



Morning sessions
08:15 - 12:15
Monday - Friday

Afternoon sessions
12:45 - 16:45
Monday, Wednesday
& Thursday

Full day
08:15 - 16:45
Monday,
Wednesday &
Thursday



Rainbow Pre-School

Tel : 0208 883 4010 Email: rainbow-pre_school@hotmail.co.uk

Welcome

Welcome to Rainbow Preschool. We hope that you and your child will be very happy during your time with us.

Our mission is to provide high quality, affordable childcare that meets the needs of families in the community and promotes children to beyond independent learners that are ready for school and beyond.

In order to achieve our mission, we ensure;

- quality and consistency so that every child makes good progress and no child gets left behind.
- learning and development opportunities that are planned around the needs and interests of each individual child.
- partnership working between the key person and parents / carers
- equality of opportunity and anti-discriminatory practice, ensuring that every child is fully included and supported.

Rainbow Preschool is a registered charity run by a management committee consisting of parents of children who are either currently attending or have attended Rainbow. The committee is responsible for reviewing both policy and practice, and for the employment and appraisal of members of staff. All parents are welcome to participate in the management of the preschool by attending meetings or joining the committee. If you have anything you wish to bring to the committee's attention, or any questions, please have a chat with the manager or any of the committee members. Our Annual General Meeting (AGM) is held in the Autumn Term and parents will be informed in good time so they are able to attend.

This brochure aims to give you an introduction to our routines and provide information on how we will work with you to achieve the best outcomes for your children.



Our People

Staffing

We have a fully qualified staff team who are committed to delivering the best outcomes for children and families. Staff access regular training courses provided by Haringey Early Years Team as well as external providers to support their professional development and help the setting keep up to date with best practice. To ensure that all children have sufficient individual care and attention, we provide a staffing ratio that meets or exceeds the Safeguarding and Welfare Requirements set out in the Early Years Foundation Stage.

Occasionally, we will employ the services of temporary agency staff. This is normally to cover staff absence through sickness or training. All the temporary staff we employ are DBS checked and hold valid photo identification.

We also provide some opportunities for volunteers and students who are pursuing a relevant childcare qualification to complete their work placement with us. All students and volunteers go through the same stringent vetting procedures that are in place for our permanent staff to ensure they are suitable to work with children. In addition to that, volunteers, students and temporary staff are never left unsupervised and do not help children with toileting.

Key Person

A key person is a named member of staff with responsibilities for a small group of children who helps those children in the group feel safe and cared for. Your child's key person will get to know your child's needs and interests and plan appropriate activities to help them to learn and develop in all areas of the EYFS curriculum. They will also record progress and feedback to you on a regular basis. When your child starts with us we will allocate a key person and a co-key person. The co-key person's role ensures that care and attention are consistent if the key person is absent for any reason e.g. training days.



Getting Started

Settling-in Period

We want all children to feel safe, stimulated and happy in our preschool. We also want parents to have confidence in their child's well-being and their role as active partners in our setting.

The settling-in period is the time when you are here with your child during the preschool session. It is a time for your child to get to know his or her key person and all members of staff - with the reassurance of having you here too. It also gives you an opportunity to support your child's development through sharing information about your child's character, interests, requirements and routines to help us make appropriate plans.

We recognise that some children will feel comfortable straight away, while others will take longer to settle. When your child is due to start we will jointly agree on the best way to help your child make a smooth transition. No matter how confident you feel your child is, we will insist that you commit some time to working with us during the settling-in period.

Preschool Sessions

Please arrive promptly for the start and end of each session. We have a daily circle time when we sit down together with the children to discuss their news, activities for the day and special events. This is an important time of the day for the children, learning skills they will need when they move on to school and working life, so it is essential that children arrive on time.

It is important that your child attends regularly to support their learning and development. Please let us know if your child is going to be absent due to illness, appointments or holidays as we must record this in the register.

Contact Details

Please inform staff if you are changing your address or contact details. It is vital that we are able to get in touch with you. Please also ensure that we have up to date contact details for anyone else you list as an emergency contact.



While you're with us



Activities

At Rainbow, we believe children learn best through play and exploration. We provide a wide range of activities that will help your child to develop skills in all the areas of the Early Years Foundation Stage curriculum. Our daily routines provide a good balance of child-initiated and adult-led activities. The child-initiated activities help children to develop the ability to make decisions, choose tools and resources they need for a task and work independently. The adult-led activities develop other skills such as listening, speaking, taking turns and working together.

Clothing

It is important for children to develop basic self-care skills such as toileting and putting on / taking off coats, jumpers and shoes. Please send your child in clothing and footwear that is comfortable and easy for them to manage. Avoid new or expensive items as your child will get involved in messy activities. We do provide aprons, but they are children, so accidents will happen. Jewellery items are also discouraged, as they can get broken, lost or cause injury.

If your child is still toilet training or liable to the occasional accident, please send in a named bag with a change of clothes. We have spare clothes in the setting for emergencies, but some children prefer to be changed into their own clothing.

Outings

To involve children in the life of the community, we will often take small groups of children to the local shops, post office or other areas of interest. These visits will normally be focused on helping children develop in a particular area of learning. During the registration process we ask you to give consent for your child to be included in any such visit. To maintain the safety of all children on visits we provide a staffing ratio of 1 staff to 2 children.

Food & Drink

All children have access to milk and water throughout the session. We ask parents to bring in 3 or 4 pieces of fruit each week. These fruits are cut up and shared at snack time. If your child is staying all day, please provide a healthy packed lunch. To help us keep your children safe, please ensure you tell us about any allergies your child may have.



While you're with us

Arrival and Departure Procedures

Please do not park across the entrance slope or in front of the house next to the church. This access must be kept clear for other children/parents as well as for use in the event of an emergency.

At the beginning and end of each session the main doors into the building will be open. When you arrive please make your way to the preschool room entrance and sign your child in/ out. A member of staff will be at the entrance of the preschool room to welcome you at arrival and collection times. For the safety of all children this entrance is fitted with a security latch on the inside to prevent unauthorised access into the room. If you are staying for all or part of the session, you will also need to sign in and out.

Shortly after the start of each session, the main doors into the building will be closed. If you arrive after the start of the session please use the bell on the left of the door at the entrance.

At the end of the session, we will only release your child to you or the adults you authorised during the registration process. If you have an emergency that requires you to send someone who is not already listed with us, please contact us immediately so we can issue you a one-off password to provide to the person who will be collecting. We may also require them to provide valid photo identification when they arrive.

In the event that a child is not collected at the end of the session we will make all reasonable attempts to contact you or the other authorised adults. If we are unable to contact anyone and the child is still our care an hour after the end of the session, it is our duty to contact the social care team.

Fees

During registration the manager will provide you with information on the current fees for a place and how you can pay. We may review our fees at any time but will inform you of the revised amount at least two months before it takes effect. All three and four year olds are eligible to receive 15 free hours of early education a week called the Early Years Free Entitlement (EYFE). Your child will become eligible for the funding the term after they become three years old and continue until they start in the reception class of their primary school. Some two year olds are also entitled to receive 15 free hours of early education each week. Please speak to the manager for more information on the eligibility criteria. Fees are due regardless of whether your child attends or not for any reason.



Getting Started

Accidents & Injuries

Sometimes accidents will happen in the normal course of play activities. Most of the time it's a minor bump or bruise as a result of a trip, fall or collision. Our staff will assess, comfort and reassure your child. If all is well, the relevant member of staff will complete and sign the accident book, detailing what happened, where it happened and how your child was. We will notify you when you come to collect your child and ask you sign the book confirming that we have notified you.

If your child has received a bump to the head or a more serious injury, we will call you immediately and inform you what has happened and what action we are taking. All our staff are trained first aiders. Where an accident requires immediate medical attention we will call the emergency services.

Please advise us of any bumps and bruises which have happened at home.

Sickness & Medication

When your child is ill it is in his/her best interest to remain at home to help him/her recover quickly. It also helps us to protect other children by preventing the spread of illness. Should your child fall ill whilst at nursery, we will telephone you or the named emergency contact person and request that they collect the child as soon as possible. If a child in the preschool is diagnosed with an illness or condition such as chicken pox, head lice or hand, foot and mouth, we will inform you so you can monitor your child for any symptoms.

Our staff will only administer prescribed medicines only (e.g. asthma inhalers). The appropriate forms must be completed and signed by the parent/carer and the medicine MUST have a prescription attached.

To prevent the spread of infection in the preschool we implement the exclusion periods outlined in the table below.

Exclusion Periods

Illness / Condition	Exclusion Period
Chicken pox	Until every spot has scabbed over. Usually 5-8 days
Vomiting and/or diarrhoea	48 hours after the last episode
Conjunctivitis	After signs and symptoms disappear. Usually 48 hours
Slapped cheek	Until rash has cleared and child is well
Hand foot and mouth	36 hours after antibiotics started
Impetigo	Until treated
Head lice	Until treated
Measles	5 days after onset of rash and child is well
Mumps	7 days after onset of swelling and child is well
Rubella	6 days after onset of rash and child is well
Scabies	After mites are killed. Usually 2 - 3 days

The Curriculum

The Early Years Foundation Stage

Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, nurseries and school reception classes. The EYFS framework exists to ensure that all;

- children are kept healthy and safe
- children have the knowledge and skills they need to start school
- You can find out more information about the EYFS at

www.foundationyears.org.uk/eyfs-statutory-framework/

What are the 7 areas of learning and development?

The Early Years Foundation Stage outlines 7 areas of learning and development that guide us in preparing activities to ensure that your children gain the skills they need to prepare them for school and beyond. Most children under 3 will develop in the 3 Prime Areas first. The 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 the 4 Specific Areas. All areas are outlined below with a brief description of the key skills they will learn in each area.

Prime areas

- **Personal, social and emotional development:** sharing, taking turns, making friends, managing feelings and behaviour, confidence and self assurance.
- **Physical development:** moving; managing self-care independently; learning about healthy living; using gross motor skills.
- **Communication and language:** listening, paying attention, understanding what is being said, developing speech and vocabulary

Specific areas

- **Literacy:** reading books, mark making, writing, exploring phonics and letter sounds.
- **Mathematics:** numbers, counting, passing of time, explore measures, capacity, space and opposites during play.
- **Understanding the world:** nature, the world around them, people, similarities and differences, ICT equipment.
- **Expressive arts and design-** creativity, singing, dancing, making music, playing imaginatively and using colour.



Key Policies & Procedures

How do we assess progress?

We implement the planning and assessment cycle termly for each child. We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, photographs or videos and our knowledge of the children to document their progress and where this may be leading them. We believe that parents know their children best and we will ask you to contribute to assessment by sharing information about what your child likes to do at home and how you, as parents, are supporting development. Each term you will be given an individual tracker to provide information on your child's current interests.

The EYFS Curriculum Guidance (2014) provides guidance on child development. It outlines 'typical behaviours' for children broken down into age groups. Our practitioners use the guidance to support their assessment of their key children and then to plan for their interests and areas for development.

What records do we keep?

We use the Haringey Early Years Profile (HEYP) document to record children's progress and learning in the preschool and at home. This document supports us to complete the statutory progress check at two and the transition report when a child is moving to another setting or to school. You are welcome to share these reports with your child's new setting. Every child has a 'Special Book'. These books aim to serve as a joint record of your child's progress and learning in the nursery school and at home. You can contribute to these records of achievements by bringing in photographs or pieces of work, or by adding comments or information about your child's learning or their current interests. The Special Books also help children to reflect on their learning and see the progress they are making.

Special Educational Needs & Disabilities (SEND)

All children are welcome in our preschool regardless of ability or additional needs. We provide a caring and supportive learning environment in which children with SEND have equal access to the curriculum and are encouraged to reach their full potential. Our SEND coordinator works closely with parents, staff, Haringey Early Years Advisers and other external agencies to ensure that children's individual needs are met.



Key Policies & Procedures

Safeguarding

At Rainbow Preschool, the health, safety and well-being of every child is our top priority. We expect all our staff and volunteers to share this commitment to safeguarding children in our care. All staff are trained to look out for signs of physical/ emotional harm or neglect and are required to report these to the designated safeguarding lead in our setting. Where a concern is raised either as a result of something we have observed or something a child has said we will normally discuss the concerns with the parent/ carer, unless we felt that doing so would put the child in greater danger. In such cases, we have a legal duty to make a referral direct an external agency.

Equality & Diversity

We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to:

- provide a secure and accessible environment in which all children can flourish and in which all contributions are considered and valued;
- include and value the contribution of all families to our understanding of equality and diversity;
- challenge and eliminate discriminatory actions;
- make inclusion a thread that runs through all of the activities of the setting.



Complaints

We aim to provide our children & families with the best possible service, however we recognise that there may be an occasion when you feel that you are unhappy with certain decisions made or actions taken. Your continued support and goodwill is greatly valued by us and therefore if you have a complaint to make, we would like you to tell us about it.

Stage 1

If you have concerns about any aspect of our setting's provision please discuss your concerns with our manager. We expect most complaints will be resolved amicably and informally at this stage.

Stage 2

If you are not satisfied with the outcome of the discussion, or if the problem recurs, please put your concerns or complaint in writing to us. Upon receipt of a written complaint we will carry out a full investigation and report back to you in 28 days.

Parents can complain to Ofsted by telephone or in writing at: Ofsted National Business Unit, Piccadilly Gate, Store Street, Manchester M1 2WD Tel: 0300 123 1231

Parent Partnership

We recognise parents as the first and most important educators of their children as you will know your child better than anyone. We understand that parental involvement can only enhance your child's experience at Rainbow and we have a range of systems in place to support this.

- Exchange of knowledge about your child and his/ her interests through the registration and settling-in process.
- Regular feedback about your child's learning and development. There are planned key person meetings where you are invited to come in and discuss your child's overall development and their achievements.
- There is a parent's notice board which displays information about topics, events and other useful information.
- Termly Newsletters
- Sharing your own special interests with the children.' (e.g. playing musical instrument)
- Taking part in events and informal discussions about the activities and curriculum put on by the setting

How can you help your child's learning and development?

- Talk to your child about what they are doing and listen carefully to what they tell you.
- Encourage your child to ask and answer questions.
- Help them to become independent e.g. going to the toilet on their own, putting on their coat and shoes themselves.
- Read stories, sing songs and say nursery rhymes regularly.
- Count everyday objects as you go about your normal routines e.g. stairs, cups, fingers.
- Look for and name shapes inside and outside.
- Talk about and involve your child in everyday tasks such as washing up, shopping etc.
- Visit places together like the park, supermarket or post office and talk about what you see and do.





Haringey Family Support Services:

Offers free advice and support for a range of matters including tenancy issues; benefit claims; access to training & employment opportunities; immigration issues and domestic violence.
Tel: 0203 478 9904

Haringey Libraries:

Provide activity sessions for parents with under 5's. These range from reading and board games to messy mornings and toy sessions. To see what's on at your local library check www.haringey.gov.uk/libraries

Stoncroft under 5s :

Offers access to child and family health services; support with looking for training or employment opportunities; access to family friendly support services and activity sessions for families with under 5s. Tel: 0208 340 7050

Hearthstone:

Provides a holistic package of emotional and practical support for survivors of domestic violence in Haringey. Tel: 020 8888 5362

Are you concerned about your child's talking, speech or language?

Call our advice Line on **0203 224 4399**

One of our therapists will be able to speak with you and offer advice



Whittington Health

Speech & Language
Therapy Services
in Haringay



Get your FREE HEALTHY Start Vitamins

To check if you qualify to receive FREE healthy start vitamins

please visit www.healthystart.nhs.uk

Community Organisations

COMET:

Supports families affected by alcohol and drug misuse and related issues such as domestic abuse. For more information see www.haga.co.uk/comet

Solace Women's Aid:

Offers support for victims of domestic and sexual violence, in particular women and children.
www.solacewomensaid.org Tel: 0808 802 5565

On the web:

www.talkingpoint.org.uk: you will find lots of resources to support your child's speech, language and communication, as well as a progress checker tool.