



ARISE
'N' SHINE
PRE SCHOOL



Arise Church
Stallings Lane
Kingswinford
West Midlands
DY6 7HS

Telephone: 01384 401228

www.arisechurch.uk/preschool
www.arisechurch.uk

email: preschool@arisechurch.uk

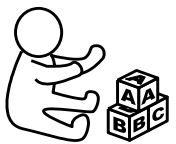
INTRODUCTION

The Pre-School has been established for over 15 years running 5 mornings per week (term time only) from 9:00am – 12:00 noon.

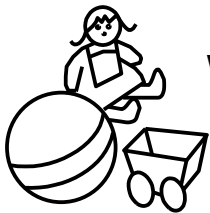
We are an Ofsted registered Pre-School who work closely with Dudley Early Years Childcare Development Team. Our Childcare Support Officer assists with the welfare requirements in conjunction with Arise 'n' Shine Pre-School Management Committee, assisting us in maintaining and developing the welfare of the Pre-School, through the Early Years Foundation Stage (EYFS).

Our established team of qualified, experienced staff and volunteers are all DBS cleared.

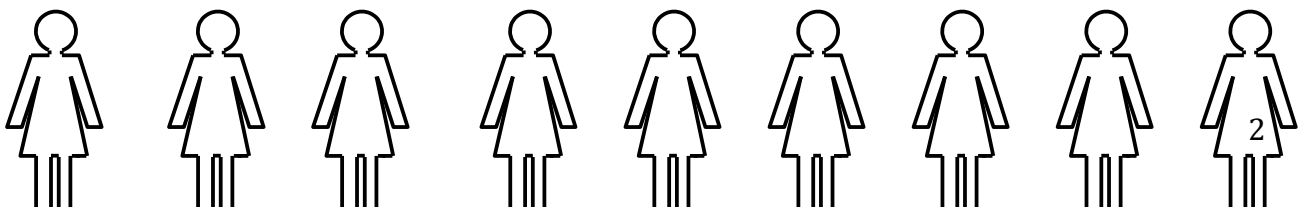
We provide sessional care for children aged between 2 and 5 years. The ratio requirements are adhered to within the Ofsted standards.



The Pre-School receives Early Education Funding, which provides free childcare places for 3 and 4 year olds and Time for Twos funding for 2-year who are eligible to claim.



We provide a varied learning environment, where children take part in a wide range of stimulating activities.



MEET THE TEAM

PRE-SCHOOL MANAGER

Anna Perkins – BA Honours in Integrated Working with Children and Families
Level 4 Early Years Foundation Degree
Btec National Diploma in Childhood Studies,
CMI Level 3 in Management,

DEPUTY MANAGER

Claire Colley – Btec National Diploma in Childhood Studies, NVQ Level 2 in
Management (Pending)

SENIOR ASSISTANT

Stacey Hitchens – NVQ Level 3 in Childcare, NVQ Level 2 in Team Leading
(Pending)

PRE-SCHOOL PRACTITIONERS

Dawn Hill – NVQ Level 3 in Childcare and Education

Andrea Richardson – CACHE Level 3 in Children and Young People's
Workforce, Level 4 Early Years Foundation Degree,
BA in Integrated Working with Children and Families

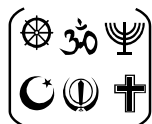
Danielle Bevan – Btec National Diploma in Childhood Studies

**Throughout the year we have other volunteers, training students and
parent helpers.**

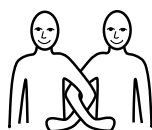
MISSION STATEMENT

To provide an educational setting where every child from 2 – 5 years old, in Kingswinford, Wall Heath and the surrounding area, a safe, caring and stimulating environment through which the child can learn, grow and develop through play and exploration (including getting messy). To work in partnerships with parents and carers to offer a service that promotes equality and values diversity.

PRE-SCHOOL ETHOS



Arise 'n' Shine Pre-School is a Christian based pre-school, and welcomes children and their family from faiths and we see that every child has a right to learn.



Here at Arise 'n' Shine Pre-School we aim to provide an environment where children can come without fear of discrimination due to their beliefs, cultural/family background, gender or their abilities. We give time and space and the opportunity for children to learn and develop at their own pace.

We aim to help the children build confidence and develop healthy friendships. Each child is seen as a unique child and therefore, we encourage them all to develop their independence and individuality.

WHAT WE AIM TO DO AND ACHIEVE



- To help your child's transition from to the pre-school environment as smooth as possible, working with the parents/carers as partners.

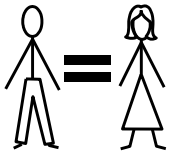
- To support each child's social, physical, language, intellectual and emotional development to their full potential.

- Promote equal opportunities regardless of disability, gender, ethnic culture or social beliefs and backgrounds.



- Encouraging confidence in children's creative ability to include fine and gross manipulative skills.

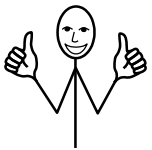
- Supporting the development of self-help and reliance skills to build self-esteem and control.



- To provide a safe and secure environment for children to develop as individuals

- A desire for every child to explore their pre-school environment.

- To provide positive role models to our learning and development,



- Develop staff training as part of an ongoing process, working towards the standards as outlined by Ofsted.

- To provide equipment where children are free to get messy whilst exploring their world and how they learn, where each child is allowed and encouraged to take safe risks whilst being supervised.



STAFFING

The Pre-School is guided by the ratio set by Ofsted Early Years, and we pride ourselves in offering over the recommended minimum adult/child requirements. Staff are qualified both at Degree level and Btec/NVQ Level 3 (or equivalent) in Childcare and possess the relevant qualifications for the Pre-School to function effectively. All staff are suitably DSB cleared prior to starting work, with regular update checks made.

ADMISSION

We are a fully established Pre-School with a waiting list where the child moves up the list on their 2nd Birthday.

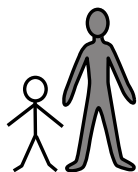
New children are encouraged to start at the beginning of the term from when they are 2 years old, if there are spaces available.

There is a transition process for new children, where during a parent – practitioner meeting your child’s needs and requirements will be discussed, including any Educational Health Care Plans that your child may require to be in place before starting. There after we offer 2 free 1 hour trials prior to starting, parents are welcome to stay as long as is required to help settle their child before leaving the Pre-School and reassure the child of their return.

FEES



A fee of £13.50 is charged each session for non-funded children (fees are reviewed annually, notice will be given prior to increase). Early Education Funding (EEF) is available for 3-4 year olds, which offers 15-hours free childcare places the term after the child’s third birthday. Your 3 and 4 year-old can claim up to a maximum of 15 hours (3 hour sessions) over a 5-day week and Time for Twos for two year olds, up-to 15 hours (3 hours sessions) over a 5 day week, for 38 weeks of the academic year. Currently we do not offer the 30-hours funding, however we are able to split funding between another setting or childminder. *Please visit [Childcare Choices website](#) to see if you are eligible for the 30-hours.* Any late collections of a child over 10 minutes will be charged at the normal session rate. There is an additional charge of 20p per day for snack and £1.50 per week charge towards your child taking part in sports, dance, music activities provided by external agencies that come into pre-school on a weekly basis.



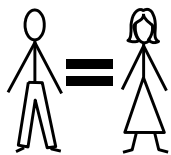
SETTLING-IN AND TRANSITIONS POLICY

Before a child starts, parent/carer and child are invited to a pre-visit to the Pre-School. Upon confirmation of a place, parents/carers are encouraged to share as much information about their child as possible in a parent, child and practitioner transition meeting, enabling the Pre-School to meet their individual needs. Free trial sessions are offered prior to a child starting where they will spend one-to-one time with their Key Person. On their first day parents/carers are welcome to stay with their child as long as is deemed reasonable, to ensure a successful transition from home to pre-school.

Pre-School work closely with the other nurseries and local Primary Schools in the transition of your child to and from their new setting.

Our pre-school caters for any allergies your child may suffer from, and ask that you notify the pre-school of any specific dietary requirements or allergies your child may require.

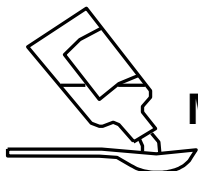
Arise ‘n’ Shine Pre-School recognises other faiths and cultural backgrounds, whereby provision will be made to accommodate and celebrate such beliefs. We work with parents to help your child’s toileting needs and ask that parent/carers pack a change of clothes in case of toileting accidents.



EQUALITY AND DIVERSITY

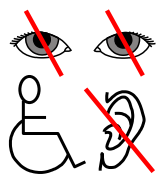
Arise 'n' Shine Pre-School has an Equality and Diversity Policy both as an employer in its provision for children, and for anyone who visits the Pre-School.

We seek to ensure that no individual will receive less favourable treatment on grounds of sex, race, nationality, ethnic or national origin, disability and religious beliefs or is disadvantaged by any conditions or requirements. (See Equality and Diversity Policy).



MEDICATION

Only prescribed medication (including Calpol) may be given with a written and signed consent of the parent/carer, along with a Health Care Plan of your child's individual needs and required care or specialised training from a health care professional. Records are kept of any medication required and where issued, staff date, time and record the stated amount given.



SPECIAL EDUCATIONAL NEEDS and DISABILITY (SEND)

Some children may have additional needs; therefore, steps are taken to promote their individual welfare requirements and development within the setting. We are committed to working with parents and external agencies (with parent/carer consent), where information shared is handled sensitively and confidentially. All children are valued as individuals and included with the support of our qualified SENCO Officer (Claire Colley).

Our aim is to ensure that specific needs of the child are met. Staffing arrangements, resources and the Physical environment are adapted to help children participate in activities. A support plan for your child may be required prior to your child starting the setting, which will be discussed during a transition meeting.



BEHAVIOUR

All our children are encouraged to work together as a team, and praised for good behaviour, kindness and sharing.

In the event of behavioural issues arising, we make every effort to resolve them in partnership with parent/carer(s) in line with our Behaviour Policy.

Behaviour Management Lead: Stacey Hitchens and Claire Colley



SAFEGUARDING POLICY

It's the duty of the Pre-School Manager (Anna Perkins) to ensure all staff complies with the Child Protection and Safeguarding procedures outlined by 'Dudley's Safeguarding Board'. For the safety of children accessing our facility. and to honour the trust their parent/carer(s) have in us, all adult workers/helpers are DBS checked for their suitability to work with children.

Any concerns regarding Child Protection issues, including radicalisation, we refer to the guidelines set out in 'What to do if you're worried a child is being abused?' brochure.

All staff adhere to strict codes of practice concerning child abuse, and receive regular Child Protection Training which highlights the awareness of signs and symptoms of abuse.

Concerns are kept confidential and in line with Data Protection and only shared/reported to the relevant agencies, such as; Ofsted, Local Children's Safeguarding Hub or Police if deemed necessary by the Safeguarding Officer in line with Ofsted guidelines.

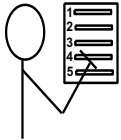

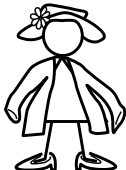
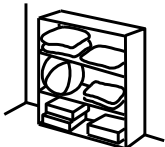


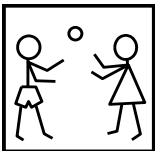

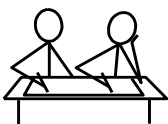

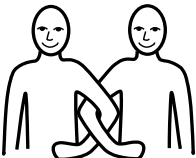
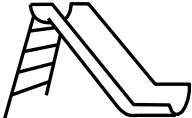
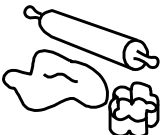
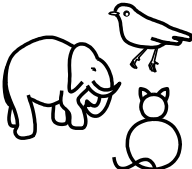
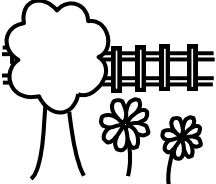

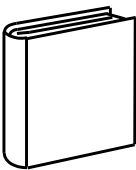
Childcare workers under the age of 18 years are supervised while working with children in our setting, and visitors chaperoned. Parent/Carer helpers and volunteers over 18 years are supervised while working with children in our setting.

Arise 'n' Shine Pre-School operates an empty pockets policy for all staff, students, parent helpers and volunteers. All are required to remove any electronic devices and put into our locked cupboard, such as; mobile phones, portable devices such as iPods/iPads/cameras. This is for the safety of your child.

Parent/carers are asked not to use mobile phones once in the Pre-School setting.

To see all our policies in full, please ask the manager.

TYPICAL DAILY ROUTINE

| | | | | |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 9:00am -9:20am | 9:20-11:30am | | 11:30-11:45 | 11:45 – 12 Noon |
| Self Registration  | Café opens for snacks and drinks  | Imaginative Play  | Tidy up time  | Key Groups  |
| Key Groups  | Free Play  | Music & Phonics  | Group activity  | Home time  |
| One-to-one Key Worker  | Physical Play  | Fine Manipulative play  | | |
| | Small World  | Outdoor Play  | | |
| | Messy Play  | Quiet/Book corner  | | |



CAFÉ

At snack time, children are encouraged to choose their own drinks together with a selection of healthy snacks. We encourage all children to exercise their self-help skills, and sit with their peer groups to support family values. Our menus are falling in line with the governments Eat Better, Start Better campaign. Our monthly menus are displayed in the foyer.

Special dietary requirements are catered for every child.

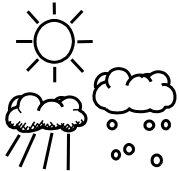
Some of our snack options are:

Fruit: Apples, Banana, Grapes, Strawberries, Pears, Oranges etc

Vegetables: Carrots, Cucumber, Tomatoes, peppers etc

Other options: Yoghurts, bread and butter or toast with different spreads, crackers and cheese, ham or chicken, jacket potatoes, eggs, rice cakes etc. Snack will vary each season and will also feature some cultural foods when looking at festivals and other life-styles, countries.

There is a **20p per session charge, per child** that goes towards the café produce that we provide each week.



BAD WEATHER POLICY

At certain times of the year, sudden change in weather can be very unexpected. If Pre-School staff or Director of Children's Services for Dudley deem the weather to be unsafe to travel or open for health and safety of our staff, children and parent / carers, the Pre-School will close. Every effort will be made to contact you as soon as practically possible of Pre-Schools closure. Notification will be given out via our website, our closed Facebook Group or text message.

DETAILS OF RECORDS



A daily record of children's attendance is kept as part of the Pre-School registration system. **If for any reason your child is unable to attend, please contact the Pre-School by 8:45am**

If for any reason the person usually collecting your child is unable to come, **notification will be required before your child is released to any person unknown by ourselves. A password system will be required.**



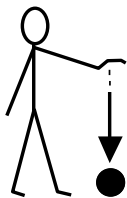
Information for parents can be obtained by contacting Anna Perkins (manager) or Claire Colley (deputy) at the Pre-School on:

01384 401228 or 07901 235263

between Monday-Friday 8am – 4pm

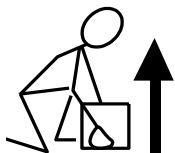
It is the statutory responsibility for the Pre-School to notify Ofsted of any problems or concerns with reference to a particular child.

Records are maintained of any injury sustained while at Pre-School in our Accident Book. Injuries sustained prior to arrival are highlighted and recorded on our 'Injury on Arrival' form, along with details of treatment given. All our staff are First Aid qualified and have regular update training.

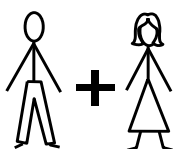


DROPPING OFF AND COLLECTION OF YOUR CHILD

The Pre-School operates a daily Key Group systems by where you can drop your child off to their allocated Key Person and pass on any relevant information regarding your child, who may be collecting your child and report any injuries sustained outside of Pre-School.



In the event of late/non collection of a child the manager and another qualified member of staff will remain in the building with the child, while parent/carer or other emergency contact is made. After a period of 30 minutes, Local Children's Care Services will be contacted. If you are running late, please contact the Pre-School to advise them of your estimated arrival time. (See Late and Non-Collection Policy).

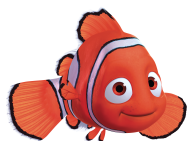


WORKING IN PARTNERSHIPS AND OPPORTUNITIES TO GET INVOLVED.

Staff are keen at all times to communicate with parents and carers. Parents and Carers are encouraged to join in with the Pre-School activities such as: Christmas events, parties, Easter events, parent days, trips and outings.

We value our relationship with parents/carers, and as such welcome 'Parent/Carer Helpers' to play an active role if they wish to offer their time as a volunteer. You don't need any special skills to be involved.

As part of our ongoing parental involvement, each child has a Learning Journey (a record of their learning and development) that the Key Worker will fill with photos, observations, picture and much more of what your child achieves and does at Pre-School. We also encourage parents to contribute by sending in any photos, pictures, activities their child may have done at home. Learning Journeys are used as a basis for schools to identify the child's development prior to going to school. Throughout the year we hold Parent/Carer consultations where you can speak to your child's Key Person and view their Learning Journey and discuss your child's development. All Learning Journeys are sent home when their child leaves Pre-School.



Each Key Group runs a home diary to link your child's home to Pre-School and their Learning journey. Red, Green, Yellow and Purple groups have a Nemo cuddly toy and Blue group have Dory cuddly toy and each child takes turns in looking after him over the weekend. Parents/carers are able to write a diary and their child can take photos, draw a picture about their adventure with Nemo or Dory.



Three to four times per year Pre-School holds a '**Family Café**', which gives chances or our Parents/Carers to come together and find out what is happening in Pre-School, how you can help, offer ideas and suggestions, receive some helpful training skills or join in with some fun activities or relax and unwind time.

OFSTED INSPECTION

Arise 'n' Shine Pre-School underwent their Ofsted Inspection on 13th July 2018. The outcome for the Pre-School is that Ofsted consider us to be a '**Good**' setting, where Outstanding elements could be seen. Our report can be obtained from Preschool, seen on the Preschool website www.arisechurch.uk/preschool or on the Ofsted website.



COMPLAINTS, COMPLIMENTS AND COMMENTS

If a parent has a complaint every effort will be taken to investigate the problem with the help of the Pre-School staff and the Pre-School Committee. Any complaints, compliments or comments that are unresolved or unsatisfactory, can be addressed to the Children's Information Services, St James Road, Dudley, Tel: 01384 841398 or Ofsted Early Years, Manchester, Tel: 0300 123 1231.

RECORD KEEPING

Children's records that are shared with parents are kept secure and only shared with a third party if the child is at serious risk of harm (with parental permission)

Please keep the Pre-School up to date with any change in the child's home address and parent/carers contact home and mobile telephone numbers.

Under Data Protection Act 1998 and General Data Protection Regulations 2018 in accordance with Ofsted inspectorate, once your child has started preschool we are required to hold your child's registration details, medical forms, incident / accident form, Safeguarding documents in locked units for a minimum of 21 years.

SPECIAL EDUCATIONAL NEEDS DEVELOPMENT

The Special Educational Needs (SEND) Coordinator (SENCO) in this setting is:

Claire Colley – Deputy

Supported by Anna Perkins – Manager

Behaviour Management Coordinator

Stacey Hitchens – Senior Assistant

Supported by Claire Colley – Deputy & SENCO

SAFEGUARDING OFFICER

Anna Perkins – Manager

Supported by Deputy Manager Claire Colley

Overseen by Chair of the Committee – Debbie Chamberlain

Anna has responsibility for co-ordinating Child Protection issues.

If you wish to contact Ofsted or view our Ofsted Report, please see details below:

URN: 253896, Inspection Support Team, Ofsted Piccadilly Gate, Store Street, Manchester, M1 2WB, Tel: 0300 123 1231

TESTIMONIALS FROM PARENTS PAST AND PRESENT

Thank you to all of the team at Preschool for working so hard to help my son turn into the lovely little boy he is today. Parent partnerships are very strong and there has always been many interesting events happening. My son always comes home happy and constantly talking about what he has done that day.

Arise 'n' Shine Preschool has contributed massively to my daughters development. She has grown into an intelligent, pleasant, confident individual and is well prepared to commence to school later this year (2017)

My child has really come out of their shell since joining Arise 'n' Shine Preschool. It took her a while to settle in but the staff were excellent in making her feel comfortable and safe. Her vocabulary has come on in leaps and bounds and she can write her own name very well now.

We just wanted to say a big thank you for the time and care you put into your wonderful preschool. We have had real trouble trying to find a match in Devon where we are moving to. We have been really impressed with every piece of paperwork, activity, communication given to us. Our child has loved her time with you and will miss you lots.

Our child has been given so many lovely opportunities since attending preschool. She has formed strong, positive relationships with staff who go above and beyond in every way, allowing her to settle quickly and making huge steps in her learning. Thank you.

Arise 'n' Shine Preschool is a great preschool. The staff are lovely and very professional. There is always a nice, welcoming atmosphere. The children are offered a wide range of experiences and activities. If you have any concerns about your child they are always listened to and every effort is made to support / help your child and their needs.

My son settled incredibly well at Preschool. There hasn't been a single day when he hasn't wanted to go. The staff have got to know his needs and character very well and he has thrived because of this attention. He loves the friends he's made and was very excited to return to preschool after the holidays. That is testimony enough in my eyes.