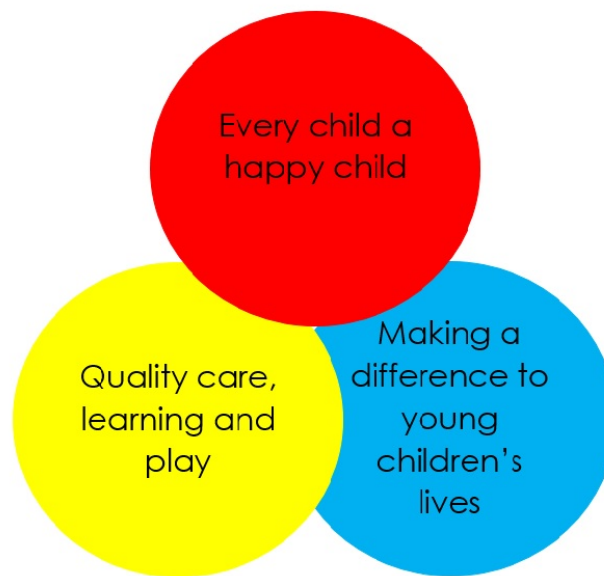


Prospectus



Rainbow Pre-school Spirit



We hope that this covers you might have, however are here to help, and if there is anything that you would like to ask please feel free to talk to any member of staff.

most of the questions that please remember that we

We hope that above all you and your child will be happy with us and benefit greatly from joining Rainbow Pre-school.

Thank you

Corinne Finlay
Company Director

Introduction to Rainbow Pre-school

Choosing the right pre-school is one of the most important decisions you will make regarding your child's education. Here at Rainbow Pre-school we believe that children grow and develop best when they are having fun. Through the enjoyment of play, children enjoy a high quality of care; nurturing their social, emotional and physical wellbeing. As parents and carers you are your child's first educator and through working together, we will create a positive impact on your child's learning and development.

All our staff are qualified or are working towards a relevant Early Years qualification, and are experienced in all aspects of child care; having been recruited on the basis of their professional qualifications and personal qualities. At Rainbow Pre-school we are all dedicated to the development of each child as a unique individual.

We provide care and education for young children between the ages of 2 and 5 years. Our pre-schools at Wordsworth Primary School and at The Scout Hut are open 5 days a week.

Rainbow Pre-school 1, Wordsworth Primary School:

Morning Club: 8:30-8:55am
Morning Session: 8.55am - 11.55am.
Lunch Club: 11.55am - 12.30pm.
Afternoon Session: 12.30pm - 3.30pm.
Late Club: 3:30-4:00pm
Pre-school Day: 8:55am – 3:30pm
Full Day Care: 8:30am – 4:00pm

Rainbow Pre-school 2, The Scout Hut:

Morning Session: 9:00am – 12:00pm.
Lunch Club: 12:00pm – 12:30pm.
Afternoon Session: 12:30pm – 3:30pm.

At Rainbow Pre-school we are committed to guiding and encouraging your child in achieving his/her full potential. We do this by providing a stimulating, secure, warm and caring atmosphere within which your child will learn and grow in confidence. We are able to offer an organised and well-planned indoor and outdoor environment that provides maximum opportunity for interactive learning through play, whatever the weather.

Our Aims and Objectives are to:

- Provide a welcoming and a caring environment for children, parents and carers alike.
- Provide continuity of care which closely matches parents' wishes.
- Provide a rich and varied environment to encourage learning through play both indoors and outdoors.
- Develop high standards of teaching and learning.
- Provide physical play opportunities for children to reach their full potential and promote a healthy lifestyle.
- Encourage and help develop each child's self-esteem, confidence and independence.

- Provide equal opportunities for every child regardless of race, gender or culture in order for each child to fulfil their potential.
- Provide appropriate levels of support, encouragement and challenge for able and special educational needs children; ensuring that all children access our practice and make the best possible progress.
- Enable each child to have access to a broad and multi-cultural education.
- Promote lively, enquiring minds that question and seek answers.
- Develop a strong home - pre-school partnership.
- Fulfil the legal requirements of the Statutory Framework for the Revised Early Years Foundation Stage.

Our Curriculum

We base our curriculum on three inspirational theorists. The first, Abraham Maslow, an American 20th century psychologist, who put great emphasis on creating the optimum environment in which we are ready to 'take on the world'. Believing in providing the basics in life; food, water, warmth and shelter, then building on the basics by providing a safe and secure environment, next offering a secure key person who understands the child and installs a sense of belonging, and finally promoting the child's self-esteem. A culmination of all these factors, in the order they are listed, allows the child to fulfill their full potential; thus being able to fully access the pre-school curriculum and all it has to offer.

The next two theorists place their beliefs in the importance of play and learning. Jean Piaget a 20th century Swiss psychologist placed great emphasis on the child as an individual learner, learning through first hand experiences through exploration & investigation. Our play rooms are set up for children to be independent learners, who are able to self-select activities and resources.

And thirdly, theorist Lev Vygotsky a 20th century Soviet psychologist who identified that children have a pre-disposition to learn from interacting and watching more able children. This supports our practice for mixing children's age groups, rather than segregating them.

Building on these theorists findings we offer a curriculum that balances child led activities with adult directed activities, ensuring that every child has the opportunity to learn, develop and thrive.

We develop our curriculum in line with The Dfe Early Years Foundation Stage (EYFS).

The Early Years Foundation Stage (EYFS)

The Government have a framework to support children in their earliest years; this is known as 'The Revised Early Years Foundation Stage' (EYFS). This framework aims to provide parents/carers with the assurance that their child is in a secure, safe environment and has a provision of purposeful play, in order to make the most of their abilities.

Within the EYFS guidance document, children's' learning and development is presented in seven areas; these seven areas are divided into Prime Areas and Specific Areas. In order for children to develop holistically the foundations of learning need to be in place, these foundations form the Prime Areas. The Specific Areas become a focus once the Prime Areas are developed.

Prime Areas:

- Personal, Social and Emotional Development;

- Physical development;
- Communication and, Language;

Specific Areas

- Literacy;
- Mathematics;
- Understanding the World;
- Expressive Arts and Design;

None of these areas of learning and development can be delivered in isolation from the others and all are equally important.

At Rainbow Pre-school we introduce these areas of development through a balance of adult-led and child initiated play activities that are individual and suitable for young children. These activities take into account the ages and stages of all children and cover all learning styles.

Personal, Social and Emotional Development

- We provide opportunities for drama and imaginative play, encouraging your child to develop confidence, raise self-esteem, establish positive relationships as well as develop and display appropriate respect for themselves, others and their environment. Children will be encouraged to take turns and share.
- Interactive activities; both group and individual, will be provided to encourage your child to make decisions as well as stimulate exploration, investigation and encourage creative thinking.
- Independence will be encouraged in personal hygiene. Your child will have opportunities to select resources, plan activities and share decisions. Problem solving will be actively encouraged both individually and as a whole group.
By providing a range of significant experiences, such as sharing multi-cultural festivals and celebrations, special days, looking after teddy activity, snack time and news-time gives your child an opportunity to display and discuss their feelings in an appropriate manner.
- All practitioners are encouraged to form warm, caring attachments with children within the setting. This will be achieved by working in partnership with parents and carers.
- Our golden rules are implemented through discussion, role modelling, encouragement and praise.

Physical Development

- Opportunity will be provided to encourage children to gain control and coordination of their bodies whilst using a range of bicycles, scooters, climbing and balancing apparatus. This will develop strength, skill and muscle control, and create the development of spatial awareness.
- Through discussion and activities, your child will be able to recognise the importance of keeping healthy, the benefits of a healthy diet and be aware of the changes that happen to their bodies when they are physically active. The pre-school has a named physical activity and nutrition co-ordinator to support children and families in promoting a healthy lifestyle.
- Your child will be taught to use a range of equipment, tools and objects and malleable materials with safety using their fine motor skills thus aiding control and manipulation when creating a product of their own.

- A range of hands-on activities to develop fine motor skills will also be available to your child; such as cutting and sticking, threading, weaving, tracing, colouring, and a variety of modelling materials and construction equipment.
- Children's confidence will be developed in order to encourage them to take manageable risks whilst they play.
- Music and movement will provide your child to move their body in different ways with increasing confidence, imagination and safety.

Communication and Language

- Your child will be offered the opportunity to communicate through drama, role play books, poetry, stories and rhymes, which will develop their listening skills and awareness of sounds. Through rhyme, rhythm and alliteration your child can begin to develop an understanding of the link between sounds and letters.
- Encourage children's phonological awareness through rhyme, alliteration and by using the alphabet.
Communicating with one another to develop skills in talking and listening will be actively encouraged at all times. A variety of first hand experiences and interesting activities will give your child an opportunity to use language to talk about things they see and hear, to express their feelings, to ask questions, predict likely events, to reflect upon their experiences past and present as well as to share ideas and imagination.

Literacy

- Through books and language your child will be given opportunities to develop an awareness of print and to understand from experience that words and pictures carry meaning.
- Our resources are labelled to encourage and help children to make sense of their environment and promote independence when choosing or tidying away resources.
- Through our daily routine your child will have access to a variety of writing materials to mark make and draw for a range of purposes developing an understanding of the relationship between the spoken and the written word.

Mathematics

- Mathematical understanding and number recognition will be developed through stories, songs, games and imaginative play, so that your child can enjoy using and experimenting with numbers.
- We have a range of resources that are used on a daily basis, including: jigsaws, sorting, peg boards, sequencing, comparing and matching, scales, measures, graded objects, posters and number cards; all of which will enable your child to discuss and develop an understanding of number, patterns, size, quantity, capacity, measurement, shape and space.
- Through a range of practical 'hands on' activities such as water, sand, play dough, collage and construction children will learn to problem solve, estimate and use mathematical language including 3D shapes.
- Themes, topics, visual displays and practical activities will help children to understand and record numbers, as well as enabling them to develop an awareness of number operation, such as simple addition and subtraction.
- Children are given sufficient time and encouragement to discover for themselves new ideas and language during child initiated activities at their individual level.
- Children will be encouraged to use their knowledge and skills in this area to solve problems, ask questions and make connections.

Understanding the World

- Through practical experience, questioning and discussion, children will be given the opportunity to investigate and to begin to understand things, places and people around them.
- Focussed activities involving sand and water, malleable materials, books, use of weather charts and the outdoor environment, can enable your child to identify features of living things, natural objects and different materials.
- Activities will be provided to enable your child to look closely at similarities; differences, patterns, change as well as opportunities to classify, describe, predict, record and discuss their observations.
- Children will be encouraged to construct and build with a wide range of tools, objects and resources.
- We will provide a stimulating environment that encourages curiosity; both indoors and outdoors.
- Opportunity will be offered for children to explore and find out about everyday technology including: a computer, cameras, weighing scales, telephones, programmable toys, cash tills, remote control cars and such like.

Expressive Arts and Design

- Your child will be offered many different ways to express their individual creativity, such as a wide range of natural and manufactured resources as well as crafted materials. Throughout the day your child will be encouraged to explore materials and discuss their properties and usage.
- Art and craft activities such as cookery, painting, collage, printing and a variety of malleable resources will be provided, some of which will result in both 2D and 3D work. Children will be encouraged to use their senses as they explore and play.
- During activities including: drama, singing, and music/movement your child will be able to explore how sounds can be changed, recognise simple patterns, repeat sounds, sing songs from memory and respond to a diverse range of music.
- Continuous provision that allows sufficient time for play will be provided to encourage children to be imaginative and creative in their thinking.

Parental and Carer Involvement – working in partnership with you

Rainbow Pre-school operates an open communication system and aim to work in cooperation with parents and carers. Our partnership with you, as parents/carers, will be used as a foundation on which we will continue to build on. Your child's existing skills and interests will provide a valuable basis for future learning.

- We provide a newsletter every term.
- There is a parent/carers notice board, which is regularly updated in the pre-school entrance. All of our activity plans are displayed in the pre-school room.
- Your child's work and photographs are displayed around the setting.
- You are most welcome to come into pre-school as a volunteer. We value the help and skills that you can bring to the setting. Should you like to be involved then please talk to a member of staff.

- There are information sheets in the entrance such as; Behaviour Management, Helping Your Child to Settle into Pre-School, Helping Your Child to Learn to Read, Healthy Recipes, Stages of Play and information on helping your child to learn and develop through play based activities.

Home/Pre-School Learning Journey

Each child's development is unique and special, which is why your child will be provided with an individual record of their development. This will enable the pre-school and home to share in the recording and monitoring of the achievements and milestones in your child's development. It will also enable the pre-school and parents/carers to plan for future learning at an appropriate level, whilst ensuring that the needs of your child are met. This record is created through Tapestry – an online learning journal sharing with you part of the unique 'recipe' which makes up the character and achievements of your child.

A member of staff will be responsible for recording your child's achievements; this is known as a 'key person system'. You will be notified of who your key person is at the start of your child's time with us. You may discuss your child's development with the key person at a convenient time either before or after your child's session or by appointment.

To enable us to get to know your child, regular observations will be carried out. These may take the form of written comments and photographs/videos using Tapestry on an iPad. Your own home observations and views are greatly valued and necessary to ensure that each child's learning and development is shared in a holistic way. Shared record keeping enables practitioners and parents to plan the next steps for teaching and learning.

Admissions

Children can be admitted to the pre-school from the age of two years. It is the pre-school's intention to make the provision genuinely accessible to families from all sections of the local community. In order to accomplish this we aim to ensure that the existence of the pre-school is widely known, by advertising in the local communities.

The pre-school has its own list of translations, and has the use of electronic aids in supporting translations. In addition we can provide a translation service, which we are happy to arrange if required, please note this service may incur a charge. We welcome everyone from all cultural, ethnic, religious and social groups with and without disabilities.

Specific Needs

The pre-school is committed to the inclusion of children with special/specific needs. We are fortunate in having access which makes our premises accessible to all.

We work in liaison with staff outside the pre-school, including Therapists, Health Visitors, Educational Psychologists, Social Workers, Paediatricians and Portage workers to meet children's specific needs. Please refer to our Special Educational Needs Policy for more information.

This pre-school has regard for the revised 2015 SEND Code of Practice on the Identification and Assessment of Special Educational Needs.

Funding and Payment

Eligible 2 year olds can be funded from the term after their 2nd birthday. It is the responsibility of the parent to apply for a code and provide the pre-school with this for checking. If unsuccessful on application please speak to a member of our office staff for assistance.

All 3 and 4 year olds are eligible for 15 hours funding the term after their 3rd birthday. If you feel you are eligible for the 30 hours funding please refer to www.childcarechoices.gov.uk where you can apply for a code. This can usually be applied for the term before the child's 3rd birthday but cannot be used until the following term. For help with this please phone 03001234097. It is the responsibility of the parent to provide the pre-school with this code and to check this regularly as specified within the Governments terms and conditions. Please note, eligibility for funding does not mean that we can allocate the full amount of hours, this is dependent on availability and where financially viable. All decisions re sessions will be done in the best interests of your child.

Fees are payable termly, by cash or cheque. If paying by the Government scheme you will need to register directly with them via www.childcarechoices.gov.uk.

If for any reason your child is absent or unable to attend, the fees, if applicable, are still payable. Please note: non-payment of fees, may result in your child's place being withdrawn.

We respectfully ask that you give four weeks' notice/payment of cancellation of a place at pre-school, in order that sessions can be offered to other children on our waiting list.

Early Days – Settling In

In order to help your child feel happy and safe in the pre-school environment, parents and carers will be encouraged to visit during the weeks prior to their child starting before an admission is planned.

Two members of staff will visit you and your child at home prior to starting at pre-school. This will enable us to gain a valuable insight to your child and allow your child to become familiar with the member of staff. This visit will hopefully be the start of a successful pre-school/parent/carer partnership. The home visit is also an opportunity for you to discuss any concerns that you may have.

In accordance with our Settling in Pre-school Policy we have a flexible approach regarding admission and attendance in order to meet the needs of individual families and their children.

It is hoped that by the time that your child starts pre-school they will be able to use the toilet independently, drink from a cup and be able to communicate their needs. Children who are in nappies or pull-ups are not excluded from pre-school.

Rainbow Pre-school operates an Equality and Diversity Policy and each child's needs shall be reviewed on an individual basis. Please speak to a member of staff if you require any further information.

Behaviour

In line with our Behaviour Management Policy it is important that your child knows what is expected of him/her and that your child is free to develop their play and learning in a safe environment.

Our aim is to develop a setting where your child can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that your child will develop as a responsible member of society.

All members of staff aim to provide a positive role model for your child.

Parents/carers will be informed of any inappropriate behaviour which takes place within the setting.

All incidents are recorded and parents/carers may be asked to meet with staff to discuss their child's behaviour, so that we may work together to help your child. *Staff will always treat children with respect and under no circumstances will a child be humiliated or isolated.*

Notification of Absence

For children in receipt of Government funding, it is anticipated that your child's attendance will be 100% however, if your child is ill and unable to attend please inform the pre-school of the reason by telephone or email. If we do not hear from you we will attempt to contact you and your emergency contacts.

Children's Health

Parents must inform the pre-school if their child has a known medical/health condition or has been in contact with infectious diseases. If a child is given Calpol/Ibuprofen for anything other than pain relief they must refrain from pre-school until they are well enough to attend pre-school without having received Calpol/Ibuprofen. If your child has sickness or diarrhoea they must refrain from attending pre-school for a minimum of 48 hours after the last bout. Diarrhoea and sickness are particularly contagious and can be extremely dangerous to young babies. In certain circumstances we ask that you keep your child home for the first 48 hours after being prescribed certain medications, such as antibiotics.

We may require a Care Plan from a GP/Hospital, for children with allergies to enable us to respond appropriately and to meet our insurance provider's requirements.

Exclusion procedure for illness and communicable diseases can be provided on request.

Please note that parental permission must be given in writing prior to the administering of any prescribed medications.

Contact Address and Phone Number

This information must be provided and logged on our database at the start of your child's admission. In the case of illness/sickness at pre-school, parents/carers will be contacted and asked to take their child home. It is therefore important that the pre-school has an up to date address and telephone number (landline and mobile where possible) where parents can be contacted during the session hours. In addition it is necessary and helpful for us to have the contact details of at least 2 emergency contacts willing to cover any occasion when parents/carers are unable to be contacted. It is the parents' responsibility to ensure that all contact details are correct and that emergency contacts are informed that we hold their details.

Accidents

It is the role of the Manager/Deputy Manager and a trained first aider to assess any accidents that may occur whilst your child is at pre-school. Should immediate hospital treatment be required an ambulance will be called and you will be contacted immediately. You will be requested to meet your child at the hospital. A member of staff will accompany your child and wait for you to arrive. If the accident is non-serious then you will be contacted and your child will be made as comfortable as possible. A member of staff will stay with your child. In the unlikely event that the parent or carer cannot be contacted, the pre-school will use the emergency contact number on the child's registration form. Any accident that occurs whilst your child is in our care will be recorded and you will be asked to sign an accident form.

Should your child arrive at pre-school with an injury, bump or bruise you will be asked to sign our existing injury form to confirm that the injury, bump, bruise did not occur within the setting.

Safety

All of our equipment conforms to relevant safety regulations, as does our premises. We have a fully comprehensive insurance cover, which includes public liability. At Rainbow Pre-school we endeavour to have all Early Years Practitioners Qualified in Paediatric First Aid.

We carry out our fire drill and a lock down drill 3 times, every term. All necessary checks are carried out with Ofsted, local Children's Services and the Fire Brigade. All Rainbow staff complete a health check form and an enhanced Disclosure and Barring Service check.

A no smoking policy is in place within the school grounds.

It is important that your child has suitable clothing/footwear according to the weather as your child will be involved in both indoor and outdoor activities all year round. Please ensure that your child's clothes, shoes and any bags are clearly labelled with their name. Please do not bring plastic bags or glass into the pre-school.

Outings

A risk assessment will be carried out and insurance details will be confirmed prior to any outing taking place. You will be given advance notice and information of any proposed outings. A form requesting permission for your child to be included in the outing will be given to you; to be completed, signed and returned beforehand. In order to ensure your child's safety on outings; a ratio of one adult to two children will apply with no exception. Parent and carers support is always invited on such occasions.

Refreshments and Snacks

All staff members are familiar with the current legislation regarding food hygiene.

Your child will be offered a selection of fresh fruit, a carbohydrate and a drink of water or milk at snack time. Fresh drinking water is always available throughout the session.

Your child is welcome to bring their own drink or flask of drinking water, (we respectfully request no fruit juices, squash or fizzy drinks) which needs to be clearly labelled. **For safety reasons glass bottles are not allowed.**

The sharing of snack time plays an important part in the social life of the pre-school and to help adopt a 'home' atmosphere, staff and children enjoy their snack together. The children are encouraged to learn about personal hygiene; for example: washing hands before eating, not touching each other's food.

We acknowledge and respect all personal dietary requirements – vegetarian, vegan, religious and medical requirements. On occasion multi-cultural food is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity to taste unfamiliar foods. We also occasionally have picnics or special events during which we may provide food different from children's usual snack. On such occasions a list of ingredients will be available on the pre-school door.

Birthdays

At Rainbow Pre-school we celebrate each child's birthday. If your child's birthday should fall on a weekend or on a day that the child does not normally attend then it will be celebrated prior or at the next session your child attends. As part of the Healthy Early Years award we discourage parents/carers from bringing in sweets/treats/cakes to celebrate their child's birthday.

Please inform us if you do not want us to celebrate your child's birthday.

Collection of Children at the End of a Session

On your child's registration form you should have provided us with at least 2 emergency contacts. These people are able to collect your child and we will ask them for the password or their telephone number to confirm their identity. It is always useful if you can notify us in advance of this.

If anyone other than these people are collecting your child we will need to get your consent whether in person, written, or if we have been able to positively identify you verbally, over the phone. The person collecting your child will need to provide us with their telephone number/ID and/or password. Your child's safety is of utmost importance. This requirement is laid down in our Collection Procedure which all staff adhere to. Where necessary we will need to know of any person(s) that you **do not** wish your child to be collected by.

If you are going to be late to pick up for child please phone to inform us. The pre-school recognises that there are occasions where an emergency may arise, which may lead to your child being collected late. On any such occasion the pre-school will work in partnership with parents and carers, however, persistent late collection is not acceptable and written details will be kept to avoid such situations becoming a problem for your child or pre-school. **Ultimately repeated late collections may result in your child's place being withdrawn. Please note if a child is collected late this will incur a charge.**

Complaints

Rainbow Pre-school believes that parents, carers and their children have a right to expect courtesy and prompt, careful attention to their needs and wishes. Should you have any concerns about any aspect of the pre-school provision please inform the Manager. If this does not resolve the problem then the parent or carer can refer to the pre-school's Complaints Procedure. This procedure contains the name, address and telephone number of the OFSTED regulator. This information is also displayed in the pre-school entrance.

Please note: All employees are entitled to work in a safe environment, therefore any forms of racial, verbal, physical abuse or harassment will not be tolerated, and may result in criminal persecution and individuals being banned from the premises.

Equality and Diversity

- Rainbow offers a stimulating environment that provides equal opportunities for all.
- All staff members are aware of and respect differences in upbringing, religion and language.
- All our equipment and activities offer positive images of people, male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Our resources are appropriate for the ages and stages of the individual child.
- Children with English as an additional language will be provided with practical and relevant experiences to give meaningful opportunities for talking and interacting with others.
- All families are welcomed and valued at Rainbow Pre-school. Bilingual support and a translation service can be made available upon request.
- The pre-school will not tolerate racism in any form.

Staff

All members of staff are chosen for their caring, warm and professional approach to the children. All staff share in the belief that each child is a totally unique and special individual. Our aim is to nurture this individuality. All staff members attend regular training courses.

We aim to equip your child with the necessary skills to enable them to move on to reception class as a confident and motivated child.

Occasionally we have student placements. All students will be supervised at all times and are not included in the adult child ratio.

We intend to create within the pre-school, an environment in which children know that it is ok to say 'no', and in which they are safe from any form of abuse. Any suspicion of abuse will be promptly and appropriately responded to. Please refer to our Child Protection Procedure, which details the steps that will be taken if we have reason to believe that a child in our care is subject to any form of abuse.

The needs of the child will always be paramount.

Only staff will accompany your child to the toilet. This is in line with our Safeguarding Children from Harm Policy.

Rainbow Pre-school Southampton Ltd Staff

Mrs Finlay – Company Director & General Manager, with 16 years' experience in pre-school, nursery's, after school clubs, and crèche provision, Holds a Diploma in Preschool Practice Level 3, Early Years Foundation Degree, BA In Early Years Practice and Early Years Teacher Status .

Rainbow Pre-school 1

Miss Stemp – Manager, with 5 years' experience in pre-school, holds a BA (Hons) Childhood, Youth and Community Studies and an NVQ Level 3 in Childcare

Mrs Sykes – Admissions & Finance Manager, with 12 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Mrs Reading – Deputy Manager, with 20 years' experience in pre-school provision, holds an Early Years Foundation Degree and an NVQ Level 4 in Childcare

Miss Clouder – Deputy Manager, with 3 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Mrs Szmit – Room Leader, with 6 years' experience working with children, holds an NVQ 3 Level 3 in Childcare

Mrs Lee – Early Years Practitioner with 9 years' experience, holds a BA (Hons) in Social Sciences and an NVQ Level 3 in Childcare

Mrs Bridges – Early Years Practitioner, with 4 years; experience, holds an NVQ Level 3 in Childcare

Miss Caldwell – Early Years Practitioner, with 19 years' experience, holds an NVQ Level 3 in Childcare

Miss Maynard – Early Years Practitioner, with 2 years' experience, holds an NVQ 3 Level 3 in Childcare

Mrs Roach – Early Years Practitioner, with 6 years' experience, holds an NVQ Level 3 in Childcare

Miss Lennox – Early Years Practitioner, with 7 years' experience working with children, holds an NVQ Level 3 in Childcare

Mrs Christie – Early Years Practitioner, with 2 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Miss Makrani – Senior SENDCo, with 2 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Miss Watson – Lunchtime Assistant, with 8 years' experience, holds an NVQ Level 3 in Childcare

Rainbow Pre-school 2

Mrs Bhakar – Manager, with 10 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Mrs Karir – Early Years Professional, with 10 years' experience, holds a BA (Hons) Childhood and Family Studies

Miss Rezsna – Room Leader, with 4 years' experience in pre-school, holds an NVQ Level 3 in Childcare

Miss Brud – Early Years Practitioner, with 2 years' experience, holds an NVQ Level 2 in Childcare

Mrs Pedder – Early Years Apprentice

Rainbow Pre-school Policies and Procedures

Admissions Policy
Adverse Weather Policy & Procedure
Alcohol, Smoking, Drug & Substance Abuse Policy **(Staff Handbook)**
Animals in Pre-school Policy
Attendance Procedure
Behaviour Management Policy
Broken/Unsafe Equipment Policy
CCTV Policy – R2
Child Looked After Policy
Children's Rights and Entitlements Policy
Collection Procedure
Complaints Procedure
Computer and Electronic Communications **(Staff Handbook)**
Conduct and Standards **(Staff Handbook)**
Confidentiality and Client Access to Records Policy
Cookies Notice – Website
Cooking Procedure
Disciplinary Policy & Procedure **(Staff Handbook)**
Disclosures and Disclosure Information **(Staff Handbook)**
Dress Code **(Staff Handbook)**
Early Years Foundation Stage Policy
Emergency Evacuation Procedure (Fire, Bomb Alert)
Equal Opportunities Policy
Equality and Diversity Policy for Staff **(Staff Handbook)**
E-Safety Policy
Fees Policy
Flexible Working **(Staff Handbook)**
Food Hygiene Policy
General Data Protection Policy
Grievance **(Staff Handbook)**
Harassment & Bullying **(Staff Handbook)**
Hazardous Plants
Health & Safety Policy Statement
Health and Safety Policy Including Missing Child Procedure
Healthy Eating & Nutrition Policy
Induction Policy **(Staff Handbook)**
Lock Down Procedure and Policy
Lone Working Policy and Procedure
Maternity & Adoption Leave **(Staff Handbook)**
Medication Procedure
Mobile and Office Telephones **(Staff Handbook)**
Monitoring **(Staff Handbook)**
Outing and Trips Policy
Parental Involvement Policy
Personal Safety Policy
Parental Leave **(Staff Handbook)**
Paternity Leave & Paternity Pay **(Staff Handbook)**
Pension Policy **(Staff Handbook)**
Physical Activity and Outside Play Policy
Prevent Duty Policy
Privacy Notice Clients
Privacy Notice Employees

Public Interest Disclosure, Whistle Blowing **(Staff Handbook)**
Restrictive Physical Intervention & Handling Policy
Retirement Policy **(Staff Handbook)**
Risk Assessment Policy
Safeguarding and Child Protection Policy
Safeguarding Procedure **(Staff Handbook)**
Security Procedure
Selecting Toys and Equipment Policy
Settling In Policy
Sick Pay **(Staff Handbook)**
Sickness & Allergy Management Policy
Social Networking Policy **(Staff Handbook)**
Special Educational Needs Policy
Staff and Employment Including Safer Recruitment (Parents Information)
Staff Health and Safety Policy **(Staff Handbook)**
Staff Sickness and Absence Procedure
Student and Volunteer Placement Policy
Time Off for Dependents **(Staff Handbook)**
Toileting & Nappy Changing Policy
Training Information **(Staff Handbook)**
Transition to School Policy
Transport Policy
Visitors Policy
Whistleblowing Policy **(Staff Handbook)**
Working in Partnership with Childminders & Other Agencies

Copies of our pre-school policies are available upon request.

All of our policies are working documents, which are regularly reviewed and updated.