the pre-school you will be asked to confirm days your child will be attending, these days are then allocated as your Childs attendance and are payable whilst your child is in our care.

In the event you may need to alter days of attendance we must receive half a terms notice and if feasible we will endeavour to accommodate changes.

## HOW TO PAY YOUR CHILD'S FEES

Fees are due at the start of the week. Individual arrangements can be made for payment if necessary, for example with payments being made on a monthly basis in advance

We do not accept cash payments, Our preferred method of payment is via online banking on a weekly basis into Funtasia's bank account, which is: (please reference with your child's name) we do have a card machine to accept card payments however this does incur a 2% charge.

Our bank details are as follows:

Funtasia kids clubs Ltd  
Sort code 09-01-28  
Account number 65916084

## VOUCHER SCHEMES

We accept a vast amount of electronic childcare vouchers via your workplace, if we are not registered for them will register to receive them.

If you do not pay your child's fees in full each week, there will be a £5 extra charge added for every week there is an outstanding balance owed.

All sessions booked must be paid for, regardless of whether or not your child attends. All cancellations must be notified to staff as soon as possible to ensure your child is safe and accounted for.

If you are continually late making your payments we may refuse to accept your child at the Pre-school.

## CANCELLING YOUR CHILDS PLACE AT PRE-SCHOOL

Half a terms notice is required in the event of terminating attendance or fees for that half term will be payable

## FREE ENTITLEMENT FUNDING FOR 2 AND 3-YEAR OLDS

At Funtasia we are part of the Tameside Early Years Funding scheme that allows eligible children to receive free early years education from the term after their second birthday, or the term after their 3<sup>rd</sup> birthday

If you are entitled to claim nursery funding for your child, you can claim 15 hours a week, from the term after their 3<sup>rd</sup> birthday. You may use more than one setting, but your child cannot have more than 15 hours free per week in total. The free entitlement is for 38 weeks a year.

We will advise you when your child is eligible for the Free Early Education funding (FEE) - details supplied in this prospectus. Unfortunately, refunds cannot be made through non-attendance. Proof of funding must be shown.

## STAFF

Staff qualifications follow Ofsted requirements. We have an ongoing training policy where all staff receives formal training in childcare.

Funtasia are committed to continuous professional development of all staff members.

Our ratio of adults to children is as follows:

2 year olds	1: 4
3 + 4 year olds	1: 8

## HOW YOUR CHILD WILL LEARN

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development, as detailed in the Early Years Foundation Stage (EYFS).

Children should mostly develop the 3 prime areas first. These are:

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

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child's learning and activities.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoor and outside.

By providing a good adult to child ratio and providing a varied and wide range of activities each day we aim to cater for each child's individual needs.

To help us with this we have an observation and record-keeping system that follows each child's progress through the pre-school. Each child is assigned to a particular member of staff (key-person) who is responsible for observing and reporting "landmarks" in his/her development. We use an online journal called Tapestry to record this; parents will be able to receive updates in real time of their Child's learning, enjoyment and development. All staff can contribute to this record. The record is shared with home and we welcome parent's comments and participation. In this way we hope to pinpoint any areas that may need developing or fostering and thereby provide for each child individually.

You can help prepare your child by encouraging your child to become independent with basic self-care skills, such as hand washing, nose wiping, opening lunch containers, manipulating simple clothing fasteners, zipping a backpack, and covering his mouth when coughing or sneezing. Teach your little one how to undress at night and have him pick out his outfit for the following day.

Social readiness, not academic readiness, should be a priority,

Social skills that are necessary for pre-school include sharing, taking turns, playing with peers, and participating in pretend play. The most natural way for your child to learn these skills is during peer play, so have your child participate in plenty of play dates prior to the first day of preschool.

Start teaching manners early, so that your child knows how use their pleases and thank yous by the time they start pre-school. Greeting others, using table manners, following directions, not interrupting, and saying please, thank you, and excuse me are ways your child shows respect and consideration for others.

If they want to dress themselves in the morning, encourage this; keep in mind that he may need some assistance.

Potty training is a complex issue parents need to carefully consider if your child is developmentally ready to be potty trained. If not, don't force it. Pre school staff will assist parents in toilet training process

## ADDITIONAL INFORMATION

Sessions are during normal school terms at the times previously stated.

We do go outdoors most days so please bring in coats and if boots are worn to playgroup, a soft pair of shoes should be available to change into. During hot weather please supply your child with a named sun hat and apply any sunscreen before coming.

Children's belongings, especially coats should be clearly marked. We regret we cannot be responsible for losses.

Please dress your child in suitable clothes i.e. those which can get messy and those which they can manage themselves as this helps in their steps towards independence.

Please do not send your child to playgroup if he/she is ill. Please notify us of any absence by 9.30am that morning, either by emailing us or by using the pre-school mobile number.

It is most important that you advise us if someone different will be collecting your child. We will not, for obvious reasons, allow them to go unless we have been informed or they appear on the registration We operate a password system when your child starts pre-school, this is recorded on your Childs registration form.

## SETTLING AT PRE-SCHOOL

When parents send their children to a pre-school group they usually want similar things. They want their child to make friends and play with other children and to learn through play in a safe, happy and stimulating environment.

None of these are possible for a child who is crying with fear, tense with anxiety and upset in the absence of a parent/carer. Although the gap in time might only be a few weeks or months, there is a big difference between the young toddler, who sees the world through their parent's eyes, and the confident settled playgroup child.

The settling process is a delicate and important one. It affects not only the child's successful entry into pre-school but also their attitudes to themselves, their parent and to other new experiences in the future - including school.

Settling begins a long time before their first session. Some parents attend Toddler groups. This helps the child become used to being in a large group in a big room. Visiting local pre-school groups can be a valuable experience as child and parent explore them together and hopefully learn that the group is a relaxed and friendly place, where adult and child will feel welcome and secure.

Even after all this preparation some children may not be ready. Behaviour, not age, is a guide to readiness. The child who is ready to tackle new experiences, even in the presence of strangers, who enjoys playing alongside other children and is used to short spells away from his/her parent is one who is probably ready to try Funtasia pre- school.

There are, however, some circumstances in which it may be best to postpone entry to playgroup. Any recent disruption to family life; a new baby; hospital admission; divorce and house moving; bereavement; sometimes even a long holiday demands a period of adjustment to allow the child to rebuild a sense of security before tackling a new experience.

On the first day you and your child may be nervous. This differs from person to person. Your child may be shy and clinging, boisterous or totally silent. Some children go off without a backward glance, others in a breezy fashion but then panic suddenly two minutes, two days or even two months later. When this happens, it needs to be handled with as much patience and sensitivity as if the child had been reluctant from the start. Others are very cautious, taking a careful look around and taking everything in, but won't actually leave their parent/carers side.

Whatever the reaction, the time will come when parent/carer wants to leave; they maybe tempted to creep out without saying "goodbye". However kindly this is meant, it is never a real kindness. A child who suddenly discovers their parent is missing will be reluctant to trust either the parent or the pre-school again. Despite feeling anxious about how the child will manage, parents needs to appear cheerful, casual and confident. "I'm going to get some shopping for lunch and I'll be back shortly" is easier for the child to relate to.

The parent must also be back at the stated time. Punctuality is definitely a virtue when collecting new children. There is no such thing as being slightly late, because parents cannot be “slightly” not there. Either they are or they are not.

Some children think they can manage without their parent. Others think at the time that they can't bear it and then, provided with a cuddle and a distraction, find they are more independent than they thought. Children who seemed full of grief when the parent leaves, often turn out to be just cross and stop crying as soon as the parent is no longer there to listen. Other children just don't settle. This is fairly rare but it does happen. It may be that these children are simply not ready for the pre-school group and need to postpone for half a term or so, your Child's key-person will work with your child and yourself.

## POLICIES AND PROCEDURES

FULL POLICIES AND PROCEDURES ARE AT PRE-SCHOOL AND CAN BE VIEWED AT ANYTIME.

**EQUAL OPPORTUNITIES POLICY** The Clubs operate a strict Equal Opportunities Policy and aims to ensure that all aspects of the Clubs reflect and meet the needs of the local community. We are strongly committed to positive action to remove and/or counter discrimination in all aspects of our work; in our practice as employers, in the way we work with other agencies, and in all our work with children, families and others.

## NUTRITION POLICY

We are committed to offering all our children a healthy and fun selection of food. Milk is provided, with water as an alternative. We also provide a variety of snacks, with consideration to allergies, which might include some fruit, vegetables, rice cakes, yoghurts, wraps, toast etc.

We are aware of and will take into consideration children's individual needs such as dietary needs, allergies, religious needs and of course personal likes and dislikes. All staff members have undertaken some “Food Handling and Preparation” training. All staff have received Allergen training.

In line with our nutrition policy please can parents refrain from sending sweets into Pre-School.

## HEALTH AND SAFETY POLICY

Under the Health and Safety Act 1974 our Clubs have a duty to maintain health, safety and welfare standards. This responsibility extends to all staff, volunteers and anyone using the Clubs.



Toilets are checked regularly each session for cleanliness, although children are expected to keep the toilets clean and to wash their hands after using the toilet. Children are also instructed to wash their hands before eating, and before baking activities

Activities will always have appropriate levels and care and supervision, particularly those where children are involved in using potentially dangerous equipment e.g. baking, when children are playing outside or on trips, risk assessments and health and safety checks are carried out routinely in every aspect of Pre-school.

Fire drills will be held every month.

### SAFEGUARDING POLICY

In accordance with local authority safeguarding procedures, we have adopted a safeguarding Policy (if you wish to view a copy see the Manager, this is held at the club)

All staff whether paid or unpaid will have undergone DBS police checks and have been checked by Ofsted and references are sought.

All staff and volunteers have undertaken the necessary checks inline with Ofsted regulations; all staff and volunteers have an enhanced DBS certificate. All our Clubs are registered with Ofsted.

### MOBILE PHONES

We ask that parents / carers do not bring or use mobile phones whilst on the premises this is inline with our safeguarding policy.

### PRE-SCHOOL BEHAVIOUR MANAGEMENT POLICY

The aim is to encourage acceptable behaviour by praise and example i.e. treating others as we would wish to be treated ourselves.

As we children in the pre-school years are starting to show personality traits and more intellectual development, including:

Egotism. A preschooler is the center of the world. Your child believes that everything in the world revolves around them.

Preschoolers haven't learned what feelings are, how to talk about them or what each one feels like. They may throw a toy or tantrum when trying to deal with frustration or anger.

By having adequate supervision and a variety of activities appropriate to the age group and stage of development of the children we foster positive social behaviour.

From time to time all children display unacceptable behaviour. This is a normal part of a Childs development. With careful guidance such behaviour can be modified so that the child can realise his/her potential within the group. We aim to develop the child's sense of right and wrong. Unacceptable behaviour will be discussed with the child at the time in language that the child can understand. If distraction and diversion are not successful, the child will be asked to leave the activity for a short time and an alternative activity will be

offered to them. "Time out" and a cuddle from an adult to reassure often help and is always available. A consistent method of dealing with the individual needs of each child will be arrived at through discussion with parents and staff.

We do not any sanctions that negatively affect the self-esteem of the children in our care.

### MEDICATION POLICY

Drugs must be handed to the Manager and can only be dispensed by her on written authority of the parent/carer on our medication sheets, and the child must have had the medicine administered for a 24-hour period before bringing it to Funtasia Pre-school. Due to insurance restrictions only medically prescribed drugs can be given to children. Children with asthma will have access to their medication at all times. All medicines must be clearly labelled with the child's name, date and dosage required by the pharmacist.

### OUTINGS/TRIPS

We like to organise trips into the wider community. You will be informed in advance of these trips and the charge (if any) and your permission will be sought and confirmation that your child will attend. Unfortunately we do not have the facilities for children to remain behind on a day of an outing we must therefore ask that you make alternative childcare arrangements for that day/session, if your child is not coming with us. Also it is essential that parents contact the pre-school directly, and as soon as possible, if their child is unable to attend the club for any sessions, particularly if a trip is booked for that day.

### ANTI-BULLYING POLICY

Funtasia Pre-school operate a strict no bullying policy. No one wishes his/her child to be bullied and we not tolerate. We recognise that bullying may be difficult to spot; whether it be physical, verbal, emotional, racist, sexist. We will stop it early; we will then follow the procedure set down below.

We will investigate the incident and speak to the parents and children concerned.

When we have done this we will decide the appropriate action along the lines of:

Obtaining an apology

Impose sanctions against the bully and inform the family

Hold a group discussion about bullying

Encourage the child to change his/her behaviour

Keep a written record of any incident and action taken

Keep persons concerned informed at all times.

### LOST CHILD PROCEDURE

Registers on children's attendances are taken at regular intervals throughout the day; head counts are also done throughout the day.

If in the unlikely event should a child whilst in the care of the pre-school, however we must have a policy and procedure in the event of a missing child. We would follow the procedure set down below:

- Staff would immediately inform a senior member of staff
- The manager and staff will search the building and grounds, playing areas, toilets, and other rooms accessible and outside
- If on a whole search of the entire building and surrounding area the child is nowhere to be found, the manager (or in the absence of the manager the deputy) will then contact the police to notify the child missing, giving a full description of the child, time they went missing, clothing they were wearing etc.
- The manager will contact the parent and notify them immediately after reporting the incident to the police.

If a child became lost on a trip or outing:

Any child in our care on any outing always wears a sticker, and a hi visibility vest, which displays the club contact phone number and the establishment's name.

Although in the unlikely event of a child becoming lost, we would follow the procedure set down below:

- Search the immediate area where the child was last seen
- Contact a senior staff member advising them of the situation, when and where the child was last seen, along with a description of what they were wearing etc
- The member of staff reporting the child missing must not leave the area where the child was last seen, but keep searching within the close vicinity
- The manager/deputy manager will report to the lost children dept (if available) so they can help with the search
- If in the unlikely event these efforts failed we would contact the police and parents to report the incident

## COMPLAINTS PROCEDURE

We aim to provide a high quality, efficient and accessible service to all parents and children.

The way that we work is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of our pre-school, or an individual member of staff.

Usually it should be possible to resolve any matters as they arise. If not, then you should follow the formal complaints procedure set out below:

### Stage 1

Firstly put your complaint in writing to the Supervisor giving full details. A complaints book is held on the premises.

We will then acknowledge your complaint and fully investigate the matter within 14 days, (if a delay occurs we will write to inform you,) you will then be given a reply. The response you receive will also be given to staff members involved, together with any recommendations for action and the matter will be reported to the Funtasia pre-school Management.

### Stage 2

The Supervisor will refer the complaint to the Management. They will investigate the complaint together with the response at a specially convened meeting. The chair of the meeting will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome. Individual staff members have the right to reply to any complaint at any stage. The decision of the Management is final.

### Stage 3

If you are unhappy with the outcome of the investigation you can contact Ofsted on 08456 404040, or write to Early Years, 3<sup>rd</sup> Floor, Royal Exchange Buildings, St. Anne's Square, Manchester M2 7LA

## POLICY FOR LATE PAYMENTS OF CHILDCARE FEES

If your child's fees have not been paid by the end of the week you will be invoiced with a late payment bill, and a £5 charge will be added for each week full fees remain unpaid.

If you fail to pay within 14 working days of this being issued, we will have no option but to write to you and request you seek alternative childcare arrangements until the outstanding amount is paid in full. Your debt will then be passed on to a Debt Recovery Agency we now Employ, and you should be aware that this would add a considerable amount to your debt, And will also affect your future credit rating. It is the policy of Funtasia Pre-school that any debts that remain outstanding will be pursued without exception.

For continual late payments we will arrange an agreement between Funtasia Pre-school and yourselves that all future childcare fees will be paid one week in advance, this will be a signed document. Funtasia reserve the right to withdraw childcare if payment is not received in line with guidelines.

## SPECIAL EDUCATIONAL NEEDS POLICY

- We welcome and value all children with special educational needs as part of our community and we aim to provide a welcoming environment for them and their families.
- We aim to provide all children with a safe, secure and stimulating environment and learning opportunities within the framework of the pre-school
- We are aware that some children may have special needs and we take steps in partnership with parents and other relevant agencies and services, to ensure that their needs are assessed and addressed.
- We recognise that some children will need additional support to ensure access to the whole establishment and activities within it.

- We will ensure that the needs of children are assessed for us to provide support strategies.
- We also aim to enable children with special needs to access and benefit from, the full range of educational and social opportunities available to all children in order to promote their development.
- In developing our SEN policy we believe that staff need to develop the necessary skills attitudes and insights for working with young children with special educational needs.
- We believe in the involvement of the child and the importance of taking their views into account. We will make every effort to involve children in the decision making about the care and provision they need.

#### The Admission Arrangements

Children are admitted to our setting after a consultation with parents, to identify their personal and individual needs. We make every effort to meet the individual needs of ALL children within our society.

#### Provision facilities, resources and how they are allocated

We at Funtasia Pre-school are committed to ensuring our children with SEN have access to and benefit from the environment and wider learning and social opportunities of our provision and to meeting individual needs. We are working to increase our opportunities for support, specific facilities and equipment, resources, specialist expertise and support strategies in order to meet specific needs as they arise.

**Inclusive Activities, how all children are included** We believe that all children should be able to access and benefit from, the full range of activities and social opportunities available to all children in order to promote their development. We therefore attempt to ensure that, alongside their peers, children with SEN have access to the facilities, activities, play opportunities and resources provided by our settings. This policy is regularly reviewed and evaluated.

If you agree with these policies and the information contained in this pack, (it outlines what you can expect from us and what we expect from you) we then ask you to sign and return the parents/pre-school contract contained at the back of this pack along with completing/returning the registration form (please note this is a double sided sheet) and parental consent sheet also. There will also be a booking form provided for the appropriate days that you would like your child to attend Pre-school.

## FUNTASIA PRE-SCHOOL PLEDGE TO PARENTS

We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

Welcome you at all times to discuss our work, have a chat or take part in activities.

- Provide a safe, positive, caring, learning environment.
- Provide activities, developmental appropriate which will promote future success for each individual child.
- Work in partnership with you for your child/children to receive the maximum from Funtasia.
- Meet with you on a regular basis to plan and review your Childs progress.
- Keep you informed of opening times, fees, and charges, programme of activities, menus and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Participate in professional development opportunities that improve teaching and learning for your child.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Keep you informed about outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.
- Provide your child foe his/her transitions to school, through tours, meetings, and pictures, sharing information.

## PARENTS/ FUNTASIA PRE-SCHOOL CONTRACT

You must sign the following contract as the parent/carer before we are able to accept your child at pre-school

1. I have read and accept the policies and guidelines as set out in this prospectus.
2. I agree to pay my child's fees on time, one week in advance, or by arrangement with the manager.
3. I will deliver and collect my child within the stated opening and closing times, and notify staff if I am going to be late.
4. If late collecting my child I agree to pay the additional fee as stated.
5. I will inform staff if my child is going to be absent from any session due to illness or other arrangements.
6. I agree that all pre-school sessions must be paid for, regardless of whether  
Or not my child is able to attend the session, for whatever reason.
7. I will notify staff if someone different is to collect my child.  
(We cannot allow children to go with anyone unknown to us.)
8. If my child seriously disrupts the Club and does not respond to reasonable attempts of correction I accept that their place may be withdrawn.
9. I agree to provide my/our National Insurance No's  
(Due to Inland Revenue guidelines, this is now required)
10. I understand that I am required to give half a terms notice if I wish to withdraw my Childs place.

Signed \_\_\_\_\_(parent/carer)

Child's Name \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SIGN AND RETURN THIS PAGE, YOUR CHILDS REGISTRATION FORM, CONSENT FORM AND BOOKING FORM TO PRE-SCHOOL AS SOON AS POSSIBLE BEFORE YOUR CHILD TAKES UP THEIR PLACE.





