



Information Pack

Optional early start Fee payable £7:50* (*Please see funding)	8am to 9:00am	Monday and Friday
	8am to 9:15am	Tuesday, Wednesday, and Thursday
Morning Sessions: £19:00	9.00am to 12.15pm	Monday and Friday.
	9.15am to 12.15pm	Tuesday, Wednesday, and Thursday
Lunches Fee payable £5:50	12.15 to 12:45pm	Tuesday, Wednesday, and Thursday
Afternoon Session: £19:00	12:45pm to 3:45pm	Tuesday, Wednesday, and Thursday

Sunny Kids UK is a Term-time only Pre-school.

Sunny Kids UK Website: www.sunny-kids.co.uk

Manager email: gillsunnykids1@yahoo.co.uk

Tel: 07985 344 694 - All Saints. Bark Hart Road. Orpington. BR6 0QD



Ofsted Registration No. 2607562

Introduction

Welcome to Sunny Kids UK Pre-School - All Saints. This pack aims to give you all the main information you will need with regards to the procedures and practices adopted for use within our Pre-schools. The pre-school is based in Orpington, within the church hall of All Saints church.

The Pre-Schools

Sunny Kids UK settings are all 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-school were set up by Josephine Godbold - BA Hons in Early Years and Early Years Teacher Specialist and a great team of dedicated staff, who are all qualified to Level 2/3 in Childcare or who are undertaking training to become fully qualified.

Staff

Sunny Kids, All Saints -The staff and qualifications are as follows:

Jo Godbold	Pre-school Director Child protection officer	Level 7 - BA Hons in Early Years and Early Years Specialist
Gillian Herschell	Manager Child protection officer	Level 3 - Childcare and Development
Kerry Wanden	Deputy Manager and Senco Designated safeguarding lead	Level 3
Helen Money	Practitioner	Level 3
Jasmina Richardson	Practitioner and fire safety officer	Apprentice
Megan Ling	Practitioner	Level 3
Michelle Debono	Practitioner	Qualified Primary school teacher.

Pre-School ratios

The Pre-school is registered to take a maximum of 30 children per session aged 2-5 years. This number is set by Ofsted.

We have a team of qualified staff, plus parents and others who help out on a voluntary basis when needed.

Staff ratios are:-

1 adult : 4 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 at outings or additional events. From time to time we may have an additional 'staff' 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 some of the staff who are available during the session you visit. During your tour you will be given lots of information. You will be given forms to be completed including the registration forms.

We require your child to attend the Pre-school for a minimum of four sessions, with an intention of this increasing to full time from at least 3 terms before the child starts school (if possible). How this is to be achieved is to be discussed per child with the manager.

Availability of sessions will be discussed with you during the tour or with the manager.

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-School is open for five days a week, Monday - Friday.

Morning sessions are 9:00 - 12:00 Monday and Friday only, 9:15-12:15 the remainder of the week. Afternoon sessions are on Tuesdays, Wednesdays, and Thursdays and is from 12:45pm - 3:45pm. Lunch Club is 12.15-12:45pm and the lunch fee is £5.50. Children bring their own packed lunch. There is any optional early start, from 8am -9:15am at a cost of £7.50.

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. Orders can take up to two weeks from placing your order.

Fleeces are £15:00 and T-shirts are £6:00. We also have book bags for £15:00.

Fees

Sunny Kids UK - All Saints receives Iam2 funding and 15/30 hours for 3 and 4-year-old, dependant on eligibility. This can be claimed the term after the child turns 2 or 3 years. All parents/carers will need to complete the required paper work (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 the parents will be charged for the extra sessions.) There are cut off dates for 30hrs submission to the borough which are 31st December, the 31st April and the 31st August, if you miss these deadlines you will miss your funding eligibility for 30hrs.

Sessions are £19:00 per session. A session is a morning or afternoon each full day requested, this is then x 2 for both the morning and afternoon.

Early mornings are £7.50 from 8am - 9:15am these can be ad-hoc but please book these in advance. This session is fee payable.

*If you receive 30 hours funding your child can attend from 8am and this will be deducted from the funded hours. Children receiving 15 hours requesting this session the fee is applicable.

Lunch Club is at a cost of £5:50 per child and is fee payable per requested session.

Fees are invoiced at the beginning of each half-term and are payable within 14 days of the date of the invoice. Monies invoiced are based on the requested days for that half term and fees are payable regardless if your does not attend the day they should.

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 two weeks of receiving the invoice.

Parents wishing to withdraw their children from Sunny Kids UK- All Saints 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 with others.

This is an example of a daily structure:

9.00/9.15am	1 st Session Children Arrive - Free Play "Children's Choice", Free flow to Outdoors, carpet time and Snack Phonics and Sports4 tots attend once weekly.
12.15pm	Lunch Time
12:45pm	2 nd Session Free play Indoors/Outdoors (as above)
3:45pm	Children are to be collected promptly

Arrivals and Departures

Children arrive at 9.15am. A member of staff will be at the door to welcome you to 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 a session 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. A password word system will in place for collection if it is not a regular person known to 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.

We offer an early start session which is fee payable as listed on the front page. This must be booked in advance.

Late Collection of a child and charges

If Parents/Carers calls 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 in full should you need more 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 at the group 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 persons 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 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 their water bottles

Allergies and dietary needs are disclosed on the registration form so that we can take this into account but we welcome any information on dietary preferences.

We request that parents providing packed lunches do NOT include sweets 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.

Please ask if you would like more information on healthy eating. Further details of our approach to Healthy Eating are included in our Food and Drink Policy

Learning journeys

The setting records a learning journey for each child on an electronic app called FAMILY. Staff and parents working together on the children's Scrap books and development is one of the ways in which the setting 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. This information will also contribute towards your child's stage 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 may involve going down to their level to explain to them 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 can purchase a Pre-School book bag. We do a 'library' within the setting and 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. Please provide your child with spare clothes, nappies, wipes in a bag, 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 on the pre-school premises.

Illnesses

Please alert staff if your child has a verruca or other fungal infection.

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 or no new eggs can be 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. 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.

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.

Covid -19. Please ask us about our latest procedure and updates we are initialising.

Any symptoms should be reported to the preschool and your household should follow the government guidance.

If your child has or is suspected of having any of the above mentioned illnesses 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 needs 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

The child will possibly be taken to:

Princess Royal University Hospital
Farnborough Common
Orpington
BR68ND
Telephone: (01689) 863000

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 child's time with us, 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.

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 and if still unresolved or you are unhappy, you may inform Ofsted.

Jo Godbold
Manager/Director
Sunny Kids UK - The Grove
Emmanuel Church,
West Wickham
BR4 9JS

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.