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Milton Primary School Site, Humphries Way, Milton, Cambridge CB24 6DL Phone: **01223 712286**

**1.Welcome**

First, welcome! We know that starting Pre-School is a very important milestone in your child’s and your life. To ensure a positive start, you and your child need the support and encouragement that we can provide. You have the reassurance that your child is in the care of appropriately qualified and experienced staff, most of whom are parents themselves. For your child this may be the first time they have been apart from you on a regular basis. Some children adapt to this very quickly; others take a little longer. Either situation is perfectly normal. We realise that you are entrusting us with the care of your child, and we place your child’s safety, welfare and development at the top of our priorities. We offer a secure, happy and stimulating environment where independence, self-confidence, consideration for others and good manners are encouraged.

**2.Session times and funding**

At Cygnets we welcome all pre-school children aged 2 and in mixed aged rooms to allow our children to fully benefit from vertical learning. Our building consist of two classrooms the Bumblebee room and Ladybird room. We are fortunate to have an outside learning area on our decking, then a garden area with mud kitchen. Cygnets works within the [Early Years Foundation Stage (EYFS)](https://www.foundationyears.org.uk/eyfs-statutory-framework/). To Support all children on their unique learning journey of the seven areas of learning. We support children to develop their characteristics of effective learning. A parents friendly version of the EYFS Development Matters can be found by following this [link. https://www.foundationyears.org.uk/files/2015/03/4Children\_ParentsGuide\_2015\_WEB.pdf](link.%20https%3A//www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf)

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**Our Opening Hours**

The Cygnets Milton Pre-School is open for 38 weeks a year, Monday to Friday, 9.05 a.m. – 3.05 p.m.

**Our Daily Sessions**

Our sessions from September 2020 are

All day 9.05-3.05

Morning session 9.05-12.05

Afternoon session 12.05-3.05 (with lunch)

2 year old childrencan attend a morning sessions or afternoon sessions with lunch, Monday to Friday.

Children from 2 years 6 monthshave a choice of all day, morning or afternoon sessions with lunch Monday - Friday.

**Early Years Funding**

2 year old entitlement **-**some two year old children are entitled to a maximum of 15 hours per week for 38 weeks of the year free early education.  To find out if you are eligible, you will need the National Insurance Number, date of birth and surname of the person in receipt of the qualifying benefit.  You can:

* apply online cambridgeshire.gov.uk/free2s
* apply by phone to Education Welfare Benefits team on 01223 70320

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Universal entitlement **-**All three and four year old children are entitled to a maximum of 15 hours per week for 38 weeks of the year free early education per year.  Please check the table below for eligible dates of birth

Extended entitlement -Three and four year old children of working parents may be able to access an additional 15 hours per week if they meet certain criteria.  for more information and to check eligibility, go to the website childcarechoices.gov.uk

| **A child born in the period** | **becomes eligible from claim period** |
| --- | --- |
| 1 Apr to 31 Aug | 1 Sept to 31 Dec |
| 1 Sept to 31 Dec | 1 Jan to 31 Mar |
| 1 Jan to 31 Mar | 1 Apr to 31 Aug |

**We must see a copy of your child’s passport or birth certificate or we will be unable to claim funding and you will be charged for the hours your child attends Cygnets.**

**Useful Contact Details**

Pre-School 01223 712286

Manager deborah@cygnets.org.uk

Administrator/Allocations milton.cygnets@gmail.com

Committee Chair person chair@cygnets.org.uk

Lots of information for parents/carers is available on our website. <https://www.cygnets.org.uk/>

**3.Our staff team**

Deborah Reeve

​Pre-School Manager

DP child protection

SENCo

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Deborah has worked at Cygnets since 2011 and is the Pre School Manger

She lives with her husband, their three children and Nelly the springer spaniel. She enjoys family bike rides and walks.



Faye Sullivan

Deputy Manager

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DP child protection

SENCo

Faye has worked at Cygnets since 2009. She has two children. In her spare time, she enjoys going to the gym, camping and gardening.

She's also interested in forestry and enjoys thinking of activities for the children  outdoors.



Alison Macklin

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Office Manager

Health and Safety Officer

Alison has worked at Cygnets since 2012 as office manager.

She lives with her husband, two children and golden retriever Tally.

**Ladybird Room**



**Leone- Room Leader L3**

Leone has worked at Cygnets since 2017. She lives in Milton with her husband and three children.  She enjoys walking, cycling and going on picnics.

Leone has  worked in childcare since 2002 and enjoys being creative with the children.

**Sarah L3**

Sarah has worked at Cygnets since 2004. She lives in Milton with her two children.

In her spare time, she likes to socialise with friends and family.





**Danielle L2**

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Danielle lives in Milton with her family.  She has worked at Cygnets since 2016 and loves working with children.

In her spare time she enjoys shopping and swimming.



**Caroline**

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Caroline has worked at Cygnets since 2018. She lives in Milton with her partner and three children.

In her spare time she enjoys walking her dog, gardening, socialising and watching her two boys play football.

Jo Pugh

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Bumblebee Room

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**Jo**

Jo has worked at Cygnets Since January 2018.  She is has a 13-year-old son and one cat.

As a family Jo enjoys watching films, walking in the countryside and bike rides. She's also trains in taekwondo in her spare time.

**Bumblebee Room**



**Rachel Room Leader L3**

Rachel has worked at Cygnets since 2015. She lives in Milton with her husband and three children.

She loves to be outdoors, swimming, walking and biking with her family.

Rachel

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**Marilene L3**

Marilene has worked at Cygnets since October 2008.  She is a a mum of four and has been working in early years for 15 years.

She is also a qualified yoga teacher, teaching in adult education.



**Debbie L2**

Debbie has worked at Cygnets since 2017. She is a mum and really enjoys spending quality time with her family outdoors.

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**Fiona**

Fiona has worked at Cygnets since 2015.  She has 3 children plus a mad cocker spaniel.

She likes to do a bit of crochet and weekends are spent on the touchline at football matches as all 3 of her children play for Milton Colts.

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All staff at cygnets are first aid trained and a trained in child protection. All staff continue to work on the professional development to ensure the highest quality of care within setting.

**4.Our Committee**
Cygnets is run by an elected committee, most of whom have children at Cygnets. The committee meets twice a term and is responsible for the management of the pre-school, including the employment of staff and the review of policy and practice. We also organise fundraising events. The committee is elected at our Annual General Meeting in October.

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* Chair of the committee- Nat Johnson chair@cygnets.org.uk
* Vice Chair- Lianne Stanford
* Treasurer-Sue Williams
* Secretary- Ellie Crane

Get involved
As a registered charity Cygnets cannot exist without a committee. If you would like to find out more about getting involved, please ask one of our current committee, email chair@cygnets.org.uk or talk to our office manager, Alison Macklin milton.cygnets@gmail.com

**5. Policies and Procedures**

Cygnets has many policies that shape the way care is provided for your child and can answer many question about the way your child is looked after while your child is at Pre School. Our Policies and Procedures can be viewed on opur website <https://www.cygnets.org.uk/our-policies>

|  |  |
| --- | --- |
| **COVID-19 Related Policies and Procedures** | **Child Protection** |
| * Safeguarding and Child Protection Policy Addendum Response to COVID-19 (Coronovirus)
* Amended Allocations Policy
* Parental information and responsibilities
* COVID-19 Risk Assessment
 | * Children’s rights and entitlements
* Safeguarding Children and Child Protection
* Safeguarding and Child Protection Policy Addendum Safeguarding concerns
* Children in Care
* Uncollected Child
* Missing Child
* Safeguarding guidance for intimate care
* Use of Mobile phones, cameras and technological Devices
* Guidance on Use of Images
* Online Safety Policy
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|  |  |
| --- | --- |
| **Suitable People** | Key Person |
| * Employment
* Student Placements
* Whistleblowing Policy
* Sickness Absence Policy
* Capability Procedure
* Disciplinary Procedure
* Staff Code of Conduct Policy
* Staff Qualifications, Training, Support & Skills
* ​Induction of Employees and Volunteers
* First Aid
* Probation Procedure
* Grievance Procedure
* Supervision Policy
 | * The Role of the Key Person and Settling in
* Staff Safety and Home Visit Procedure
* Baby Sitting Policy
* Staff: Child Ratios
* Staffing
 |
| **Health** | Equal Opportunities  |
| * Administering Medicines
* Managing Children who are Sick, Infectious or with Allergies
* Recording and Reporting of Incidents and Accidents
* Nappy Changing
* Food and Drink
* Food Hygiene
* Individual Health Plan
* Managing Behaviour
* Promoting Positive Behaviour
* Safety, Stability of Premises, Environment and Equipment
* Maintaining Children's Safety and Security On Premises Recording and Reporting of Accidents and Incidents
* Supervision of Children on Outings and Visits
* Risk Assessment
* Fire Safety and Emergency Evacuation
* Animals in the Setting
* No Smoking
* Lockdown Policy
* Health and Safety General Standards
 | * Valuing Diversity and Promoting Inclusion and Equality
* Supporting Children with Special Educational Needs
* British Values
 |
| Information and Records  |
| * Admissions
* Parental Involvement
* Children’s Records
* Provider’s Records
* Transfer of Records to School
* Confidentiality and Client Access to Records
* Information Sharing
* Working in Partnership with Other Agencies
* Making a complaint
* Fees policy and procedure
* Late collection policy
 |

**6.Famly**

From September 2020 we will be using the software package Famly. Famly is a GDPR-compliant digital platform that offers early years settings an all-in-one solution for communicating, learning journals, and invoicing. As a parent you will be able to;

* See your child's daily activity
* Edit their information
* Answer permissions
* Add contacts
* Access Learning Journals
* Message the Pre School
* View your account history
* Edit Your Settings

As with all learning journals, there will be many times when a photo is taken for use in your child’s learning journal that includes more than one child. We would like to be able to share this as a record of the friendships your child has formed during their early years, and the activities they enjoyed. We do need to ensure these images are accessed and viewed in a safe and secure way. Therefore, we have chosen Famly as it has all the necessary security blocks and measures installed

**7.Preparing your child for Cygnets**

Your child's first day at Cygnets can be a daunting prospect for both you and them. Hopefully our advice will help to ensure that their experience is a happy one from the start.

***Before your first session***

* If you can get your child used to being left without you. It will be easier for your child to settle at preschool if you've gradually got them used to being left with other carers, such as grandparents, relatives and friends. Start off by leaving them for short periods - an hour while you go shopping, and then gradually build it up until your child is happy to be left for a whole morning or an afternoon without you. Most children won't like being left with preschool workers who they don't know at first, but it won’t be long before they come home talking about what they and the ladies have been doing
* Model your language of time using words like “before,” “later,” “soon,” e.g. “Mummy’s going to go to the shops and she will be back later.”
* When you leave your child spend time with them saying goodbye and explain to them simply where you are going and when you will return.
* There are some great online books about starting preschool, or you could borrow some from the public library. Talk about the stories and how the characters are feeling. Ask your child how they are feeling.
* When talking about pre-school think about words that children might not have heard before and explain what they mean, e.g. What is the “outside area, or the decking?” What does “dropping off, picking up time mean?” What is a “keyperson?” What does it mean to “share?”
* Engage in pre-school role-play, they could pretend to be a teacher and take the register and read books to their teddies, or they could be a pre-schooler and dress up in their uniform with their bag and lunch box.
* Talk about going to pre-school, ask them what they are excited about? Ask them if they feel worried or sad about going to pre-school? What will make them happy when they go to pre-school?
* Talk to your child about their feelings and emotions.
* Keep the focus on fun, pre-school is a good place where they can go to have fun, learn and make friends.
* Can you discuss with your child how you will get to pre-school, will you drive, walk, or cycle to pre-school?
* Who will take them to pre-school? Who will pick them up?
* Could you take your child on the route to pre-school and talk about all of the things that you see and pass along the way.
* Remember to stay positive, children pick up on your worries and concerns.
* Take your child to the pre-school and have a look from the outside, show them where they will go stand before they go inside.
* Help your child to develop their health and self-care needs; Try and make these into fun games, for example you could have a race with your child to see how quickly they can put their shoes on. Go for a picnic where your child can practice opening their lunch box and unwrapping their sandwiches.

 You can practice;

* · Asking to go to the toilet / saying when they are wet.
* · Washing own hands.
* · Dry own hands.
* · Blow their own nose.
* · Putting rubbish in the bin.
* · Put on / take off their coat and shoes.
* · Hang their coats and bags up.
* · Carrying their own bag and lunch box.
* · Carrying their own cups and plates.
* · Opening and closing lunch box and containers.
* · Using zips and fastenings.
* Get your child into regular routines, mornings and evenings.
* Try their clothes on that they will be wearing. If they have some uniform before they start this would be great as they will see other children wearing too.
* Show them a picture of their Keyworker so they recognise them on their first session.

***The First session***

At Cygnets we have a settling in procedure we feel that this helps your child to become familiar with their surroundings and makes it easier for them to settle and enjoy their time with us. ~~Dates and times will be discussed with you on your home visit.~~

* We suggest a settling-in plan of a one hour visit ~~with parent(s) / carer(s)~~, followed by a one hour visit without parent(s) / carer(s). If the child has coped well with these initial visits, we suggest starting full allocated sessions thereafter.
* Younger children will take longer to settle in, as will children who have not previously spent time away from home. Children who have had a period of absence may also need their parent to be on hand to re- settle them.
* We judge a child to be settled when they have formed a relationship with their key person; for example, the child looks for he key person when he/she arrives, goes to them for comfort, and seems pleased to be with them. The child is also familiar with where things are and is pleased to see other children and participate in activities.
* When parents leave, we ask them to say goodbye to their child and explain that they will be coming back, and when.
* We recognise that some children will settle more readily than others, but that some children who appear to settle rapidly are not ready to be left. We expect that the parent will honour the commitment to be able to stay for at least the first week if necessary, or possibly longer, until their child can stay happily without them.
* We do not believe that leaving a child to cry will help them to settle any quicker. We believe that a child's distress will prevent them from learning and gaining the best from the setting.
* We reserve the right not to accept a child into the setting without a parent or carer if the child finds it distressing to be left. This is especially the case with very young children.

 ***What to bring with my child***

* Coat or Sunhat. We use our outside areas as much as we can so please make you’re your child has clothing for all weathers.
* Change of clothes, if potty training please put adequate changes in bag.
* Nappies and wipes ,if needed
* ~~Sharing snack i.e. piece of fruit or crackers~~
* Lunchbox if staying for lunch
* Please remember to name all items your child brings to Cygnets.

**8. Settling in**

In order to ensure a smooth transition to Pre School, we have adopted a settling in procedure which enables all children to have quality interactions with their keyworker before they start their normal sessions at Pre School.

~~We start by offering a home visit which enables children to get to know their keyworker in a surrounding they are comfortable in. We then offer two settling in sessions~~

* Session one is and hour of play in your child’s classroom ~~with a carer~~.
* Session two is for an hour of play without their carer

Children are then able to start their normal weekly sessions if their visits have gone well. We do recommend that parents be available at short notice for the first couple of weeks in case their child does not settle well.

**9.Our Big Idea**

At Cygnets we support all unique children to reach their full potential. We plan a child led curriculum in order to spark children’s interest and curiosity.  Leading to engaged active learners.

Our Big Idea is our focus for a two week period. It all centres around a story book taken from a theme that are children are particularly interested in at that time. It can be anything from dinosaurs to thinking about our families. We use this story to engage children in the seven areas of learning and use  a child's interest to support  the progression of their strengths and weakness.

Every morning the children go on a learning walk to explore the resources and activities available that day. It’s a good opportunity for children to connect their ideas and for their learning to be scaffolded by their keyworker

Big idea plans are shared with parents/carers via Famly and parental contributions to our Big Idea are always welcome.

**10. Your Child’s day**

9.15 Big idea story

9.20 Gather in key groups

9.25 Learning walk for pre-schoolers, 2-3 year olds in green areas

9.40 Pre-schoolers gather in key groups for big idea time

9.40 2-3 year olds learning walk

9.45 Free flow/self initiated learning

10.55 Rolling snack finish time

11.40 Tidy up time

11.50 Split circle time

12.05 Home time / lunch time

Afternoon

**11. Our Pre School boundaries**

Our pre school boundaries are decided with our children each term. Visuals are displayed in our classrooms to support children’s understanding and resources such a timers are used to promote children independence in problem solving issues such as sharing with their friends.

**Promoting positive behaviour**

As a setting we are very proud of our children’s behaviour and to support our children’s understanding of unwanted behaviour, we use a behaviour monitoring system that is easy for children to understand and allows them the opportunity to self regulate their own behaviour.

Our weather behaviour chart follows the steps below.

If a child displays unwanted behaviour or deliberate disregard of our Pre School boundaries, then we will follow these steps

*All children start their session with their name on the sun*

***Step one***

*Warning and move to cloud*





***Step Four***

*Once time out has been completed and the child has had an opportunity to talk with someone about what has happened.*

*It’s back to the sun.*

***Step Two***

*Move to rain cloud*

***Step Three***

*Move to thunder cloud and time out*

If a child displays unwanted physical or verbal behaviour towards their peers or staff, the child will move straight to stage four and into time out.

After their time out has finished, we will talk with the child and explain what actions have caused their time out. The child is then given the opportunity to talk with and adult to reflect on their actions and feelings. After this, the child’s name will be moved back to the sunny cloud to start a fresh.

**12. PANTS**

At The Cygnets Milton Pre School we accept our responsibility to protect children in our care from abuse and to support children to protect themselves.

Every term and regularly throughout the academic year we teach children about the importance of keeping their body’s safe, what is appropriate and inappropriate touching and labelling their body parts. This includes teaching children the words penis and vagina.

We use the **NSCPP PANTS** acronym to do this.

We also teach children the **Pantosaurus** the song

*“What’s in your pants, belongs only to you… Your pants cover up your private parts.*

*Your private parts belong only to you if someone asks to see, just tell them “no.”*

*Pants, Pants, Pantosaurus Pants, Pants, Pantosaurus*

*Pantosaurus likes to wear his pants He wears them all day long*

*They cover up his private parts And that’s what makes him strong*

*If someone asks to see Or tries to touch him underneath them He tells them “no!” T*

*Then tells someone he trusts and likes to speak to”……………*

A parents guide to supporting their child can be found on the NSPCC webpage

<https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/underwear-rule/>

**13. FAQ**

**Parking-**Please be aware there is no parking at Cygnets. Milton CE Primary School encourage families to undertake the ‘take 5’ initiative. This is asking families to park a 5-minute walk away from school to free up the roads at the entrance of the school and ensure the safety of pedestrians. The White Horse and Lion and Lamb allow use of their car parks for the school run and these both fall within the 5-minute walking zone. Please note the Butt Lane entrance via Primary School is only open in the morning and again at 3.15pm.

**Clothing-**All children will need a **named** back pack/bag big enough to have a complete **(named)** change of clothes in and send art work and letters home in. Please also ensure coats are named. At pre-school we have daily activities which can be messy such as paint, glue and various sensory play materials. Therefore, please do not send your children in their best clothes, as we cannot guarantee clothes will stay clean. We promote children’s independence at pre-school and therefore recommend they wear clothes they can easily manage such as elasticated waists, not buttons, belts or dungarees if possible. Coats, shoes and clothes should be **named**. Shoes with Velcro fastenings are preferable to buckles and laces. Children should not wear jewellery, excepting for religious reasons, but studs are acceptable with pierced ears.

**Health-**Sickness and Absence – Please ensure you ring, leave a voice message or notify us via Famly if your child will be absent, so we can record it. **Please do not send your child to Pre-School if he or she is unwell.** Please refer to this website for a list of infections and exclusion periods if any <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf>

**Do you have a uniform?** We have t-shirts and jumpers with Cygnets logo which are available to buy (link). Uniform is not compulsory but remember your child will get messy so please do not send your child in anything that you do not want to get messy! All clothing should be named.

**Do you provide food**? No. All snacks and lunches are provided by parents. ~~Snack is sharing snack~~ and we ask for healthy snack to be provided. Lunches should come every day your child comes, in a lunchbox or suitable container clearly marked with your child’s name.

We hope you find all the information you need within this prospectus or on our website. If you have any further questions, please do not hesitate to contact us.

Best wishes

The Cygnets Team

**Forms to be returned to setting before your child starts Pre School**

* Registration form
* All about me form
* Parents starting points
* Famly consent