



## Information Pack

<b>Breakfast Club:</b> <b>Fee payable:</b> £5.00 for 30 mins	8.15 - 8.45	Everyday
<b>Morning Sessions:</b> £26.00	8.45 - 12.45	Everyday
<b>Lunches:</b> <b>Fee payable:</b> £7.00 (ask staff for more info) Not applicable with 30 hours funding	12.45 - 13.15	Tues, Wed, Thurs only
<b>Afternoon Session:</b> £26.00	13.15 to 16.15	Tues, Wed, Thurs only

Sunny Kids UK - West Wickham Pre-schools are open term-time only.  
Ofsted Registration No. 2725867

Sunny Kids UK website: [www.sunny-kids.co.uk](http://www.sunny-kids.co.uk)

All Saints Church  
44 Bark Hart Road  
Orpington  
Kent  
BR6 0QD

Phone 07985 344 694

Manager email - Gill - [gillsunnykids1@yahoo.com](mailto:gillsunnykids1@yahoo.com)

Alternatively Email: [sunnykidsuk@yahoo.co.uk](mailto:sunnykidsuk@yahoo.co.uk)

## Introduction

Welcome to Sunny Kids UK Pre-Schools. This pack aims to give you all the main information you will need regarding the procedures and practices adopted for use within our Pre-schools.

## The Pre-Schools

Sunny Kids UK settings are individually registered with Ofsted (Office for Standards in Education).

We are a member of the Pre-school Learning Alliance which provides resources to keep the team up to date with all aspects of Early Years care.

The Pre-schools were set up by Josephine Godbold - BA Hons in Early Years and Early Years Teacher Specialist and a great team of dedicated staff.

Two Pre-schools are based in West Wickham, and we have one in Orpington, Bromley and Mottingham.

We have the use of the kitchen facilities for the preparation of snacks in all settings.

## Pre-School ratios

The Pre-school is registered to take a maximum of 35 children per session aged 1.5-5 years. This number is set by Ofsted.

Staff ratios are:-

1 adult : 3 x under 2's

1 adult : 5 x 2 year olds

1 adult : 8 x 3-5 year olds

## Pre-School helpers:- Parents/Carers

Parents and others who help out, will be on a voluntary basis when requested, such as outings or additional events. From time to time, we may have an additional member whom is required to do work experience in Early years settings as part of a course from the local college.

## Admissions

Parents and carers are invited to visit Sunny Kids UK Pre-Schools with their child during a session. You will meet the staff available on the session you visit, all other information will be discussed with you. You will then complete the registration forms, and other documentation.

We don't have a minimum requirement for sessions, but we encourage you to attend with the intention of increasing your child's attendance to full-time three terms before they start school (if possible). How this achieved is to be discussed per child with the manager.

Availability of the settings sessions will be discussed with you at the tour.

Siblings are given priority when applying, but otherwise each child is taken on a first come first serve basis.

Virtual tours are available.

## Terms

Sunny Kids Pre-Schools operate for the full academic year, usually 38 weeks, broken down into three terms a year. Spring, Summer and Autumn.

The Pre-Schools are open for five days a week, Monday - Friday 8.45 - 12.45, morning session is 08.45- 12.45, afternoon sessions Tues, Wed & Thurs only are 13.15 - 16.15. Lunch is 12.45-13.15. Children bring their own packed lunch. There is a breakfast club starting from 8:15 - 8.45, fee payable.

## Uniform

The Pre-School offers optional fleeces and T-shirts with an embroidered Sunny Kids logo on for you to purchase. Sizing is 3-4/ 5-6.

Fleeces are £15 and T-shirts are £6. Book bags are £10.00. Orders can take up to two weeks from placing your order.

## Fees

Sunny Kids UK - receives 'Together for Two's' and working parent funding and 15/30 hours for age 1.5 to 4-years, dependant on eligibility. 30 hours funding can be claimed the term after the child turns 1.5 to 5 years. All parents/carers will need to complete the paperwork (Parent Declaration Form) so that they can receive the funding for their child. (Funding is received for a maximum of 38 weeks, so when the academic year exceeds this parent's will be charged for the extra sessions.)

Sessions are £26.00 for morning or afternoon, for each full day requested this is then x 2 for both morning and afternoon sessions.

Lunch is at a cost of £7.00 per child per requested session.

You are charged half-termly based on the requested sessions for that half term and fees are payable regardless if your child does not attend the day they should be. This includes holidays.

Fees are charged to cover non-funded hours of a child and for any children who do not qualify for funding. The fee also incorporates healthy morning and afternoon snack and in some settings a free weekly Sports session which is subsidised by the pre-school.

Payment by instalments are only allowed in exceptional circumstances. Refunds are not available and full fees will be charged if the child is absent. This includes illness, holidays, appointments etc.

Late fee charges will apply if a fee is not paid within 14 days and no explanation has been discussed with the manager. These are £5 per week.

Parents wishing to withdraw their children from Sunny Kids UK- West Wickham Pre-School are required to give a half-term written notice otherwise the fees for that term will still be charged.

Please see our Fees Policy in full.

## Our Session Structure

We organise our sessions so that the children can choose from, and engage in, a range of activities and in doing so, build up their ability to select and work through a task to its completion. The children are also encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work and communicate with others.

This is an example of a daily structure:

9.30am	1 <sup>st</sup> Session Children Arrive - Free Play "Children's Choice", carpet time and Snack, Free flow to Outdoors, Phonics/Sports (Wednesdays)
12.30pm	Lunch Time
13.00pm	2 <sup>nd</sup> Session Free play Indoors/Outdoors ( as above)
16.00pm	Children are to be collected promptly

## Arrivals and Departures

Children arrive at 9.30am or earlier if attending breakfast club. A member of staff will be at the door to welcome you both into Pre-school.

If the child is upset a member of staff will take the child and settle them.

Parents/Carers should be reassured that they will be asked to return to the pre-school if their child is distressed for any length of time.

At the end of the sessions, staff will open the door and the children will be let out to parents/carers, one at a time, to a recognised person by the staff. Please be punctual when you collect your child. It can be very distressing for a child to see his/her peers go home and be the only one left. If you are going to be late, please make every effort to inform staff.

It is very important that you inform staff if someone else is going to collect your child. We will not permit your child to leave the premises with someone we have not been told about. A 'PASSWORD' system is in place for collection by an unidentified person whom you know but the staff do not, this must be pre-arranged with staff.

We do offer a 'breakfast club session' which is fee payable and needs to be booked in advance.

## Late Collection of a child and charges

If Parents/Carers call to say that they are going to be late, they have 15 minutes after pick up time to get to the pre-school. If you do not call or do not show up within the 15 minutes, there will be a £1 charge for every 5 minutes after the 15 minutes have ended.

Please see our collection policy for further details.

## Settling in New Children

Some children settle almost immediately, whilst others take several weeks. It is important that your child feels comfortable in the pre-school surroundings before they are left. When the time comes, explain that you are going and will be coming back, say goodbye to your child and go. Staff will deal with tears and offer comfort and reassurance. We will contact you to let you know your child has settled.

The length of time you leave your child for will depend on how happy and confident or upset your child is. Staff will discuss this with each parent/carer in turn. Our policy for all children for the first session is that they are brought in for just one hour.

**Parents are advised to prepare themselves and their child in the following ways:**

- Read stories relating to starting school or pre-school
- Talk about the event in a positive way, mention the name of setting and their key workers name if you are aware of it. Possibly do a 'walk-by' this will also help you time the journey from a particular school if needs be.
- Avoid triggers of early morning stress by making sure you have plenty of time to get ready.
- Ensure that you are available during the first week to spend time with your child prior to arriving at pre-school and be available to return to your group should your child become distressed.
- Attend other child friendly environments to get your child used to larger groups of children and different adults.

## Key person and your child

Our settings use a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities.

## Food & Drink

We promote healthy eating, providing nutritious foods at breakfast club and snack time. We talk with the children about different food groups and why we make choices over what we eat. We allow water only in a labelled water bottle.

Allergies and dietary needs are disclosed on the registration form so that we can take this into account when buying products and serving the child and we welcome any information on dietary preferences. A care plan will be established for all staff and parents.

We request that parents providing packed lunches do NOT include sweets, chocolate or anything containing nuts or nut products. The packed lunches should contain a balanced, nutritional meal.

Grapes, tomatoes and small fruit should be cut into quarters.

## Learning journeys

The setting keeps a learning journey for each child on an electronic App called FAMILY, to which you will receive updates throughout your child's day, their progress, development and activities they have been doing. Staff and parents working together on their children's development is one of the ways in which the key person and parents work in partnership, it helps us to celebrate together her/his achievements and to provide what your child needs for her/his well-being. Information we observe enables the key person to identify your child's stages of learning.

## Achieving Positive Behaviour

The pre-school staff believe that love, security and consistency are essential in helping the children grow and learn. Loving discipline with defined boundaries helps to provide such security. We aim to support our children as they learn the standards, values and expected behaviour.

Our policy is to remove a child temporarily from a situation when they are behaving in an unacceptable manner. This will involve going down to the child's level to explain why their behaviour is unacceptable and what we require of them. The emphasis will be on their wrong choices and not on their character; we do not tell children that they are naughty but rather explain that their action was wrong.

If a child appears to have an ongoing area of difficulty, we may ask to see the parents to discuss at length putting in place a behaviour management plan for their child, that can work at home as well as pre-school.

Biting and other forms of physical injury, including bullying to the other children or to the staff will not be tolerated. We will work together with parents and carers and work out with them a plan for handling their child's behaviour.

## Books

All children are expected to partake in the 'library' we do, to encourage reading at home. At the beginning of each session children may choose one book from the pre-school bookcase to take home. This is to be read with an adult in the family and returned when finished so that another may be chosen. Please teach your child to look after the books and folders. If you lose it, you will be asked to replace it at your own cost.

## Toilets

We encourage children to be independent where possible. The children use the toilets off the main hall, where there are steps to make access to the toilet easier.

Children who are in pull-ups/training pants, will be changed during the session as necessary. With parental permission obtained on the registration form for your child Please provide your child with spare clothes, nappies, wipes in a bag, all items should be clearly labelled with their name.

If your child suffers from any nappy rashes, please inform a member of staff.

## Jewellery

We would prefer the children not to wear earrings or other jewellery at pre-school. However, if this is necessary, studs are the only acceptable earrings to be worn. For safety, any other type of earring or jewellery will be removed on arrival and returned at the end of the session.

## No Smoking

Staff, parents and carers are not permitted to smoke anywhere on the pre-school premises.

## Illnesses

Some of our policies regarding some childhood illnesses are as follows:

**Diarrhoea or sickness.** He/she must remain at home for 48 hours / 2 days from the last episode of diarrhoea or vomiting.

**Head lice.** Treatment is recommended only in the cases where live lice have definitely been seen. Your child can attend pre-school, once the hair has been treated and no new eggs are seen The same applies with thread worm.

**Mild Conjunctivitis.** They can still attend pre-school, as long as it is being treated.

**Chicken Pox. German Measles or Measles.** The child must stay at home 5 days from the outset of the rash, all spots must be dried over before the child returns.



Cont..

**Hand, Foot and Mouth Disease** If your child has hand, foot and mouth disease, exclusion may be considered in some circumstances.

**Mumps.** Children must stay at home 5 days from onset of swollen glands.

**Whooping Cough.** Children must stay at home for 5 days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment is being given.

**Swine Flu.** The child must stay at home 3-5 days after the symptoms begin. Your child should not return to the setting until at least 48 hours without a fever or any other symptoms.

**Asthma and Eczema.** Sunny Kids UK Pre-schools welcomes all children with asthma and eczema. We encourage and help the children to participate fully in all activities ensuring that they have immediate access to their reliever inhalers or creams.

Parents need to provide written information detailing the type of medication needed, any triggers, emergency procedures and permission for the trained staff in the group to administer the medication. A medical plan will also be put in place for your child.

If your child has or is suspected of having any of the above, mentioned illness while at pre-school, staff will contact the parent/carer, or the person named as the emergency contact, who will be asked to come and collect the child immediately.

Your child may attend pre-school if they have a cold, but they must be well enough to participate in all activities including physical play time.

Please remember that children who are ill or very tired are often extra clingy and irritable. Please be sensitive to your child's needs and keep them at home if they are not well enough to cope at pre-school.

Please phone pre-school if your child is going to be absent.

## First Aid

All staff undergo a twelve-hour paediatric first aid course, to ensure the highest standard of care and treatment should there be an accident involving a child or adult. This is with an aim to ensure diligent and proactive supervision on the part of the staff, and to understand the importance of establishing rules for proactive supervision, safe play and intervening to stop or prevent unsafe play.

However, this may not always prevent every injury from happening, such as slips and falls from running or playing.

On your registration form Consent IS REQUIRED, giving staff permission to deal with minor accidents and for your child to be taken to hospital for emergency treatment. This need to be signed on commencement of pre-school.

In the event of minor injuries or accidents, Parents and carers will be informed of minor accidents at the end of each session, and via the family app.

If the child is unduly upset or we have concerns about the injury, we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

If a child has an accident at the setting that requires first aid, a qualified person will use the easily accessible and regularly checked first aid kit.

When an accident occurs an accident report is filled in, this states details such as: where, when, how, and what medical treatment was administered.

For further detail on our accidents and injuries in the setting please see our 'accident and injury policy'

Medication will only be given in line with our "Administering Medicines Policy".

## Emergency Procedure

Serious accidents or illnesses which requires urgent medical attention will be dealt with in the following way:

- One person to stay with the injured child
- One person to telephone i) the child's parents or if unobtainable, the person named as the emergency contact and ii) an ambulance if appropriate.
- One person or more to take care of the other children.

OFSTED will be informed of the accident within 24 hours.

## Parental Involvement

Parental involvement is an important aspect of our pre-schools.

We welcome parents/carers to participate throughout the session, especially if there is an activity they would like to do with the children that is relevant to the half term theme.

Staff will always be willing to discuss their children's progress with the parents/carers or discussed in more detail at regular parent meetings. Parents and carers will always be invited to attend special occasions such as end of term events, outings and fund raising activities.

## Outings

On occasion, the children are taken on short outings, consent for such outings is within the registration form. Annually we have visits from community services, such as the Fire Service - of course with a fire engine.

Outings will be arranged during pre-school hours. All parents and carers are invited to accompany their children, some trips do require parent support to go ahead.

Consent forms giving staff permission to take the children out, will need to be signed by the parents/carers, prior to any outing.

## Equal Opportunities

All staff are committed to anti-discriminatory practice. All children will be treated with equal respect and consideration, regardless of their gender, culture, linguistics, disabilities and religious background. We will challenge any behaviour spoken or otherwise which contradict this statement.

Siblings are given priority on admission and all other children are admitted on a first come, first serve basis, including children with special needs as each child is assessed individually regarding our provision.

## Special Educational Needs Policy

Our aim would be to provide each child with an inclusive practice, one where a child can learn freely and feel confident to progress. We provide a holistic environment, that we hope meets the needs of all our children.

If we have any concerns with a child, we will speak to the parent/carer and create an Individual Action Plan. If after one term upon a review of the IAP, we feel we need to contact the Early Years Inclusion team at the Local Authority we would write a SEND (Special Educational Needs and Disability) plan and get permission from parents/carers before requesting the referral to their service.

## Policies

Sunny Kids UK Pre-schools have a full copy of all its policies and procedures within the settings. Please ask if you would like to refer to or read them in full.

## Complaints Procedure

Please discuss any concerns with the Pre-school Manager as they arise. Most problems begin small, then grow out of proportion if they are not dealt with. You may make an appointment with the Pre-school Manager if you wish to discuss any issue at length.

If after talking with the Pre-school Manager you are still not happy and wish to take the matter further, please contact the Director by letter.

Jo Godbold  
Manager/Director  
Sunny Kids UK - West Wickham Pre-school  
West Wickham Playing Fields,  
West Wickham  
BR4 9BA

If after this you are still not happy and wish to take the matter further, please contact and inform Ofsted 0300 123 4666.

For full details of our procedures please refer to our "Making a Complaint Policy"

---

We aim to give all the children under our care a happy time here, leaving with fond memories of their time at Sunny Kids UK.