



FIRST STEPS



PRE-SCHOOL



First Steps Pre-School



Plymouth Methodist Central Hall



Eastlake Street, Plymouth, PL1 1BA

OFSTED Registered



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First Steps is situated within Plymouth Methodist Central Hall.

It first opened in 1992 as a playgroup and has evolved into a thriving pre-school. The pre-school caters for children aged 2 years to 4 years and is open during term time from 9.30 am to 12.30 pm.

First Steps is registered with Ofsted

The last Ofsted inspection was in 2014 with a Good Grade level 2.

Aims of the Pre-School

To provide quality care and education within a safe and stimulating environment.

To meet the child's individual needs within group setting.

To provide a full and varied curriculum

To promote a working partnership between home and pre-school.

To provide equal opportunities for all children and their families within the community.

Staff**Kate:** Manager

Lead Practitioner, NNEB, NVQ3 Teaching Assistant, SENCO Officer, Safeguarding Officer, SEN.

Annie: Deputy Manager and Administrator

NVQ in Business, NVQ3 in Early Years and Education, Deputy Safeguarding Officer, Paediatric First Aid.

Pam: Early Years Practitioner

NVQ3 Teaching Assistant, Deputy SENCO, Paediatric First Aid.

Denise: Early Years Practitioner

NVQ3 in Child Care and Youth work, First Aid

Josie: Early Years Practitioner

NVQ3 in Early Years and Education, First Aid

Session Times

Monday – Friday 9.30 am – 12.30 pm

Term-time only

At times throughout the year we may offer a lunch club for our school leavers. Parents will be informed when this will take place.

Facilities

The pre-school is situated on the first floor with its own entrance. It is a self contained unit offering a safe, secure environment. We have 2 main rooms plus toilets and baby changing areas. A kitchen area and office are also included. The rooms are split into areas focusing on the children's needs. i.e. book corner, sand and painting, table top games, home corner.

We also provide an area outside for the children as well as a large hall where we have access to large play equipment such as climbing frames, bikes, balls slides, etc..

At the pre-school we also make use of the environment around us. Walks and trips are taken regularly. We have links with Sainsbury's and attend monthly sessions at Devonport Park. (a gardening club).

Settling In

Starting pre-school is a big milestone for both parent and child. Every child is an individual and will settle in differently. Needs will be discussed with parents/carers on admission.

Attendance

It is important for your child to arrive promptly at the beginning of each session and to be collected on time. We would appreciate notice if your child will not be attending pre-school.

If your child is being collected by someone else the pre-school must be notified at the beginning of the session. We will not allow a child to leave the premises without prior notification.

Car Parking

The church car park may be used to drop off and pick up your child but cars must not be left there for the whole session. The car park is covered by a private security firm and tickets can be given at any time.

Fees

First Steps accepts the Early Years Grant for 3 and 4 year olds. Children are eligible for the grant funding from the term after their third birthday. For children not eligible for this or the Me2 funding, the fees are £8 per session and must be paid in advance. Money should be placed in a sealed, marked envelope. Cheques should be made payable to PMCH.

Please note – all sessions must be paid for even if child is absent.

If any problems occur with payments, please speak to Kate or Annie. We will try to do our best to help.

Records

We keep records on all children from day one. Journals are kept with developmental targets, reports, observations and illustrated with work. The journals are shared every 6-8 weeks with parents/carers and new targets implemented.

Photographs

We do not place photographs with identifiable children on the internet, but we do take them for display work, journals and for Ofsted evidence. Written permission must be given and you will be asked to fill in form on registration.

Sick Children

If your child is unwell it is far better they stay at home. Please inform us of any absence by text or phone. In the case of vomiting or diarrhoea please allow 48 hours before returning to pre-school. At the pre-school we follow Public Health guidelines on illnesses. Any queries, please ask.

Medication

If your child is on prescribed medication we will give it. The medication must be in original container, named, dated and clearly prescribed by GP or Hospital. When prescribed antibiotics - please keep your child at home for at least 24 hours. Speak to Kate if you are unsure. A medication form must be completed before any medication can be administered. This also applies to creams.

Key Workers

Every child is assigned a key worker. This person is responsible for forming a bond between parents and child, keeping personal journals, targets and 6-8 weekly meetings with parents. You will be told your child's key workers name and introduced to them on registration.

Snacks

During the sessions the children have snack time. A time when children are encouraged to sit as a group and enjoy a drink and healthy snack. All staff will be notified of any allergies.

Fire Drill

Fire Drills are held regularly. In the event of a fire, the children will be evacuated and taken to a place of safety. You will be notified as soon as possible and advised of when and where to collect children from.

Behaviour

It is our policy to promote positive behaviour. Disruptive children are removed from a situation to a quieter area. Staff will liaise with parents if pattern of behaviour persists. We use the method of – verbal warning – time out – apology. The incident may be recorded in the daily book or incident form if necessary.

We have a Zero Intolerance policy at First Steps. We do not tolerate verbal or physical abuse from children or adults. In the event of either occurring, the person or persons will be removed from the premises and all service will be withdrawn.

Equal Opportunities

Within the pre-school we believe in equal opportunities for every individual. There is no discrimination on the grounds of race, colour, ethnic origin, nationality, culture, gender, disability, age, religion or any other reason. Our aim is to show respectful awareness of all major events in the lives of the children and their families. All children will be respected and their individuality and potential recognised, valued and nurtured.

Special Needs

Our pre-school aims to have regard to the DfEE code of practice on special educational needs. We aim to identify any child having difficulties as early as possible and to offer a learning environment to suit their needs.

Child Protection

The pre-school adheres to the safeguarding policy of the Methodist Central Hall as well as that of Plymouth Safeguarding Children Board.

Health and Safety

We take health and safety very seriously at the pre-school and follow strict guidelines. Risk assessments are regularly undertaken. Accidents and incidents are recorded, and parents/carers are informed. Existing injuries are recorded and filed.

We operate a no smoking policy at the pre-school.

Mobile phones are not to be used within the setting by staff, parents or visitors. The manger's phone is kept on premises or on person when off site.

Early Learning Aims

Personal, social and emotional wellbeing; in particular by supporting the transition to and between settings, promoting an inclusive ethos and providing opportunities for each child to become a valued member of group and community so that strong self-image and self-esteem are promoted. Positive attitudes and dispositions towards their learning; in particular an enthusiasm for knowledge and learning and a confidence in their own abilities.

Social skills: providing opportunities that enable them to learn how to cooperate and work together. To learn respect.

Attention skills and persistence; in particular the capacity to concentrate on their own play or on group tasks.

Language and literacy; with opportunities for all children to talk and communicate in a widening range of situations, to respond to adults and each other, to practise and extend vocabulary and communication skills they use and to listen carefully.

Reading and writing; with opportunities for all children to explore, enjoy, learn about and use words and text in a broad range of contexts and to experience a rich variety of books.

Numeracy; with opportunities to develop understanding of number, pattern, measurement, shape and space.

Knowledge and understanding of the world; opportunities for all children to solve problems, make decisions, experiment, predict, plan and question in a varied range of contexts. To explore their environment, places and people.

Physical development; opportunities to develop fine and gross motor skills. To increase awareness of how their bodies work and what they need to be healthy and safe.

Creative development; to explore and share their thoughts, ideas and feelings through a variety of art, design, technology, music, movement, dance and imaginative and role play activities.

Parents' Guide to the Early Years Foundation Stage Framework

Exciting times ahead for you and your child

What is the Early Years Foundation Stage?

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

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

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

What is the EYFS Framework – why do we have one?

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

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

The framework has been revised again in September 2014.

It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)"

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

What does it mean for me as a parent?

Ensuring my child's safety

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

Quality

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