



# Parent/Carer Information Pack

Little Stars Pre-school Limited, Scoutlands, Eveleigh Road, Farlington, Portsmouth. PO61DL  
Telephone - 07956 162575 E-mail:- [jos-littlestars@hotmail.co.uk](mailto:jos-littlestars@hotmail.co.uk)  
Website: [www.littlestarsfarlington.co.uk](http://www.littlestarsfarlington.co.uk)

Manager - Miss J Mengham  
Room Leader - Mrs Julia Cairns

## General Information

Little Stars Pre-school is registered with Ofsted as Full Day Care, children are welcome from 2 years of age to 8 years.

### Opening Times

The pre-school session times are as follows:

	A.M. Session	Lunch Session	P.M. Session
Monday	9.00 - 12	12-1pm	12 - 3.00
Tuesday	9.00 - 12	12-1pm	12 - 3.00
Wednesday	9.00 - 12	12-1pm	12 - 3.00
Thursday	9.00 - 12	12-1pm	12 - 3.00
Friday	9.00 - 12	12-1pm	12 - 3.00

Breakfast	8.00am - 9am
Extended end of day	3pm - 3.30pm

Costs :-

3 and 4 year olds - £4.25 per hour

2 year olds - £4.75 per hour

(Prices vary for 2 year olds as staff ratios are higher for under 3's).

Lunch hour price as above - Parents/Carers supply a healthy lunch and soft drink in a named lunch box with an ice block/pack.

**If you have children below the age of 8 and would like them to attend Little Stars on any Inset days please speak to a member of staff.**

### Telephone

The number is 07956 162575.

e-mail - [jos-littlestars@hotmail.co.uk](mailto:jos-littlestars@hotmail.co.uk)

Website: [www.littlestarsfarlington.co.uk](http://www.littlestarsfarlington.co.uk)

**The Pre-school employees are:**

Miss Jo Mengham - Manager  
NVQ level 3 Early Years Childcare and Education  
Level 4 Early Years Childcare and Education

Mrs Julia Cairns - Room Leader  
NVQ level 2, 3 Early Years Childcare and Education  
NVQ 4 Children's Care, Learning and Development  
Safeguarding Lead

Mrs Angela Bennett - Pre-school Assistant  
NVQ 3 in Early Years Childcare and Education  
SENCO

Miss Maddison Musselwhite - Pre-school Assistant  
Level 3 in Early Years

All Staff have Paediatric First Aid

## Payments

All children become funded by NEG (National Education Grant), the term after their third birthday, this means that all children are entitled to 15 hrs funded childcare a week, 38 weeks of the year.

Fifteen hours funding is also available for 2 year olds if certain criteria is met.

From September 2017 30 hour funding was made available for children 3-4 years if criteria met (please ask for further information or look at the link on our website).

Funding forms will be given to parents/carers at the beginning of each term for you to complete.

If your child is not yet funded for their sessions, you will receive an invoice at the beginning of each half term which is to be **paid in full before the end of that half term**. The charge for each session will be £4.25 per hour for over three year olds and £4.75 per hour for 2 year olds.

**We must remind you that if your child is absent from pre-school for any reason, you still pay for any sessions missed, including lunch sessions.** If at any time you decide to cancel your child's place at the pre-school for any reason, you must give **ONE MONTHS PAID** notice. This applies to both funded and non-funded children.

If you are late picking up your child, a charge of £2.50 for every 10 minutes will be charged. Staff are within ratios required during the lunch time session (12-1pm) and need to have their lunches too, late collections affect this.

Little Stars pre-school does not ask parents/carers for administration fees or deposits as we rely on our parents/carers to honour our payment policy which means that 4 weeks paid notice is given.

## Lunch

Our lunch session runs from 12-1pm. Children bring in a healthy packed lunch (no fizzy drinks or sweets please). Please place an ice pack in your child's lunch box each day. Our lunch time encourages children to enjoy a social occasion with other children and members of staff. The cost is £4.25 for over 3's and £4.75 for 2 year olds (prices vary due to increase in staff ratio for under 3's) and is booked and payable at your child's first session of the week (if not invoiced).

**Please place money in an envelope with name, amount and days required**, if you wish to pay for the term or a certain amount of weeks this is fine. Parents wishing to use the lunch session on a flexible basis can do so and pay for lunch

on the day. **Please be reminded if your child is booked in for lunch and then absent, their lunch space has been allocated and still needs to be paid for.**

### Key Person

Each child, when joining pre-school, is assigned to a key group colour and Key person. The Key person system enables the child and parent/carer to have a familiar adult who will help to settle the child at the beginning and then work with and observe and record their achievements throughout their time at pre-school. All records are strictly confidential and only seen by the pre-school manager, the child's Key person and the parents /carers. The key person will plan for the individual needs of the child and track them through the Early Years Foundation Stage. Information about the Early Years Foundation Stage (EYFS) can be found on our website and the main table inside the pre-school. Your child will receive a Home Visit from 2 members of staff before they are due to start at pre-school, one being their allocated key person. We feel that Home Visits are very important to the children and their parent/carers as it allows them to meet staff in their own environment and be able to recognise someone when entering the pre-school for the first time.

Key Group Colours and key person - Blue Group - Julia  
Yellow Group - Angie  
Green Group - Maddie

## Arrival

Pre-school doors will open at 8am, 12 noon and 1pm. Parents/carers are asked to assist their children into the pre-school where the children collect their name and put it on the welcome board in their designated colour square. Parents are asked to support their children in removing and hanging up their coats and named bags. This is a good opportunity for parents/carers to speak to their child's key person. If you arrive late a staff member will greet you at the door and escort your child into pre-school. Please note that if you need to collect your child early for any reason this should be before 11.45am or 2.45pm as to not disrupt story time.

## Snack Time

We have a "café style" snack time which means during free play the children can choose when they come for snack. We will encourage the children to be self-reliant in choosing their own snack and drink and in helping and setting out and clearing away. We provide milk and water as a drink and offer a variety of healthy snacks, please see our menu at the back of this information pack. Water is always available for the children throughout the session if they would like it. If you would like to bring in some fruit or vegetables for the children to share at snack time, this would be very much appreciated. (Please hand to a member of staff on arrival).

## The Children's Activities

During the session the children can access a wide range of activities and resources themselves. When entering the pre-school the children are given free choice of activities, these consist of messy play - craft area, play dough, sand and water, maths activities, writing, a role play area, construction, a book corner, and physical equipment. The children will sometimes take part in cooking activities and preparing food for snack time.

Each day is carefully planned to provide a well balanced and fulfilling fun session to meet the Early Years Foundation Stage. Copies of our plans can be seen on our pre-school notice board that is situated in the entrance hall.

## Parents' Guide to the Early Years Foundation Stage Framework Exciting times ahead for you and your child

### What is the Early Years Foundation Stage?

Welcome to the Early Years Foundation Stage (EYFS), which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

**This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.**

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

### What is the EYFS Framework - why do we have one?

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and was developed with a number of early years experts and parents. This information is on our website.

In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child **safe** and promote their welfare
- The 7 areas of **learning and development** which guide professionals'

engagement with your child's play and activities as they learn new skills and knowledge

- Assessments that will tell you about **your child's progress** through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "**Early Learning Goals (ELGs)**"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

## **What does it mean for me as a parent?**

### Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

### Quality

You can find out about the quality of your child's nursery and other early years providers in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at [www.ofsted.gov.uk/inspection-reports/find-inspection-report](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report).

### How my child will be learning

The EYFS Framework explains how and what your child will be learning to support their healthy development.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

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. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

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

## **As a mum or dad, how can I help with my child's learning?**

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school.

Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

Sing and tell nursery Rhymes

### ***Cook and bake together***

Talk about the numbers, colours, words and letters you see  
when you are out and about

**Plant seeds or bulbs in a pot or garden patch**

**Talk to your child at every opportunity – e.g. what you are doing that day**

Allow your child to cut out and stick from magazines

Share a book

**On a trip to the supermarket, talk about different  
packaging shapes**

Explore the park at a different time of the year –  
go off the beaten track

**Use weather – shadows, rain puddles, snow ,wind, mist and sun – to extend your child’s vocabulary**

### **How can I find out how my child is getting on?**

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will either need to be with your childminder or, in a larger setting like a nursery, with your child's “**key person**”. This is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

**You should be able to get information about your child's development at any time and there are two stages (at age 2, and again at age 5) when the professionals caring for your child must give you written information about how he or she is doing.**

#### **When your child is 2**

At some point after your child turns 2, the professionals working with your child must give you 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 is called **the progress check at age 2**.

This check will highlight areas where your child is progressing well and anywhere they might need some extra help or support – and how mums and dads and other family members or carers can work with the key person to help. You might find it useful to share the information from the check with other professionals such as health visitors (who can use it as part of the health and development review).

## When your child is 5

At the end of the EYFS - in the summer term of the reception year in school - teachers complete an assessment which is known as the **EYFS Profile**. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time. Another important part of the EYFS Profile is your knowledge about your child's learning and development, so do let your child's class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

All of the information collected is used to judge how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next school year - year 1 - will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already getting it.

The school will give you a report of your child's progress, including information from his or her EYFS Profile.

### Where can I go for further information?

The most important place to find out more is **your child's childminder or nursery** - do ask as many questions as you need to. Providers really do welcome speaking with you.

You may want to find out what is on offer at **your local children's centre**.

You can find the **Early Years Foundation Stage** which includes the early learning goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

## Parental Involvement

Parents are the first educators of their children and the aim of the pre-school is to support their essential work.

We will endeavour to:

- Make all parents aware of the group's routines and policies. This information is available to parents/carers on request.
- Invite parents to play an active part in their child's learning and join our parent rota. The parent rota is usually situated on our notice board or ask your child's key person. The parent rota is for you to volunteer a small amount of your time every so often to come into the pre-school and partake in daily activities, or share skills. This is a great opportunity to come and see how your child learns and to support your child's learning.

- Display weekly plans that show all the activities that the children will be able to access. These are displayed on the inside of the cupboard doors.
- Have termly parent/carers consultations to discuss your child's development and look at their "Special Book", which is also known as their Development file or Learning Journey.
- Welcome ideas and suggestions for topics, activities in all areas of the pre-school.

### **Safety of the children**

**To safeguard the children whilst in our care, we would like these procedures to be followed so that undue embarrassment will not be caused to either the family or the Pre-school staff.**

All visitors will sign in the visitors book on their arrival which is situated on the table as you enter the pre-school room.

All parent/carers will fill in a collection of child form with a password that is attached to their application form.

Should a child be collected from pre-school by anyone other than yourself, who are known to us, the person in charge of the session must be told who will be collecting your child and the relationship of the person to yourself. The collection book must be completed, signatures will be needed from the parent/carers and the collector. If the person is a complete stranger to the group, the parent must inform a staff member in advance either in person or by telephone. The password will be needed from the collector to collect the child, otherwise we will refuse to let the child be taken. Anyone collecting a child must be 16 years or over.

If a court order has been placed on a child not to be picked up by estranged parents/grandparents etc we need to know. A password will be agreed by the person in charge of the child concerned and the Pre-school themselves to be used by any other authorised person being able to pick up the child from the premises.

Information about who has legal access to a child must be given to the Pre-school Manager.

If any parents/carers are running late and unable to pick a child up at the end of a session, then they must ring us to let us know. Any such children will be kept on the premises with 2 members of staff until they have been collected. Children will not be taken from the premises for any other reason than a fire, by staff or unauthorised person. However, in the event of having not heard from a parent/carers within 20 minutes of the agreed picking up time, we will

have to call childcare services, so it is very important that if you are running late, you need to contact us as soon as possible.

Within Pre-school, children are taught a traffic light system so that they are aware of hidden dangers. Red means STOP, orange means ASK and green means YOU CAN. You will find these colour symbols around the pre-school. The children understand that red means not to touch, use or go, orange means that they can touch, use or go but they have to ask first, and green means that they can touch, feel and get out what they like as long as they put things away when they have finished with them. Children are reminded on a daily basis about these symbols and about the importance of using them.

A fire drill procedure for the Pre-school is displayed on the information board within the Pre-school. In the event of a fire all staff are aware of their roles to ensure that all children are evacuated from the premises as quickly and calmly as possible. The children are escorted to two designated assembling points, the register is then taken to make sure that all children and staff are present and await further instructions from the fire brigade. Regular practice fire drills are carried out and a record is kept for Health and Safety reasons and available for you to see.

#### **Child sickness**

Should your child appear unwell at pre-school we will contact you immediately. A member of staff will stay with your child and comfort them until you arrive.

**Please ensure that you tell us of any changes in contact details.** If your child has suffered from sickness and/or diarrhoea please inform us as soon as possible. Please be aware that any child having either or both of these symptoms should be kept at home for at least 48 hours after their last incident, this is very important as all of these types of bugs spread very quickly around children and STAFF!!!!!!!

#### **Head lice**

When a lot of children mix with each other you cannot always stop these lovely little bugs from jumping from one head to another. Please ensure that long hair is tied back and that you check your child's head for any signs of head lice daily treat as necessary and continue checking regularly. Please inform a member of staff if your child has had treatment.

#### **What to wear**

In order to feel free to explore and experiment with all kinds of materials (including messy ones), it would be best to send children to Pre-school dressed in clothes which are easily washable and not too new. The pre-school cannot accept any responsibility for damaged clothing. Little Stars Pre-school has a link on our website to Tesco uniform and accessories that can be purchased directly

by yourselves at a reasonable price, which would save their own clothes getting messy!!!!

It is for children to practice the skills, which will make them independent. Clothing which they can handle themselves will enable them to go to the toilet when they need to and with ease, **for example, dungarees, tights etc can make it difficult for children to be independent when using the toilet.** As we like to get outside to play as often as we can (weather permitting)!! It is advisable that every child brings a coat to wear and a change of footwear, preferably wellies, (with their name clearly marked in) to put on at their ease without being too dependent on adults help.

**Please remember to name all clothing, coats, hats and bags.**

Aprons will be provided for painting, gluing, messy activities, sand and water, however, sometimes accidents happen and clothes may be damaged with glue and paint etc. The Pre-school cannot be held responsible for replacing items of clothing that get marked or ruined during these activities.

We ask you bring in a change of clothes each day for your child in case of getting dirty or wet through outside play or the sand and water tray. Items need to be clearly marked with your child's name so confusion is not caused to the children or staff when identical items are brought in. (Little Stars PE bags and Rucksacks can be purchased online via our website).

We hope that your child's time in Pre-school will be a very happy and productive one. If you have any queries or concerns either now or in the future, please do not hesitate to contact your child's Key person.

### **Nappies and Toileting**

Little Stars is registered as Full Day Care and welcomes children from the age of 2 years.

If your child is in nappies, we ask that you bring in each session they attend, a named changing bag containing enough nappies, wipes, nappy sacks and any cream that you wish us to apply. If cream is to be applied, we will need a letter of written consent for us to do this.

If your child is toilet/potty training. Please inform their key person and we will be happy to carry on their routine at pre-school. Please supply a few changes of underwear, trousers, skirts, socks and spare footwear in case of accidents.

**Can I remind parent/carers that All children need to bring in a bag, clearly named, with a change of clothing each day.**

## Complaints Procedure

Our aim is to offer the highest quality of care for all our children. To welcome individual children and provide a warm and caring atmosphere, where the children can develop at their own pace, whilst learning through play.

We work in partnership with parents/carers and show respect and courtesy, giving careful attention to needs and wishes. We welcome suggestions to improve the provision, to enhance the learning of the children whilst in our care.

Should anxieties or worries be apparent, please bring them to the pre-school owner's attention by conversation or letter who will discuss the situation with you and hopefully resolve the concern. Should you feel that you do not want to discuss the matter with the setting you can put your complaint/concern in writing to Portsmouth Early Years /OFSTED directly or contact either of them by telephone.

Should formal complaint be made against the setting, the law requires registered childcare providers to investigate fully, we will provide you with an account of our findings of our investigation within 28 days of receiving complaint. The setting will inform you of any action to be taken as a result of their findings. A log of any complaints is available for parent/carers to see and appropriate information from that report can be shared with parents on request

Complaints may go directly to:-  
Ms J Mengham (Owner/Manager)  
20 Eveleigh Road,  
Farlington,  
Portsmouth.  
PO6 1DL  
07956 162575

Portsmouth Early Years - 023 92530203  
Layla Richie

Ofsted Direct - 03001231231  
To make a formal complaint write to:

Enquiries  
National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Or you can fill in an online complaints form at  
<http://live.ofsted.gov.uk/onlinecomplaints>.

# Little Stars Pre-school

## Snack Menu

### Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	A.M.	A.M.	A.M.	A.M.
Square Crackers Apple Cheese Milk/Water	Breadsticks Cucumber Grapes Milk/Water	Square Crackers Banana Orange Milk/Water	Round Crackers Carrots Apple Milk/Water	Breadsticks Raisins Orange Milk/Water
P.M.	P.M.	P.M.	P.M.	P.M.
Water	Water	Water	Water	Water

### Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	A.M.	A.M.	A.M.	A.M.
Breadsticks Apple Banana Milk/Water	Square Crackers Carrots Raisins Milk/Water	Round Crackers Apple Cheese Milk/Water	Breadsticks Raisins Orange Milk/Water	Square Crackers Apple Cucumber Milk/Water
P.M.	P.M.	P.M.	P.M.	P.M.
Water	Water	Water	Water	Water

## **Little Stars Pre-school** **Safeguarding our children**

Dear parents/carers

Portsmouth early years carried out a safeguarding audit on all settings. The audit is to ensure that all early years settings in Portsmouth are doing everything required to ensure the safety and care of the children that attend the settings. Due to the visit we updated a number of our policies and procedures and implemented a log of who drops off and picks up the children attending our pre-school, reasons for lateness or absence and updated our pre-existing injury form.

### **Policies and procedures**

Our policies and procedures are available on the pre-school information table for you to read at your convenience or on our website.

### **Dropping off and picking up**

We are now required to log who drops off and who picks up at pre-school. Please do not be offended if a member of staff approaches you as you may not be a familiar face. We do try to have the same member of staff on the door but this may often change and other staff members will not always know who you might be. This information is held in our register along with reasons for absence or lateness. Please remember to inform us by call or text (07956162575), if your child is going to be absent from pre-school. Passwords are essential to ensure the safety of the children at home time. Please make sure that if you are not collecting your child from pre-school that you inform us as early as possible and that the person collecting knows the password that we hold on file .

### **Pre -existing injuries**

Please ensure that you inform a member of staff of any pre-existing injuries your child has when you bring them into pre-school. You are required to complete a form with all relevant details and information.

### **Contact details**

Up to date contact details are essential. Please ensure that you inform us ASAP of any changes to landlines, mobiles, e-mail addresses and addresses of not only yourself but those on your contact list on your application form.

Regards  
Little Stars Team

