



## **A guide to your first week**

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Website: [www.rainbowps.co.uk](http://www.rainbowps.co.uk)

# Welcome to Rainbow Pre-School

## Session times and fees

<b>Monday</b>	9.00am – 12.00pm	Lunch	12.30pm – 3.30pm
<b>Tuesday</b>	9.00am – 12.00pm	Lunch	12.30pm – 3.30pm
<b>Wednesday</b>	9.00am – 12.00pm	Lunch	12.30pm – 3.30pm
<b>Thursday</b>	9.00am – 12.00pm	Lunch	12.30pm – 3.30pm
<b>Friday</b>	9.00am – 12.00pm	Lunch	12.30pm – 3.30pm

Sessions: £14.50  
Snack fees: £0.50  
Lunch cover: £3.00

**POLITE NOTICE** If you are late collecting your child you will incur an extra charge. This is as follows:

10 minutes late £15.00  
25+ minutes late £25.00

# FUNDING INFO

## **EYPP (Early Years Pupil Premium)**

If you receive free 3 or 4 year old childcare at a school nursery, day nursery, pre-school or with a childminder, they may be able to claim up to £300 each year to spend on enriching your child's learning.

## **2 Year Funding**

Some two-year-olds are entitled to receive free early education with an eligible Provider. The entitlement offers 15 hours a week for 38 weeks per year. If you believe your family is eligible to receive this funding you can submit either an economic or non-economic application via the Essex Education Portal. This document will provide guidance on how to access and use the Portal. If you do not have access to an email address, you can contact your local Children's Centre who will assist with completing an application on your behalf.

## **30 Hour Funding**

All three and four-year-olds are entitled to 570 hours of government funded childcare per year; from September 2017, the Childcare Act 2016 increases this entitlement for working parents by an additional 570 hours. This means many families will be able to claim 1140 hours of free childcare per year, or 30 hours per term-time week for each of their three or four-year-olds. If the entitlement is also used outside of term time - across 50 weeks of the year - this works out to 22.8 hours per week. These additional hours will support working parents who are struggling with childcare costs and who may be looking to increase their working hours. The hours are also flexible, depending on what would suit a family's needs, meaning all, or some, of the free 30 hours a week can be used. Specific arrangements should be discussed with the childcare provider/school.

# Rainbow Pre-school staff

**Monica Burdett**  
**Rainbow Pre-school Supervisor**

Diploma in Pre-school Practice Level 3  
***Child Protection, Behaviour & Management***

**Sarah Smith**  
**Rising Rainbow Supervisor**

BA(Hons) Early Childhood Studies Level 6  
***Health & Safety, Admissions & Session Allocation, Jolly Phonics Practitioner***

**Light Green Group**

**Kerrie Schreiber**

Diploma for Children and Young People's  
Workforce Level 3  
***Fees Administrator, Online Community Manager, Data Controller***

**Light Pink Group**

**Laura Smith-Adams**

Diploma in Pre-school Practice Level 3  
***Special Educational Needs Coordinator (SENCO)***

**Yellow Group**

**Sharon Parker**

NNEB Nursery Nurse Level 3  
***Equality Named Coordinator (ENCO)***

**Red Group**

**Nicky Espindola**

NNEB Nursery Nurse Level 3

**Violet Group**

**Sam Poulson**

Pre-school Assistant

**Indigo Group**

**Sarah C Smith**

Pre-school Assistant

**Nicola Daw**

Pre-school Assistant

**Shelley Maton**

Pre-school Assistant

**Jana Oriol**

Pre-school Assistant

# Key Person

Your child will be assigned a colour group and a Key Person.

All staff will play and observe your child, but their Key Person is your point of contact with any concerns or questions you might have. They will create a Learning Journal to share with you and will work with you to enhance your child's development.

You will receive notification via email the name of your child's keyperson and what colour group they will be in. They will have their name on a card in the colour of their group. For the time being they will be asked to select their name card from a zip wallet that will be kept with their group. Please don't worry if your child doesn't recognise their name, this is a good way for them to start learning and we will help them.

In normal circumstances your child's keyperson would introduce themselves to you. As this is not possible at the moment, we are hoping that they will be able to see you and your child at their taster session. You can also see photos of the members of staff on our website : [www.rainbowps.co.uk](http://www.rainbowps.co.uk)

If you do need to speak to your child's keyworker, we are hoping that this will be possible at the end of the session. We will try our best to make contact with you as soon as we can.

During the first couple of weeks your child will come home with a Baseline Assessment. This is usually done face to face with the keyworker, but unfortunately you will have to complete it at home. This will give an insight to what level of development your child is currently at and will show how best to move forward.

# Learning Journals

Your child's Learning Journal will be a photo album of their time with us, with brief descriptions as to what is happening in the picture. We will write up any big observations we have or anything that they do that goes above and beyond and sometimes anything that is just too funny not to mention. They may do things outside of pre-school, at home or in clubs or in other settings that they do not do at Rainbow and with that in mind we would welcome your input to help develop our knowledge and understanding of them. By sharing this we are better able to plan activities and resources to meet their individual needs

To keep you up to date with regards to their development we will write a brief summary on each area of learning and highlight where, in our opinion, we think they are sitting comfortably at the end of each academic year. Each term you will receive our "next steps" for them which we will work on for the following term. These next steps will also include recommendations and ideas for you to try at home.

When you have read through their Journal, we ask you to sign and date it and please feel free to add any comments in the section provided.

You can ask to see your child's Learning Journal at any point.

# Suitable clothing for pre-school

While we don't have a uniform policy at Rainbow, we do encourage you to purchase Rainbow t-shirts. These are currently in the process of being arranged for order through <http://www.myclothing.com/>.

Experience tells us that these are worth buying as children do come home with paint or colouring pens on their clothes. We like our children to have fun exploring the different medias we have which is not always possible if they arrive in their Sunday best.

Tracksuit bottoms/leggings/shorts are ideal to wear too as we have a lot of physical activities available. We require all children to wear a soft indoor shoe that is not worn outside of pre-school and is not hard/bulky. This is because firstly children tend not to watch where they walk so their outdoor shoes may bring in some unwanted mess and children tend to walk through/over toys and children, causing pain to tiny fingers that may be on the floor. The traditional black plimsols are ideal. We don't allow shoes with laces, slippers or crocs. **No change of shoes is required at the moment.**

## The Foyer

Our foyer will be set up each day on your arrival. We have a variety of screens placed around the room with lots of important and valuable information.

Our large red noticeboard is also another source of information. We will have a sign-up parent rota sheet. Once your child has settled in, we would love to welcome you through the door to come and play. Our interest and snack for the week will also be on the notice board.

Your child's name card will be on waiting for him/her on the large whiteboard which is on the red noticeboard

**This will be back in place when we can operate our normal sessions**

## Daily Routine

We have had to look at our normal dropping off and picking up procedure and change it considerably due to Covid-19. The changes have been made to allow all children to return/start in September while keeping everyone safe and minimising the risk of spreading an infection.

For our morning sessions the children have been split into 3 groups and they will remain with these children and staff for the foreseeable future, until we are advised that we are all allowed to mix again. Our main hall will be split into 2 halves and we will be using the upstairs room too. Each group will spend a week in their designated part of the hall and will be rotated the following week. You will receive an email on the Friday evening to let you know where your child will be and what entrance you will need to bring them to. This will also be posted on the parents Facebook page.

Children in the left-hand side of the hall will enter at the back of the hall. Access to this door is along the side of the hall between the building and Asda.

Children in the right-hand side of the hall and upstairs room will enter through the main front door. There will be signs with group numbers displayed outside and you will need to line up along the bushes on the corresponding side. When it is time to come in a member of staff will call the first group in. Once these children are in then the next group will be called in.

**Please adhere to all social distancing rules when queuing with your children**

The staff member outside will have a “drop-box” for you to leave any paperwork and messages.

Bags will be allowed in for change of clothing, nappies, etc. We cannot have any comforters brought into the hall and no toys will be allowed. There will be no need to bring a change of shoes but please bear in mind that if we have bad weather and the children wear wellies, they will be in them for the whole session and they are not necessarily the best thing to play in.

Parents will not be allowed into the building and only **one parent** to wait with the child and then hand over.

Children who will be staying with us all day can still bring their lunchbox but please make sure your child is able to open all the items in it. We would advise that sandwiches are either in an easy to open plastic container or wrapped in tin foil. Clingfilm is too difficult for them to open. If your child is having an orange/satsuma as their fruit can it please be peeled and segmented at home? Drinks should be in an easy to open bottle and not a carton with a straw. The children will be supervised at lunchtime, but the staff have to maintain social distancing at all times unless in an emergency. **Please take note: grapes should be cut long ways to avoid a choking hazard**

## First Day

Your child's first day will be very daunting for both of you. You will not be alone. There will be others starting on the same day as you and children that are already with us will have all experienced their first day at some point.

One of the main things to remember is our staff have all experienced the crying, tantrums and separation anxieties that your child will go through in their first few weeks. The good news is they all settle eventually; some take longer than others, but they all get there in the end.

It will be extremely difficult for you to hand your crying child to us and walk away but it is the best way. Hanging around outside listening to your child cry will upset you more. To date we have not had to ask a parent to come and collect their child because we cannot settle them.

For reassurance you are more than welcome to call us and ask how they are doing

# Parent Reminders

## **BE ON TIME**

Children can get very upset when they see that they are the last to be collected at the end of a session. It is also nice for the children to get themselves ready for Rainbow with their friends on the carpet rather than on their own while everyone is sitting for register. This is also good practise for when they start big school

## **NO MOBILES PHONES**

We will ask you to finish your mobile call outside before coming in to collect your child. Apart from a safeguarding aspect it is nice to speak to your children on the way out.....some might not want to talk to you but they may want to hear your voice

## **ARTWORK**

We know that you're not going to want to keep every masterpiece your child brings home but we ask you to throw it away when they are not looking

## **FOOD**

We would ask you to not bring snacks in for your child to eat on the way out of the session. Can they be saved for once you have left the building? They will have had a snack (and sometimes seconds) about 1 hour before leaving. Children staying all day will have had 2 snacks and a lunch. After everyone has left we have to make sure we leave the hall/foyer tidy

## **INDEPENDENCE**

We are encouraging independence with all the children and we would ask you to help too. Ideally shoes should be slip-on or velcro so they are able to take off and put on by themselves. Please encourage your child to find their own name on the board, this will help them recognise their tray when they are in the hall

## **DRINKS**

Your child is able to have a drink at any point during the session. Please do not worry about sending them in with a drink bottle

## **OPEN DOOR**

We open the door in the morning at 8.55am to allow your child time to go to the toilet if necessary

## **OUT OF SIGHT**

While you are waiting for the doors to open please don't let your children play out of sight. There is a metal fire escape staircase around the corner of the building which can be very slippery when it is wet and can be very dangerous

# Social Media

- If you use Facebook we have a parent/staff/committee page “parents of Rainbow Pre-school”. This is a private group and you can request to join and admin will accept your request. This group is designed to keep you updated with anything happening at the pre-school, for you to meet other parents and a place to share any information you may have.
- We also have our public page on Facebook : @rainbowpreschoolchelmervillage and we would welcome your “like” and support.
- Kerrie looks after all our social media pages. If you have any questions please speak to her or alternatively leave a message with another member of staff to be passed on and she will try and help you. You can also contact Kerrie via the Rainbow email address
- We post photos of the children and some of the activities they do on our parents’ page; this is a closed group and the pictures are not able to be viewed by members of the public but will give you an insight into what they have done throughout the week. We also post photos on our public Facebook page as a way of promoting our pre-school, showing the public some of the activities we do. You will be given a consent form that allows you to agree to both Facebook groups or just one. You can also opt out of all photos/videos if you wish to.
- If you share any pictures on your own social media pages of your children that have been taken a Rainbow Pre-school event and another child is in the picture these **MUST NOT** be posted unless you have the permission of the other child’s parent first.

# Useful Websites

- [www.essex.gov.uk/earlyyears](http://www.essex.gov.uk/earlyyears)
- [www.childcareworks.co.uk](http://www.childcareworks.co.uk)
- [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- [www.foundationyears.org.uk/hubs](http://www.foundationyears.org.uk/hubs)